

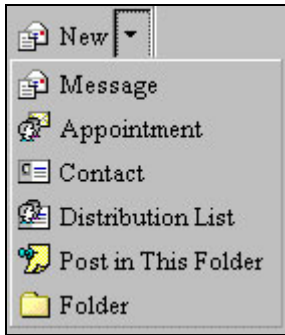
Creating A New Message

Creating a New Message



To create a message, open the New Message form from the **Inbox** on the toolbar.

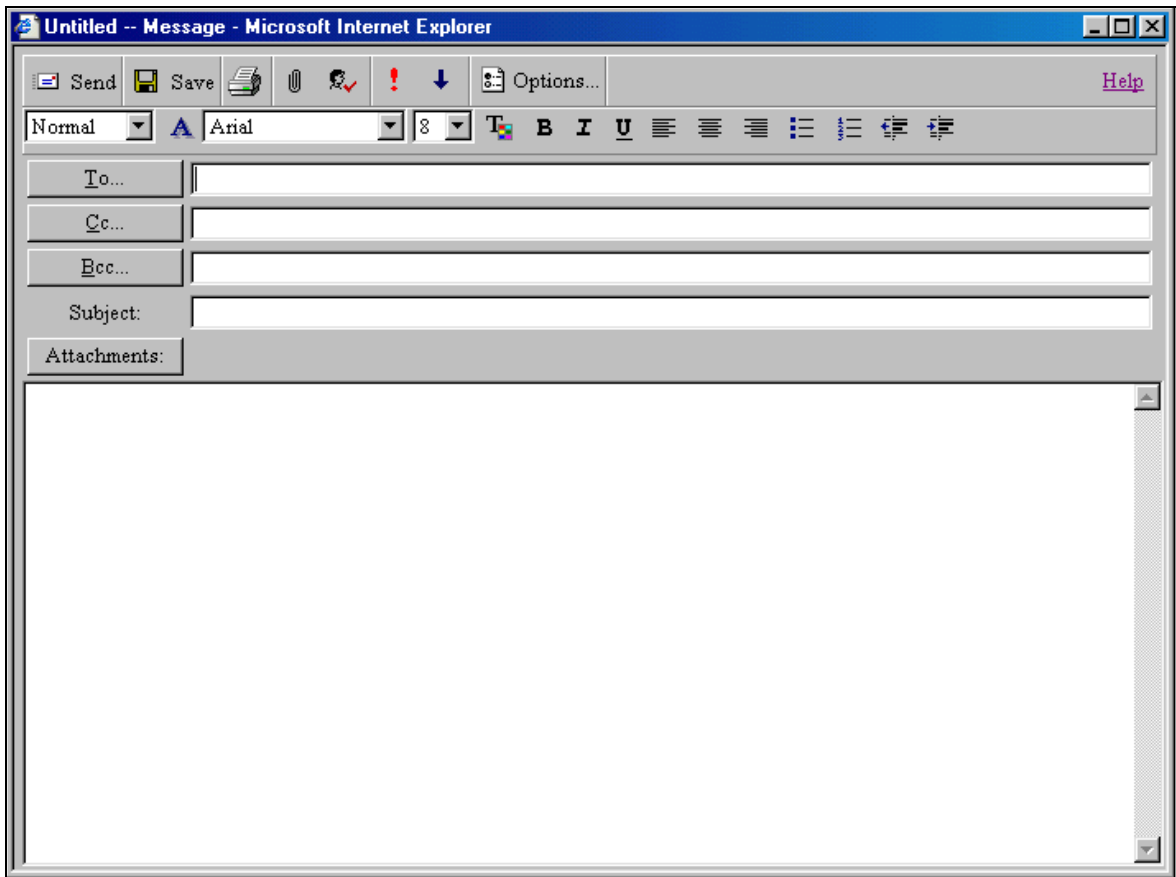
▼ **Select New.**



Office 2000 and Outlook 2000 Users

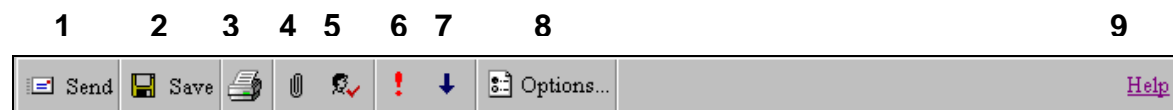
After you select New Message, a message window may display asking you to insert the Office 2000 CD. If this is encountered call OIT, Support Services 305-995-3705 (0).

A new message form will be displayed.



Creating A New Message

What You See



1. **Send** Click this icon when you have finished your message.
2. **Save** This function, by default, saves messages in your draft folder.
3. **Print** Use this icon to print your message. You can route to any printer connected to your PC.
4. **Attachment** This icon allows you to attach any type of file that is accessible from your computer or through your network.
5. **Check Names** This feature can match partial names typed in recipient boxes to their corresponding e-mail aliases.
6. **Importance: High** Use this icon to send a message of high importance.
7. **Importance: Low** Use this icon to send a message of low importance.
8. **Options** By clicking **Options** in the message toolbar, you can add features to your messages, replies and forwards.

Importance To set message importance for all subsequent messages, in the drop-down menu select **Low**, **Normal** or **High**. The default setting is **Normal**.

Sensitivity To set message sensitivity for all subsequent messages, in the drop-down menu select **Normal**, **Personal**, **Private** or **Confidential**. The default setting is **Normal**.

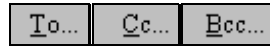
Cc To enable or disable the **Cc** field, select or click to clear the **Show Cc** check box. The default setting is to always show the **Cc** field.

Bcc To enable or disable the **Bcc** field, select or click to clear the **Show Bcc** check box. The default setting is to hide the **Bcc** field. **Bcc** recipients receive a copy of the message, but their names do not appear in the list of recipients. **Bcc** recipients cannot see the names of other **Bcc** recipients.

Message Receipts To request a delivery receipt, select the **Tell me when this message has been delivered** check box. To request a read receipt, select the **Tell me when this message has been read** check box.

9. **Help** Click this icon for help related to the window you are working in.

Addressing and Composing a New Message



What You Do

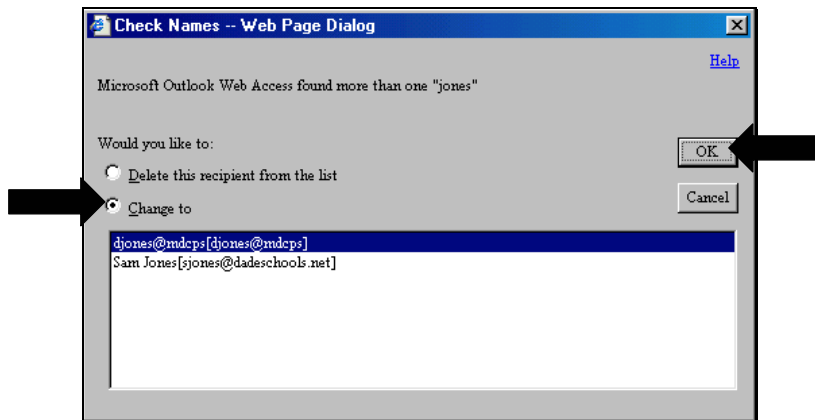
To address and compose your e-mail messages, in the **To**, **Cc**, and **Bcc** fields,

▼ **Type** the names of the recipients. Separate multiple names with semicolons (;).

▼ **Click** the **Check Names** icon  to verify the recipients' names.

Outlook Web Access can match partial names typed in recipient boxes to their corresponding e-mail aliases, but only if the partial name is unique.

If you attempt to send a message to a recipient who cannot be matched, the **Check Names** dialog box will be displayed.



▼ **Click** the **Change to** icon.

▼ **Select** the correct e-mail address from the list of recipients.

▼ **Click** **OK**. The e-mail addresses selected will now be added directly to your e-mail message. Or,

▼ **Click** the **Delete this recipient from the list** icon.

▼ **Click** **OK**. The **Check Names** dialog box will close, and the message form will be displayed.

▼ **Type** a brief subject line in the **Subject** field.

▼ **Type** your message in the message body.

■ **Click** **Send**.

Find Names

What You Do

While creating an e-mail message, you can search for a recipient in the global address book.

- ▼ **Click** on the **To** field in the new message you are creating.

The **Find Names** screen will be displayed.

Name	Phone	Alias	Office	Job title	Company
Daffy Duck		dduck			

- ▼ **Type** any known information (last name, first, ect.)
- ▼ **Click** **Find**.

A list of possible matches will be displayed.

- ▼ **Select** the recipient.
- ▼ **Click** **Add recipient to... To, Cc, or Bcc**.
- **Click** **Close**.

The recipient's e-mail address will be added directly to the selected field on your e-mail message.

Creating A New Message

Attaching a File



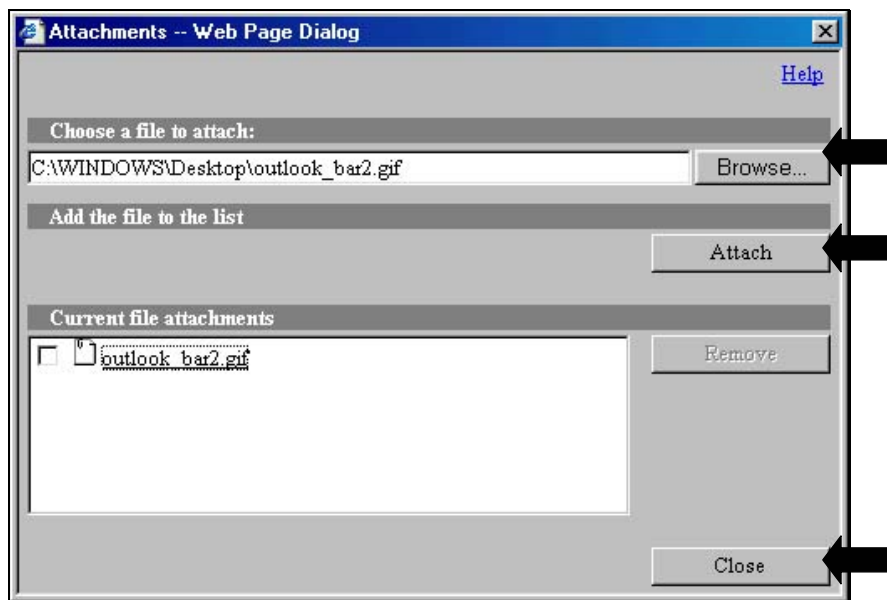
In the attachments screen you can attach any type of file that is accessible from your computer or through your network. This utility also allows you to remove attachments previously added to a message.

What You Do

To attach a file to an e-mail message,

- ▼ **Click** on the **Attachment** icon when creating your message, appointment, or contact.

The **Attachments** screen will be displayed.



Under **Choose a file to attach**,

- ▼ **Type** the path to the file if you know its exact location, or
- ▼ **Click** **Browse** to navigate to the file if you are not sure of its location.
- ▼ **Click** **Attach** and the file will appear under **Current file attachments**.
- ▼ **Repeat** these steps for any additional files you want to attach.
- **Click** **Close** to return to the form you were working in. The file(s) you selected will now appear in the heading, beside **Attachments**.

Creating A New Message

Removing an Attachment

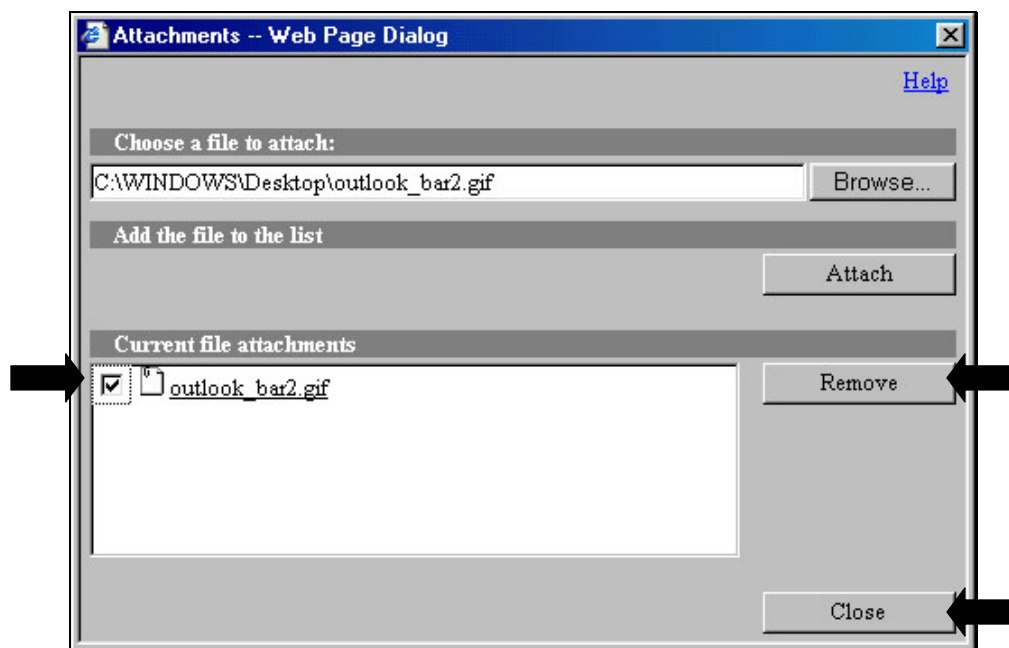
Remove

What You Do

To remove one or more attachments previously added to a message, on the toolbar,

- ▼ **Click** the **Attachment** icon.

The **Attachments** screen will be displayed.



- ▼ **Select** the check boxes beside the files you want to remove under **Current file attachments**.
- ▼ **Click** **Remove**.
- **Click** **Close**.

Saving a Message



You can save a message you want to complete at a later time. This can be done for new messages and for your replies and forwards of other messages.

What You Do

By default, saved, but not sent messages are stored in your **Drafts** folder. To save a message, on the toolbar,

- **Click Save.**

To recall a saved message, click on the **Drafts** folder in the Outlook Bar, and then double-click the message.

Sending a Message



When you have finished composing your new message, replying to a message, or forwarding a message, on the message toolbar,

- **Click Send.**

When the message has been sent, the message screen will close and you will be returned to the folder you were working in. A copy of the message will be stored in your **Sent** folder.