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| Compose Mail | Use this to write/create a new email |
| “To:” box | Where you type the email address(es) of the email **recipients** (who you are writing the email to). If you want to type more than one email address, separate the addresses with a comma! |
| “Subject” box | This is where you type the subject of the email. |
| Message box | Where you type your message. |
| Send | Click this if you’re ready to send the email |
| Save now | Click this if you want to save the email and send it later. It will be saved in your “**drafts**” folder. |
| Recipient | The person receiving the email |
| Reply | To answer or write back to an email |
| Inbox | This is where you see all of your email messages |