

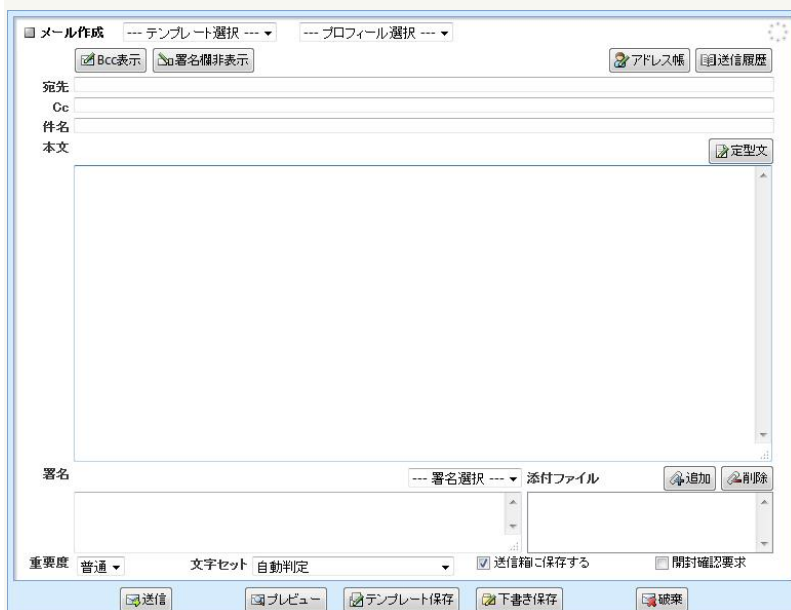
## メールを送信する

- 1 「メール作成」 タブをクリックします。

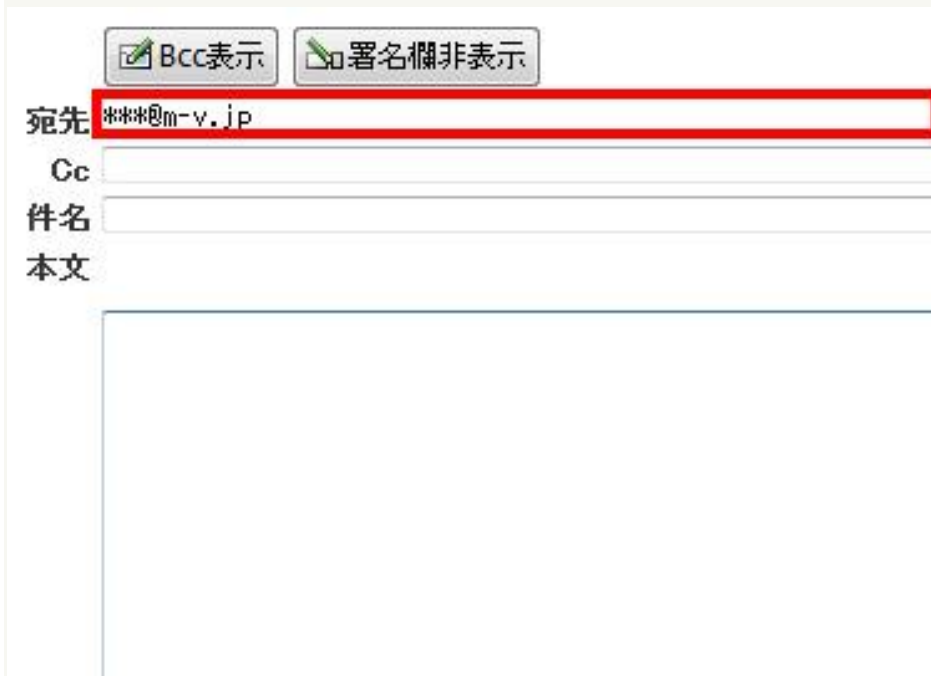


※ログイン後に操作しない状態で 60 分が経過すると、自動的にログアウトされます。メール作成の際にはご注意ください。

- 2 新規メール作成画面が表示されます。




3 「宛先」にメッセージの件名を入力します。



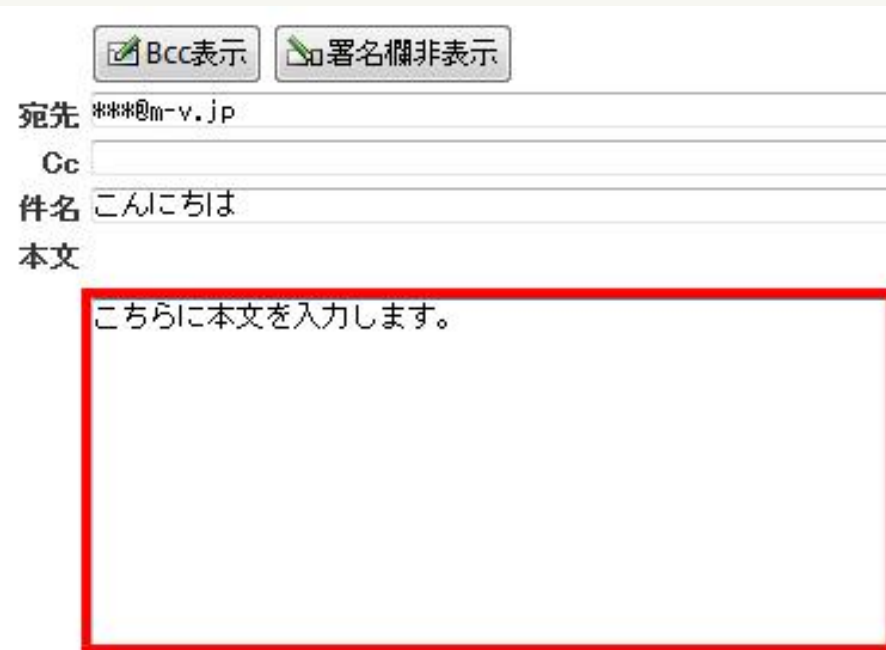
The screenshot shows an email composition interface. At the top, there are two buttons: "Bcc表示" (Bcc Show) and "署名欄非表示" (Signature Field Hide). Below these are four input fields: "宛先" (To), "Cc", "件名" (Subject), and "本文" (Body). The "宛先" field contains the text "\*\*\*\*@m-v.jp" and is highlighted with a red rectangular border. The "Cc" field is empty. The "件名" field is empty. The "本文" field is a large empty text area.

4 「件名」にメッセージの件名を入力します。



The screenshot shows the same email composition interface as above. The "宛先" field still contains "\*\*\*\*@m-v.jp". The "件名" (Subject) field now contains the text "こんにちは" (Hello) and is highlighted with a red rectangular border. The "Cc" field remains empty. The "本文" field is still a large empty text area.

5 「本文」 に相手に伝えたいメッセージを入力します。



The screenshot shows an email composition interface. At the top, there are two buttons: "Bcc表示" (checked) and "署名欄非表示" (unchecked). Below these are input fields for "宛先" (To) containing "\*\*\*@m-v.jp", "Cc", and "件名" (Subject) containing "こんにちは". The "本文" (Body) section is highlighted with a red rectangular border and contains the text "こちらに本文を入力します。".

6 「送信」 ボタンをクリックすると、メールが送信されます。



The screenshot shows the bottom portion of an email composition interface. It includes a "署名" (Signature) field, a "重要度" (Priority) dropdown menu set to "普通" (Normal), and a "文字セット" (Character Set) dropdown menu set to "自動判定" (Automatic). At the bottom, there are two buttons: "送信" (Send) and "プレビュー" (Preview). The "送信" button is highlighted with a red rectangular border.