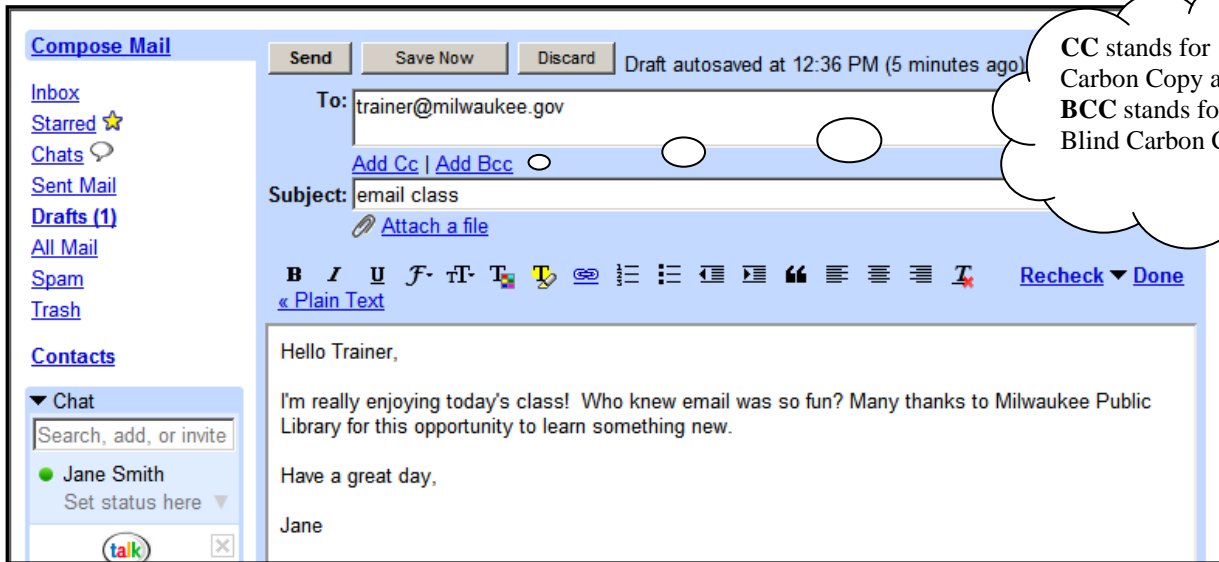


# Compose and Send a Message

Now that you have an email account, you can begin to compose messages to other email users. In order to send a message other people, you will need their entire email address.

1. Click on the **Compose Mail** link located on the upper left-hand side of the screen.
  - The message window displays.
2. Click in the **To:** box and type the full email address **trainer@milwaukee.gov**
3. Click in the **Subject:** box and enter a subject for your message (e.g. email class).
4. Click in the composition box and type a message (see graphic below).
5. When you are finished typing your message, click the **Check Spelling** button to correct any spelling mistakes (If a word is misspelled, it becomes highlighted. Click on the highlighted word to see a list of possible correct spellings. When you have selected the correct spelling, click on the word you've chosen from the list).
6. When you have finished composing your message and correcting spelling mistakes, click the **Send** button.

Press the **Tab** key to get to the next field...and **Shift** and **Tab** keys to go back to the previous field.



CC stands for Carbon Copy and BCC stands for Blind Carbon Copy.

Hello Trainer,  
I'm really enjoying today's class! Who knew email was so fun? Many thanks to Milwaukee Public Library for this opportunity to learn something new.  
Have a great day,  
Jane

Hello Trainer,  
I'm really enjoying today's class! Who knew email was so fun? Many thanks to Milwaukee Public Library for this opportunity to learn something new.  
Have a great day,  
Jane

eternity  
unity  
tenuity  
immunity  
opportunity  
Ignore

A message will indicate if the message has been sent.

Your message has been sent. [View message](#)