

OFFICE 365/OUTLOOK: CREATE AND SEND EMAIL

The image consists of three overlapping screenshots of the Office 365 interface, illustrating the steps to create and send an email. The top screenshot shows the 'Office 365' home page with the 'Mail' app icon circled in red and labeled '1.'. The middle screenshot shows the Outlook interface with the 'New' button circled in red and labeled '2.'. The bottom screenshot shows the email composition window with the 'Send' button circled in red and labeled '4.'. The 'To' field in the composition window is populated with a list of contacts, and the 'Send' button is highlighted in blue.

1. Click "Mail" in your list of available Apps > Outlook will load
2. Click "New" > A new blank email will load
3. In the "To:" area, enter an email address (LDOE Contacts are already available.)
> Enter a subject and compose your message
4. Click "Send"