

3. Position the mouse pointer in the **TYPE** box
4. Click in the **TO:** field
5. In the **RECIPIENT** section of the window, type the lastname of the person you wish to send E-mail to.
6. Click in the **CC:** field
7. In the **RECIPIENT** section of the window, click to place the cursor after the name of the last recipient. Press **ENTER** and type the name of person to whom you wish to send a copy of the message.
8. Click in the **NOTE** section of the window
9. Type a short message
10. Click on the **SEND** button
11. In the case where there is more than one name which meets the criterion for lastname, select the actual recipients name and click on the **OK** button. (Alternatively, double-click on the name.)
12. Click on the **OK** button to confirm that the message is sent.
13. Click on the **NEW** button

*The box displays the **TO**, **CC** and **BCC** fields, with a blue dot beside the selected field.*

If the blue dot is not beside this field.

Explain what you'll be doing this weekend.

*Or, click on **MESSAGE** in the Menu Bar and select the **SEND** option.*