

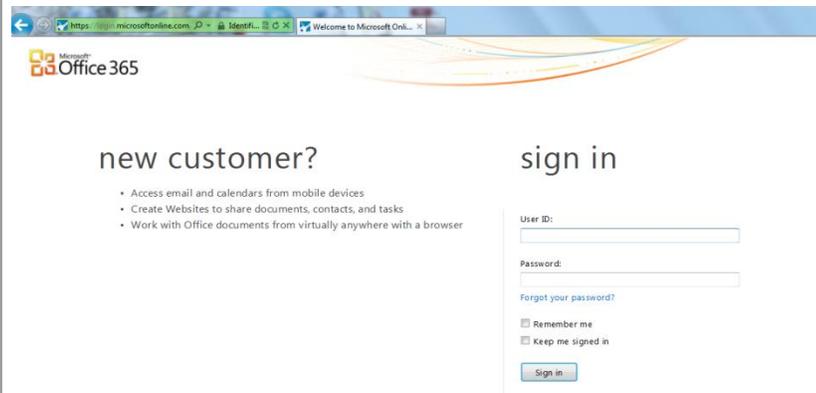
Intro to Office 365 E-Mail

What to do:

Screenshots:

Launch Internet Explorer and go to:

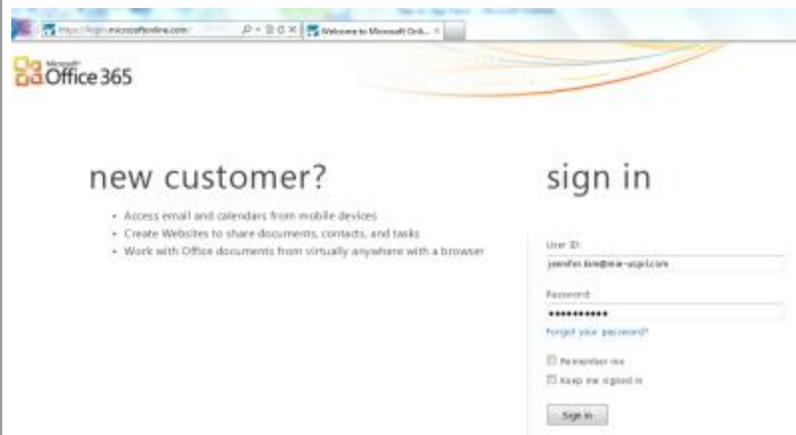
<https://login.microsoftonline.com>



Each participant then logs on with their credentials:

first.last@newport.kyschools.us

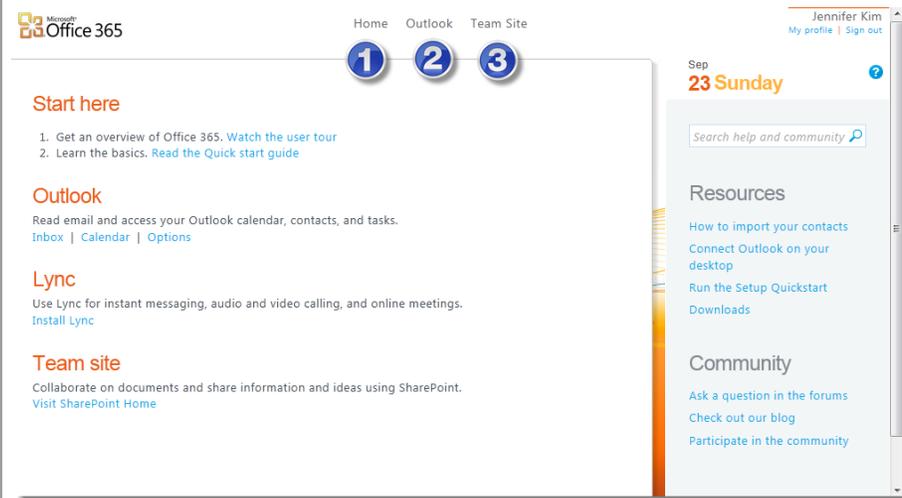
and the (temporary) password they have created.



This is the Office365 Portal
Notice the 3 areas at the top.

We will spend time in:

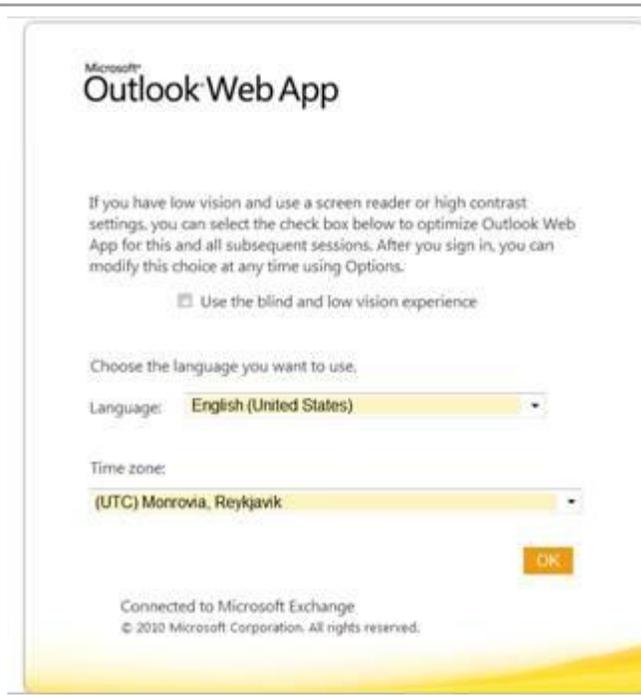
1. Home,
2. Outlook, and
3. Team Site screens next.



Let's click on **Home** first. You will see this screen next. Participants need to make sure their language is chosen and then select their time zone.

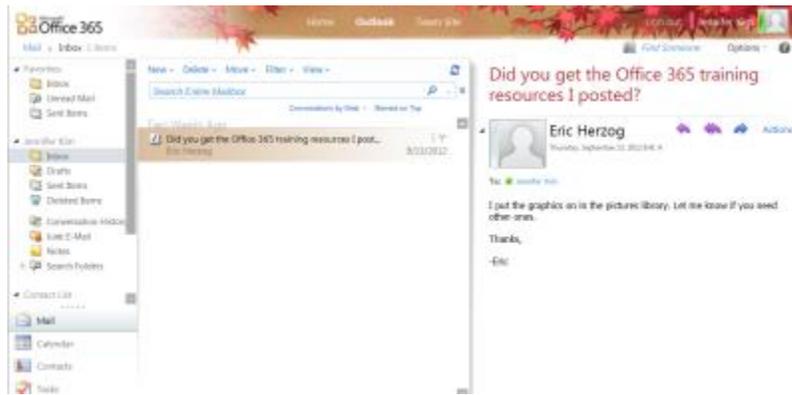
Click OK.

[Trainer Note: If the account has been setup and configured for the user by their IT Department or prior to training this screen will not show.]



Click on **Outlook**. This is the email client.

We will come back later and spend time with the tools and features of this page.



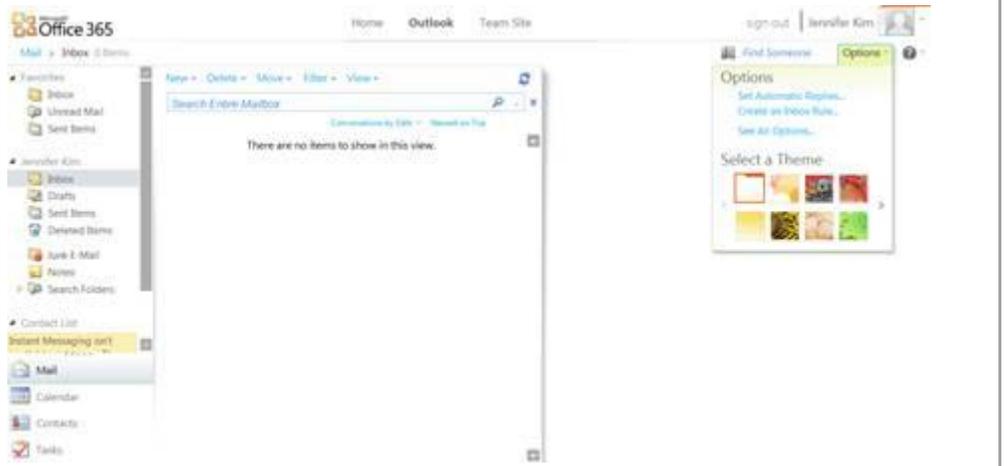
Now let's go to **My profile** located right under your login name. **We want to add your photo here so it appears throughout Office 365.** Select photo and then **Browse** for your photo, open and upload.
(Your photo must be 100kb or less in file size.)



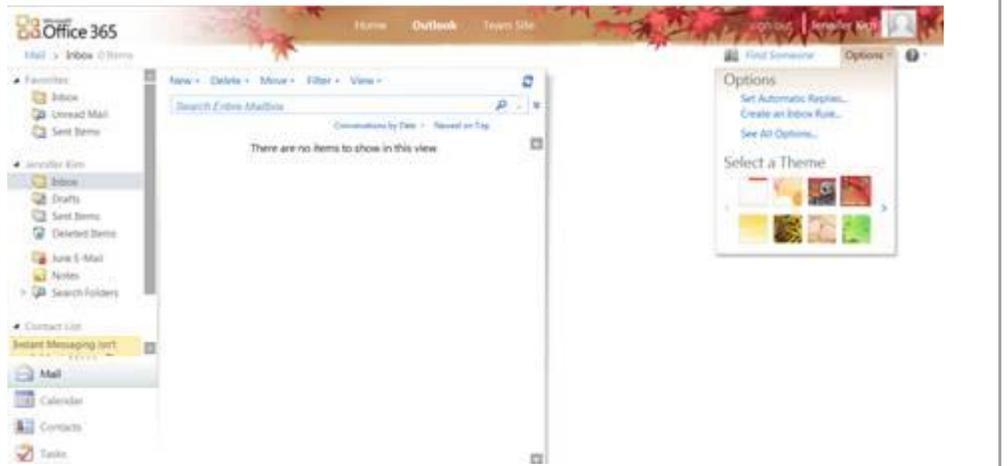
Your picture should now appear in your profile. Remember you can change your profile picture and other information located here at any time.



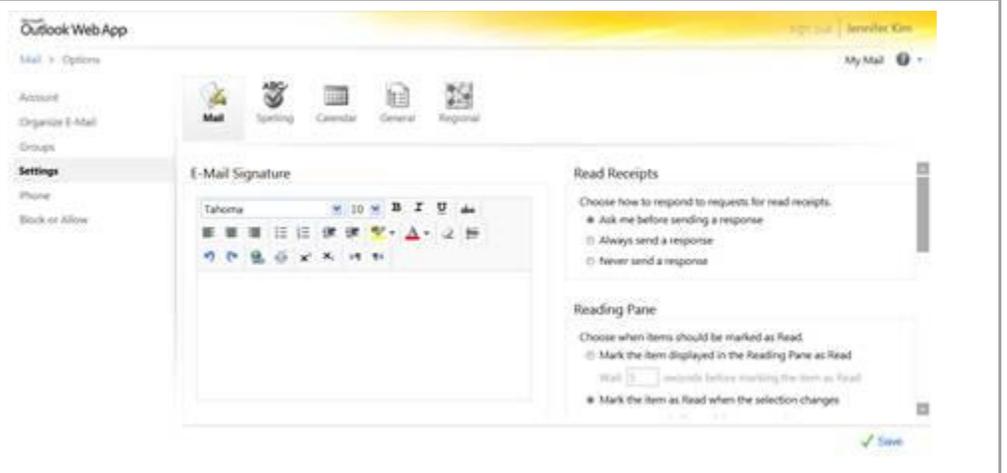
Click back to **Outlook**, then select **Options** for some personalization. You may wish to select a theme. Notice the difference in looks from this screen shot to the next.



By clicking on **See All Options**, a new window appears with many options for tailoring the look and feel to your personal preferences.



This is a great time to set your e-mail signature.

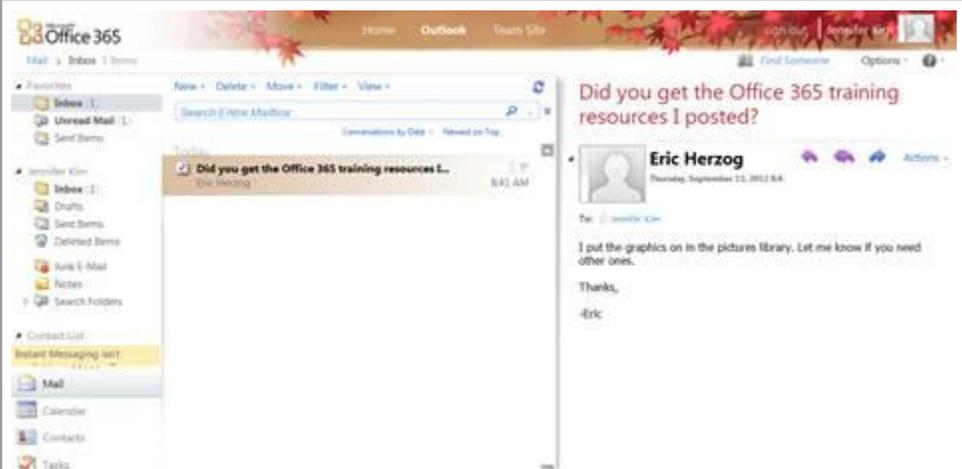


Now, click on **Mail** or your back button.

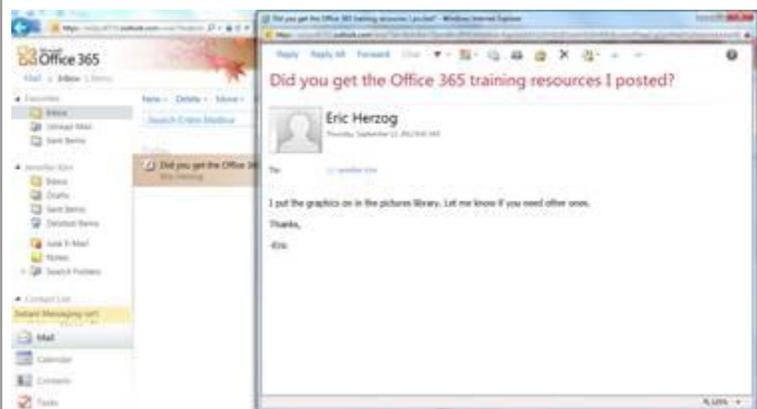
If you use Outlook, and if you have ever used the **Outlook Web Application** or **OWA**, this interface should look very familiar.

To Do Task:

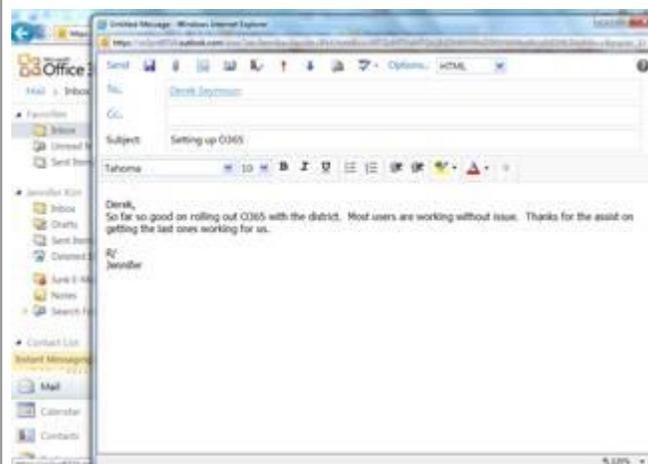
Practice with sending an email to the person next to you about one feature you have seen that you will definitely use.



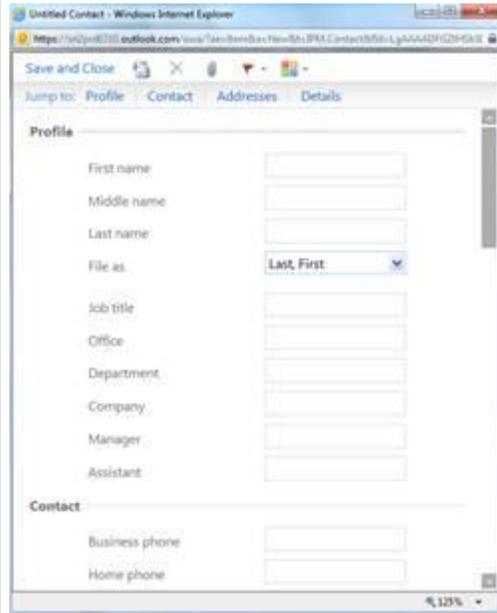
Use **double click** to open the message up to a new, larger window.



Click on **To** add contacts from the address book or contact list without having to type them in by hand.

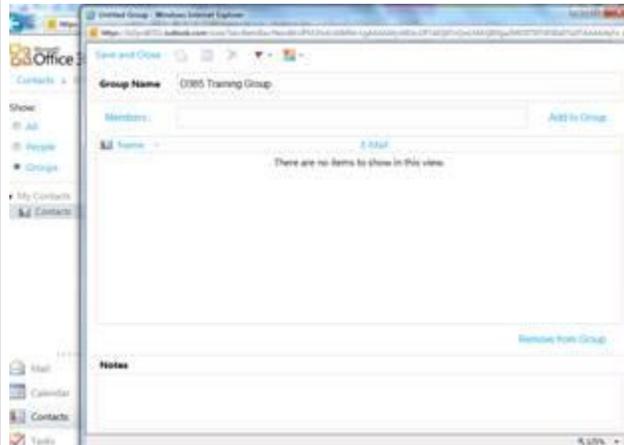


Click on **Contacts** from the Outlook Menu and give them time to add at least 1 outside contact from their personal or school email.

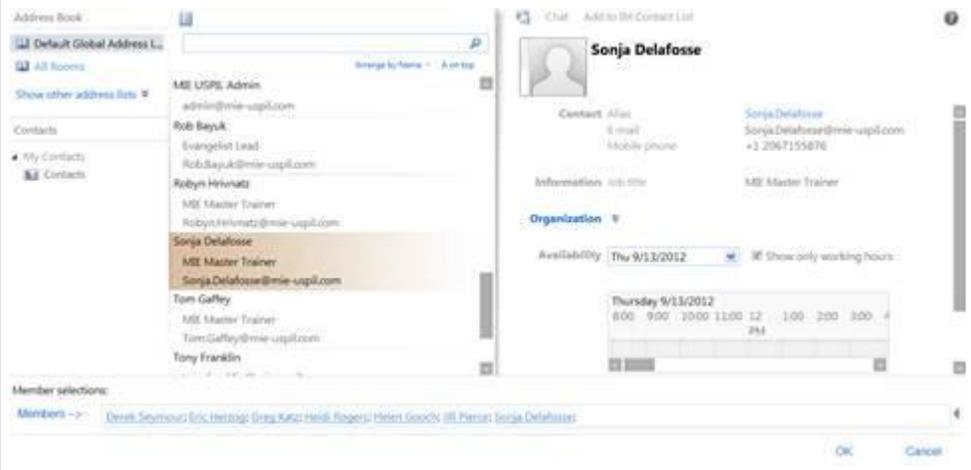


Just like you can add a single contact to your Contacts list you can add a **Contact Group**.

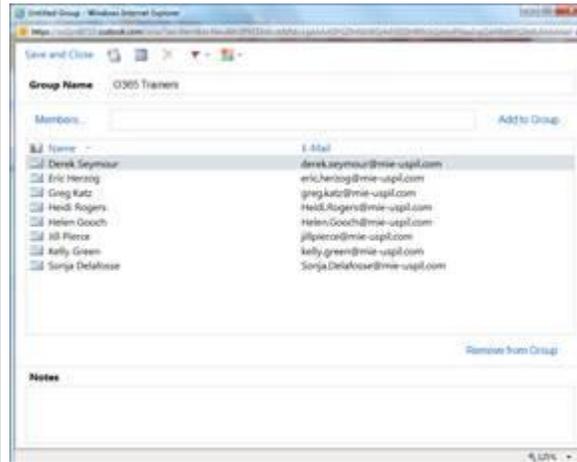
1. Begin by giving your group a name.
2. Click on Members and double click on each name you want as a member.
3. Their name will then appear in the group once you click Add to Group.



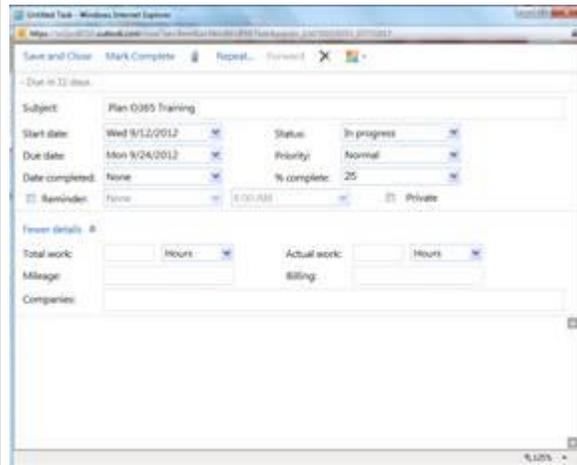
This screen shot shows selecting group members. Notice the names populating at the bottom of the frame.



This view gives you an idea of what a group then looks like when members are added.

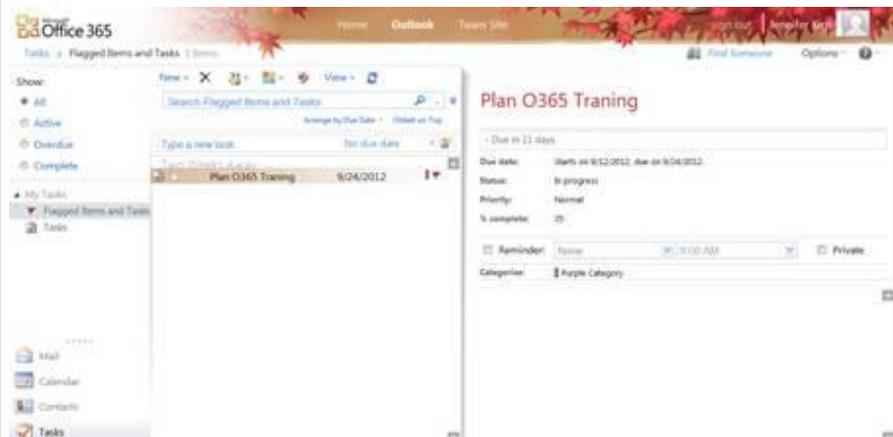


Click on the **Task** at the bottom of the screen then click on **New** and complete the form with the information about the identified task. Then Save and Close.



For those who function best with a "to do" list, using Task works great.

Your task now appears in your Task List.



Click on **Calendar** then click on **New Appointment** and fill in pertinent information then Save and Close.

