Compose and send email

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1. Select **New Email**, or press **Ctrl + N**.

2. If multiple email accounts are configured, the From button appears and the account that will send the message shown. To change the account, select **From**.

3. In the **Subject** box, type the subject of the message.

4. Enter the recipients' email addresses or names in the **To**, **Cc**, or **Bcc** box. Separate multiple recipients with a semicolon.

5. To select recipients' names from a list in the **Address Book**, select **To**, **Cc**, or **Bcc**, and then select the names that you want.

I don't see the Bcc box. How do I turn it on?

To display the **Bcc** box for this and all future messages, click **Options**, and then in the **Show Fields** group, select **Bcc**.

6. After you finish composing your message, select **Send**.

Change the font of your email message

1. On the **Message** tab, in the **Basic Text** group, you can select the font, font size, font style (bold, italic, and underline), font color, and text highlighting.

2. On the **Format** tab, in the **Font** group, you can select the font and font size; increase or decrease the size by one increment; change the font style (bold, italic, underline, strikethrough, subscript, superscript); change the case, the font color, and the text highlighting; and remove all font formatting.

3. On the Mini toolbar that appears when you select text, you can select the font, increase or decrease the size by one increment, select a theme, use the **Format Painter**, select the font style (bold, italic, and underline), and highlight text.

4. On the **Format** tab, in the **Style** group, you can select styles.

TIP: Use styles to create professional looking messages.

https://support.office.com/en-us/article/Outlook-2016-training-3175f67b-79ca-4407-997c-8d9a00b8f992