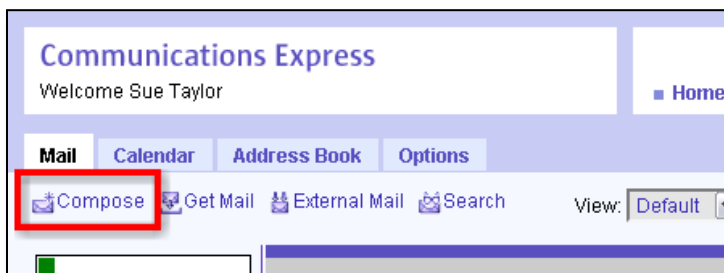

COMPOSING AN EMAIL MESSAGE IN MYWASHBURN

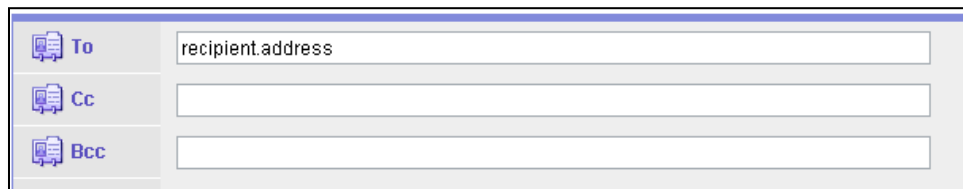
1. Log in to **MyWashburn**
2. Click the **Email** button



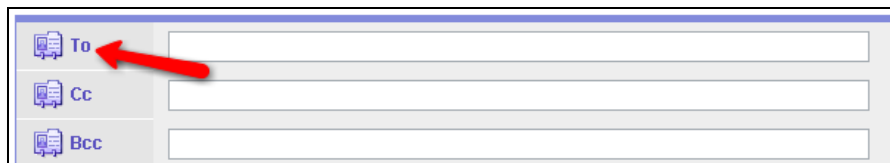
3. Click the **Compose** button



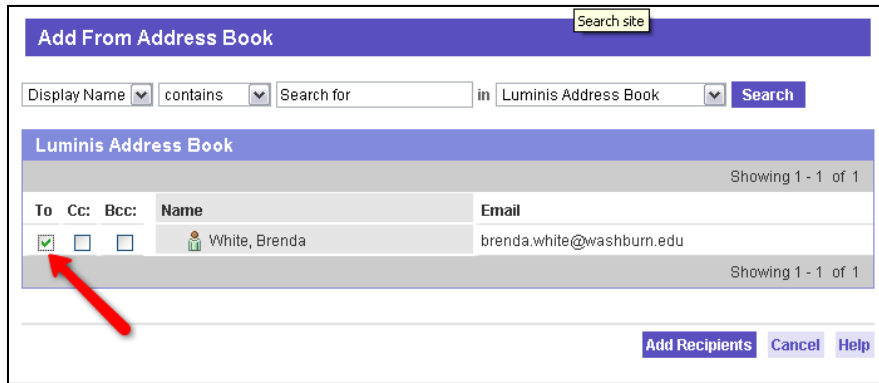
4. A new window will appear.
5. Enter the recipient(s) in the appropriate fields in one of two ways:
 - a. Type the recipients' email addresses in the **To**, **Cc**, and/or **Bcc** fields (Note: if it is a Washburn email address you do not need to type "@washburn.edu")



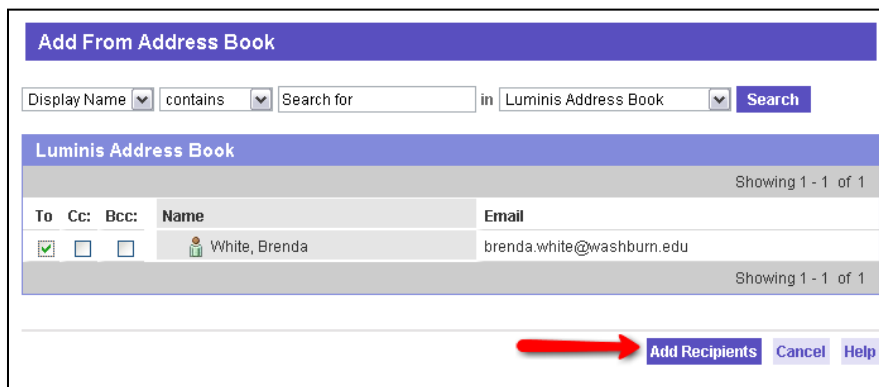
- b. Use your address book
 - i. Click the word **To** to show your address book



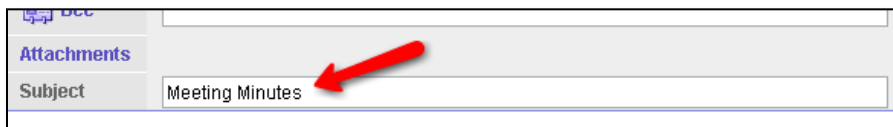
- ii. Check the box next to the appropriate recipient(s)



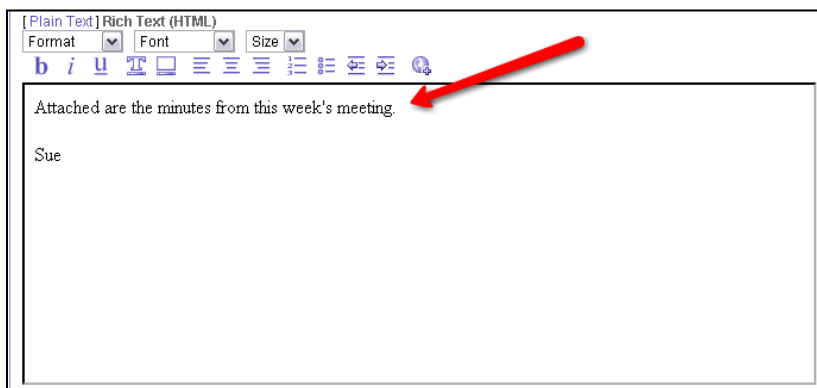
- iii. Click the **Add Recipients** button



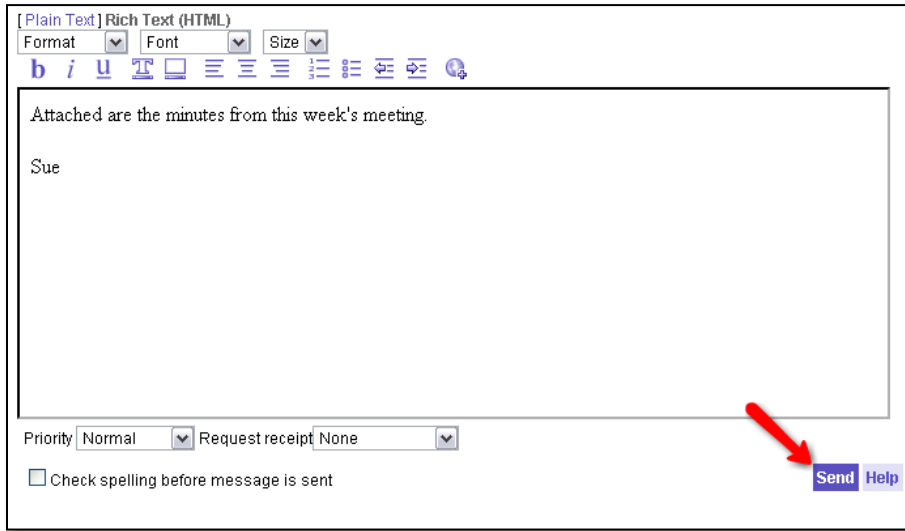
- 6. Enter the email subject in the **Subject** field



- 7. Compose your message in the large text box using the Rich Text Editor as needed



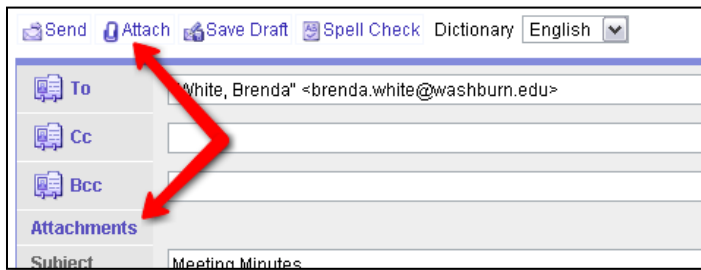
- Utilize **Additional Features** if necessary
- When you are ready to send the message, click the **Send** button



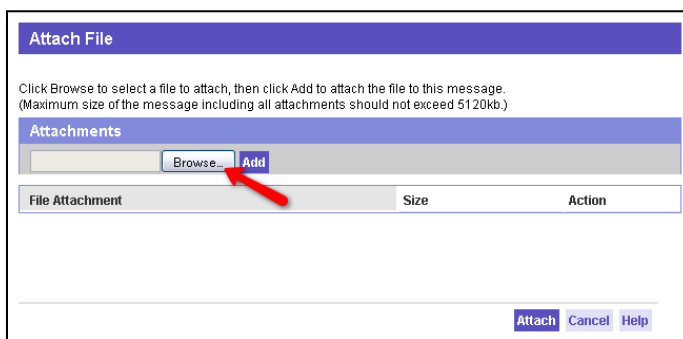
ADDITIONAL FEATURES

ADD ATTACHMENTS

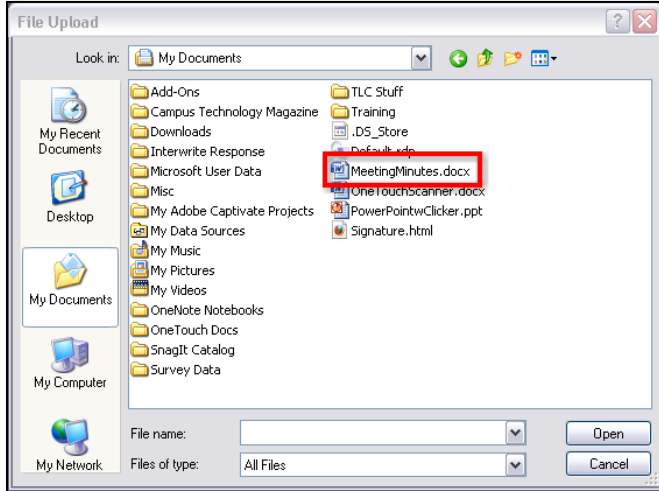
- Click either the **Attach** button at the top of the message window or the **Attach** link above the Subject line



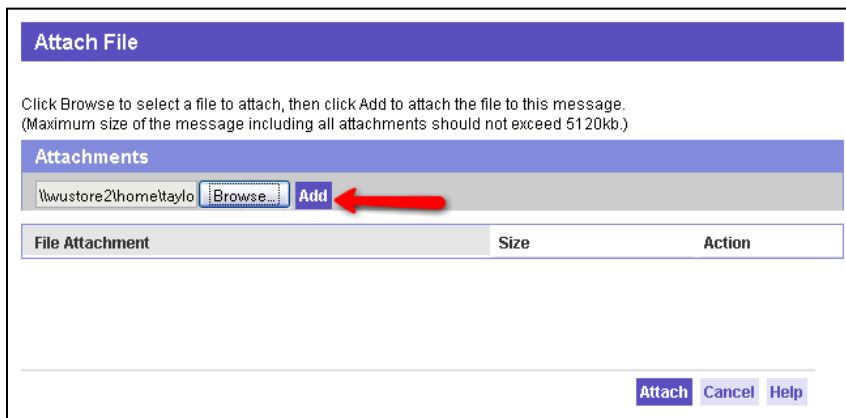
- A new window will appear. Click the **Browse** button to select a file from your computer



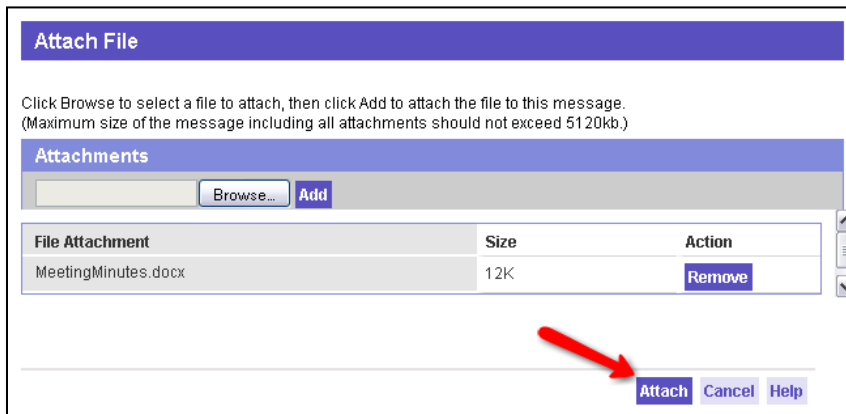
3. Select and open the appropriate file



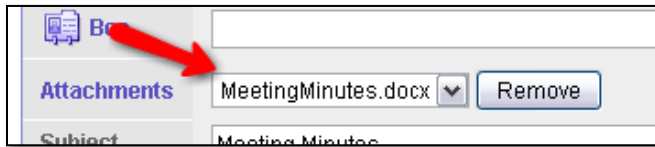
4. Click the **Add** button



5. Repeat steps 2-4 as necessary for additional files
6. When all files have been added, click the **Attach** button

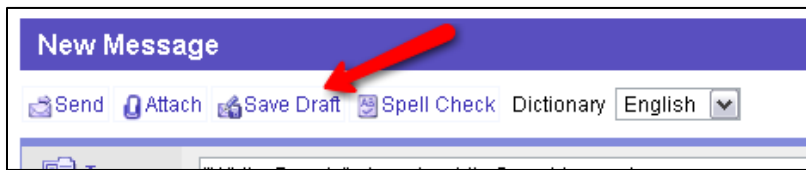


7. The attachment list will appear above the subject line



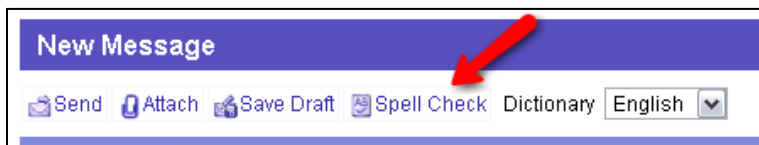
SAVE AS DRAFT

1. Click the Save as Draft button at the top of the message window (it will be saved to the Drafts folder)

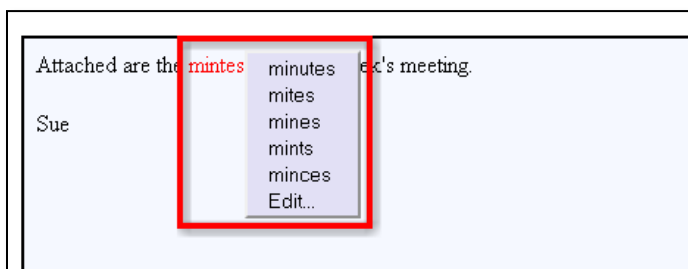


SPELL CHECK

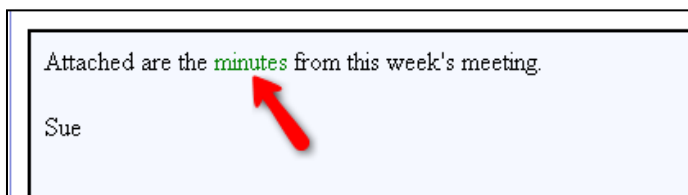
1. Click the Spell Check button at the top of the message window (or check the box at the bottom of the message window to run the spell check when you click the Send button)



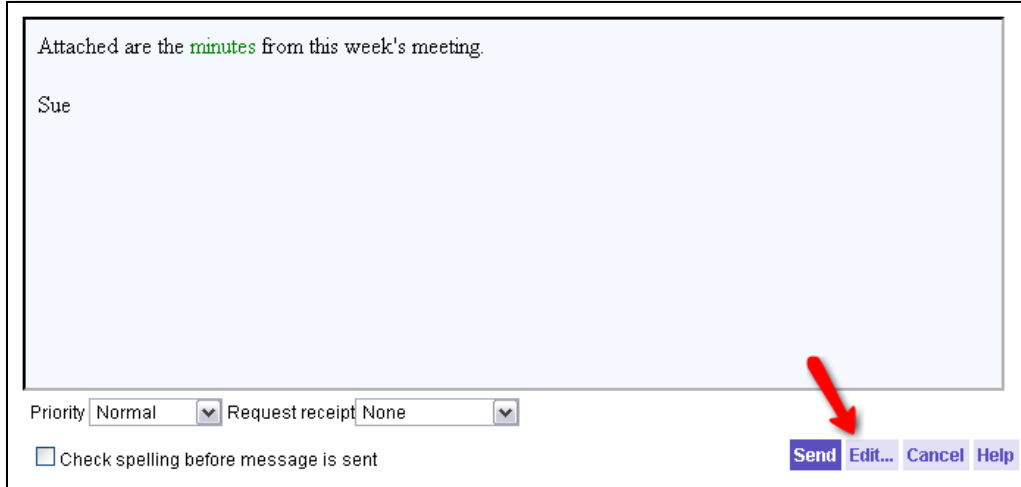
2. Possible mis-spelled words will be in red. Click a red word to get spelling suggestions.



3. Click the correctly spelled word from the list
4. The corrected word will turn green

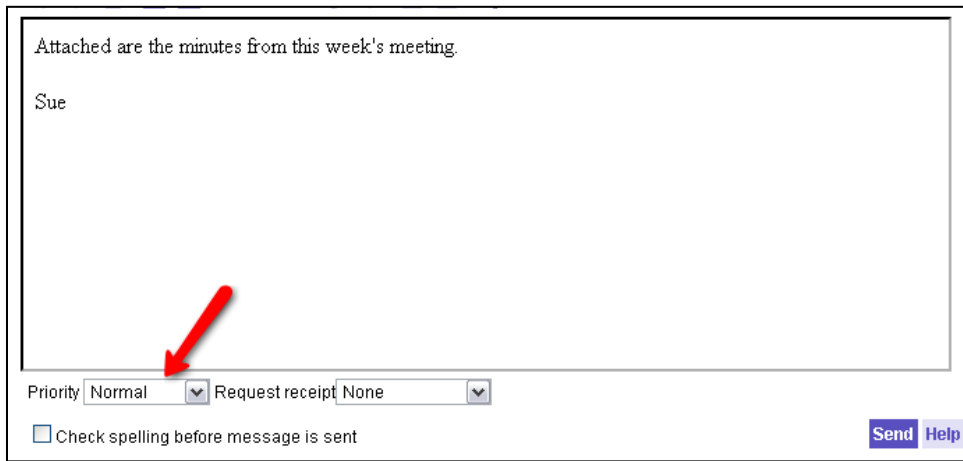


5. To continue composing your message, click the Edit button

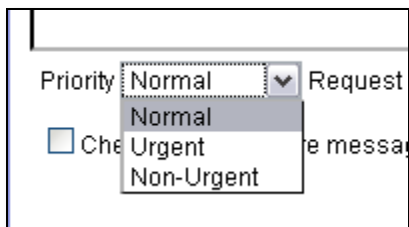


MESSAGE PRIORITY

1. Click the Priority drop-down menu at the bottom of the message window

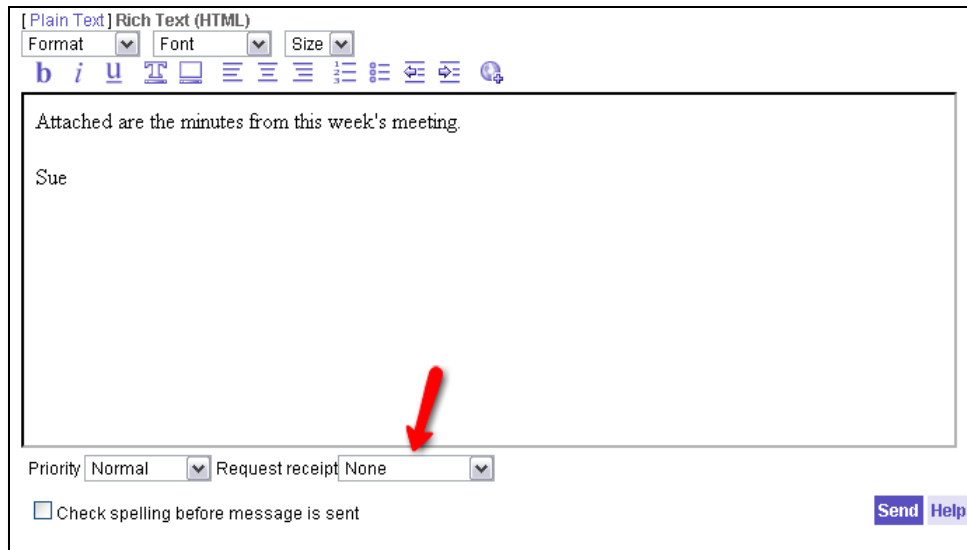


2. Select the appropriate priority level



MESSAGE READ AND/OR DELIVERY RECEIPT

1. Click the Request Receipt drop-down menu at the bottom of the message window



2. Select the appropriate receipt setting

