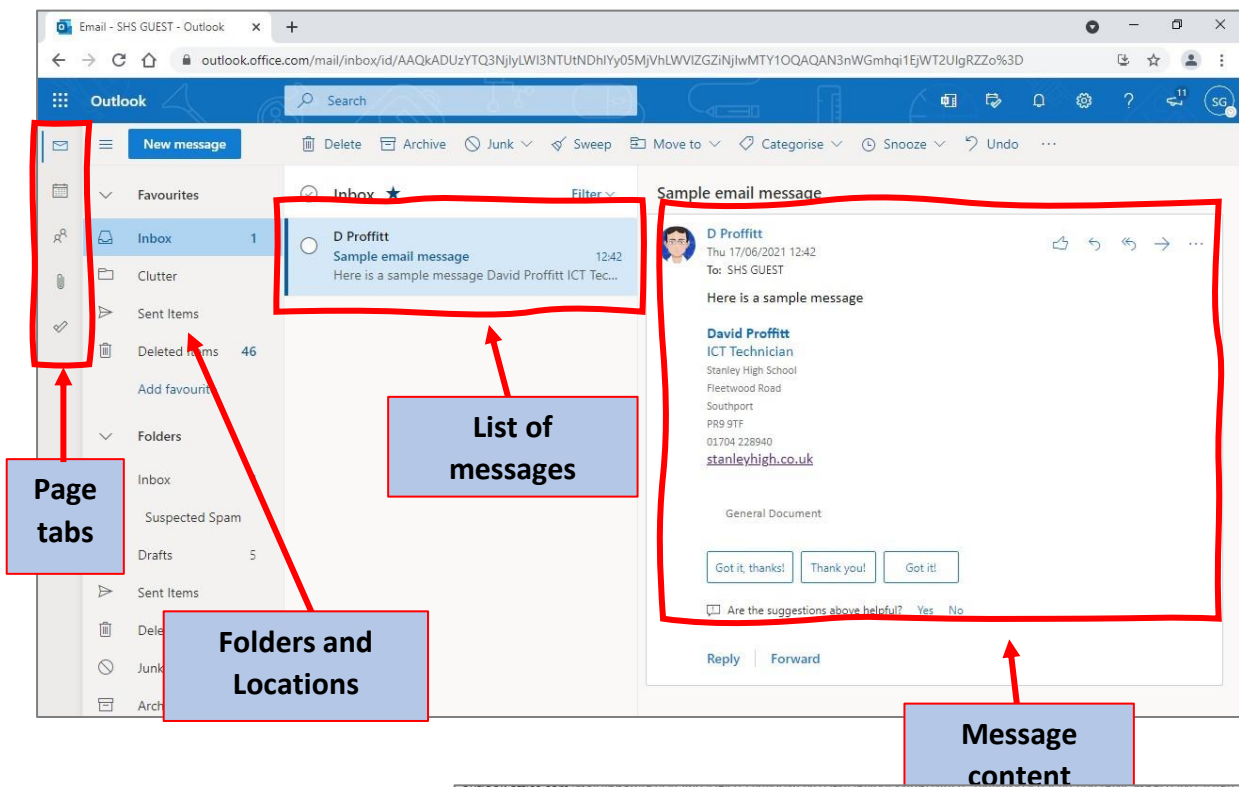


Introducing Outlook on the web - EMail

Outlook is your one-stop application for Microsoft 365 emails, calendars, contacts, notes and tasks. We have produced a number of guides to help you get the most out of the browser version of Outlook.

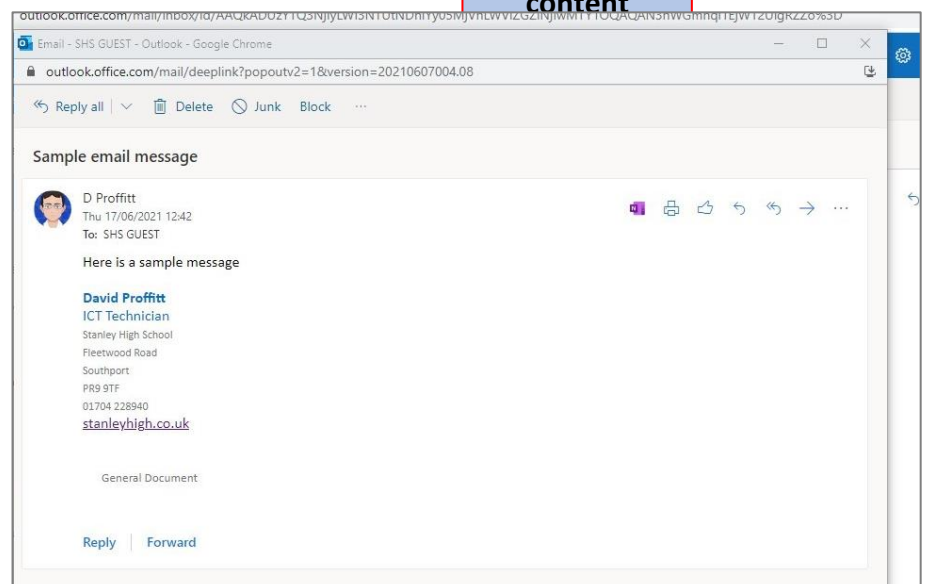
First look - Emails

Outlook opens automatically at the Email page. The layout is very similar to other browser-based email services, with navigation along the left and the messages appearing on the right.



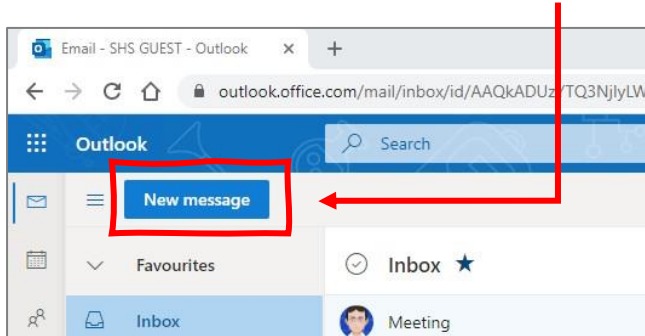
Double-click an item in the message list to open it in a pop-up window.

This allows you to view multiple messages at the same time.



Creating a new Message

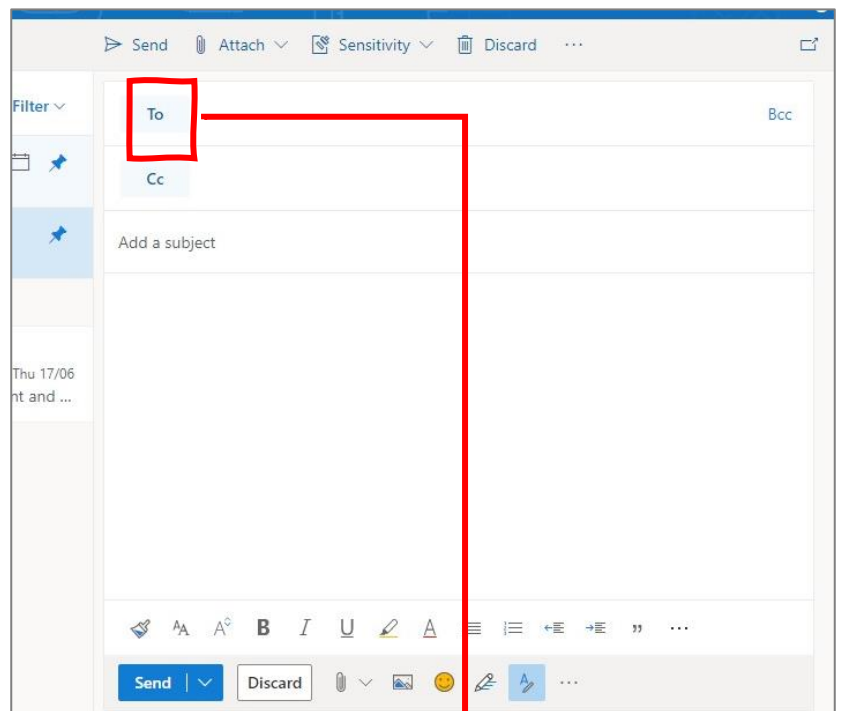
To create a new message, click on the “**New Message**” button in the top-left of the page



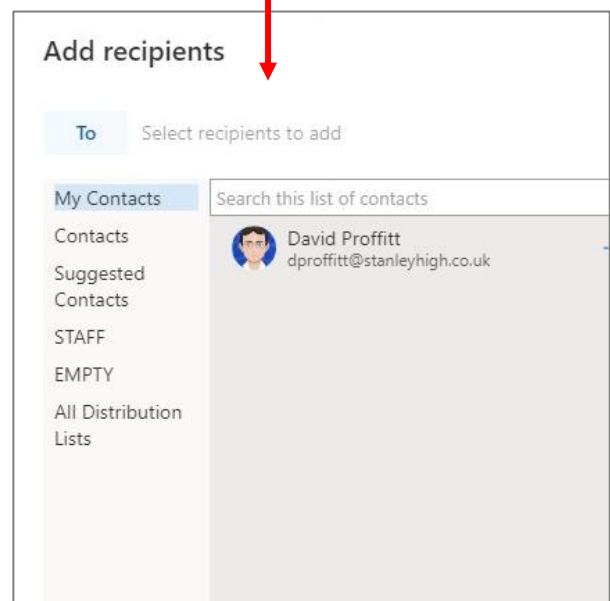
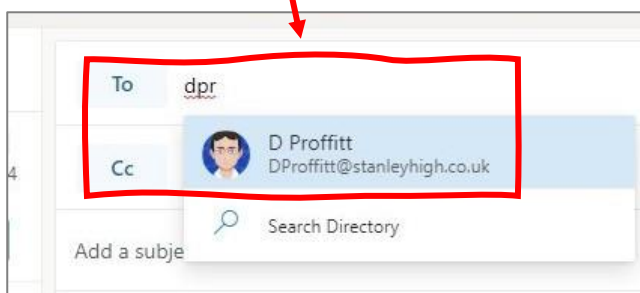
This will open a blank message on the right of the page.

1. If you know the email address of the person or group you are messaging, type it into the “**To**” field.
2. To search for an address, click on the “**To**” button.

Click on the “**STAFF**” address book and search for the user(s) you want to add.



As you use Outlook it builds internal lists of regular contacts which will appear automatically as you start to type a name or address.

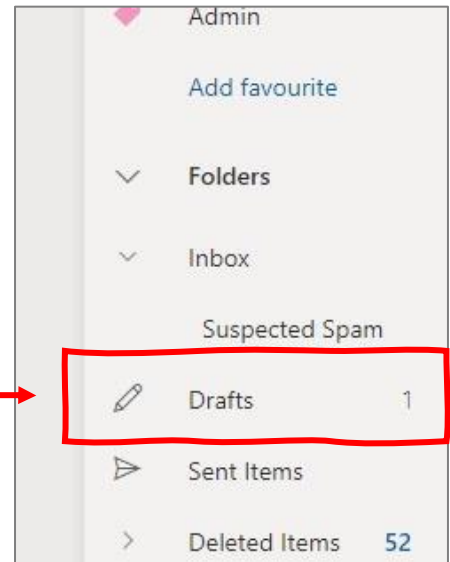


Draft Messages

Outlook automatically saves a new message or reply as a Draft as you are creating it.

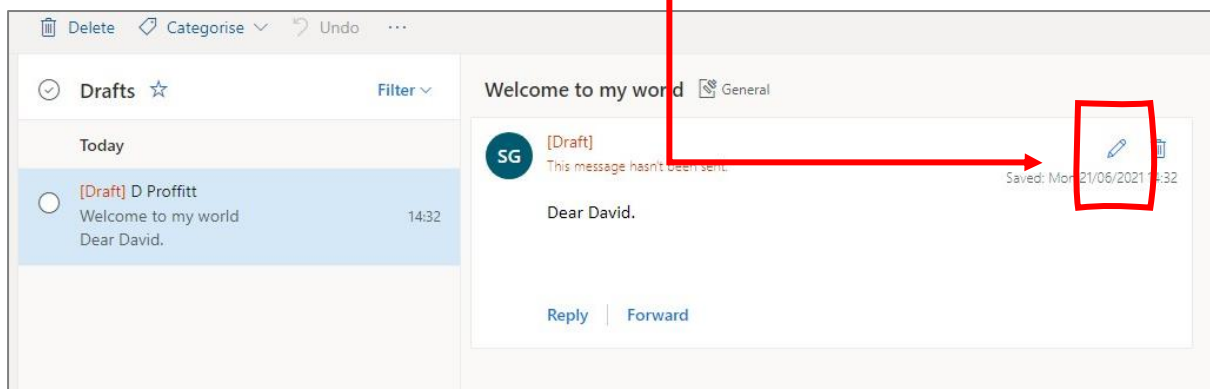
If you move away or close the window, you can return to the last saved version very easily.

- Go to the **Folders** on the left-hand navigation pane
- Scroll down until you see “**Drafts**”



You will then see any Draft (unsent) emails.

To continue editing or to send the email, click on the **Edit** icon on the top-right.



This will open in Edit mode.

When you are ready to send the email, click on the “**Send**” button above the message window.

