

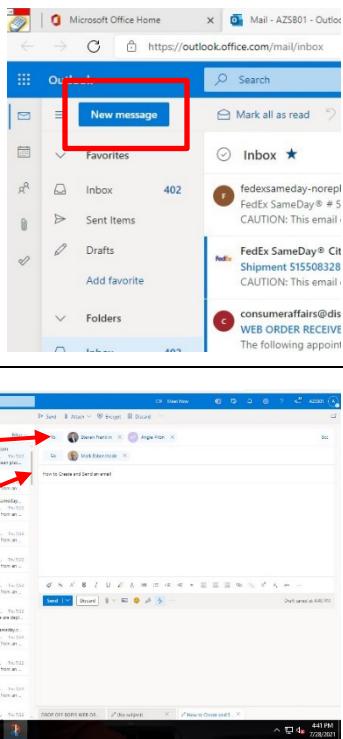
Outlook - How to Create and Send Email

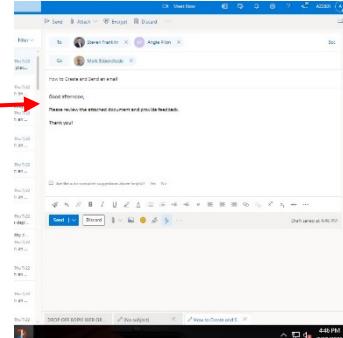
Introduction This quick reference guide assists new Outlook users with creating and sending an email.

Guidelines **IMPORTANT:** The Manager MUST access email from Net Station 01 (NS01) in the Manager office. The Store Associates should access email from the store workstations.

Always use company email accounts for professional purpose only.

Procedure Follow these steps to create and send an email using Outlook:

Step	Action
1	Click on New message
2	<p>Add recipients.</p> <p>Add a subject.</p> 

3	<p>Type your message.</p>	
4	<p>If you want to share a file, click the Attach icon, and select Browse this computer to find the file you want to attach.</p>	
5	<p>Click on Send.</p>	

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.