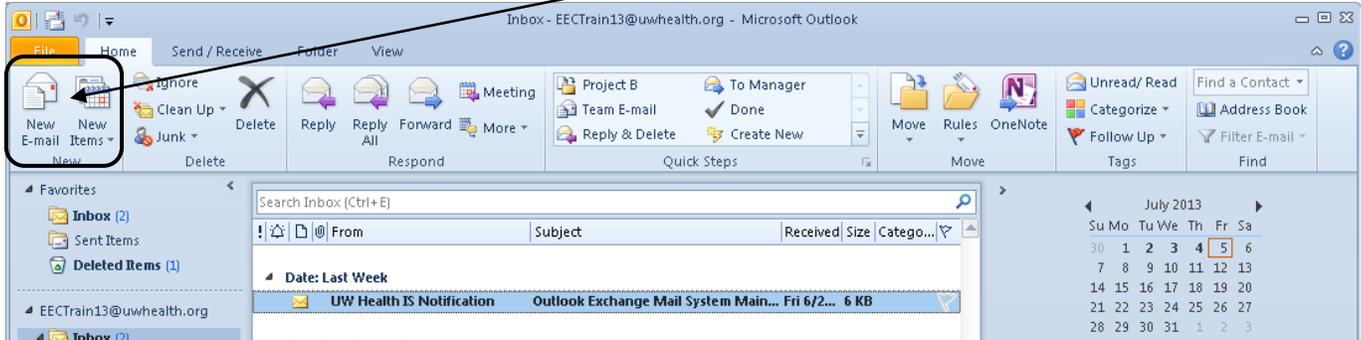


## Compose a Message with the Ribbon

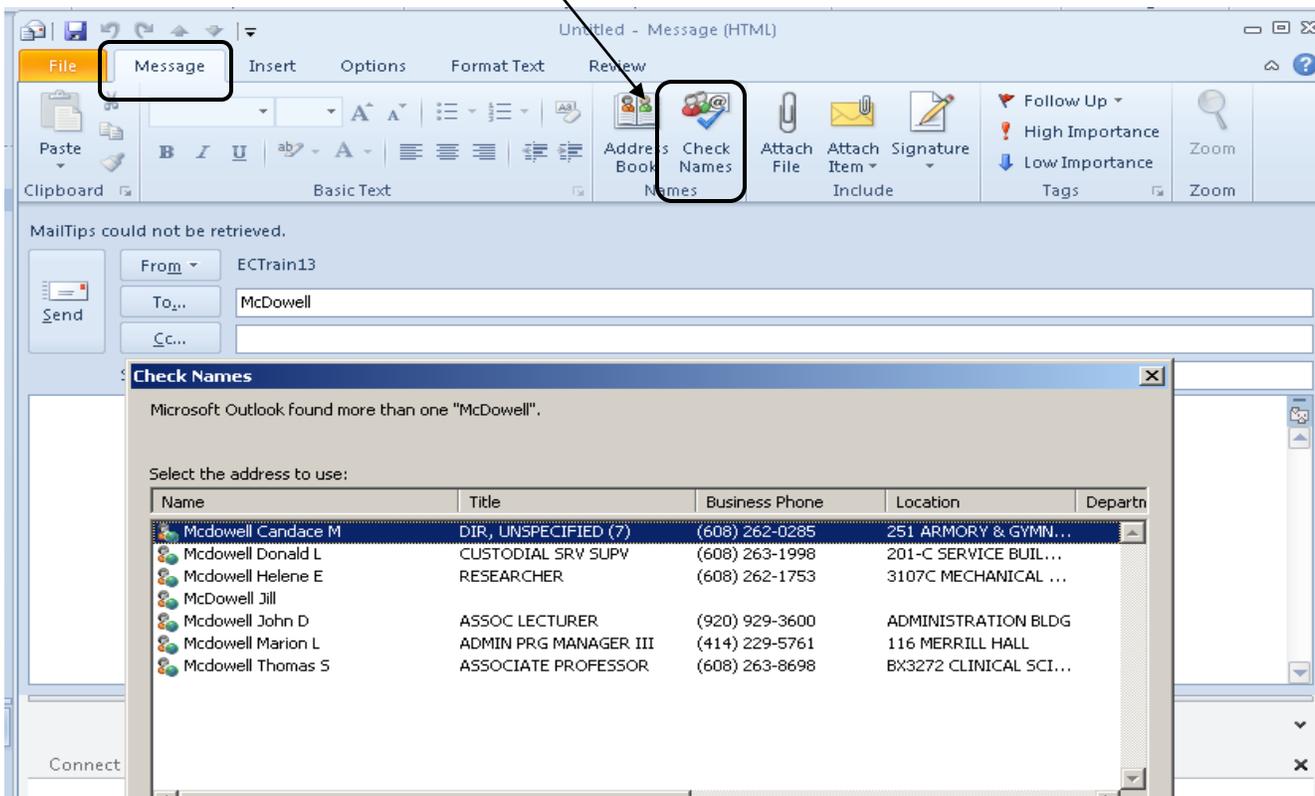
In Outlook 2010 composing a new message starts by clicking the **New E-mail** button on the Home tab of the Ribbon ...or the keyboard shortcut Control-N



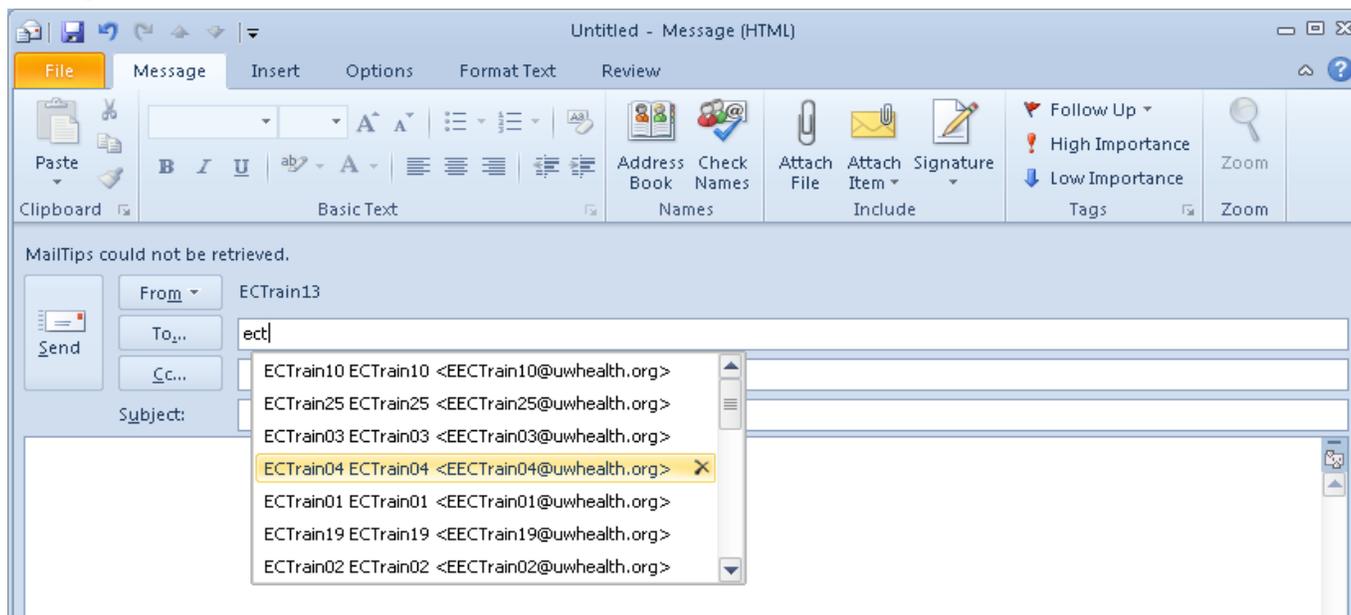
The message window opens and displays its Ribbon and its five tabs.

(For the most part, everything you need is here on the **Message tab**, but we'll explore the other tabs in this clip as well.)

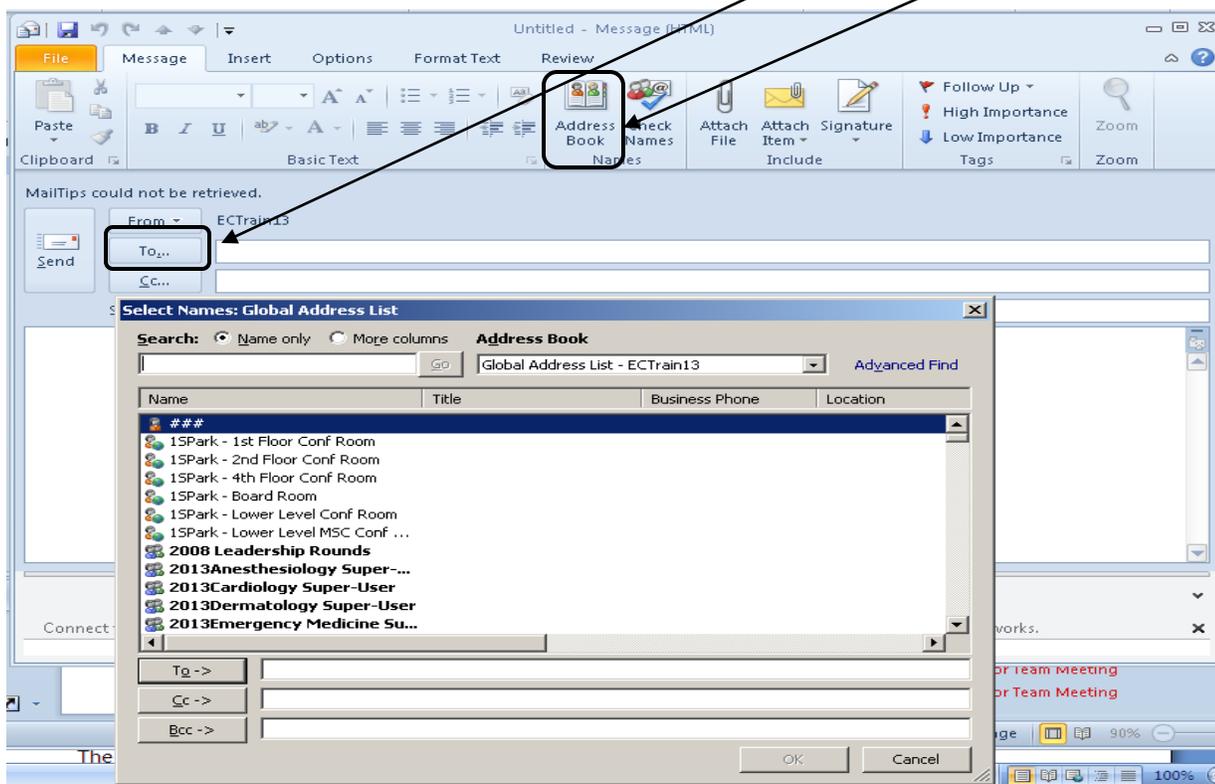
If the recipient is known, just type a portion of the first or last name ... and separate multiple names with a semi-colon. Click the **Check Names** button on the Ribbon or use the keyboard shortcut Control-K to see if any matching names are found.



Outlook will recognize names that you've e-mailed before, click the Enter key to add the name to the message.

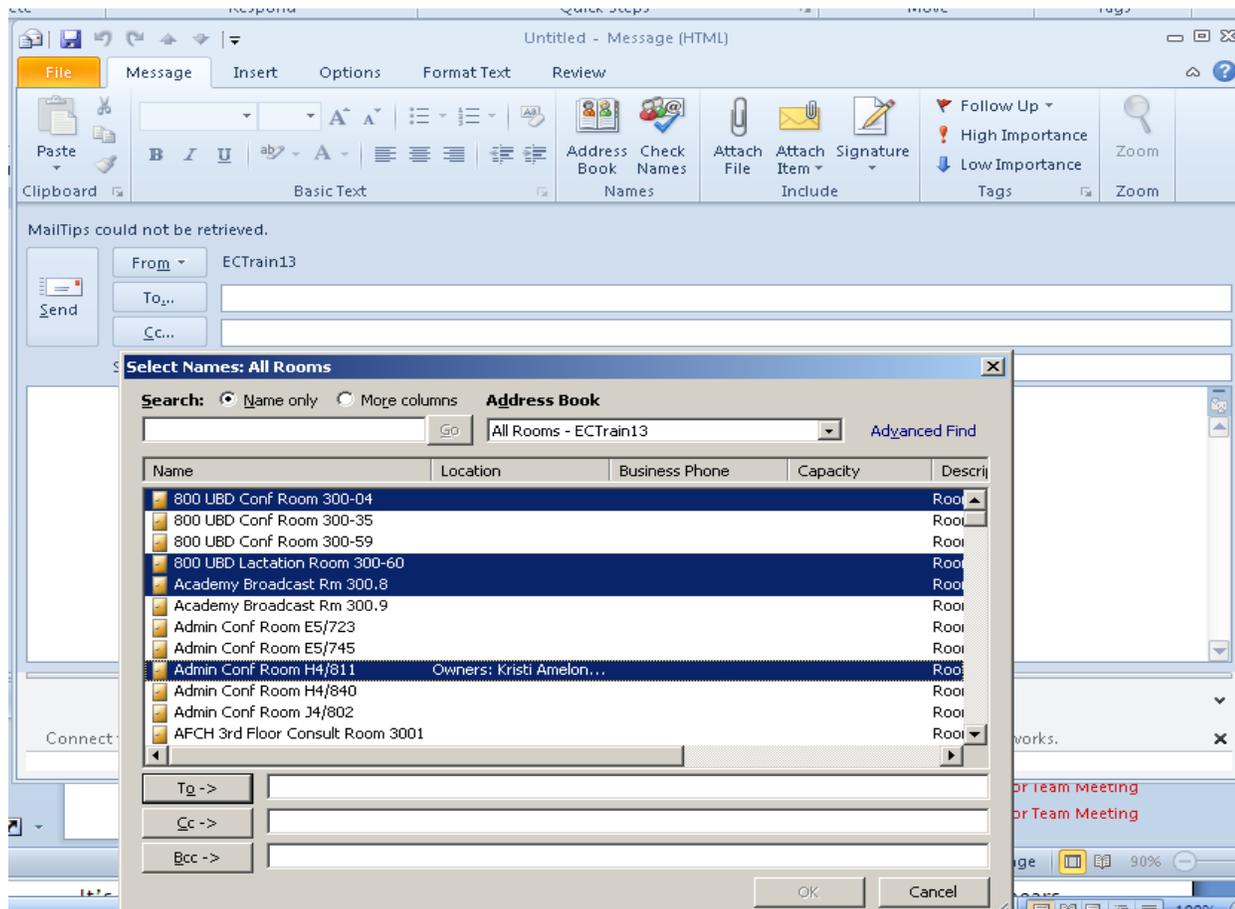


To search for a name, you can open the Address book by clicking To or the Address Book button on the Ribbon.



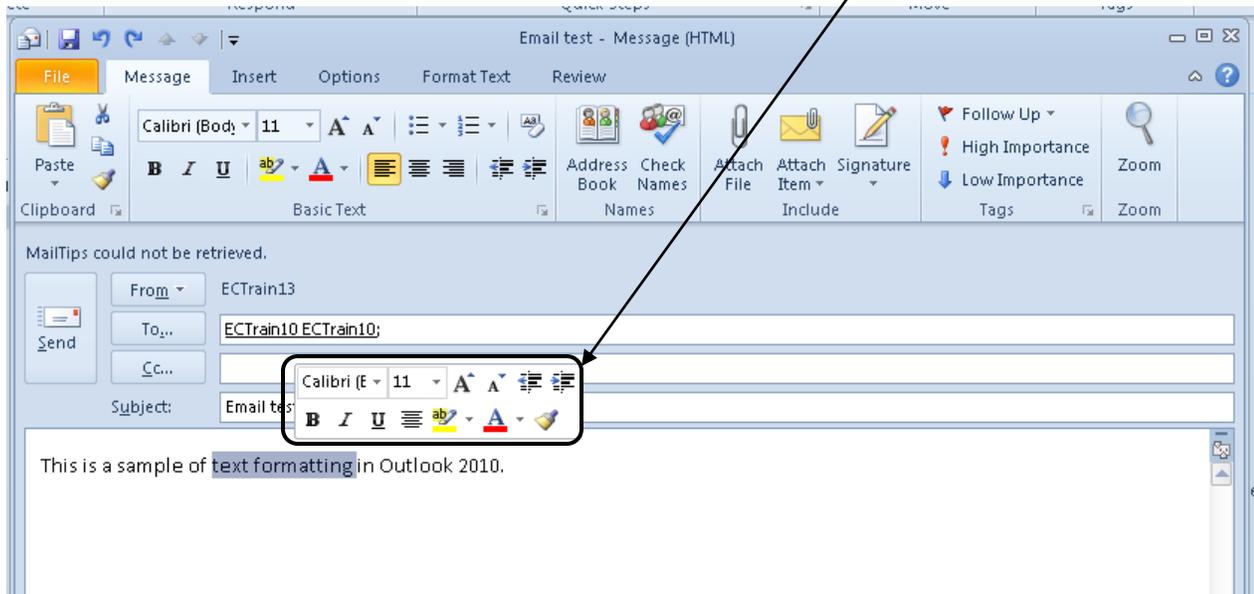
For larger lists a search field is available to help locate the name. Remember, you will likely have more than one address book to choose from.

To select multiple names, click each name while holding down the **Control** key ... then click the **To**, **CC** or **BCC** buttons ... and **OK**.



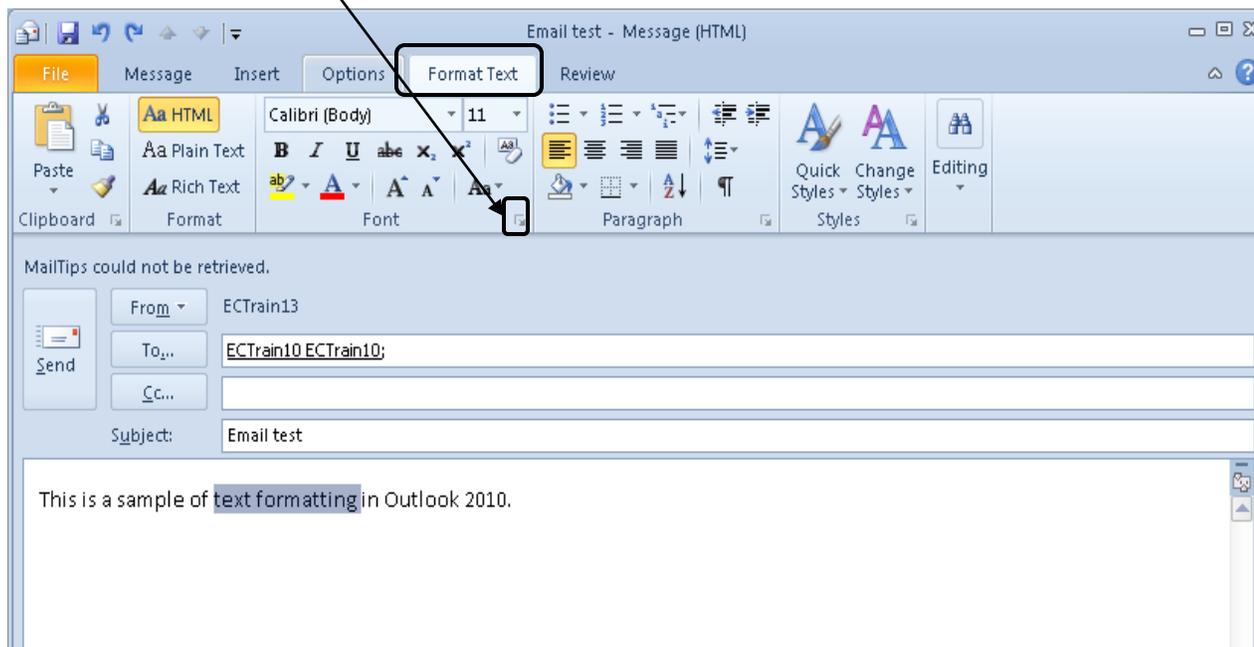
A useful key to remember is the **Tab** key which advances the cursor to the next field.

It's simple to format text. Just make a selection ... then look for the **mini-toolbar** that appears near it. A few formatting choices such as Bold, Italic and Underline are here, plus options to change the font size or adjust the color.

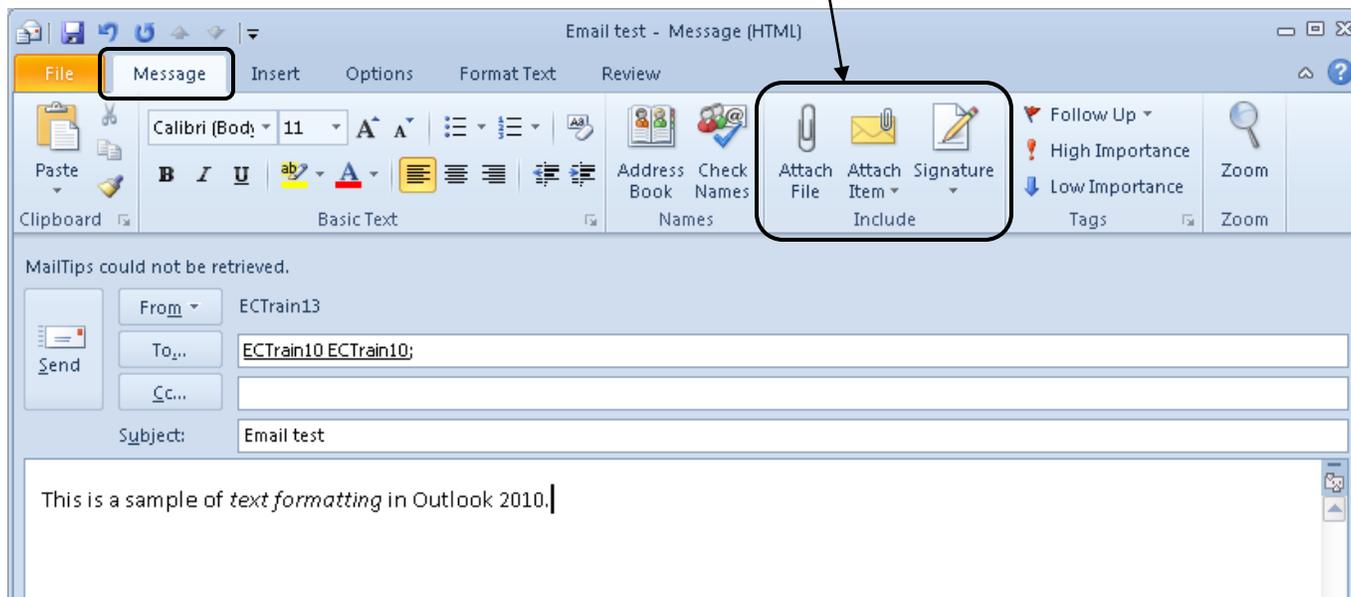


Look to the Ribbon for other choices .... For example to create a bulleted or numbered list.

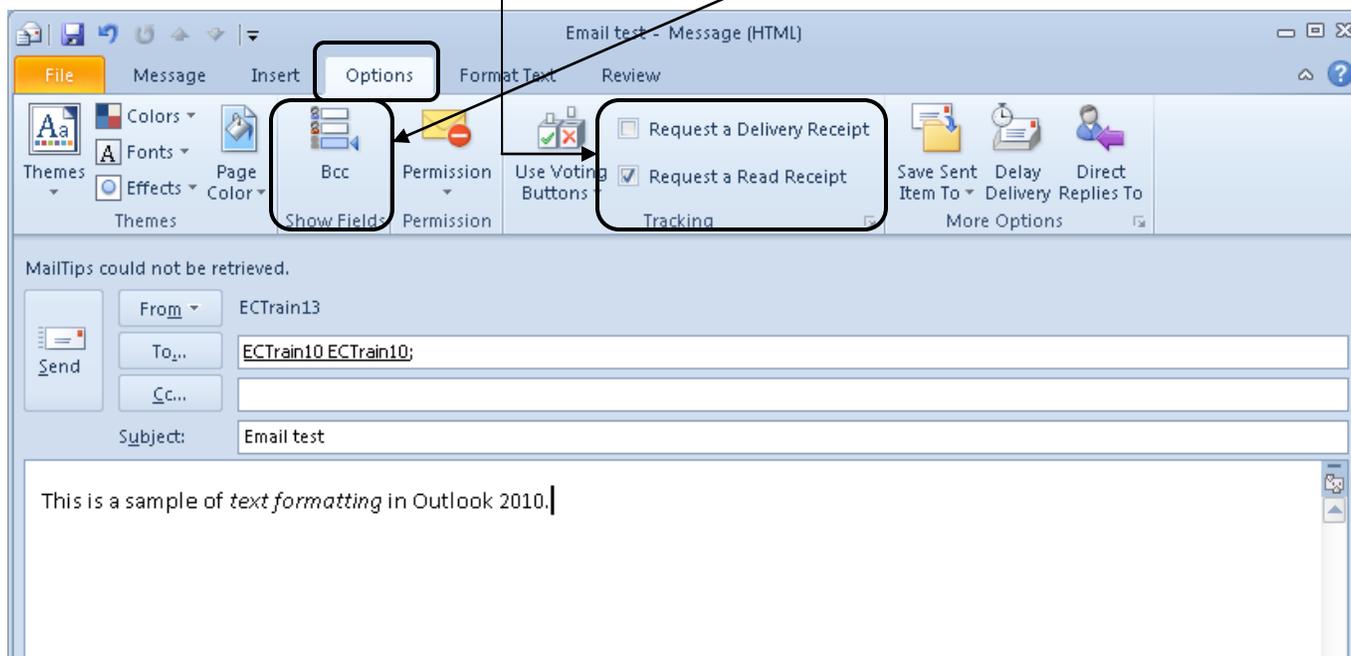
In addition to the Ribbon commands, you'll find even more formatting options in the **Format Text** tab by clicking on the **Font dialog box** which is opened by clicking the little icon in the lower-right corner.



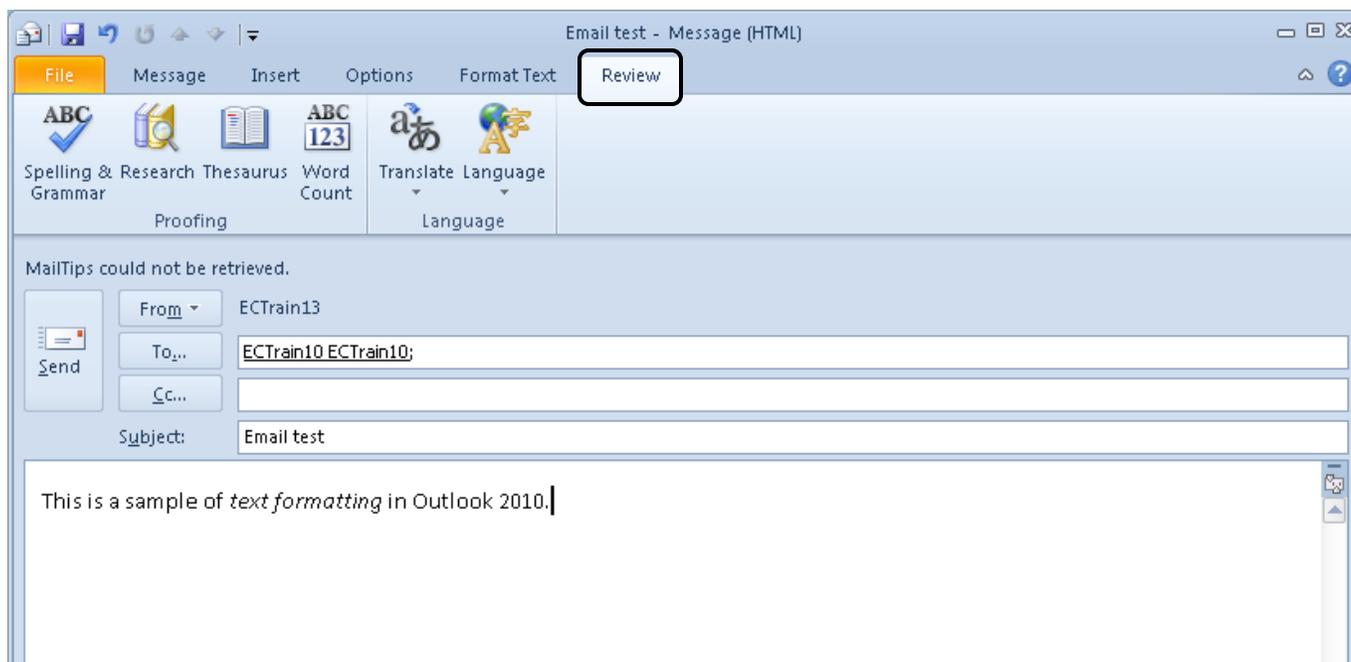
The most common items sent with an e-mail message, such as attachments, Outlook items or Signatures are found under the **Message tab** in the **Include group**. But keep in mind there are other choices available on the **Insert tab**, such as a Business Card or Calendar. Similar to Word you can insert objects such tables, illustrations, or symbols and equations, to send other Outlook recipients.



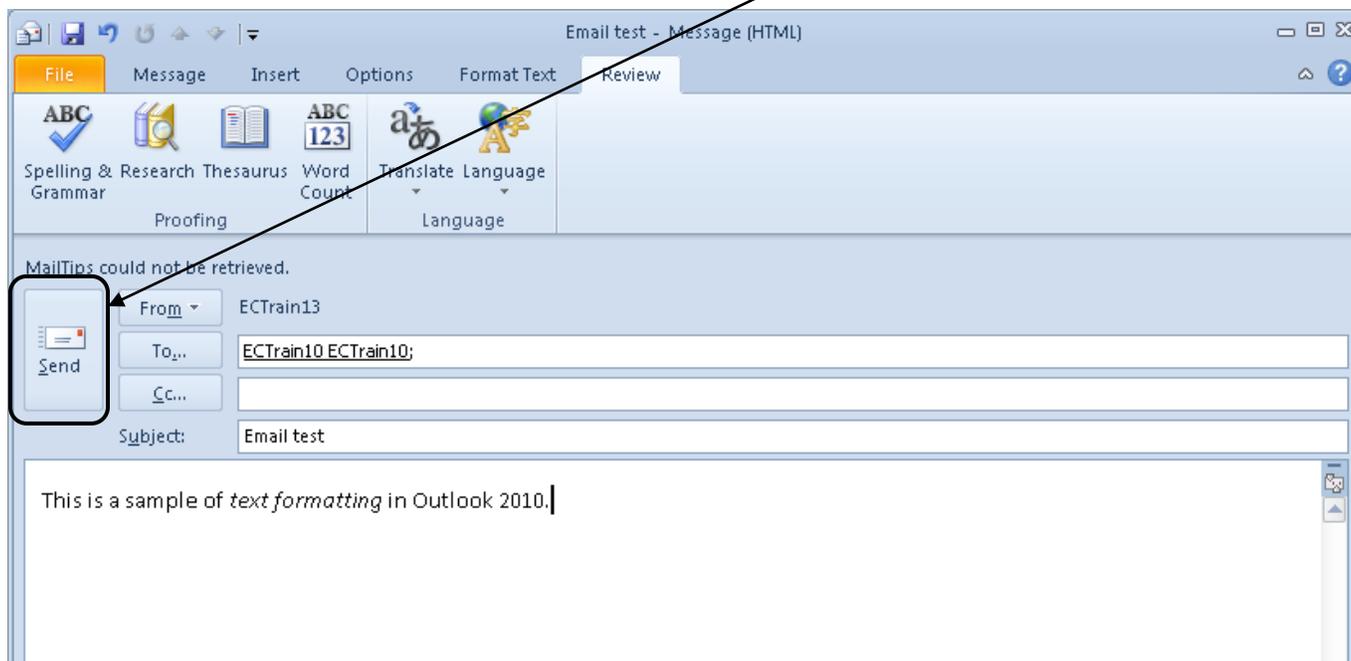
To request **Read and Delivery Receipts**, or to display the **BCC box**, look on the **Options tab**.



Finally the **Review tab** is where to find Proofing Tools or to double check the spelling.



At this point, the message is ready-to-go ... so click the big **Send** button.



Keep in mind, Outlook stores a copy of each message sent, including replies, in the Sent Items folder.