

# Send an email

To send an email, click on the 'New email' link from the mail menu.

In the To, Cc and Bcc fields you can enter email addresses in different formats:

**Joe@null.com**

**Joe Bloke** <[joe@null.com](mailto:joe@null.com)>

If you want to send an email to a colleague that has a DeskNow account in your system you can simply input his/her username: **joe**

You can also pick contacts from the address book, by clicking the 'To', 'Cc' or 'Bcc' button.

When you start typing an address or name in the field, DeskNow will search through your contacts and show you a list of contacts whose name or address start with the letters that you have typed.

You can input multiple addresses, and separate them with a comma (,) or semi-colon (;).

All the emails that you send are saved in the 'sent' mail folder.