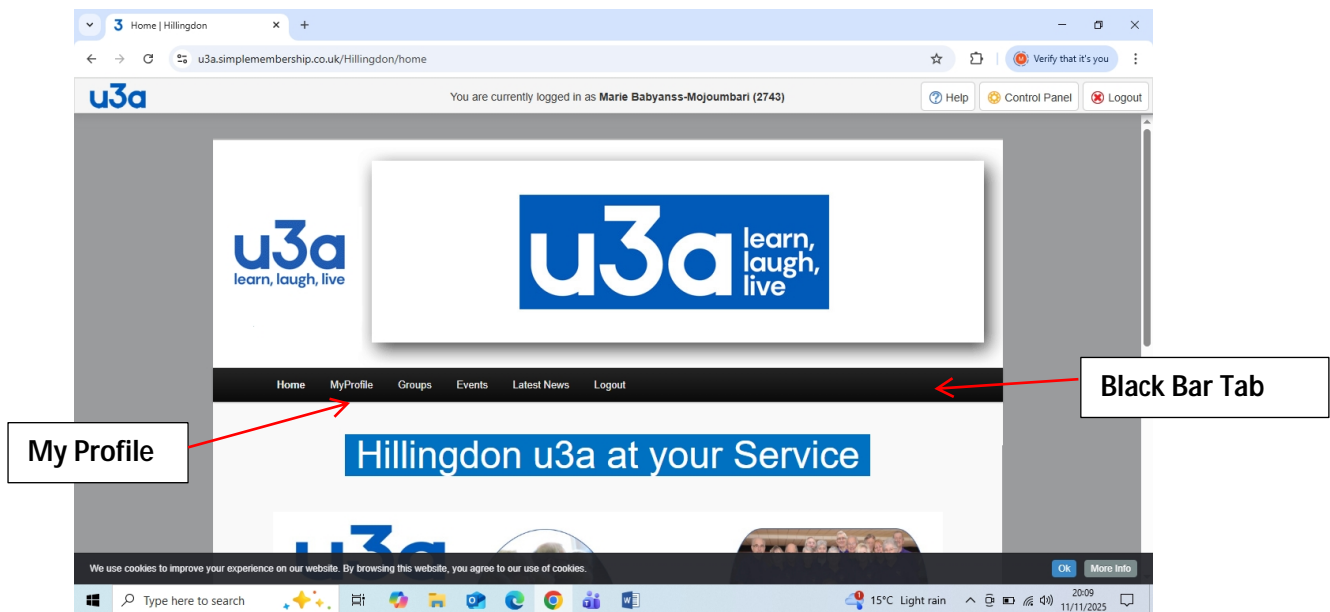
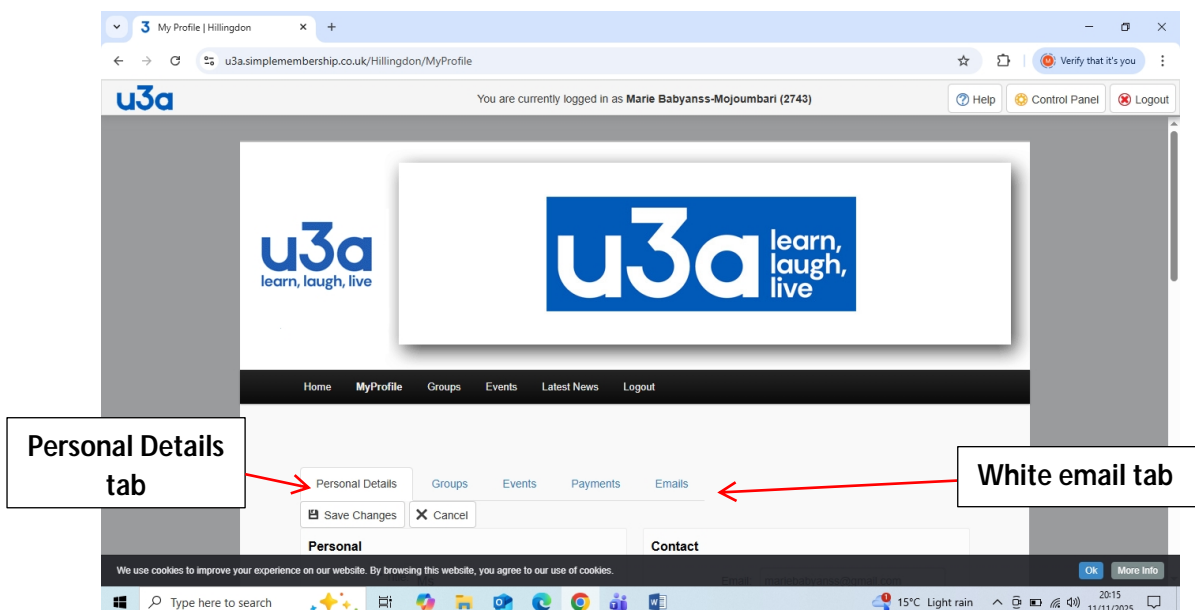


Checking the list of your incoming and outgoing emails in 'Simple'

After logging in to the 'Simple' system with your Username and Password, you will see the following page. You then need to click on '**My Profile**' link on the **Black Bar** tab, in order to see five **White** tabs that exist below the **Black Bar** tab.



At this stage, the system automatically positions you on the '**Personal Details**' tab, but you need to be on the '**Email**' tab on the right, to be able to see the list of the emails you have sent or received through the 'Simple' system (including the ones sent to you by **Hu3a Administration**). So, click on the **Email** tab, illustrated on the screenshot below.



This will take you to the following screenshot, which has an example of the list of the emails sent or received by a hu3a member. You can open and read each email by

clicking on the blue **Info** icon shown on the far right of the screenshot, but first you will only see a pop up of the email.

The screenshot shows the 'My Profile' page for Hillingdon U3a. The user is logged in as Marie Babyanss-Mojoumbari (2743). The 'Emails' tab is selected, displaying a table of messages. The table has columns for DATE, SUBJECT, and SEND/RECEIVE. The SEND/RECEIVE column contains icons: a green envelope for outgoing and a blue envelope for incoming. Callouts point to these elements:

- List of sent and received messages**: Points to the email list table.
- Info Icon**: Points to the blue information icon in the SEND/RECEIVE column.
- Incoming Email Icon**: Points to the blue envelope icon in the SEND/RECEIVE column.
- Outgoing Email Icon**: Points to the green envelope icon in the SEND/RECEIVE column.

DATE	SUBJECT	SEND/RECEIVE
11 Nov 2025	HU3A Headstone Manor and Museum Visit 27-11-25	[Outgoing] [Info]
10 Nov 2025	Hu3a London Walk	[Outgoing] [Info]
10 Nov 2025	HU3A London Walk	[Outgoing] [Info]
10 Nov 2025	Hu3a Sunday Concerts 2025	[Outgoing] [Info]
06 Nov 2025	Hu3a Monthly Meeting, Monday 10th November 2025	[Outgoing] [Info]
26 Oct 2025	Hu3a Buzz November 2025	[Outgoing] [Info]
17 Oct 2025	Age Friendly Event Monday	[Outgoing] [Info]
16 Oct 2025	All Member Email for the October Monthly Meeting Slideshow & Talk	[Outgoing] [Info]
16 Oct 2025	All Member Email for the October Monthly Meeting Slideshow & Talk	[Outgoing] [Info]
16 Oct 2025	All Member Email for the October Monthly Meeting Slideshow & Talk	[Outgoing] [Info]

This is what the pop up email looks like. Now you need to scroll down the page, using the scrollbar, to see the contents of the email.

The screenshot shows a pop-up window titled 'Email Details' for the email 'HU3A Headstone Manor and Museum Visit 27-11-25'. The window displays the u3a logo and the text 'learn, laugh, live Hillingdon'. A scrollbar is visible on the right side of the email content area. A callout points to the scrollbar:

- Scrollbar**: Points to the vertical scrollbar on the right side of the email content area.

Notes:

- 1) Please note that the shape of the arrows on the emails in the **SEND/RECEIVE** column look different indicating incoming and outgoing emails.
- 2) Unlike the other email programmes that you may be using, you cannot delete the list of your emails in the 'Simple' system yourself. The 'Simple' system stores your emails for a month or so, and then deletes them automatically. However, a copy of those emails sent to you by **hu3a Administration**, will also be sent to your personal email address, i.e. the email address you provided in your Profile in the 'Simple' system.