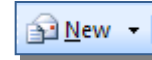
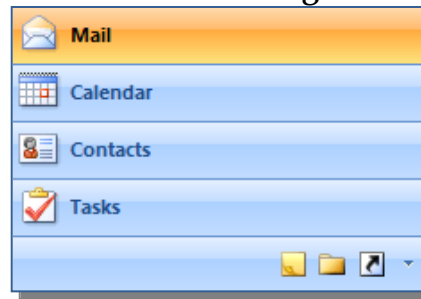
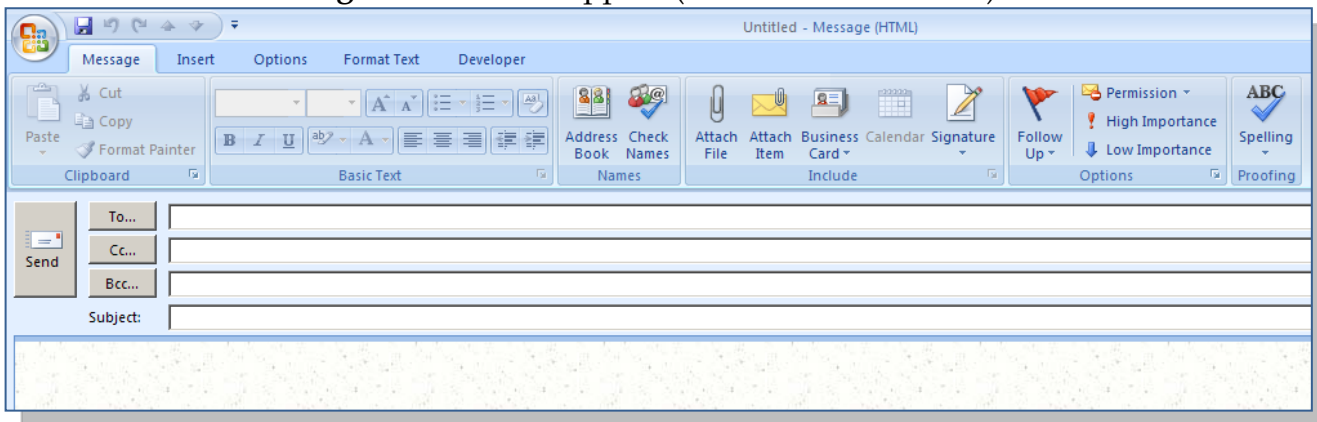


CREATING A NEW MESSAGE

- ❖ Click the **Mail** link at the bottom of the **Navigation Pane** (see illustration below left).



- ❖ The **Mail-Inbox** window will display.
- ❖ To create a message, click the **New** button on the toolbar (see illustration above right).
- ❖ The **Untitled - Message** window will appear (see illustration below).



- ❖ Do one of the following:
 - Click **To** in the **Untitled - Message** window to search for the email address.
 - Type the **E-mail Address** into the **To** box.
- ❖ For information on how to locate an address in the **Address Book**, see the **Find a Contact** document on the **Outlook** page of the **Training Web Site**.
- ❖ Input a **Subject** for the message in the **Subject** box.
- ❖ Input the message in the bottom box of the window.
- ❖ To add an **Attachment** to the message, click the **Attach File** button in the **Include Group**.
- ❖ Once the message has been completed, click the **Send** button.
- ❖ To make sure the e-mail was properly sent, simply click on the **Sent Items** button in the **Navigation Pane** (left frame of window).
- ❖ A list of messages that have been sent will appear in the list.