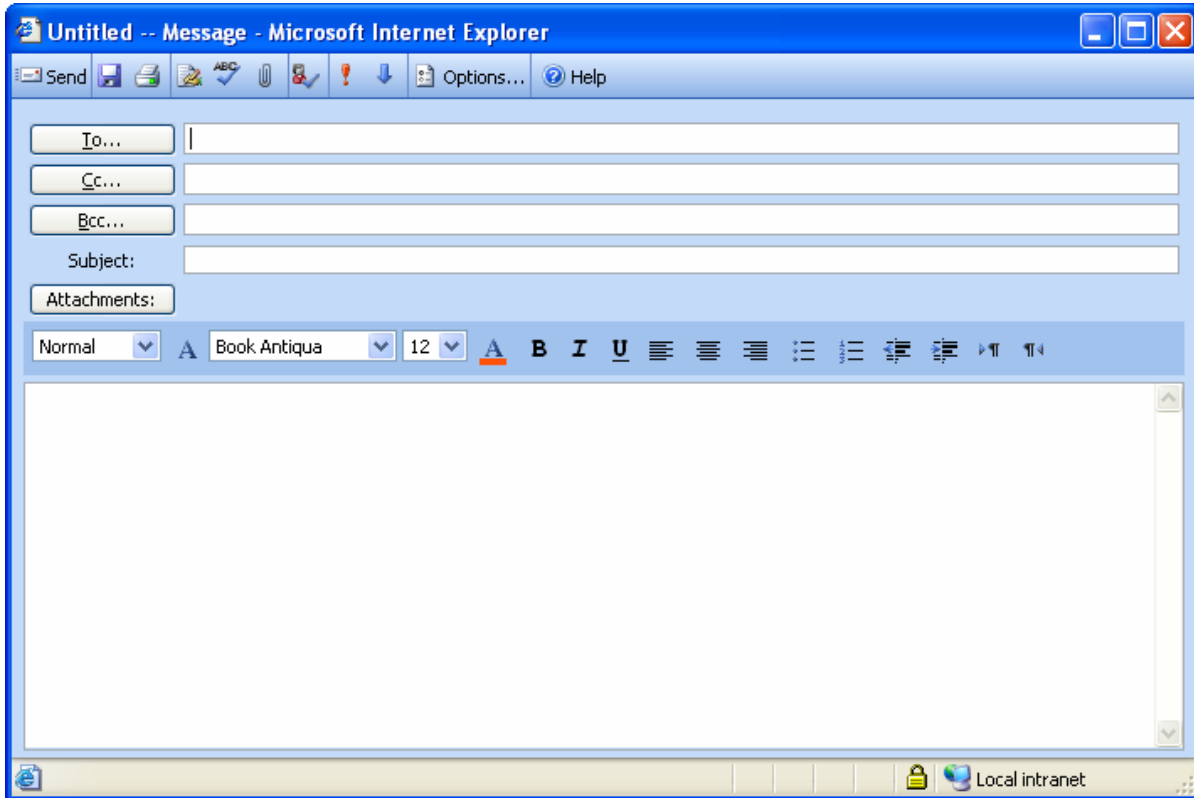


## CREATING A NEW MESSAGE

- ❖ You can access the E-mail feature by doing one of the following, If necessary:
  - Click the **Inbox** link in the left frame of the window under the **Folders** list.
  - Click the **Inbox** button at the bottom of the **Navigation Pane**.
- ❖ To create a message, click the **New** button on the top taskbar.
- ❖ 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).