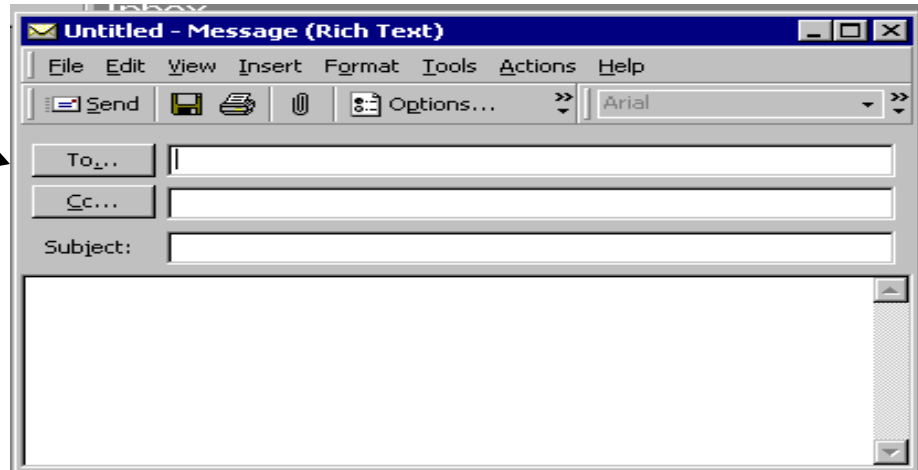


Sending A Message in Outlook

Step 1:

From inside a new mail message:
Click on the **To** Button.



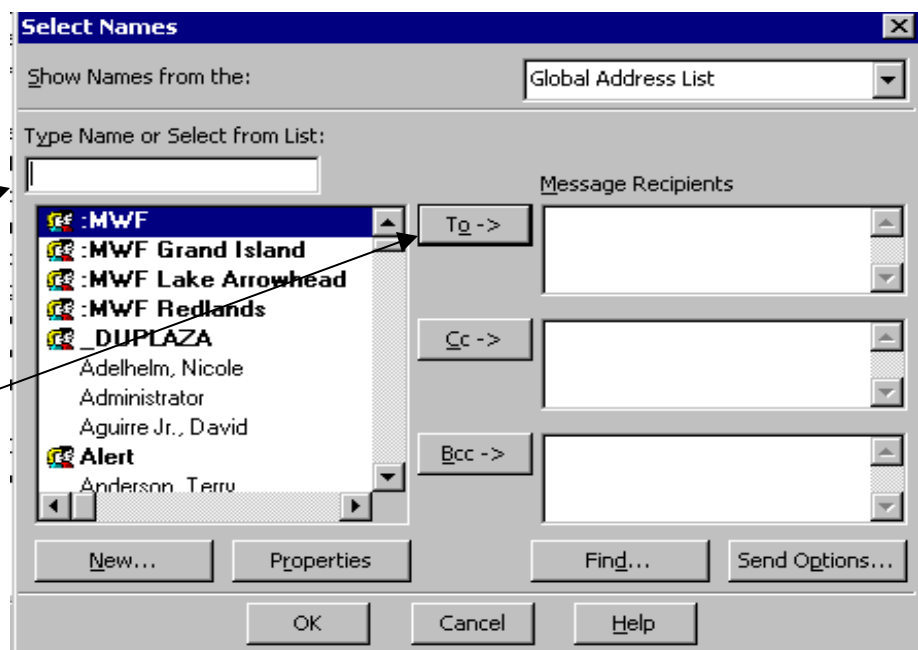
Step 2:

Click in the blank dialog box to select name and type the first three characters of the recipient's **last name**.

Select the correct name by clicking on it, once the name is highlighted, click the **To ->** button to see the name added to Message recipients box.

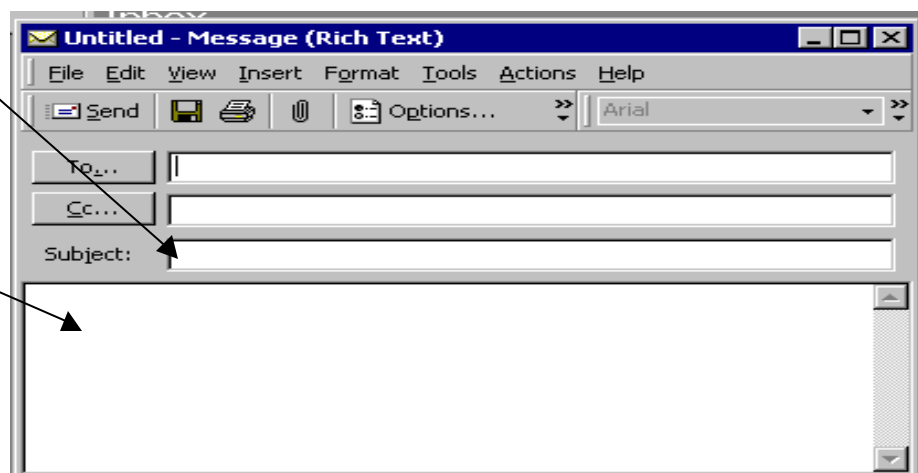
Repeat **Step 2** to send to multiple recipients.

Click **Ok** to accept



Step 3:

Fill in the subject (Optional) and then click on the blank dialog box to enter the text of your message.



Step 4:

Click send, to submit email.