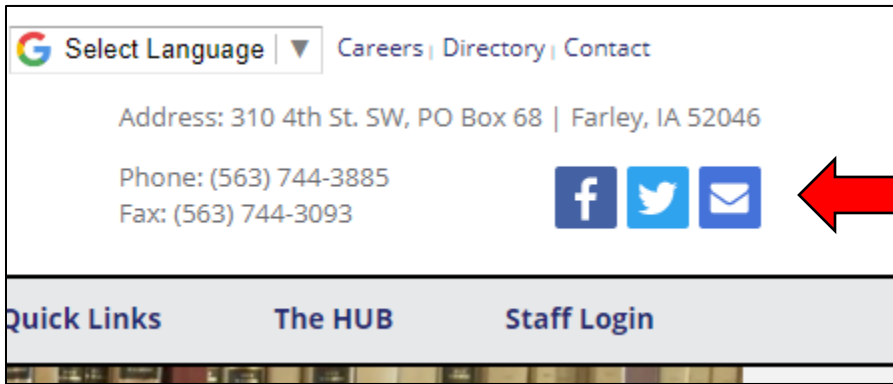
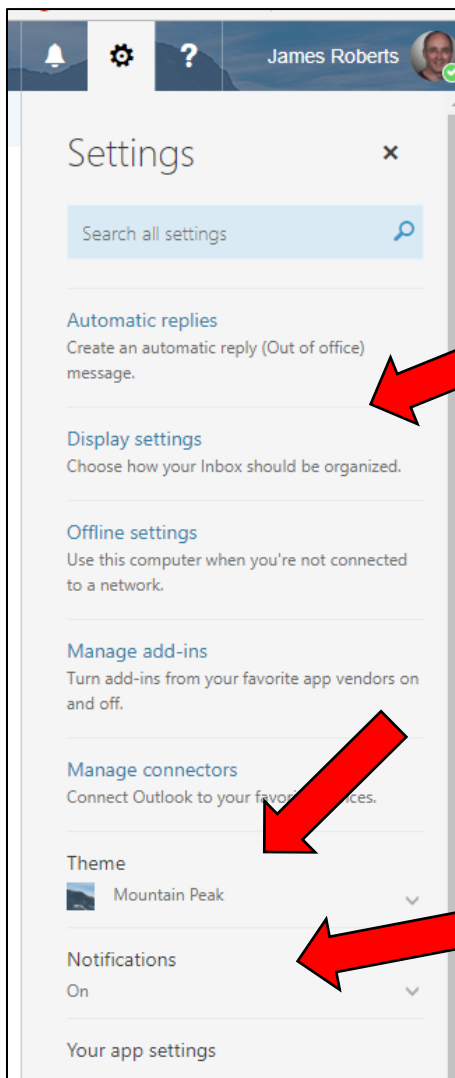
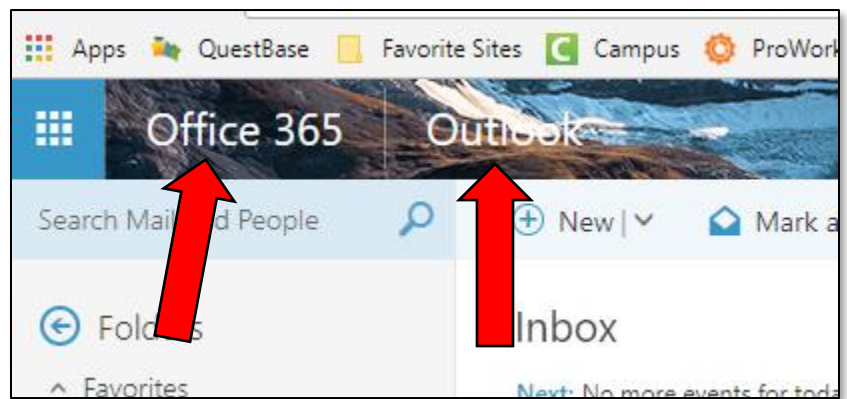


# Outlook Online tips and tricks



From the **District home page**, click the **Envelope icon** in the upper right corner. At this time, the District would prefer that you use the online version of Outlook so you can access your email from any location.

If Outlook does not open automatically, click the **9 dots** (called the Waffle or Apps icon) or click on the words Office 365 and then select Outlook.

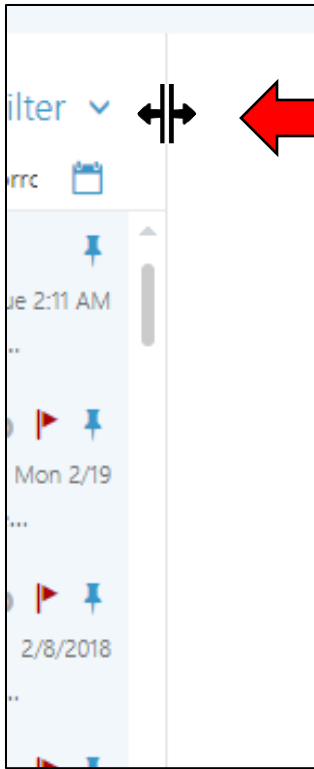


When you click on the **Settings Icon** located in the upper right corner of Outlook, you can change the way your Outlook account looks.

**Display settings** allows you to change the reading pane location of our email. The most common pane arrangement is Show reading pane on the right. Don't forget to click OK whenever you make any changes.

To change the image that appears at the top of your Outlook account, select the drop-down menu under **Theme**. Don't forget to click Save at the bottom of the choices once you have selected the look you would like.

You can choose which types of items you would like to be notified of in the **Notifications** drop-down menu. This is especially useful once you have added information into your Outlook Calendar.

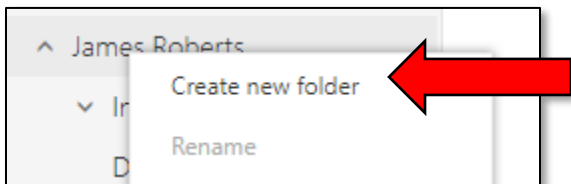
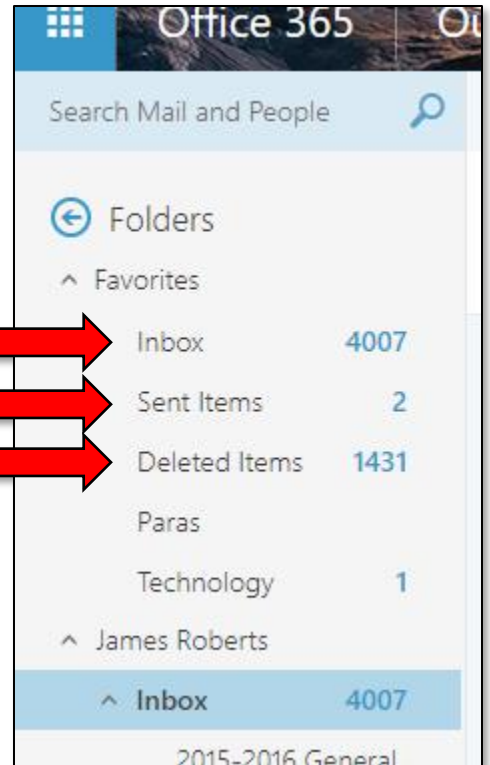


If you would like to widen or narrow the size of the message and reading panes in Outlook, **hover your mouse pointer** over the **vertical dividing line** until you see the **double arrows icon**. Once the icon appears, left-click and then you can drag the line left or right to adjust the size of the pane.

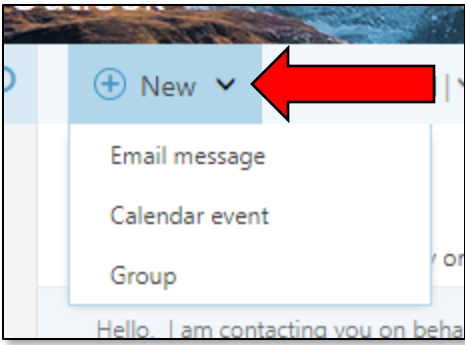
In the **Outlook left pane**, you can view all of the emails in your Inbox when you click on the words **Inbox**, you can view the emails you have sent in your **Sent Items**, and you can view the emails that you have in **Deleted Items**.

It would be a good idea to occasionally right-click on Deleted Items and choose Delete all. This will help you to have more memory for all of the emails you receive.

You can create Favorites email folders by hovering over Favorites and clicking the plus sign.

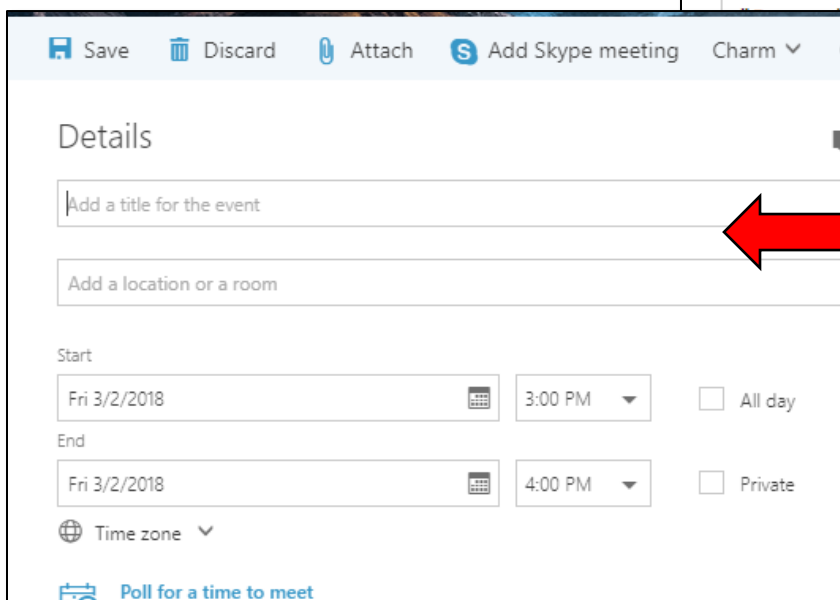
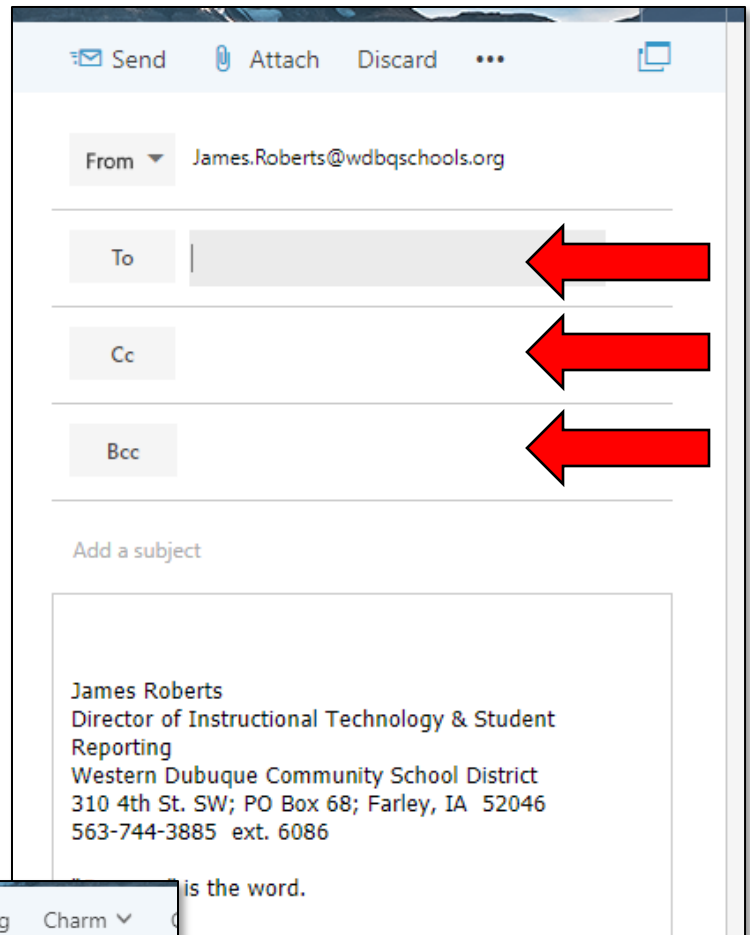


You can create folders to store important emails that you receive. Simply **right-click on your name** in the **left pane** and click on **Create new folder**. Type the name you would like for the folder in the text box that appears. Once you have done this, you can left-click, hold, and drag emails from your Inbox into the folders. This is a super easy way to keep your email account organized as well as helping you locate important emails.

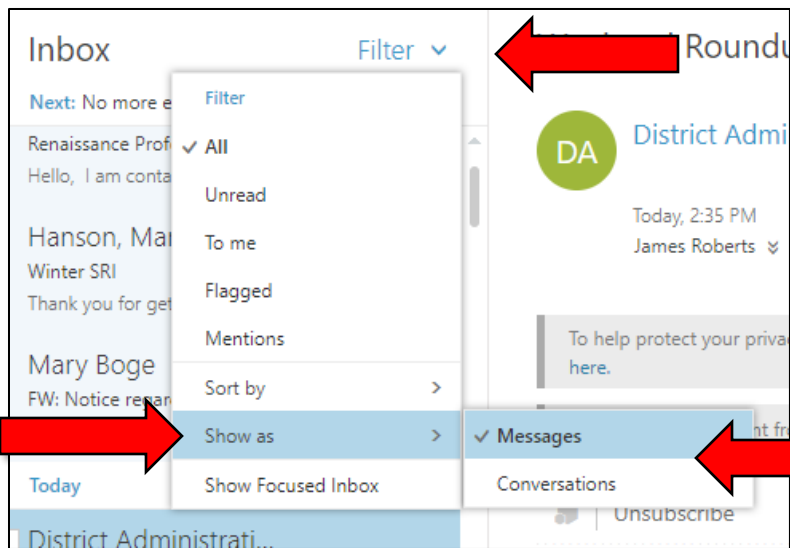


To send a message, click on the **New** drop-down menu. You can create a simple **Email message**, a **Calendar event**, or event email a **Group** that you have created.

If you elect to send an email, choose **Email message** from the **drop-down**. Enter the person you would like to send an email to in the **To** area. You can include others who are not your primary email recipient in the **Cc** (Carbon copy) area. This will let the **To** recipient know that someone else is receiving the email message. If you do not want others to see who is receiving the email, enter their email address in the **Bcc** (Blind carbon copy) area. Something to keep in mind about this: Use Bcc very little and never use it if you are sending a message asking for assistance. It becomes confusing for others when they don't know that someone else has received the email.



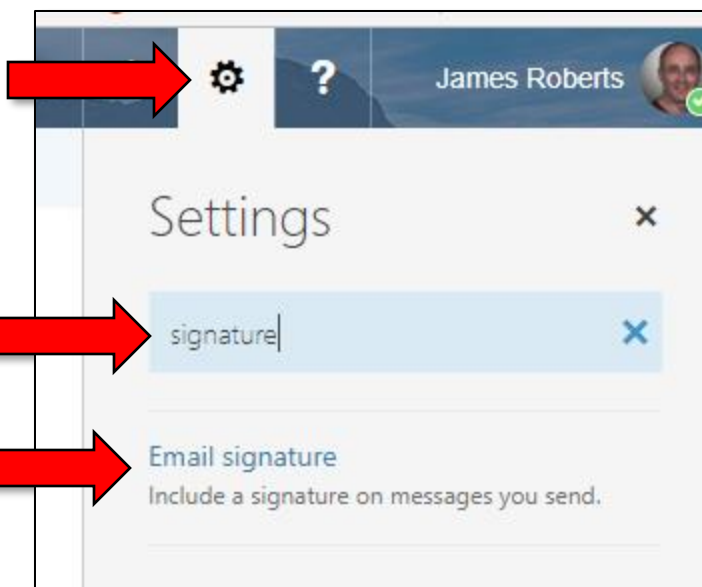
If you would like to add an Event to your **Outlook Calendar**, choose **Calendar Event** from the **New** drop-down menu. Add the relevant information in the Details locations. Don't forget to click **Save!**



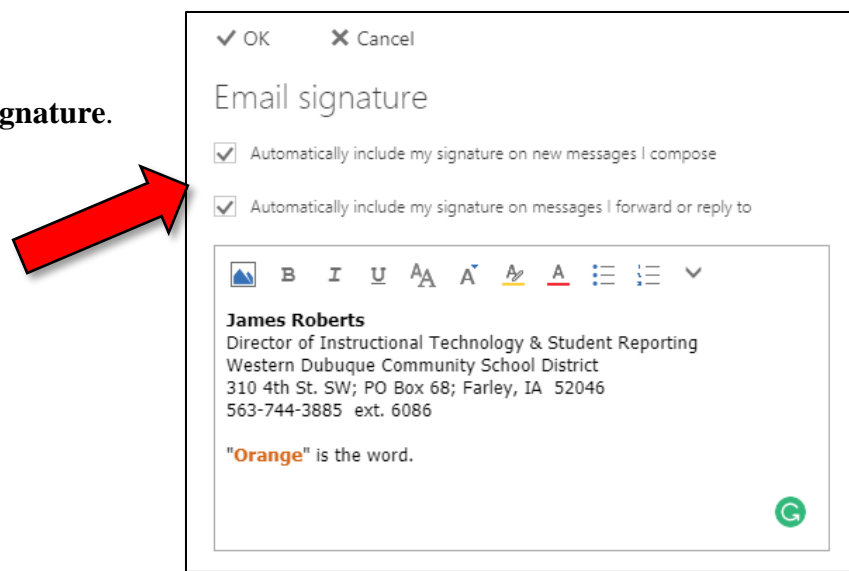
Everybody has different ways that they like to view their messages. Some people like to have each individual email message appear all by itself (**Messages mode**) and some like to have all of the messages they receive based on replies (**Conversations mode**). Whichever you would like, while in your **Inbox**, click on the **Filter** drop-down arrow > choose **Show as** > select which mode you would like. You can change this at any time you would like.

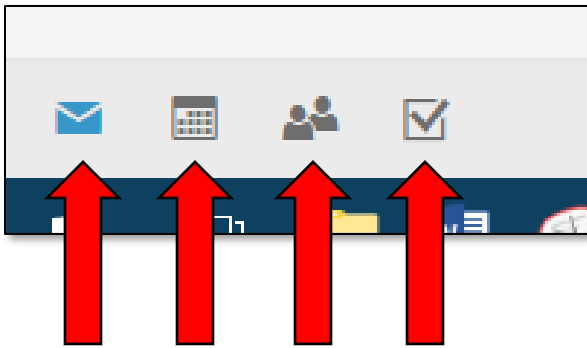
If you would like to add a **Signature** to your email messages, click on the **Settings** Icon > **type signature** in the search box > click on **Email signature**.

Enter the information you would like to include in your **Signature**. Since this is your district email account, it would be professional to include the building you are located at, the address, and the phone number of the building. Adding a professional phrase or quote is always a nice touch. Remember, though... keep it professional!



Choose the options you would like for your **Signature**. Don't forget to click **OK!**





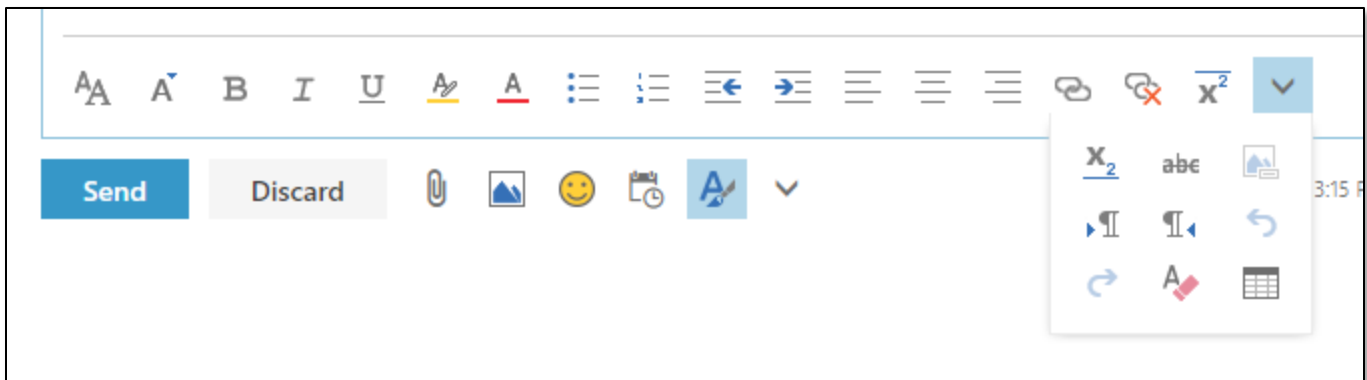
The icons at the **bottom left of the left pane**, offer extra options that you may like to try.

The **envelope icon** always returns you to your email account.

The **calendar icon** takes you to your Outlook Calendar.

The **people icon** lets you create contact lists and helps you manage your contacts.

The **checked box icon** takes you to all of the email messages you have flagged as important.



When you are composing an email message, you have a lot of options available to you at the bottom of the message window. For instance, you have many formatting options available to change the look of your message (such as bold face, italics, subscript, superscript, etc.).

Even though you have many options available to you, being fancy with an email message can be very distracting to the recipient of the email. Many times, people add fancy backgrounds, lots of colors, and fancy fonts. This can cause the recipient to not want to read your email message because it is difficult to read or look at. Email messages are best when they are kept simple and plain.