

# Email Basics

## Composing an Email

Knowing how to compose or setup your email is the most basic step. Most are already familiar with the process...

To open a new mail window you either...

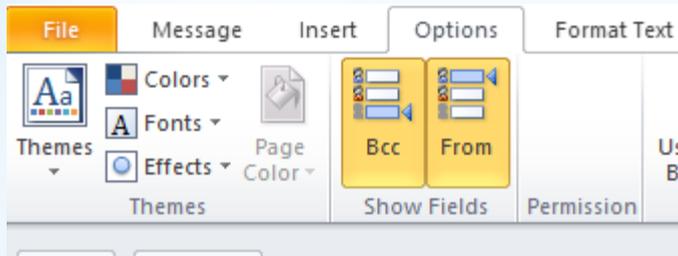
- Click “New Email” or
- Press Ctrl + N keys on your keyboard

## Other email features you may not be aware of...

- Enabling Bcc
- Enabling From
- Inserting Hyperlinks
- Adding Signatures
- Inserting Attachments

## ➤ Enabling Bcc (Blind Carbon Copy)

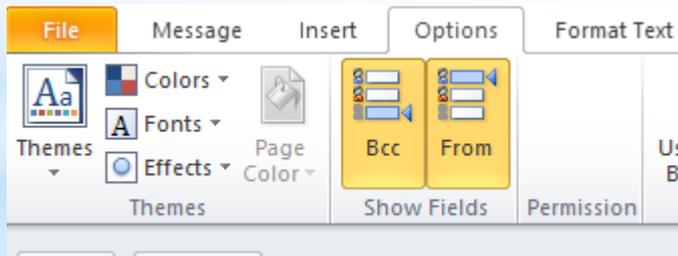
Click on Options > Click “Bcc”



Bcc is used when you want to copy someone into the email but don't want to let everyone else in email know about it.

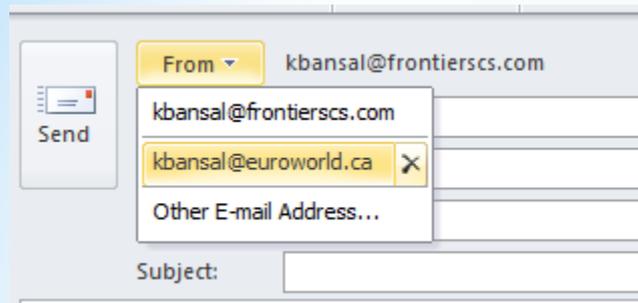
## ➤ Enabling From

Click on Options > Click “From”



The From field is used when you have multiple mailboxes (such as a team mailbox) and want to send an email from a different email address instead of using your primary email address.

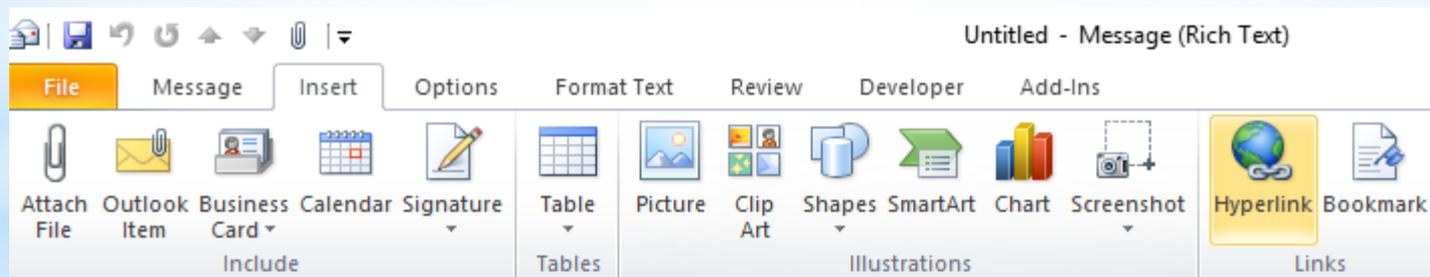
Once the “From” field is enable you can click on it and choose from your available options.



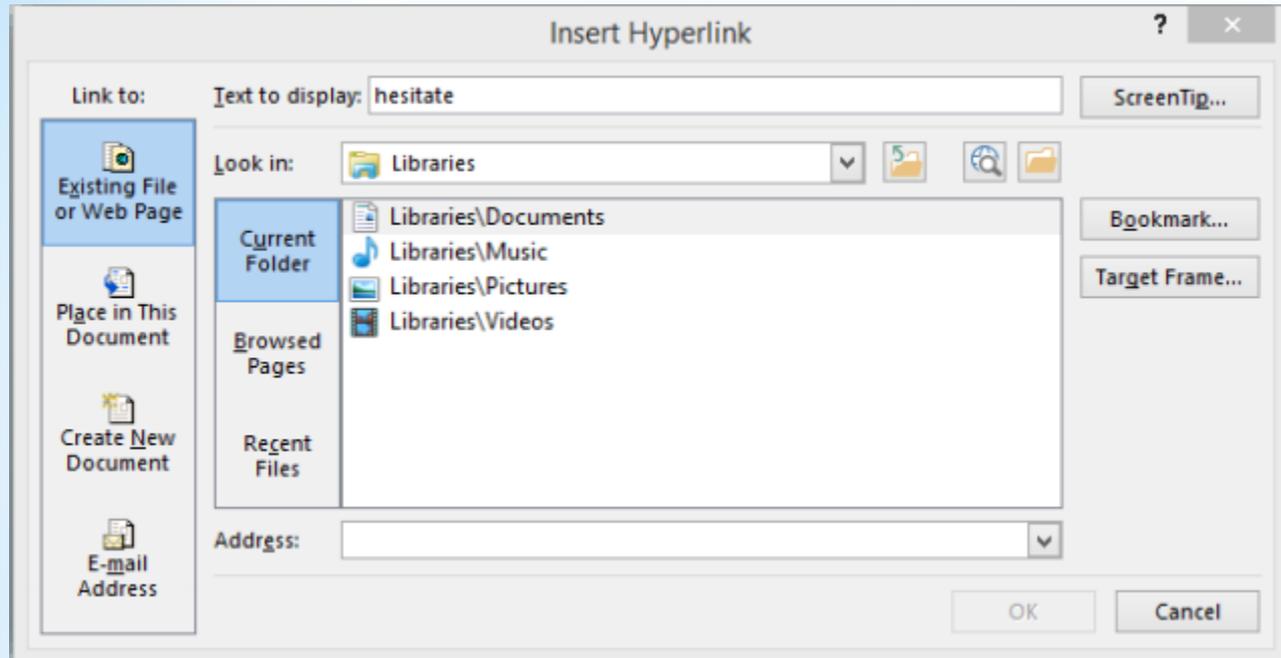
## ➤ Inserting Hyperlink

Adding a hyperlink into your email body will point the recipient to either to website or a shared folder.

Click on Insert > click “Hyperlink”



You can type in “text to display” and then select a shared folder or a web address to be shared via email from there.



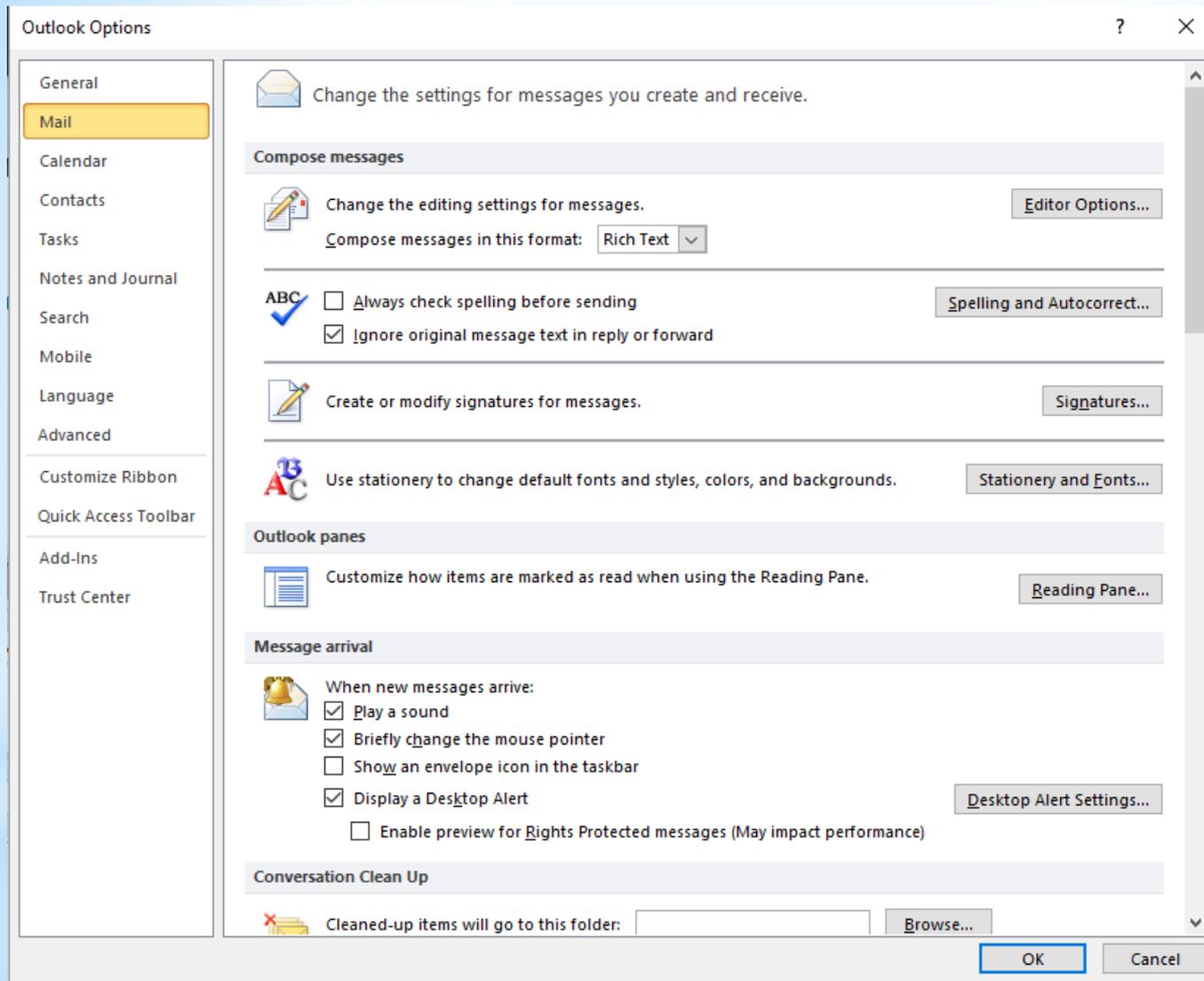
## ➤ Personalized Signature(s)

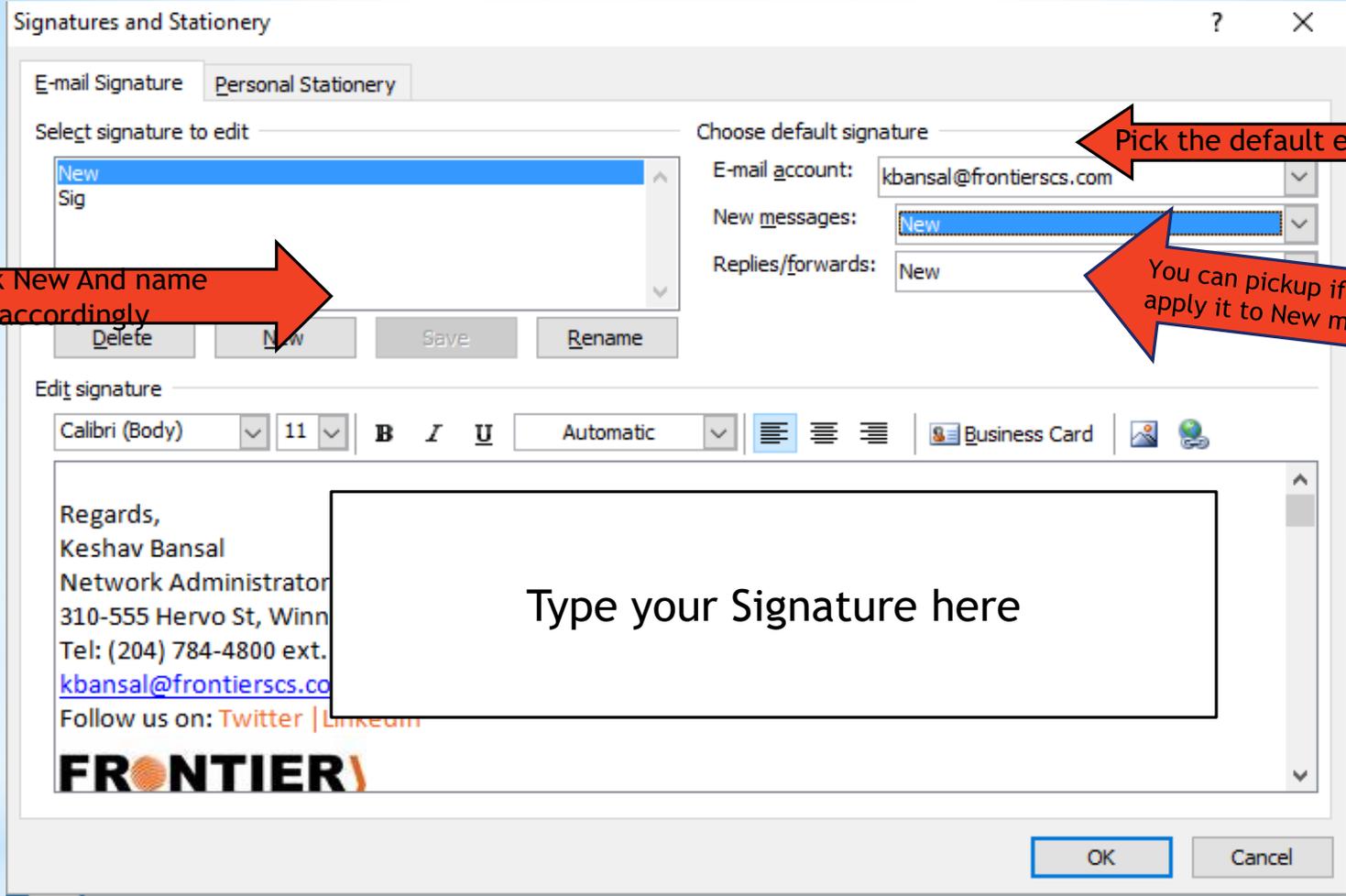
Adding a personalized signature is very good way to provide details about you, or provide a message from your company to everyone you are emailing.

You can have multiple signature formats for different type of emails.. Such as

- : a default signature for all new emails and/or for replying to emails
- : customized signature(s) that are client or response specific

Click File > Select “Options” > Select “Mail” > then “Signatures”





Click New And name accordingly

Pick the default email address

You can pickup if you want to apply it to New message or reply

Type your Signature here

Regards,  
Keshav Bansal  
Network Administrator  
310-555 Hervo St, Winn  
Tel: (204) 784-4800 ext.  
[kbansal@frontierscs.com](mailto:kbansal@frontierscs.com)  
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## ➤ Attachments

You can add a file from your computer as an attachment to an email.

You can add in another email from your Outlook emails as an “Item” attachment to your email.

You can add in files and other Outlook emails together.

To attach a file:

Click on “Attach File” and then browse through your files. Click on the file(s) that you want to attach to your email.

To attach an email as an Item attachment:

Click on “Attach Item” and then browse through your emails. Click the email(s) that you want to attach to your email.

