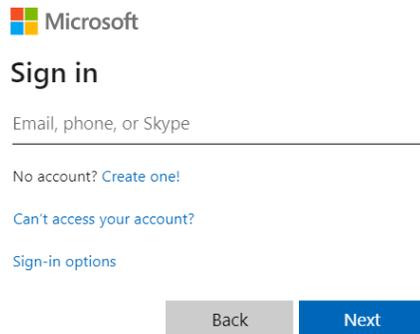


Logging into MS Office 365 to access Email

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



Microsoft

Sign in

Email, phone, or Skype

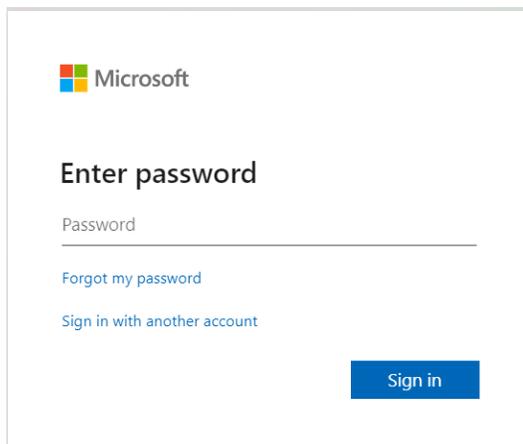
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back Next

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



Microsoft

Enter password

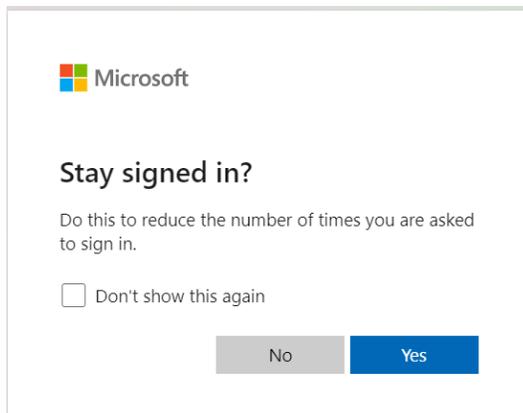
Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

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



Microsoft

Stay signed in?

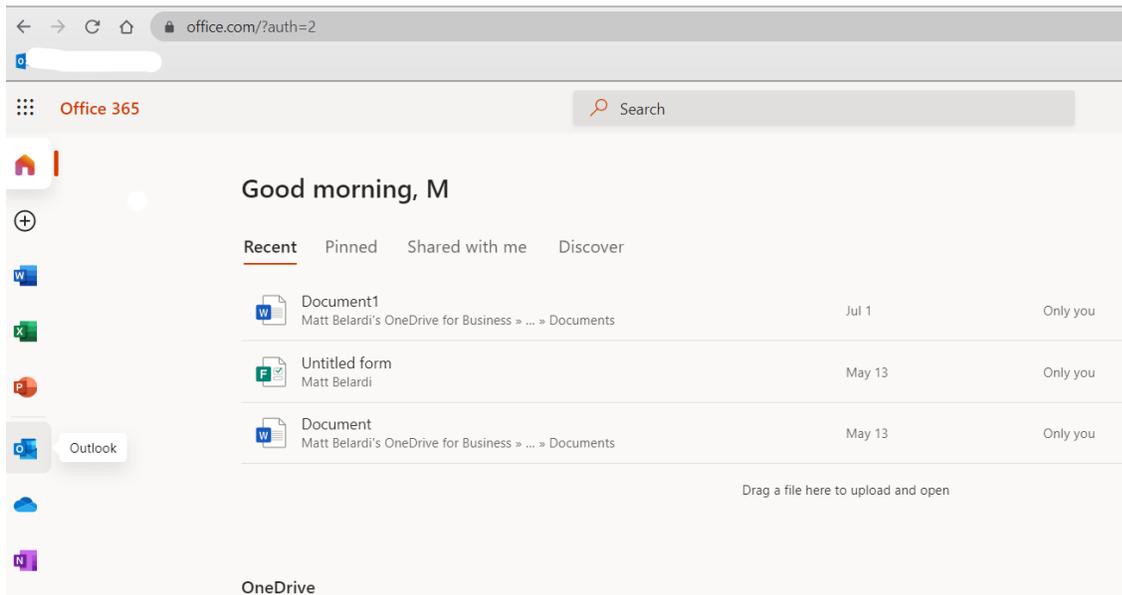
Do this to reduce the number of times you are asked to sign in.

Don't show this again

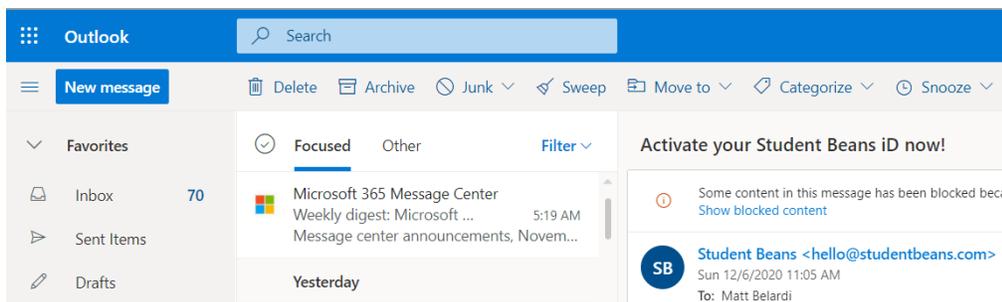
No Yes

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.

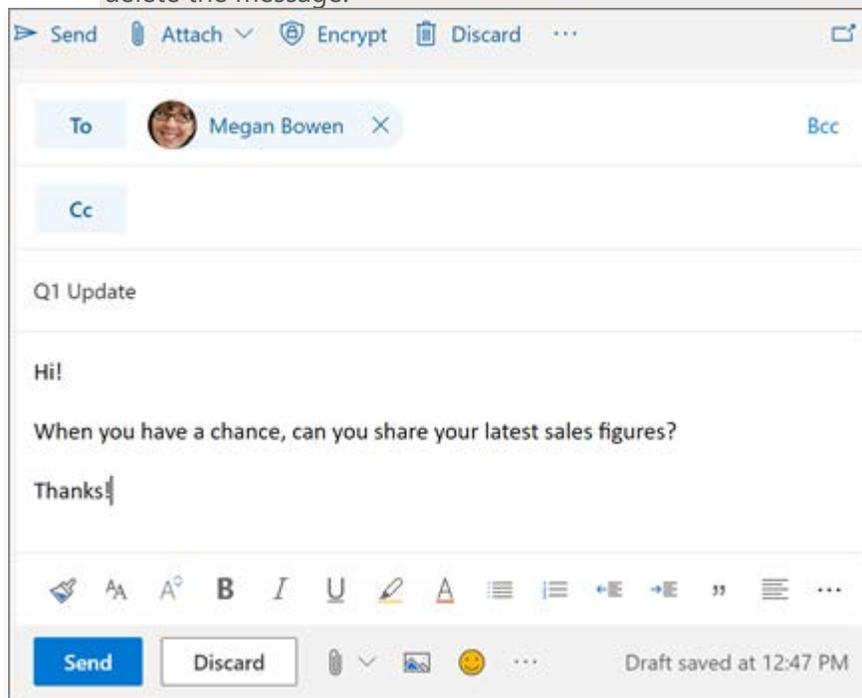
Create and send email in Outlook on the web

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 conversation with Megan Bowen is highlighted, with the subject 'Customer Prelaunch E...' and the date 'Tue 5/14'. Below this, a calendar view shows 'April'. Another conversation with Megan Bowen is shown, with the subject 'Tailspin workshop' and the date '4/19/2019'. The email details for the 'Customer Prelaunch Event: The Device Bar' are shown below, including a message from Megan Bowen on Tue 5/14/2019 12:36 PM, a calendar event for Wed 5/15/2019 10:30 AM - 11:00 AM titled 'Microsoft Teams Meeting', and a status update 'Megan Bowen has accepted this event'. At the bottom, a message from Irvin Sayers is partially visible, dated Tue 5/14/2019 12:35 PM.

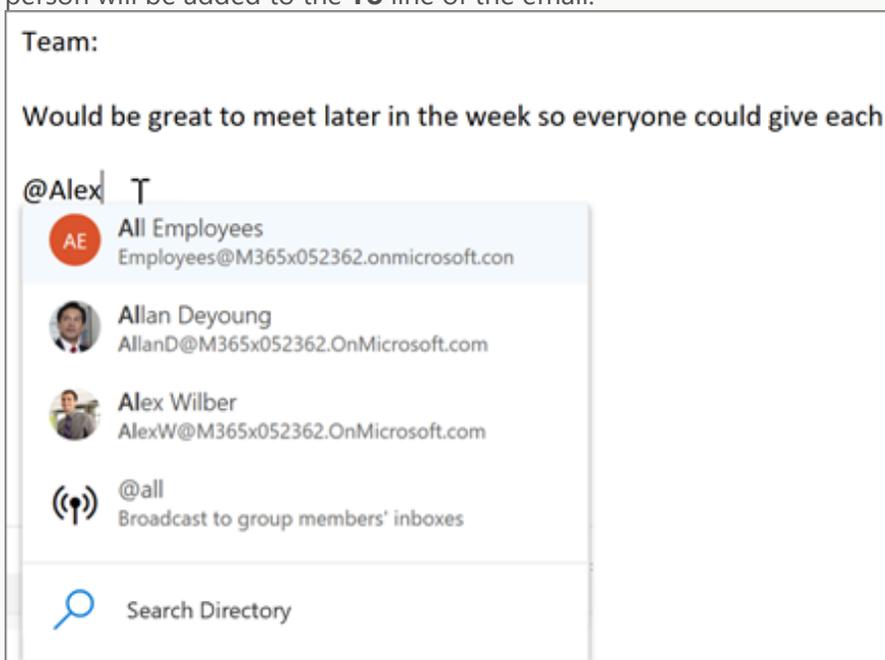
Reply to email

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

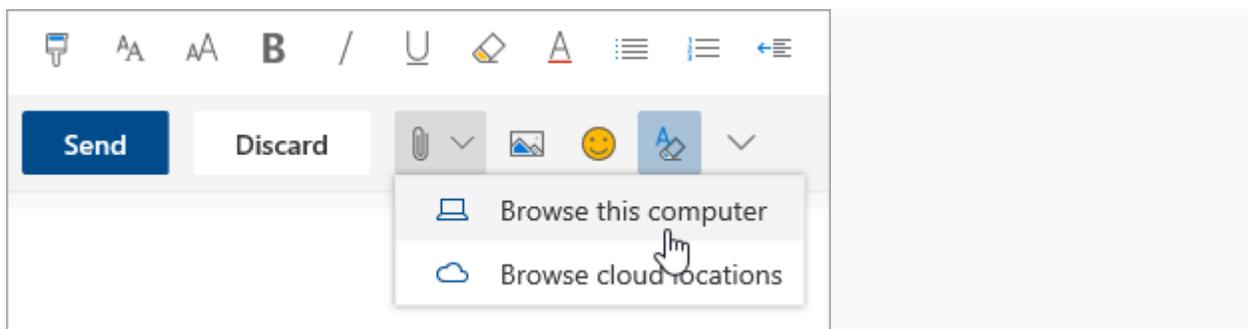
1. In the body of an email, type the @ symbol and the first few letters of someone's name.
2. Select one of the suggestions Outlook gives you. The name will be highlighted and that person will be added to the **To** line of the email.



Share a file as an attachment

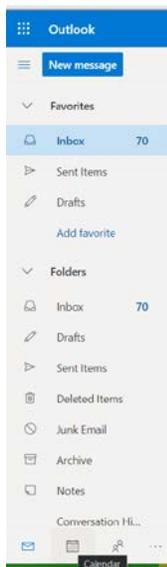
Outlook gives you the option to attach files from your computer or your cloud locations like OneDrive and SharePoint.

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

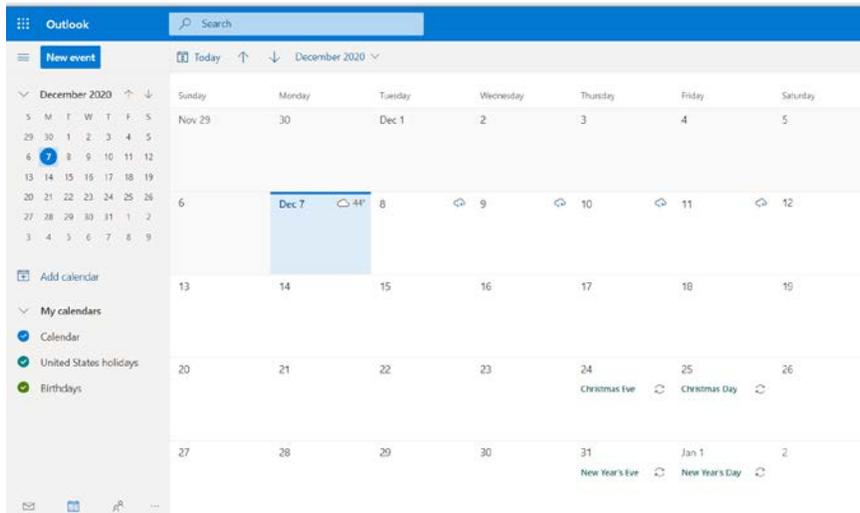
Your Outlook Calendar is integrated with Outlook Email.



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.



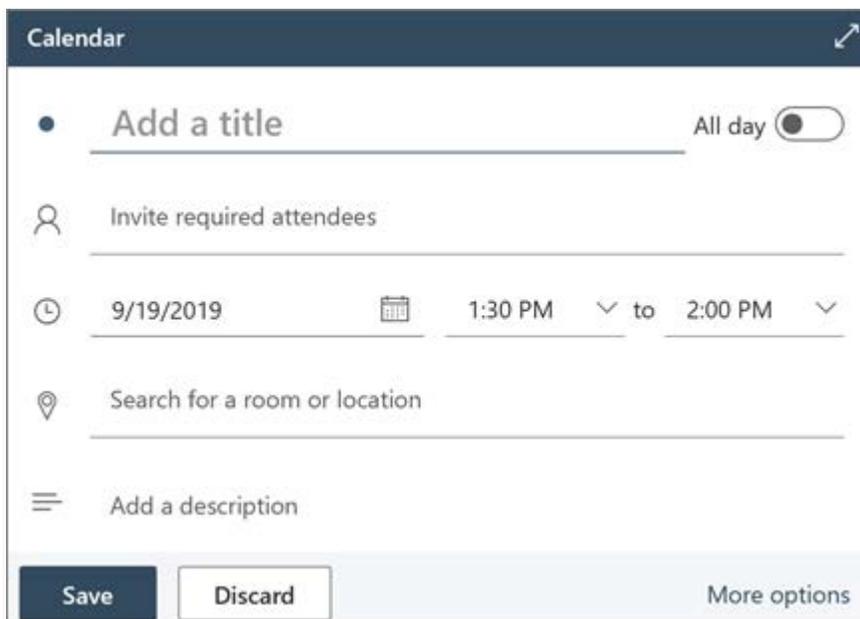
Create an appointment

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

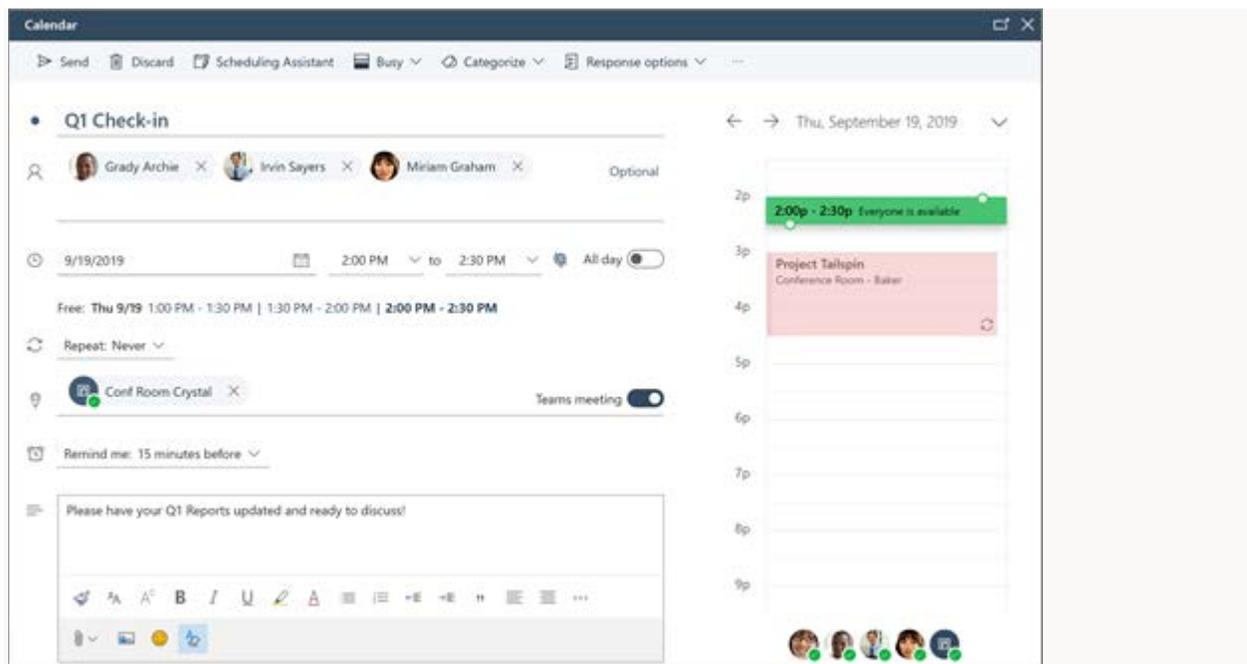
Save **Discard** More options

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 

 Repeat every

S M T W T F S

Occurs every Thursday until
Mar 12, 2020