

Microsoft Outlook Web App

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

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

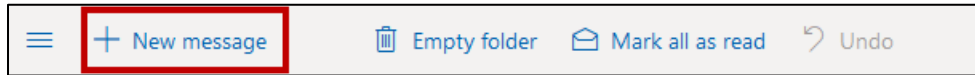


Figure 1 - Click New Message

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 into 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).

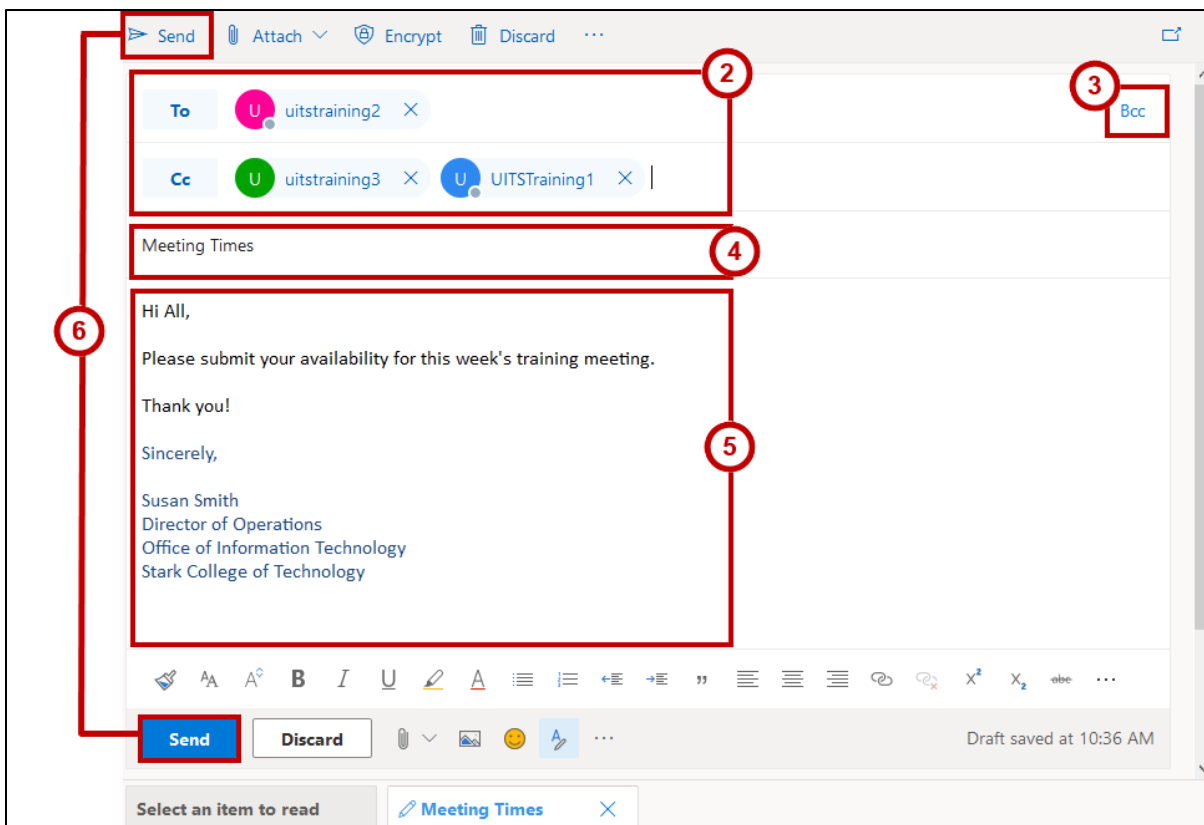


Figure 2 - Composing an Email