Composing and Sending Email in Microsoft Outlook 2016 for the Web

The following explains how to compose and send emails in Microsoft Outlook 2016 for the Web:

1. In your inbox, click **New**.

   ![Figure 1 - Click New](image)

2. The *Compose* panel will appear. Type the recipient(s) in the **To** or **Cc** field (See Figure 2).
3. If you wish to use the **Bcc** option to blind carbon copy recipients, click **Bcc** and type the recipient’s email address in the **Bcc** field (See Figure 2).
4. Enter the subject of your email in the **Subject** field (See Figure 2).
5. Type your email body in the **Message** field (See Figure 2).
6. Click **Send** (See Figure 2).

![Figure 2 - Composing an Email](image)