

# After completing this lesson, you will be able to:

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- Compose, address, and send messages.
- Format the body of a message.
- Attach a file to a message.
- Check for e-mail messages.
- Read messages.
- Reply to and forward messages.

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# **After completing this lesson, you will be able to:**

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- Print messages.
- Find messages.
- Recall messages.
- Delete messages.

# Composing, Addressing, and Sending Messages

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## To compose, address, and send messages

1. In the Inbox, click the New Mail Message button on the Standard toolbar.
2. In the To text box, type an e-mail address.
3. Press Tab and type another e-mail address in the Cc box if necessary.
4. Press Tab, type the message description in the Subject text box, and then press Enter.
5. Type your message and click the Send button.

# Flagging a Message

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## To flag a message

1. Create an e-mail message.
2. On the Standard toolbar in the message window, click the Flag For Follow Up button.
3. Select your options and click OK.

# Attaching a File to a Message

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## To attach a file to a message

1. Follow the steps for composing and addressing a message.
2. On the Standard toolbar in the message window, click the Insert File button.
3. Click the Look In down arrow and navigate to your file.
4. Double-click the file to attach it to the e-mail message.
5. On the Standard toolbar in the message window, click the Send button.

# Setting Message Priority

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## To set message priority

- On the Standard toolbar in the message window, click the Importance: High button.

*Or*

- On the Standard toolbar in the message window, click the Importance: Low button.

# Checking for E-Mail Messages

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## To check for e-mail messages

1. If necessary, on the Outlook Bar, click the Outlook Shortcuts group bar and then click the Inbox shortcut.
2. On the Standard toolbar, click the Send/Receive button.

# Reading E-Mail Messages and Messages with Attachments

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## To read e-mail messages and messages with attachments

1. In the Inbox, double-click the message header of the message that you want to read.
2. Double-click the attachment icon in the message (if one is included) to read the attachment.



# Turning AutoPreview On or Off

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## To turn AutoPreview on or off

- On the View menu, click AutoPreview.

# Turning the Preview Pane On or Off

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**To turn the Preview Pane on or off**

- On the View menu, click Preview Pane.

# Replying to a Message

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## To reply to a message

1. Click the message header of the message to which you want to reply.
2. On the Standard toolbar, click the Reply button.
3. Type your message.
4. On the Standard toolbar in the message window, click the Send button.

# Forwarding a Message

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## To forward a message

1. In the Inbox, click the message header of the message that you want to forward.
2. On the Standard toolbar, click the Forward button.
3. In the To box, type an e-mail address.
4. On the Standard toolbar in the message window, click the Send button.

# Printing a Message

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## To print a message

1. In the Inbox, click the message header of the message that you want to print.
2. On the Standard toolbar, click the Print button.

# Printing a Message with an Attachment

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## To print a message with an attachment

1. In the Inbox, click the message header of the message that you want to print.
2. On the File menu, click Print.
3. In the Print options section of the Print dialog box, select the Print attached files check box and click OK.

# Finding a Message

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## To find a message

1. On the Standard toolbar, click the Find button.
2. In the Look For box, type the search criteria.
3. Click the Find Now button.

# Recalling a Message

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## To recall a message

1. Open the Folder List.
2. Click Sent Items.
3. Double-click the message header of the message that you want to recall.
4. On the Actions menu of the message window, click Recall This Message.
5. Choose to delete the unread message or delete the unread message and send a replacement.
6. Click OK.



# Deleting a Message

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## To delete a message

1. In the Inbox, click the message header of the message that you want to delete.
2. On the Standard toolbar, click the Delete button.

# Emptying the Deleted Items Folder

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## To empty the Deleted Items folder

1. In the Folder List, click Deleted Items.
2. Select the message or messages that you want to delete.
3. Press Delete and click Yes.

*Or*

- On the Tools menu, click Empty “Deleted Items” Folder and click Yes.

# Saving Drafts

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## To save drafts

- In the top-right corner of the message window, click the Close button and then click Yes.
- Or*
- On the Standard toolbar in the message window, click the Save button, and click the Close button in the top-right corner of the message window.

# Retrieving a Draft

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## To retrieve a draft

1. Display the Folder List and click the Drafts folder.
2. Double-click the desired message to open it.
3. Complete or edit the message and send it just as you normally would.