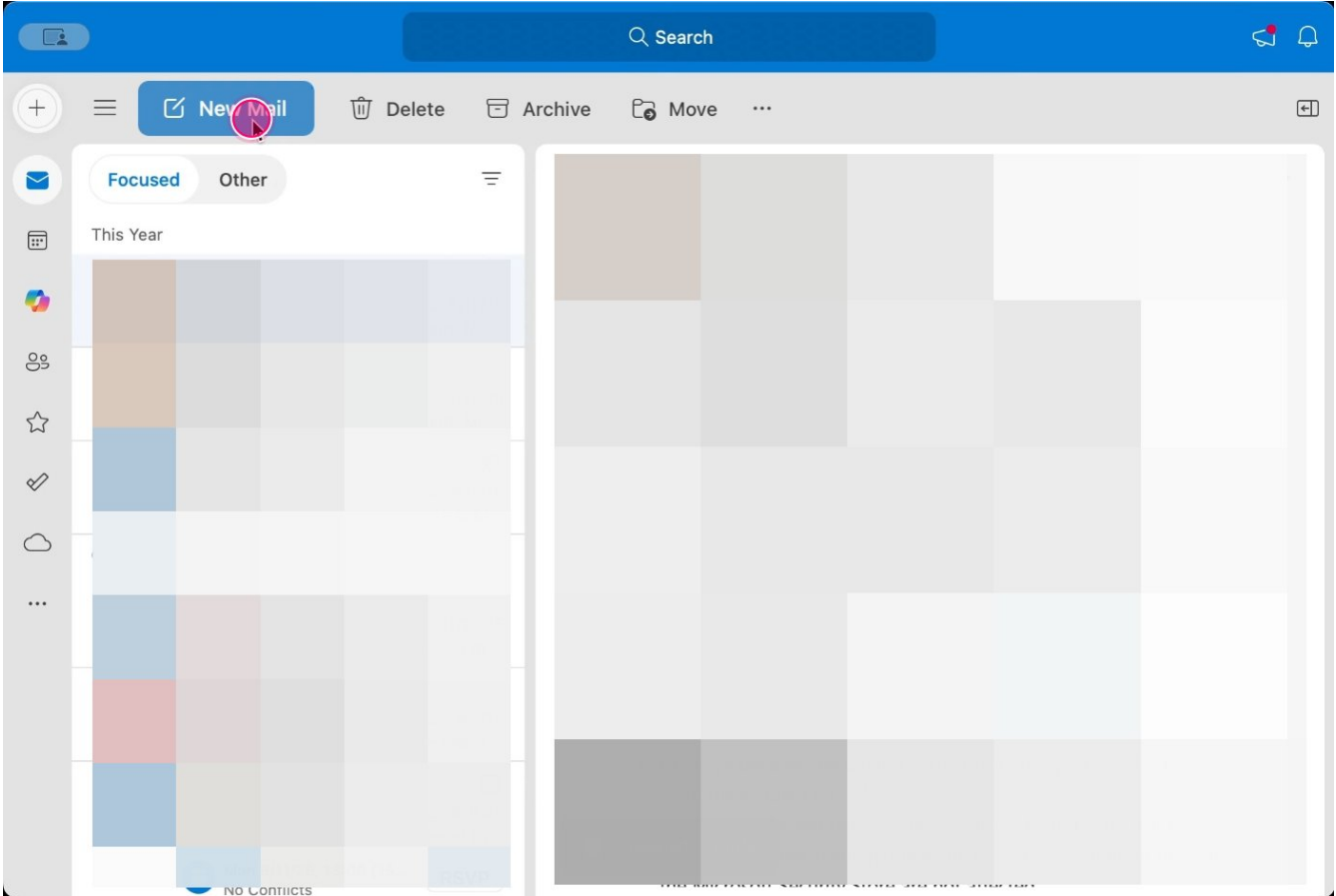


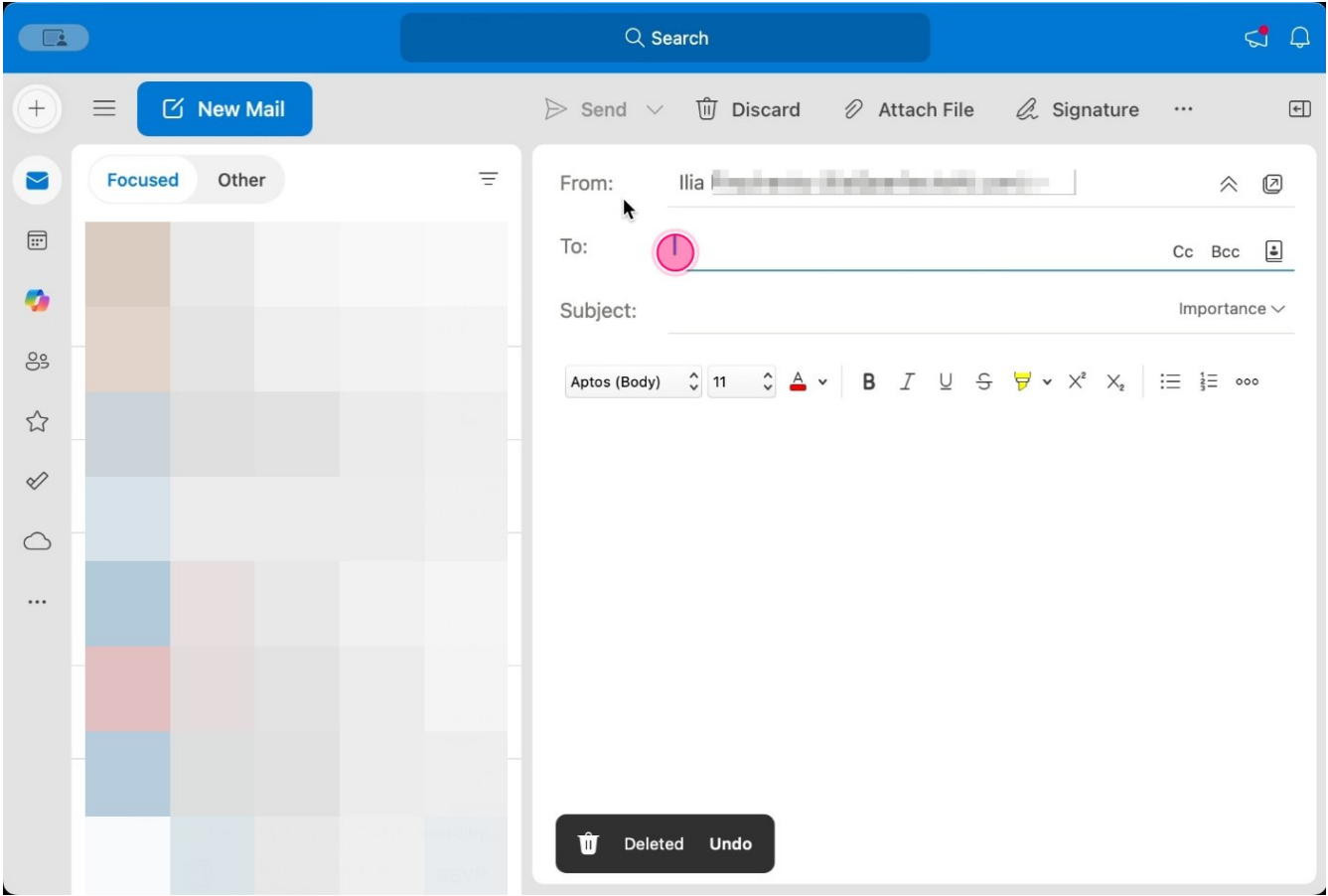
How to compose and send an email in Outlook

5 steps · October 1, 2026

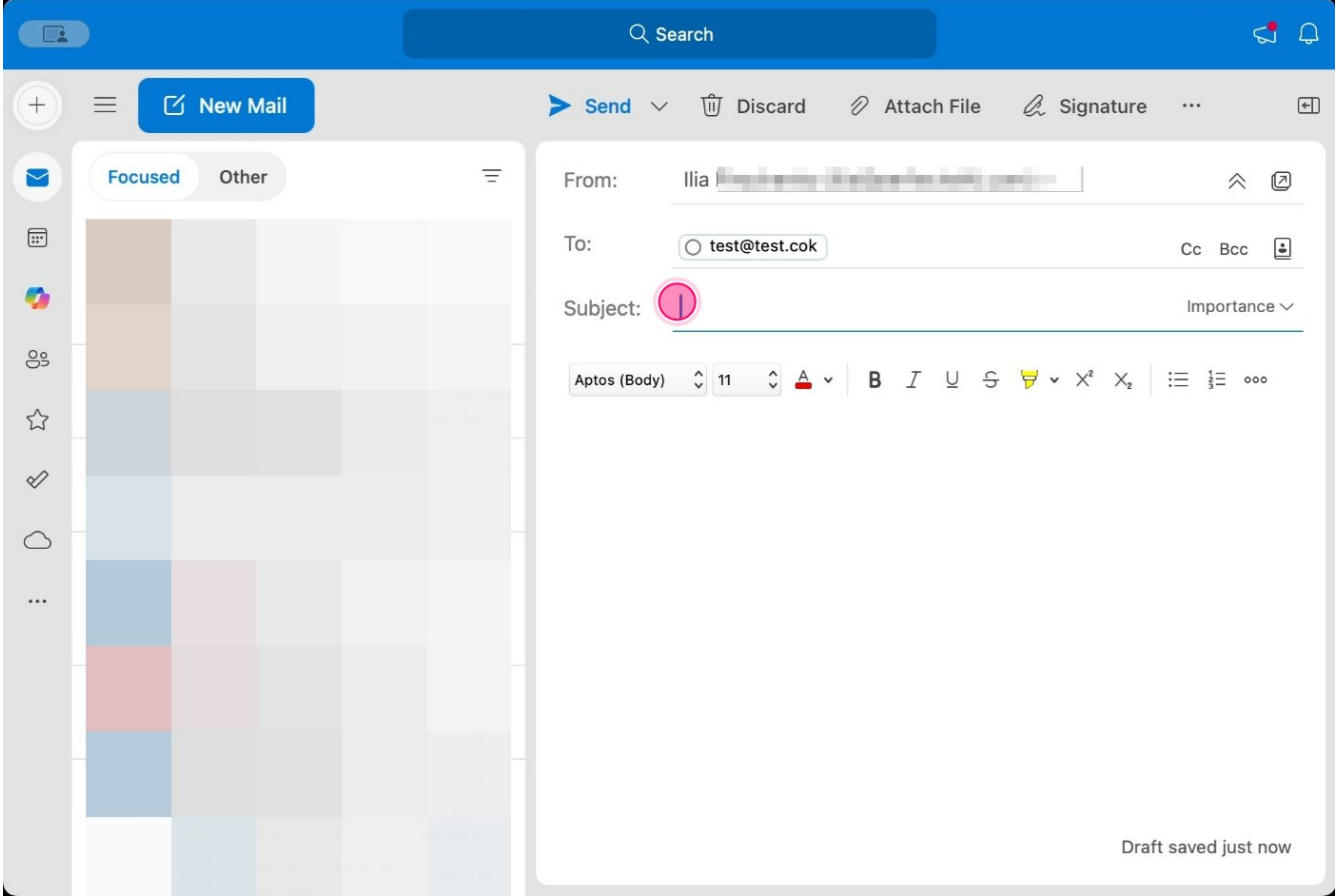
1 Click "New Mail"



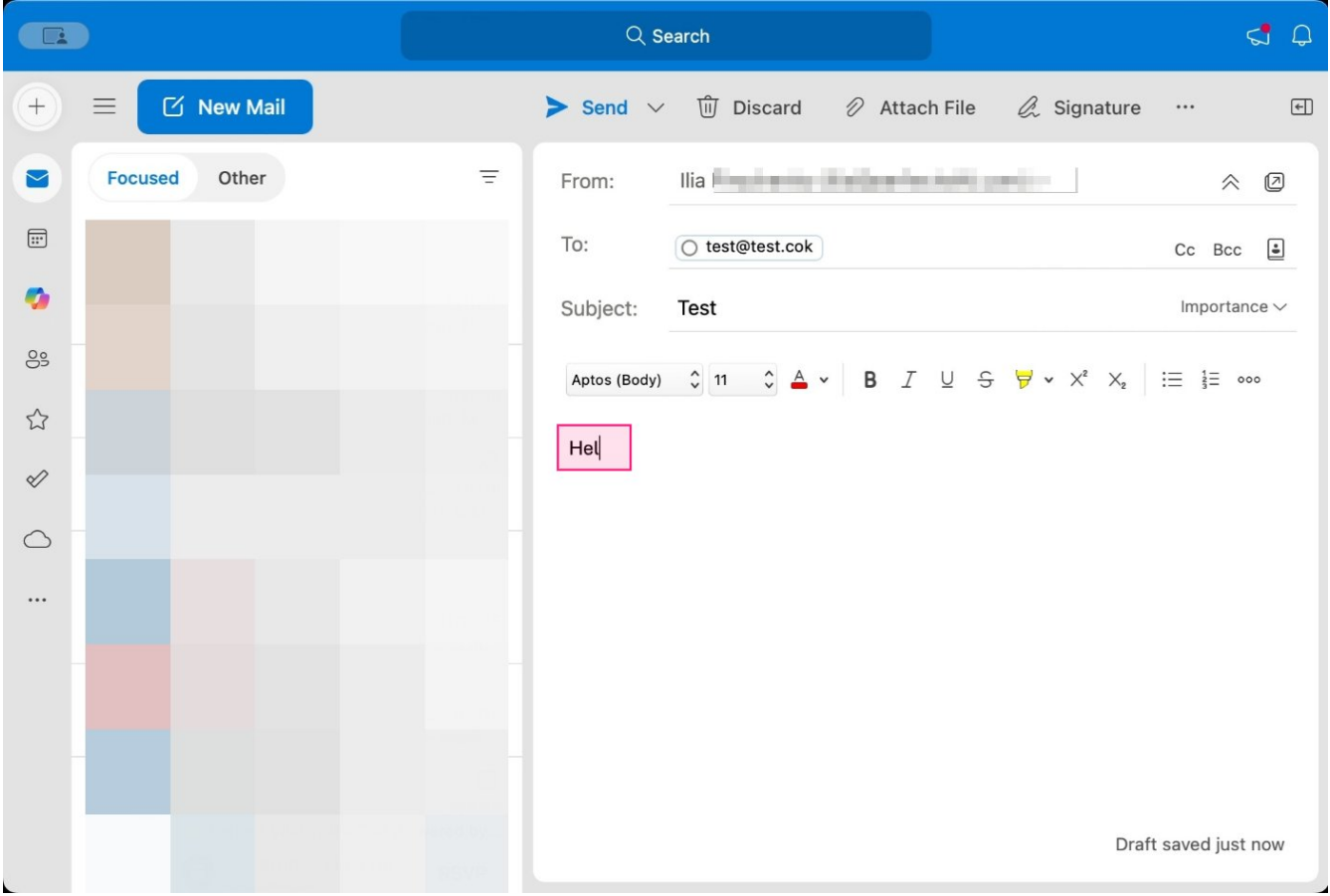
2 Enter the recipient's email in the "To:" field.



3 Enter the email subject.



4 Enter the email message.



5 Click "Send".

