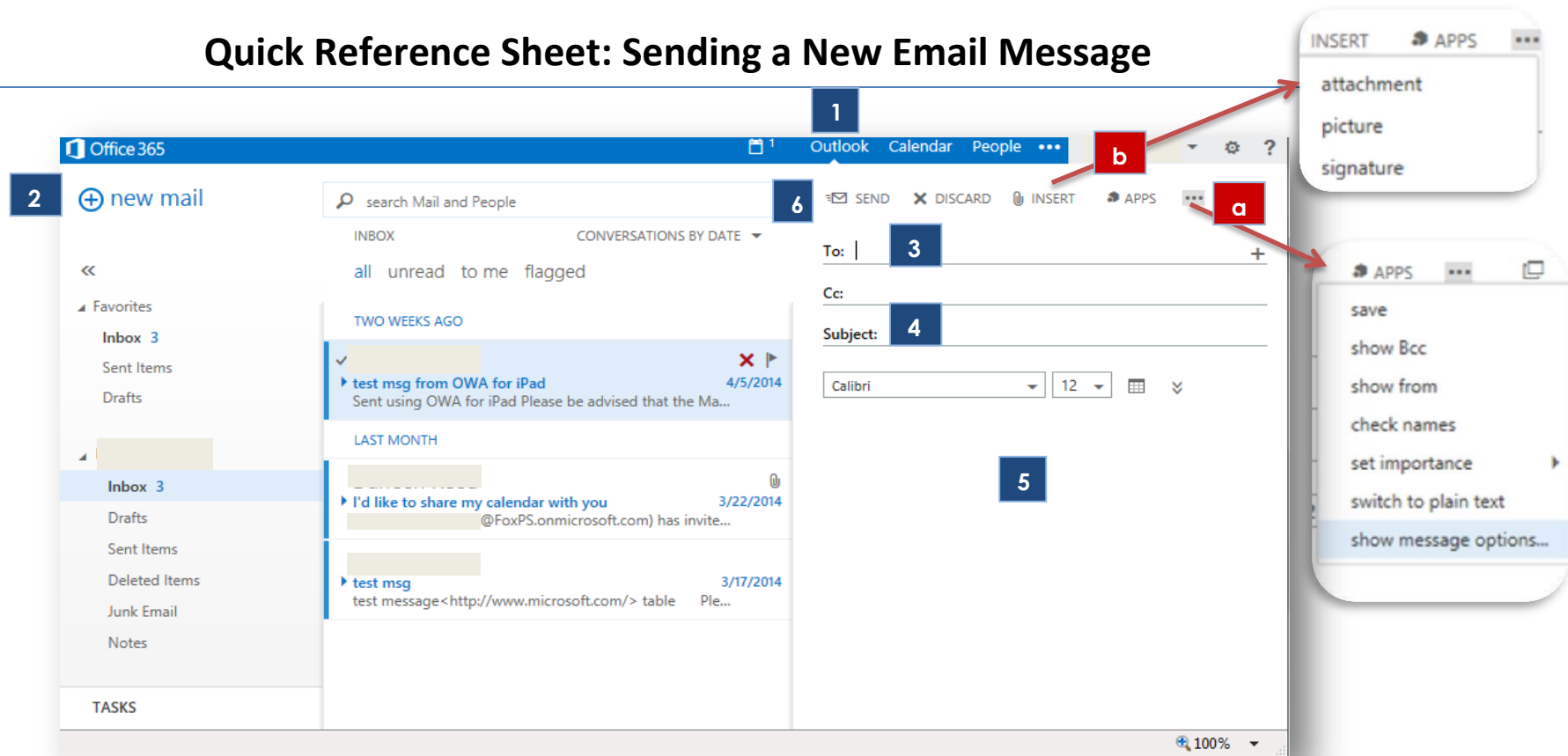


Quick Reference Sheet: Sending a New Email Message



Steps to send a new email message:

1. Click on **Outlook** in the Navigation bar.
2. Click on the **new mail** button.
3. Enter the recipient's name in the **To:** section. You can **search** for an email address by typing the recipient's name and clicking **Search Contacts & Directory** or by clicking the **+** sign on the right to access your contacts list.
4. Enter the subject in the **Subject** box.
5. Type your message in the **Body** section.
6. Click the **Send** button.

Optional:

- a. Click the **ellipsis (...)** for additional options, including a **Bcc** line and setting the **importance level** of a message.
- b. Click the **insert** button to **attach a file**, **insert a picture**, or **add a signature**.