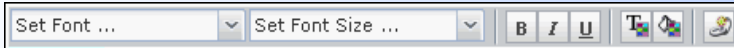


Create a Scribb Signature

To create a personal signature for your scribbs:

1. Click the [Edit Profile](#) link on any screen to display the User Profile dialog.
2. Under the General tab, in the Signature section, enter the information that you want to include as a signature.
3. You can **format the signature**, or one or more parts of the signature, using the formatting taskbar.



4. You can **create hyperlinks** to web pages in your signature by selecting (for each hyperlink) a portion of the signature, clicking the **Edit hyperlink** icon at the end of the taskbar, and entering the web page URL.
5. Checkmark the **Add the signature...** field to automatically add the signature to every scribb that you compose.

Receive Email Notification

To receive an e-mail notification whenever you receive a scribb:

1. Click the [Edit Profile](#) link on any screen to display the User Profile dialog.
2. Under the General tab, in the Notifications section, checkmark the **Email Notification** field.

Change Your Name or Password

To change your Scribbos name or login password:

1. Click the [Edit Profile](#) link on any screen to display the User Profile dialog.
2. Under the General tab, in the Personal Information section, reenter your first and/or last name or click the **Change Password** button to select a different password for logging in to Scribbos.

Compose a Scribb

To compose a scribb:

1. Click the **Compose** tab on the Scribbos taskbar to displays the Compose New Scribb page.
2. Enter one or more addresses in the **To:** field or click the **Add Recipient** tab to select addresses from your Address Book.
3. Enter the Subject of the scribb.
4. Enter the text of your scribb.
5. To **format the text**, or one or more parts of the text, use the formatting taskbar.



6. To create **create hyperlinks** to web pages in the message, select (for each hyperlink) a portion of the message, click the **Edit hyperlink** icon at the end of the taskbar, and enter the URL of the web page.
7. To **attach one or more files** to the scribb, click the **Attach** tab for each file to be attached and select the file from the File Upload dialog.
8. Click the **Send** tab in the Scribbos taskbar.

Track a Scribb

To track the history of a scribb that you have sent:

1. Select a scribb on your Sent page.
2. Click the Track tab on the Scribbos taskbar.
3. The Scribb Tracker dialog lists all recipients of the scribb and identifies whether or not they have read the scribb, deleted the scribb, and downloaded any files attached to the scribb.

Respond to a Scribb

To respond to a scribb that you have received:

1. Click any scribb in your Inbox to display the scribb message, and information about the scribb, below the Inbox.
 - a. If there are one or more files attached to the scribb, click each **attachment link** to open or save the file.
 - b. To **save the scribb sender as a contact** in your Address Book, click the icon next to the e-mail address in the **From:** field. (The sender is saved as a contact automatically if you send a reply to the scribb.)
 - c. Clicking on a **hyperlink in the scribb** will cause you to exit Scribbos and access the web page of the hyperlink.
2. If you want to **to reply** to the scribb:
 - a. Click the Reply tab to reply to the sender of the scribb.
 - b. Click the Reply All tab to reply to the sender of the scribb and everyone else that received the scribb.
3. If you want **to forward** the scribb, click the Forward tab and select one or more recipients.

Add a Scribb Contact

To add a Scribbos contact in your Address Book:

1. Click the Address Book panel in the User Menu.
2. On the Address Book page, click the Add Contact tab.
3. Enter and save the e-mail address of the contact. (You can add anyone that sent you a scribb as a contact via your Inbox – see View a Scribb.)

Block a Scribbos Contact

To block a contact from sending you scribbs:

1. Click the Address Book panel in the User Menu.
2. Select a contact and click the **Edit** tab.
3. Checkmark the **Blocked** field to inhibit any scribbs sent to you by this contact from reaching your Inbox.

Filter Displayed Information

To filter the displayed information in a list (for example, the list of contacts in your Address Book):

1. Enter a series of one or more characters in one or more of the filtering fields above the column headers.
2. Click the filter icon (the funnel) at the end of the filtering fields. The list only will contain contacts that have all of the matching characters in all of the filtering fields.

Email Address	First Name	Last Name
usertest2@companyd.com	usertest	two
usertest22@companyd.com	testuser	twentytwo
usertest3@companyd.com	user	three

Select Order of Displayed Information

✘ To select the alphanumeric order of a list (for example, the list of contacts in your Address Book), according to the information in a particular column:

1. Click the header for that column. The list displays according to the ascending alphanumeric order (0-9, A-Z) of the information in that column.
2. Click the header again to display the list in reverse alphanumeric order (z-A, 9-0).

Note: You cannot sort a list by every column on every page.

Email Address	First Name	Last Name
usertest2@companyd.com	usertest	two
usertest22@companyd.com	testuser	twentytwo
usertest3@companyd.com	user	three