Sending a Message

At its core, Microsoft Outlook is an email powerhouse, capable of a wide variety of advanced email management tasks. Fortunately, though, it doesn't require a degree in rocket science to send a quick email.

1. From the email screen, click the "New Message" button, located in the grey menu bar.
2. Type in the email address of the recipient in the "To..." box, a subject line, and the body of your message. When done, click the "Send" button.
   1. To email someone on campus, try typing in their last name, and then clicking the "Check Names" button in the grey menu bar. Outlook will either autocomplete the recipients username, or show a list of matching recipients in the left column. Select the intended recipient from the list.
   2. If you have multiple recipients, you'll need to separate them with a semicolon (;) instead of a comma. OWA does not recognize commas as proper delimiters.
3. Compose your message, and click send.