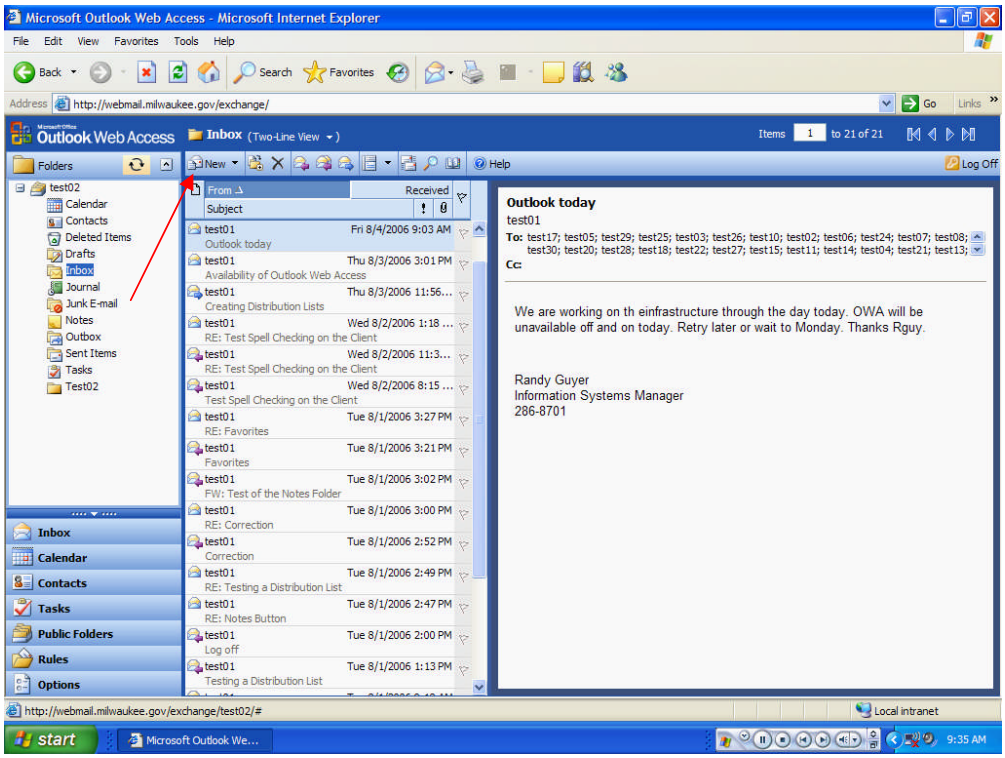
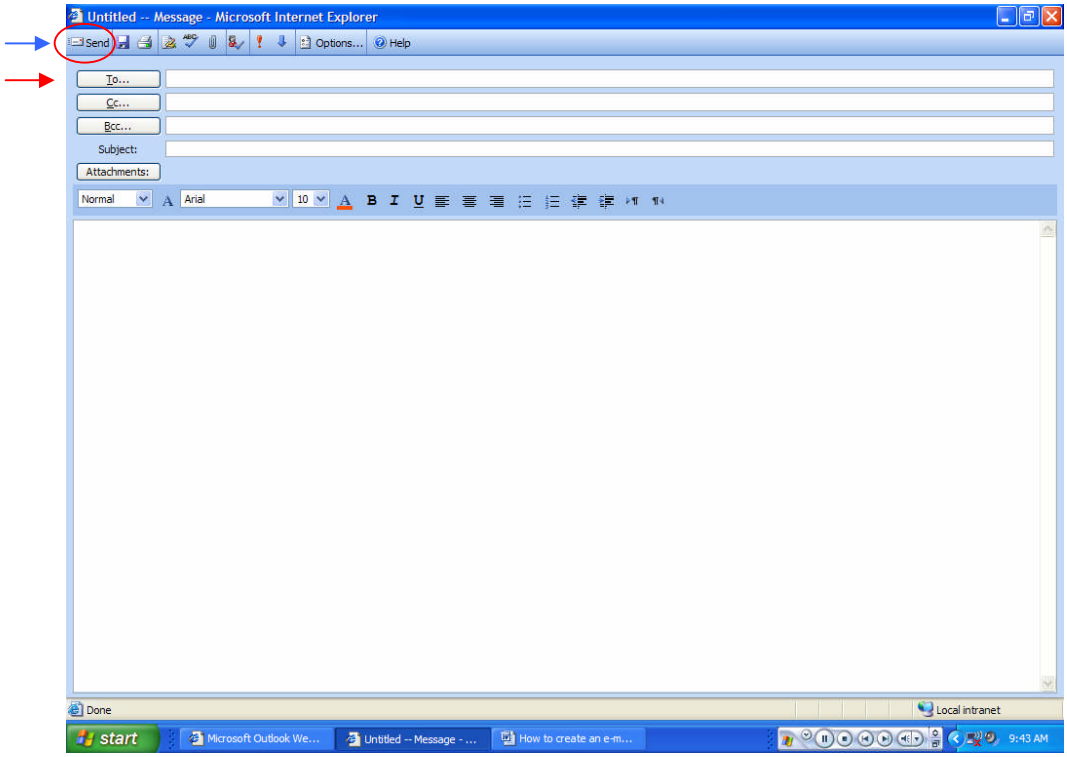
Create and Send a Message

1. On the toolbar, click the **New Message** button.



2. An untitled Message form will appear.



3. In the **To** box, type the e-mail address of the recipient. If there is more than one recipient use a semicolon (;) to separate the e-mail addresses.
   - If the address is in your address book, Outlook will automatically complete the address for you.
4. Type your message, when the message is complete press the **Send** button (Blue arrow indicates the location of the send button).