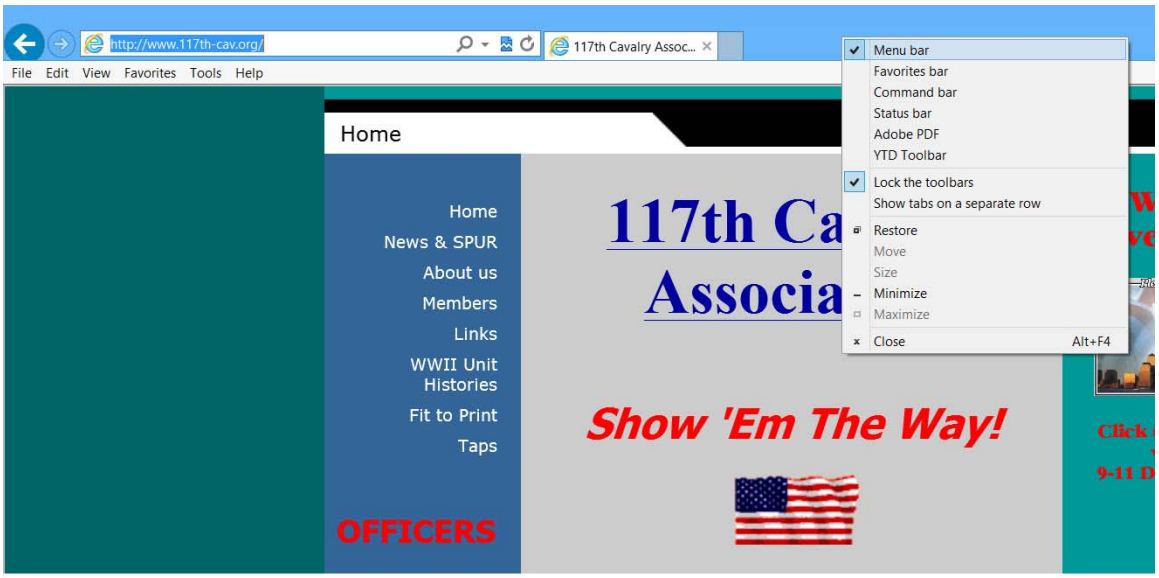
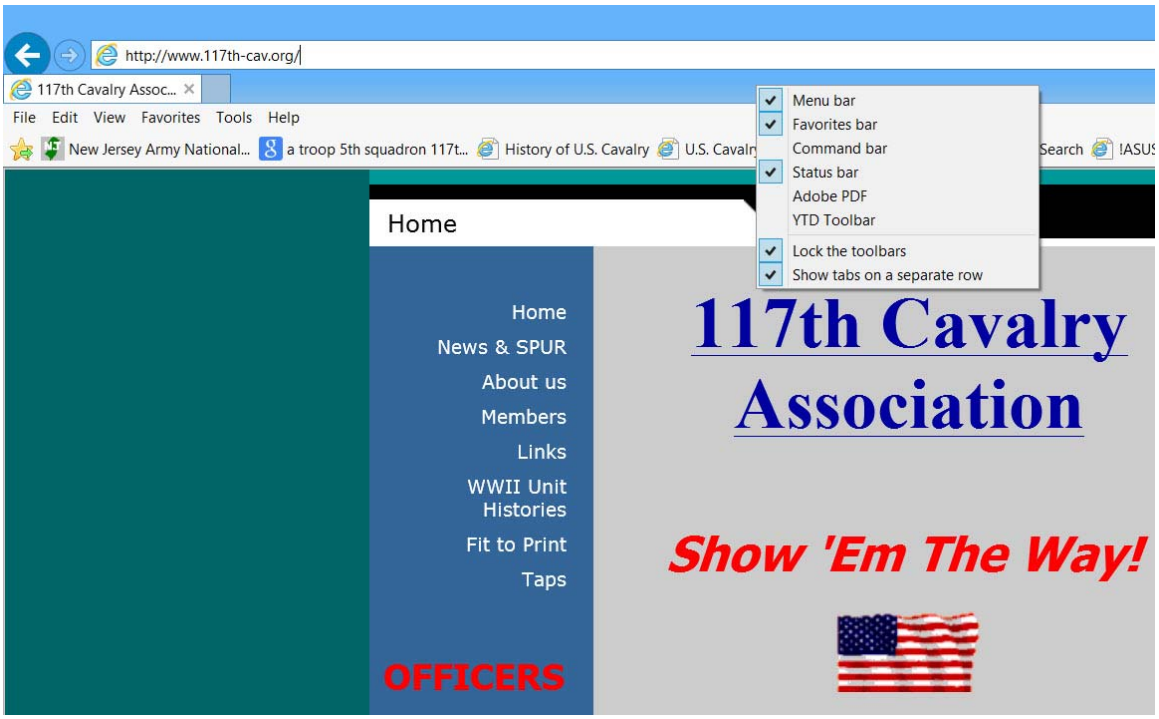
HOW TO SET COMPATIBILITY VIEW

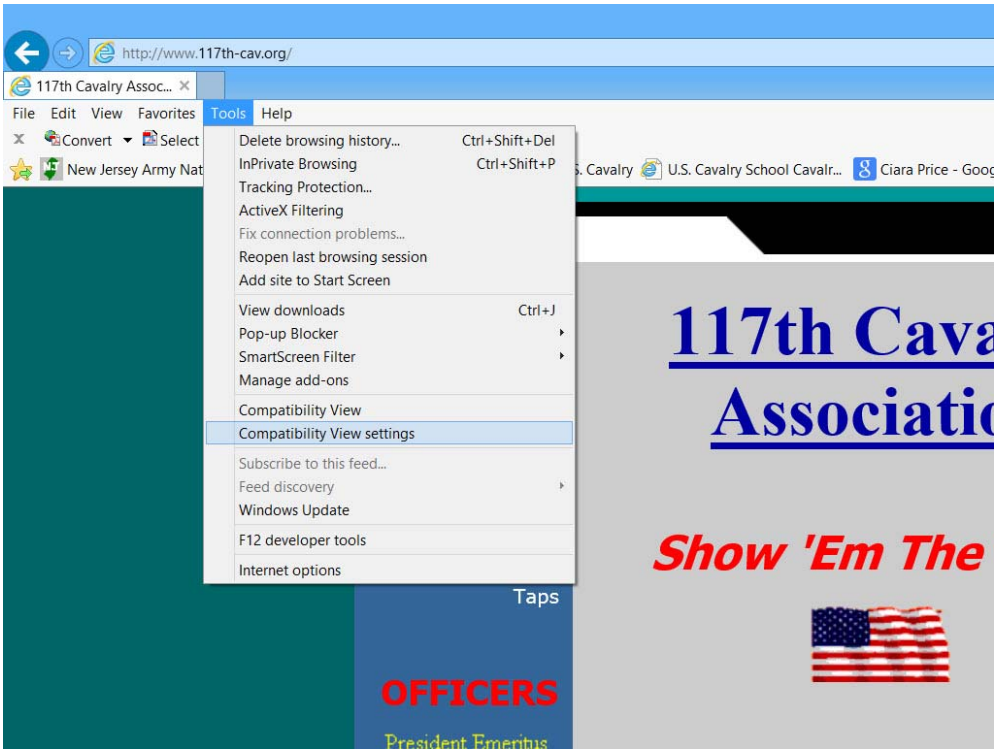
1) Right-click the top bar to drop down the options menu and select “Menu bar”.
   The Menu bar appears as below.



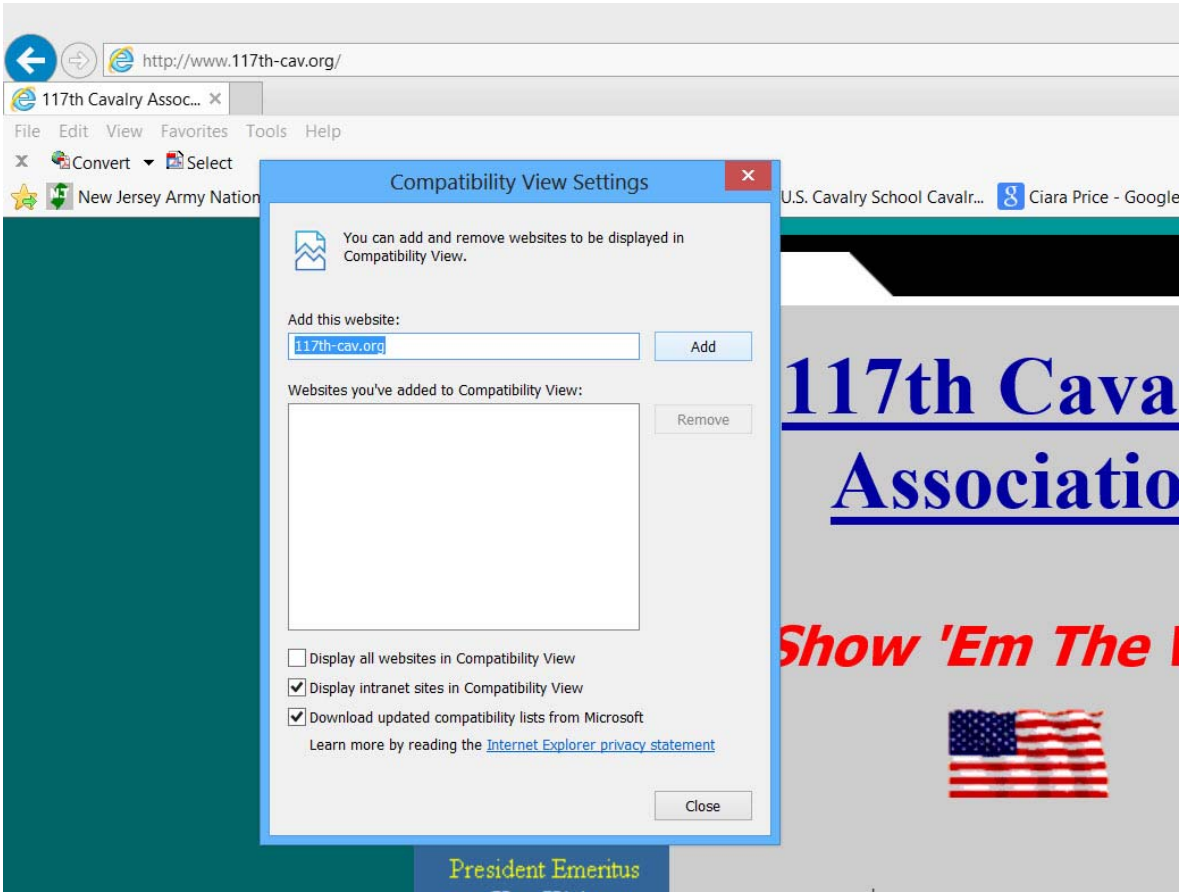
2) I also select the options as indicated as my personal preference which is not needed for this operation.



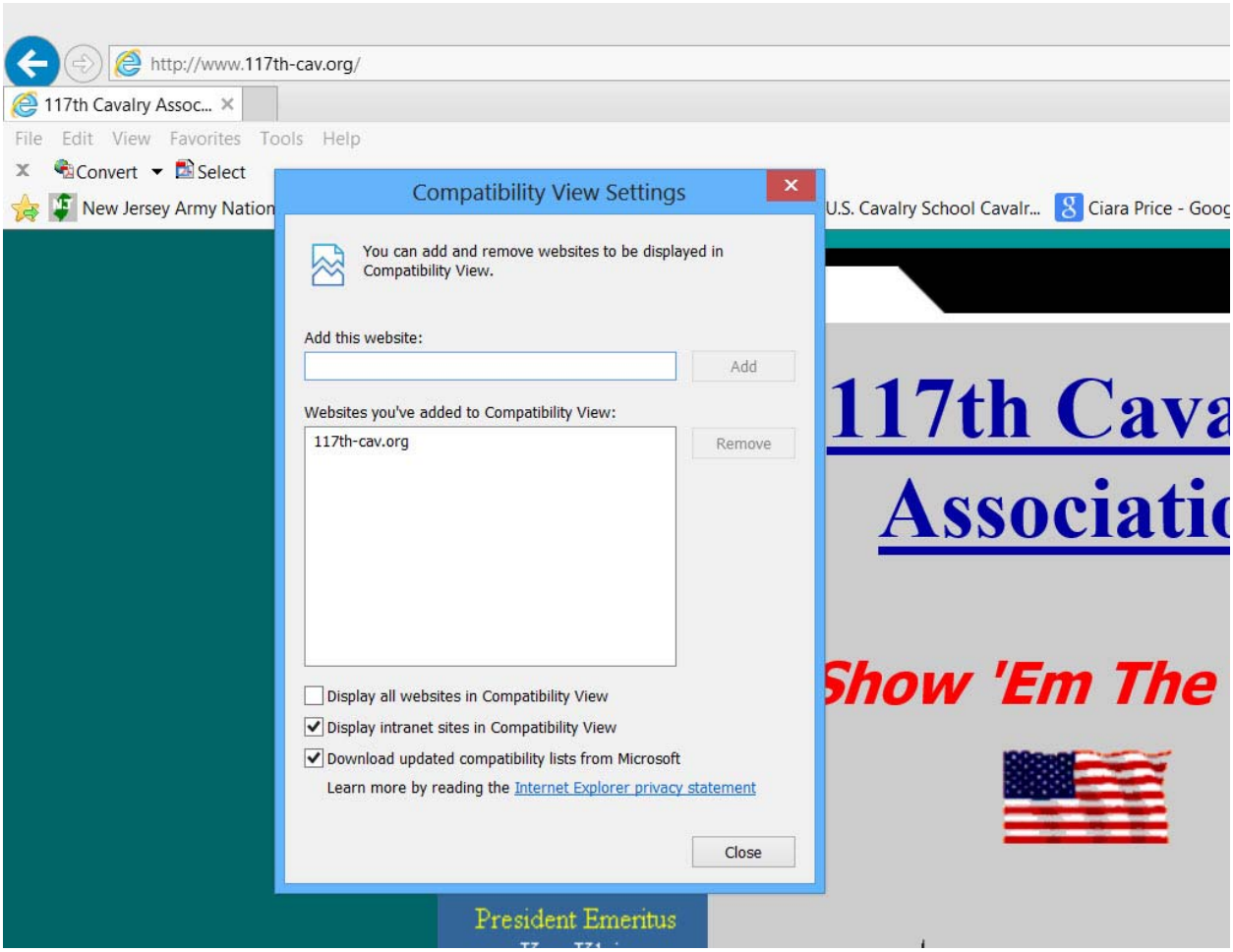
3) Click “Tools”, then “Compatibility View settings”.



4) Be sure the website is in the box as below then click “Add”.



5) The website is added to the list as below, then click “Close”.



The website may refresh itself at this point and then clicking in the names to send an email should work.