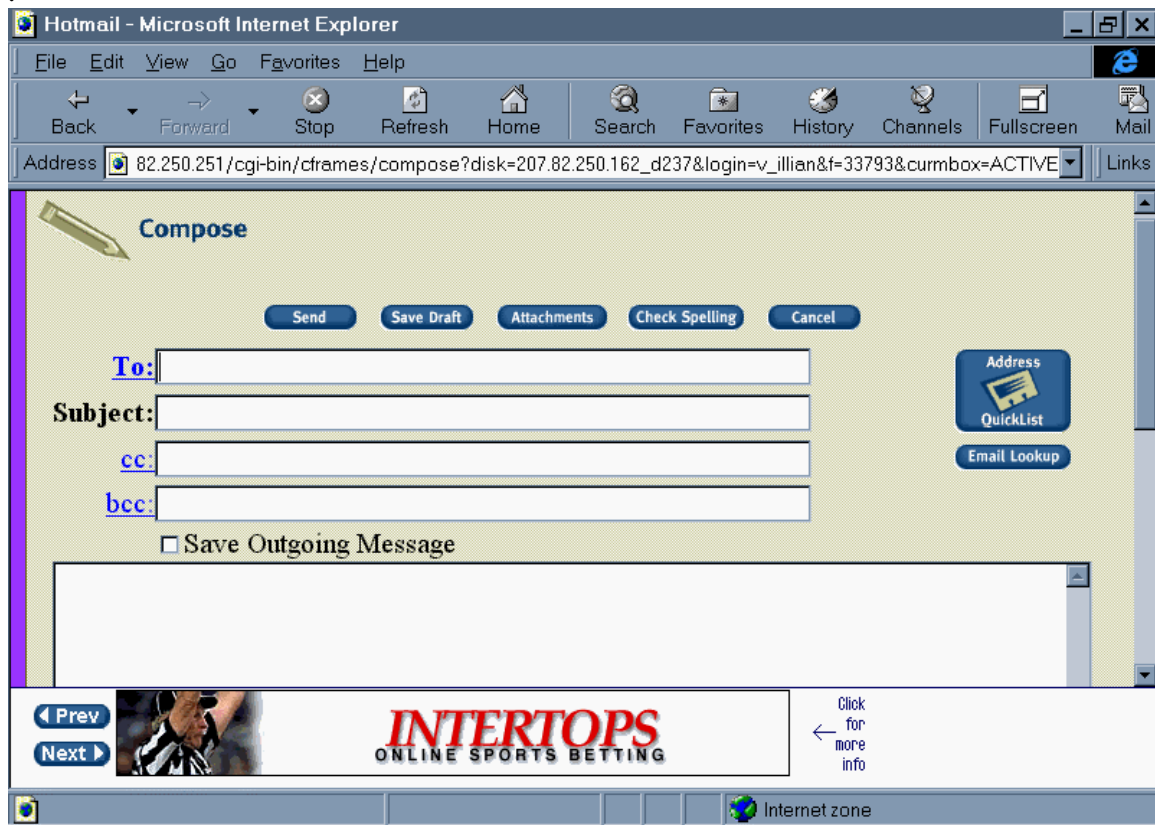


## Creating a New Message with HotMail

- After clicking on *Compose* a page comes up with a To: field, Cc: field, a Bcc: field and a message box.
- Above the To: field you will see the option to insert an address from your *Addresses*



- If you click on this you will have the option of including an address that you put in your address book before.
- If you check the To box your message will go to that address.
- You can select multiple addresses to have the one e-mail message sent to, if you wish.
- The Cc: option is for *Carbon Copy*. (this will send a copy of the message to the specified address(s) but it will be considered that the message was not for them directly, as if it were a carbon copy of a form)
- Bcc: is the same as Cc: accept the individuals in the To: field will not be aware that a copy was sent to those in the Bcc: field. (this option is not generally used as much as Cc)
- There is an *Attachments* button that will allow you to select a file you wish to have sent along with the e-mail. (this is similar to if you were sending a letter and wanted to put a

disk with a file on it in the envelope to accompany the message)

- It is a good idea to always put a short description of the message in the *Subject* field.
- Then type your text in the message box and press *Send* when you are ready to have your message sent. (once you press *Send* your message was sent instantly and you cannot make any more changes to the text or the receiving addresses. Make sure to ensure you have said what you want to say and that the appropriate people will be receiving your message.)
- HotMail will give you a confirmation screen indicating that the message was sent.

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