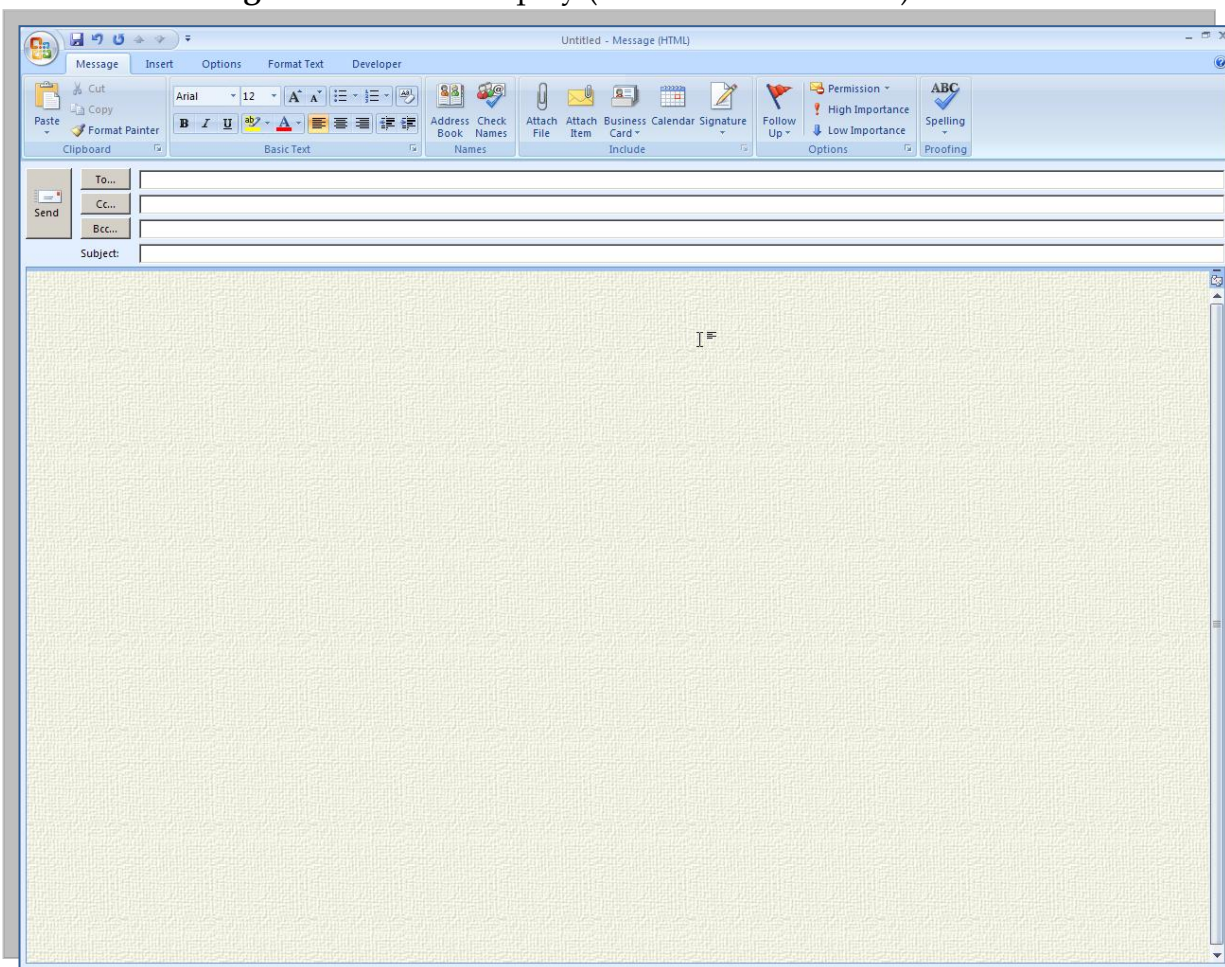


## SENDING A MESSAGE

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 (see illustration at right).
- ✦ 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 on the Outlook page on the Training Web Site).
  - ✦ Input the name of the person to whom the message is to be sent.
    - ✦ The name must appear in either the Global Address List or a Contacts list for this option to work.
    - ✦ Once the name is input, click the **Check Names** button in the **Names Group**.
- ✦ 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 the message is viewed in the **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.
- ✦ For information on all the groups and buttons in the **Untitled - Message** window, see the **Message Ribbon** link on the **Outlook Training Web Page**.