Creating a New E-mail Message

Starting a New Message

1. Start by selecting the Mail button on the Navigation Pane.

2. To create a new message, choose from the Menu bar, File, New, Mail Message, (see item (A) below), or a quicker way is to click on the New button located on the Standard toolbar (see item (B) below).
3. A blank untitled message window opens as shown:

Selecting Addresses from an Address List

Choosing Address from the Global Access List (GAL)

Outlook/Exchange has an address book called the Global Address List (GAL). This list contains e-mail addresses and groups of the users that are currently on the state’s e-mail system. While in a new e-mail, follow the steps below to address an e-mail to a user on the Global Address List.

1. With a new e-mail open, click either the To button (illustration (A) below) or select the Message tab on the ribbon, and select Address Book in the Names group (illustration (B) below).
A Select Names: Global Address List window will appear. Notice that under the Address Book category that the Global Address List is shown. It is the default address book which means that it is the one that the computer will show first.

2. In the Search box, type the recipient’s or distribution list’s (group) name and/or scroll and select the person’s or distribution list’s name from the list. (Note: search the list by Lastname, First name. If you cannot find the recipient’s name, try to search by Firstname Lastname. Anyone that is still on Lotus notes will be in the Firstname Lastname format. A distribution list has an icon that looks like two people standing side by side 🔄. An individual contact has an icon that looks like a single person wearing an orange shirt 🧸 or 🧸.)
3. Once the person’s name is found, click once to select the recipient’s name in the list, then click the To button to add that person as a recipient. (Note: Notice that the person’s name will be entered into the blank area next to the To button. You can also do this same step for either the Cc or the Bcc.)

4. When you are finished selecting addresses, click the OK button to close the Select Names dialog box.
Choosing Addresses from a Personal Contacts List

1. You can pick an address from a list that you have created. While composing a new e-mail, click either the **To** button (illustration (A) below) or select the **Message tab** on the ribbon, and select **Address Book** in the Names group (illustration (B) below).

(A)  
(B)  

2. A **Select Names: Global Address List** window will appear. Notice that under the Address Book category that the Global Address List is shown. It is the default address book which means that it is the one that the computer will show first. Click the Address Book drop down box.

![Select Names: Global Address List window](image-url)
3. A selection list will appear. To select your personal address book click **Contacts** located under the **Outlook Address Book** in the list.

![Address Book Image](image)

Outlook will now be looking in your personal contact list.

4. In the Search: box, type the recipient’s name and/or scroll the list and select the person’s name from the list. You can also look for a distribution group that you have created. *(Note: A distribution list has an icon that looks like two people standing side by side 🔄. An individual contact has an icon that looks like a single person wearing an orange shirt 🧥.)*

![Select Names: Contacts Image](image)
5. Once the user’s name or distribution group is selected in the list, click the **To** button to add it as a recipient. *(Note: Notice that the person’s name will be entered into the blank area next to the **To** button. You can also do this same step for either the Cc or the Bcc.)*

![Select Names: Contacts dialog box](image)

6. Click **OK** to close the **Select Names: Contacts** dialog box.

**Attaching Files to the E-mail Message**

1. To attach a file to a message, make sure that the Message tab on the ribbon is selected. Then click **Attach File** under the Include group.
2. Navigate to the location of the file to be attached. Select the file by clicking on it once and then click the **Insert** button.

![Insert file dialog box](image)

3. You will be brought back to your e-mail message. To verify that the file is attached, look at the **Attached:** section, located under the **Subject:** for your file.

![Attached file](image)
Checking Spelling - Manual Spell Check

1. Now that your e-mail message has been composed, you can check the spelling. Make sure that the Message tab on the ribbon is selected. Then click **Spelling** under the Proofing group.

2. A Spelling and Grammar window will appear. Use it just like you would the Spell Check in Microsoft Word.
3. Once the Spell Check is complete, you will be brought back to your e-mail message that you have been composing.

Sending the E-Mail Message

1. Now that the message is ready to be sent, click the **Send** button that is located next to the To and Cc area of the E-mail message.