

Outlook 2013 Web App

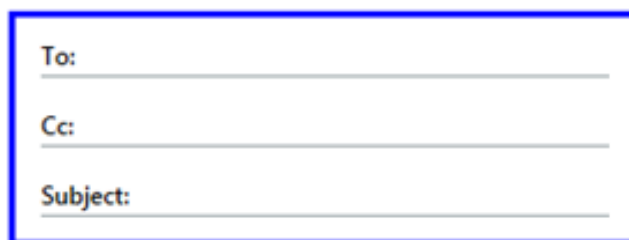
Creating an Email Message

- Click **+ new mail** above the folder list. 

- A new message form will appear in the reading pane.

- Type the name of anyone in your contacts folder or the school district's address list or type an email address in the **To:** field.

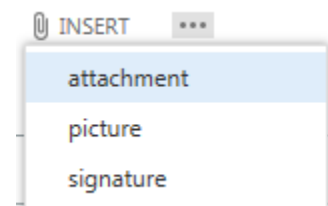
Note: The first time you enter a name, Outlook searches for that person's address and caches it so in the future the name will appear quickly.



The image shows a screenshot of the email composition form with three fields: 'To:', 'Cc:', and 'Subject:'. Each field has a horizontal line below it for text entry. The entire form is enclosed in a blue rectangular border.

- Type a subject in the **Subject:** field.
- Click in the body of the message and type what you want to send.

- To add an attachment, click **Insert>Attachment** at the top of the screen and locate the file you want to attach.



- Click **Send**.

