

Create and Send Email in Outlook

Create and send email

1. Choose **New Email** to start a new message.
2. Enter a name or email address in the **To**, **Cc**, or **Bcc** field.
If you don't see **Bcc**, see [Show, hide, and view the Bcc box](#).
3. In **Subject**, type the subject of the email message.
4. Place the cursor in the body of the email message, and then start typing.
5. After typing your message, choose **Send**.

Create and send an email

Use @mentions to get someone's attention

1. In the body of the email message or calendar invite, enter the @ symbol and the first few letters of the contact's first or last name.
2. When Outlook offers you one or more suggestions, choose the contact you want to mention.
By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name.
3. The mentioned contact is added to the **To** line of the email or the meeting invite.

@Mention feature in Outlook

Additional Microsoft resources

- [Quick Start Guide](#)
 - [Outlook Training](#)
 - [Outlook Help](#)
 - [eBook: Outlook Tips & Tricks](#)
 - [Download PDF: Outlook Quick Start Guide](#)
-

Revision #6

Created 2021-06-22 19:02:39 UTC by Brian Stapleton

Updated 2023-12-06 15:56:34 UTC by Joshua Setzler