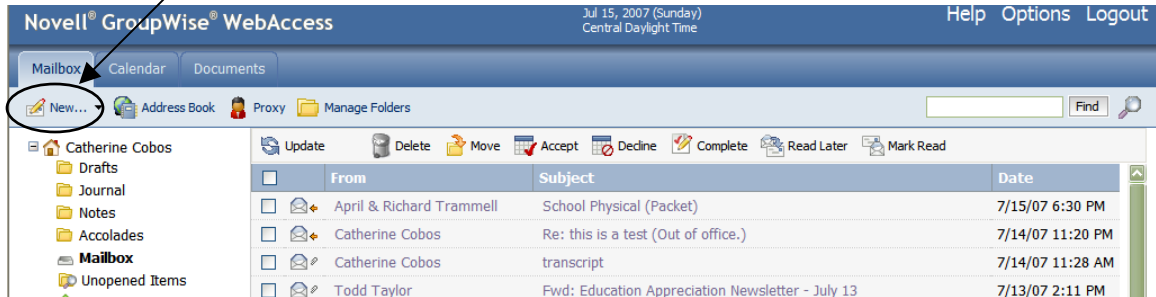


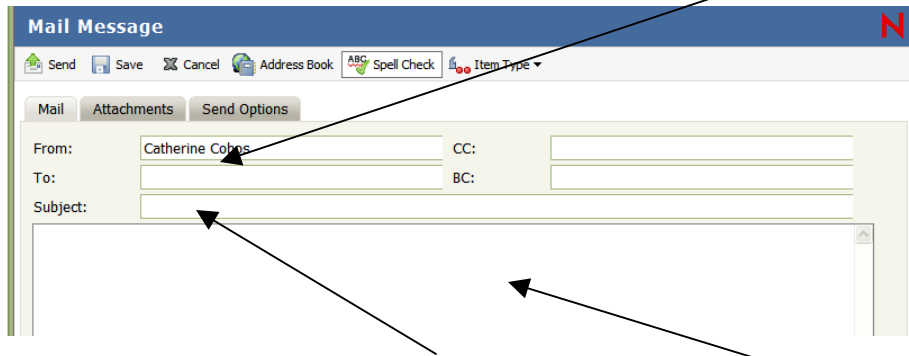
# Groupwise

How do I create a new email to be sent?

1. Logon on to Groupwise.
2. Click on New



3. Type the email of whom you want to send to in the To: field.



4. Give your email a title in the Subject: field. Type your email here.
5. When you are finished, hit Send.

