

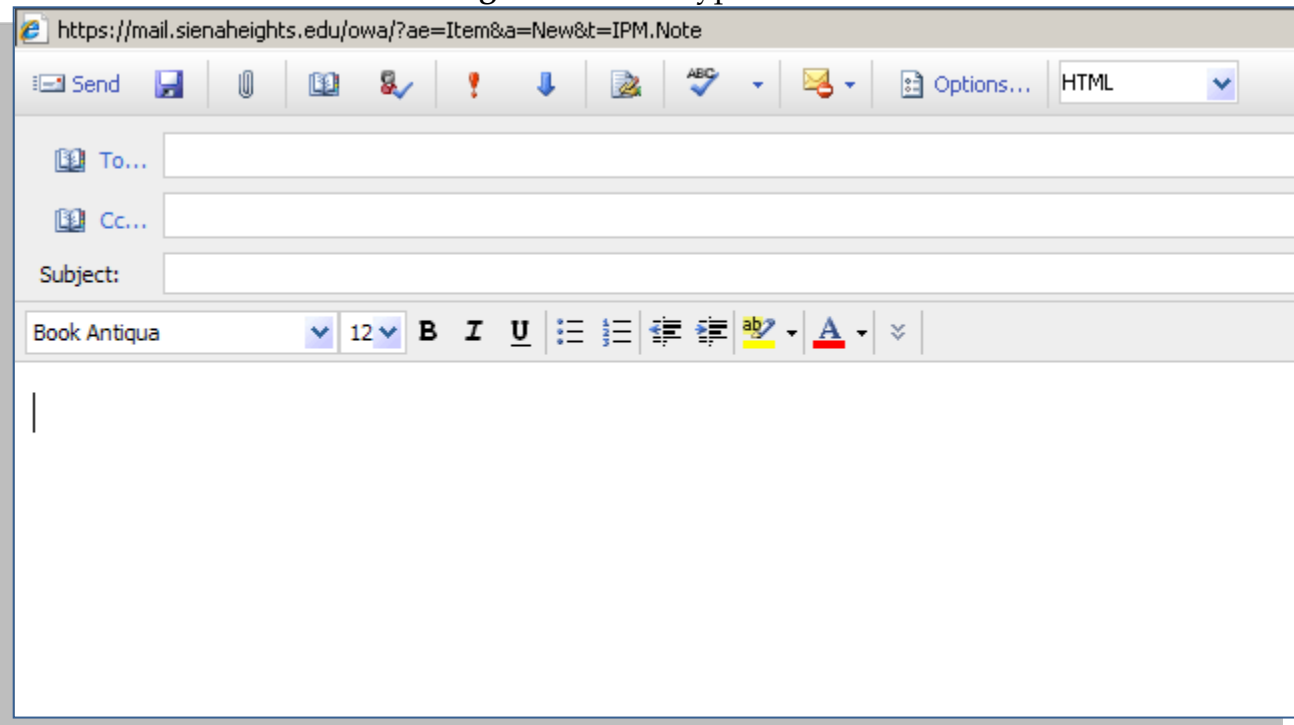
CREATING AND FORMATTING A NEW MESSAGE

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



Create the Message




- ❖ To create a message, click the **New** button on the top taskbar (see illustration at 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.









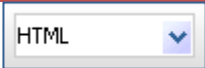


- ❖ Input a **Subject** for the message in the **Subject** box.
- ❖ Input the message in the bottom box of the window.
- ❖ Once the message has been completed, click the **Send** button on the toolbar.
- ❖ To make sure the e-mail was properly sent, simply click on the **Sent Items** button in the **Navigation Pane** (left frame of window).

New Message Toolbar

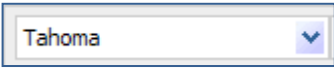


This toolbar is located at the top of the Untitled Message window. It is used to perform different operations within the window, such as saving and sending messages, attaching files, and checking spelling in messages.



















Button and Image	Description
Send	 Click this button to send a message.
Save	 To save a message without sending it, click this button.
Attach File	 This button is used to attach a file, such as a Word document, to an email message.






Button and Image	Description
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.
Message Classification 	Click this button to choose which classification is to be used for the message. The options are No Restriction , A/C Privileged , Attachment Removed , Company Confidential , Company Internal , 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.

Formatting Toolbar

This toolbar is used to apply formatting to text within the email message. Not all of the buttons listed in this table will be displayed on the toolbar. To display additional buttons, click the Customize button at the end of the toolbar.

Button and Image	Description
Font Type 	To change the type of font that is used for the message, click the arrow and then select the type of font.
Font Size 	Click the list arrow and then select the size of font that is to be used.
Bold 	Use this button to apply bold formatting to selected text within the message.

Button and Image	Description
Italics	 This button is used to apply italic formatting to selected text within the message.
Underline	 To underline selected text in the message, click this button.
Strikethrough	 This button is used to place a line through selected text within the message.
Align Left	 Click this button to align a paragraph at the left margin.
Center	 To center a paragraph within a message, click this button
Align Right	 Use this button to align a paragraph in the message at the right margin, click this button.
Bullets	 This button is used to create a bulleted list within the message.
Numbering	 To number a list of items within a message, click this button.
Decrease Indent	 To remove a temporary left margin within a message, click this button.
Increase Indent	 To set a temporary left margin at 0.5-inch increments, click this button.
Highlight	 To apply highlighted color to selected text within the message, click this button. Click the list arrow to select different colors.
Font Color	 Click this button to apply the default color to selected text within the message. To select different colors to the text, click the arrow on the right side of the button.
Remove Formatting/Eraser	 This button is used to remove formatting from selected text in the message.
Insert Horizontal Rule	 To insert a horizontal line across a page within the message, click this button.
Undo	 Use this button to undo a previous formatting action. Clicking the button more than one time will undo several actions.
Redo	 This button is used to redo a previous action. Clicking the button more than one time will redo several previous actions.
Insert Hyperlink	 To insert a hyperlink to a Web page or another document, click the button. A dialog box will open where the information for the link can be input.
Remove Hyperlink	 Once a hyperlink has been created, this button is used to remove the hyperlink.

Button and Image	Description
Superscript	 Use this button to apply superscript formatting to selected text in the message.
Subscript	 Click this button to apply subscript formatting to selected text within a message.
Left-to-Right	 This button is used to input text left-to-right. This is the default option.
Right-to-Left	 To input text right-to-left, click this button. This is the direction that languages such as Arabic are input.
Customize	 Click this button to customize the toolbar. This button will provide a list of the buttons that are available for this toolbar. To add a button to the toolbar or to remove a button from the toolbar, click the check box next to the button.