

- ✓ Send letters via the internet
- ✓ Customise the look of letters
- ✓ Track the progress of mail

Send a real letter via the web

When an email just won't do, use L-Mail to send snail-mail letters from your PC

THE EXPERT



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You know the feeling; running around the house desperately trying to find a stamp so you can post that important letter before the postman empties the postbox down the road at 6pm. Well now you can forget about using stamps, and queuing at the post office can be a distant memory – L-Mail is here!

Sending letters couldn't be simpler. You don't even have to set up an account, it's just a case of typing in where you want the letter to be sent, writing it and then clicking a few buttons.

After you've typed your missive and entered the target address you are taken through a step-by-step process where you can customise the format of the letter, as well as choosing a font and altering its size.

CHOOSE YOUR DESTINATION

Amazingly, you can send your letters to anywhere in the UK for just 58p and almost anywhere else in the world for just a little bit more. For example you can send a letter to Uzbekistan for just 74p and the States for as little as 63p. However, paying by debit card is slightly more

expensive than paying by credit card, which is something to beware of.

TRACKING YOUR LETTERS

L-Mail conveniently emails you a copy of all the letters you send, and once they have been printed out and sent, L-Mail emails you again to let you know the letters are on their way.

To ensure a speedy delivery process, L-Mail has stations all around the world so your letter can be sent from a location as close to your recipient as possible. This means that in many cases, your

L-Mail letters will arrive well before a normal letter sent via the postal system. We sent a letter from Bath to Bournemouth and it arrived two days later – not ultimate speed, but perfectly adequate unless next-day delivery is vital. The further away your letter's destination, the more money you'll save. ■

L-MAIL UP CLOSE

WRITE A LETTER
Stage 2 - Writing.
Compose your letter. Write the body of your letter below. Your address and the recipient's address will be automatically added on the next page for you to review. You can also edit the recipient's address on this page.

PRICE LIST
Current Prices (credit card)
Australia £0.32
Canada £0.77
France £0.74
United Kingdom £0.49
United States £0.63

TRACK YOUR LETTER
Once you've sent your letter, you can enter your L-Mail reference into the L-Mail Tracker bar on the right-hand side of the screen to see its status.

GET IN TOUCH

If you'd like to see a specific subject covered in our Tutorials section, please let us know at:
● internetadvisor@futurenet.co.uk

WHAT YOU'LL NEED

It's a good idea to ensure that you're using the latest version of Internet Explorer and that you have all of the latest updates installed. To check this, pay a visit to Windows Update at www.windowsupdate.com.

Send a letter via L-Mail

How to send letters from your PC to your recipient's home letterbox

01 START FROM HOMEPAGE
First, enter www.l-mail.com in your browser. To start off the process you must click the 'Send a letter now' button located in the centre at the top of the screen at the L-Mail homepage. This will bring up the first step in the simple procedure of planning out your letter.

02 ADDRESS YOUR LETTER
Now it's time to enter your address and that of your recipient. Type the relevant information in the labelled boxes on the screen and once completed, click the Calculate button. This will generate an estimation of the cost of your letter on the left of the screen. If you're happy, click Next.

03 TYPE OUT YOUR TEXT
Next you need to write the body of your letter. Don't worry about adding your address at the top, L-Mail does that for you. There's nothing to it really, just type into the box what you want to say in your letter, and when you've finished, click Next to continue.

04 FORMAT YOUR LETTER
L-Mail now gives you a preview of what your printed letter will look like. There are three templates to click on near the top of the screen which set up the page in different ways. Either choose a format using the templates, or be creative and use the basic on-screen format tools to do the job yourself.

05 CHANGE DISPATCH DETAILS
To hasten delivery, L-Mail has printing stations all over the world. Your letter will be sent to the printing station of your choice, so it's wise to select one as close to your recipient's address as possible. When that's completed, select your payment method and click Next.

06 CHOOSE YOUR CARD TYPE
Now comes the bit where you have to put your money where your letter is. L-Mail gives you a number of card types to choose from, and once you recognise yours, you simply click it with your mouse. You'll then be prompted to enter your card details...

07 SECURE PAYMENT
This is the final step. Simply enter your card details and the address where the card is registered. Make sure this address is exactly the same as the address in your card company's records. Once you have double-checked that everything is OK, click Make Payment and you're finished.

08 KEEP INFORMED OF YOUR LETTER'S PROGRESS
There's no reason to fret about when your letter was actually posted or when it might arrive. Not only do you receive email confirmation that your payment went through smoothly, but L-Mail also updates you as soon as your letter has been sent.

TAKE IT FURTHER
OPEN AN ACCOUNT
If you think you'll want to use L-Mail regularly, you'll soon be able to open an account. The benefits of such an account include having your own address book, not having to enter your payment details each time, plus you'll also be able to date letters for dispatch up to three months after you write them!

TELL A FRIEND
Go to the left of the L-Mail homepage and enter your name and email address along with those of the friend you want to tell. Click Send, and you're done!