Composing and Sending Email in Microsoft Outlook 2016 for the PC

Creating a New Email
The following explains how to compose and send emails in Microsoft Outlook 2016 for the PC:

1. From the Home tab, click New Email.

2. The Compose email will appear. If you wish to display the Bcc field, click Options.

3. Click Bcc to display the Bcc field.

4. Type the recipient(s) in the To, Cc, or Bcc fields (See Figure 3).

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

6. Type your email body in the Message field (See Figure 3).

7. Click Send (See Figure 3).
Quickly Adding Recipients from the Global Address List

If you wish to add recipients from the *Global Address List* in Microsoft Outlook, you may do so using the *Check Names* feature when writing your email. The following explains how to do so:

1. In a new email message, begin typing the **Name** of the recipient in the *To*, *Cc*, or *Bcc* fields.

![Figure 4 - Type the Name of the Recipient](image1)

2. Click **Check Names**, located under the *Message* tab of the ribbon or hold **Ctrl+K** on your keyboard.

![Figure 5 - Check Names](image2)

3. The **Check Names** window will appear. Navigate to and select the **recipient**.

![Figure 6 - Select the Recipient](image3)

4. Click **OK**.
5. The recipient will be added to the email and you may continue writing your email.

**Note:** As you send emails, Outlook will remember previous recipients and begin to auto-populate them into the new message.