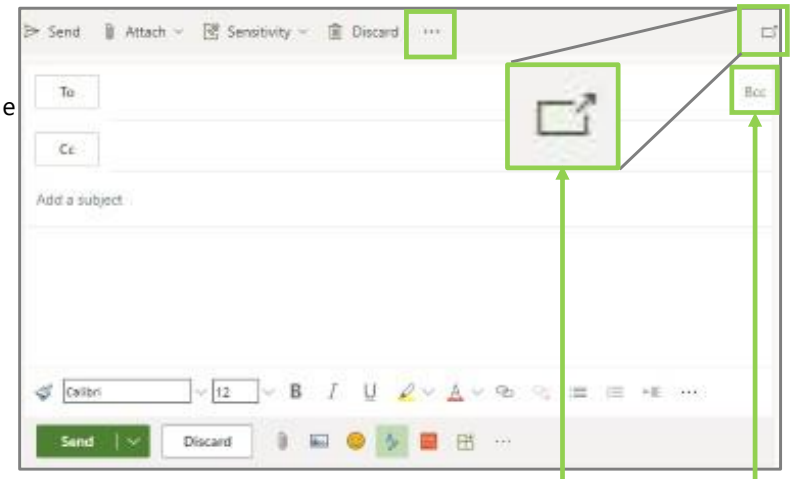
Composing an Email in Outlook on the Web

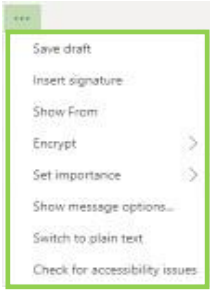
Click the **Mail Icon**  in the left navigation pane.

Click **New Message** in the top left corner of your Email Window.

A New Message pane will open to the right of your inbox.



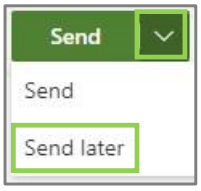
Clicking the **Three-dot Ellipsis** in the top toolbar will show additional options.



To pop your email out into a separate window, click the **pop-out icon** directly above the Bcc icon.

To display the **Bcc line**, click **Bcc** to the far right of the To Field.

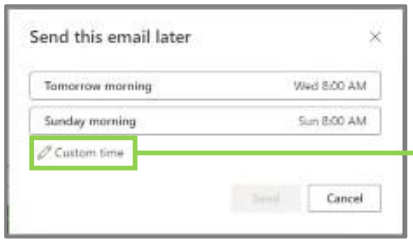
Once email is ready to send, click **Send**.

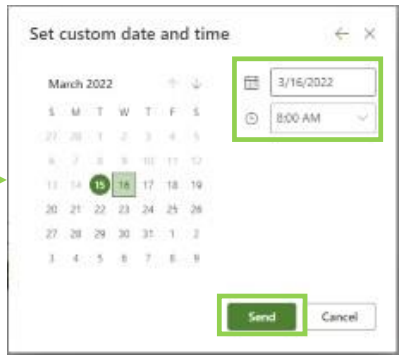


To send your email later, click the **down arrow** within the send button and click **Send Later**.

The **Send this Email Later** Dialog box will open with suggested times.

To send at a time of your choosing, click **Custom Time**





Enter the desired date and time.

Once complete, click **Send**.