

Title: **Composing Email R5**

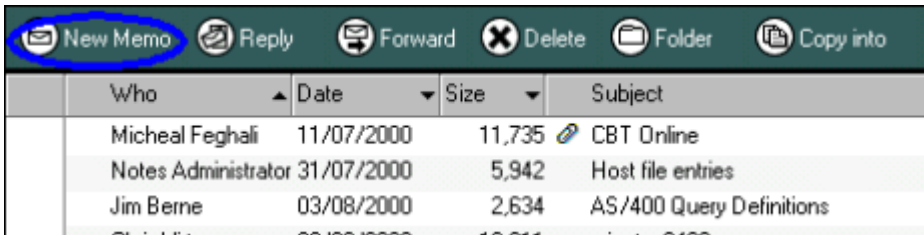
Purpose: Use this procedure to compose an email message to send to someone within or outside of Ricoh.

Note: this procedure is to be read in conjunction with [Ricoh Email and Internet Usage Policy](#) 📄

Follow the two steps below.

Step	Action	Information
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1. **Start with your mailbox open:**
- click the New Memo Button



2. **At the new memo screen:**
- In the **To:** field, address the message:
 - for fellow Ricoh employees, type the name of the person to whom you want to send the message to, or use the address book. [Info 2.1](#)
 - for non-Ricoh addresses (i.e. Internet addresses), type in the Internet email address (e.g. joeblow@net.com.au)
 - if there is more than one person that you want to send the message, type additional names and Internet addresses separated by commas
 - **(CC - Carbon Copy):** addresses in this field are not the main address for which the message is intended. People in the cc: field are usually included (for instance) as a matter of courtesy or if it is felt that they should be informed of the developments.
 - **(BCC - Blind Carbon Copy)** similar to cc except that the main recipients (To:) and others (cc:) don't know that there are "blind" recipients. Use bcc if

Hint: you can easily move from the address fields to the subject field to the body of the message by pressing the TAB key.

[2.1](#) For information about using your address book to send email, [see Using Your Address Book](#) 📄

[2.2](#) The subject tells the recipients what the email is about and can help

you don't want the others to know that you've sent it to the boss, too!

- type their names or addresses in the cc: and bcc: if required.
- in the Subject field, type a brief description of the topic of your message
[Info 2.2](#)
- with the cursor in the brackets below the Subject Line, type your message
[Info 2.3](#)
- click Send when finished



Send Send and File Save As Draft Address... Delivery Options...	
Steven McLachlan	To: Roslyn A Hunter/IT/HO/Ricoh_au
27/11/2000 02:35 PM	cc: Jan Warren/IT/HO/Ricoh_au
	bcc: Rob Livingstone/IT/HO/Ricoh_au
	Subject: I.T User Guide

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How's the new User Guide looking?

them locate it later if they need to.

2.3 Remember:

- the spell checker 
- **See Delivery Options** 
- if you use fancy tables and lots of fonts and colours, it will appear as junk to non-Notes recipients. Only use tables and colours for Ricoh users - Internet users will receive your emails as plain text.
- when you hit Send, your message goes immediately, so think carefully about what you write.
- sent messages are kept in your Sent folder