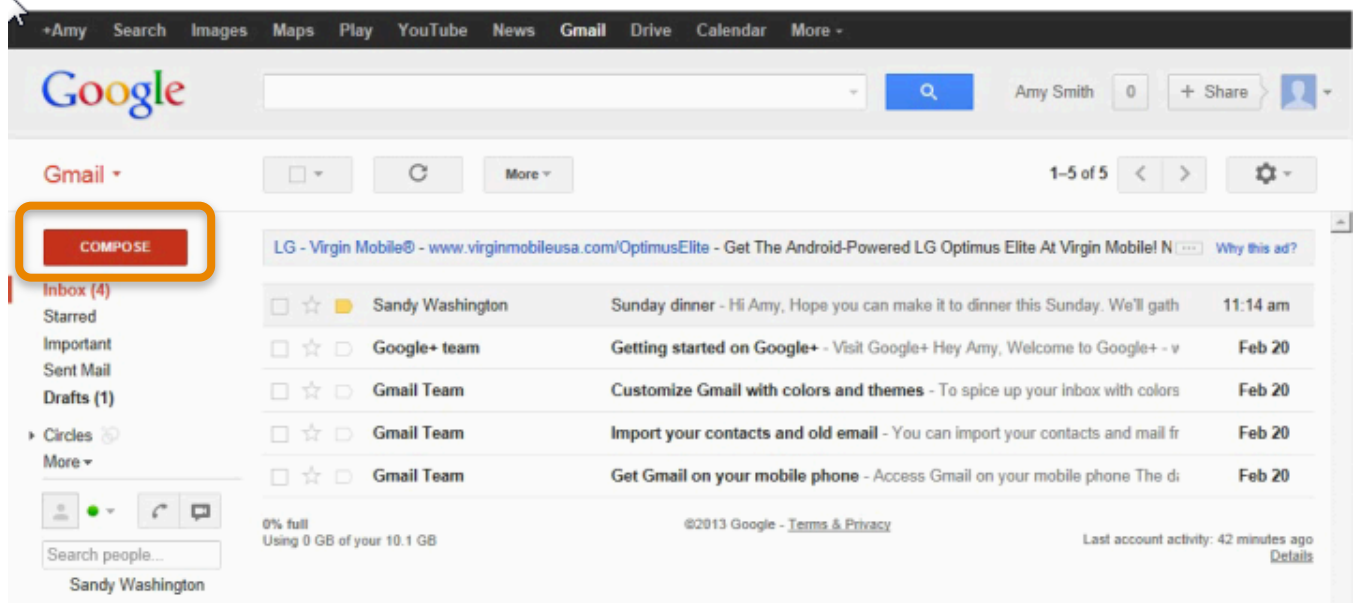
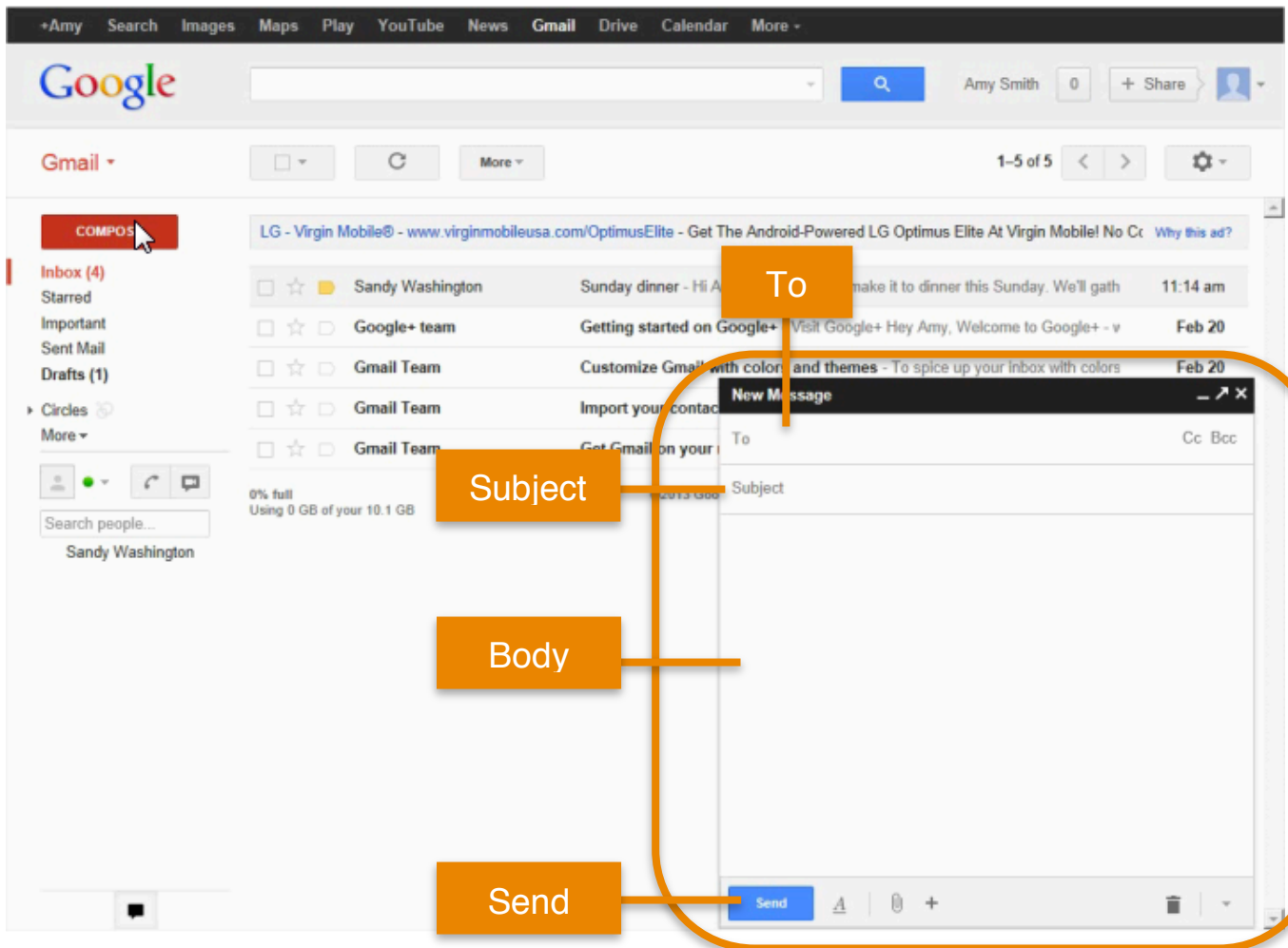


Composing a Message



If you want to send an email without replying to one you already received, you can do that by composing a new message.

Amy wants to send a new email so she will click on the red “COMPOSE” button on the top right next to the inbox.



When you click on compose, a message box will appear.

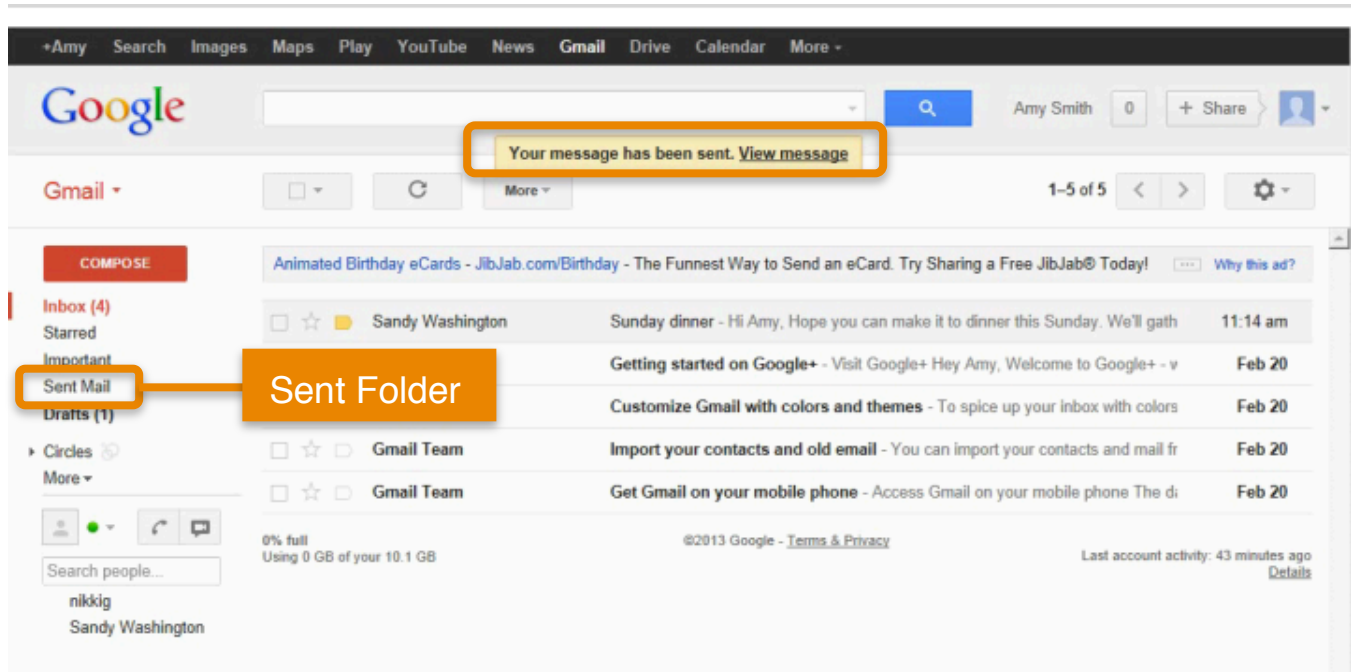
In the “To” field, Amy types in the email address of the person to which she wants to send this email.

This message can be sent to one recipient or multiple people. If there is more than one recipient, just type each email address into the “To” field, separated by commas.

Next, type in a subject to let people know what the message is about.

Once the email address and the subject are entered, type in the body of the message.

Finally, click the “Send” button to send the email.



Once the reply is sent, a notification appears at the top of the screen and Amy will be able to access the message in the sent folder.