


Create a new E-mail message in Live@edu (OWA)

- Click “New” (a new box/window will open)
- Click in the “To” field and type the e-mail address of the recipient
 - Or, click the word “To” and this will open your address book/contacts to locate recipient
 - Also, you can access your address book/contacts by clicking the address book icon 
- Click in the “Subject” field to type a subject
- You can change the font type, size, color, etc.
- Click in the area below the text attribute bar and begin typing your message
- Click “Send” when ready to send