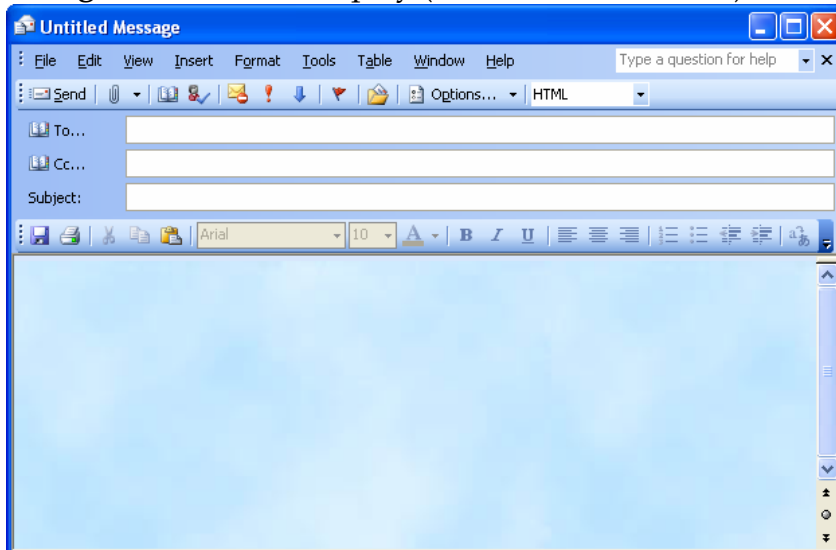





SENDING A MESSAGE

It is a relatively simple process to send a message in Outlook. To do this, complete the steps below:




- + Click the **New** button on the **Inbox** toolbar.
- + The **Untitled Message** window will display (see illustration below).










- + In the **To** box, do one of the following:
 -  Input the e-mail address of the person to whom the message is to be sent.
 -  Click the **To** button and then look for the person's name in the **Global Address List** or the **Contacts** list (see the instructions in the Finding a Recipient link).
 -  Start inputting the name of the person to whom the message is to be sent. If the name is in the Global Address List, then the name will appear in a list. Click on the name to add it into the **To** box.
- + Click the **CC** button to send a copy of the message to someone else.
- + Input a subject for the message. This is what the recipient will see when they view the message in their **Inbox**.
- + Input the information that you want to send in the Message Box. This is the area below the Subject line.
- + When the message has been completed, click the **Send** button.
- + The message will be sent to the recipient.

UNTITLED MESSAGE TOOLBAR

The Untitled Message toolbar contains buttons that allow you to perform different tasks within the program. These buttons are described and illustrated in the table below.

Button	Description
Send 	This button is used to send a message to a recipient. Just click on the button and the message will be sent.
Insert File 	To insert a file (attachment) into the e-mail message, click this button. The Open dialog box will display. You can then select the file that is to be inserted.
Address Book 	When this button is clicked, the Contacts folder will be displayed.

Button	Description
Check Names 	When you are not sure about a name, you can use this button to check the list of names.
Importance High 	To apply a high importance to the message, click this button.
Importance Low 	To apply a low importance to a message, click this button.
Message Flag 	Use this button to apply a Flag to a message reminding you that you need to follow up on this item.
Create Rule 	This button can be used to create a rule for incoming or outgoing messages.
Options 	To select options, such as how to display messages, click the button and then select from the list of options. To choose other options, click this button and then choose an item from the list that appears.
Message Format 	Click the list arrow for this button to choose from HTML, Plain Text, or Rich Text as the format for sending the message.