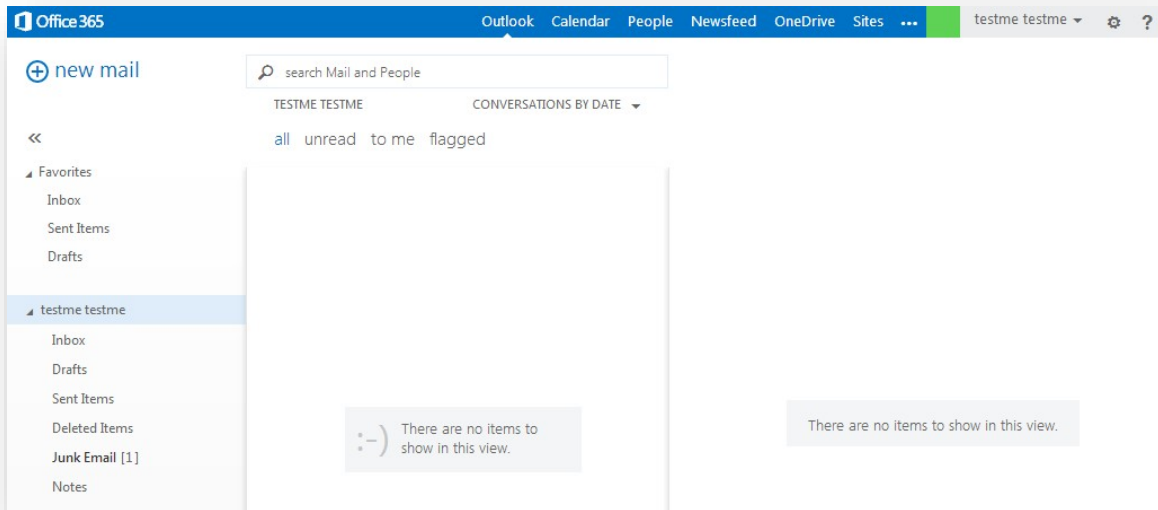
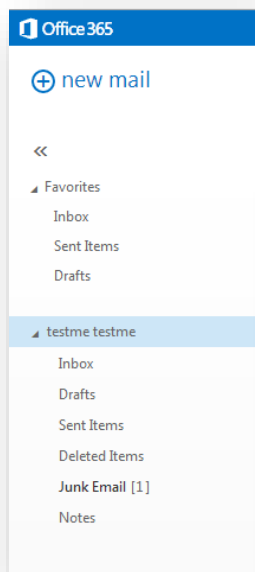


Outlook in Office 365

In Office 365, your Outlook inbox will appear immediately after you sign in.



On the left, you will see a sidebar similar to that found in Microsoft Office that allows you to organize your email into folders. Under your email username, you will see Inbox, Drafts, Sent Items, Deleted Items, Junk Email, and Notes.



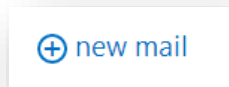
Your **Inbox** is the main entry base for all your email. From there, you can organize where you want your email to reside.

In the **Drafts** folder, you can save new email messages you are creating and edit them later.

Sent Items will show copies of the emails that you have sent.

You can place your unwanted email into the **Deleted Items** folder.

Create a new email by clicking on New Mail in the top left corner.



Add all contacts that you wish to send your email to in the **To** section.

Anyone you wish to see a copy email of your email without necessarily requesting a response can be added in the **Cc** section.

Write a title to your email that the recipient will see before opening in the **Subject** section.

Compose your message in the space below, and attach any files or documents by clicking **Insert**.

Click **Send** to send your email to the named recipients.

