DIGITAL CHESHIRE

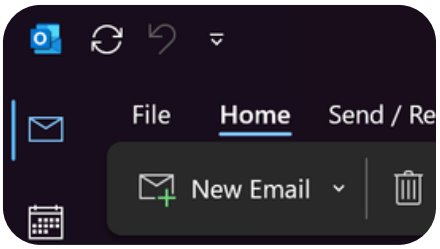
How to Use Microsoft Outlook

Reading an Email

1. Open Inbox
2. Click the email
3. Read the message

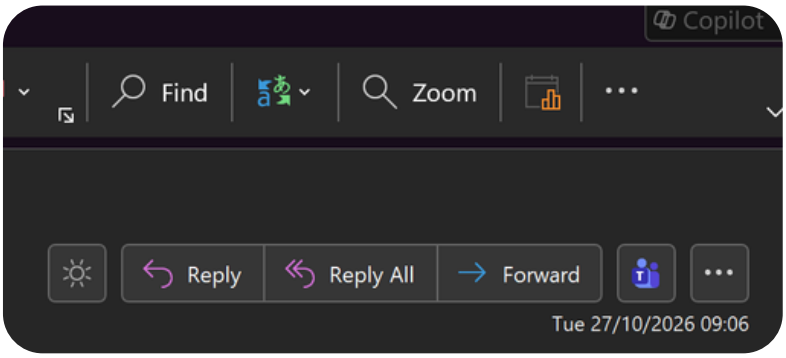
Sending an Email

1. Click New Email
2. Add email address
3. Add subject
4. Write message
5. Click Send



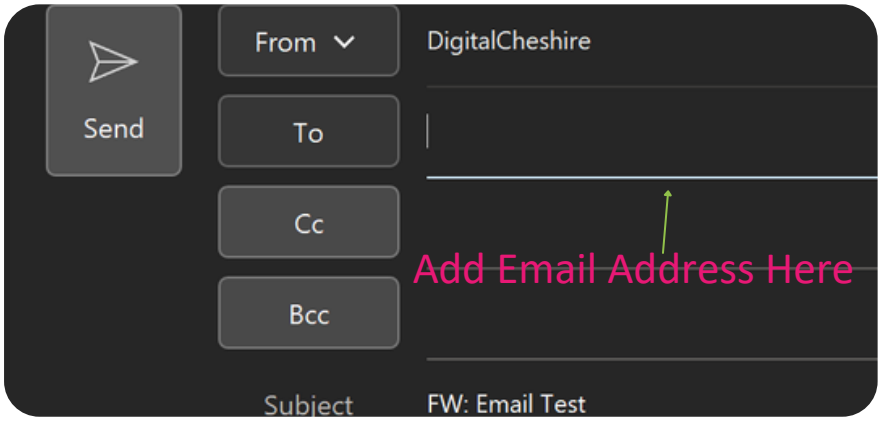
Replying to an Email

Use Reply for one person.
Use Reply All only when everyone needs the information.



Forward an Email

1. Open email
2. Click Forward
3. Add email address
4. Click Send

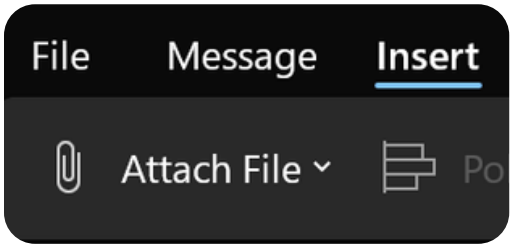


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How to Use Microsoft Outlook

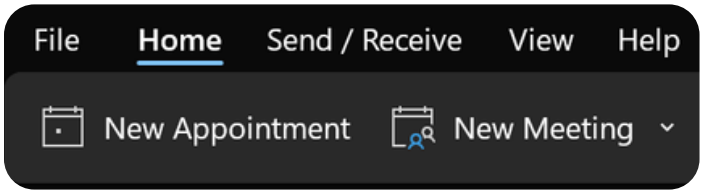
Adding a file

- Click insert
- Click the paperclip
- Choose a file
- Check it is attached
- Send email

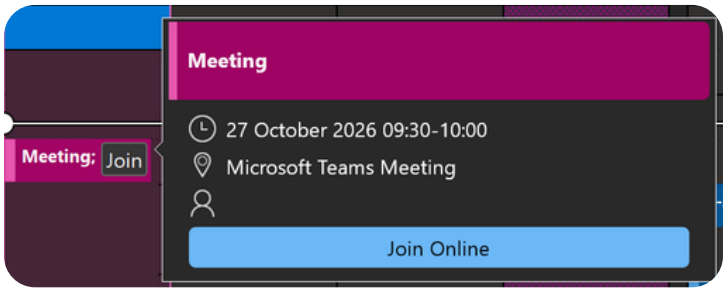


Calendar

You can create meetings in Calendar by clicking New appointment or New Meeting



You can also join Teams meetings from the Calendar by hovering over the meeting and clicking join.



Staying safe online

Do not share passwords.
Chekk email senders.
Report suspicious emails.

Need Help?

Please contact us if you need help
Website: www.digital-cheshire.co.uk
Email: digitalcheshire@cheshireeast.gov.uk