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

Click Send.