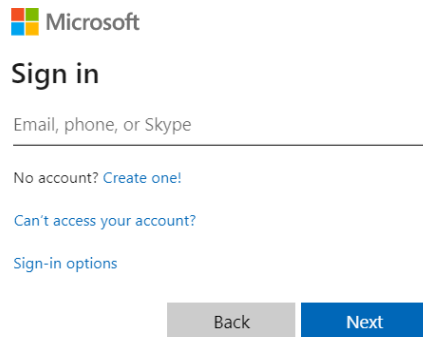


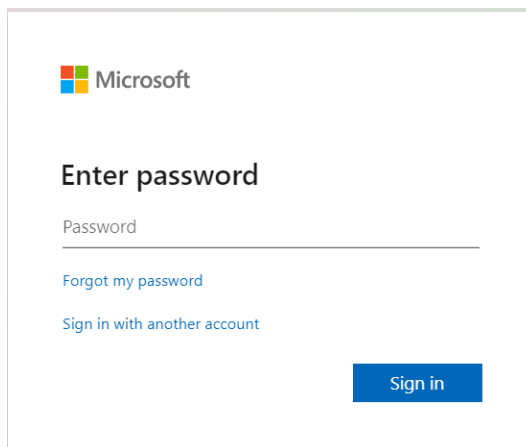
Logging into MS Office 365 to access Email

1. In your browser, select the following URL: portal.office.com.
2. Enter your Office 365 Education Account and then Select "Next".



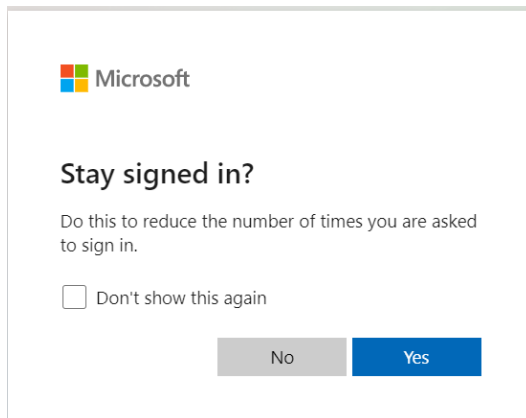
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your "Password" and select "Sign In".



The screenshot shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is the heading "Enter password". There is a text input field labeled "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue "Sign in" button.

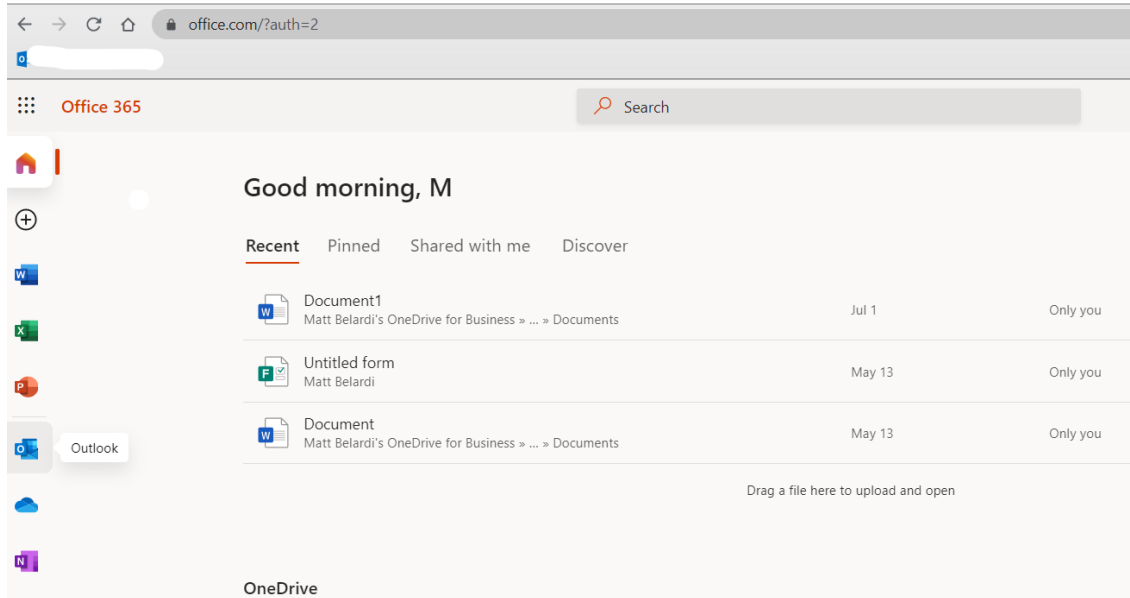
4. Optional: Office 365 connects you to multiple applications, so it would be preferable to select "Yes".



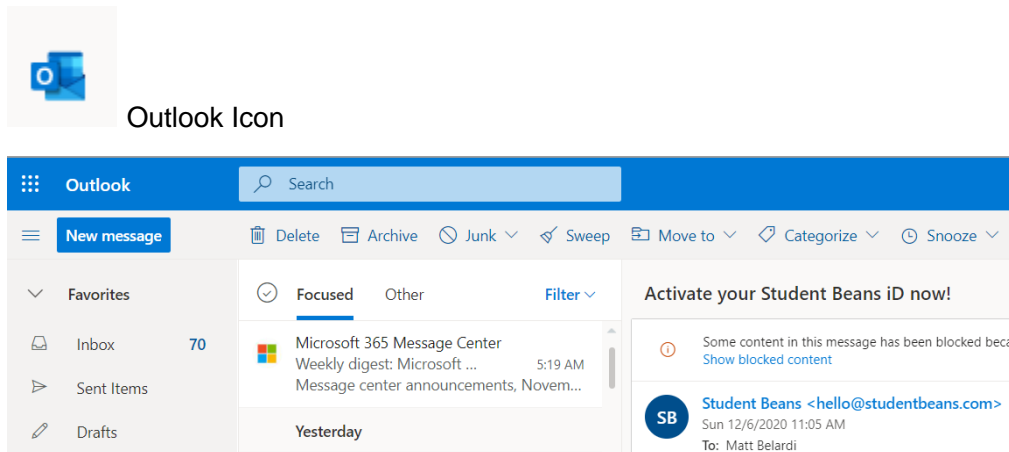
The screenshot shows the Microsoft "Stay signed in?" screen. At the top left is the Microsoft logo. Below it is the heading "Stay signed in?". There is a paragraph of text: "Do this to reduce the number of times you are asked to sign in." Below the text is a checkbox labeled "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.

Accessing Outlook Email and Calendar from Office 365

When logging into your Office 365 Account using portal.office.com, for the first screen all you will see is your Manage Application Dashboard. If you would like to access outlook directly and not through the dashboard then select, <https://outlook.office.com/>.



Select the Outlook Application Icon on the left side of the applications icon.



This will bring directly to your Office 365 Outlook Email. From here you will be able to browse your inbox for email and create new messages.

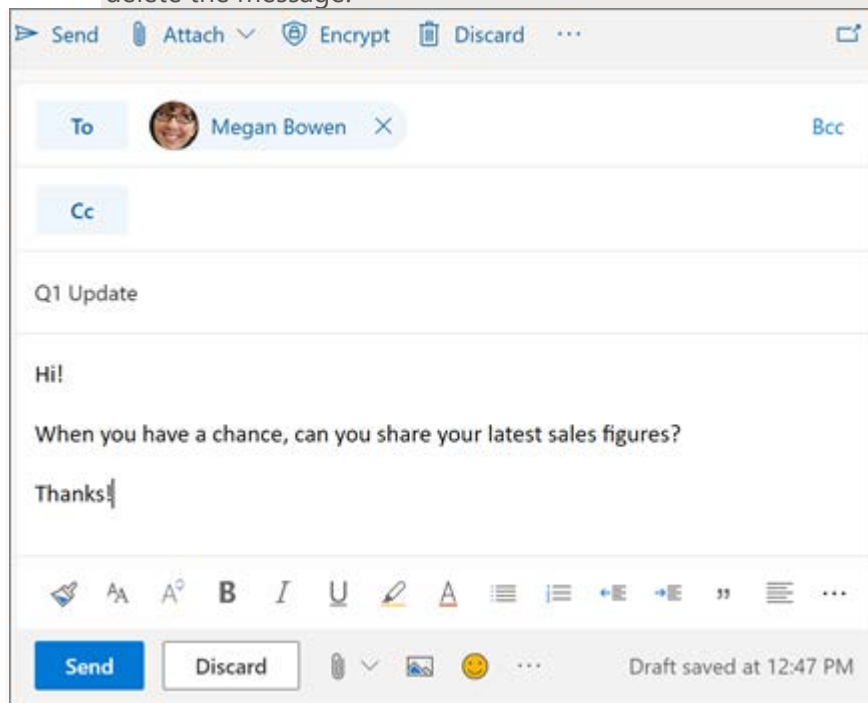
Create and send email in Outlook on the web

Creating and sending email is the foundation of any email app and Outlook on the web lets you stay connected on any device, wherever you are. As you switch from Gmail to Outlook, there are a few differences you'll want to be aware of, such as Outlook's **Focused Inbox** or how you share files using OneDrive. Read below to learn more.

Compose an email

1. Select **New message**.
2. Add recipients, a subject, and type your message.
3. If you want to send a file, select **Attach**.
4. Select **Send**.

Note: Your email draft is saved automatically as you work on it. Select **Discard** if you want to delete the message.



Read email




- Unread messages are **bold**. Select a message and it appears in the reading pane.
- With **Focused Inbox**, Outlook sorts messages into **Focused** and **Other** tabs to keep you focused on what matters most.

Note: You can let Outlook know if you want messages in **Focused** or **Other**. To turn **Focused Inbox** off, select **Settings** and select the toggle next to **Focused Inbox**. [Learn more about Focused Inbox for Outlook.](#)

- Your messages are grouped in **Conversation view**. This keeps the original email and all replies together. In **Settings**, you can view **Newest messages on top**, **Newest messages on bottom**, or turn conversation view **Off**.

The screenshot shows the Outlook interface. At the top, there are tabs for 'Focused' and 'Other' (with a '1' notification badge), and a 'Filter' dropdown. Below the tabs, the 'Other' section is active, showing 'New conversations' for 'MyAnalytics'. A message from Megan Bowen is highlighted, with the subject 'Customer Prelaunch E...' and the date 'Tue 5/14'. Below this, a calendar view shows 'April' and a specific event for 'Megan Bowen' on '4/19/2019' titled 'Tailspin workshop'. The bottom part of the screenshot shows the details of an email from Megan Bowen to Irvin Sayers, dated 'Tue 5/14/2019 12:36 PM'. The email content includes an 'Accepted: Customer Prelaunch Event: The Device Bar' notification, the event details 'Wed 5/15/2019 10:30 AM - 11:00 AM' for a 'Microsoft Teams Meeting', and a confirmation that 'Megan Bowen has accepted this event'. At the bottom, Irvin Sayers' reply is visible, dated 'Tue 5/14/2019 12:35 PM', with the text 'Don't forward this invitation. Go to Microsoft Teams to invite additional people. ...'

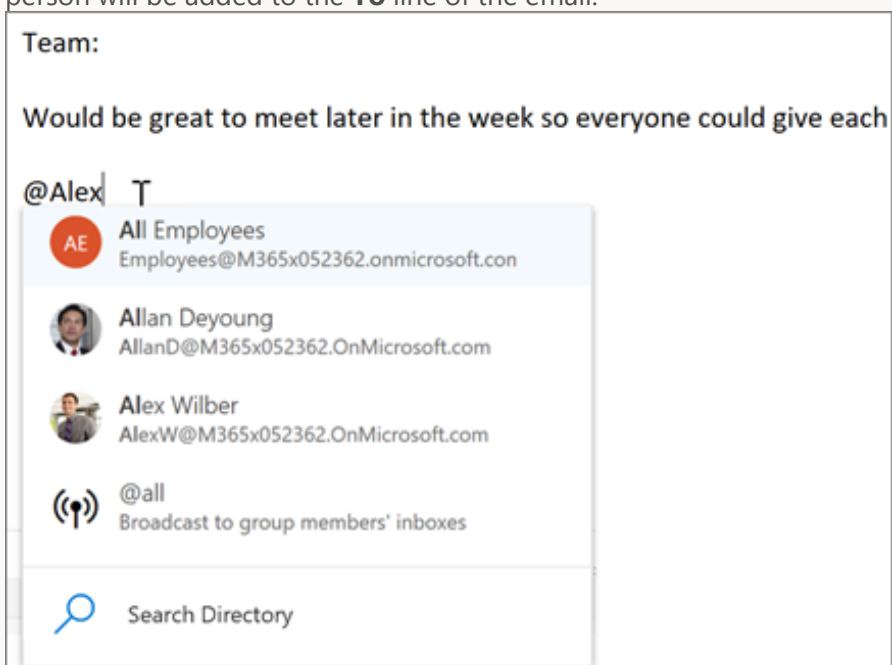
Reply to email

1. Select the email or thread you want to respond to.
2. Within the reading pane, select **Reply** , **Reply All** , or **Forward**  .
3. Type your response and select **Send**.




Get someone's attention with an @mention

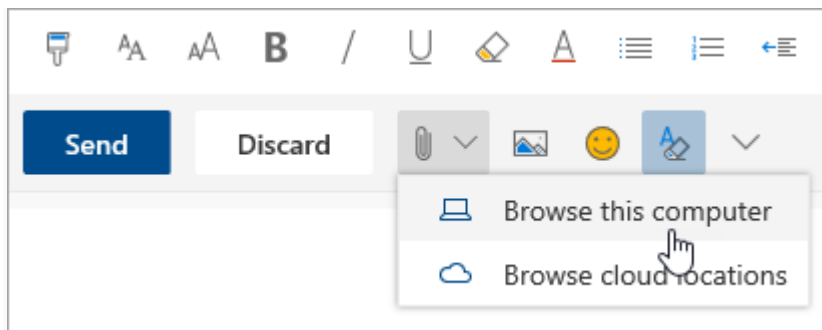
1. In the body of an email, type the @ symbol and the first few letters of someone's name.
2. Select one of the suggestions Outlook gives you. The name will be highlighted and that person will be added to the **To** line of the email.



Share a file as an attachment

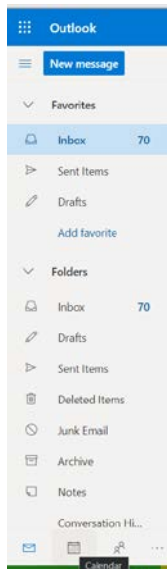
Outlook gives you the option to attach files from your computer or your cloud locations like OneDrive and SharePoint.

1. Select **Attach** .
2. Choose a **Suggested attachment**, **Browse your computer**, or **Browse cloud locations**.
3. Select the file you want to share.
4. If you choose a file from a cloud location, select **Share as OneDrive link** or **Attach as a copy**.



How to use Outlook 365 Calendar

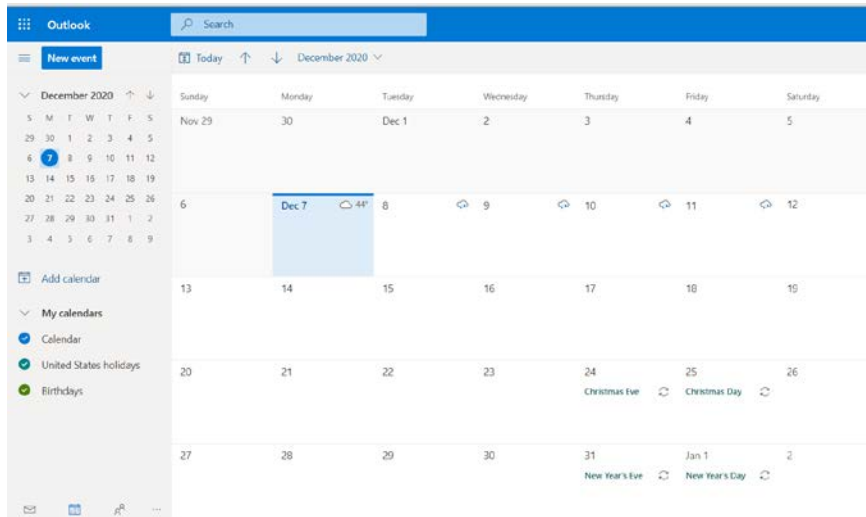
Your Outlook Calendar is integrated with Outlook Email.



Select the Calendar Icon at the bottom left of your screen.



This screen allows you to create calendar events and add other calendars to outlook.



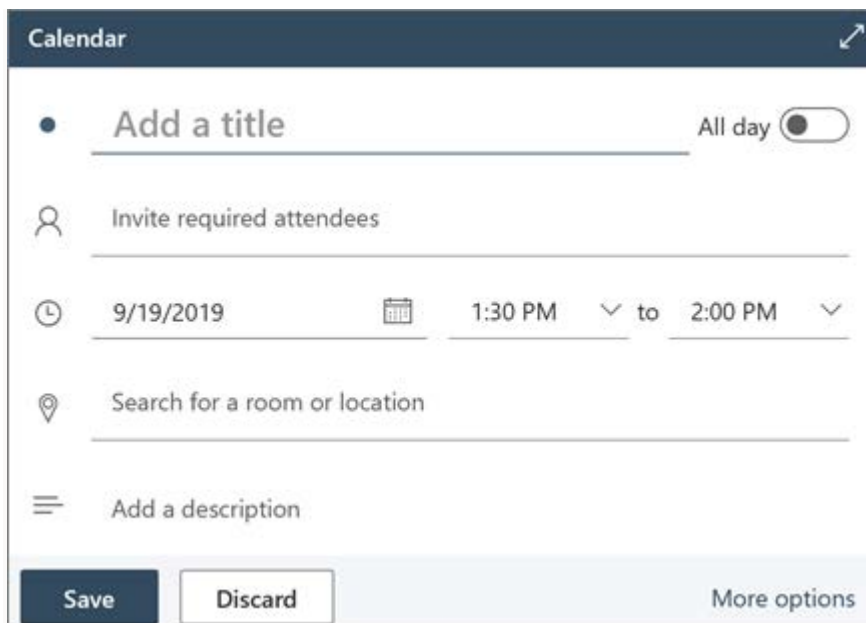
Create an appointment

1. Select **New event**.

If you select a time on the calendar, use **Quick compose** to add a few details and schedule the appointment. Or, select **More options** to add more details.


2. Add details, like a title, date and time, a description, and how you want the meeting to **Show as**.
3. Select **Save**.



Note: Any event can become a meeting if you **Invite attendees**.





Calendar

● Add a title All day

 Invite required attendees

 9/19/2019  1:30 PM ∨ to 2:00 PM ∨

 Search for a room or location

 Add a description

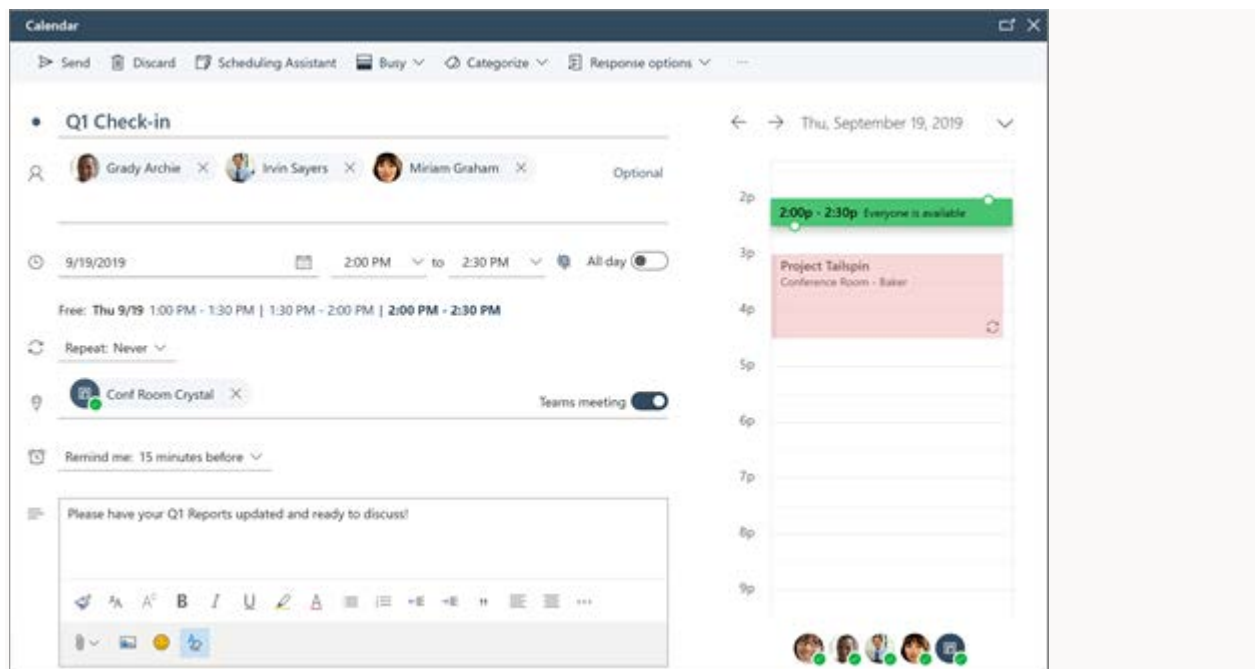
Save **Discard** More options

Schedule a meeting

1. Select **New event**.

Note: If you select a time on the calendar, use **Quick compose** to add a few details and schedule the appointment. Or, select **More options** to add more details.

2. Add a title and description.
3. Invite attendees.
4. Use the calendar in the right pane, choose a **Suggested free time**, or use **Scheduling Assistant** to find a time that works for everyone.
5. Choose a room from the **Suggested locations** or select **Browse more rooms** to search for a location.
6. Select **Teams meeting** if you want to make it an online meeting or add the ability to call in if they can't attend in-person.
7. Select **Save**.



Create a recurring appointment or meeting


1. Select **New event**.
2. Add the details of your appointment or meeting.
3. Select **Repeat** and choose an option. Choose **Custom** for more specific options.


4. Select **Save**.

To make an existing event recurring:

1. Select an event.
2. Select **Edit**.
3. Select **Repeat** and choose an option. Choose **Custom** for more specific options.
4. Select **Save**.

Repeat ✕

Start 9/19/2019 

 Repeat every 1 week

S M T W **T** F S

Occurs every Thursday until
Mar 12, 2020 [Remove end date](#)