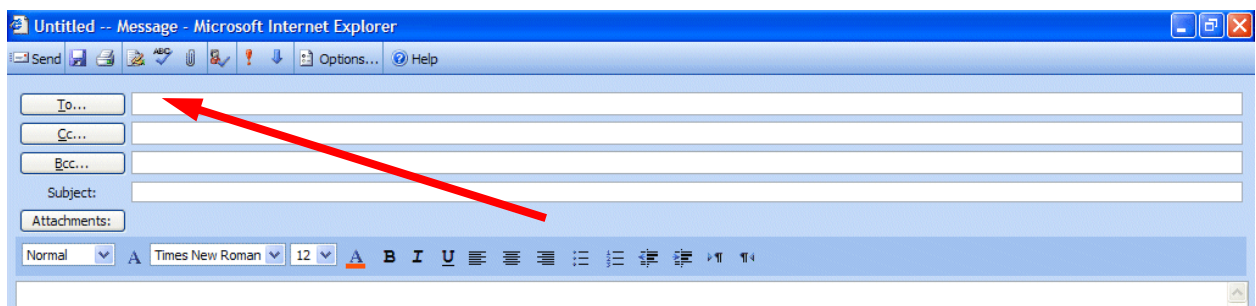# Creating and sending a new e-mail message

If you are in the **Inbox, Sent Items or another folder,** and desire to send a **new e-mail message** to a person or group of persons **click**-on the **New Mail Message** button in the button bar.

The below screen should appear.

First, **click** in the **area** to the **right** of **To**:. For now, **type in** the **e-mail address** of the person, or persons, to whom you desire to send this e-mail message. Next, **click** in the area to the **right** of **Cc**:. Again, **type-in** the **name or names** of others whom you would like to receive copies of this message. If you type-in **more than one** e-mail address**, separate the addresses with a semi-colon (;)**. If you desire to use the **Address Book,** move down to the Address Book section (Page 12).

Now **click**-in the area to the **right** of **Subject**:, and **type in** a **subject** for your e-mail message **if you desire**. You do not need a Subject description if you do not desire one.

Finally, **click**-in the **white area below Subject**:, and **type in** your **e-mail message** as you would any memo to someone. You may move around, edit and change your message just like you would do if you were in a word processor.

When you have completed your e-mail message, **click**-on the **Send** button in the **upper left hand corner of the screen**.

Check for new messages

Since you are on a web browser, you'll need to **check and see if you have new messages** that have arrived

1

since you began your mail session. To do this, **click** the **Check for New Messages button** at the button bar on one of your folder screens (Inbox, etc).

Quick note on folders

This is simply a **quick note** to tell you what happens when you **send** an e-mail message. When a message is **sent**, a **copy** of your e-mail is **automatically placed in your Sent Items folder**. So, you can **access** your sent message (by **clicking**-on the **Sent Items** folder – then opening your message), edit it, and forward it, etc., until you decide to delete it later on. If you desire to **keep** the e-mail you will be able to **move** it **to another** folder if you desire. We'll go into detail on all of this later. For now, just be aware that **you have not "lost" your message**. **You do not need to "copy yourself" in Outlook unless you want to get an additional copy of your e-mail**.