A guide to Outlook 365

Accessing your Email account.

1. Open your web browser

   or

2. Go to **https://outlook.office365.com/**

   You may wish to bookmark this address for future use. Click ⭐ to do this.

3. Sign in using your credentials.

   Your email address will be your **school username + @plume.essex.sch.uk**

   So if your school username is **desabc**,
   you will log in with **desabc@plume.essex.sch.uk**

   Your **password** will be the same as your **school password**.

   ### Office 365
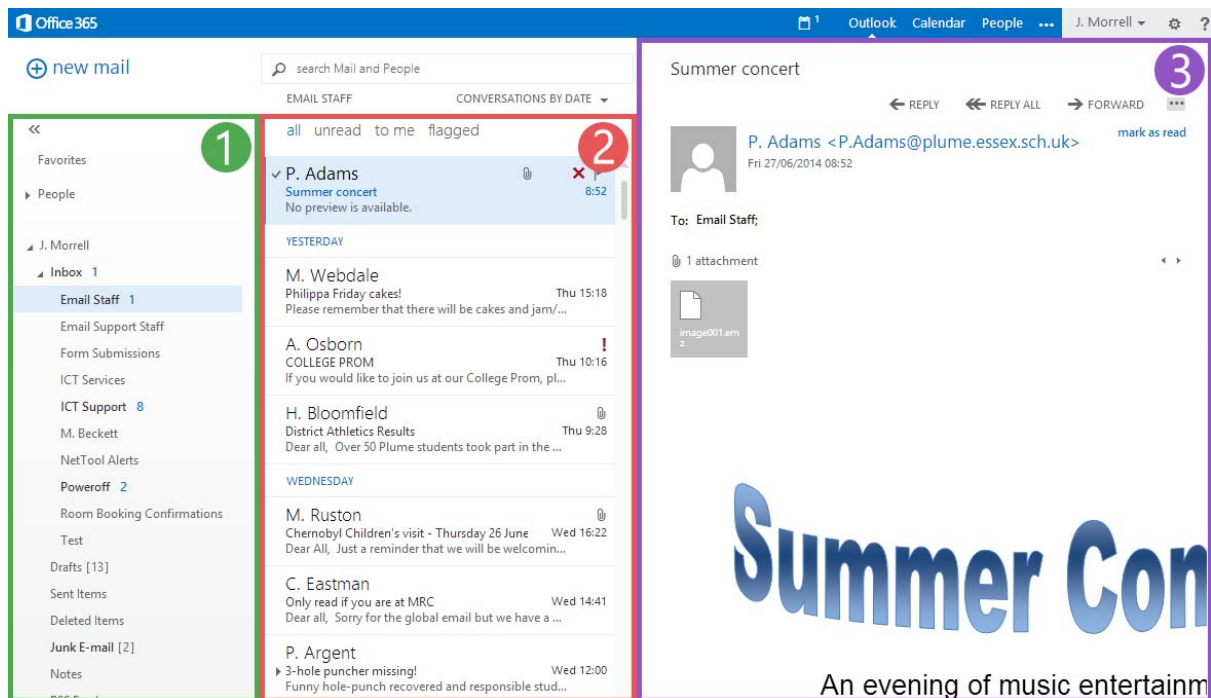
   Sign in with your organizational account

   | desabc@plume.essex.sch.uk |
   | .... |

4. Check '**Keep me signed in**' and then click '**Sign in**'

   ☑ Keep me signed in

   Sign in

Overview.

① Folder list & People

Here you will find your Inbox, Sent Item and Junk E-Mails as well as any other folders you have created. You can also find People here.
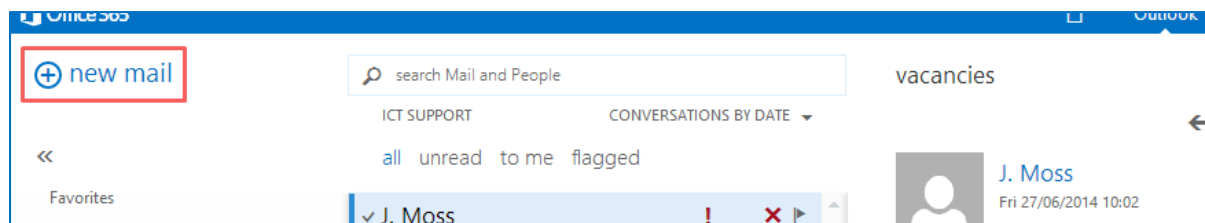
② Email List

Here you can view any Emails within the folder you have selected. Clicking one of these will open it in the preview window.

③ Email Preview

Here you can view the Email you have selected from the Email List. It shows you who sent the Email, its content and more.
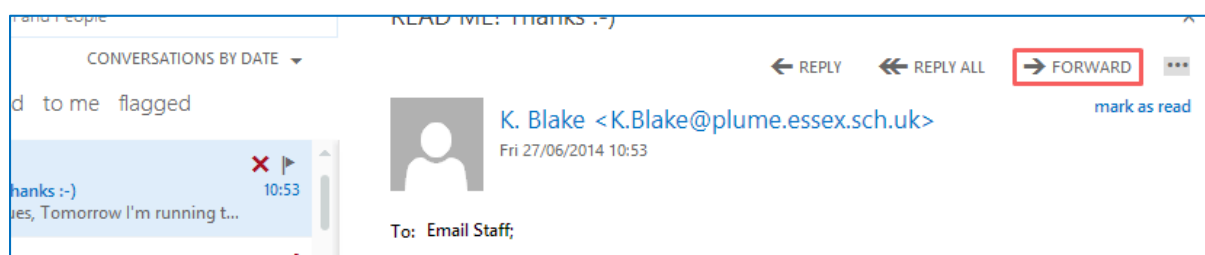
Sending Emails.

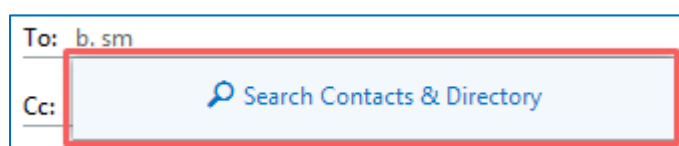To send a new Email, click 'new mail' in the top left of the page.

To reply to a selected email, click 'REPLY' at the top of the pane.

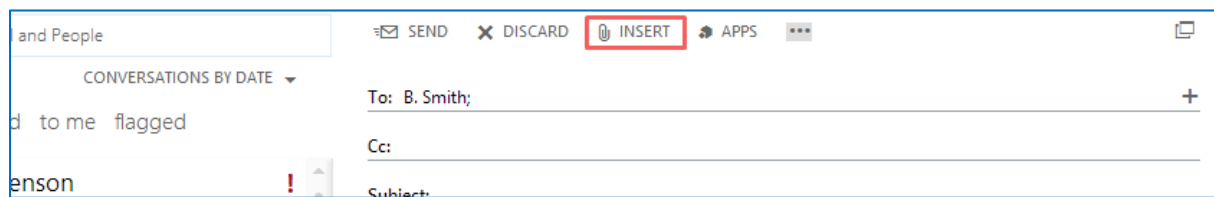To forward a selected email, click 'FORWARD' at the top of the pane.

To add a recipient to a message, click in the 'To:' box and start typing the name. Click 'Search Contacts & Directory' if a suggestion does not show.
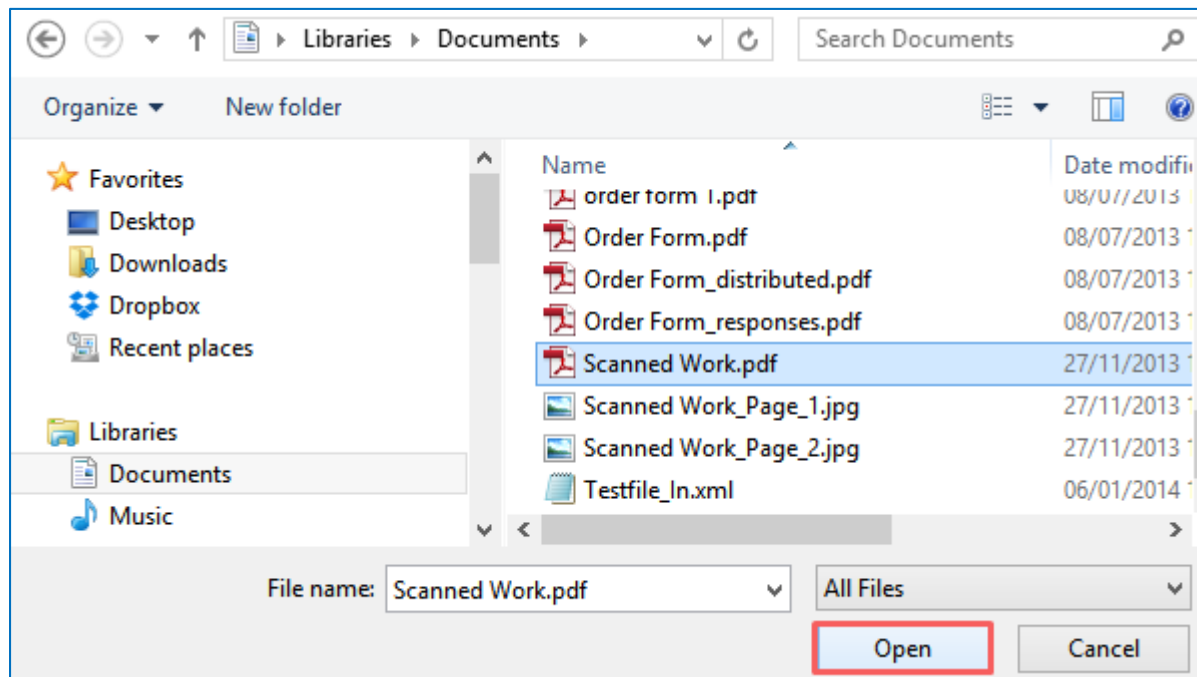

This will give you a list of People to choose from.

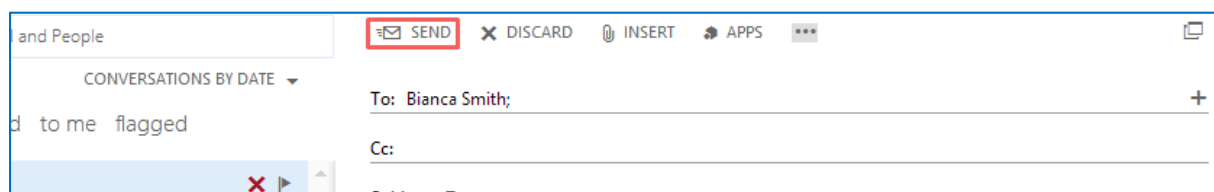## To Insert an Attachment click 'INSERT' at the top of the pane.

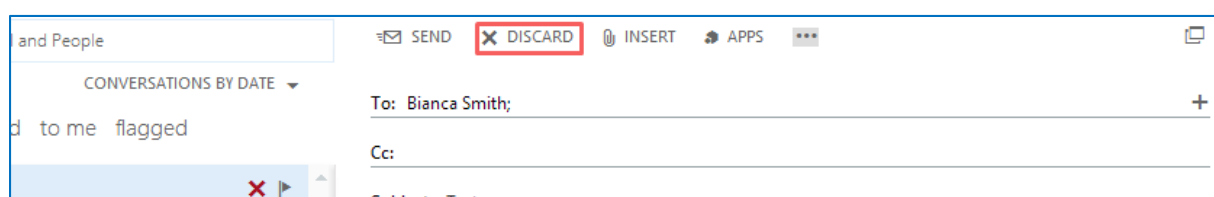## Select the file you want to attach and click 'Open'.

To format your message use the tools across the top of the writing pane.

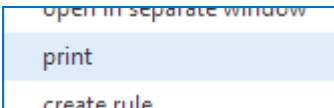## To send the message, click 'SEND' at the top of the pane.

If you no longer wish to send the message, click 'DISCARD'

Printing an Email.

1. Click '⬛' at the top right of the window.

2. Click 'Print'

3. Select the printer you want to use & click 'Print'

Setting up a signature.

1. Click the ' ⚙ ' at the top of the page.

2. Click 'Options'
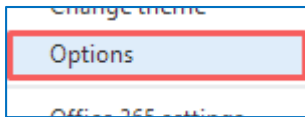
3. Click the 'settings' tab and then write your signature in the box.
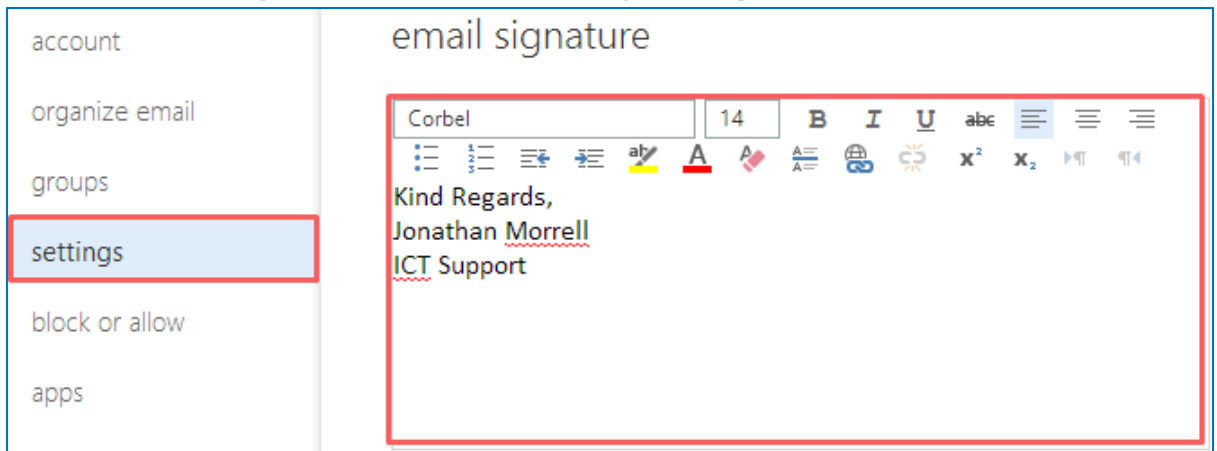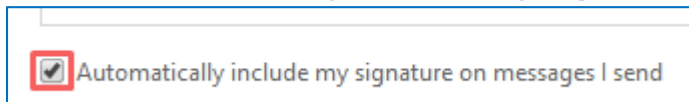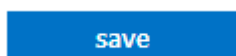

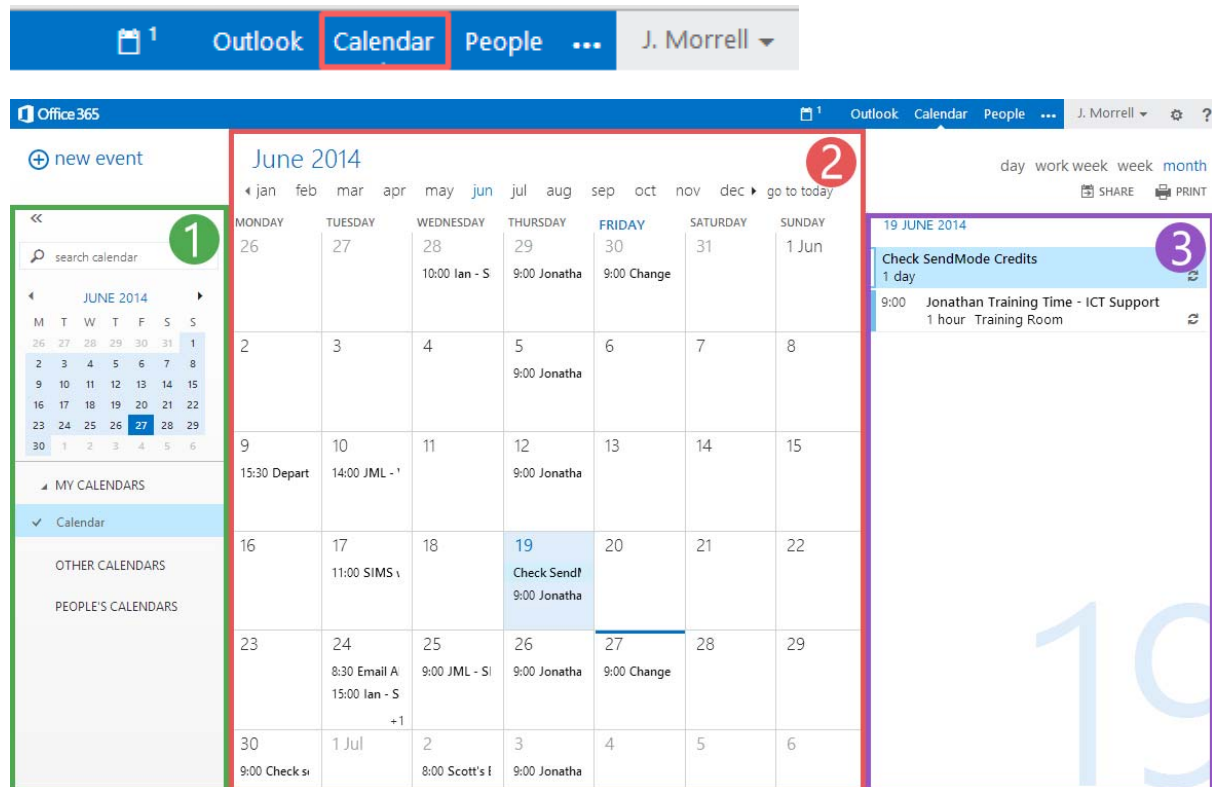4. Check 'Automatically include my signature on messages I send'

5. Click 'save'

Any messages you now send will display your signature automatically.

Calendar overview.

To view your Calendar click 'Calendar' at the top of the page.

① Search, Quick view & Added Calendars

Here you will be able to search your selected calendar. You can also view, create and add other Calendars.
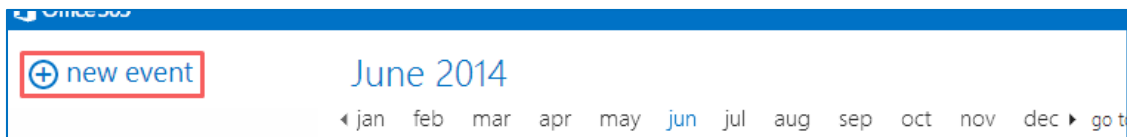
② Calendar Overview

Here you can see an overview of all events within a selected timeframe. You can also open and create events from here.

③ Event Preview

Here you can view more information about events that are occurring on the date selected.

Adding a calendar event.

1. Click 'new event' at the top of the calendar view.

2. Fill in 'Event' and 'Location' information using the boxes provided.

3. Start typing the name of people you want to invite in 'Attendees'.

Click 'Search Contacts & Directory' if a suggestion does not show

4. Fill out the date information using the dropdown menus.

5. Enter a detailed description of the event using the writing pane.

6. Click 'SEND' at the top of the window.

Tips.

Emails are grouped into conversations by default. To turn this off click 'CONVERSATIONS BY DATE' at the top of the Email list and select 'off'.
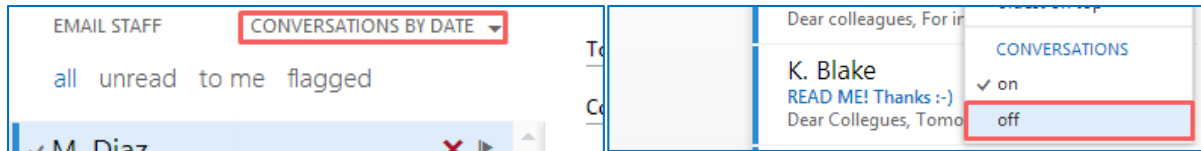
Folders are minimised by default. To maximise folders click ' ▶ '
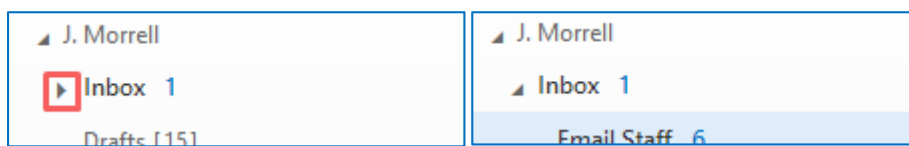
When composing a message you can open it in another window. Click ' 🗗 ' at the top of composition pane to do this.
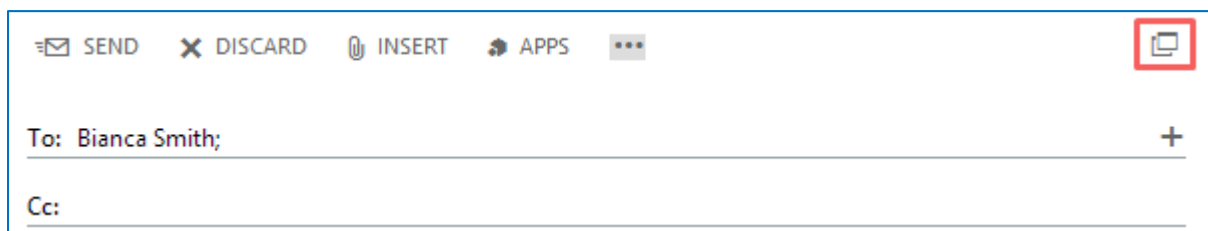
Office 365 allows you to change your theme. To do this click '⚙' and then click 'Change theme'. Once you have chosen a theme, click 'OK'

Troubleshooting.

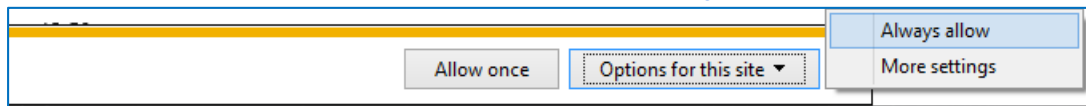**Problem:** Nothing appears when you double click an email or use the pop-out window feature, in Internet Explorer.

Solution:

1. Attempt to open an email by double clicking an email
2. At the bottom of the window a message appears.
   Click 'Options for this site', then click 'Always allow'

	Allow once	Options for this site ▼	Always allow
			More settings

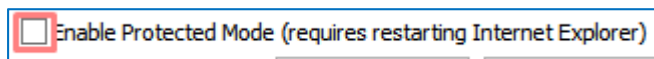3. Pop-out features should now work correctly.

Problem: Documents print incorrectly when using Internet explorer.

Solution:

1. Click '⚙' in the top right of Internet Explorer.
2. Select 'Internet options' from the list.
3. Select the 'Security' tab.

General	Security	Privacy	Content	Connections	Programs	Advanced
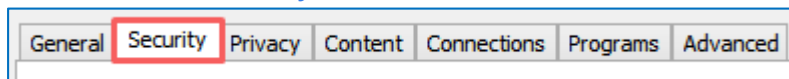
4. Uncheck 'Enable Protected Mode'

☐ Enable Protected Mode (requires restarting Internet Explorer)

5. Click 'OK'
6. Close internet Explorer and open it back up again.
7. Emails should now print correctly.