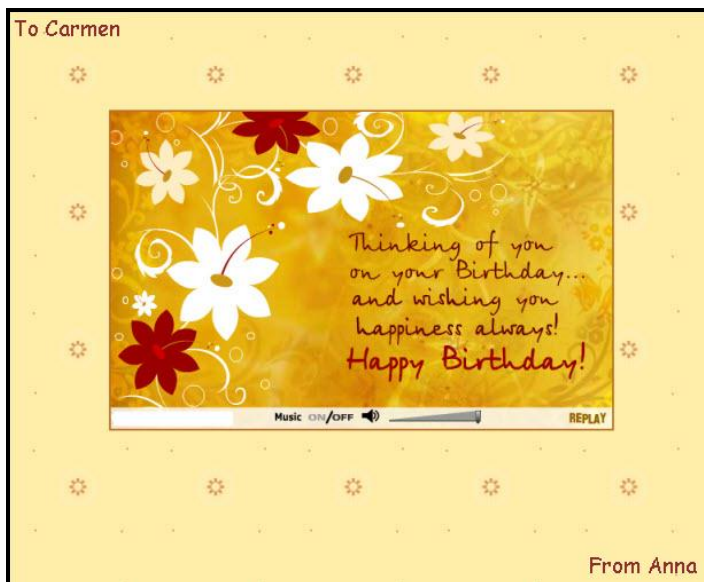


Send an E-card

Have you ever wanted to send a card in an inexpensive and quick way? An e-card or electronic card is a greeting card sent via the Internet. It is a popular tool these days. In a business, or for personal use, you can send e-cards without spending expensive postal fees.

Look at the following example:



E-card Example

To send an e-greeting card, you will need:

- Your email address
- Your password (optional)
- The email address of the person to whom you wish to send the e-greeting card
- Internet connection

Before you begin using the computer to send your e-card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

To send an e-card, you need to have an existing email account. If you do not have an email account, refer to the activity card - **How to Create an Email Account and Send Emails with or without Attachments**.

E-card

Steps on How to Send an E-card

A. Select an E-card Service

1. Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

2. Click to place your cursor in the Address or Location bar. Type free E-card.

For help, see:


Web Technologies Skill 1.4: To go to a page on the Web

Or, Web Technologies Skill 3.4: To go to a page on the Web

3. Press the Enter key on your keyboard. You will notice that a list of popular Web sites offering E-card services will appear.

4. Click on a Web site that interests you.

Note: If you are unable to decide which Web site to select, you can take help from others you know who have already used e-card services.

Note: To select a Web site move your cursor over it. You will notice the cursor changes to a hand .

B. Browse and Select E-card

1. Browse through the categories to find the E-card you want to send. Categories include birthday, holidays, anniversaries, festivals, announcements and special occasions among other things.

2. Once you decide on the card you want to send, click to select it.

C. Personalize and Preview E-card

1. Click on the link that directs you to personalize your E-card.

2. You will be directed to a page which appears like a form.

3. Fill in details in the boxes, such as your:

- First Name and Last Name
- Your email address
- The email address of the person you wish to send the E-card to
- Your message
- The date on which you want the person to receive the E-card

Note: If you want to send the E-card to more than one person, type a comma after each email address.

4. Preview the card before you send it. Check for spelling mistakes and make sure you like the way that it looks.

D. Send Your E-card

Click Send to send your E-card.

Review Your Work

Look over your E-card. Make sure it has the following elements:

- The email address of the recipient
- A message in the compose box
- Your name and email address

If any of these elements are missing, add them now. You should also make any other desired changes.