Composing New E-mail Message Using Your Student E-mail Account

This Student E-mail Help Document was created to help you with Creating A New E-mail Message Using Your Student E-mail Account, so you can contact your Instructor(s), other Students, Faculty, and Staff of Wallace Community College.

1. Create a New E-mail Message:

   a. Click on the new mail plus sign located at the top far left corner below Office 365 link.

2. The To:, Cc:, and Bcc: options are the basic functions in e-mailing, and they are used in e-mail software programs and websites. Please use the following instructions to learn about using To:, Cc:, and Bcc: functions.

   a. Click in the To:, Cc:, or Bcc: box to type the e-mail address that you want to send the e-mail to. You can also click on the To:, Cc:, or Bcc: to add an e-mail address(es) that you have saved in your MY CONTACTS list. You can learn more about MY CONTACTS list under How to add an e-mail address.

   b. If you use To: or Cc: option to send an e-mail, each e-mail address listed in the To: and Cc: options will be visible to the other recipients in the list.

   If you use the Bcc: option to send an e-mail, the e-mail addresses will not be visible to other recipients; however, the recipients listed in the To: or Cc: will be visible to the person receiving the Bcc:
Adding A Subject, Text Message, and Sending A New E-mail Message Help Document was created to help you communicate with your Instructor (s), other Students, Faculty, and Staff at Wallace Community College through your Student E-mail Account.

1. Adding a Subject when composing a e-mail by doing the following:

   a. Click in the Subject text box to type the Subject. The Subject should contain a brief description of the e-mail or why you are sending the e-mail. For example, you can type For Course ENG091 Chapter 1 section OR Regarding class attendance in your Subject text box.

2. Once you have entered your Subject, you can now compose the message that you want to send. You can do this by doing the following:

   a. Click in the text box below the font menu and type your e-mail message. For example, the diagram above shows the message Dear Instructor, This is just for practice.

3. To send the e-mail that you have composed, click on SEND.