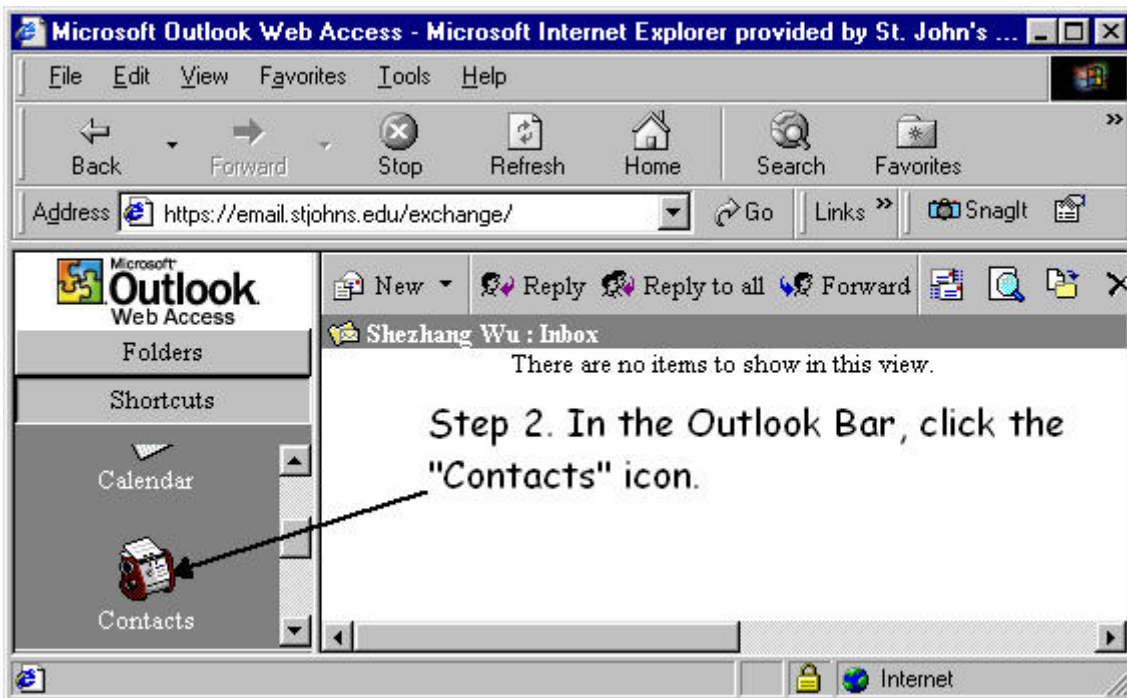
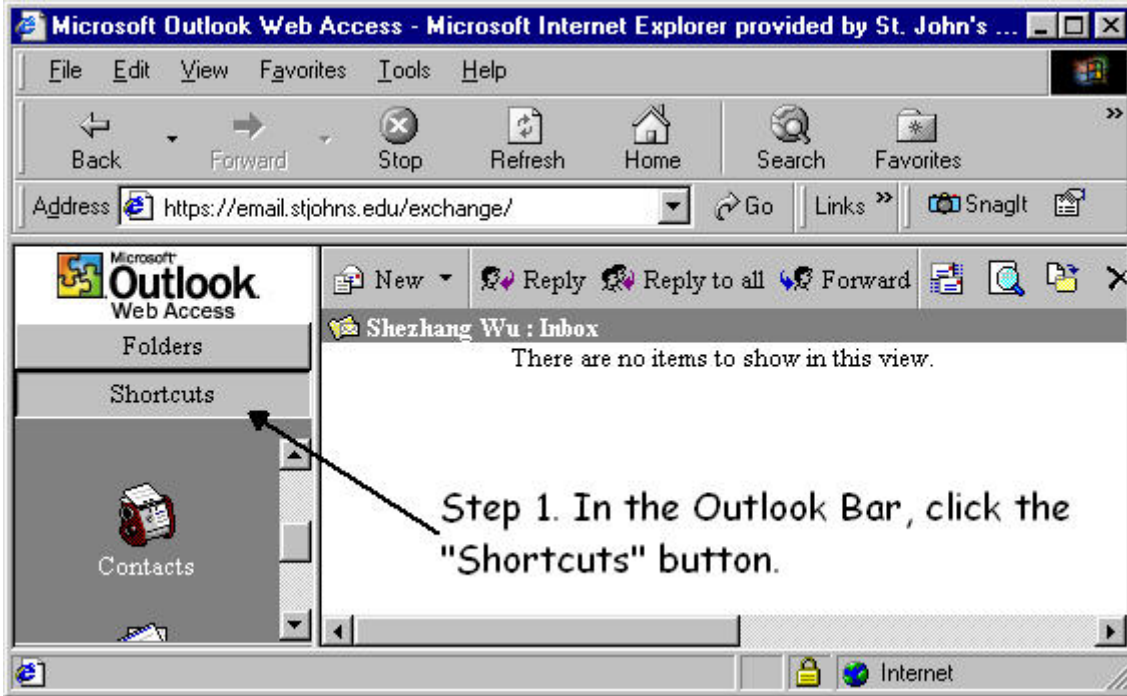
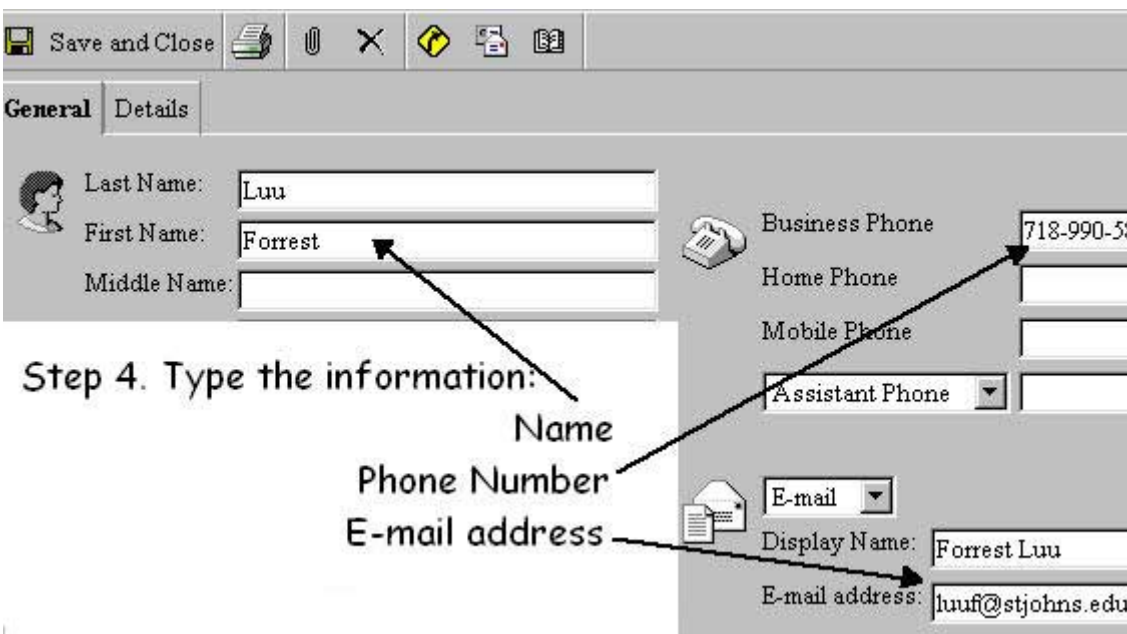
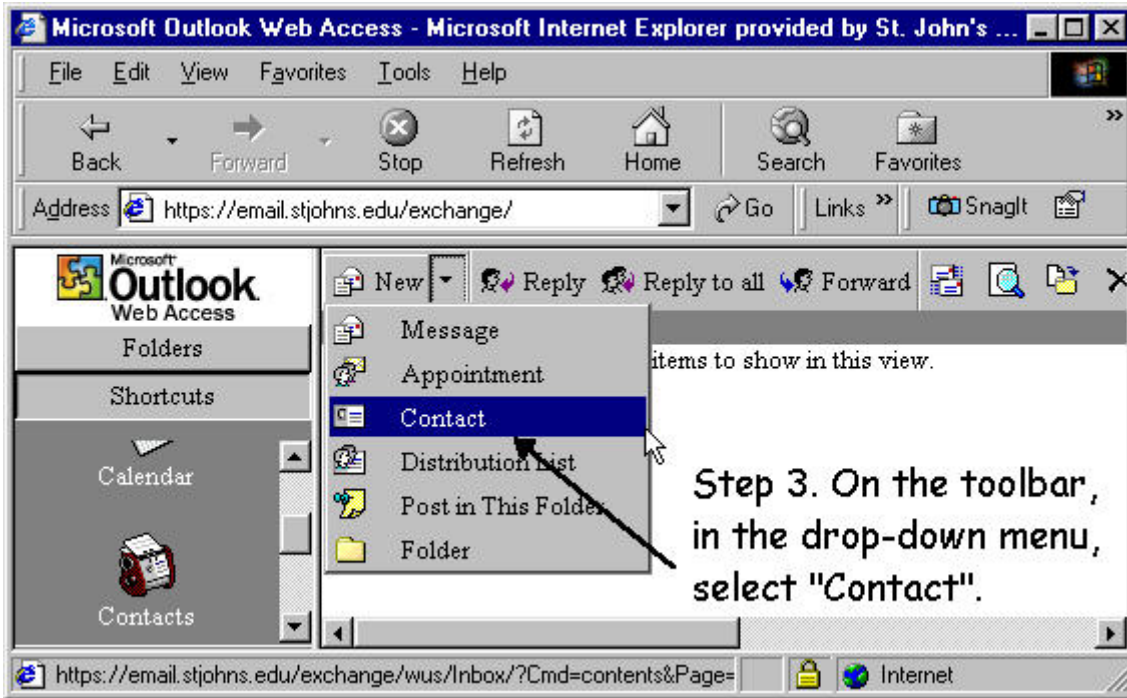
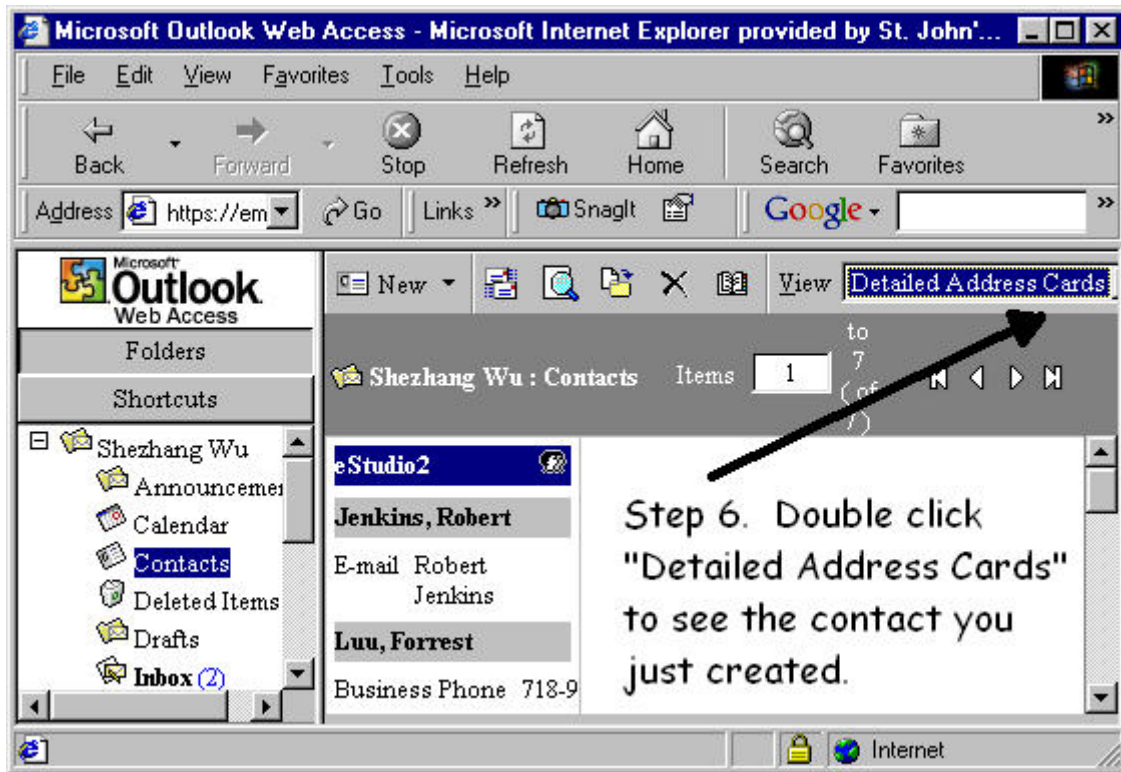
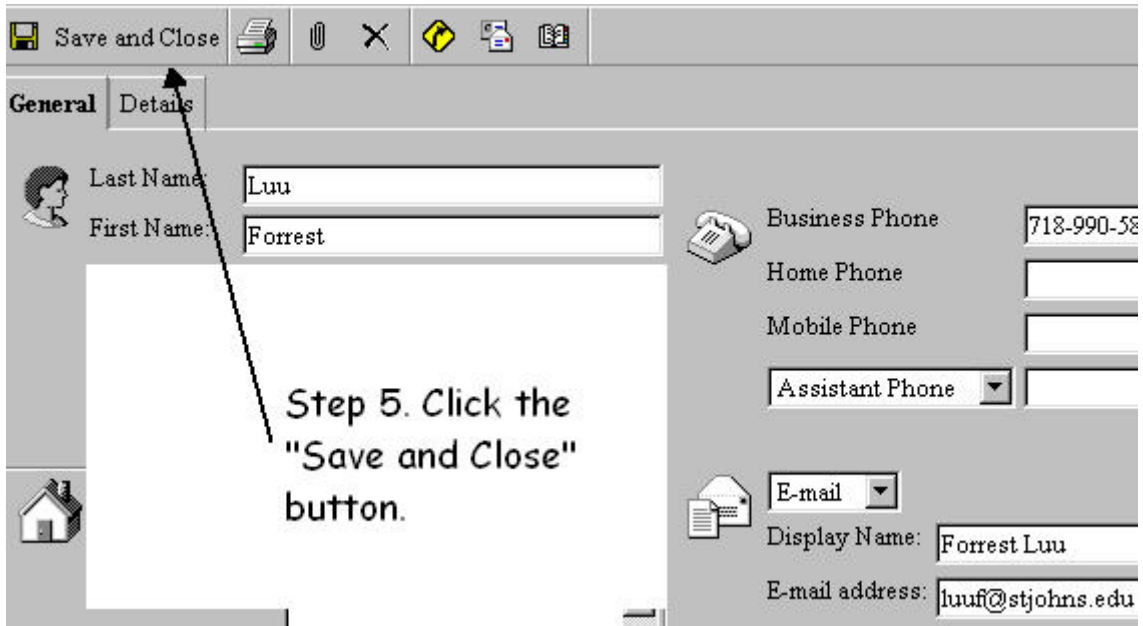
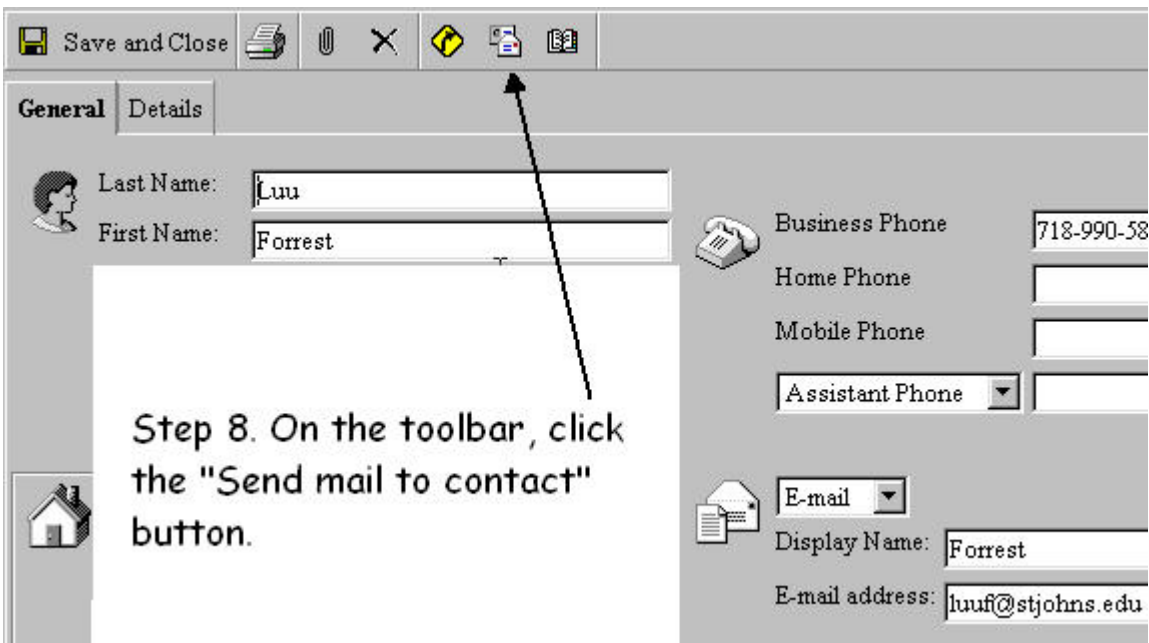
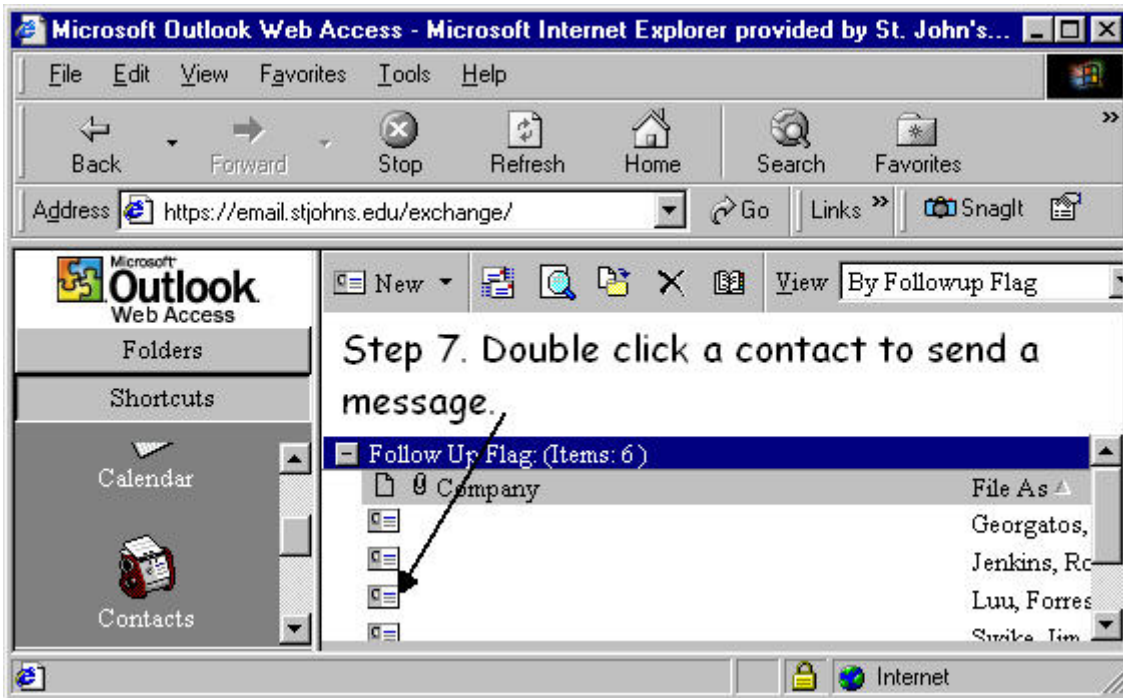


Creating and Using Contacts (OWA)









The screenshot shows the Microsoft Word interface for composing an email. The title bar reads "Greetings - Message - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar contains various icons for file operations and editing. The font settings are set to "Normal + 10 pt" in "Arial" font. The "Final Showing Markup" section is set to "Show". The "Send" button is highlighted. The "To..." field contains "luff@stjohns.edu", the "Cc..." field is empty, and the "Subject:" field contains "Greetings". The main text area contains the message "Holiday Greetings to one of my favorite contacts." Two black arrows point from the text area to the "To..." and "Subject:" fields.

Step 9. Compose the message.

The screenshot shows the same Microsoft Word interface as the previous one. The "Send" button in the toolbar is now highlighted with a black arrow pointing to it. The rest of the interface, including the menu bar, font settings, and the message text, remains the same.

Step 10. On the message toolbar, click the "Send" button.