

Sending an Email

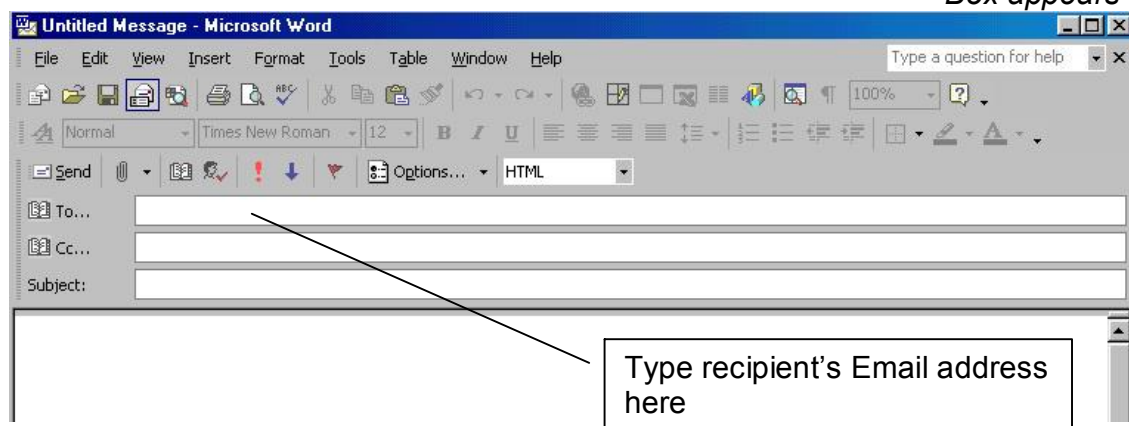
Sending an Email

When sending an Email in Outlook 2002, you can create messages using much the functionality of Microsoft Word.

1. Click on the New mail Message icon

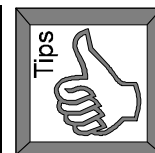


A message
Box appears



My screen does not look like this!

Outlook 2002 defaults to use Microsoft Word as your message editor. This may have been changed. You need to go to Tools / Options / Mail format tab / and tick Microsoft Word to edit Email messages.



2. Type the recipient's name in the **To:** box

Recipient's name is underlined or has red, wavy line underneath!

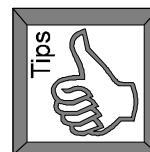
*Names are automatically checked against an address book.
If matches are found, the name is underlined.*

To... Happy121

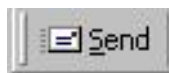
If there are several matches, the name has a red wavy line underneath.

To... Happy

In this case click on check names icon and choose from list.

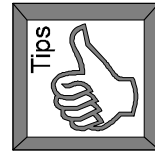


3. Press the tab key
4. Add a recipient in the CC box (optional)
5. Press the tab key
6. Type a brief subject heading
*It's good practice to **always** add a subject*
7. Press the tab key
8. Type your message
9. Click on Send



What if I can't remember the whole of someone's Email address?

Type the first few letters of the name and press the tab key. When Outlook recognises what you are typing, it will fill in the rest of the name and underline it



You don't have to remember Email address.

If you are sending to someone in your contacts folder, you can open the contact details and type a name you would like the Email address to display as...



..Then when you address the Email you can use the display name

