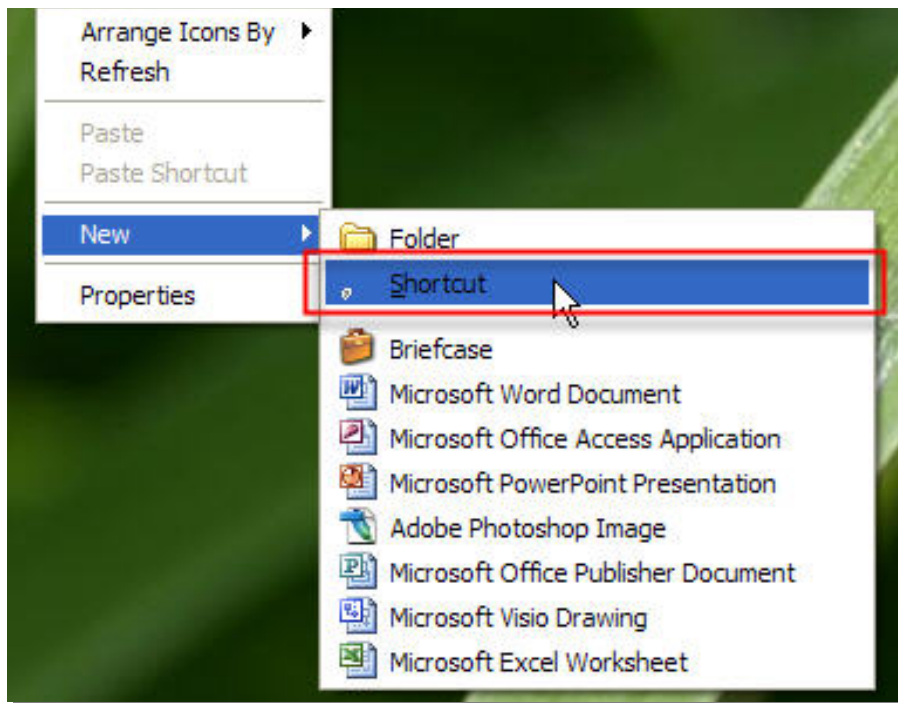


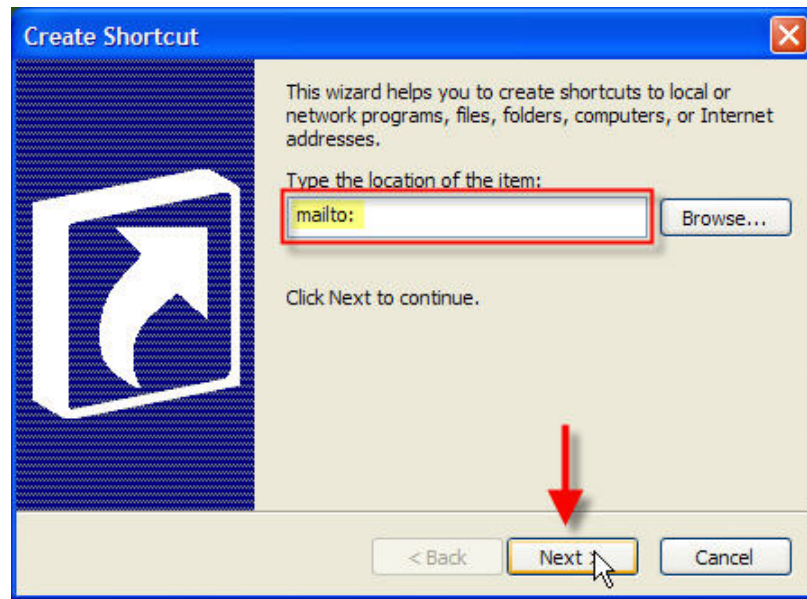
Guide – How to Create a New Email Message without Opening Outlook

This step-by-step visual guide will show you how to create a shortcut that will be placed on your desktop so that you don't have to open Outlook in order to send an email, you simply click the shortcut and the new message window will open. I'm used Outlook 2003 to create this tutorial. If you have any questions or comments let me know.

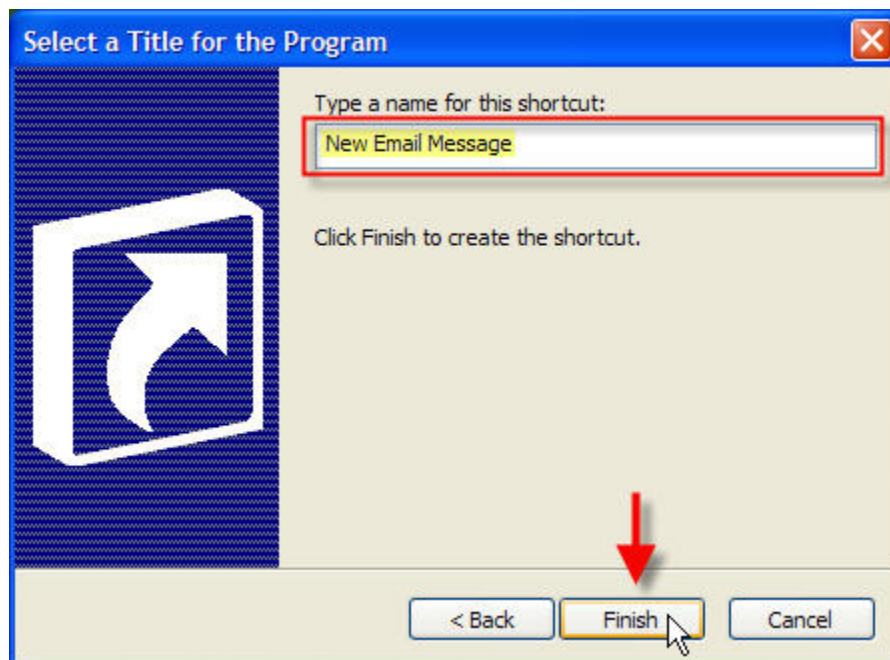
1. Right click anywhere on your desktop, when the menu appears select 'New > **Shortcut**'



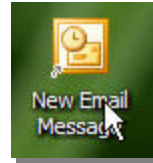
2. In the prompt type '**mailto:**' and click '**Next**'



3. Then name the shortcut something descriptive, I chose '**New Email Message**' click '**Finish**'



4. Now you should have a shortcut on your desktop, if you have Outlook your icon should look something like the one below, if you have Outlook Express then it should resemble the Outlook Express Icon



5. When you click on the shortcut the New Message window should come up, enjoy!

