

Lesson 4 Composing and Sending E-Mails

This lesson we will explain how to compose an email and send it.

1. Click the **MAIL** button in the bottom Navigation Bar. The Inbox appears.
2. Click the **HOME** tab on the **Ribbon** and click the **New E-mail** button in the **New** group. An **Untitled- Message** window appears.
3. Enter the receivers e-Mail address in the **To**, **Cc** and or **Bcc** field.

To: This is for the primary receiver. Usually these are the people you want to reply to the message. Each message must have at least one address in the To box.

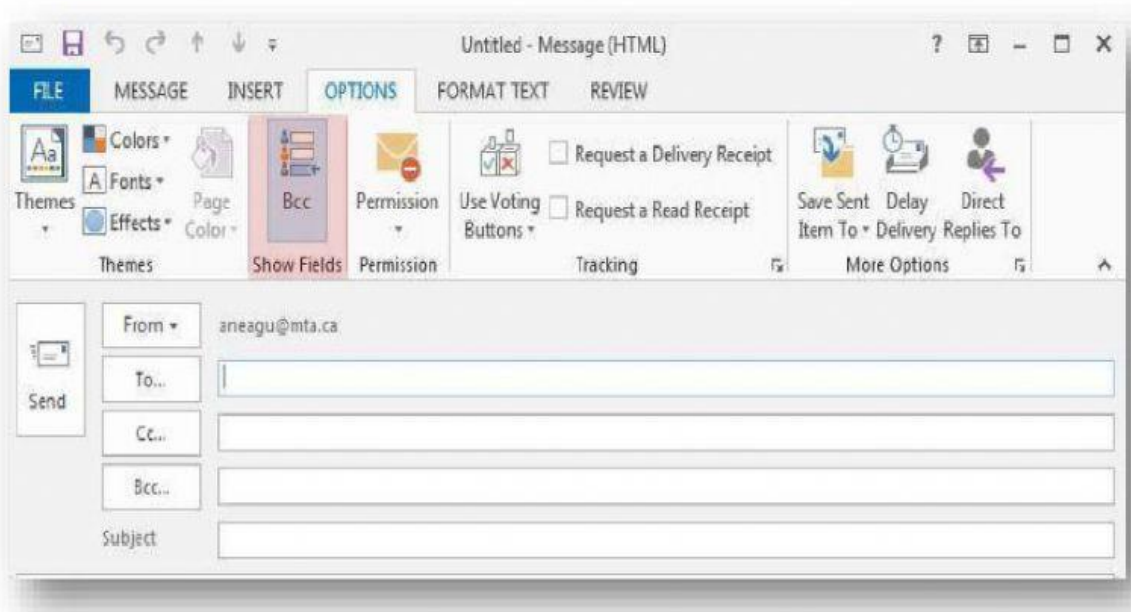
Cc: Use for “Courtesy copy” receivers. These are usually people you want to keep informed about the subject of the email, but don’t expect a message.

Bcc: This is used for “blind courtesy copy” receivers. These are people you want to keep informed, but whom you want to keep hidden from other message receivers. Bcc receivers are not visible to any other message receiver and therefore aren’t included in message responses unless specifically added to one of the address boxes in the response message.

The To and Cc address boxes are always displayed in the message header. The Bcc address box is not displayed by

default. You can display it in the message header by clicking the Bcc button located in the Show Fields group on the Options tab of the message composition window.

You can insert an email address into an address box in the following ways:



1. Enter the whole **email address**.
2. Enter part of a *previously used address* and then select the address from the **Auto-Complete List** that appears.
3. Click the **address box** label in which you can select one or more addresses from your *address book*.

If you want to send the message to more than one person, insert a semicolon (;) between each recipient's e-Mail address—for example, jhurley@mta.com; bralley@yahoo.com.

4. Type the subject of the *e-Mail* in the **Subject** field. The *subject* fields tells the *receiver* what the *message* is about.

