

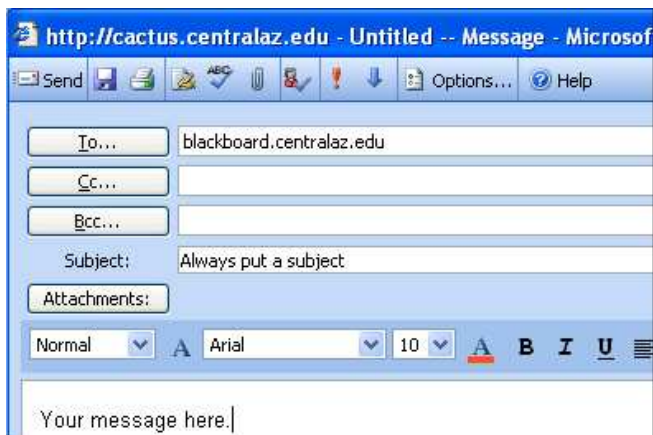
Send an E-mail Message using the CAC Student E-mail

To send an e-mail message you need to be in the "Inbox" Menu area. If you do not see your list of mail folders, click on the Inbox button.



Outlook Web Access is very similar to any other e-mail program you have used.

Click on "New" to begin an e-mail message. A blank message window will open.



Addressing a message:

- **To...** is the main person you are e-mailing.
- **Cc...** is "carbon copy" - other people who might need this information.
- **Bcc...** is "blind carbon copy" - other people who receive a copy of the message but are kept secret from the To and Cc people.

Remember: Always put a subject line. When e-mailing an instructor it is a good idea to include the class name.

Type your message in the message text area.

When you have finished with your message click on "Send" on the Message Toolbar.

The Message Toolbar

The **Outlook Message Toolbar** – located along the very top of the message window - is frequently overlooked. Most often only the “**Send**” button is used. There are several other important buttons.

The first three buttons are the most used. “**Send**” is used every time you send a message. The next is “**Save**” - you will use this to save a message in your **Drafts** folder and finish later. Click on “**Print**” to have a paper copy of your message.

The fourth button is “**signature**”. When this button is clicked your signature is added to your message. (You can create text which will always appear at the bottom of your message - this is the “signature”. You create a signature in the main Options area.)



The “**ABC**” button is **spellchecking** - very important! The “**paperclip**” is another way to attach a file.

“**Check Names**” (the person in the red shirt) will make sure that any names your type in the To, Cc, or Bcc areas are correctly spelled and match your address book.

The “**Message Importance**” buttons (red exclamation point and blue arrow) will flag a message the inbox as very important or not important. Send yourself a message and change the importance to see what this looks like.

In “**Message Options**” you can request a Delivery Receipt (you know a person has received a message) or a Read Receipt (you know a person has opened your message.) If you send your homework through your CAC Student E-mail Account, you will probably want to use the Receipts.

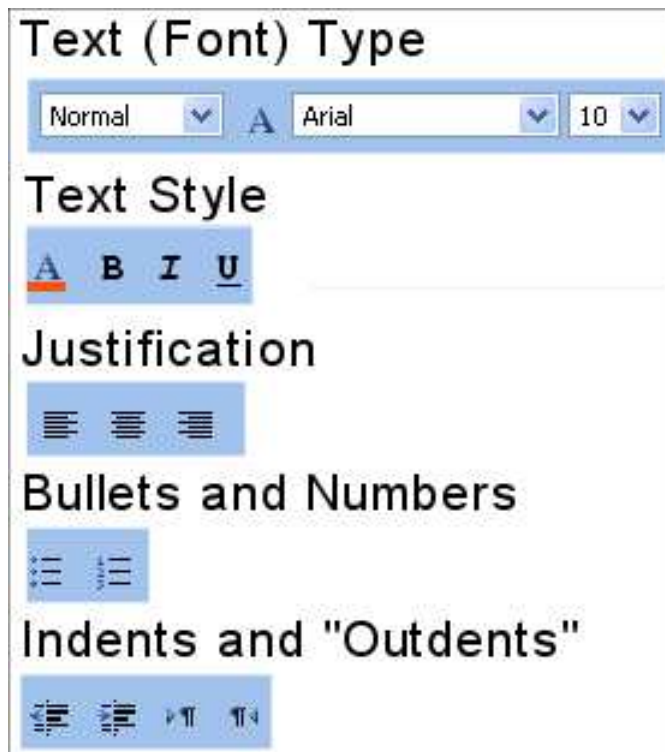
The Text Formatting Toolbar

The **Text Formatting Toolbar** gives you many options to change the "look" of the message you have typed. This toolbar is located just below the "**Attachment**" button and just above the message text area.

To use any of these options you highlight (select) the text and then click a tool button. The best way to learn what they can do is just to play. Type a message, highlight some text and see what you can do. These buttons function just the way they do in your word processor.

The first three options allow you to change fonts and text size. You have several different font options.

The text style buttons allow you to change the color or your text and to make the text bold, italic, underline or all of them at once.



You can "justify" the text in your message. The text can be left-aligned (normal), centered, or right-aligned. (This paragraph is right-aligned.)

If you need a list in your message you can use the bullets and numbers buttons to format your list items.

You can indent your paragraphs - make them have margins "inside" of the other paragraphs. You can also "outdent" your paragraphs - make them stick out on the left from all of the other paragraphs. (This paragraph is indented.)