

Compose and Send Email Using Outlook

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Chapter 1. Getting Started

Technical details on how to compose and send an email using Microsoft Outlook.

If you are novice and haven't used Microsoft Outlook yet, then this user guide is for you. It will help you understand some standard features of Outlook which are mostly used to draft an email whether sending it for professional or personal purpose.

Microsoft Outlook - An Introduction

One of the popular email software to send emails. Microsoft Outlook plays a vital role in our professional and personal lives. As per market analysis and statistics, there are more than 2.6 billion users who send emails across the world on daily basis. It depicts a clear picture of Outlook demand among people.

Though there are many email software out there, but Outlook is the most used software. If you are novice to Outlook, you may need a user guide on how to [compose an email \(on page 3\)](#), [attach a file \(on page 8\)](#), and send it to the recipient.

Formatting Features

Outlook supports various formatting features which are common to all Microsoft products.


 **Note:** You can also find many of these formatting options on the **Message** tab in the Formatting section of the ribbon.

Table 1. Formatting Features

Feature Name	Description
Font	Used to choose a font style and apply it on the text. Outlook supports all the font styles available in Microsoft products.
Size	Used to select a size and apply it on the text. The dropdown contains the list of font sizes. If the size you want is not available in the list, you can enter it manually in font size field.
Bold	Used to make text bold.
Italic	Used to make text italic.
Underline	Used to underline text.

Table 1. Formatting Features (continued)

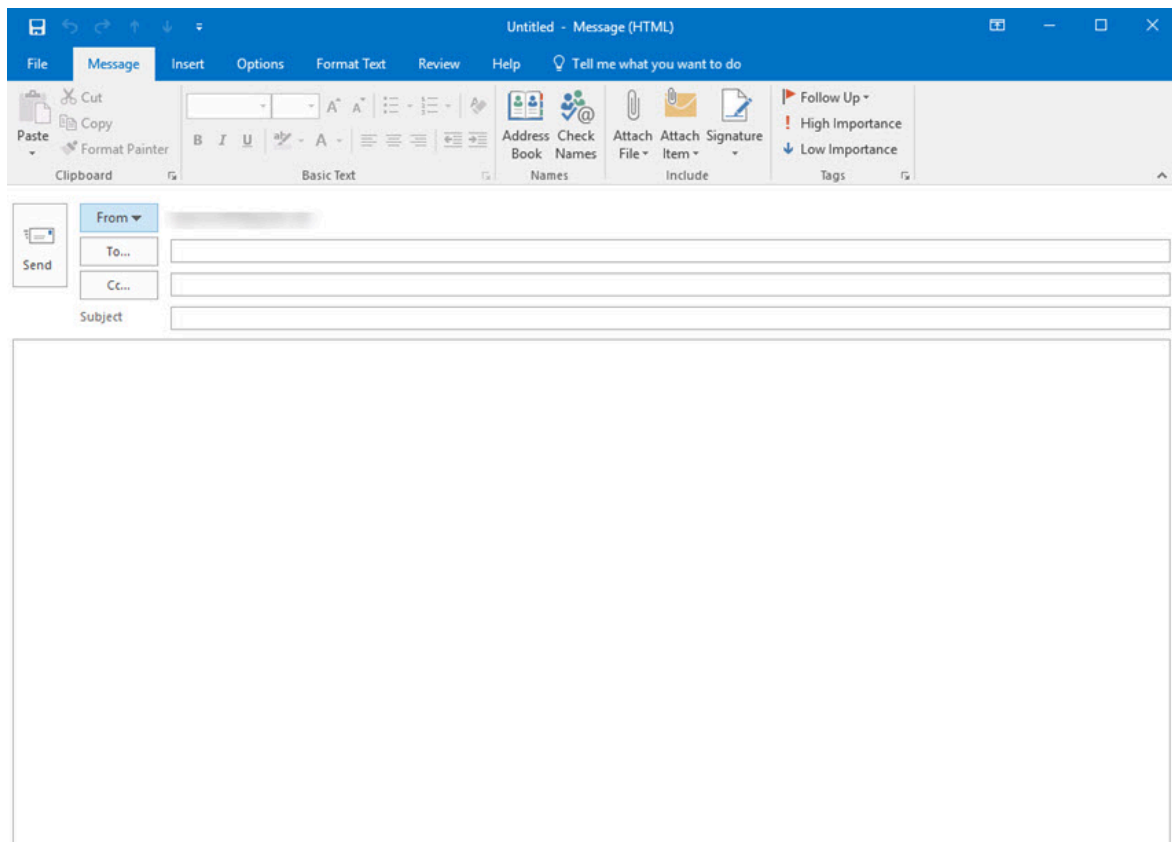
Feature Name	Description
Font Color	Used to change the font color of text. It contains the list of theme and standard colors to select and apply on text.
Align Font	Used to align text to the left, right, center, and justify.
Numbered List	Used to create numbered list.
Bulleted List	Used to create bulleted list.
Indent Less	Used to move text closer to the margin.
Indent More	Used to move text farther away from the margin.
Remove Formatting	Used to unformat text.
Strikethrough	Used to cross text by drawing a line through it.
Double Strikethrough	Used to double cross text by drawing two line through it.
Superscript	Used to have very small letters just above the line of text.
Subscript	Used to have very small letters just below the line of text.
Small Caps	Used to change the font property and make text from lower case to capital case. The effect is manifest only on the lower case text.
All Caps	Used to create all letters in the text in capital.

Chapter 2. Compose and Send Email Message

Though there are several email software out there, but Microsoft Outlook is the most used software in professional and personal lives. It is used to compose and send emails messages.

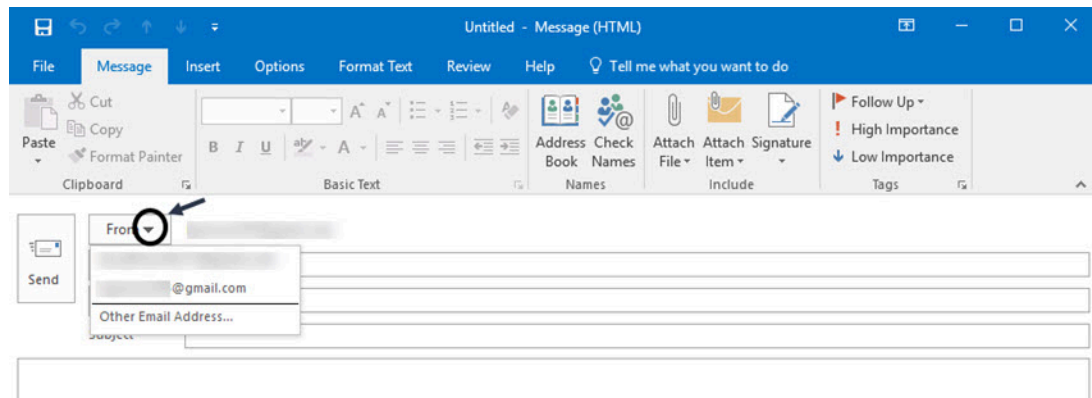
To compose and send an email:

1. Open the Microsoft Outlook.
2. Click **New Email** to start composing a new message. This option is displayed on the left side of the Microsoft Outlook Ribbon under the **Home** tab.

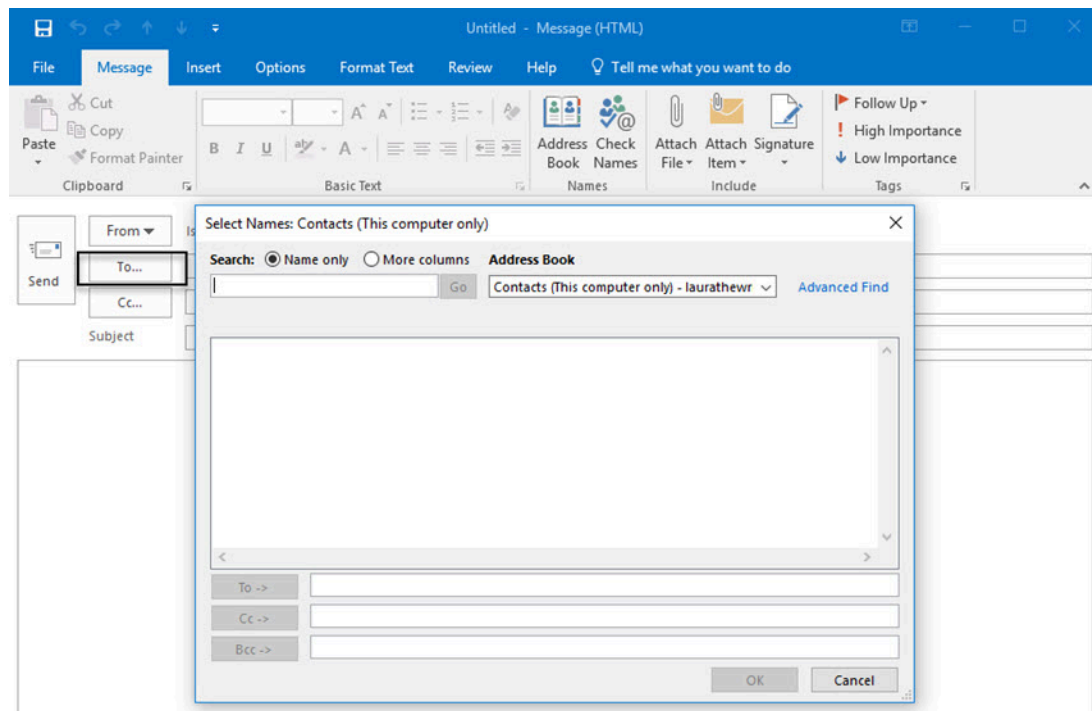


3. Fill out the header information for a new message:

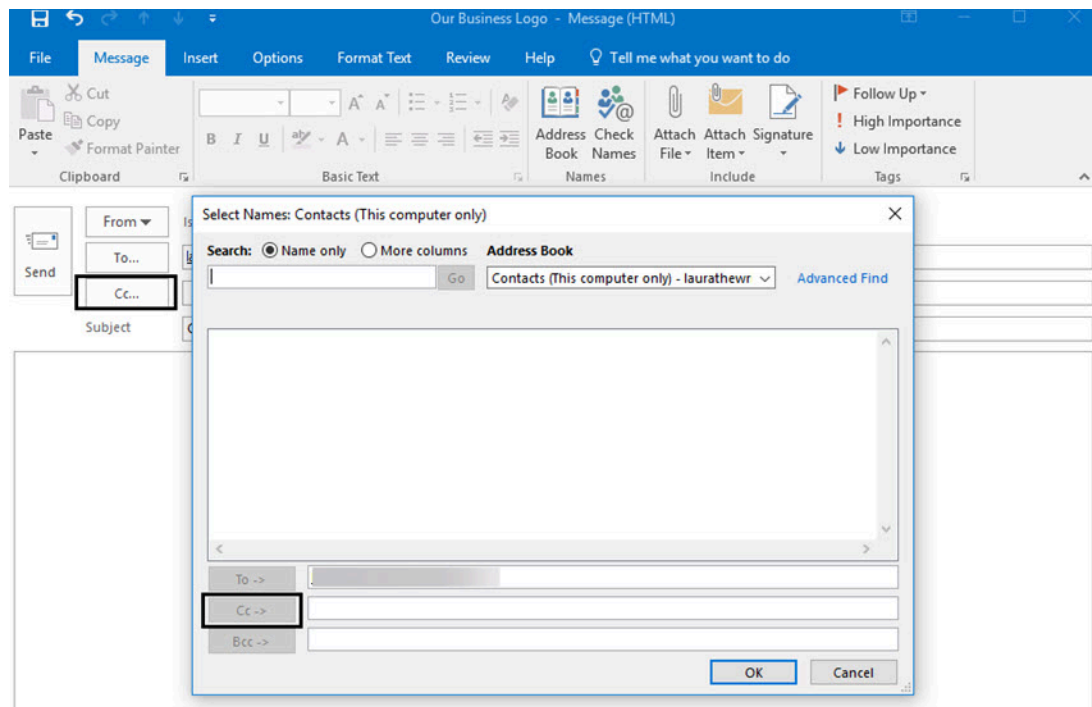
- **From Drop-down** – It contains the email address you are sending the email from.



- **To** - It contains the email address you are sending the email message to.



- **Cc** – It is used to include additional email recipients to keep them in loop of the email.



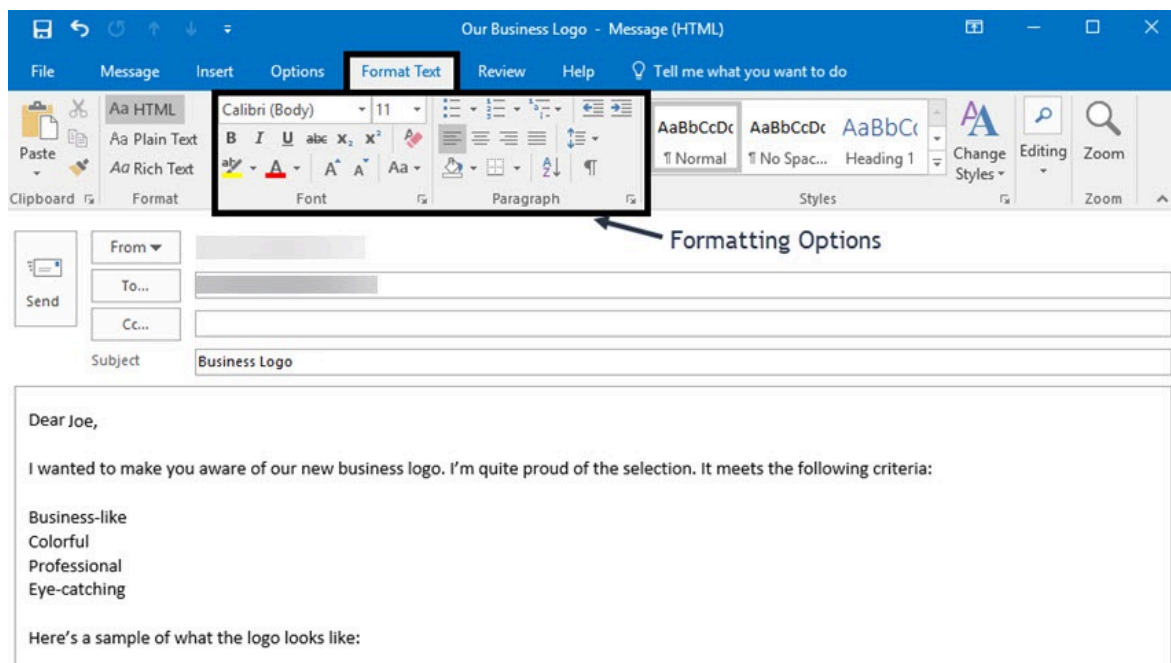
- **Subject** - It contains a brief description of your email message.
4. Type a message in the body of the email message.
 5. Click **Send** icon to send the email

Chapter 3. Apply Text Formatting

Outlook provides basic formatting features which are common in all Microsoft products. You can format your email message applying any of the formatting options available.

To format your email message:

1. Select the email message you want to format using your cursor.
2. Click on the **Format Text** tab in the ribbon.
3. Select any formatting option you want to apply on your text, for example: italic, numbered list on the text.



Outlook supports HTML to produce formatting options for your email message. If recipients of your email use an email service provider that supports only plain text, then they will not be able to see the formatting you applied.

Related reference

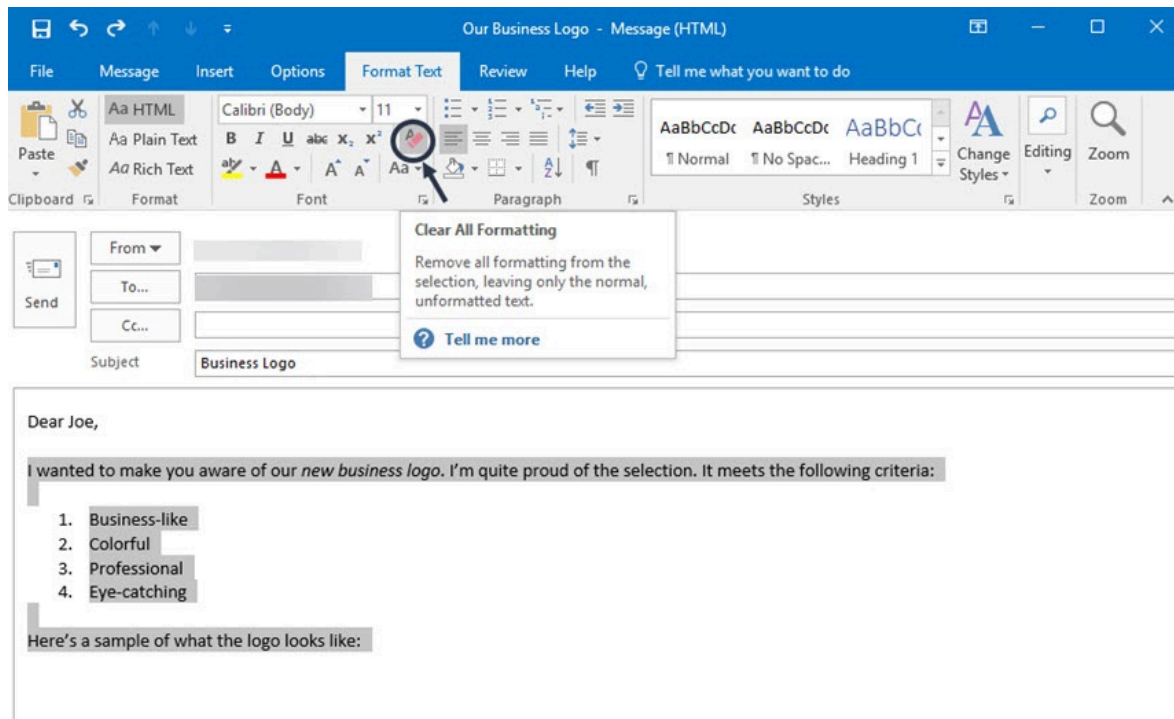
[Formatting Features \(on page 1\)](#)

Chapter 4. Remove Text Formatting

If you need to send email message in simple plain text format, then you might want to remove text formatting applied on the text.

To remove text formatting:

1. Select the text you want to unformat from your email body.
2. Click **Clear All Formatting** icon.



The applied text formatting is gone, and the email message is displayed in the simple text format.

Related reference

[Formatting Features \(on page 1\)](#)

Related information

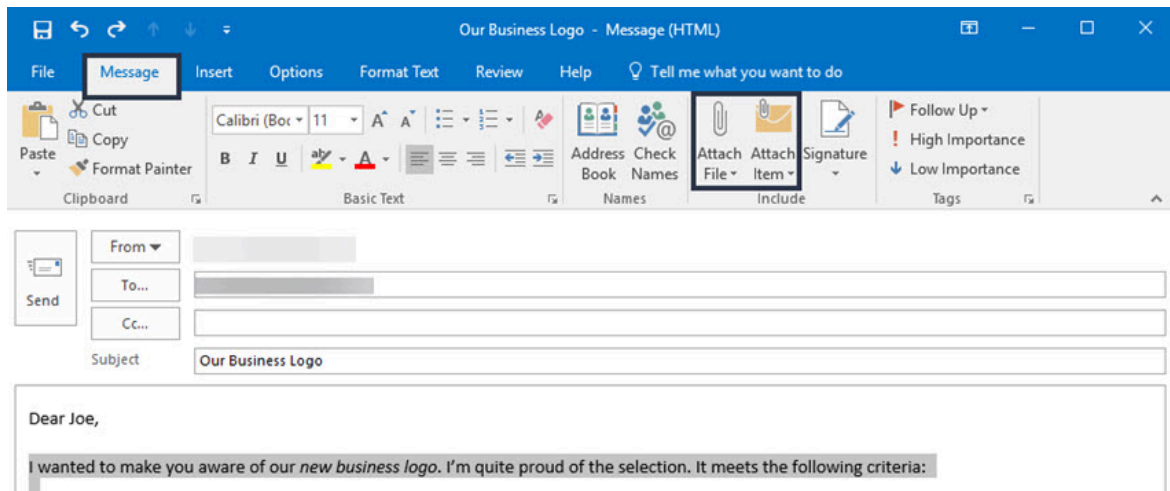
[Apply Text Formatting \(on page 6\)](#)

Chapter 5. Attach a File or Item

You can attach a file or item to your email using Attach File or Attach Item icon from the Message tab. Also, you can use Attach File and Outlook Item icons under the Insert tab for the same.

To attach a file or item:

1. Place your cursor in the email body.
2. Click **Attach File** or **Attach Item** icon from the **Message** tab.



3. Browse the location where the file or item is available in your device.
4. Select the file or item.

The selected file or item gets attached in the email below the Subject line.

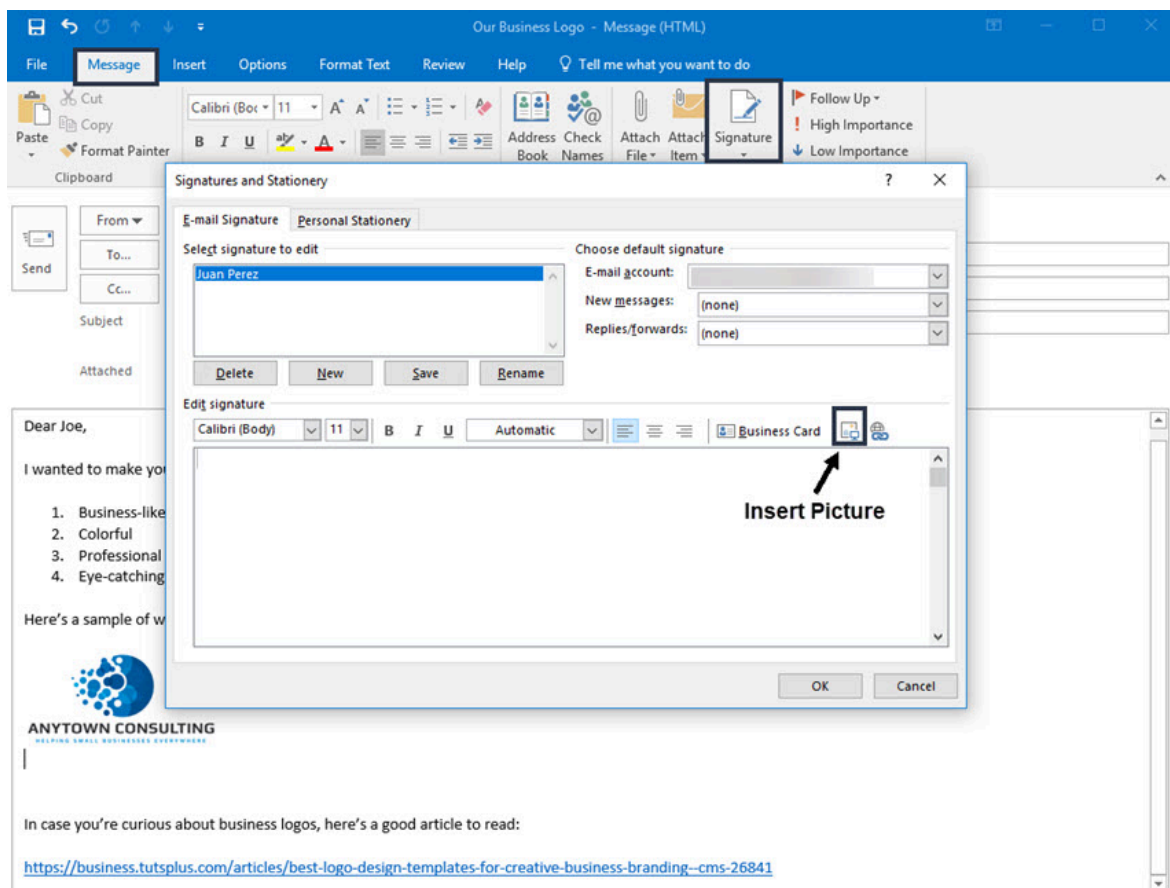
Chapter 6. Add a Signature Image

You can make your email more professional adding a signature image into it from the template. The signature templates available in Outlook are from Envato GraphicRiver and Envato Elements. The added signature gets effective for all outgoing emails sent after the signature is added.

To add a signature image for your emails from the template:

1. Navigate to the **Message** tab and click **Signature** icon.
2. Select **Signatures** from the dropdown.

It prompts the Signatures and Stationery dialog box.



3. If more than one accounts are attached in your Outlook, then select the signature you want to edit from the **Select signature to edit** field.
4. Click **Insert Picture** icon.
5. Select the image and click **OK**.

Chapter 7. Use @ to Get Someone's Attention

You can use @ in the email message body followed with the first few letters of the first/last name of the user whose focus you want to receive in your email.

To do so:

1. In the email message body, type @ and then first few letters of the contact's first or last name whose attention you want to get to the email.
2. Outlook offers some suggestions based on your inputs and allows you to choose the desired contact from the suggestions.
3. By default, the contact's full name is added, but you can delete a portion and can mention name the way you want. For example, you can mention only the first name of the contact.
4. The selected contact is added to the email header in the **To** field.