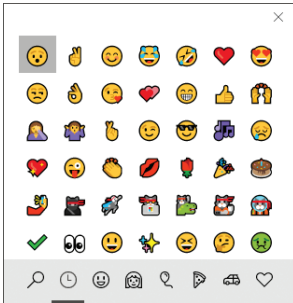




Contacts that appear in the list in Step 2 are contacts that you have added in the People app (see pages 216-217).



The **@mentions** feature was introduced in the Windows 10 Creators Update. The Fall Creators Update added support for emoji icons – press **Winkey** + . (period key).

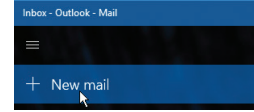


The **Format** tools let you style and decorate the font, create bulleted or numbered lists, and create indented blocks.

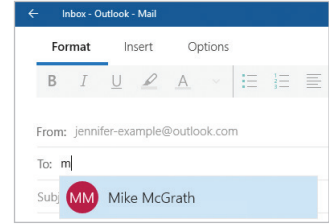
# Writing messages

The Mail app allows you to easily format the messages you write and check their spelling before you send them, then automatically stores a copy in its **Sent Items** folder for reference later:

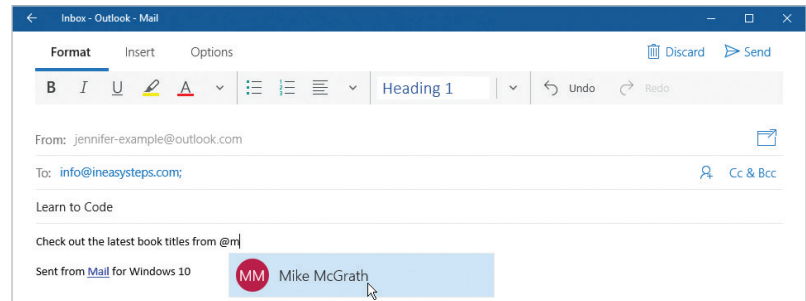
1 Click on **New Mail** in the left-hand pane to start a new message



2 In the right-hand pane, type the recipient's email address in the "To:" box – you may select a recipient from a list of contacts that appears as you begin to type



3 Add a subject then type your message. Much like the tags in social media, you can use **@mentions** to tag a contact within the message – type "@" and a list of contacts will appear. Select a contact to tag them in the message body so they will get a copy of your message



4 Complete the message, then add style with **Format** tools

