

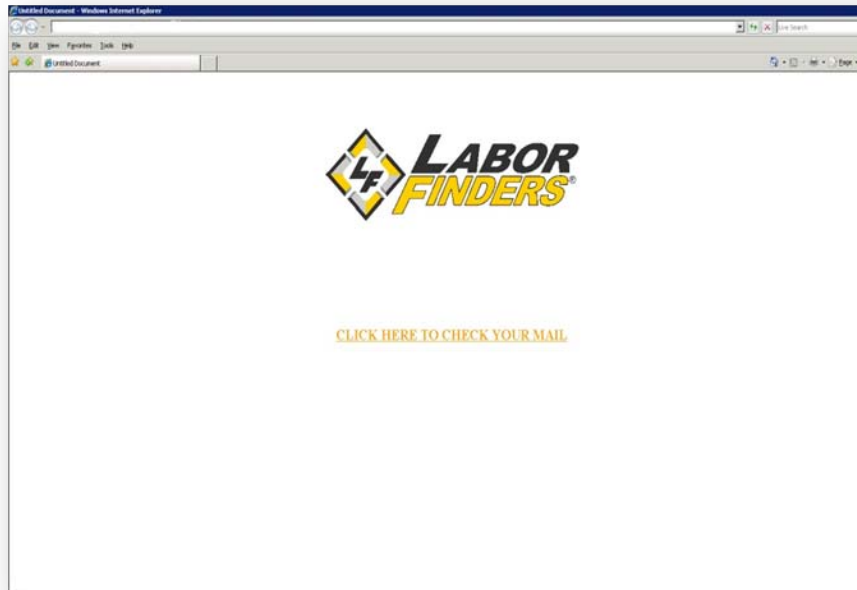


Laborhelp.net

Email Manual

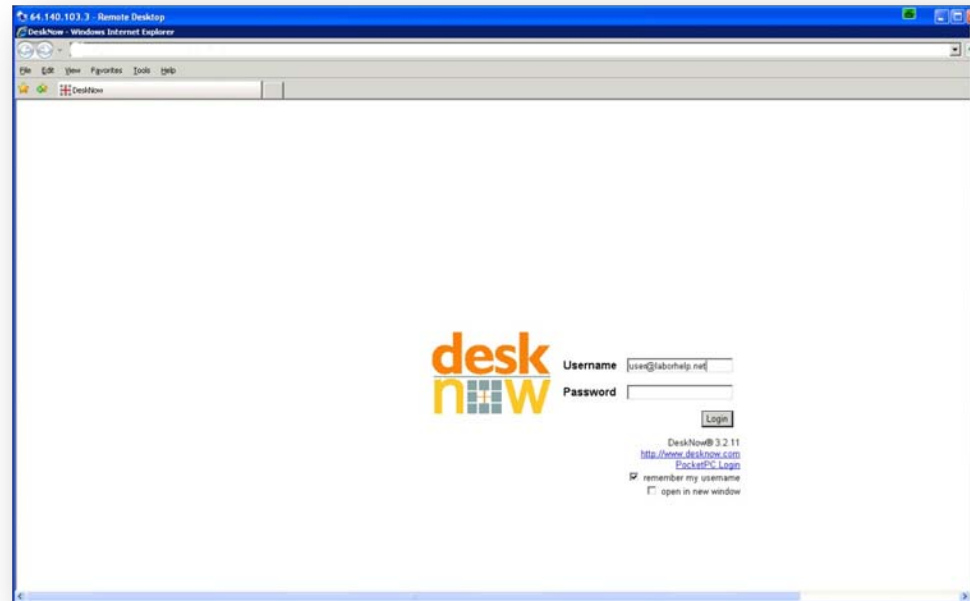
Log in Page

- Go to www.laborhelp.net
- Click on:
 - Click here to check your email



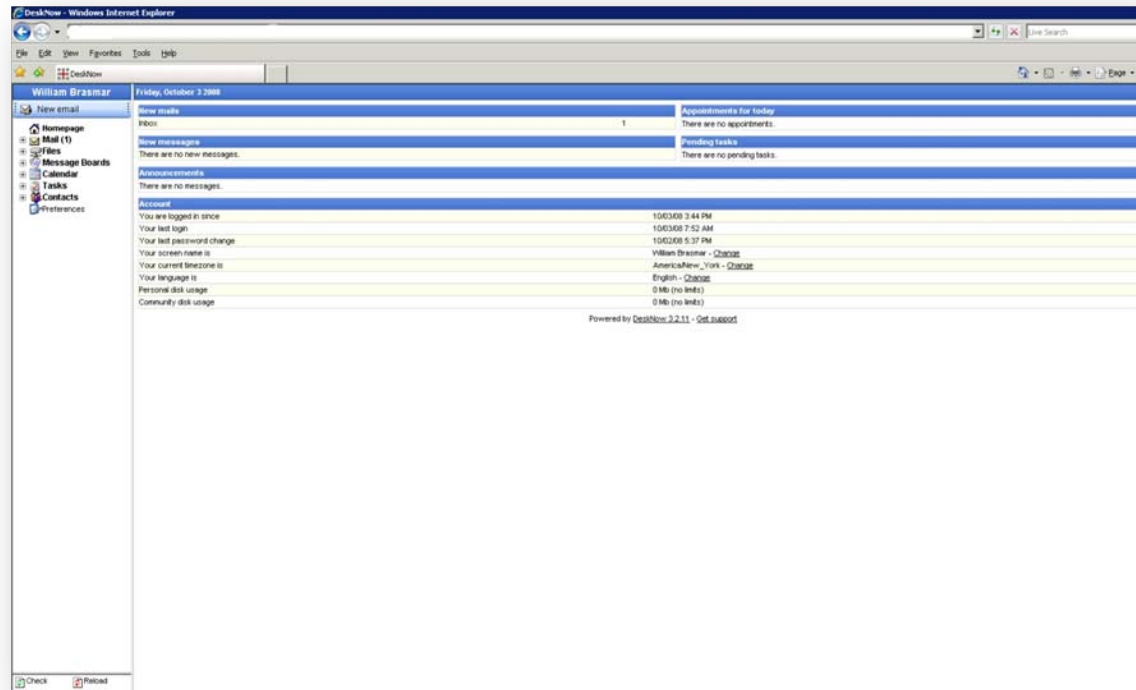
Desk Now Log In

- Enter username and password
 - If you are unsure of your user name and password contact.
 - KPA Promotions @ 561-209-9822



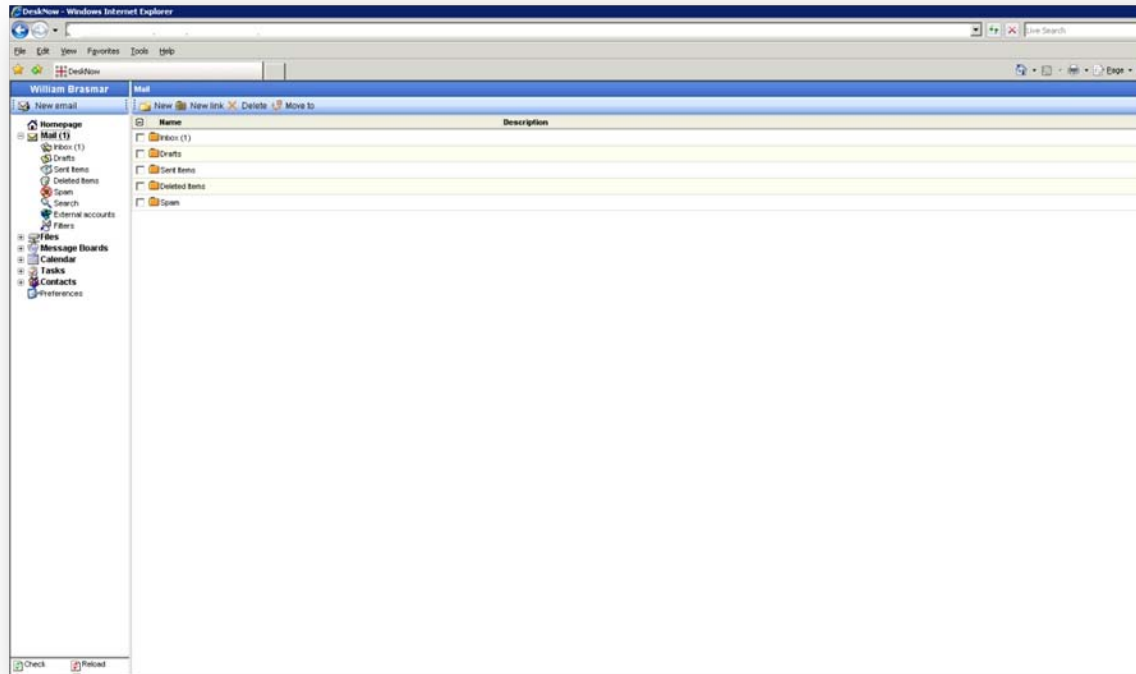
Email Home Page

- Click on:
 - Allow pop ups .
 - This should be located in the blue bar.
 - You can now start your email by clicking on mail in the left hand corner.



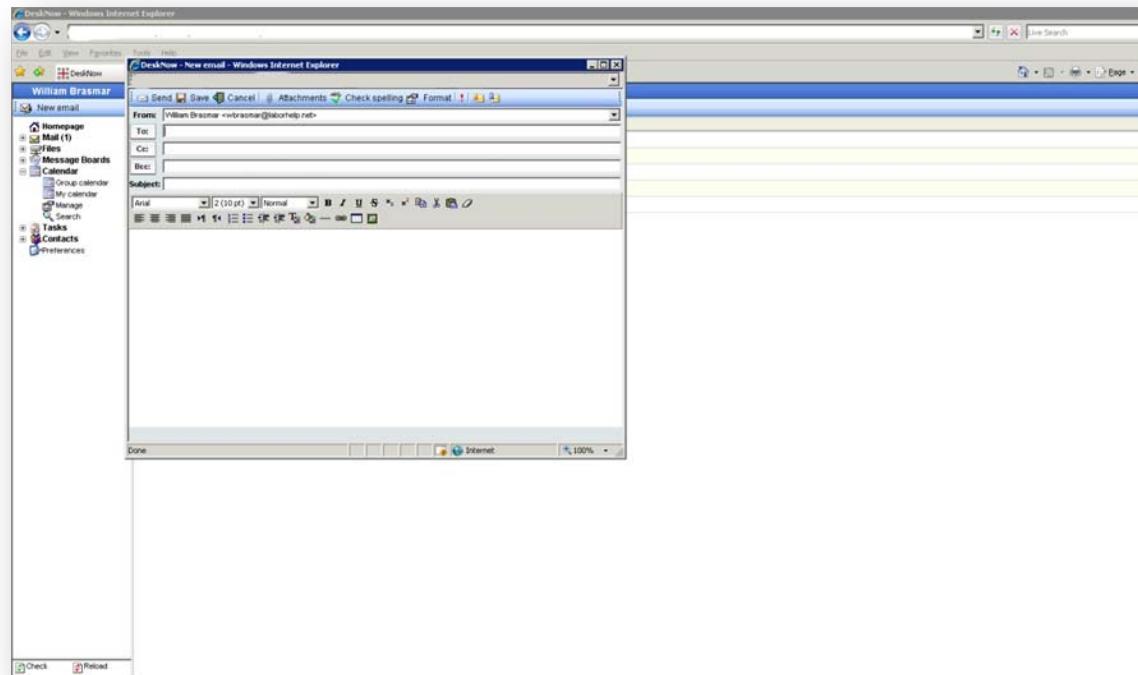
Sending Emails

- To send an email click on:
 - New email in the left hand corner right below where your name is.



Step 1: Finding a Contact

- Click on: To



Step 2: Finding contact

- Click on:
 - User directory
 - Click on Default.
 - This will open up a new window with contact emails.
 - Double click on the email address.

