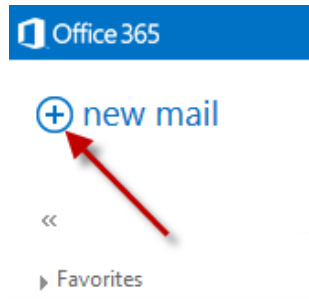


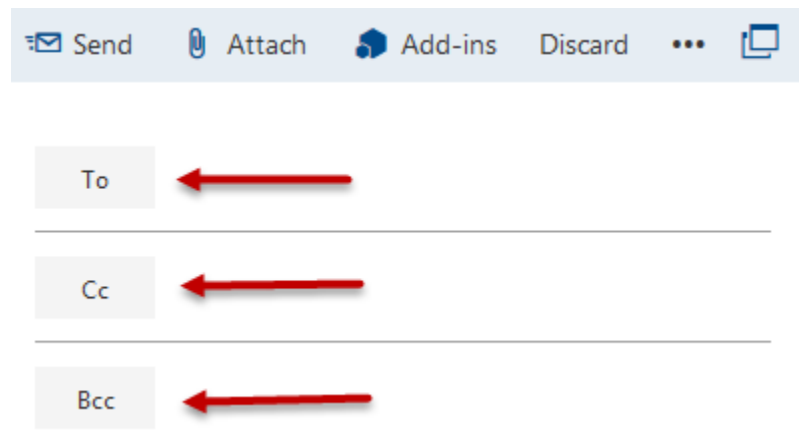
Composing New E-mail Message Using Your Student E-mail Account

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:**.



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

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 an 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**.

