

A Few Quick Tips & Tricks About Your New Office 365 Outlook Email

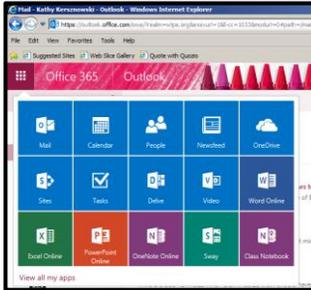
The screenshot shows the Outlook web interface in a Windows Internet Explorer browser window. The browser's address bar displays the URL: <https://outlook.office.com/owa/?realm=wtps.org&exsvurl=1&ll-cc=1033&modurl=0#path=/mail>. The interface includes a top navigation bar with the Office 365 logo and a search bar. The left sidebar contains a 'Folders' list with 'Inbox' (46 items), 'Clutter' (1), 'Sent Items', and 'Deleted Items' (86). Below the folders is a 'Groups' section with a 'New' indicator and options to 'Browse groups' and 'Create group'. The main content area shows an 'Inbox' with a list of emails, including one from 'SimpleK12 Team' and several from 'Kathleen Kersznowski'. A search bar is located at the top left of the main area, and a 'New' button is at the top right. A callout box on the right side of the email list contains the text: 'Select an item to read. Click here to always select the first item in the list'. The Windows taskbar at the bottom shows various application icons and the system clock displaying 8:28 AM on 12/1/2015.

Numbered callouts in the image point to the following features:

- 1: Browser menu (File, View, Favorites, Tools, Help)
- 2: User profile picture and settings icons
- 3: Notification bell icon
- 4: Search bar for mail and people
- 5: 'Create group' button in the Groups section
- 6: 'New' button in the top right of the main area
- 7: Office 365 logo

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:

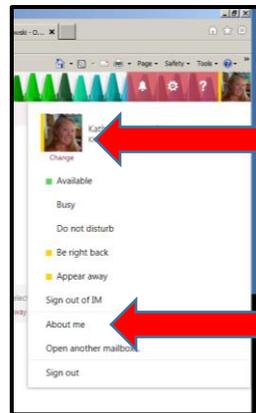
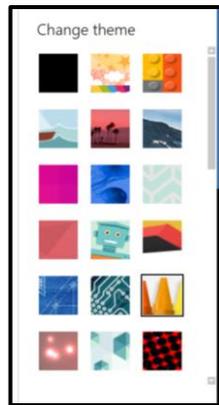


photo icon to upload your own

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.

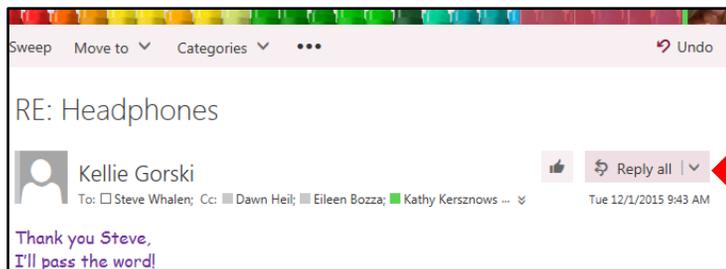
7

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)

