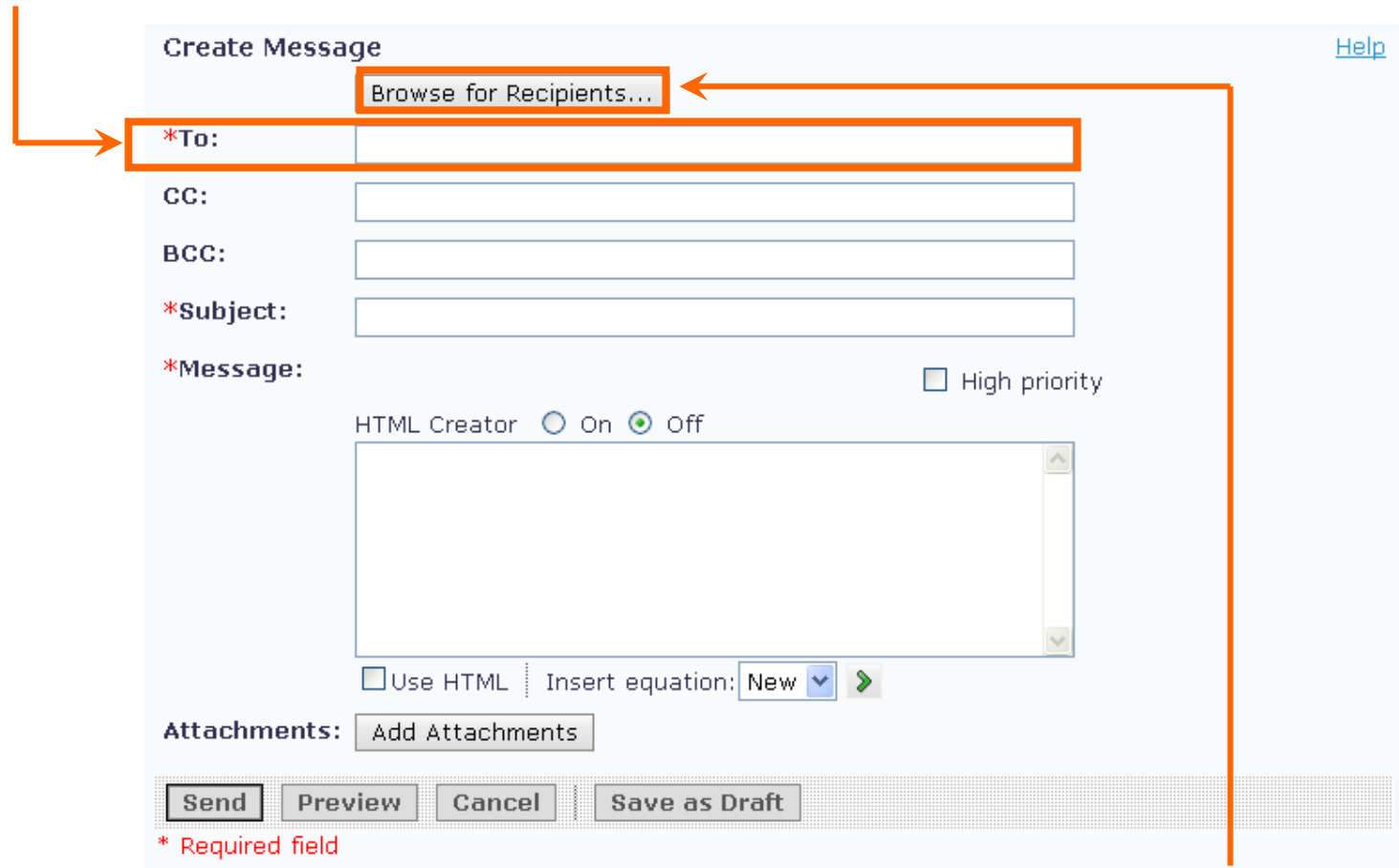


Creating a Message

1. Click the **Create Message** button.



2. Click into the ***To** textbox



The screenshot shows the 'Create Message' form with the following fields and controls:

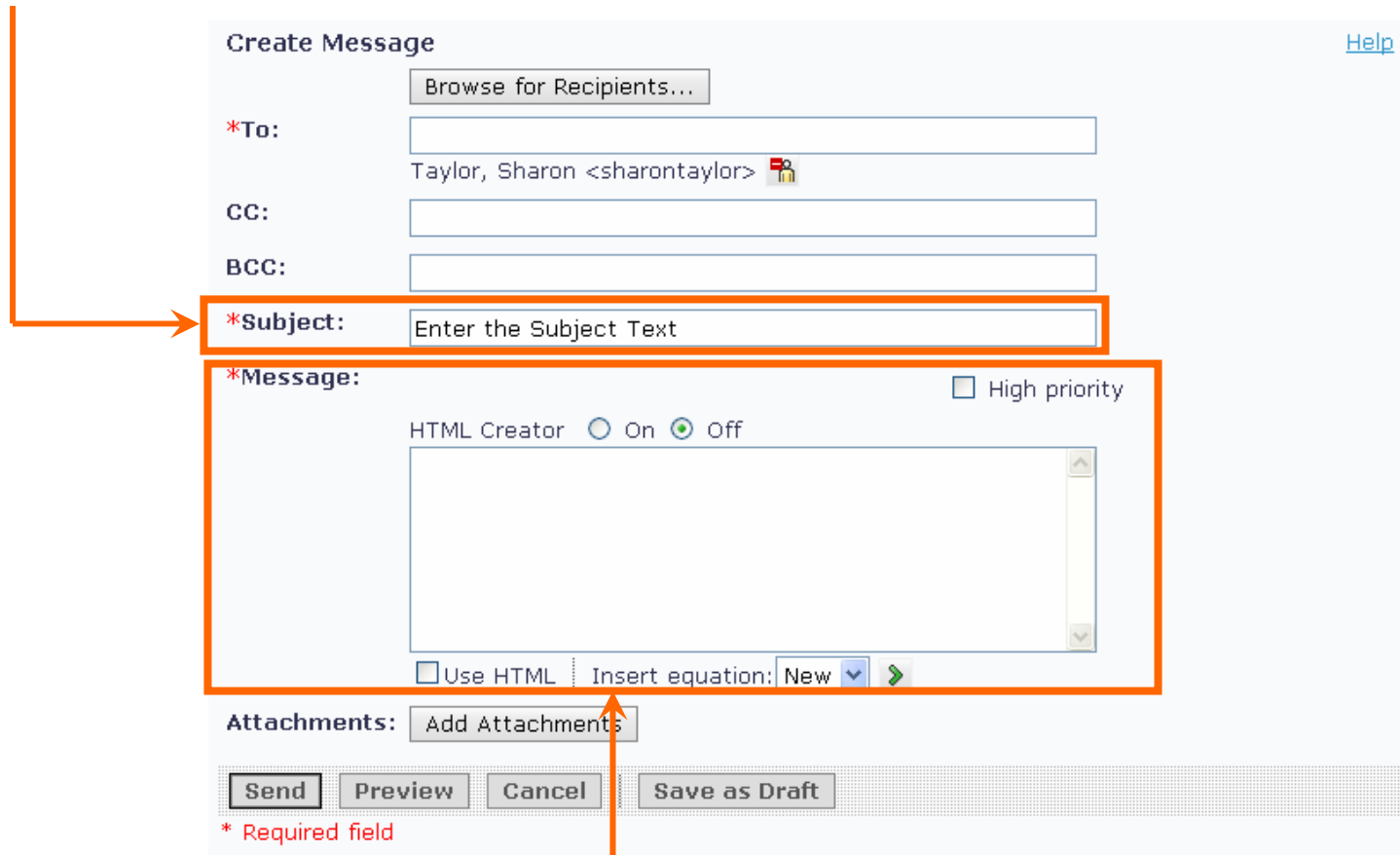
- *To:** A required text input field, highlighted with an orange box. An orange arrow points from the instruction to this field.
- Browse for Recipients...**: A button located above the *To field, also highlighted with an orange box. An orange arrow points from the instruction to this button.
- CC:** A text input field.
- BCC:** A text input field.
- *Subject:** A required text input field.
- *Message:** A large text area for the message content.
- High priority:** A checkbox.
- HTML Creator:** Radio buttons for 'On' and 'Off' (selected).
- Use HTML:** A checkbox.
- Insert equation:** A dropdown menu set to 'New' with a green arrow button.
- Attachments:** An 'Add Attachments' button.
- Buttons:** 'Send', 'Preview', 'Cancel', and 'Save as Draft' buttons at the bottom.

* Required field

3. Use the **Browse for Recipients** button to choose the recipients of the message. Then, checkmark the boxes for the recipients and click **Save** (or **Cancel**).


4.

Enter the ***Subject** text.



Create Message [Help](#)

Browse for Recipients...

***To:**
Taylor, Sharon <sharontaylor> 


CC:

BCC:

***Subject:**

***Message:** High priority

HTML Creator On Off

Use HTML Insert equation: 

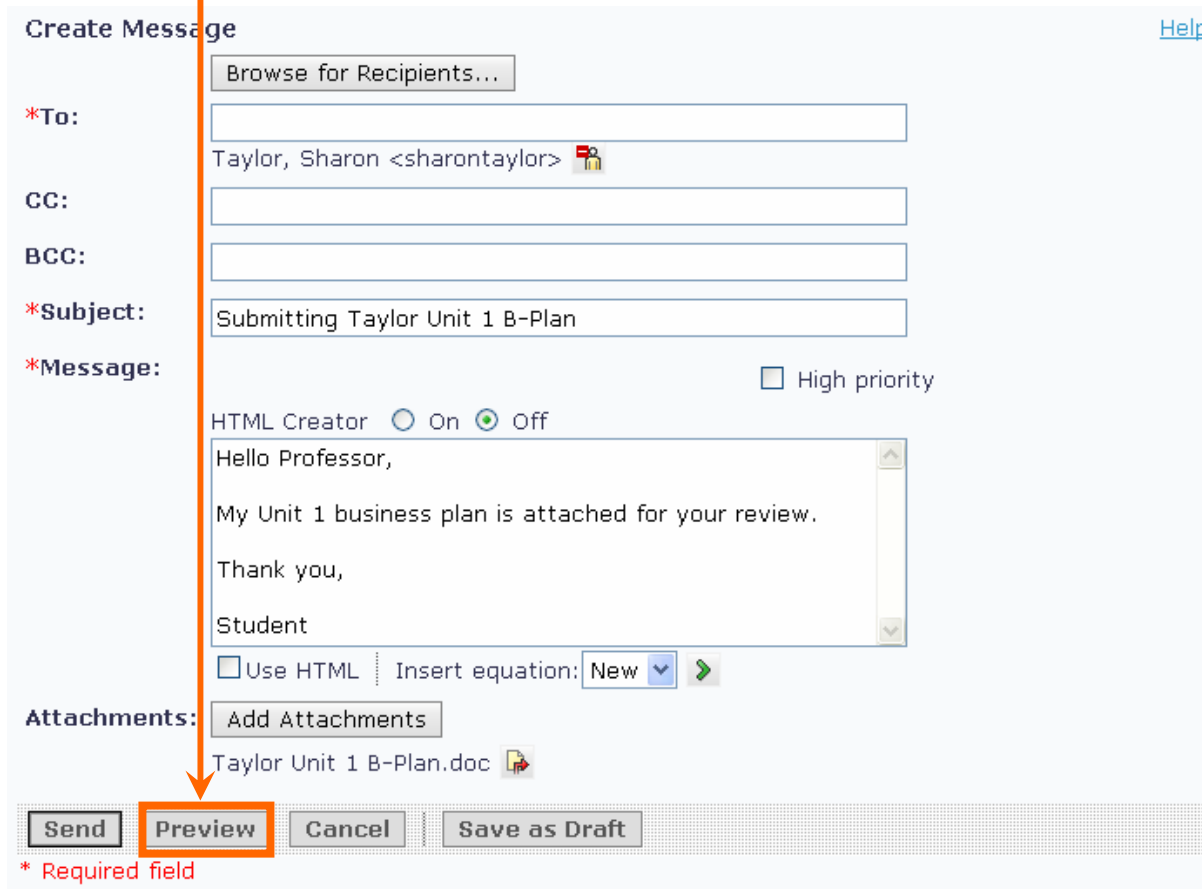
Attachments:

* Required field

5.


Enter the message in the ***Message** textbox. The **HTML Creator** is available by clicking into the On bullet. The **Equation editor** is also available.

6. Click the **Preview** button to view your message before sending.



Create Message [Help](#)

Browse for Recipients...

*To: Taylor, Sharon <sharontaylor> 

CC:


BCC:

*Subject: Submitting Taylor Unit 1 B-Plan


*Message: High priority

HTML Creator On Off

Hello Professor,
My Unit 1 business plan is attached for your review.
Thank you,
Student

Use HTML | Insert equation: New 

Attachments: Add Attachments

Taylor Unit 1 B-Plan.doc 

Send **Preview** Cancel Save as Draft

* Required field

7. Next, click either **Send**, **Cancel** to revise, or **Save as Draft** to save the message to send later.