Composing and Sending Email in Microsoft Outlook 2016 for the Mac

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

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

2. Type the recipient(s) in the **To**, **Cc** or **Bcc** fields (See Figure 2).

   **Note:** As you type, you may select recipients from the **Global Address List** in the **Directory** field that auto populates.

3. Enter the subject of your email in the **Subject** field (See Figure 2).

4. Type your email body in the **Message** field (See Figure 2).

5. Click **Send** (See Figure 2).

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**Figure 1 - Click New Email**

**Figure 2 - Composing and Sending the Email**