Using a natocharitybazaar.org Email Address

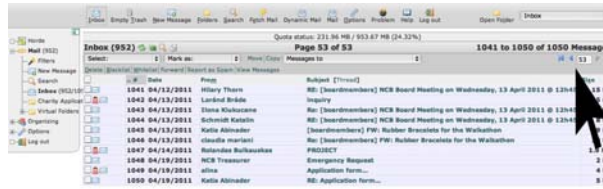|	
Open Horde Mail URL: https://webmail.ovh.net/horde/	
LOGIN Username: charity@natocharitybazaar.org Password: charity2010	
CHOOSE YOUR LANGUAGE: The nice thing about this program is that you can choose the language. I have it set up to use American English. You can choose any of the languages listed in the dropdown menu.	
Once you login, this screen will appear.	

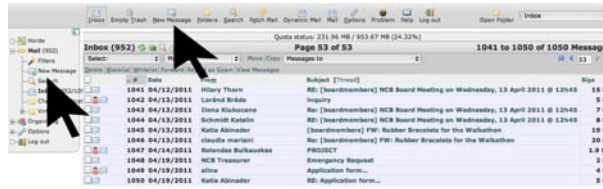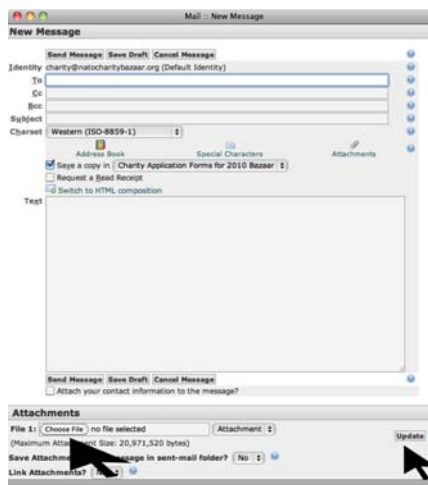|	
Click on the "Mail" button at the top or left side of screen	
INBOX The Inbox will appear. To read an email, just click on it	
SCROLLING ALL MESSAGES: You can scroll all the messages in this mailbox, by using the arrows on the far right	
SENDING A NEW MESSAGE To send a new message, click on the "New Message" button on the top or the fight.	
A new message box will appear. You fill it out the way you would any email message. ATTACHMENTS: To insert attachments, look at the bottom of the message screen. Here you choose the files you want to attach one at a time. Once they are all chosen, you then hit the "Update" button on the left. You'll have to wait.	
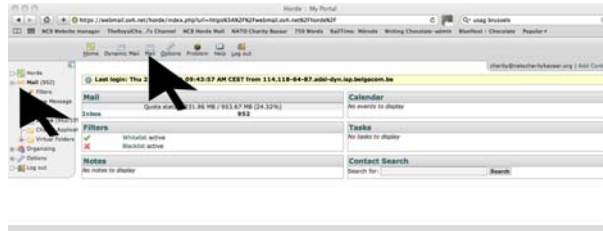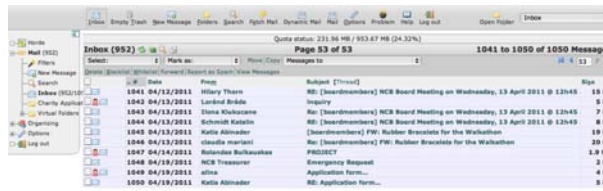
When all of the files are attached, you will see them listed in yellow at the top of the message. You are now ready to click on the "Send Message" button.