



How do I	Steps to perform
<p>1 Scan a document to e-mail.</p>	<p>Place your originals face up into the Automatic document feeder (ADF) or face down on the glass. Touch the E-mail button on the Home screen. If your system uses authentication, your e-mail address will appear in the From field after you log in. If not, touch the From field and use the virtual keyboard that appears to enter your e-mail address. Touch the To and Subject fields and enter recipients and a subject for the e-mail. Touch Send E-mail.</p>
<p>2 Add E-mail addresses to the address book.</p>	<p>Touch the E-mail button on the Home screen. Touch the open book button. Select Local in the dropdown list. Touch the Plus button and use the virtual keyboard to enter a name. Select E-mail from the dropdown list and enter the e-mail address from the name you entered. Touch OK twice.</p>
<p>3 Send an e-mail to multiple recipients (using the address book).</p>	<p>Load your originals. Touch the E-mail button on the Home screen. Touch the open book button. Touch a name in the list, then touch the right-facing button to move it to the To list. Repeat this for all recipients. Touch OK. Touch Send E-mail.</p>

