

How do I:	Steps to perform
1. Scan a document to E-mail.	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 .
2. Add E-mail addresses to the address book.	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.
3. Send an e-mail to multiple recipients (using the address book).	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 .

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