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

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	Outlook features		View all Outlook settings

• Click the X to get out of the settings screen

<u>Inbox</u>

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

<u>To Open An Email</u>

- 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

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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 curser there

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• 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

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You will get a new screen to type your message

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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
 - o 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

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- 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 curser 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

AA: 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
\equiv Click to add bullets (shapes or numbers)
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E E Click to change alignment – centre text, align to the left or right margin