A Few Quick Tips & Tricks About Your New

Office 365 Outlook Email
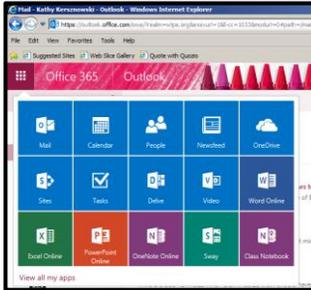
1 This is where all of your apps live! If you click on this little dot grid, you'll see this:

…which will let you choose and navigate to any of the other Office 365 apps!

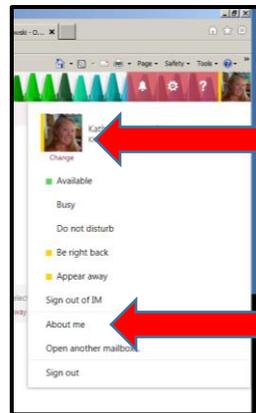**2** You can change your picture! Click on the:

photo icon to upload your own

About me takes you to another 365 app called Delve. Delve helps you find your recent online documents and connect with other people. *Honestly, I doubt we'll use this very much.*

3 You can change your theme! This is fun! It changes the header picture as well as the color of your inbox items.

Click on "change theme" and you'll see lots of great choices:
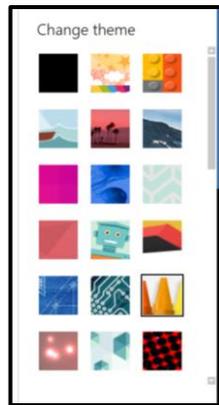
 (Notice how the text in your inbox changes depending on your theme)

4 There's a search feature to make your life easier! Search by sender, subject, or keyword to find exactly the email you've been looking for!

5 It's a little hard to see, but there's an arrow pointing to a solid vertical line (mine's pink). This is an indicator of new mail. Remember in our regular old Outlook, unread mail showed up as bold black text. Well, that's gone in 365, but there are three ways to see unread mail. One is the colored vertical line, and the other is that the subject line text will be colored (mine's pink) as opposed to old/read mail in which the Re:/Subject line is grayish black.

6 This is the 3rd way, and it's great! Click the little arrow to choose how you want to filter or sort your emails! You can choose "unread", and only those will appear. There are other great choices here, too.
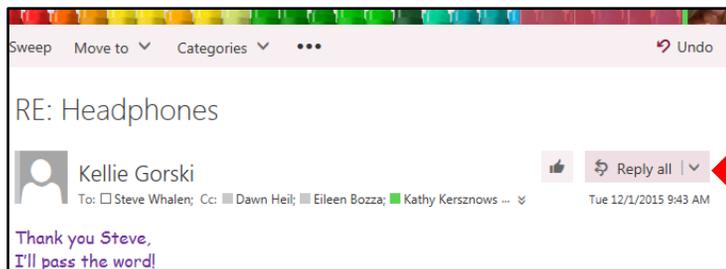
7 This is where you click to compose a new email.

8 (There is no #8 on your picture chart...this is just a bonus!)

Reply options: Be careful!

The new email seems to be set to a default of "reply all". If you just want to reply to the sender, you'll need to click this little arrow to get a drop down menu of choices. From here, you can choose reply, reply all, forward, etc. (see lower picture)

👍 | ↩ Reply all ⌄

Reply
Reply all
Forward

Reply all by meeting
Reply by IM
Reply all by IM

Delete
Delete all messages from Kellie Gorski
Move to Clutter
Mark as junk
Mark as phishing

Mark as unread
Flag

Assign policy   >

Print
View message details
Open in a separate window