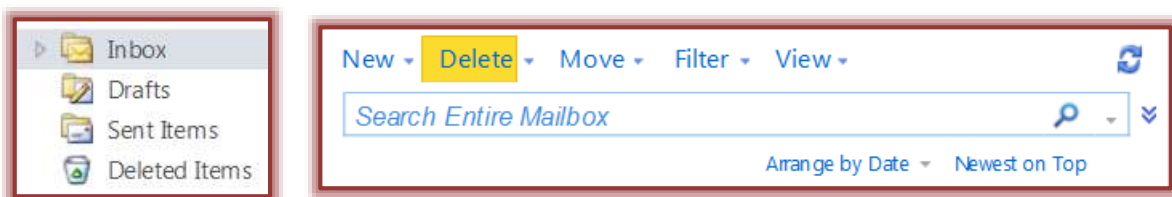


CREATE AND FORMAT A NEW MESSAGE

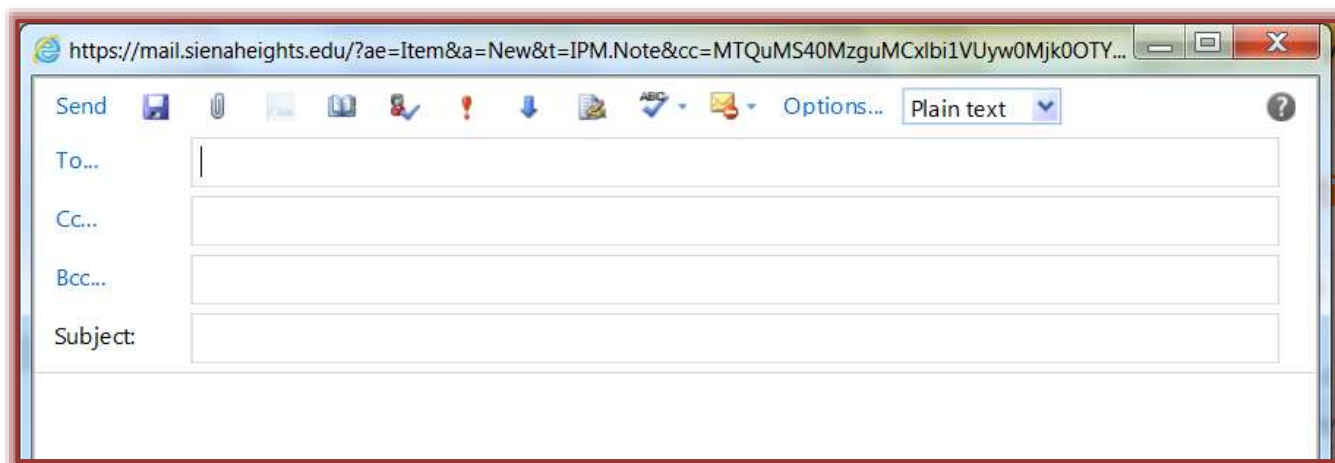
Email messages are created within the Inbox of the Outlook Web Access. When creating the message, the person to whom the message is being sent needs to be specified. The Inbox can be accessed by clicking one of the Inbox links on the left side of the Outlook window (see illustration below left).

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 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.
Save 	To save a message without sending it, click this button. The message will appear in the Draft folder in the Navigation Pane .
Attach File 	This button is used to attach a file, such as a Word document, to an email message.

Button and Image	Description
Insert Picture	 To insert a picture into the email message, click this button. This option will not work in the Web application.
Address Book	 Use this button to access the Contacts folder. A list of addresses in the Global Address List will display.
Check Names	 Click this button to check a name that has been typed into the To box. If the name is found in the Global Address List or the Contacts list, a link will be created.
Importance: High	 This button is used to indicate that the message being sent is of very high importance.
Importance: Low	 Use this button to indicate that the message being sent is not as important as other messages.
Insert Signature	 If a signature has been created for email messages, but does not automatically appear, this button can be used to insert the signature.
Check Spelling	 To check the spelling in the message that is being sent, click this button. Click the arrow at the side of the button to specify which language to use for checking the spelling. The default is English.
Permission	 Click this button to choose which permissions are to be used for the message. The options are No Restriction , A/C Privileged , Attachment Removed , Company Confidential , Company Internal , and Originator Requested Alternate Recipient Mail , and Partner Mail . When the option is chosen, a message will appear at the top of the email explaining the option.
Options	 To specify that a delivery or read receipt is required, click this button. Other options can also be changed in this area.
Message Format	 Click the arrow at the right of this button to choose the format for the message. The options are HTML or Plain Text.
Help	 Select this option to locate information about the Message window.