

# Using Office 365 Outlook - Email

## Accessing 365 Outlook

### From Home:

- 1) Open your internet browser, go to <http://outlook.office365.com>.
- 2) Enter your email account name in the format: *firstname.lastname@wrh.on.ca*.
- 3) The password is the password you currently use to access Citrix.
- 4) Click **Sign In**.

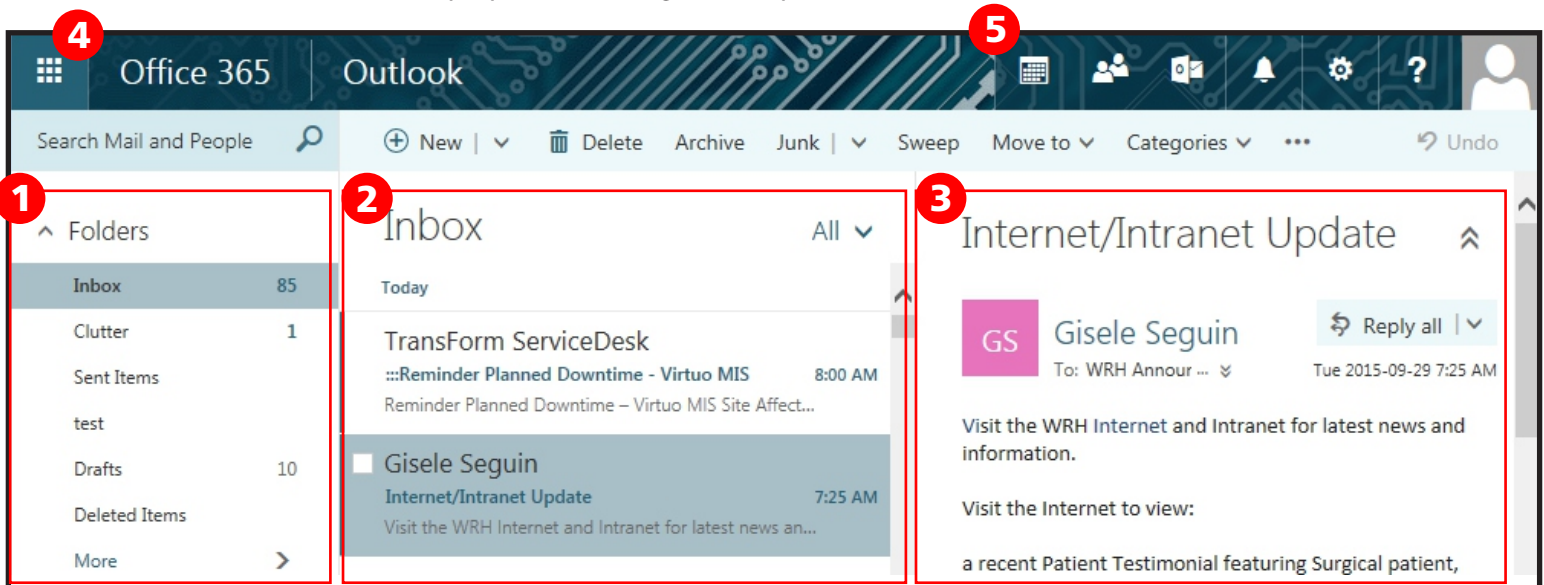
### From Work:

- 1) Log into Citrix.
- 2) Click to open the **Office 2010** folder.
- 3) Click to select **Office 365**.



## Overview of the Window

- 1) **Navigation Pane** - includes shortcuts to folders and locations.
- 2) **View Pane** - shows the contents of the selected folder.
- 3) **Reading Pane** - shows the contents of the selected email.
- 4) **App Launcher** - Allows you to flip between mail, calendar, contacts, and tasks
- 5) **Shortcuts** - shortcuts to calendar, people, mail, settings, and help



## Receiving a Message

### Reading a Message:

- 1) Click on a message to view the content in the reading pane.

### OR

- 2) Double click on a message to open a separate window.

### Replying to or Forwarding a Message:

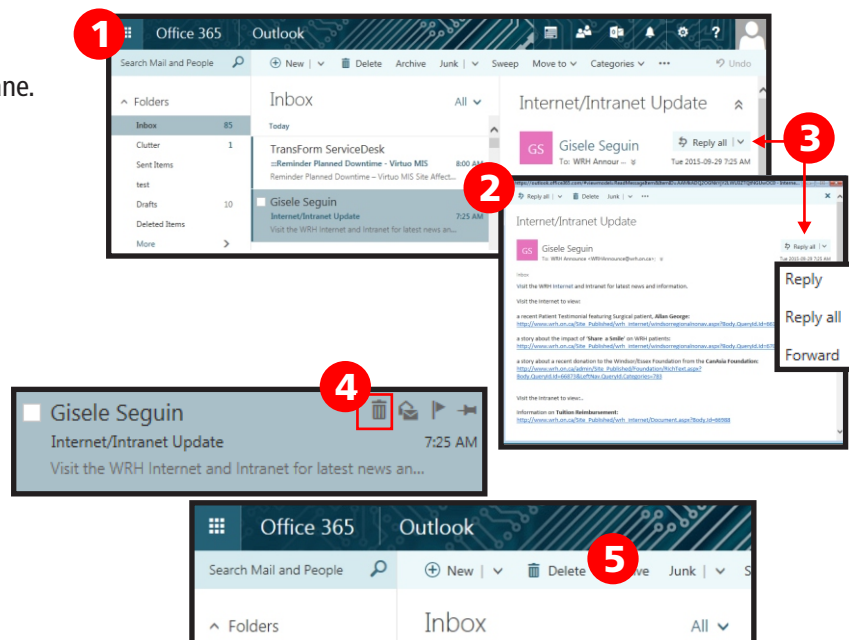
- 3) Click the **Reply All** drop down menu and select the appropriate action.

### Deleting a Message:

- 4) Mouse over the message and click the Delete icon.

### OR

- 5) Select the message and click the Delete icon at the top of the window.

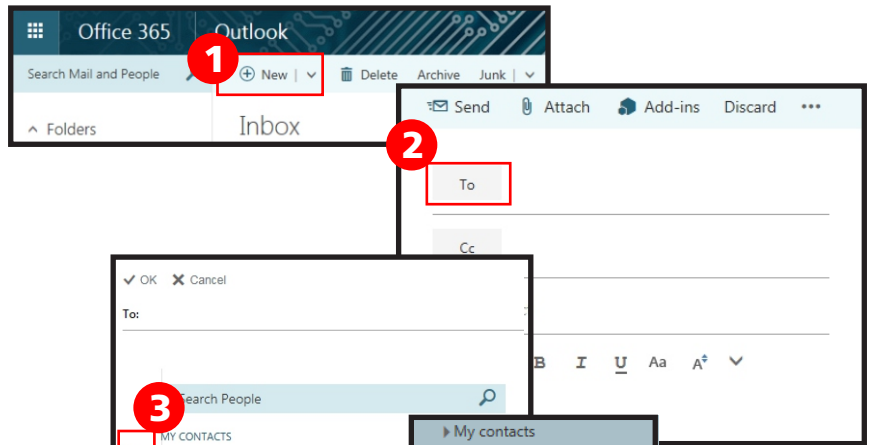


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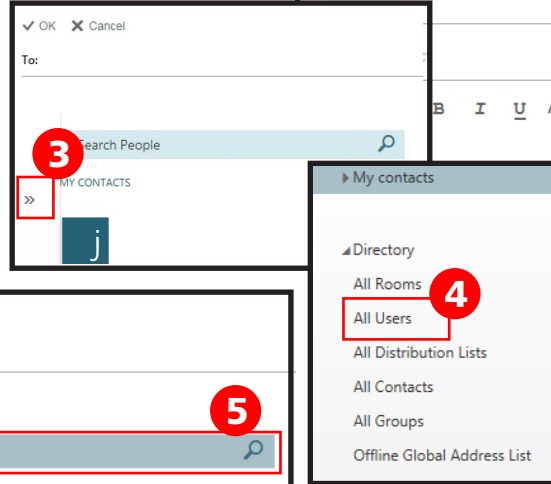
## Sending a Message

### Creating a New Message:

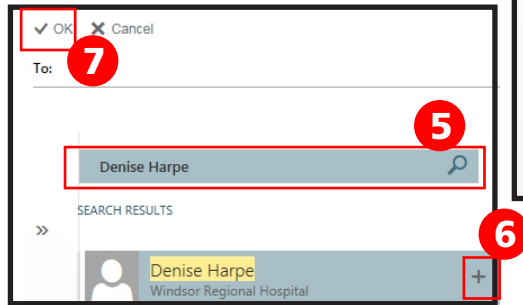
- 1) Click **New**.
- 2) Click **To** to open the contact list.



- 3) Click the expansion arrows to change the contact list.
- 4) Click to select **All Users**.



- 5) Type a name in the search field, and click the search button.
- 6) Click the + beside the appropriate name(s).
- 7) Click **OK** when you have selected all recipients' names.

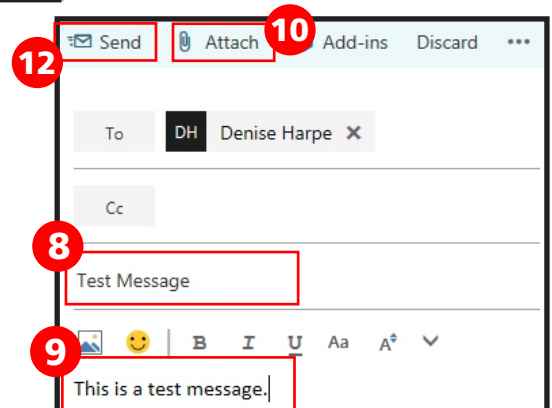


- 8) Type in a subject for the message.
- 9) Type in the message.

### Adding an Attachment:

- 10) Click **Attach**.
- 11) Browse for the appropriate file(s), then click **Open**.

- 12) Once your message is ready, click Send.

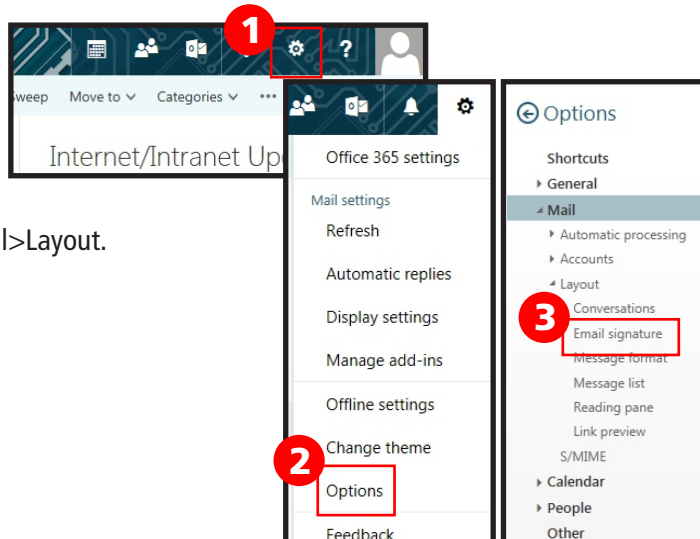


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## Options

### Adding a Signature:

1) Click to open the **Settings**.



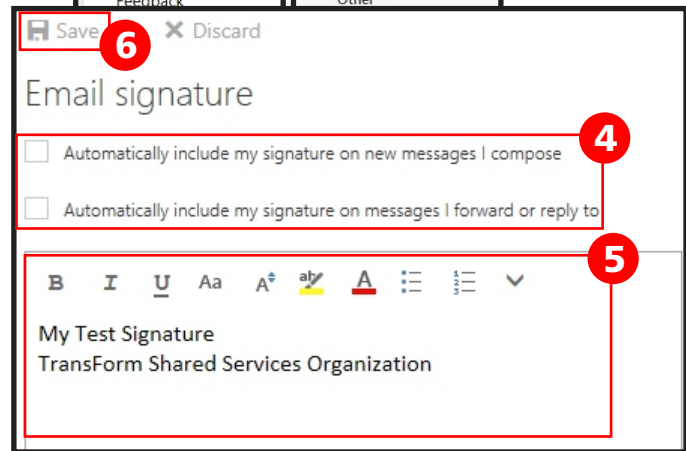
2) Select **Options** from the drop down menu.

3) Click to select **Email Signature** under Mail>Layout.

4) Click to indicate when you want your signature to automatically be included.

5) Type and format your signature in the available space.

6) Click **Save**.



### Out of Office Assistant:

1) Click to open the **Settings**.

2) Select **Automatic Replies** from the drop down menu.

3) Click to select **Send automatic replies**.

4) Specify a date range.

5) Type and format your message for internal senders.

6) Scroll down to set your automatic replies for senders outside the organization.

7) Click **OK**.

