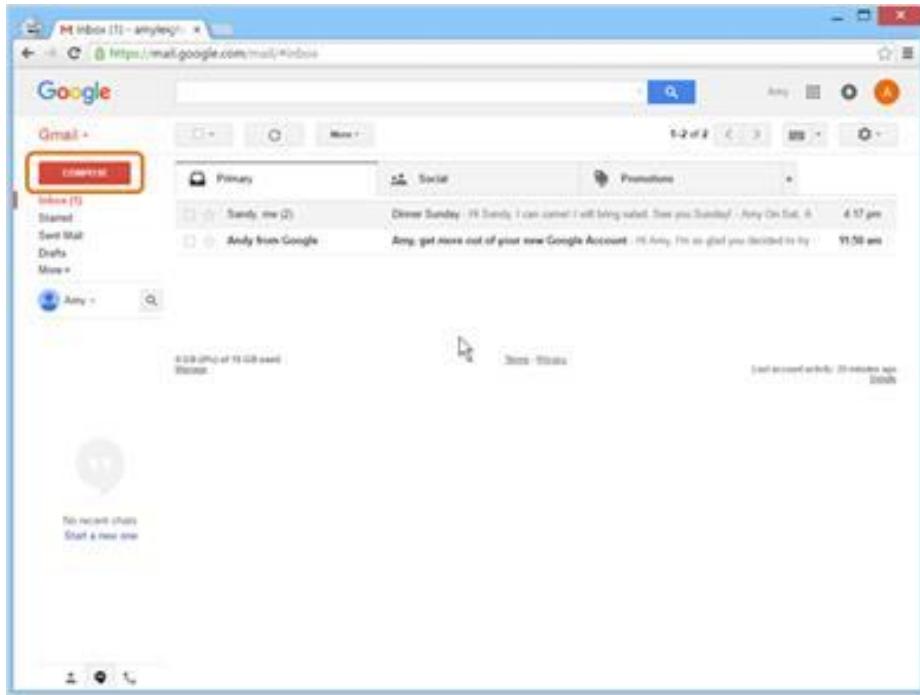
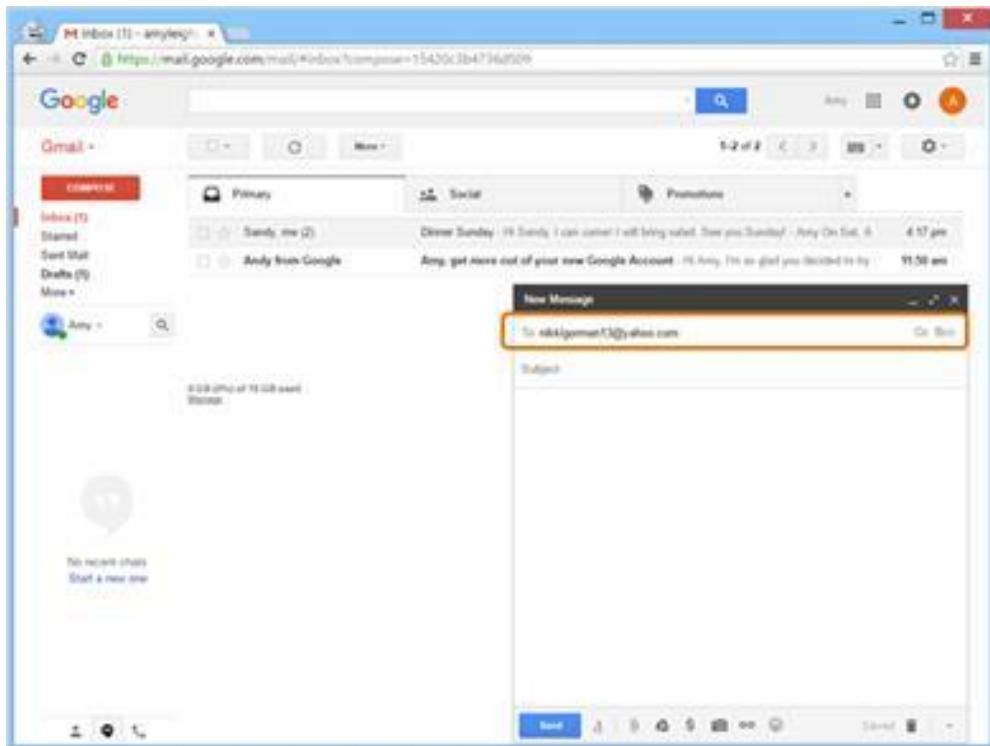


Sending Messages



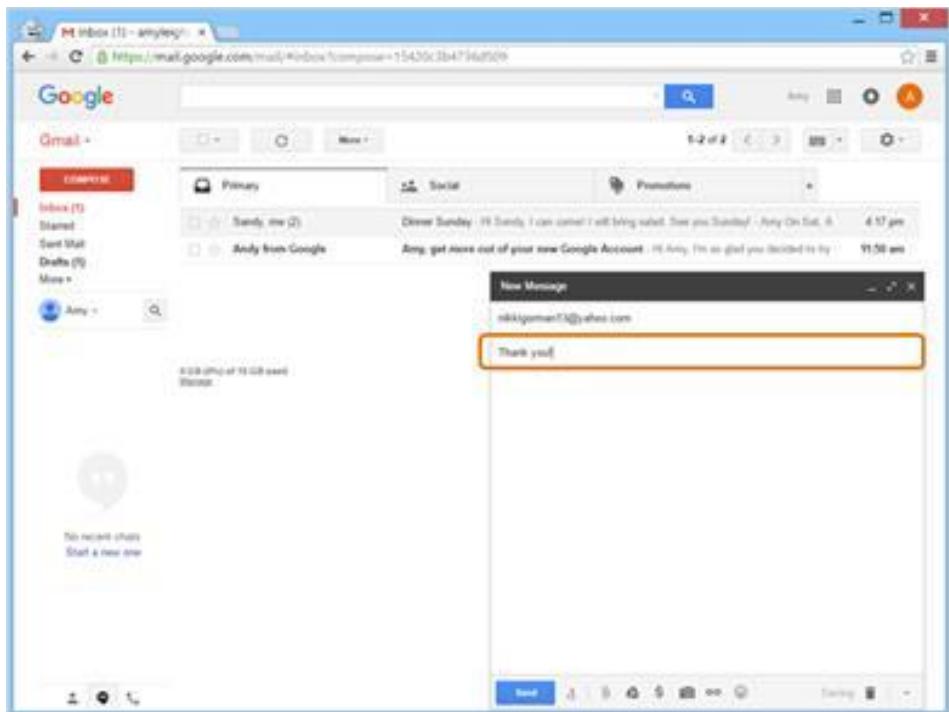
If you want to send a new email, you can do that by clicking the Compose button in the top left.



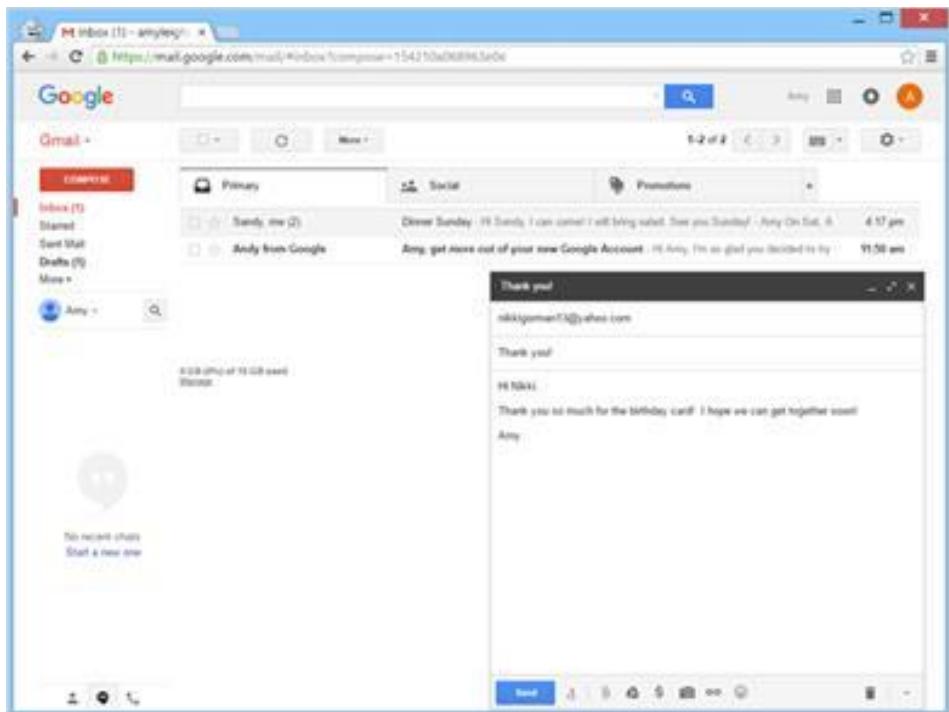
A message box will appear. Amy needs to fill in who the message is to, describe the subject, and then type what she wants to say.

In the “To” field, Amy types in the email address of her friend Nikki.

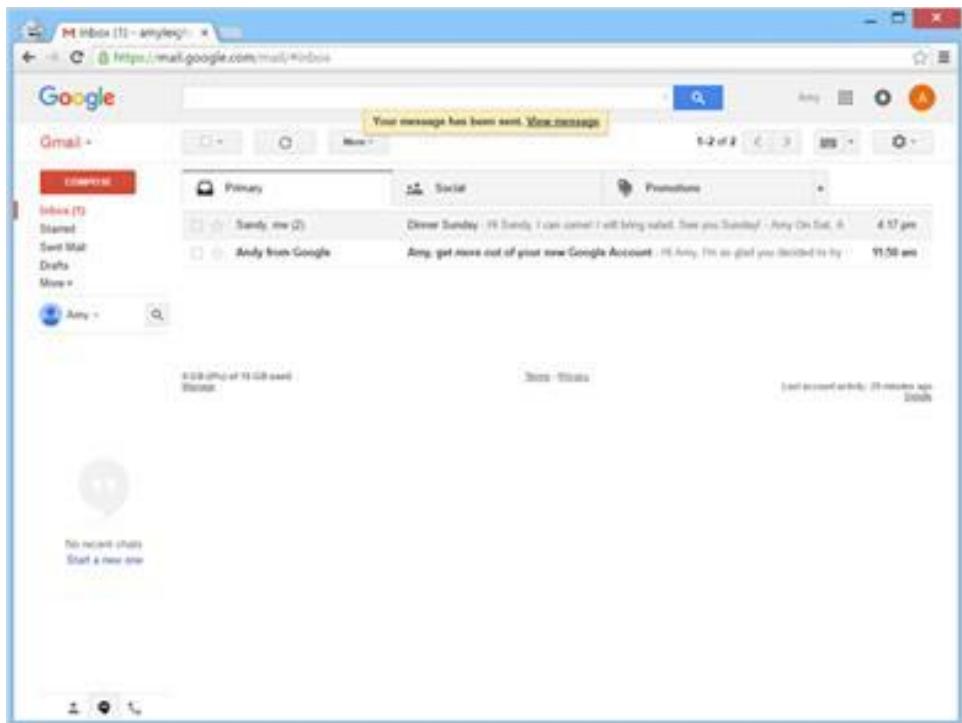
But if Amy wanted to send this message to more than one person, she could type several email addresses separated by commas.



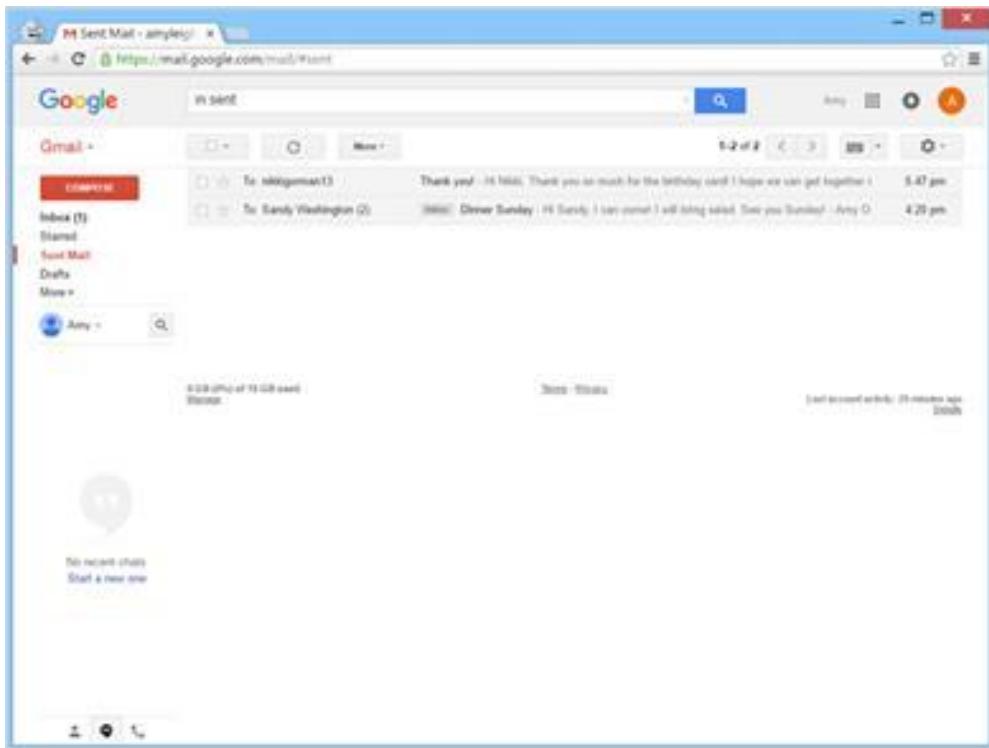
Amy types in a subject to let people know what the message is about.



Next, she types in the body of the message.



Finally, Amy clicks the “Send” button to send the email.



Once the message is sent, a notification appears at the top of the screen. Amy can open her sent folder if she needs to find email messages that she has already sent.