



WFWI Online Access for President/Secretary/Treasurer Outlook Email Introduction

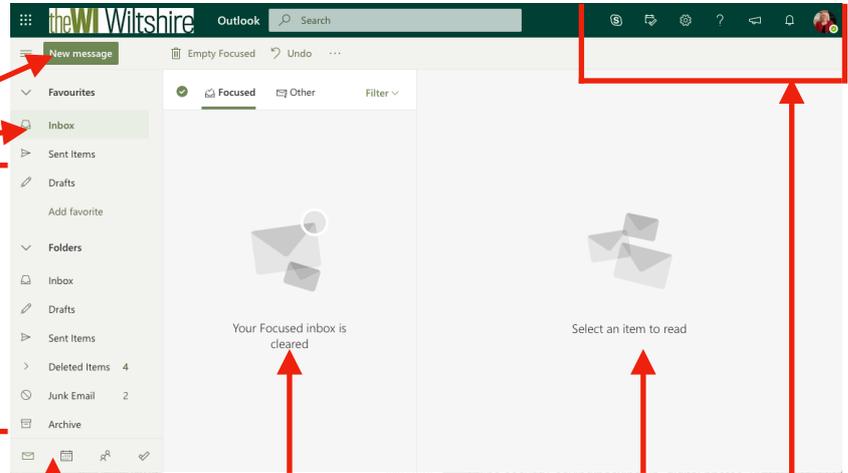


1. You have logged into Office 365 and selected the Outlook icon.
(Having difficulty? Please refer to the file "WFWI Outlook Login")
2. This is the page you will see as the home page for Outlook:
Take a moment to look around the page.

Create a new message

Inbox

Left Menu:
Other ways of looking
for previous emails



Quick links to




 email, calendar, contacts and tasks.

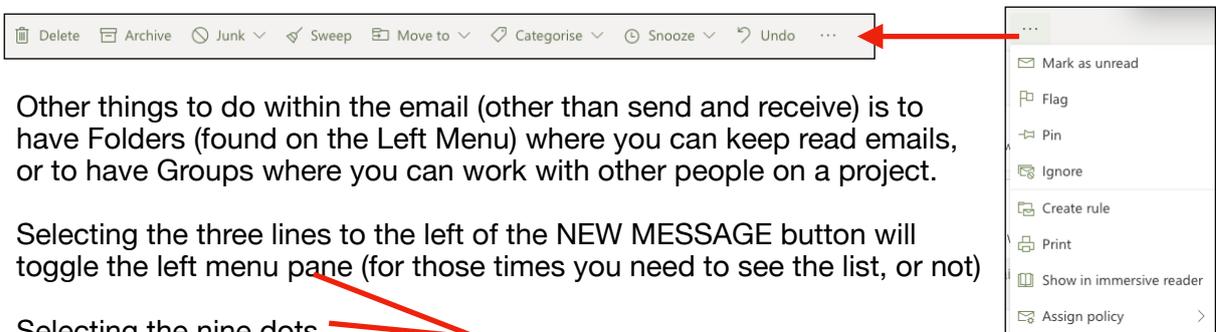
List of Emails
when they arrive showing sender's name, the subject, and the first line of the email.

When an email is selected from the List of Emails then the entire email and thread will be shown here.

Other quick links to

Chat (Skype) My Day Settings Help What's new Notifications Account Manager

3. As you receive an email you will notice that the menu bar will change when you select an email. And the three dots gives you more options.



4. Other things to do within the email (other than send and receive) is to have Folders (found on the Left Menu) where you can keep read emails, or to have Groups where you can work with other people on a project.
5. Selecting the three lines to the left of the NEW MESSAGE button will toggle the left menu pane (for those times you need to see the list, or not)
6. Selecting the nine dots will bring up access to other Office365 applications including OneDrive, Word, Powerpoint, and Excel.

