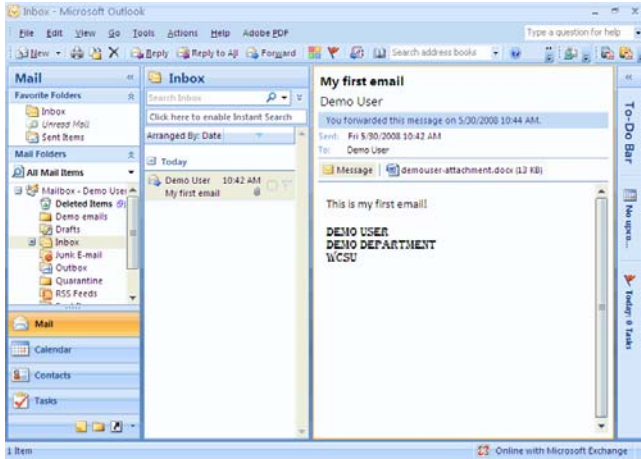
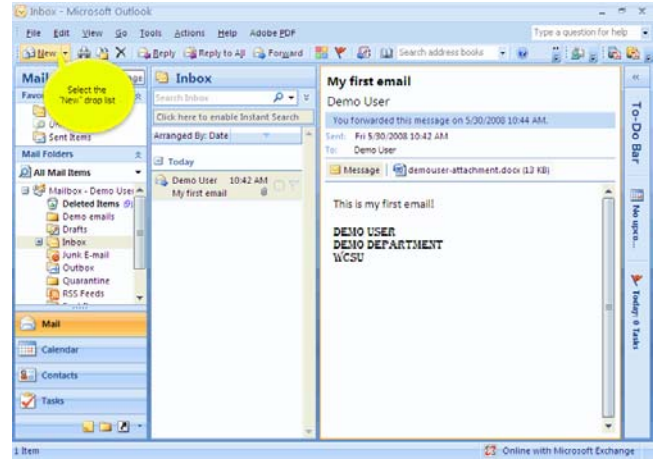


Scene 1



Scene 1

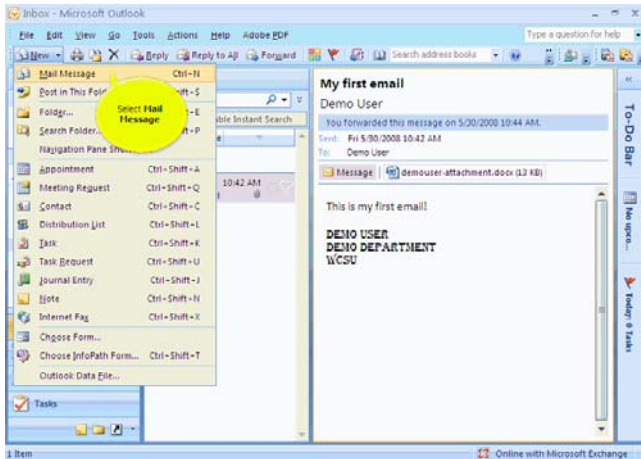


This demonstration will show how to send a simple e-mail

Select the "New" drop list

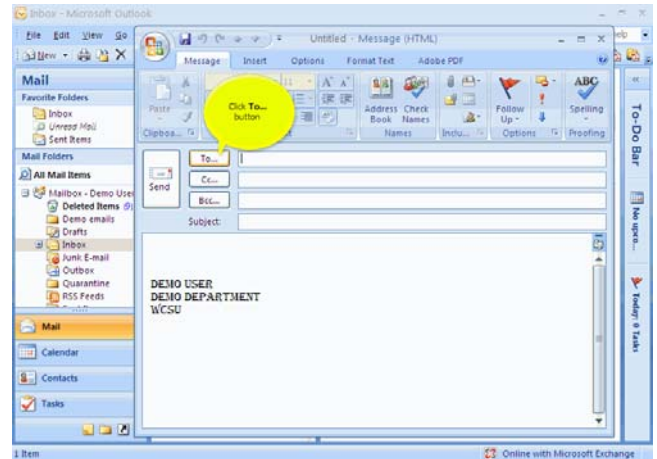
From the Outlook 2007 main screen, select new as shown

Scene 1



Select Mail Message

Scene 1

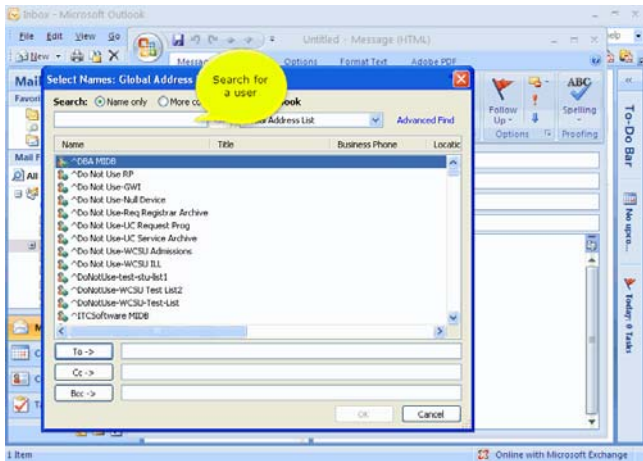


Click To... button

- Select Mail Message

- Click the to button or if off campus or not in your personal address book, an address may be directly type in the To field

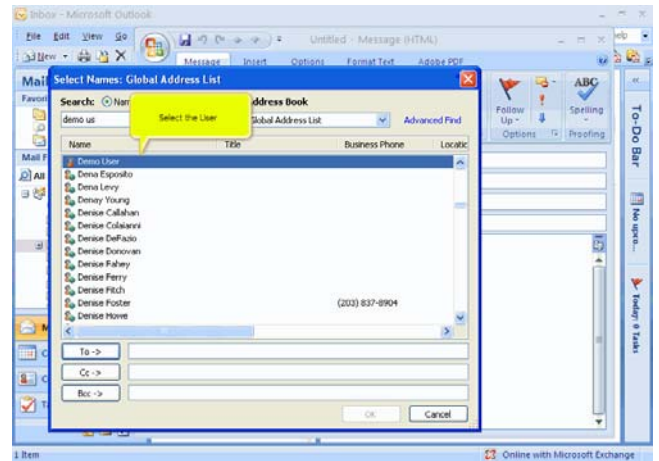
Scene 1



Search for a user

- Search for a user that you wish to send to, start by typing their first name

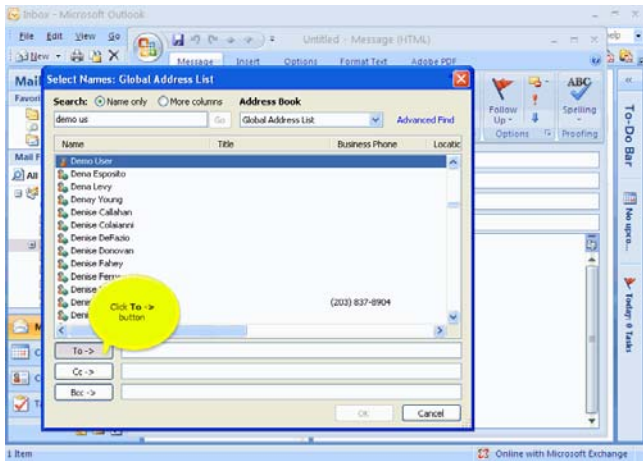
Scene 1



Select the User

- Once located select it

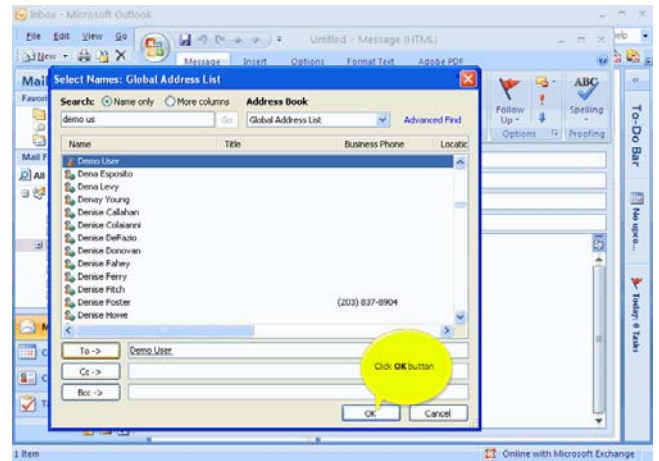
Scene 1



Click To -> button

- Press the To Button

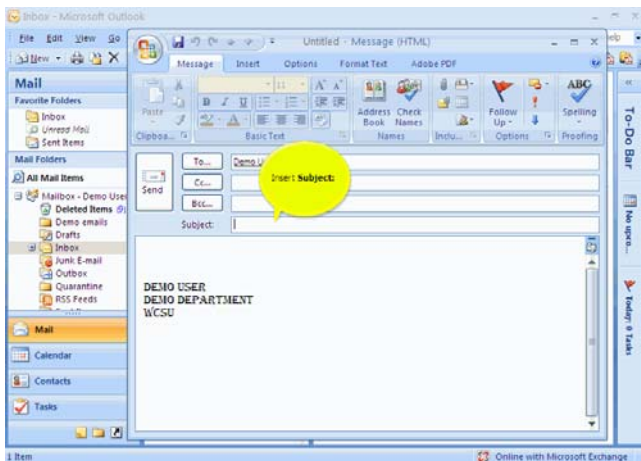
Scene 1



Click OK button

- Press Ok

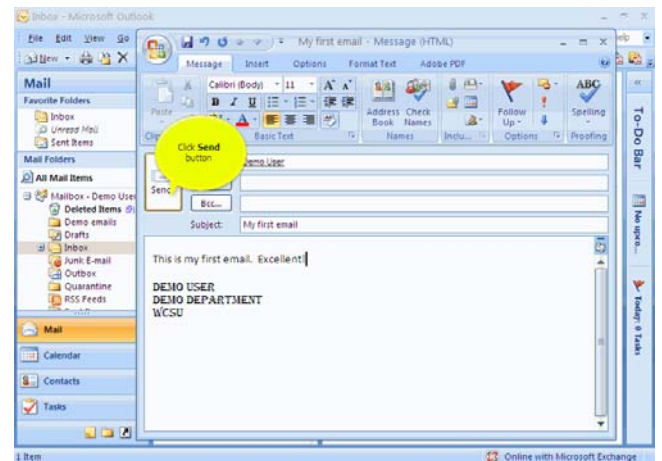
Scene 1



Insert Subject:

- **Next type a subject regarding your message**

Scene 1



Click Send button

- **Next enter a message into the body of the message**
- **Once completed press the send button and the message will be delivered**
- **For advanced features please see the advanced features demonstration**