

# Sending E-mail

- **Select a Menu Option:** To start the process of sending a message, you select a menu option or type the command to Compose, Prepare, or Write a message.
  - The exact command and how you execute it, whether by typing it, selecting it from a menu, or clicking an icon, depends on your E-mail software.
- **Enter the E-mail Address of The Recipient:** Most mail programs prompt you to enter the [E-mail address](#) of the recipient.
  - If you do not know the recipient's electronic mail address or you type the address incorrectly, the person will not receive the message.
  - Some mail programs allow you to send carbon copies of messages. In response to the carbon copy prompt (**Cc:**), type the Email address of the person to receive the copy.
- **Enter the Subject:** Most electronic mail programs prompt you to enter the subject, a one-line summary of the contents of the message. While it is not essential to type a subject line, it is helpful to the recipient.
  - Mail programs include text editors to simplify composing message bodies. Most provide some kind of word wrap, so you don't have to press the <Enter> key at the end of each line. A few provide a built-in spellchecker.
- **Issue a Send Command:** To tell your mail program that you have completed drafting a message and are ready to send it, you issue a Send command. Depending on your software, the Send command may be a menu option, a button you click, or a combination of keys you press. Once you issue the Send command, you cannot retract your message.

**Note:** *Some programs allow you to save a message you have composed in a draft folder until you are ready to send it.*

## Once Sent, Can I Retract My Message?

If you decide not to send a message that you are typing, you can exit from your mail program without sending it. Once you have issued a send command though, you cannot recall the message, just as you cannot take back a letter that you have dropped into a Postal Service Mailbox.

Now let's Understand this process using either of the following.

- [Sending E-mail Through Outlook Express](#)
- [Sending E-mail Through Netscape Communicator](#)