

## INSTRUCTIONS FOR E-MAILING LOGBOOK

1. At any stage during a trip the logbook can be e-mailed to any recipient.

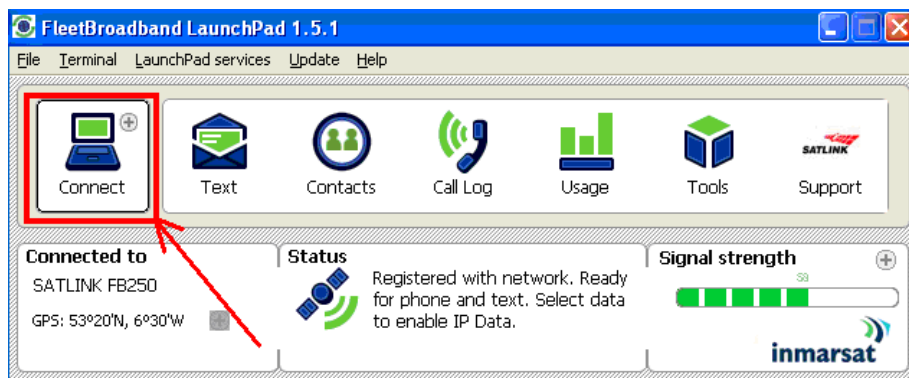
### 2. Pre-requisites

a. Firstly you must ensure that you have Satellite Connection open.

- Double click on LaunchPad



- Click on "Connect"



- You should see this message below showing FB250 trying to make a connection.



- When a connection is made you will see the "Disconnect" option in the top left corner

b. Secondly you must open Outlook Express,

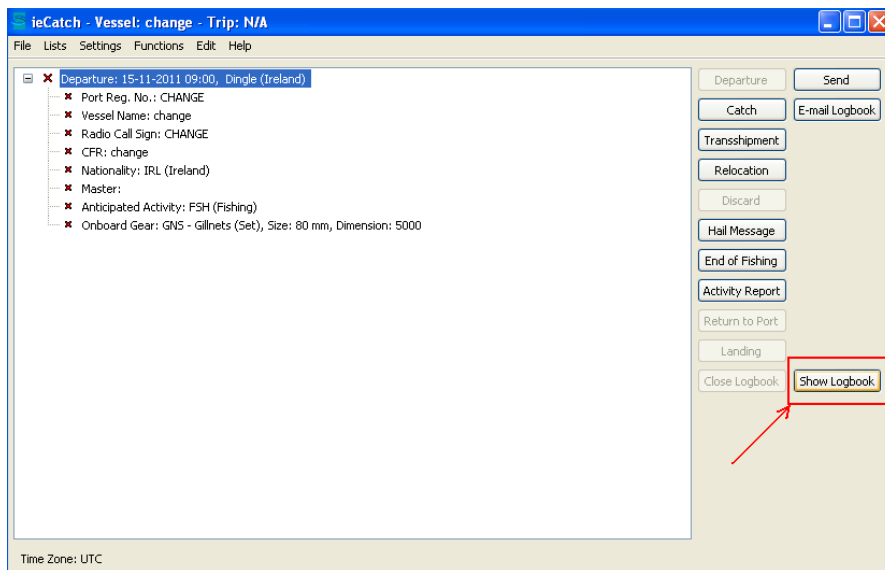
- Double click on the "Outlook Express" icon.



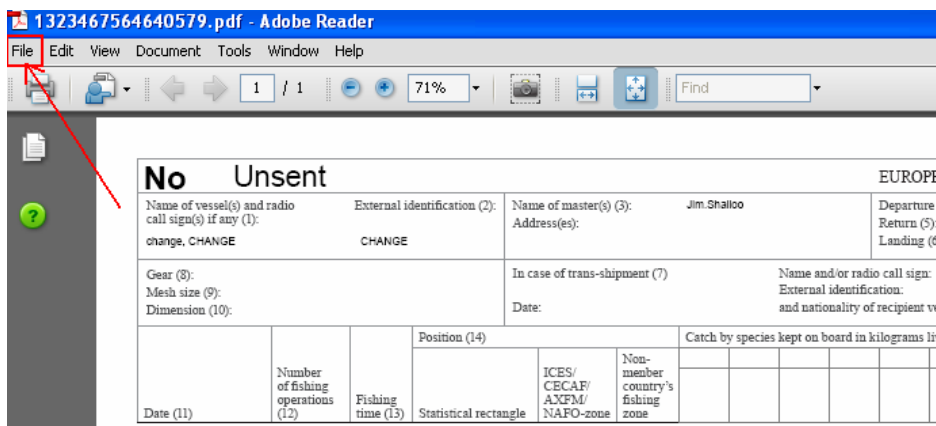
- When opened, minimise it.

3. To e-mail the logbook from ieCatch follow the steps below ;

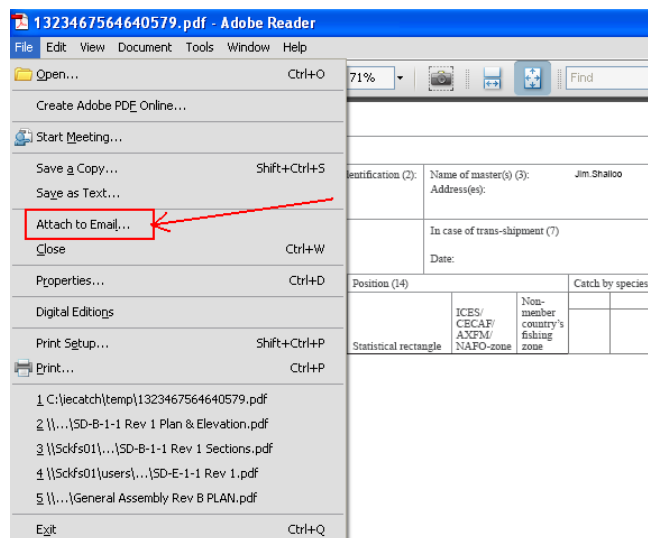
- Within ieCatch select “Show Logbook”.



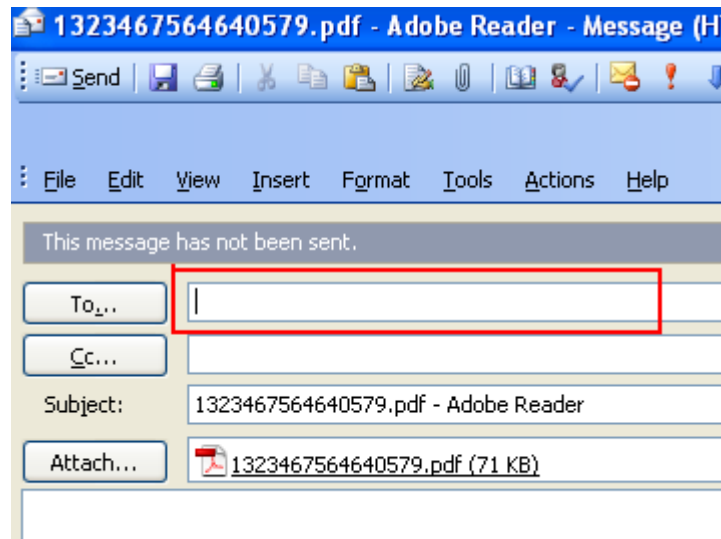
- Next, on the Logbook View page select “File”



- From the drop down menu select “Attach to Email”



4. Enter the intended recipients e-mail address and select “Send”



5. The logbook has now been sent. You can confirm this by checking the “Sent” folder in “Outlook Express”.