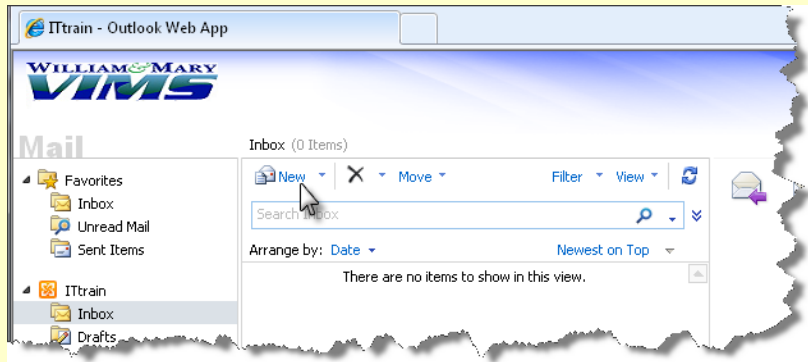


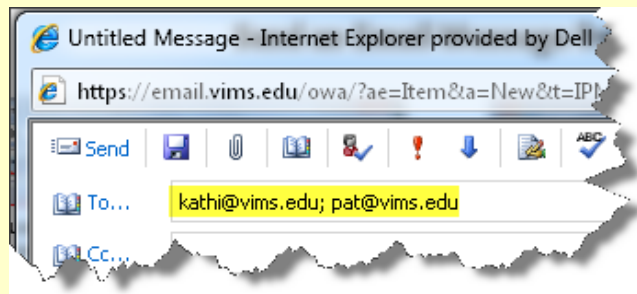
Create an Email Message

Try This Yourself:

- 1 Click the **New** button to create a new message.

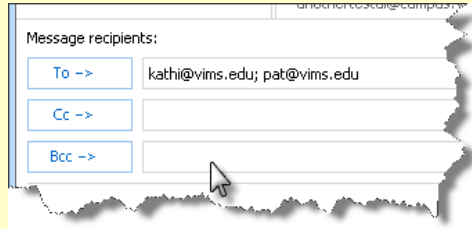


- 2 Type the email address in the **To...** box or click **To...** to search the Global Address List. You can add more than one address by separating each email address with a semi-colon.

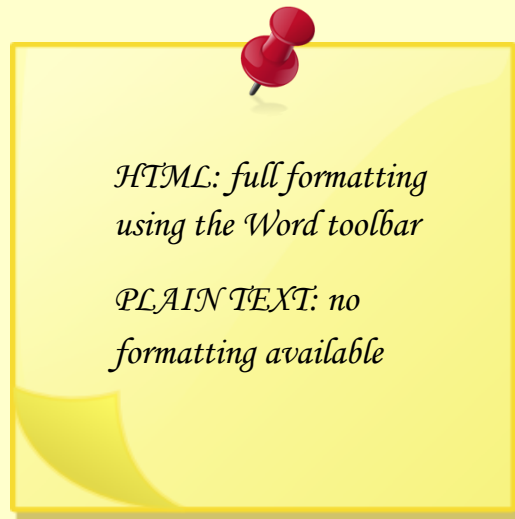
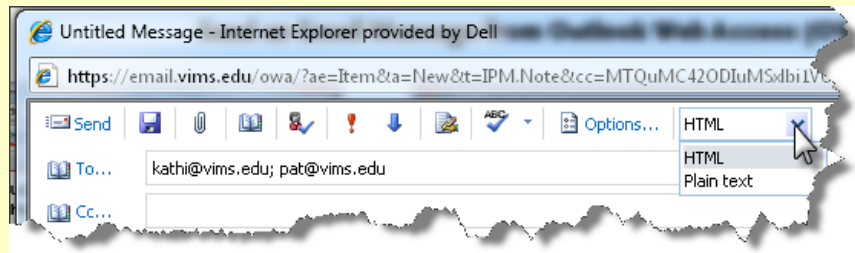


*As you begin to type an email address, **Autocomplete** appears and suggests a possible match. Either click the appropriate match or continue typing in the email address.*

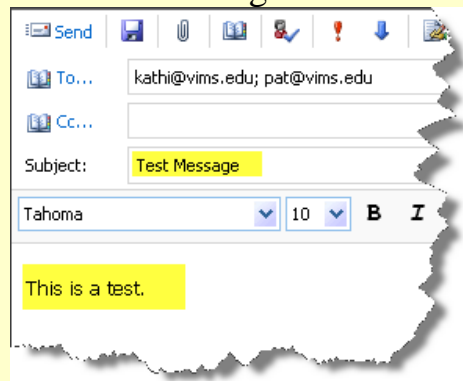
- 3 If you need to send a copy to someone, simply type the email address in the **Cc...** box. To send a blind copy, click on **To...** or **Cc...** and you will notice a **Bcc** box to enter an email address for a blind copy.



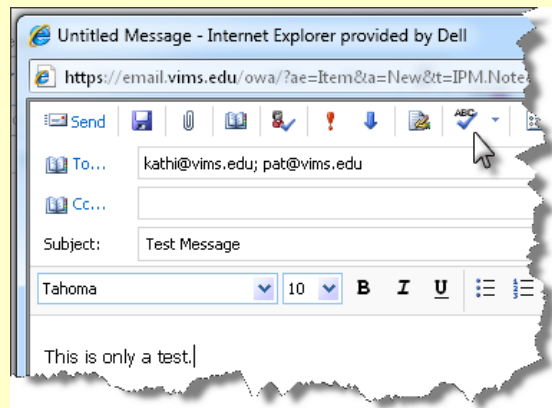
- 4 Choose **HTML** or **Plain text** to format your emails. (For explanation: see sticky note below.)



- 5 Enter a **Subject** and write the message.



- 6 Remember to check your spelling by clicking on the **ABC** button.



- 7 Click **Send**.

