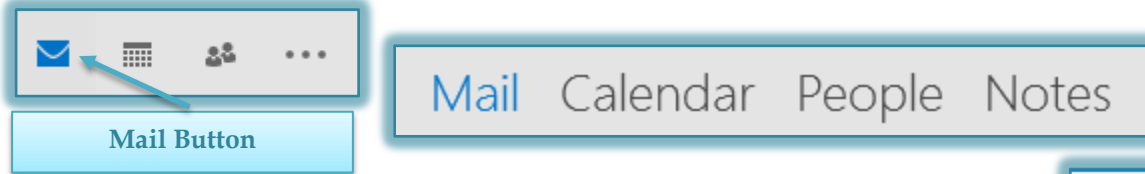
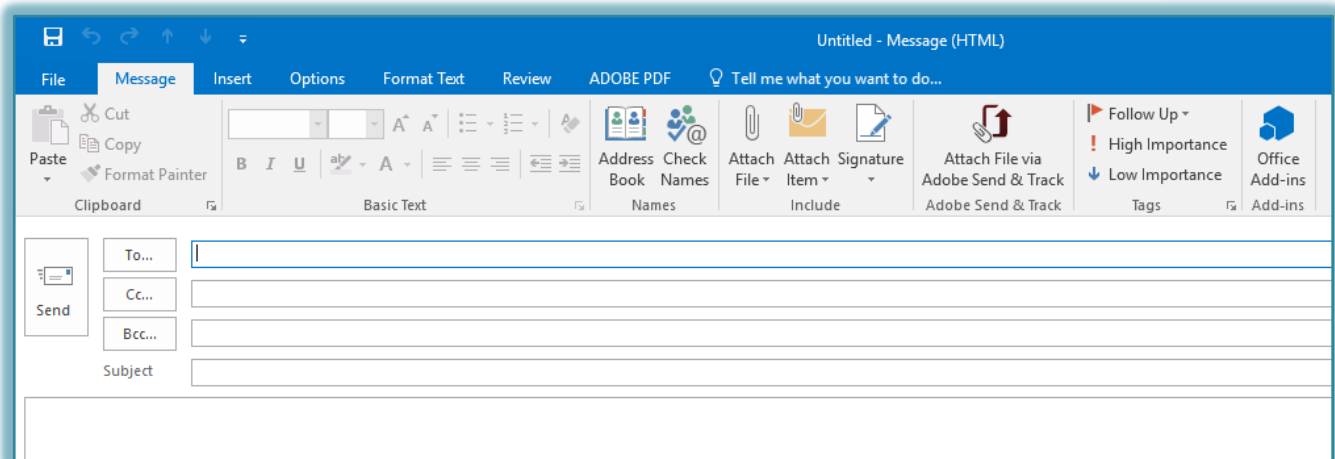
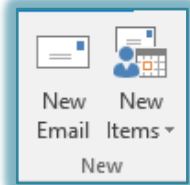


CREATE A NEW MESSAGE

- ✦ When **Outlook** opens the **Mail-Inbox** window should display.
- ✦ If the Inbox does not display, click the **Mail** button at the bottom of the **Navigation Pane**.



- ✦ The **Mail-Inbox** window will display.
- ✦ To create a message, click the **Home Tab**.
- ✦ In the **New Group**, click the **New E-mail** button.
- ✦ The **Untitled - Message** window will appear.



- ✦ Do one of the following:
 - ☐ Click **To** in the **Untitled - Message** window to search for the email address.
 - ☐ Type the **E-mail Address** into the **To** box.
- ✦ For information on how to locate an address in the **Address Book**, see the **Find a Contact** document on the **Outlook** page of the **Training Web Site**.
- ✦ Input a **Subject** for the message in the **Subject** box.
- ✦ Input the message in the bottom box of the window.
- ✦ To add an **Attachment** to the message, click the **Attach File** button in the **Include Group**.
- ✦ Once the message has been completed, click the **Send** button.
- ✦ To make sure the e-mail was properly sent, simply click on the **Sent Items** button in the **Folder Pane** (left frame of window).
- ✦ A list of messages that have been sent will appear in the list.