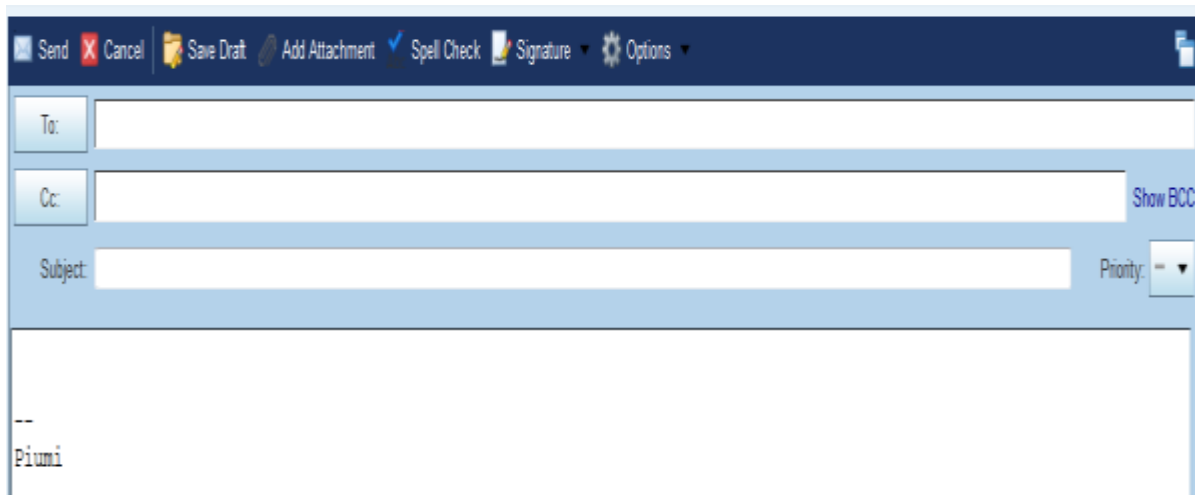- Then click on Save.

Composing a new message

- Click **New** ▼ on the toolbar. Then the compose page is displayed.

- Complete the address, Subject line and body text as needed.
- Click **Send** to send the message.