

HOW TO USE PEGASUS MAIL:

- Go to Pegasus Mail
- Click on Pen and Paper to Start new message
- Put a valid email address in the To: Field
- Put something in the Subject Field
- Put something in the body of the message
- Click Send
- To get your mail click on the icon of a globe with two arrows, it will send any queued messages plus pick up anything waiting for you.

HOW TO SEND AN ATTACHMENT IN PEGASUS MAIL:

- Go to Pegasus Mail
- Click on Pen and Paper to start new message
- put a valid email address in the To field
- put a subject in the Subject field
- type in the body of the message
- click on the tab that says attachment (or attach in older versions)
- go to the window that has directories or folders and find the folder that your file is in
- go to the window that has files and double click on the file
- your file will now appear in the main, larger window across the top
- depending on your version of Pegasus Mail, you may see a paper clip in the top right corner of the Pegasus Program window
- go back to the message tab (or edit tab in older versions)
- check your spelling using the “abc” button and then click on send
- When you are on line your message will be sent, if the message is queued for delivery, click on the icon to send all queued mail.

HOW TO RECEIVE AN ATTACHMENT IN PEGASUS MAIL:

- Connect to the Internet
- open Pegasus Mail
- click on Check host for new mail to get your messages
- The message with an attachment will be in two parts, the first part will have the typed body of the message, the second part will be the attachment
- click on the attachment
- click on the save button
- go to the window with the folders or directories
- choose a folder to save the message in
- choose a file name for the attachment you want to save
- click on save

- go to Windows Explorer or file manager in Window 3.X
- find the folder you saved the message in
- click on the file you just saved
- the program that corresponds with the file type should automatically begin and show you the file that was sent to you.

NOTE: you should always follow this procedure with Pegasus Mail, even though the newer versions are capable of starting most programs now, it is much more reliable to do your attachments in this multi step manner as this will definitely work every time.