How to use Microsoft Outlook

A guide on how to get around Outlook and be able use it remotely.

Lesson Objectives and Content

- What is Microsoft Outlook?

- Logging into Office 365

- How to log into Microsoft Outlook

- Download Microsoft Outlook App

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- Getting around Outlook - Mailboxes

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- Adding in Recipients to Emails – CC Section

- Adding in a Subject and the Main Message

- Formatting the Email – The Different Options

- Attaching Work to an Email
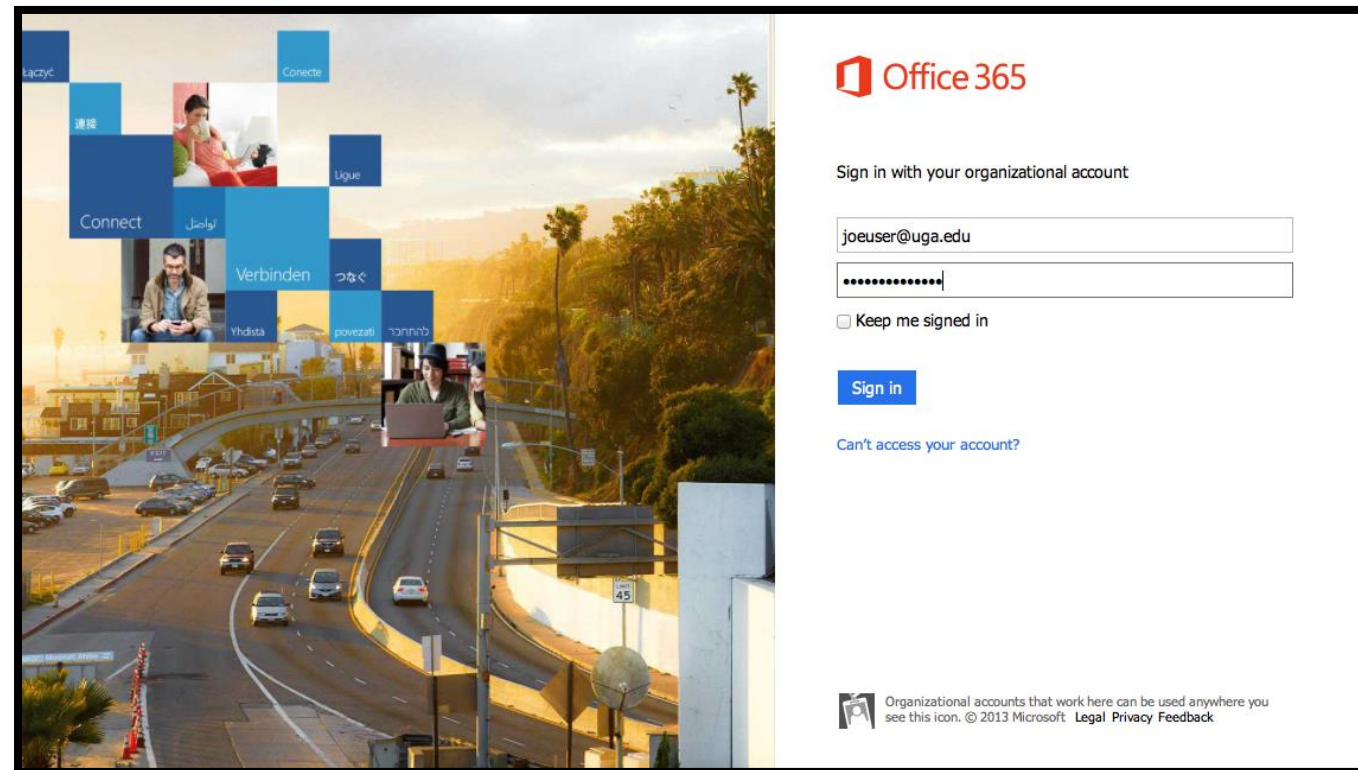
What is Microsoft Outlook?

- Microsoft Outlook is available for all students and teachers at Corsham School using Office 365.

- It allows students to send and receive emails

- It's an important way to keep in contact with teachers, emailing student accounts are blocked.

- Outlook also includes calendars, appointments, tasks, notes and contacts. Attachments can be added to emails.
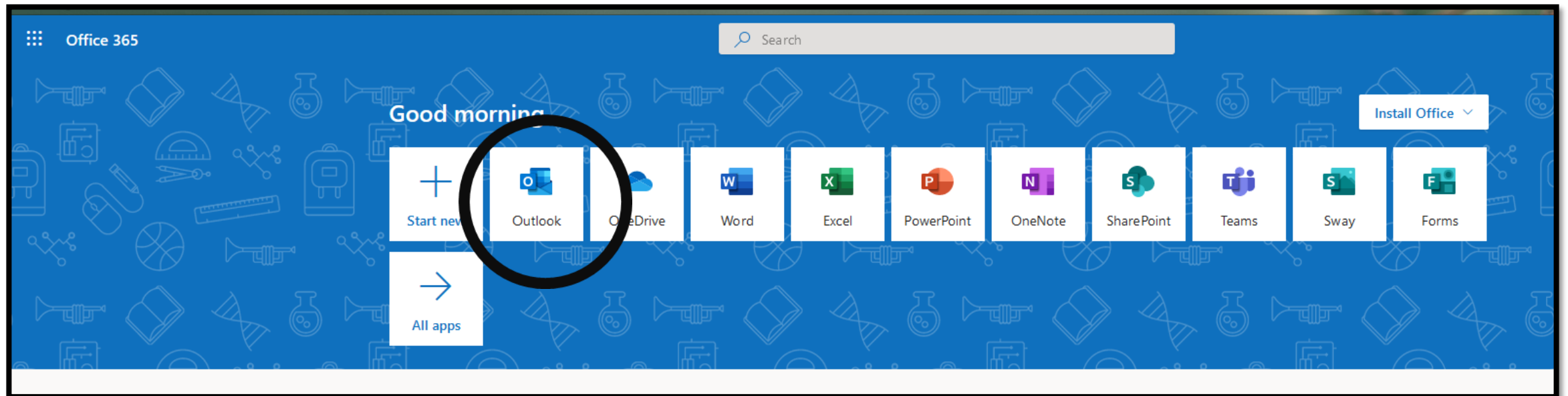
Logging into Office 365 – www.office.com

- On a web browser, go to www.office.com and sign in with your **Corsham School Username and Password**

How to Log into Microsoft Outlook

- On a web browser, go to www.office.com and sign in with your **Corsham School Username and Password**

- Outlook is situated here.

# How to Log into Microsoft Outlook

- Also note, if you wish to download the program to a PC or Mac, use the button highlighted below.

- You can download many of the programs we use at school. Just make sure to use your school username and password for access.
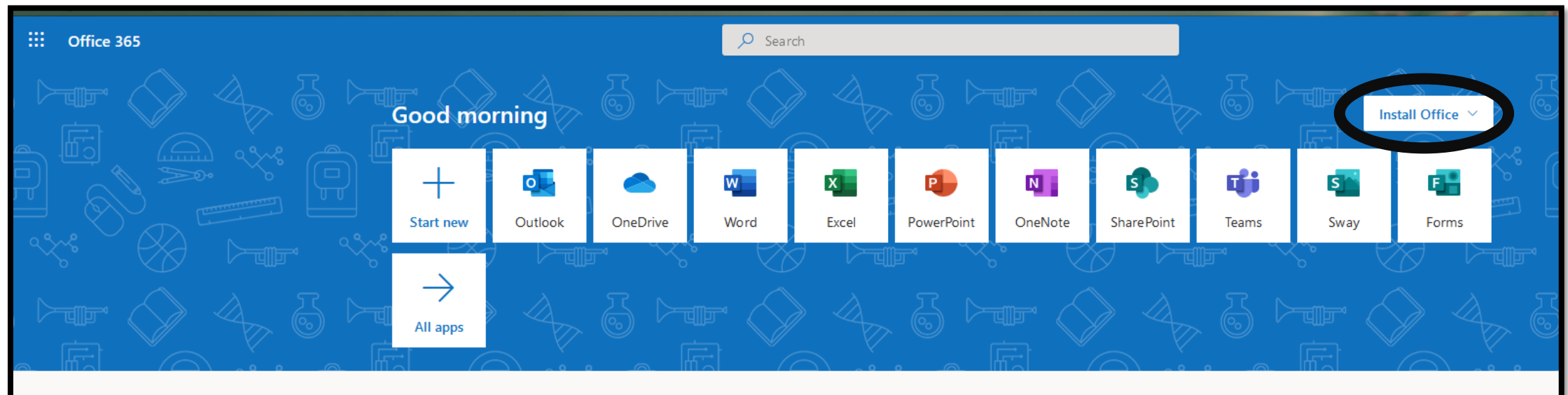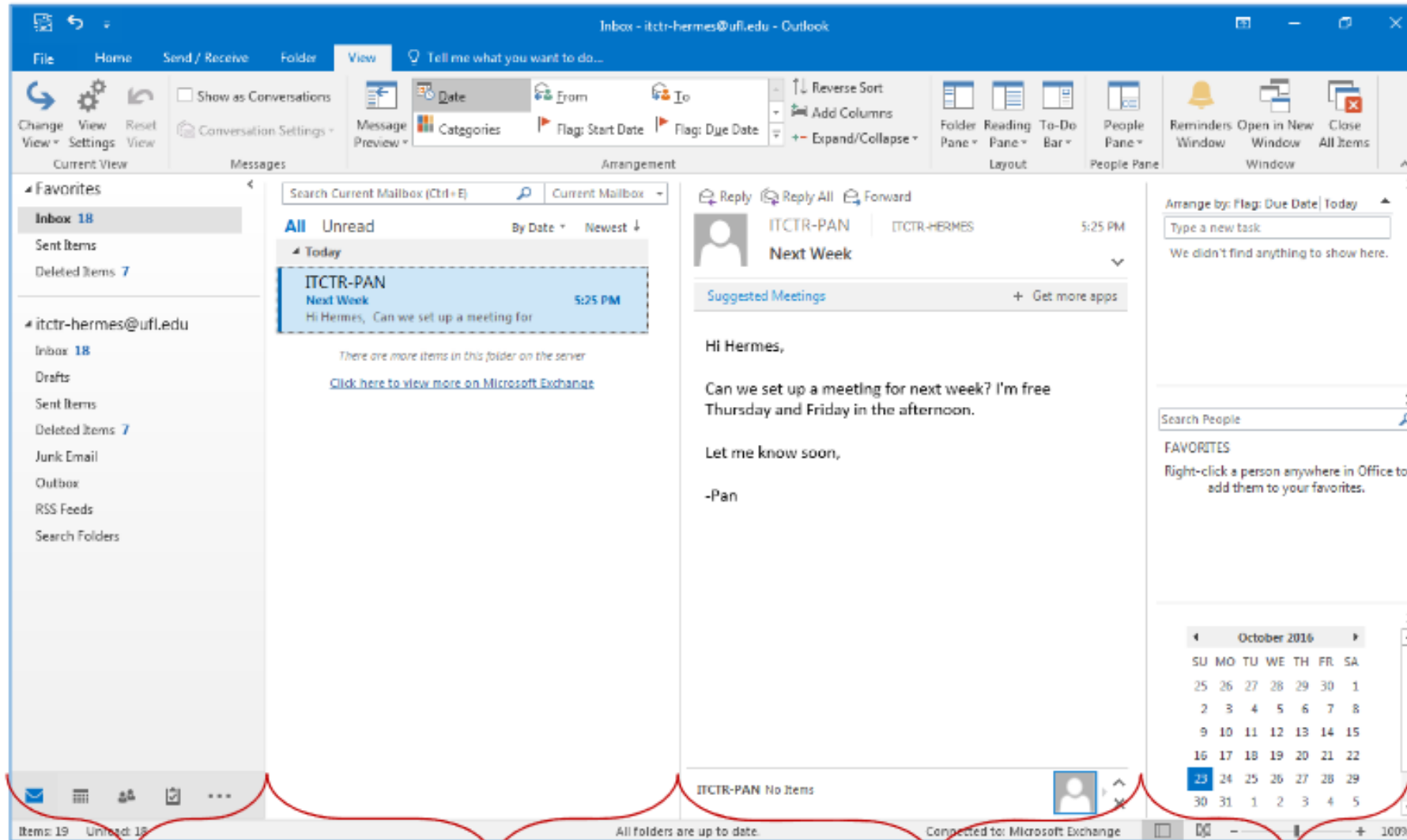
Downloading the Microsoft Outlook App

Go onto your Mobile Phone or Tablet. Go to the Apple App Store or Google Play Store if you have an Android Phone. Download from there.
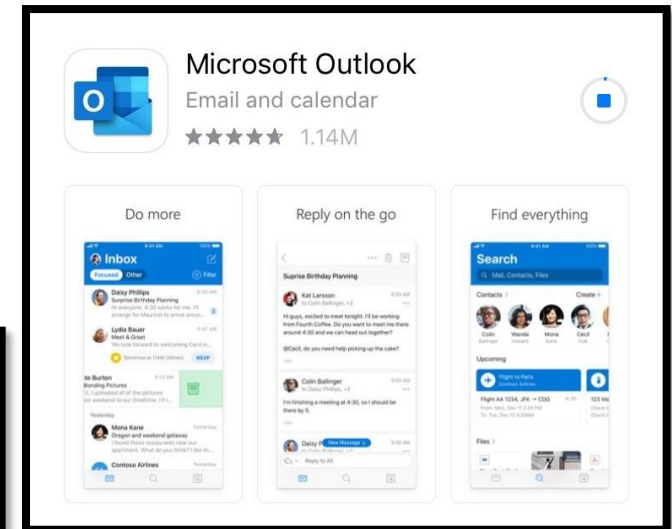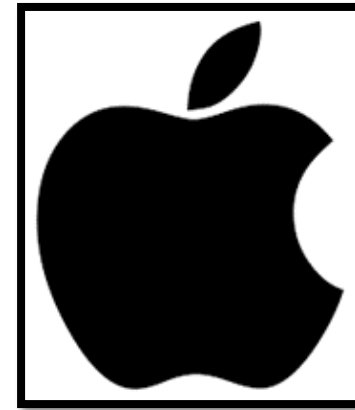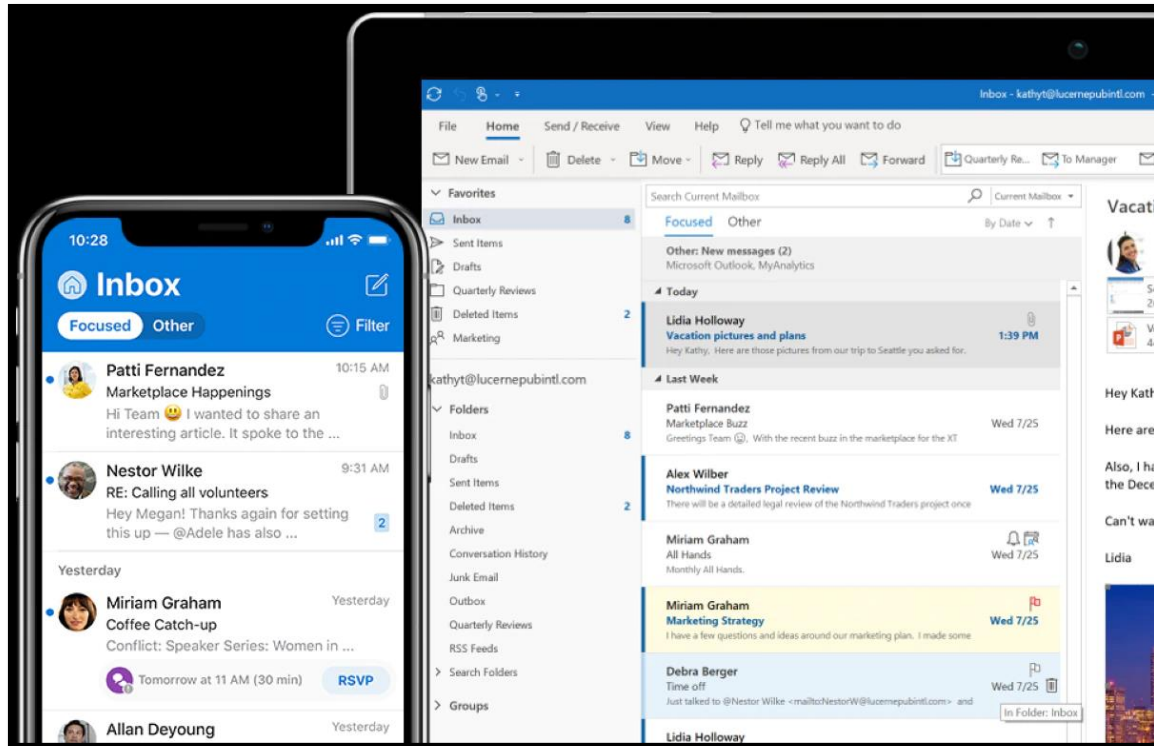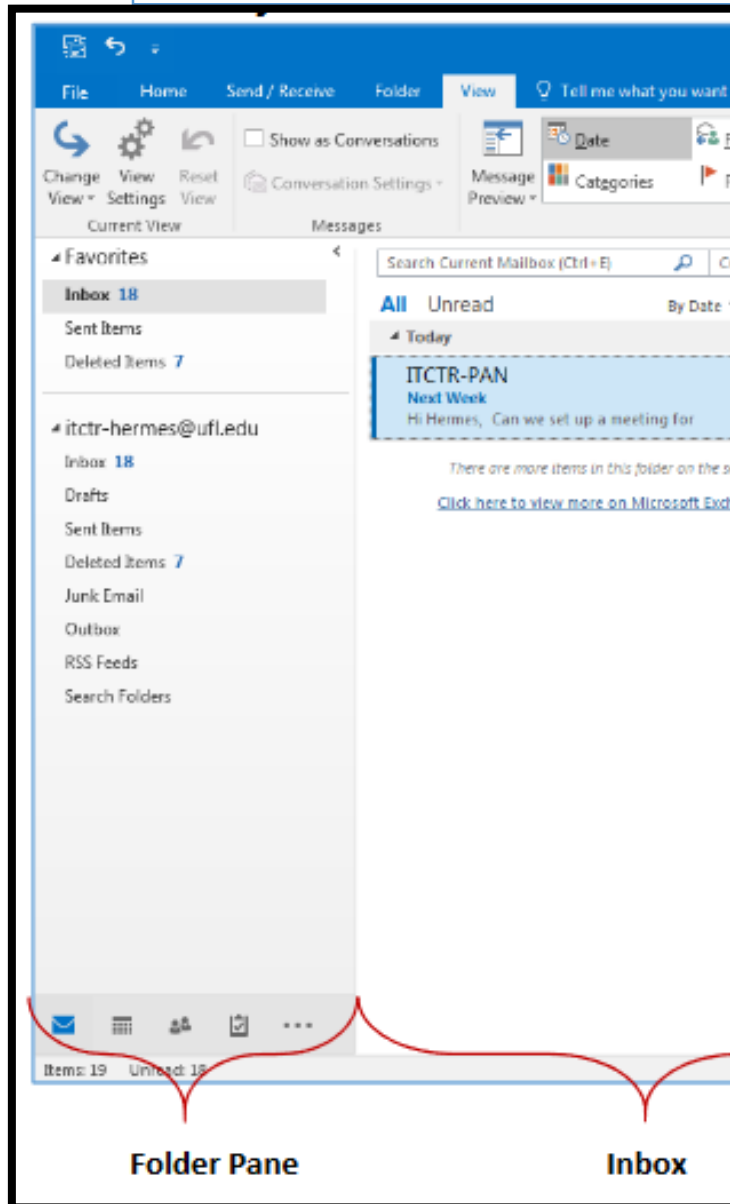
Getting around Outlook - Interface

Folder Pane – This includes all of the boxes where your emails are held

Inbox – This area displays a list of messages in that folder

Reading Pane – Gives you are preview of selected message.

Getting around Outlook – The Mailboxes

Folder Pane   **Inbox**

The different mailboxes in Microsoft Outlook

Inbox - Received emails are stored in this folder, includes unread and read emails which have not been deleted or moved.

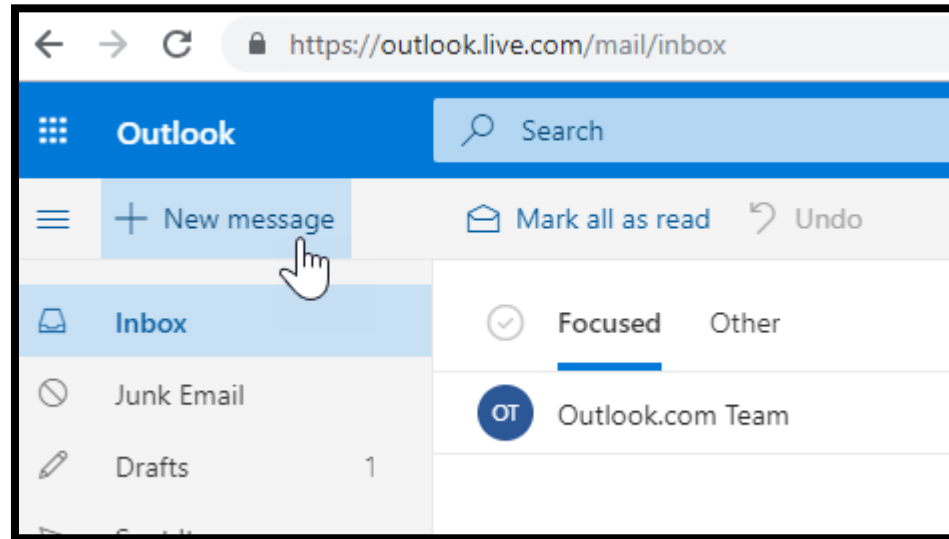**Drafts** – When you save an email without sending it.

Sent Items – Copies of sent emails are saved.

Deleted Items – Items deleted are moved to this folder for later referencing.

Outbox – When you send an email it is first sent to the outbox. Disappears once processed.

Junk Email – Received junk email is automatically sent here.
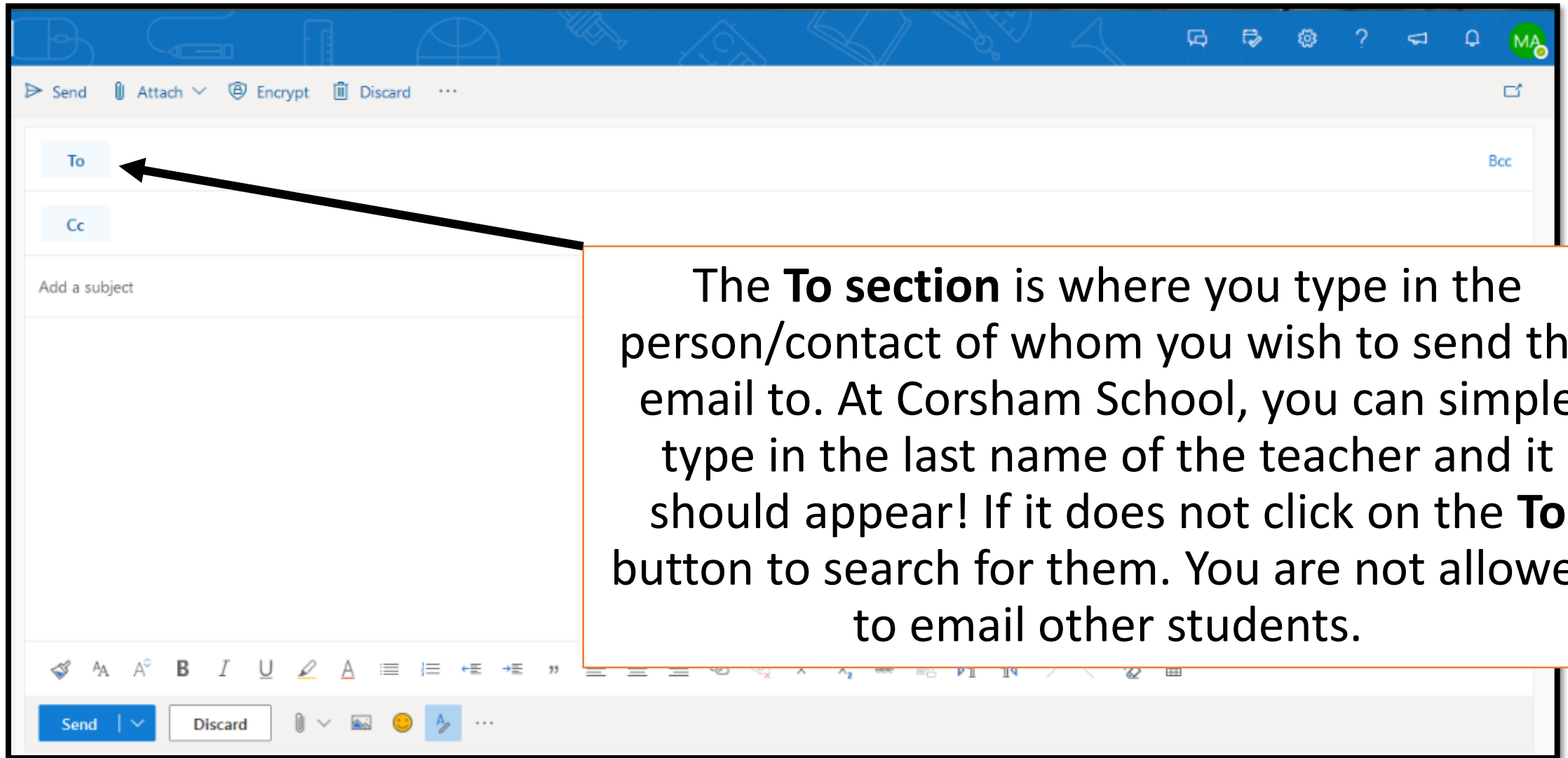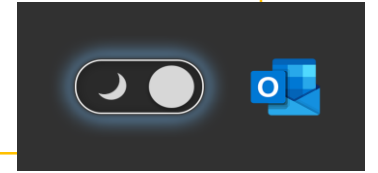
Create New Emails in Outlook

Outlook Online and the app are simpler versions compared to the desktop program. It's easier to create a new email, just click on **New Message**. Located in the top right corner.
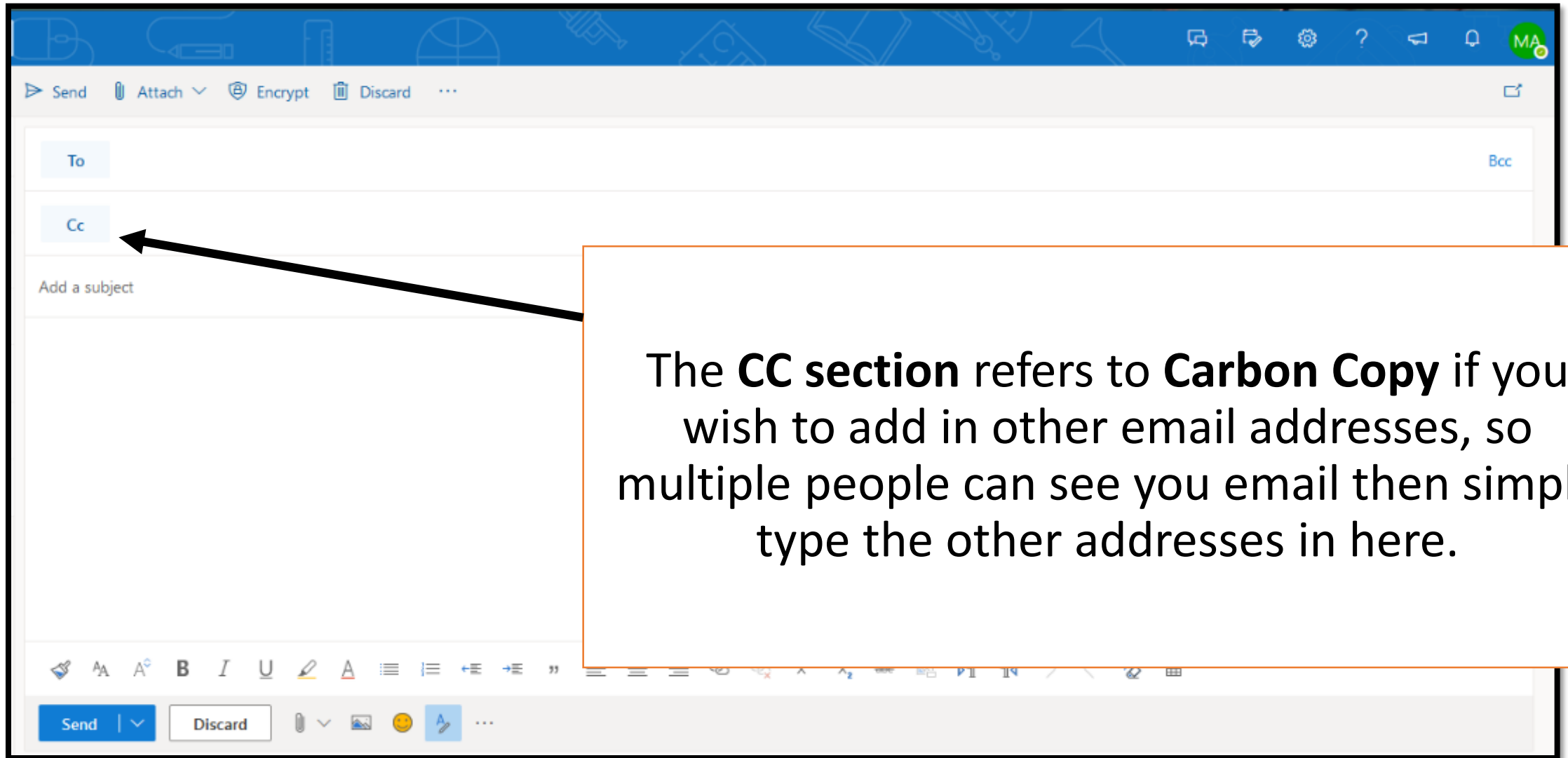
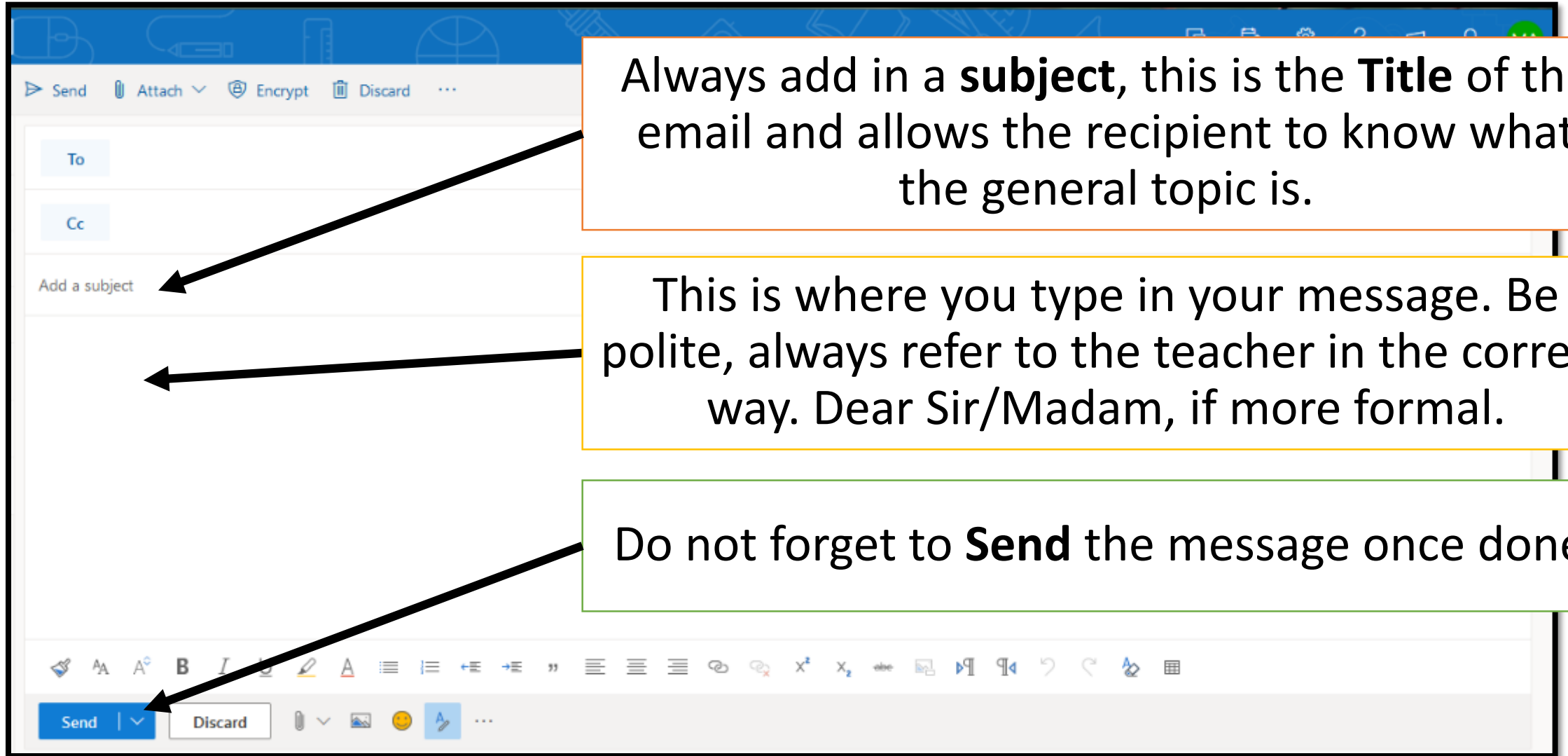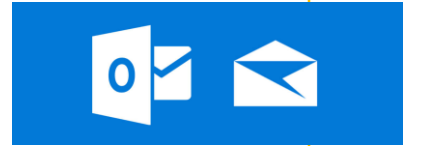# Adding in Recipients to Emails – To Section

The **To section** is where you type in the person/contact of whom you wish to send the email to. At Corsham School, you can simple type in the last name of the teacher and it should appear! If it does not click on the **To** button to search for them. You are not allowed to email other students.

Adding in Recipients to Emails – CC Section

The **CC section** refers to **Carbon Copy** if you wish to add in other email addresses, so multiple people can see you email then simply type the other addresses in here.

Adding in a Subject and the Main Message

Always add in a subject, this is the **Title** of the email and allows the recipient to know what the general topic is.

This is where you type in your message. Be polite, always refer to the teacher in the correct way. Dear Sir/Madam, if more formal.

Do not forget to **Send** the message once done.

Formatting the Email – The Different Options

Notice at the bottom of the email, you have many tools to change the style of the text. **Always** select the text before clicking on the buttons below. Try and change the appearance.

Increase/Decrease the Size of the Text

Bold, Italic and Underline

Colour of the Text

Left, Right or Centre Align the Text

Attaching Work to an Email

If you wish to send some work to a teacher, then you must click on the **Paper Clip** to attach some work.

You can look for your work by **browsing** the Computer or the Cloud

Send   Attach ∨   Encrypt   Discard   ···

To

Cc

Bcc

Add a subject

Suggested attachments

How to use Microsoft Outlook.pptx
Opened 3 minutes ago

How to use Microsoft Teams.pptx
Opened 1 hour ago

Year 12 Tracking...ter Science.xlsx
Opened 2 days ago

Browse this computer

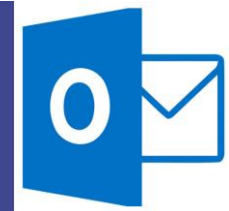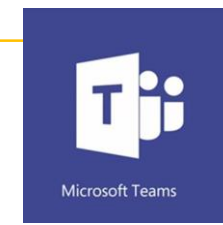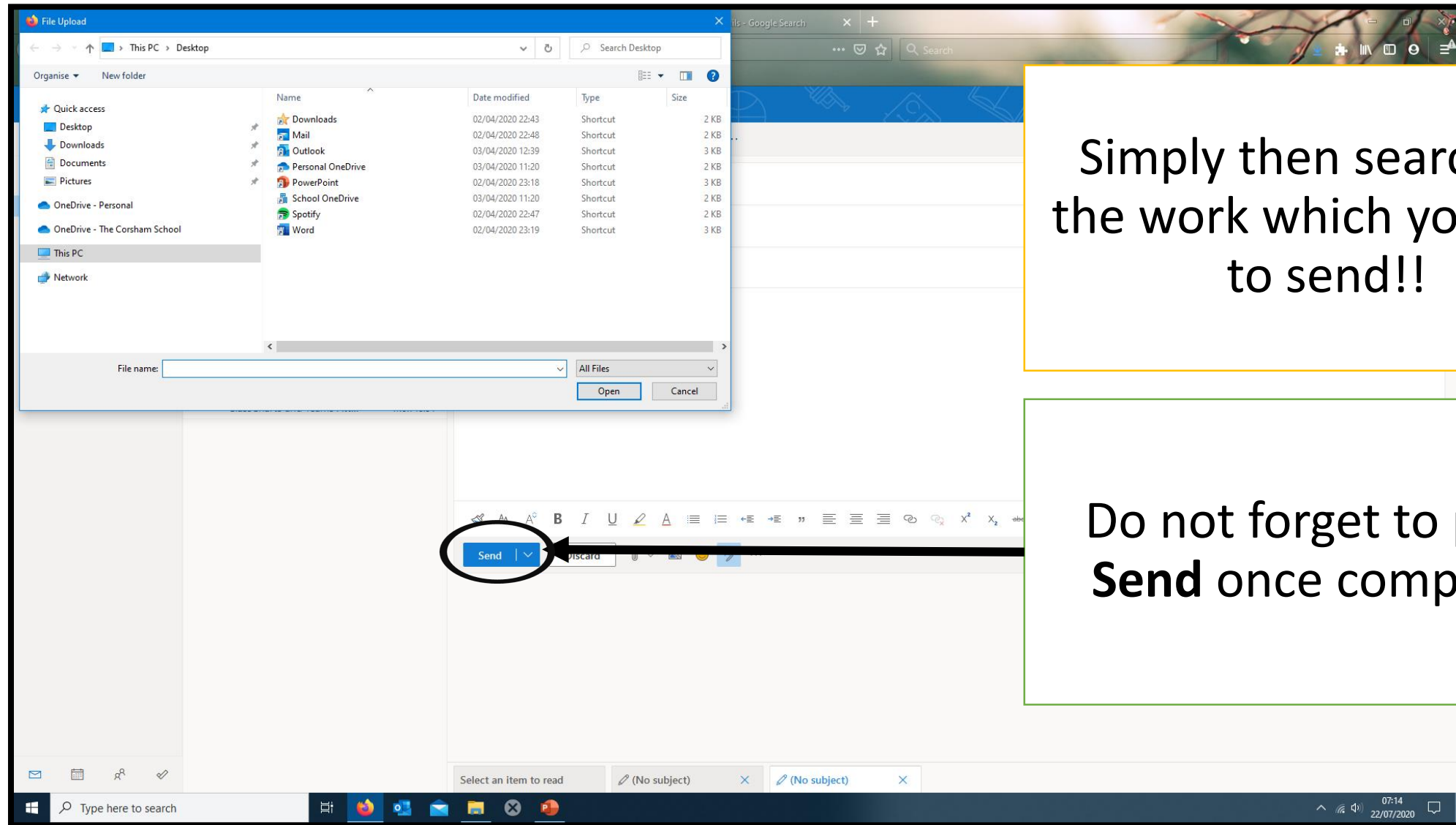Browse cloud locations

Send | ∨   Discard

Send | ∨   Discard

Attaching Work to an Email

Simply then search for the work which you wish to send!!

Do not forget to press **Send** once complete!

Useful Resources

Here is a list of Useful Resources to help you use Microsoft Outlook.

Microsoft Outlook Support - https://support.microsoft.com/en-us/outlook

Outlook Quick Reference - https://www.customguide.com/cheat-sheet/outlook-quick-reference.pdf

Microsoft Tips and Tricks - https://download.microsoft.com/download/E/8/7/E870935A-7A68-4E1F-81CE-4D6AE2F249D2/Outlook-2016-Tips-Tricks.pdf