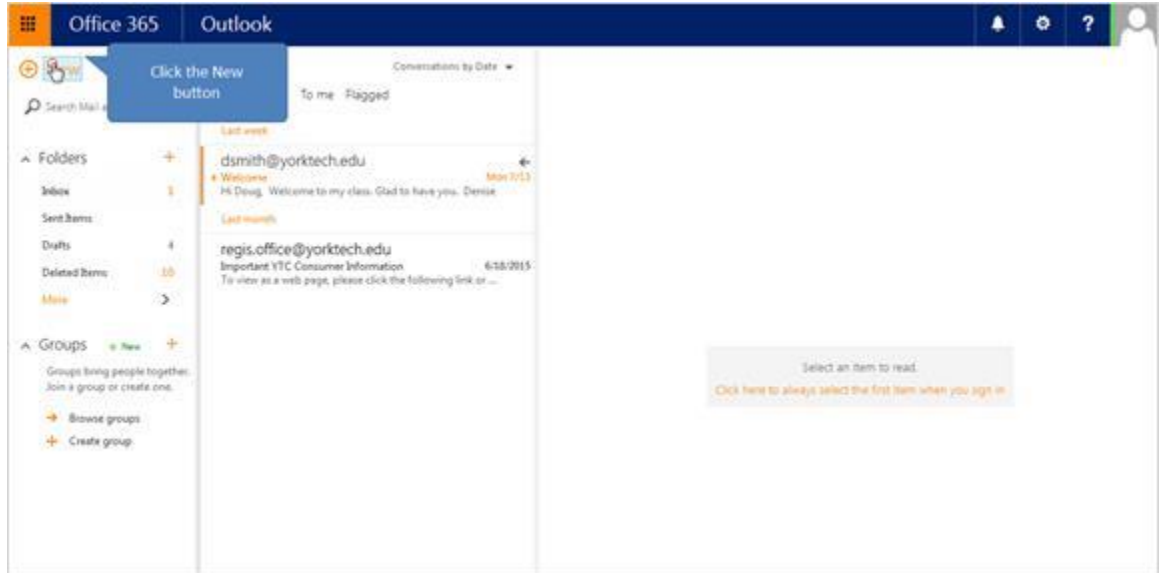
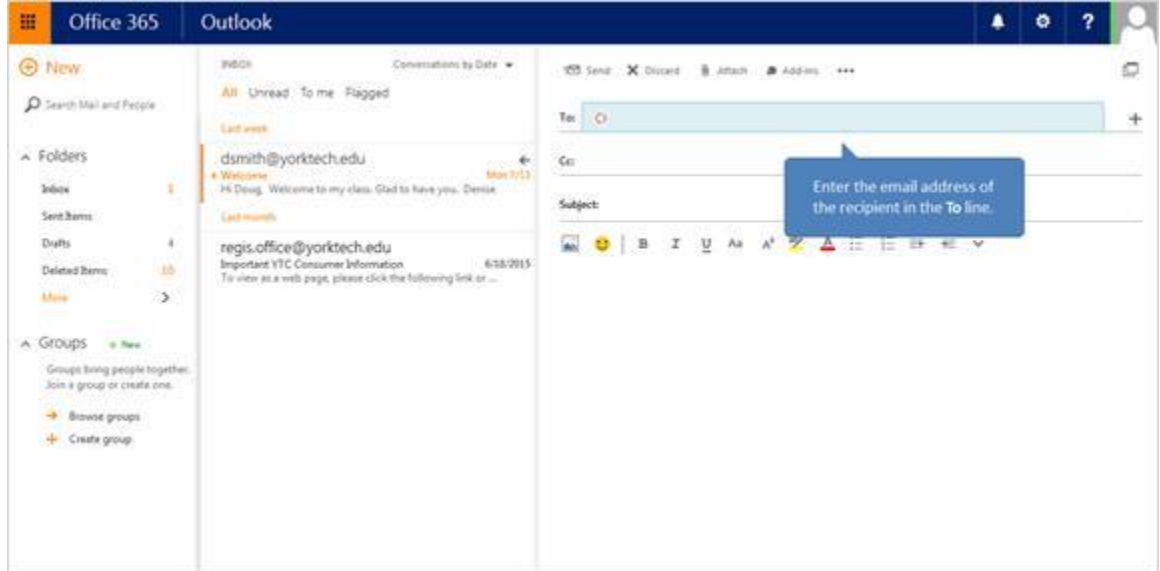


Compose a New Email Message

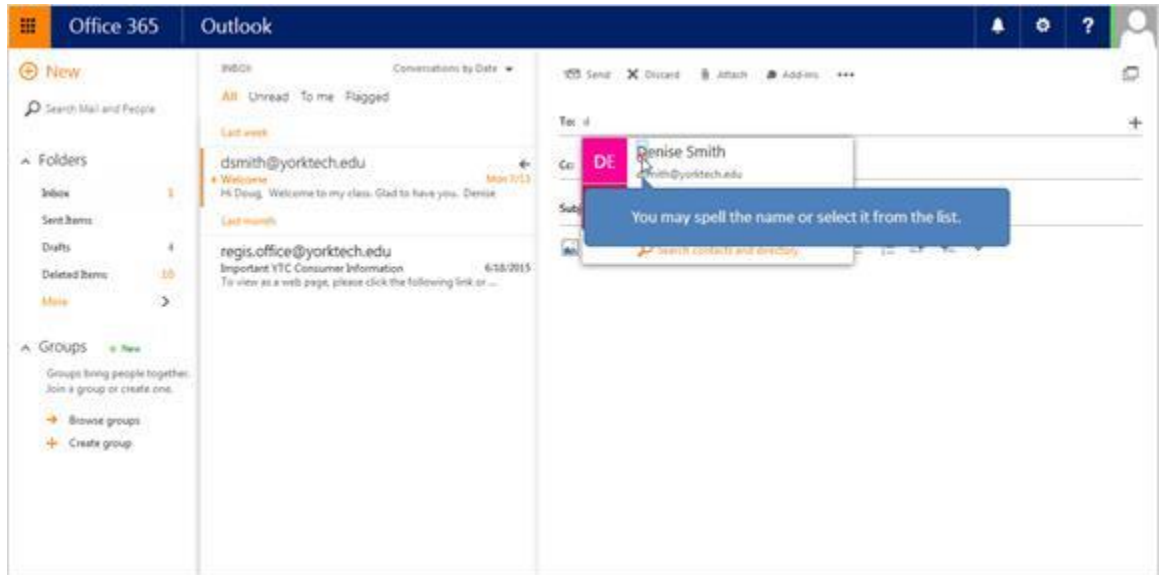
1. Click the New button



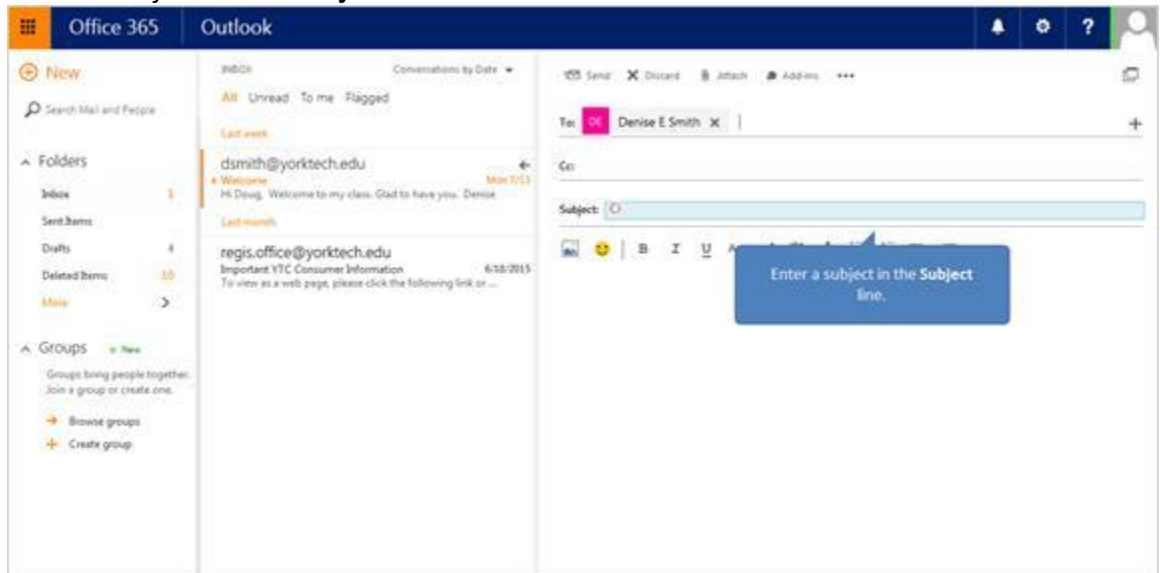
2. Enter the email address of the recipient in the To line.



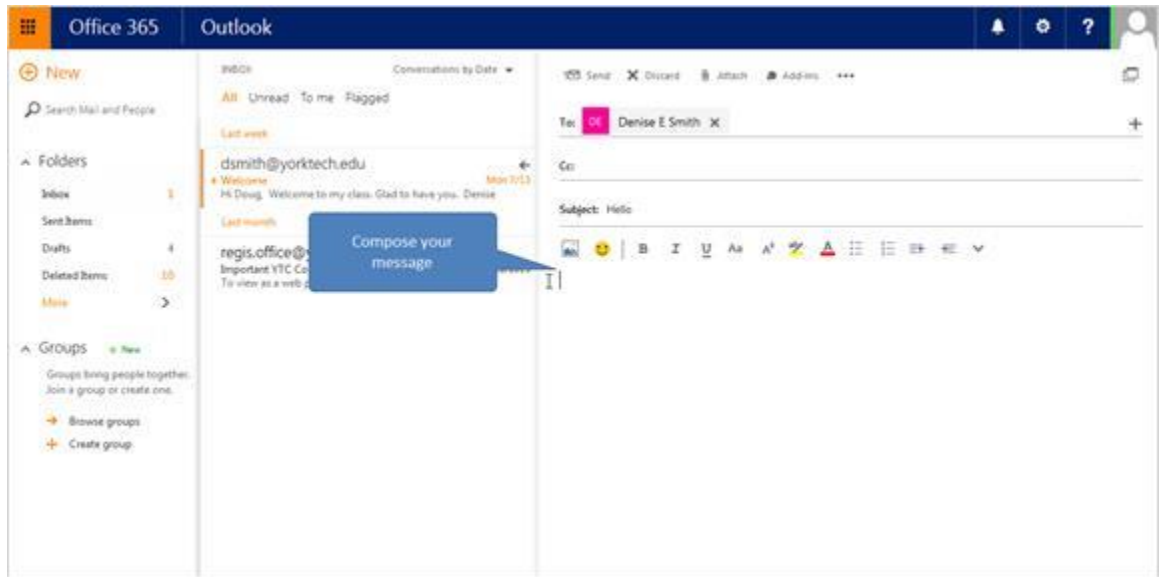
3. You may spell the name or select it from the list. To send to more than one recipient, type additional addresses.



4. Enter a subject in the **Subject** line.



5. Compose your message.



6. Click Send button.

