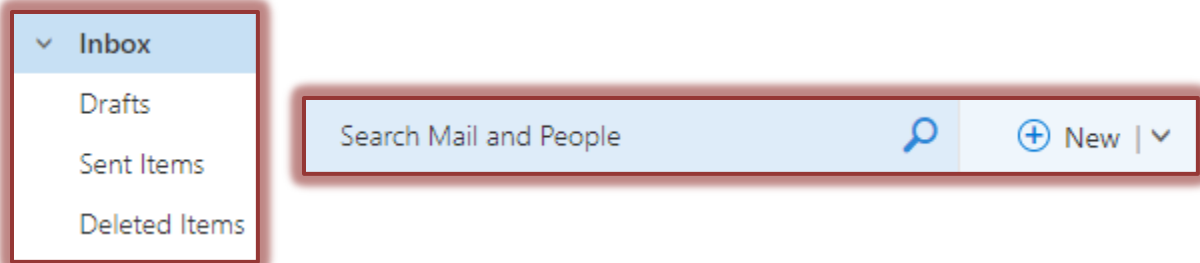


CREATE AND FORMAT A NEW MESSAGE

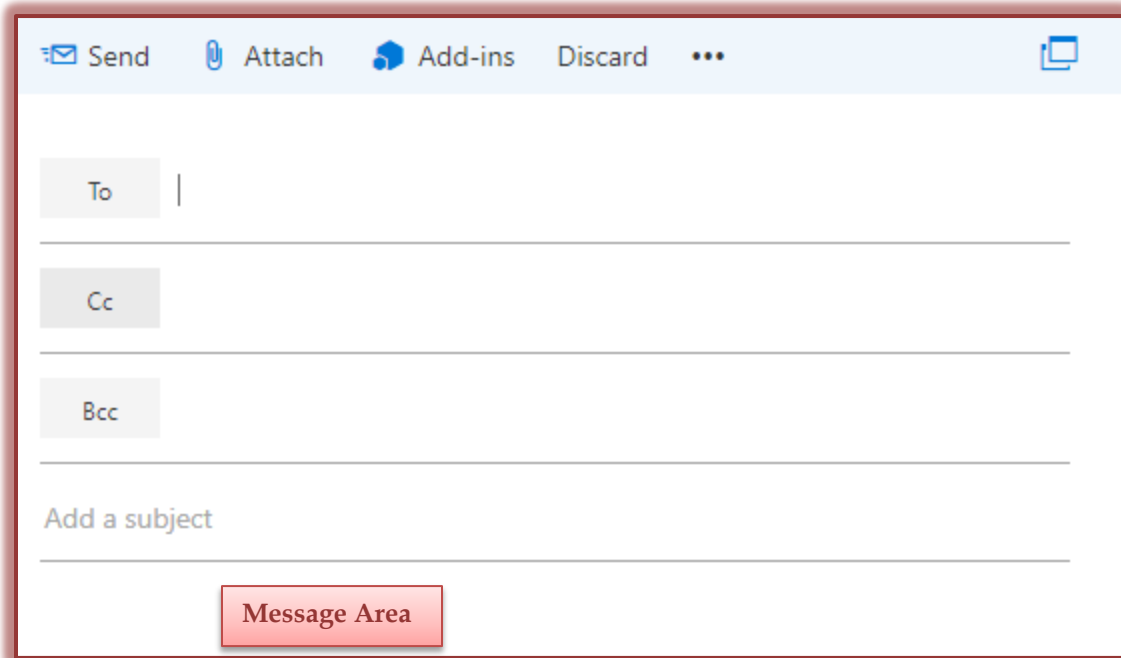
The Mail feature is the default window for the Outlook Web Access. Email messages are created within the Inbox of the Outlook Web Access. When creating the message, the person to whom the message is being sent needs to be specified. The Inbox can be accessed by clicking one of the Inbox links on the left side of the Outlook window (see illustration below left).

Create the Message

- ✦ To create a message, click the **New** button at the top of the Inbox area (see illustration below right).



- ✦ The **Untitled - Message** window will appear (see illustration below).



- ✦ Click **To** in the **Untitled - Message** window or type the **E-mail Address** into the **To:** box.
- ✦ Input an **Email Address** into the **CC** area to send a copy of the message to another person.
- ✦ Input an **Email Address** into the **BCC** box to send the message to another person, without the original recipient seeing that it has been sent.
- ✦ Input a **Subject** for the message in the **Subject** box.
- ✦ Input the message in the bottom box of the window.
- ✦ Once the message has been completed, click the **Send** button on the toolbar.
- ✦ To make sure the e-mail was properly sent, simply click on the **Sent Items** button in the **Navigation Pane** (left frame of window).

New Message Toolbar

This toolbar is located at the top of the Untitled Message window. It is used to perform different operations within the window, such as saving and sending messages, attaching files, and checking spelling in messages.

Button and Image	Description
Send	Click this button to send a message.
Attach	This button is used to attach a file, such as a Word document, to an email message.
Add-Ins	These are programs or utilities that help automate certain tasks. They can be used to extend email features by adding information or tools that can be used while viewing or creating messages.
Discard	Select this option to discard a message that is being sent.
More Commands	This area is the three dots next to the Discard button. It contains many more commands such as Save Draft, Hide BCC, must many more.
Edit in Separate Window	Select this option to open the Message Pane in a new window.