

Microsoft Outlook – Typing the Message



Typing the Message.

Once the email has been addressed, you are ready to type the email message, click into the message body and type the message.

Select from the Ribbon the **Format** tab if you wish to add a little colour to the document.

Sending the Email.

Once the email has been completed, click on the Send button to dispatch the email message.

Tip: Keyboard shortcut to send the email Alt+S.

