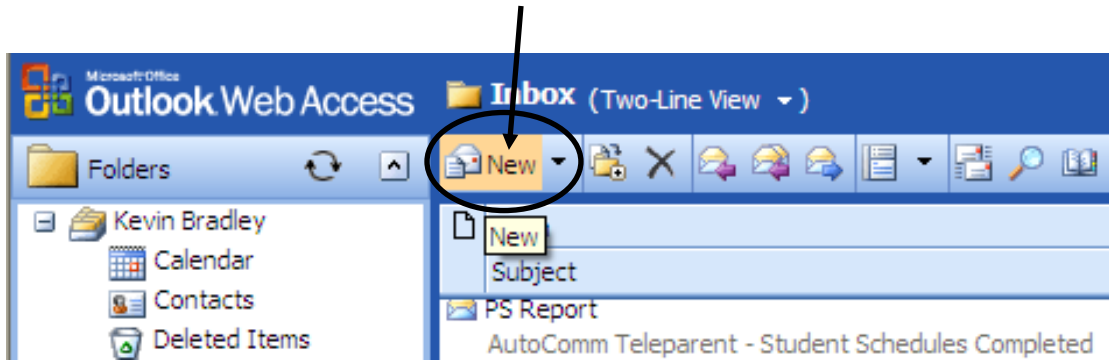
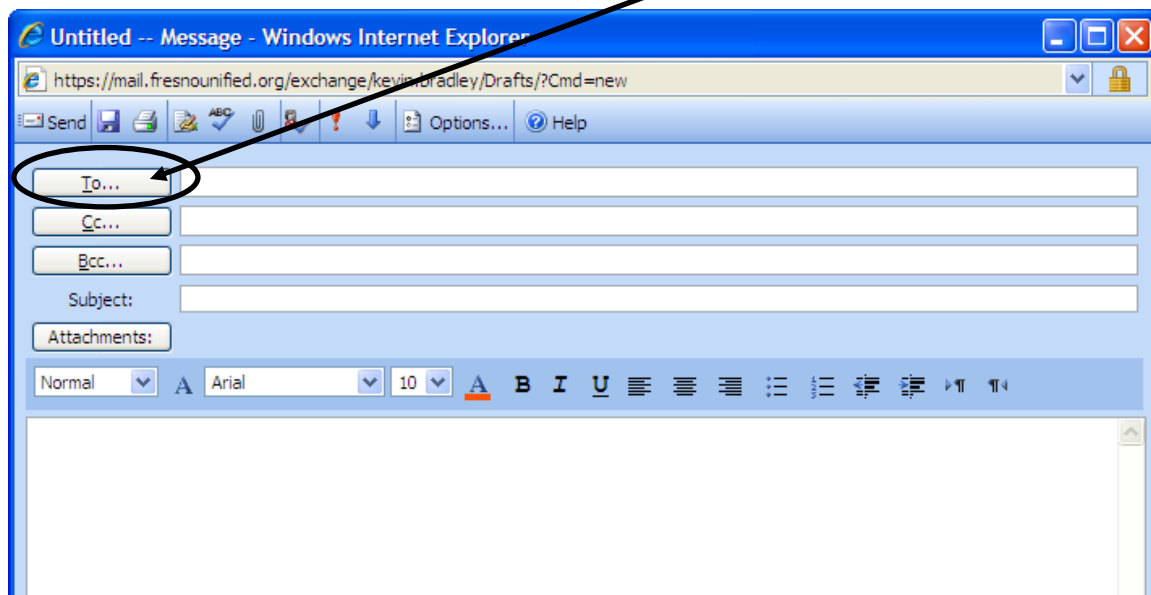


“How can I send a new message in Outlook Web Access?”

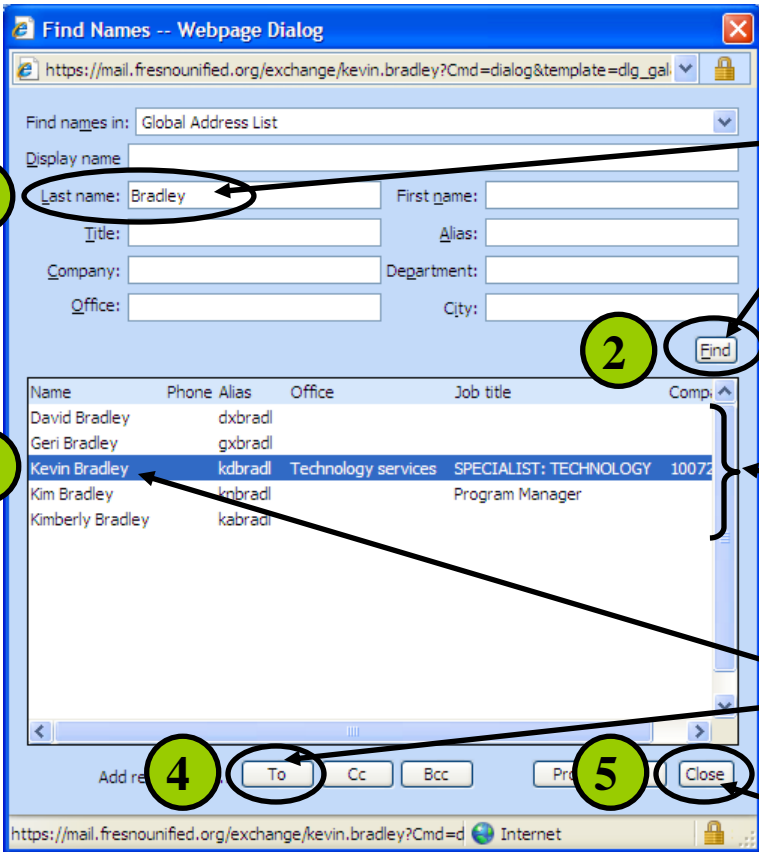
- 1) To send a new message, click the “**New**” icon:



- 2) A new, blank message window will open. Click the “**To...**” button to open another window with the Address Book.



3) The Global Address List window will open:



1 Last name: Bradley

2 Find

Name	Phone	Alias	Office	Job title	Comp.
David Bradley		dxbradl			
Geri Bradley		gxbradl			
Kevin Bradley		kbradl	Technology services	SPECIALIST: TECHNOLOGY	10072
Kim Bradley		kbradl		Program Manager	
Kimberly Bradley		kabradi			

3 Kevin Bradley

4 To

5 Close

--To look-up someone's e-mail address, type in their last name in the "**Last name:**" field.

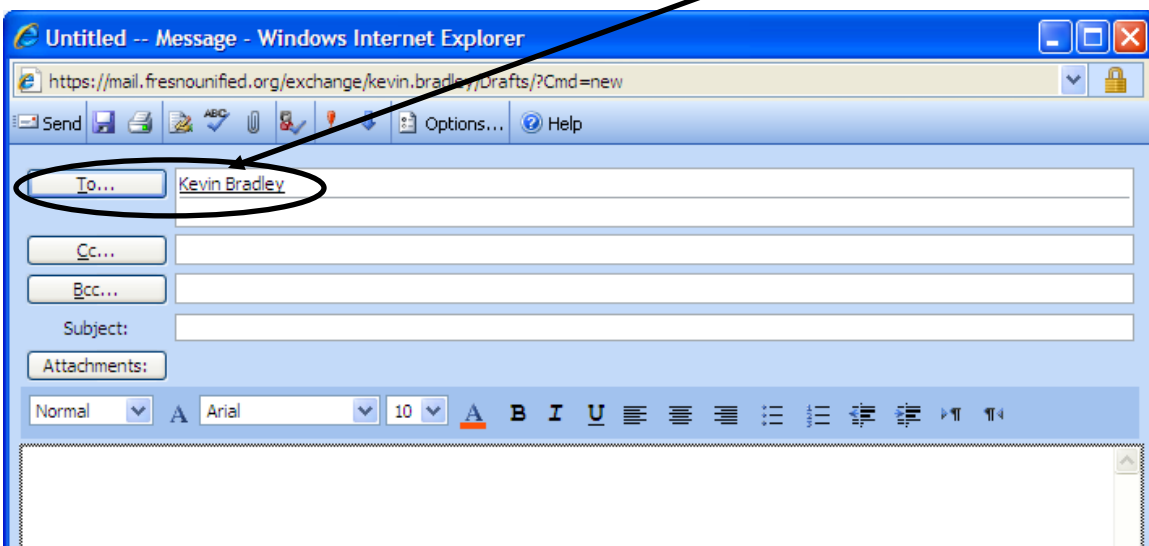
--Click the "**Find**" button located in the middle righthand section of the window to search the Global Address List.

--The names of the district personnel meeting the criteria of your search will appear in the bottom portion of the window.

--Highlight the name of the person you want to e-mail and click the "**To**" button.

--Click "**Close**" to exit the address book.

4) Your new message will reappear, now addressed to the person you selected from the address book:



Untitled -- Message - Windows Internet Explorer

https://mail.fresnounified.org/exchange/kevin.bradley/Drafts/?Cmd=new

To... Kevin Bradley

Cc...

Bcc...

Subject:

Attachments:

Normal Arial 10

5) A few pointers before you send your message:

--Make sure you fill in the "**Subject**" line.

--Type in the message you want to send in the lower window.

--Then click "**Send**"

