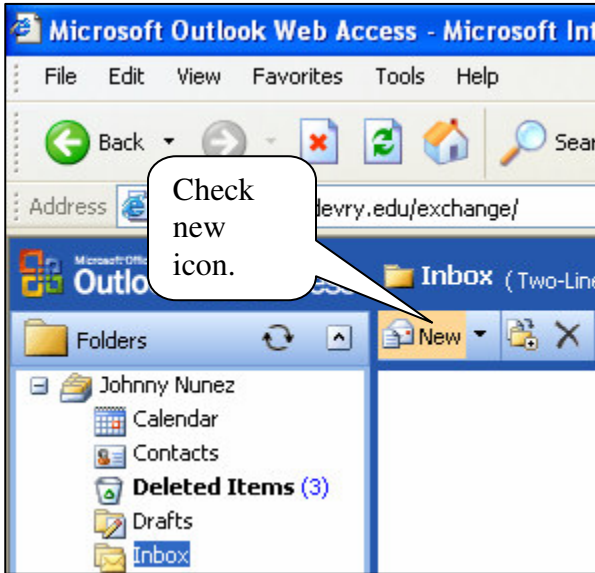


How to Send E-mail Messages

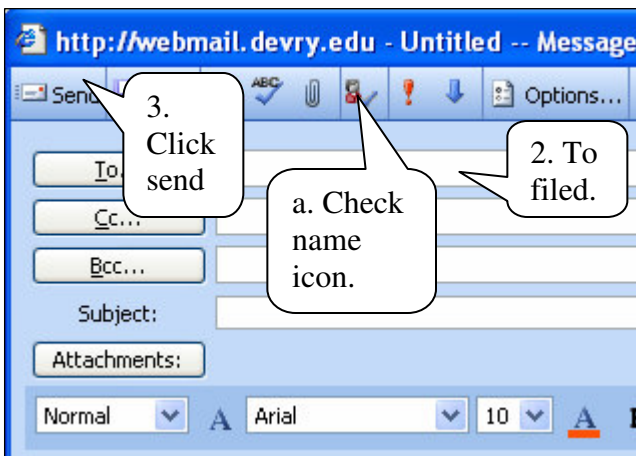
Once you open your Outlook mailbox, your Inbox will display.



Inbox window

Figure 1

1. Click **new** icon.



Inbox window

Figure 2

2. Type the name of the person in the **to** field.
 - a. Click the **check name** icon to verify the correct name of the person you are trying to e-mail.
3. Click **send**.