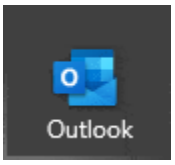
How to Send Email Using Outlook 2021

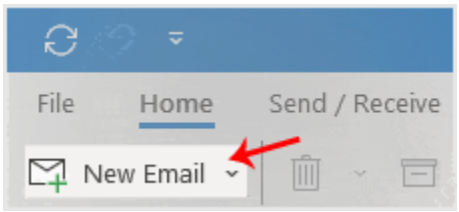
cPanel Control Panel · https://www.aeserver.com/support/how-to-send-email-using-outlook-2021/

You can send emails using Outlook 2021. It is pretty straightforward because you do not need to manually log in to the cPanel webmail. You can directly send an email using Outlook 2021.

1. Open Outlook 2021.

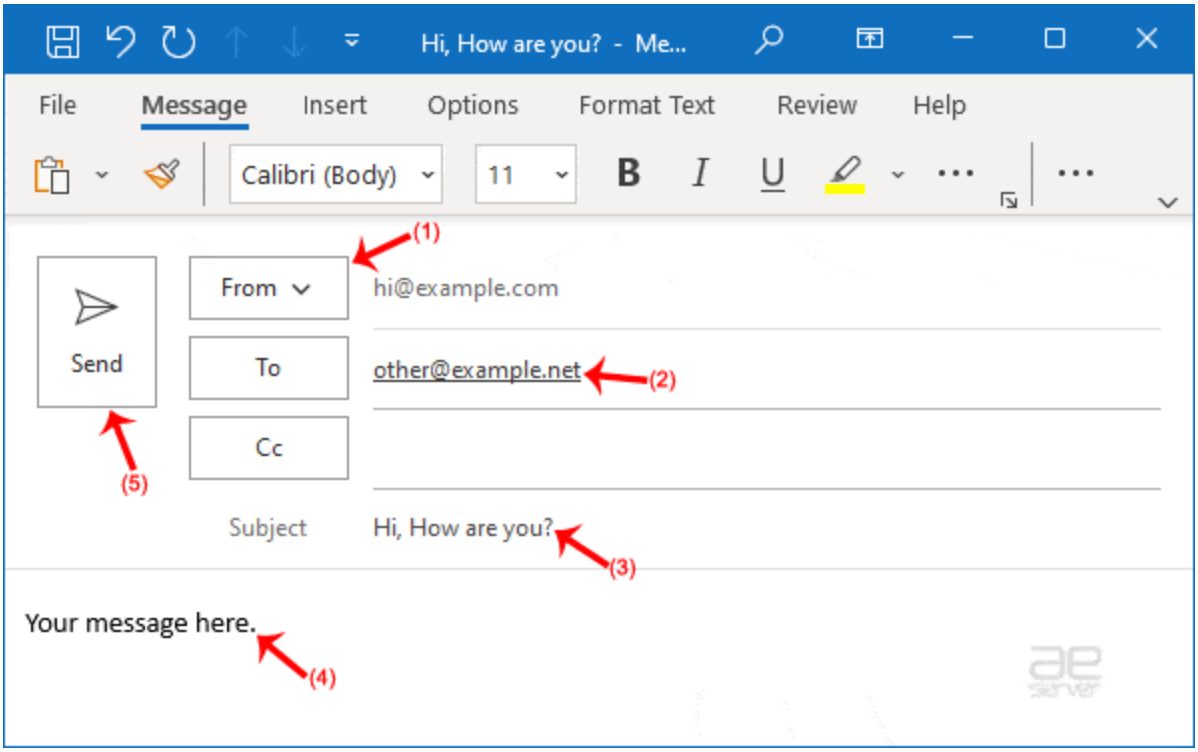


2. Under the **Home** tab, click on **New Email**.



3. A new window will appear. Fill it in with the following details:

- **From:** If you have multiple email accounts, click on **From** and choose the appropriate email account from which you would wish to send your email.
- **To Field**: Enter the email address of the person to whom you want to send the email.
- **Subject Field:** Enter the subject of your email and your message in the message box.



Write your message in the message box and click on **Send**.