Writing and sending E-Mails

▶ **You have opened the program "Outlook"**

Click on **"New E-Mail"**
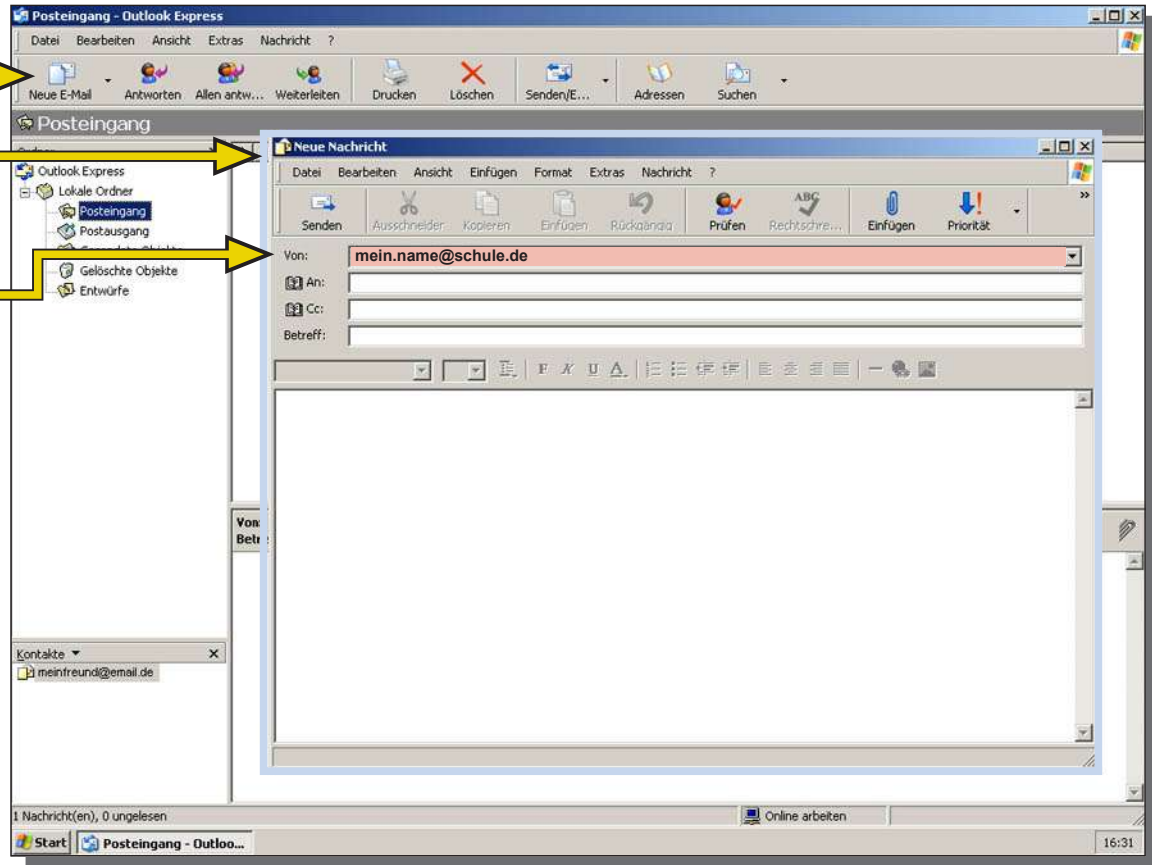
1.

A new window **"New Message"** opens up

2.

Enter **your** own **adress** (the sender) here

3.

for example: **my.name@school.de**

! **Caution**

You must not use the space bar

Writing and sending E-Mails

▶ **You have entered your adress**
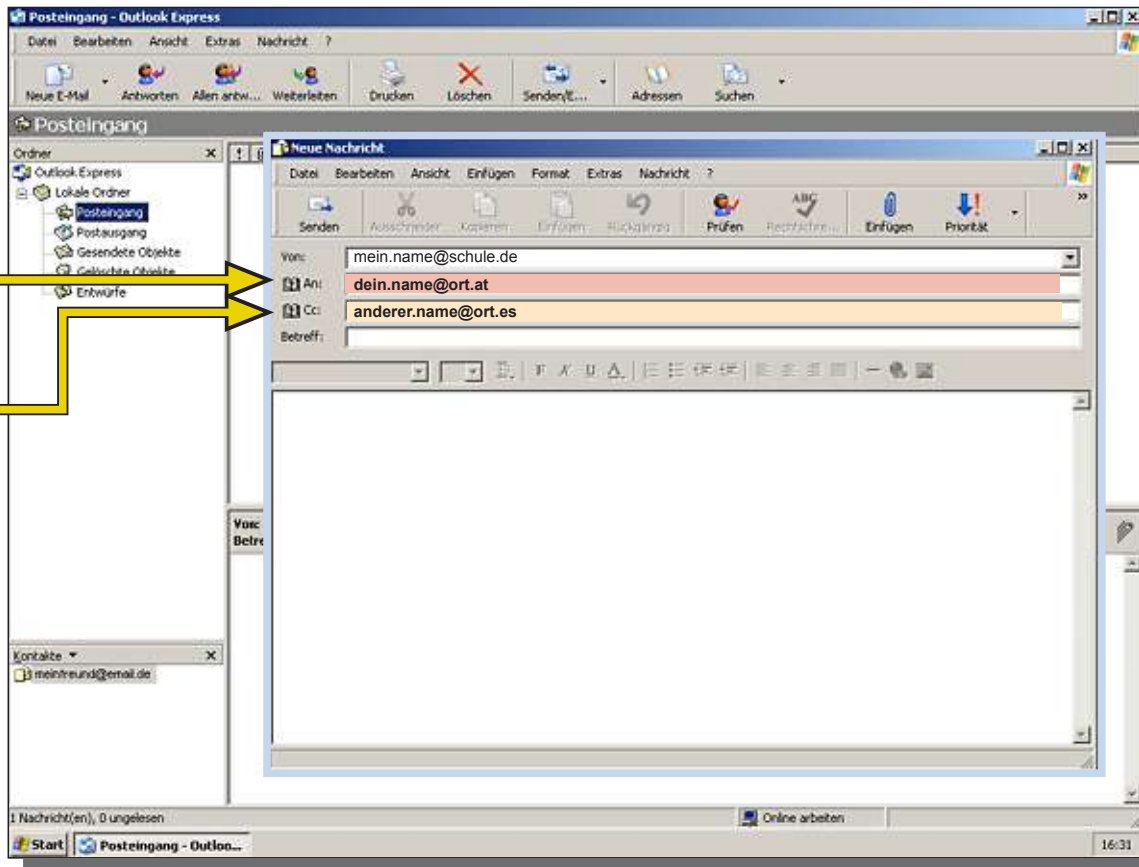
1. Enter the **adress of the adressee** here

2. If you want to send the mail to several people at the same time you can enter **additional adressees** here

for example:
your.name@place.at

⚠ Caution

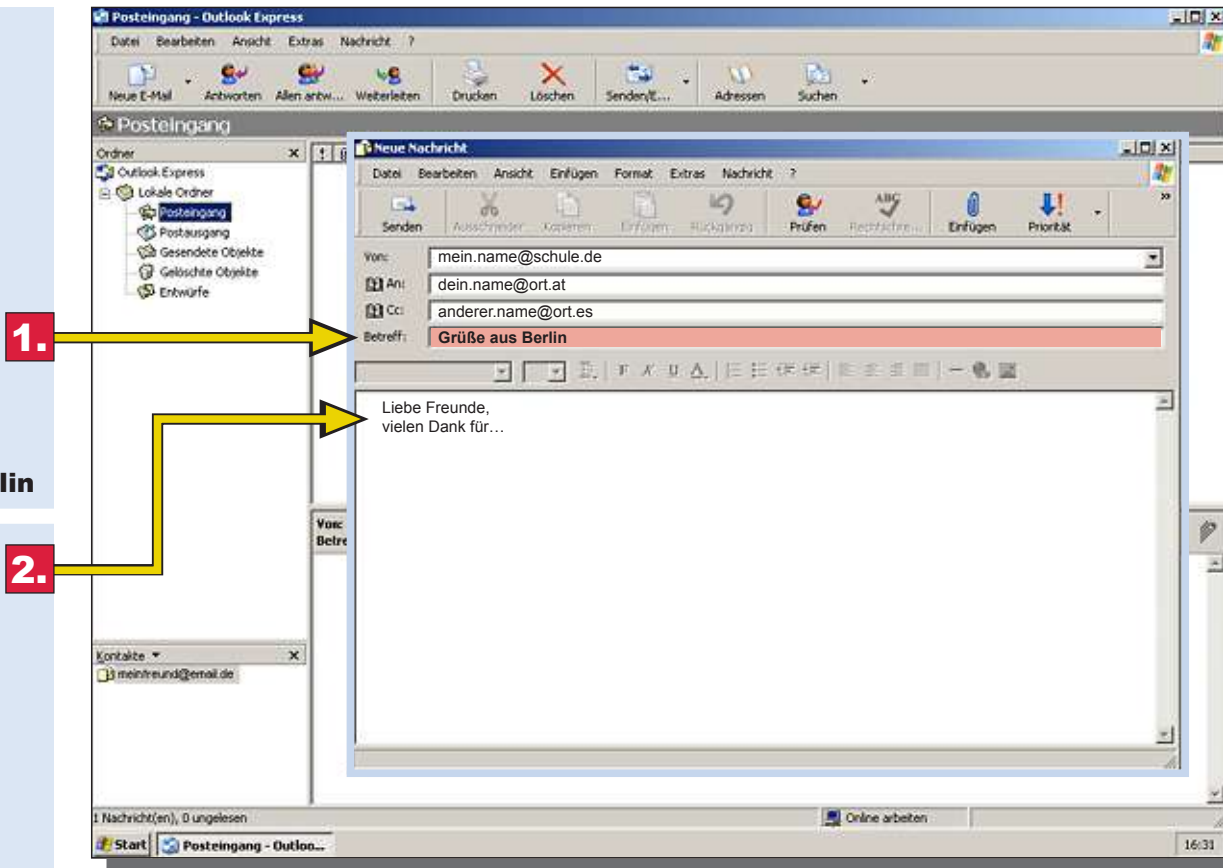You must not use the space bar

Writing and sending E-Mails

▶ **You have entered your adress and the adressee**

Every e-mail should have a **title** (subject) to let the adressee know what the mail is about

You can enter a word or a short sentence here

for example:
Greetings from Berlin

Now you can **write** your mail...

1.

2.

▶ **You have entered your adress the adressee and written the mail**

Do you want to send an attachment (e.g. a picture) **with your mail?**
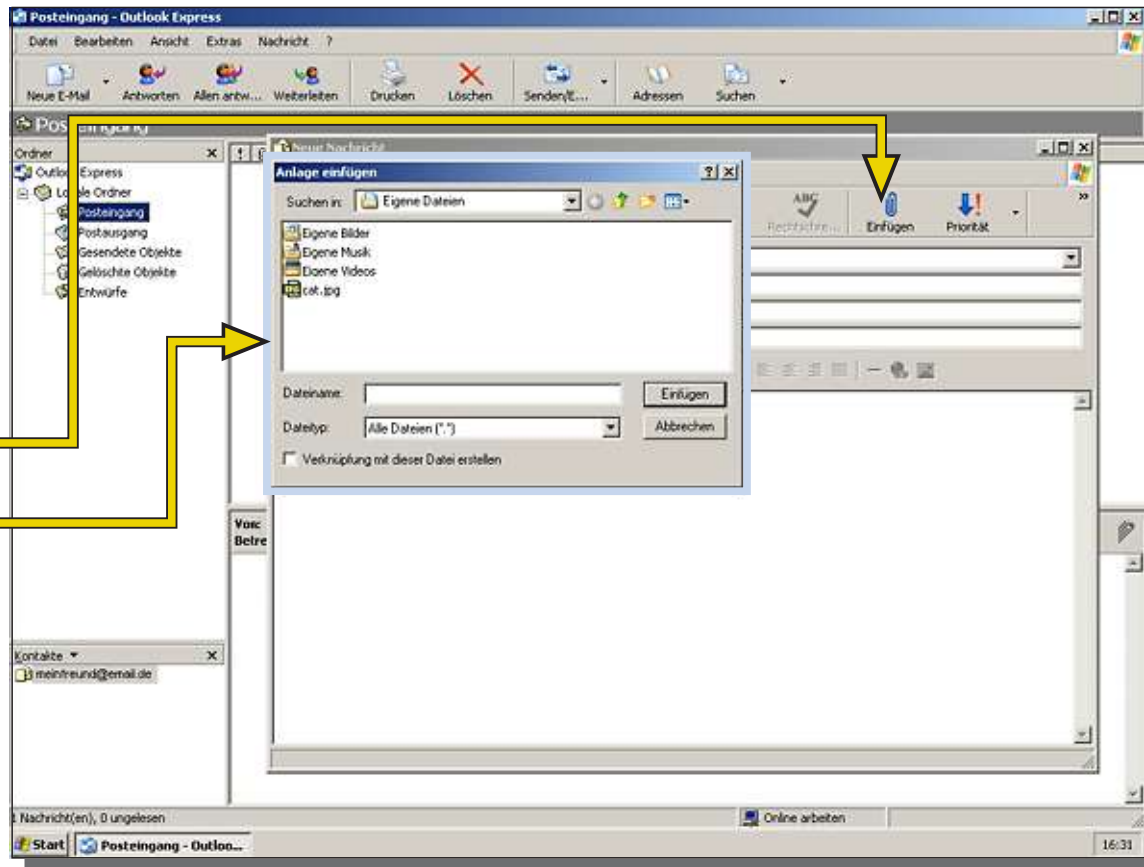
NO ➤ continue with Card 7 ▶

YES

Click on the button "**Attach**"...

...a new window **"Add attachment"** opens up

You must tell the mail program which file you want to attach

1.

2.

Writing and sending E-Mails

▶ **Your mail is finished you have opened the window "Add attachment"**

Choose the **directory** where the **file** is located here…
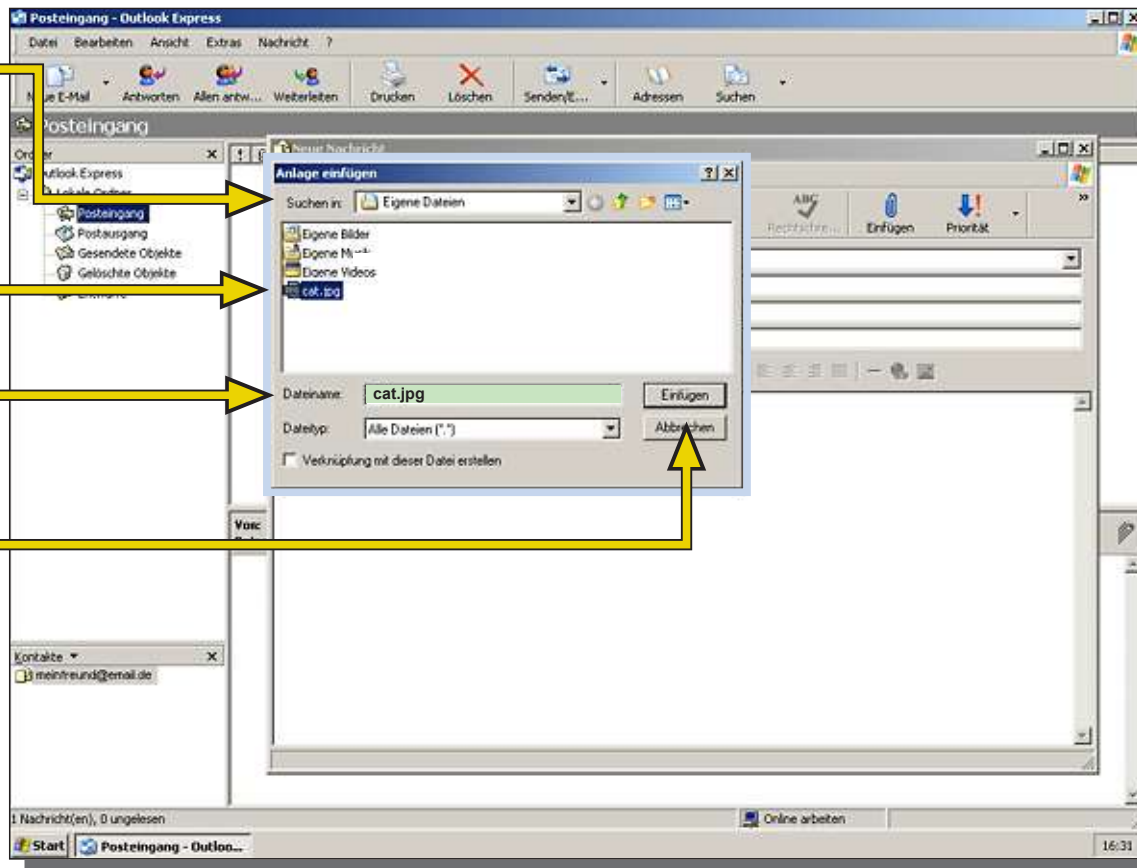
1.

Click on the **file...**

2.

…the name of the file appears here

3.

If it is the right file click on the button **"Add"...**

4.

…the window "Add attachment" disappears

Writing and sending E-Mails

▶ **You have finished the mail and attached a file**

1.
After you have attached a file a new line appears here

2.
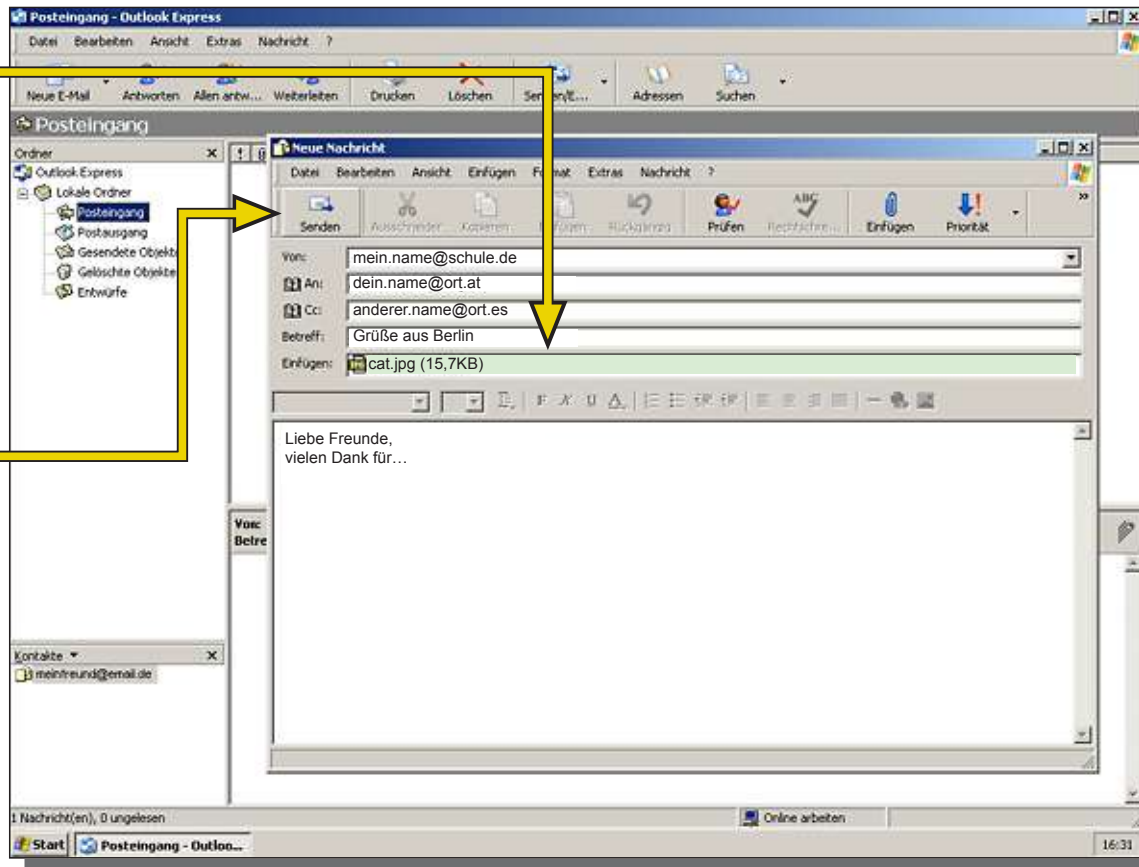**Check** one more time if all datas of sender and adressee are correct

3.
Now click on the button **"Send"...**

...your e-mail will be sent

▶ **You made it!**

Writing and sending E-Mails

▶ **You have entered your adress, the adressee and written the mail**

Doublecheck if all data of sender and adressee are correct **1.**

Now click on the button **"Send"...** **2.**

...your e-mail will be sent

▶ **You made it!**