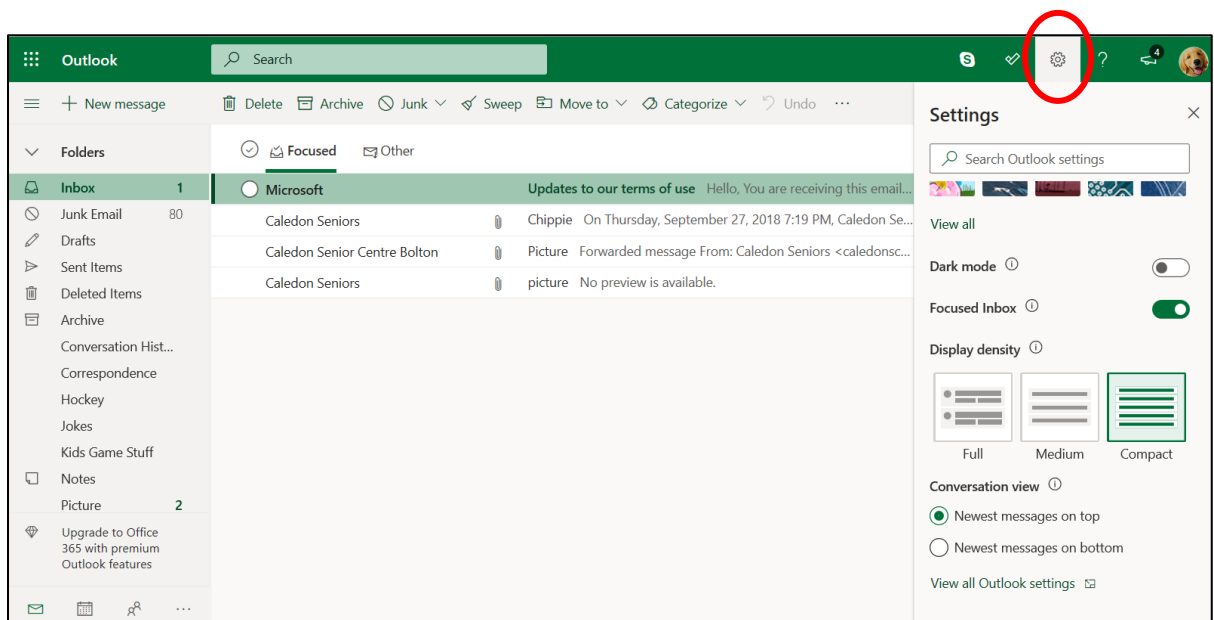


# Email – Outlook

## Your Email Screen

- To set up the display of your email, click the gear cog icon at top right corner
- Dark mode will change the background to black
- Focused inbox – off will give you 1 inbox, on will give you 2 inboxes -focused and other
- You also can choose the display density of the inbox – full, medium, compact
- Choose to have newest messages at the top or bottom of the inbox
- There are 3 ways to set up your reading pane
  - Show reading pane on the right
  - Show reading pane on the bottom
  - Hide reading pane
- Click the circle for each option to see a preview
- Choose which you prefer
  -
- 



- Click the X to get out of the settings screen

## Inbox

- you will see the list of emails
- bolded emails – you have not read yet

## To Open An Email

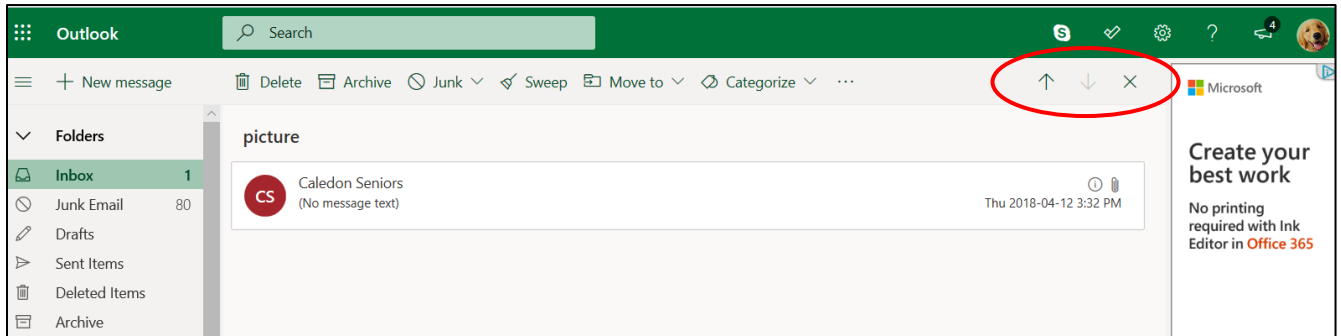
- Click on the name of the person it is from or the subject of the email
- Do not click the circle to the right side of it

## To Delete an Email

- You can delete an email 3 ways
  - From the open email – click Delete at the top of the screen
  - From the inbox – click the circle beside the email(s) then click delete at the top of the screen
  - From the inbox -- Hover mouse over email and click garbage can icon that appears to the left side

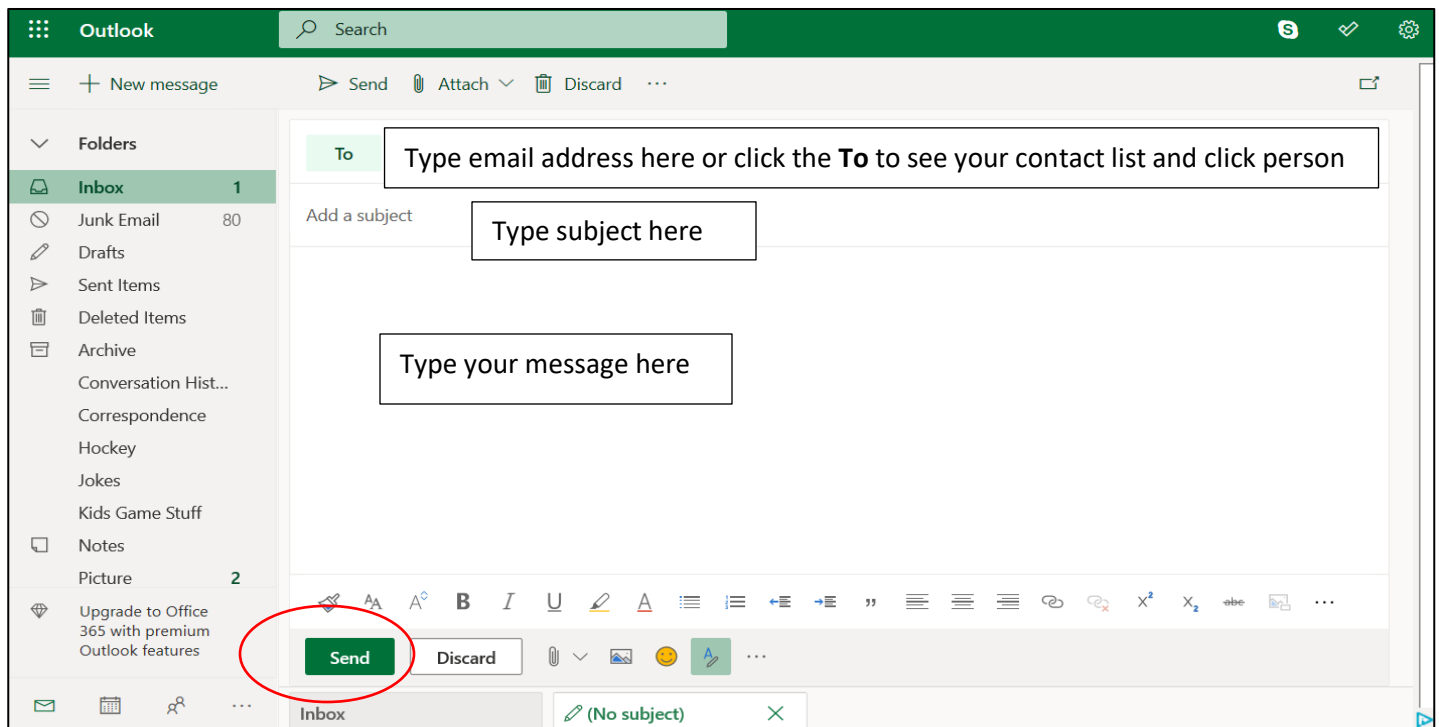
## To Read Another Email

- Depends on the setting you have
  - Reading pane at the right or at the bottom – just click on different email
  - Hide reading pane
    - Click up or down arrow at the top of the screen
    - Click X to take you back to inbox and click on email to read



## How To Write an Email

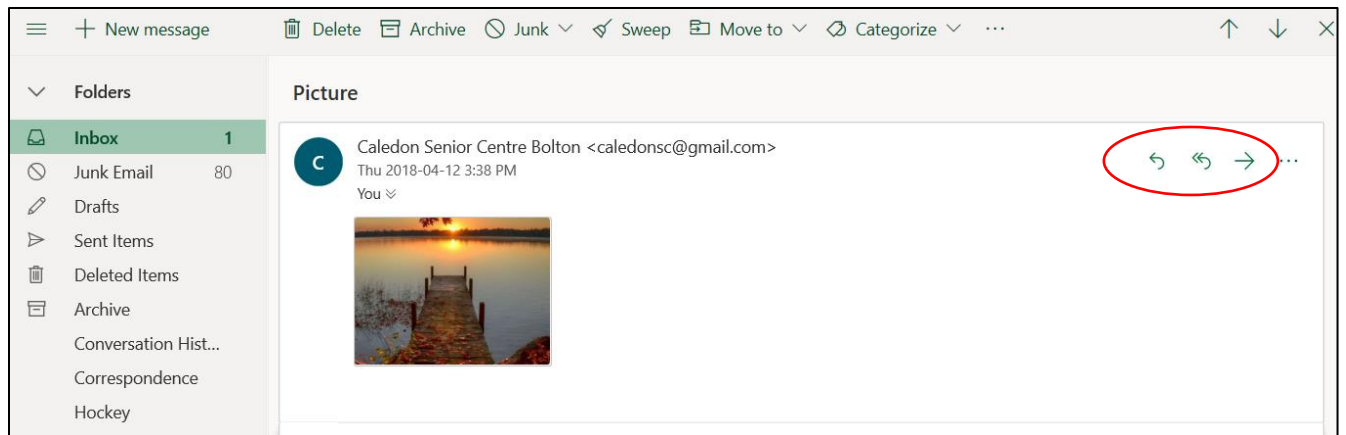
- Click “New Message + “ at the top left of the screen
- You will get a new compose email screen
- Click in each area to get the cursor there



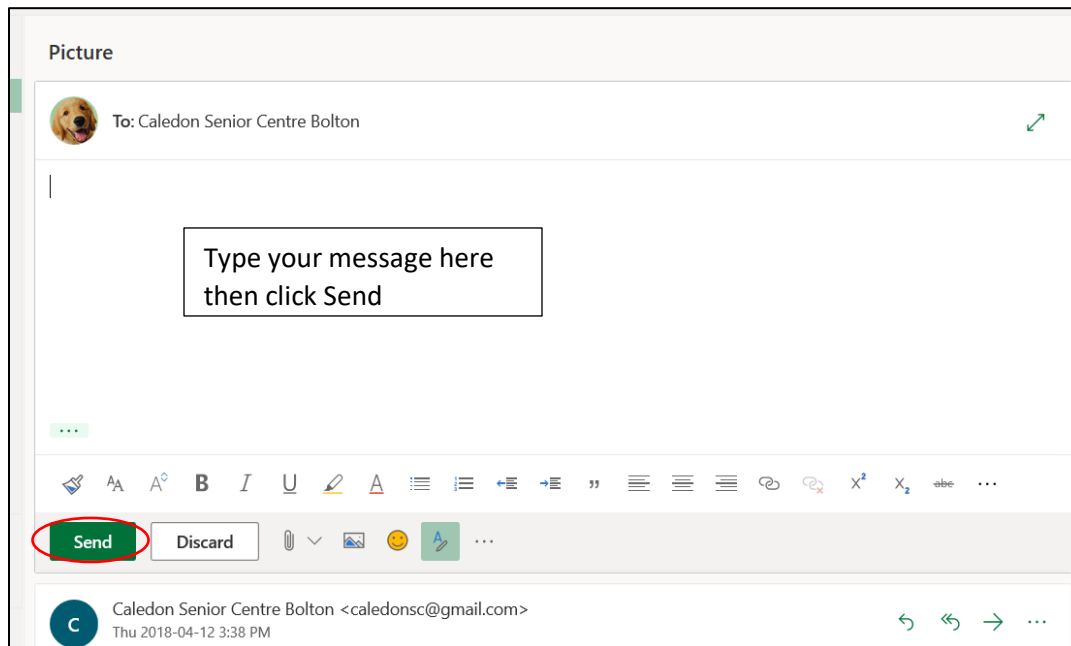
- When done click “Send” at the bottom of the screen

## How To Reply or Reply All To An Email

- Reply is to answer back to a person or email
- Click the single back arrow at the right corner of the email to Reply
- Reply All sends an answer to everyone on the email
- Click the double back arrow at the right corner of the email to Reply All



- You will get a new screen to type your message

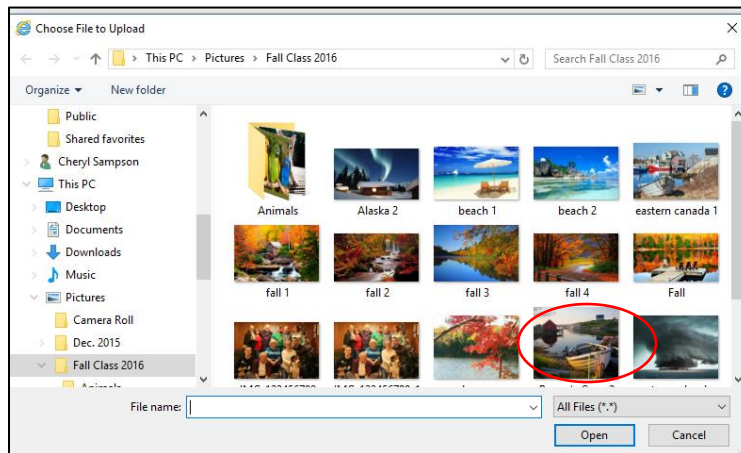


## How To Forward a Message

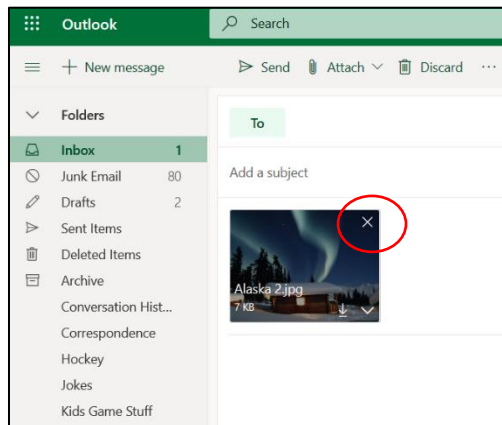
- Forwarding is sending the message to a new person
- Click the straight arrow going to the right
- Click the word "Forward"
- You will get a new screen to put the person's email address (or click the word TO to get your contact list and click on the person you want to send it to)
- Type in a short message
- Click the word "Send" at the bottom of the screen

## How To Attach A Picture or Document to Email

- Write your email message
- Click the paper clip at the bottom of the screen beside the word discard
- Click “Browse this Computer”
- A new window will appear
  - Choose File to Upload screen will appear
  - Find your picture or document you want to attach and click on it
  - Click “Open” at the bottom of the screen
  - How do you want to attach this? Screen appears
  - Choose as a copy

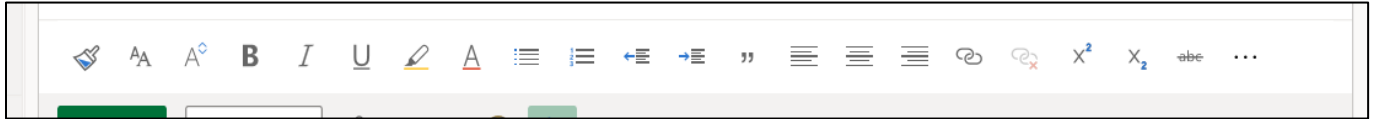



- You will arrive back to your message screen
- You will see a thumbnail (small picture) of your attachment
- Click “Send” at the bottom left corner of the screen
- If you change your mind or chose the wrong file, to delete it point the cursor at the picture or document and click the X at the top corner of attachment




## Format Your Email Message

- You can change the size of the text, bold, change to italic and change the colour of the text
- These are at the bottom of the compose email screen




 A: Click to change the font type

 A Change the font size


**B:** click to make letters bold

*I:* click to make letters italic


U: click to underline font

 Click at highlight font

 A Click to change colour of font

 Click to add bullets (shapes or numbers)

 Click to add indents

 Click to change alignment – centre text, align to the left or right margin