Lesson 4 Composing and Sending E-Mails

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

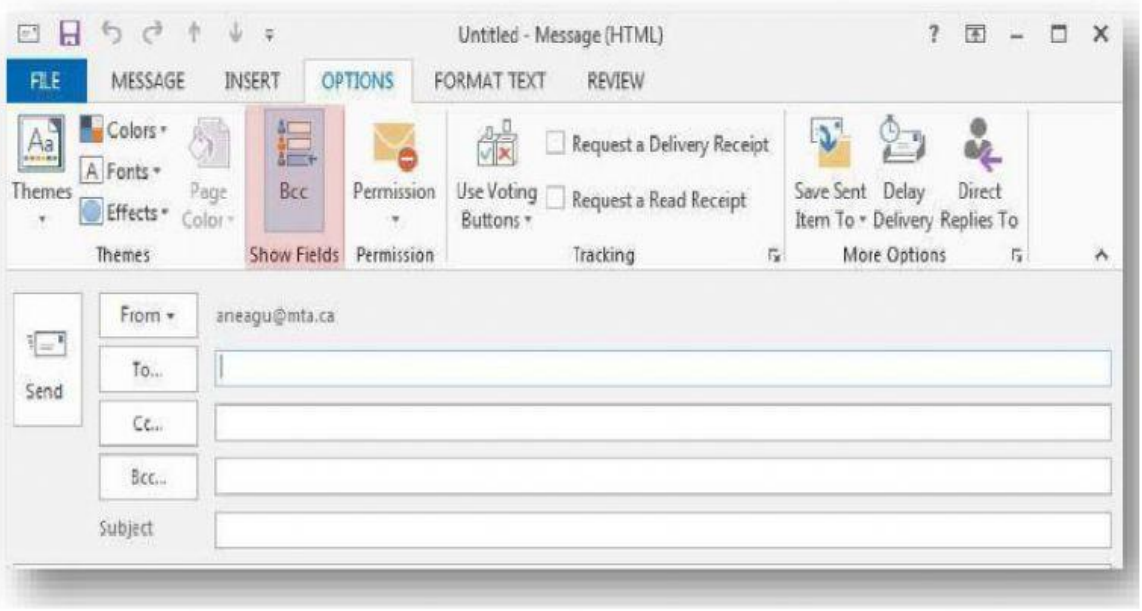
1. *Click* the **MAIL** button in the bottom Navigation Bar. The Inbox appears.
2. *Click* the **HOME** tab on the **Ribbon** and *click* the **New E-mail** button in the **New** group. An **Untitled- Message** window appears.
3. *Enter* the receivers *e-Mail address* in the **To, Cc** and or **Bcc**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

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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.

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5. In the *message window* you may *type* many types of *information* in *detail*, *Hyperlinks,* add *graphics*.
6. Once you have completed all the information, *check spelling* and *grammar*.
7. Completed now *click* **Send**. The server will find the receivers and once the sending operation is done a mess will appear **Message Sent.**

Questions

1. **What are the following tabs To, Cc and Bcc? Where do you use them and why?**

2. **What can you type in the message window?**

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