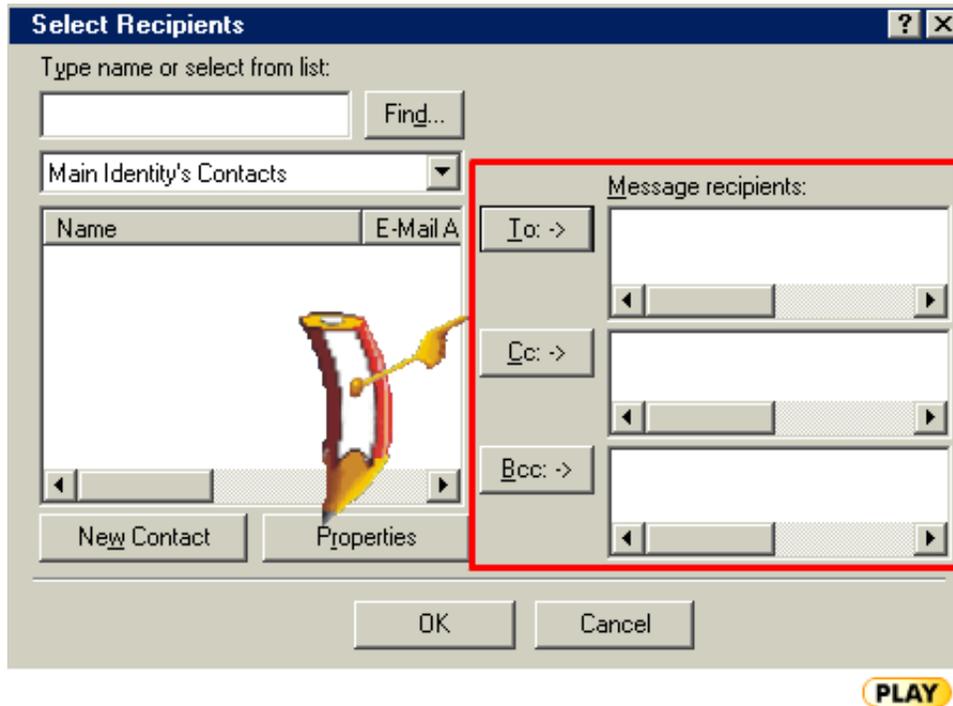


# Sending E-mail Through Outlook Express

There are certain mail options provided in Outlook Express, which let's you send your messages.

- Clicking on the **New Mail** Button on the Toolbar opens up **New Message** Window.
- In the New Message Window, click on **Tools Menu** and choose **Select Recipients** option. In this dialog box there are three buttons as – **TO, CC** and **BCC**.



Clicking on **To** button opens up, Select Recipients Dialog box, where you can select the name of the person to whom you want to send the message.

- In Select Recipients Dialog Box, another option as **CC** (Carbon Copy) sends the carbon copy of the same message to another name that you select.
- The **BCC** (Blind Carbon Copy) is used when you want to send mail in bulk, without letting one recipient know the e-mail address of other recipients to whom you have send the mail.