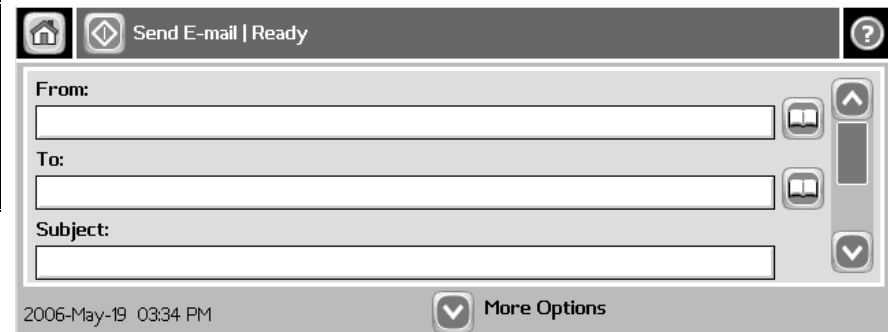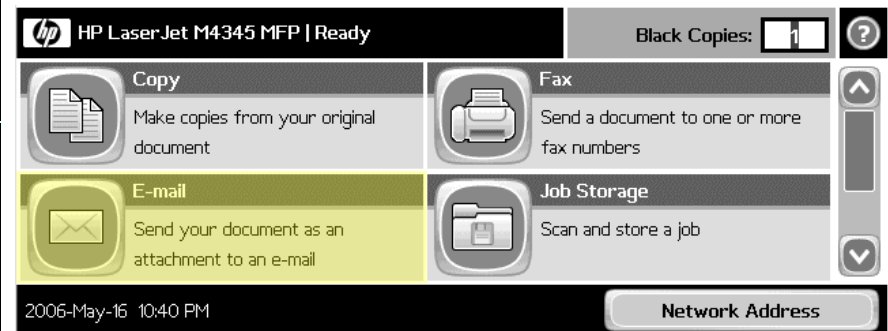# hp LaserJet M5035 mfp – Scanning to Email

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 fro 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**.