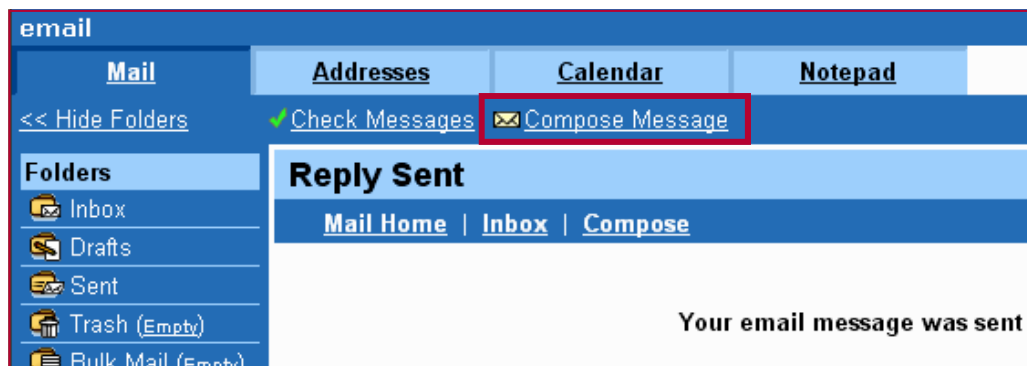


# Beginners: Creating & Sending a New email

1. Log into your email box and click on the **Compose Message** link which is available on any page within your email box.



This will open the **Compose** page.

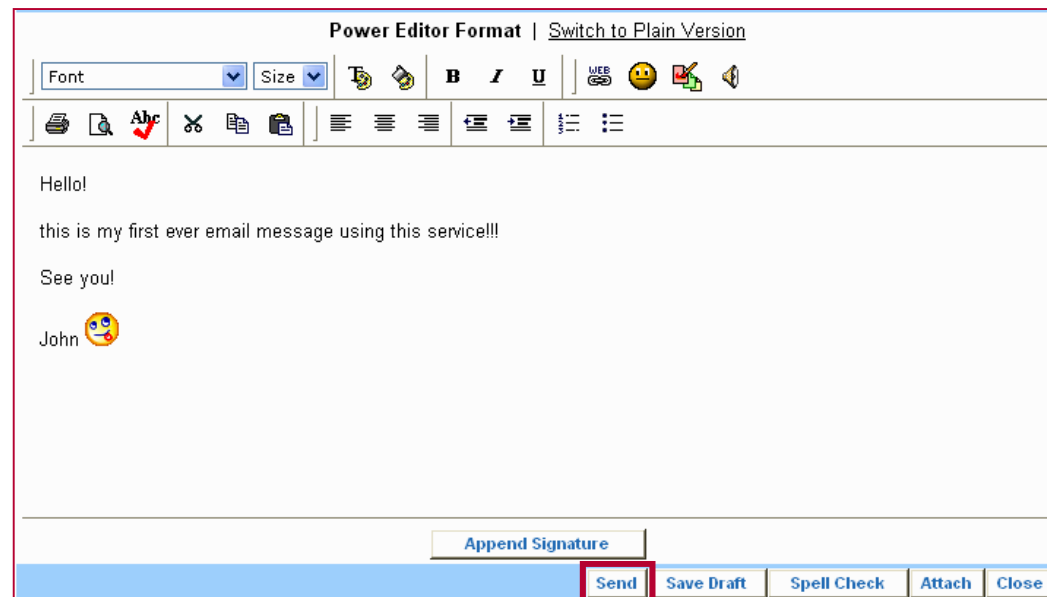
2. Click once in the **To:** field and type in the recipient's email address (ask the student next to you for their email address or send an email to **lbhsurfers@myway.com** instead).



The **Cc:** (carbon copy) field and the **Bcc:** (blind carbon copy, i.e. the recipient would not know that you sent a copy of the message to someone else) do not need to be filled in.

3. Click in the **Subject:** field and type in a brief **Subject** for the email (for example: *My first email* ). Remember: this is NOT your message! Just a snappy subject!

The message editor area has two **toolbars** that allow you to format your message (as in a word processing application like MS Word) and a **text box** for your message.



4. Click in the text box and type your message (for example, *This is my first email message!* )

- Use the **<enter>** key on your keyboard to leave a clear line or to start a new paragraph.
- Remember to type in a parting comment (e.g. *Kind regards*) and to add your name at the end of the message (sign the message).

5. When you are ready to send the message, click on the **Send** button. You will then see a **Message Sent** confirmation page. The email will be automatically saved in your **Sent Mail** folder.