Microsoft

Getting to know

Microsoft Outlook

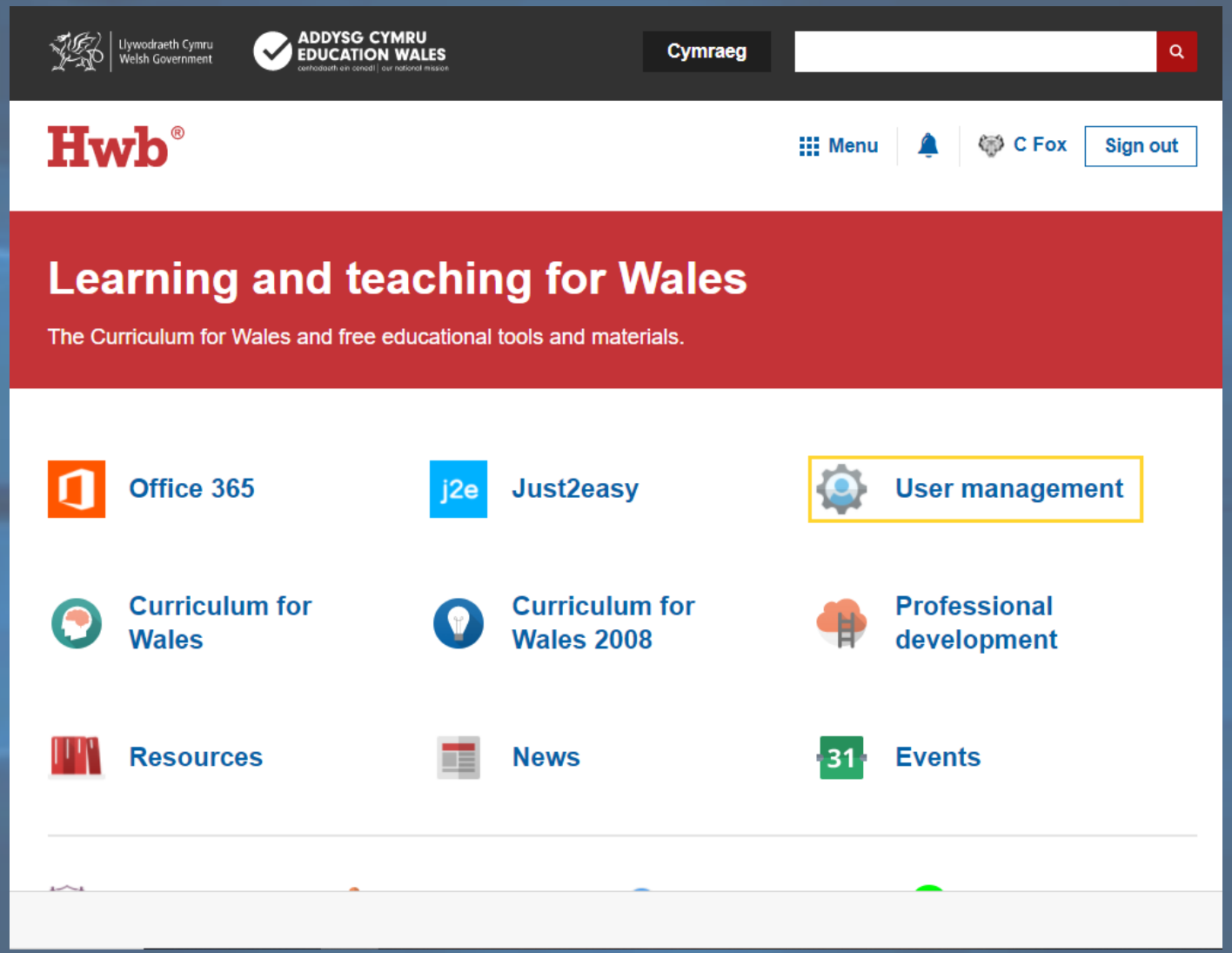


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

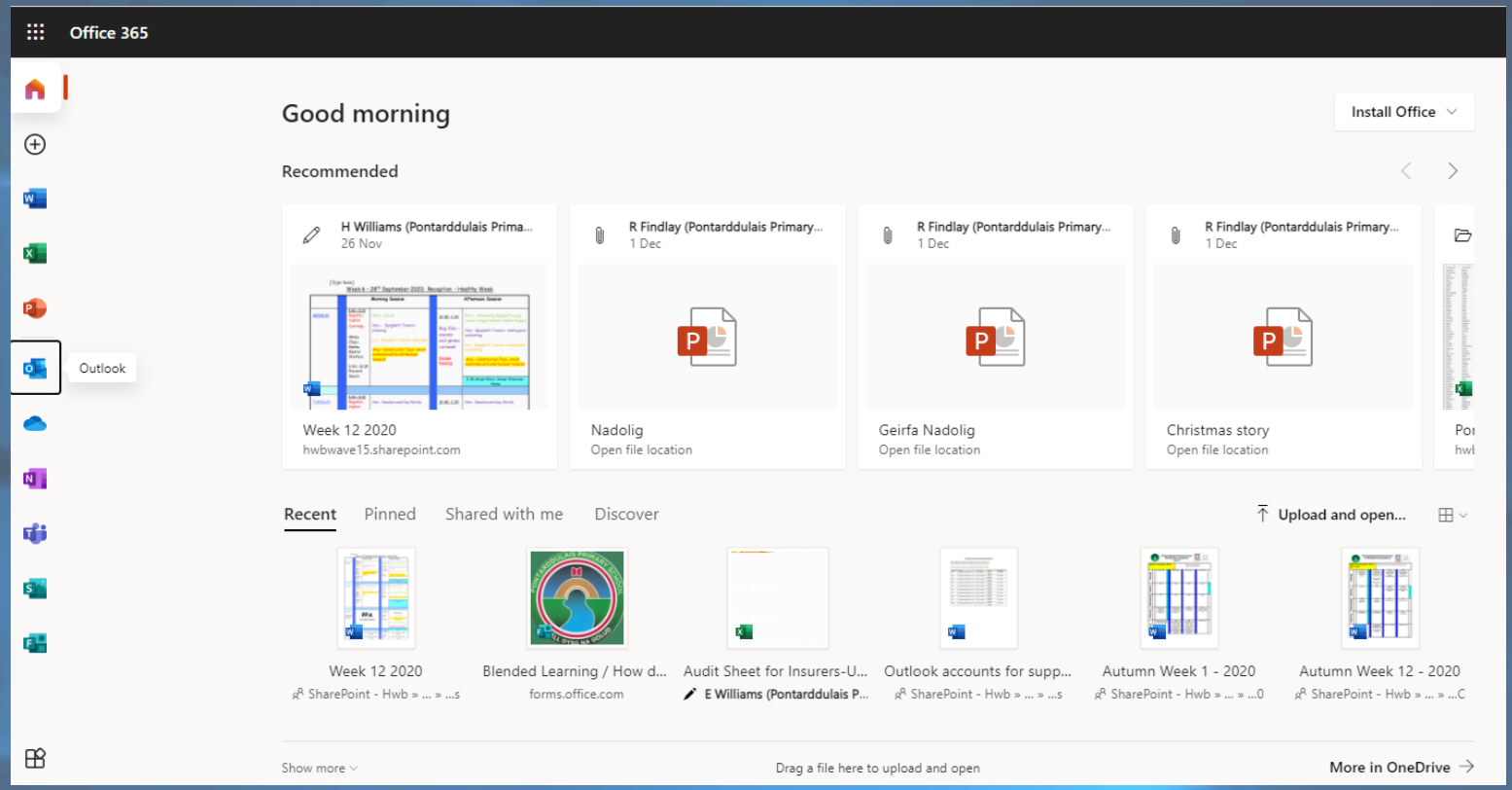
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

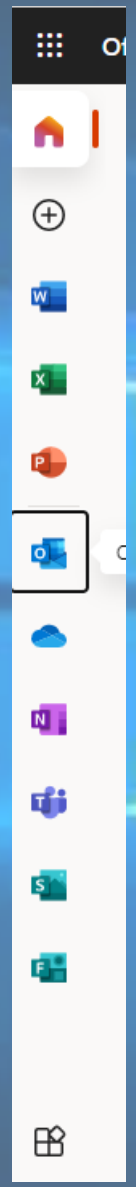
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



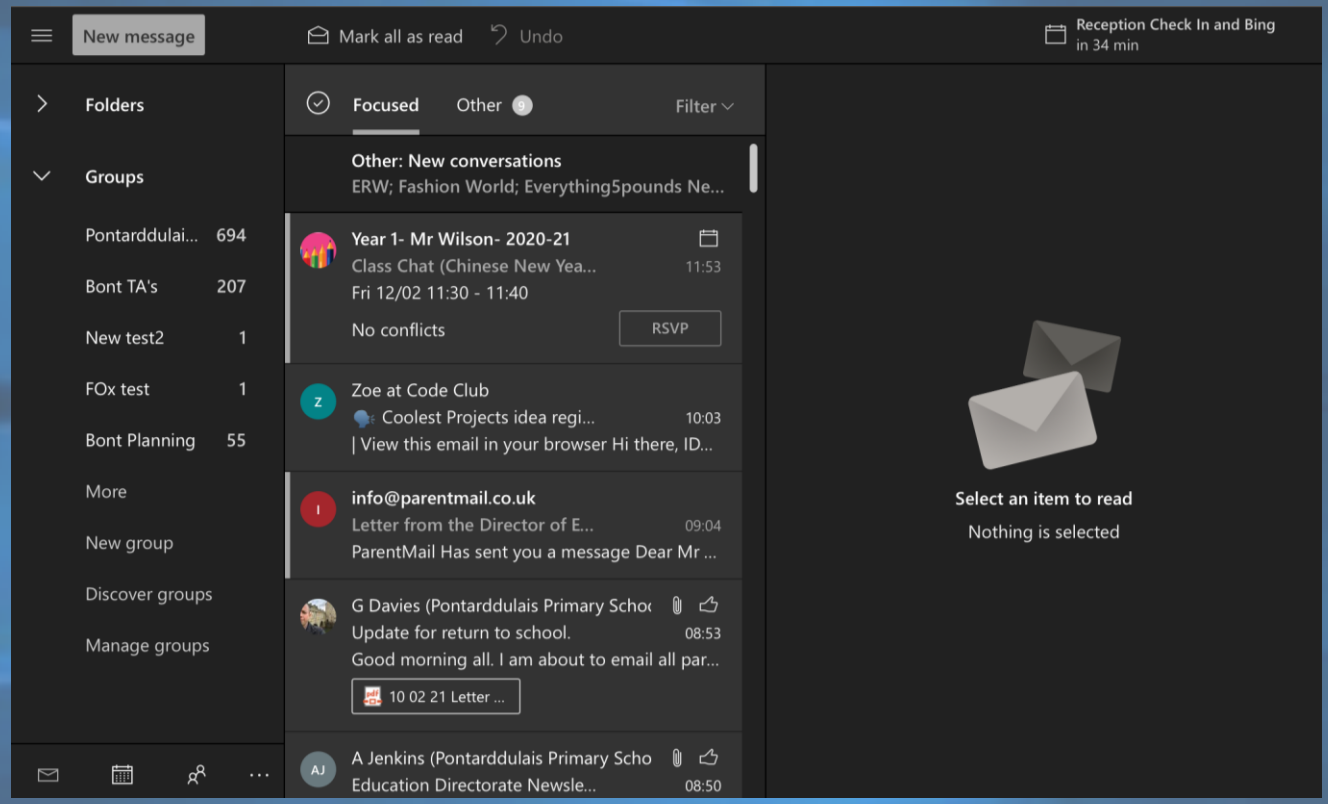
You have Mail

Outlook is your email, and can be sound as a blue letter with the letter O.



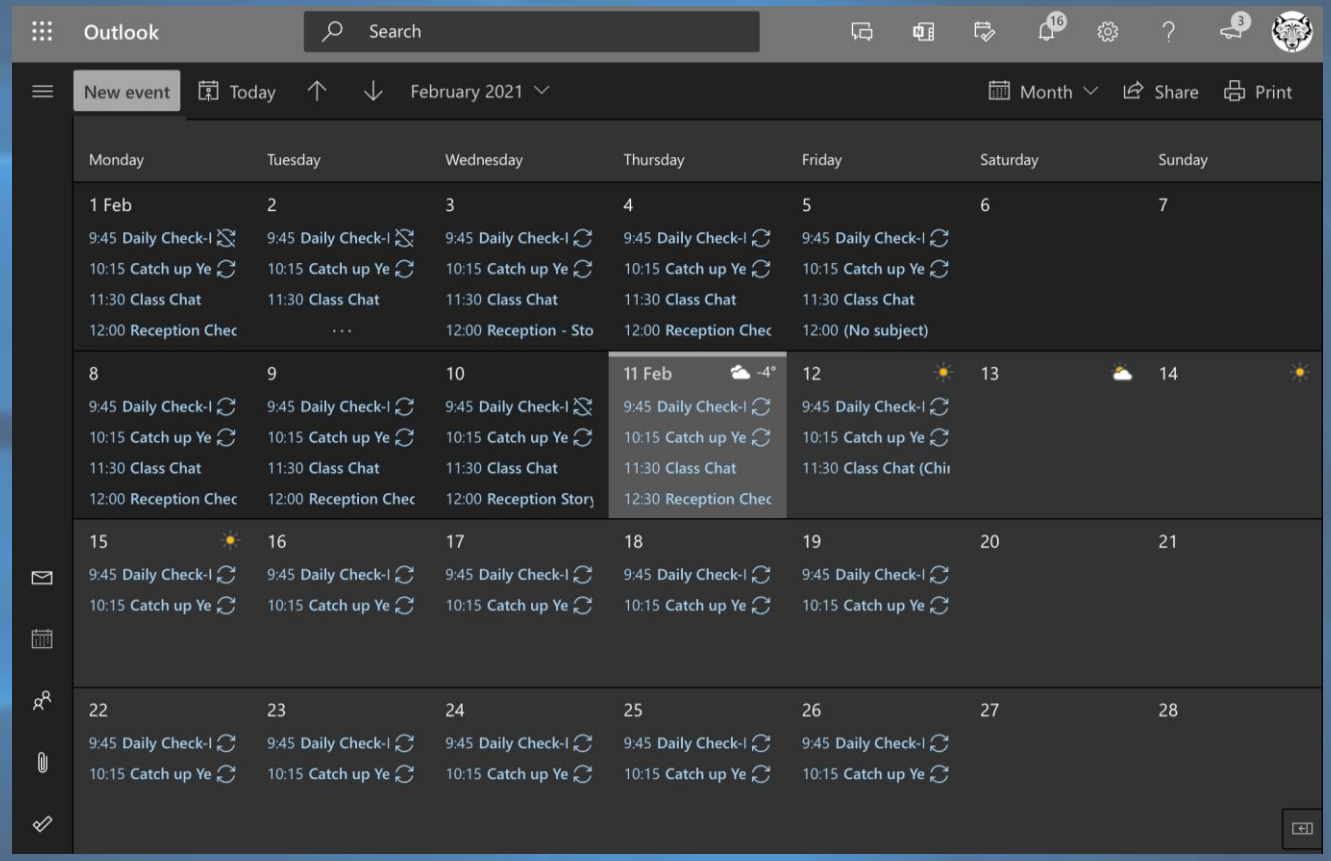
Inbox

Outlook immediately opens to your inbox. Here you can read and view emails, delete, look in different folders and access any groups that you are part of. Focused emails are the ones you get regularly and are often from other HWB members, Other emails are anything else you may receive.



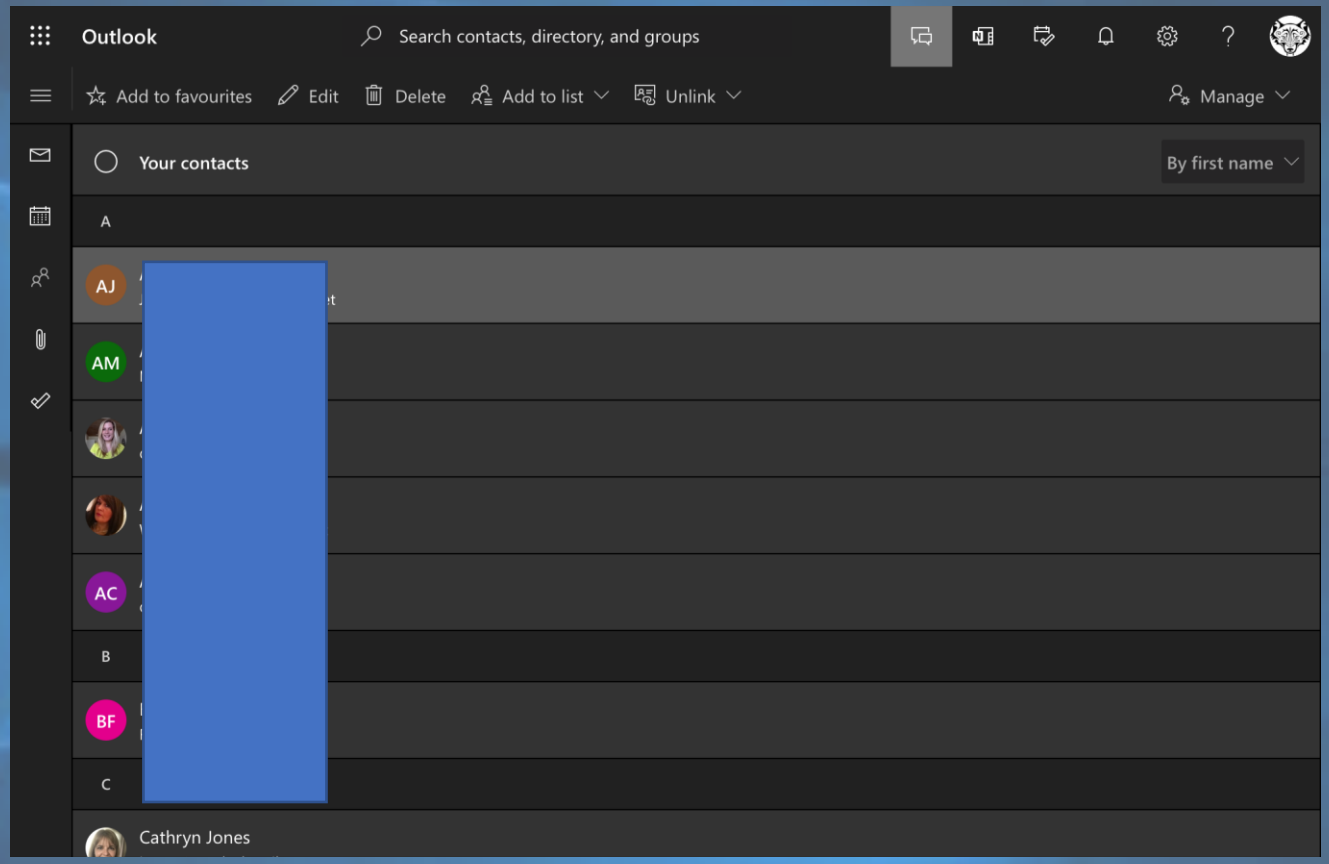
Calendar

Click on the Calendar icon to view anything that has been saved in the calendar. You can also make an note in the calendar if you wish. You can either see the full view or a miniature version in the inbox alongside emails.



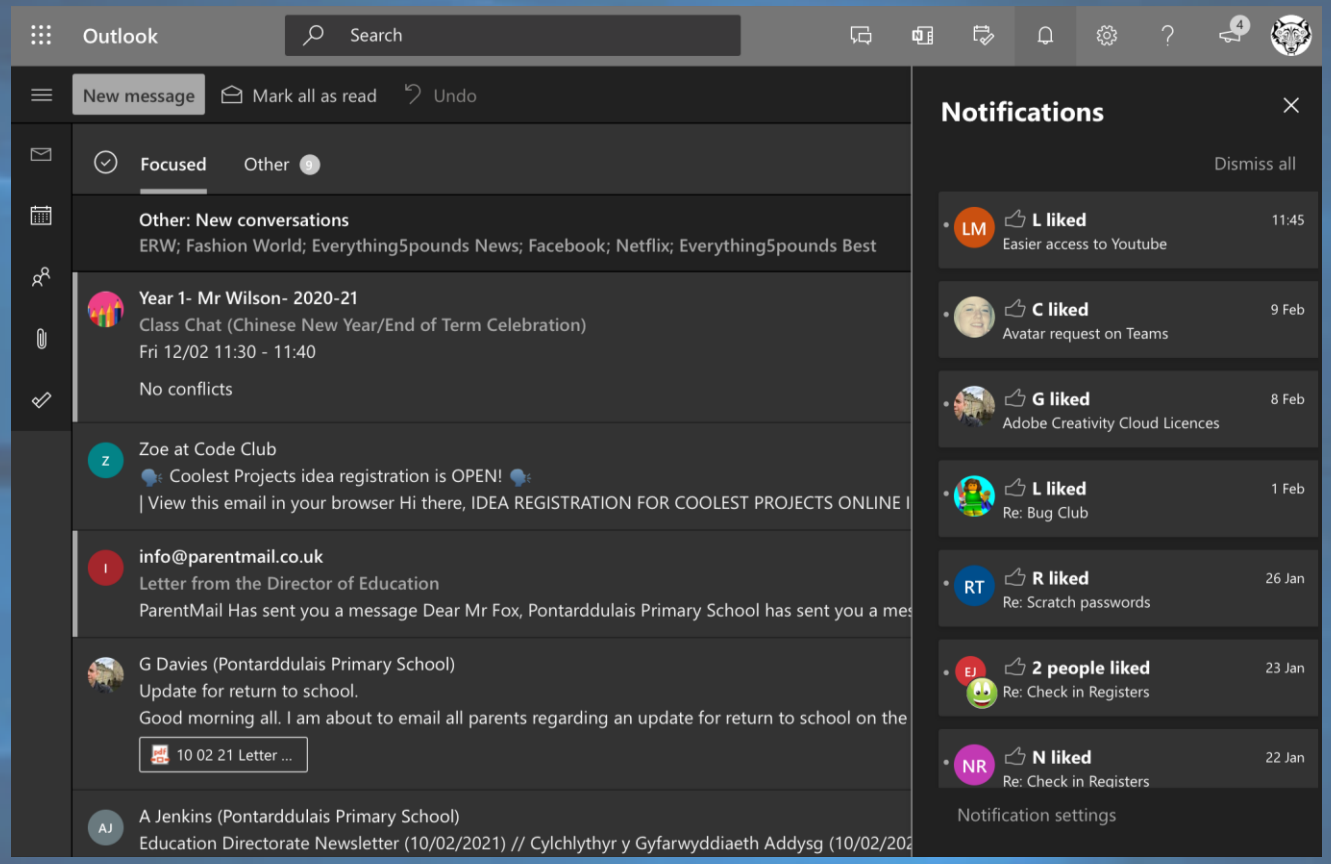
Contacts

Once you have emailed someone, their details are stored, and often if sending an email, you can just type their name instead of email address. You can also save your contacts in your address book (shown by little people) and even create a group so you can email several people at once.



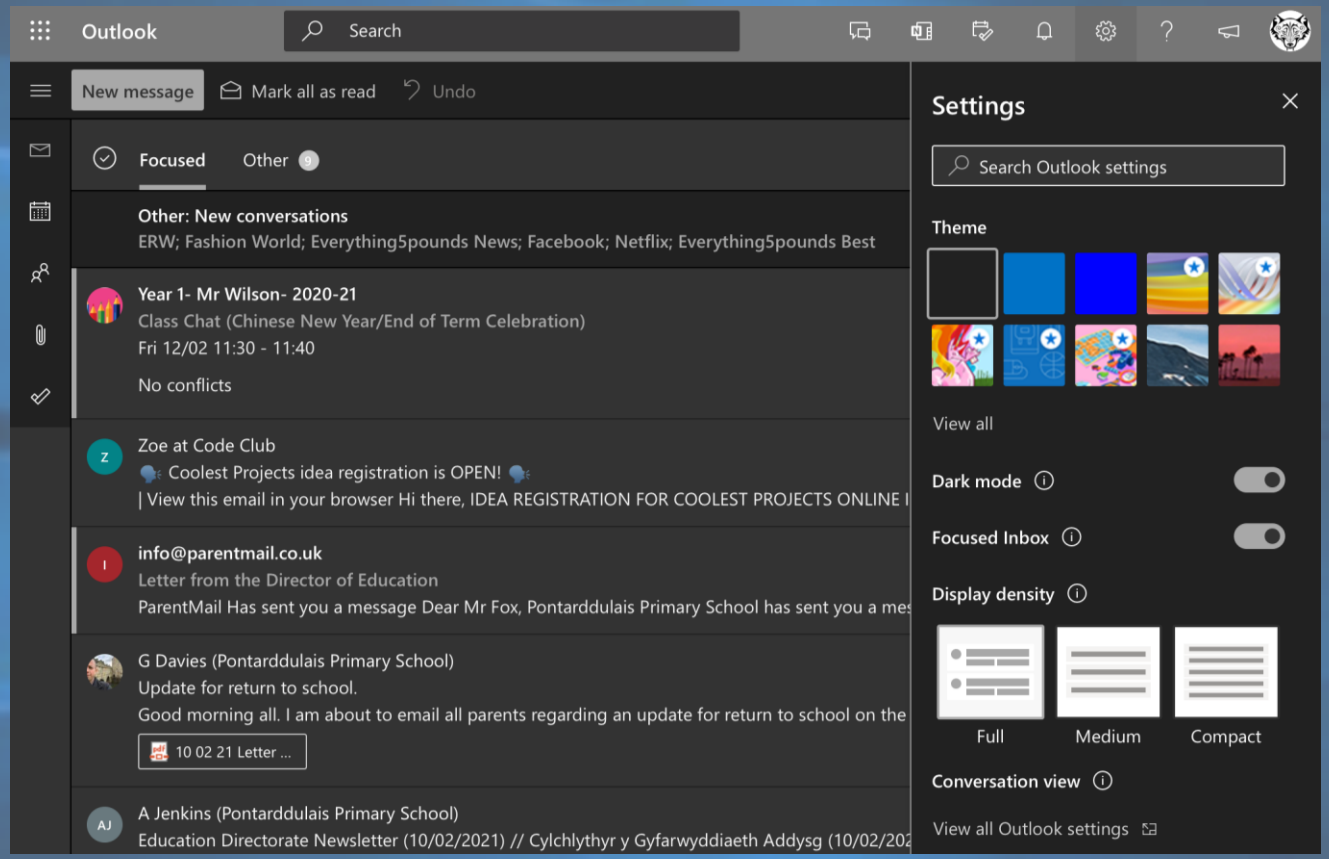
Notifications

Click on the bell for notifications, often letting you know if someone likes an email you have sent.



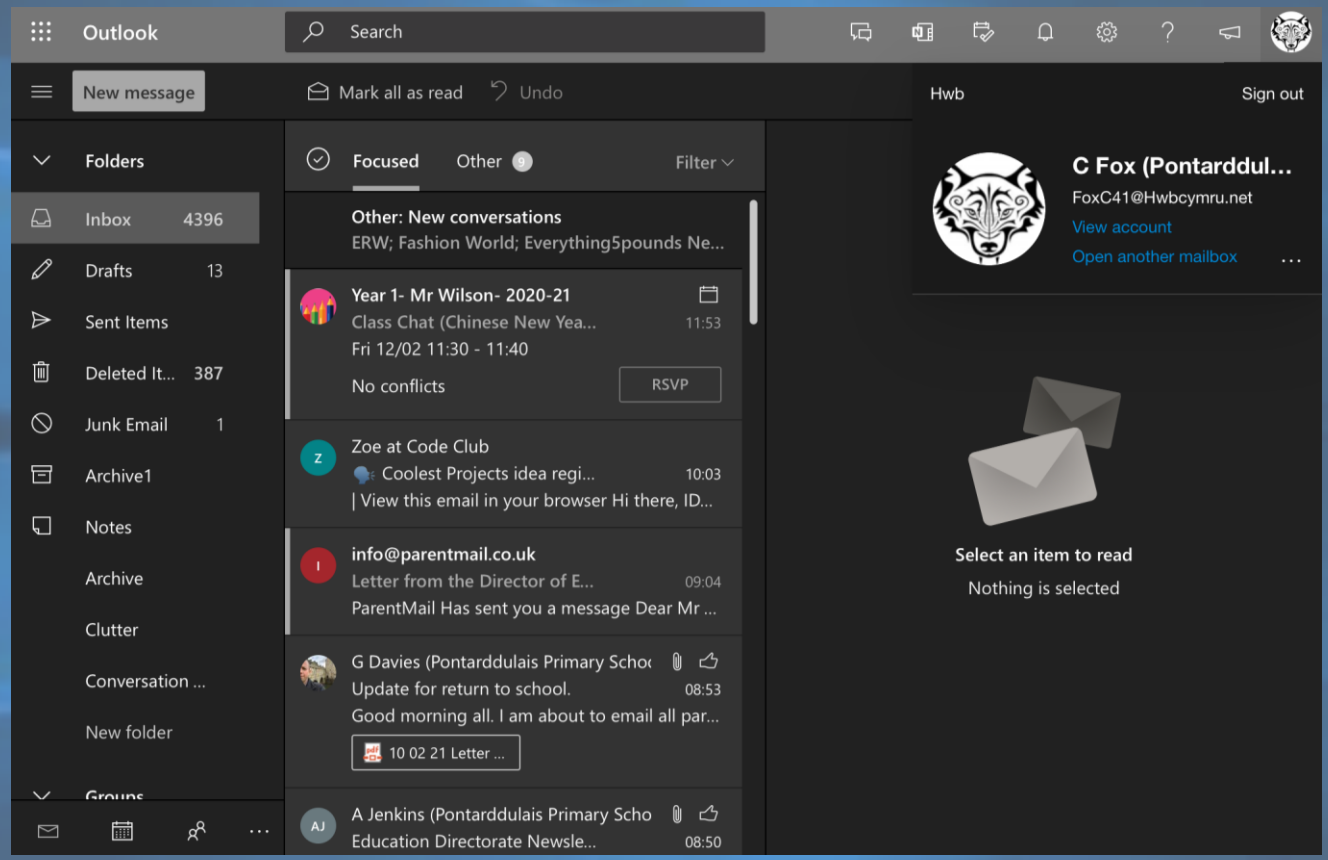
Settings

Click on the cogwheel for settings, such as your theme or even changing your logo.



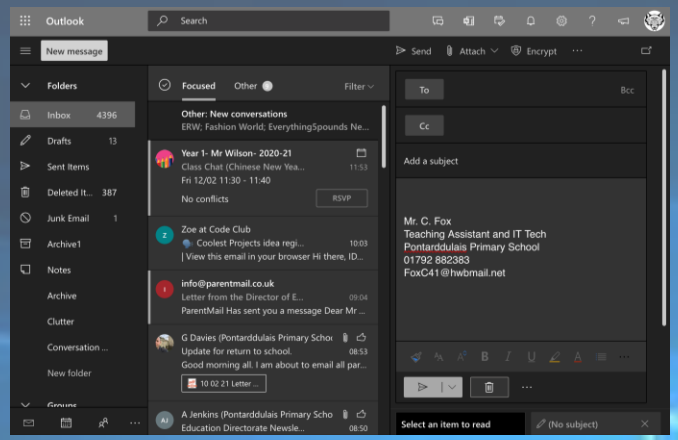
Settings (2)

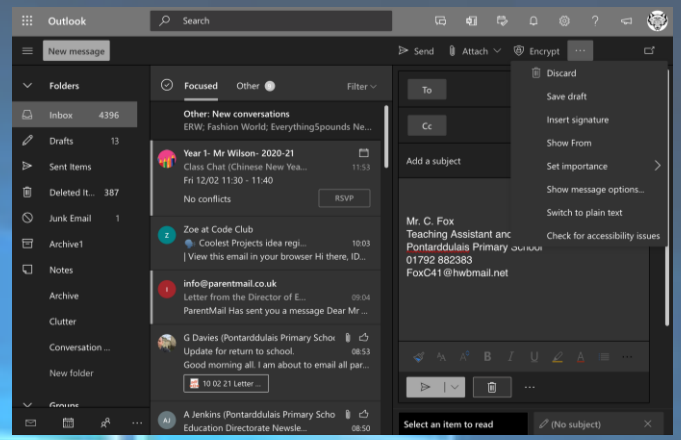
You have further settings by clicking on your logo.

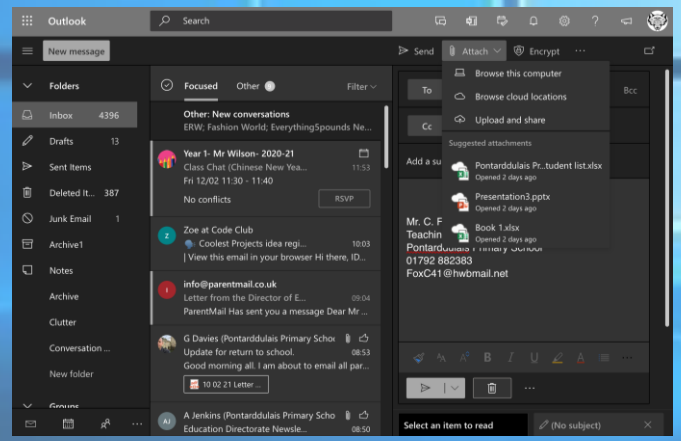


Emails

Click new message to begin writing your message. You have many options for when writing your email, and you can attach any files you want, either from your device or from your OneDrive.







Microsoft

PONTARDDULAIS PRIMARY SCHOOL

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