



MS Office

Outlook

Email: Send

You can send emails using simple steps.

Outlook's email feature can make everyday online communication with others easy. **Try it out and see how you like working with email.**

Opening Email

1. Find the Outlook icon on the desktop, and double-click on it to open it.

Sending Email

2. Select the **New Email** button on the home ribbon at the top of your screen.
3. When your blank email is ready, type in the email address of the person you're sending to. With email addresses, an exact format must be used to make sure the email is delivered.

Tip: For example, an email address could be someone's name, followed by the @ sign, followed by the email provider. There are many email providers out there, so yours might be Gmail, Yahoo, or Comcast. Then comes a period, followed by the last part, which is called the domain name, such as edu, gov, or com.

4. The next line is **Cc**, which stands for carbon copy. This is where you can type the names of other recipients whom you'd like to send this email to. Cc is a handy way to send the same email to different people.
5. The next line is the **subject line** where you type in a short comment telling what your email is about.
6. The final portion of your email is where you actually write your message.
7. Use your mouse pointer to select the **Send** button in your ribbon at the top of your screen.

Now you know an easy way to send emails. Why not try it out to see how it works for you?