



COURSE: Mechanical Engineering / Automotive Engineering
SUBJECT: AMEM 100 Freshman ME / AUTO 100 Freshman AE
Lecturer: Charalambos Athanasiou

Introduction to Microsoft Outlook 2003 Mail

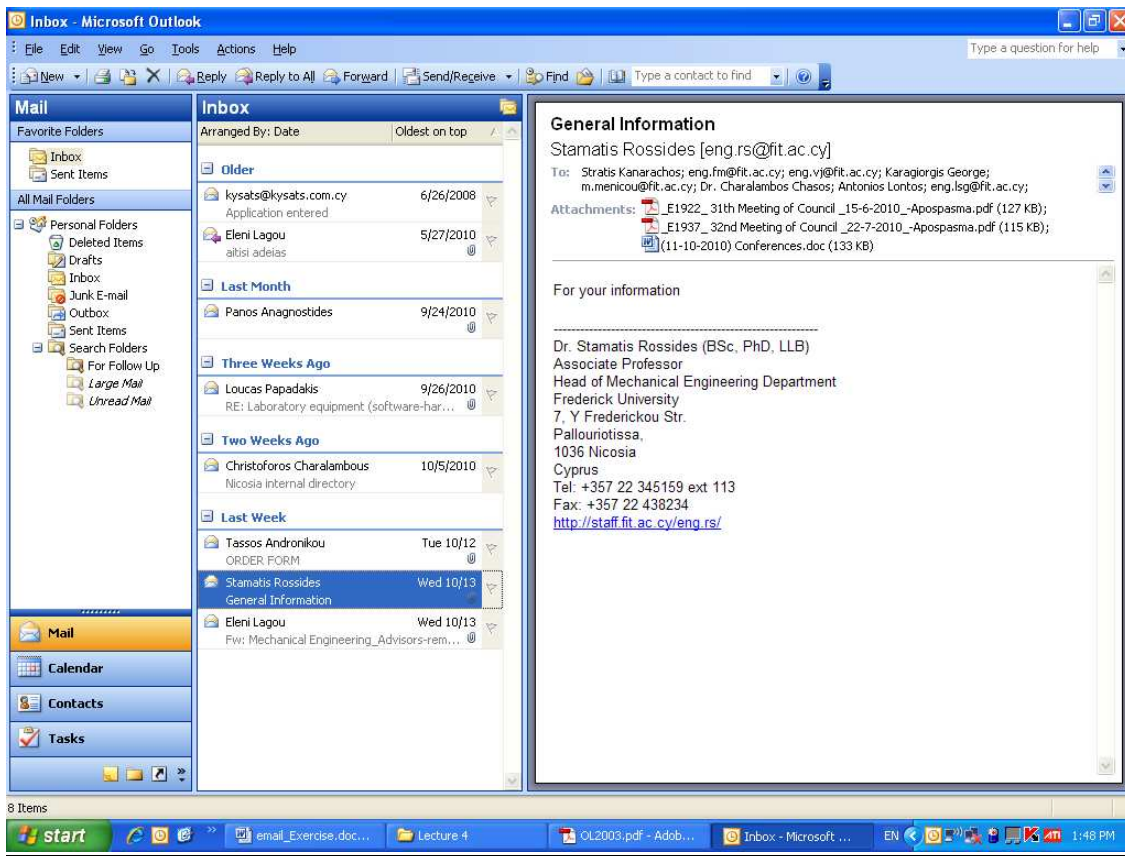
Starting Outlook Mail 2003

Double click on the **Microsoft Outlook** icon on the **Windows** desktop (see right), or click-on the **Start** button in the **lower left corner** of the screen, then click-on **Programs**, and then click-on **Microsoft Outlook**.



Inbox

When Outlook 2003 appears, you will be in the **Inbox** where the mail you receive is located. Your Inbox screen should look something like the image.



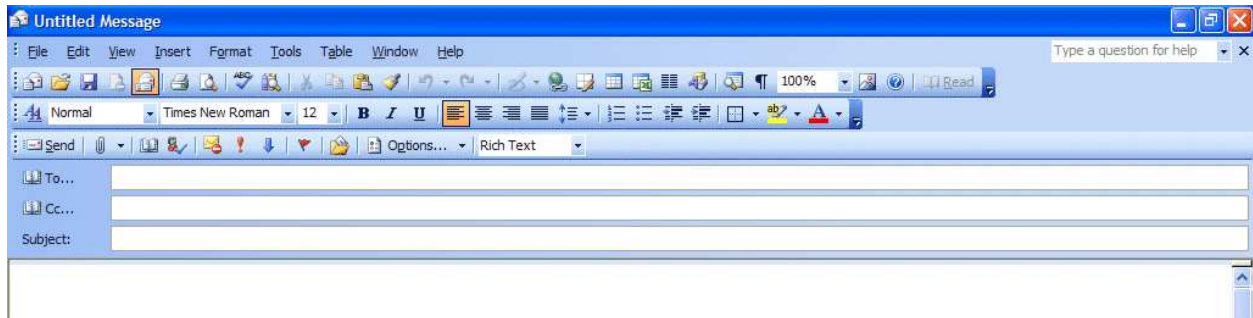
The **mail messages** that you receive will be **listed in chronological order**.

Creating and sending a new e-mail message

If you are in the **Inbox** and desire to send a **new e-mail message** to a person or group of persons **click-on** the **New Mail Message** button in the button bar.



In both cases, the below screen should appear.



First, **click-in** the **area** to the **right** of **To**:. For now, **type-in** the **e-mail address** of the person, or persons, to whom you desire to send this e-mail message. Next, **click-in** the area to the **right** of **Cc**:. Again, **type-in** the **name or names** of others whom you would like to receive copies of this message. If you type-in **more than one** e-mail address, **separate the addresses with a semi-colon (;)**.

When you have completed your e-mail message, **click-on** the **Send** button in the **upper left hand corner of the screen**.



How to send an Assignment using email

To... eng.ca@fit.ac.cy

Cc...

Subject: AMEM 100

Dear Sir,

I send you the Assignment 1 for the course AMEM 100.

Regards,

Georgiou George (Reg. Number 3767)