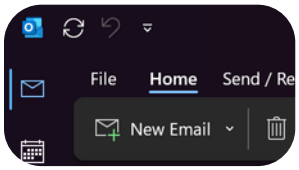
How to use MS Outlook

Reading an Email

1. Click Inbox.
2. Click on an email to open it.
3. Read the message in the reading pane or double-click to open it in a new window.

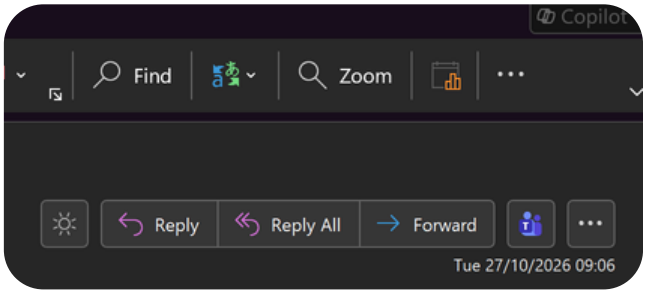
Sending an Email





1. Click New Email.
2. In the To box, type the person's email address.
3. In the Subject box, enter a short description.
4. Type your message in the large box.
5. Click Send.

Replying to an Email



To reply to the sender:

1. Open the email.
2. Click Reply.
3. Type your response.
4. Click Send.

To reply to everyone included in the email:

1. Click Reply All.
2. Type your message.
3. Click Send.

Be careful: Only use Reply All when everyone needs to see your response.

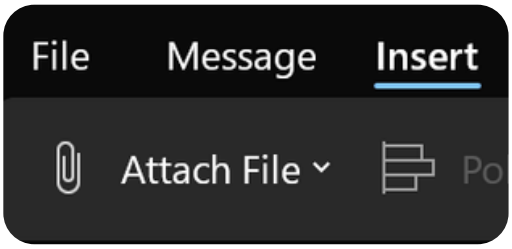
Forwarding an Email

Use this when you need to send an email to someone else.

1. Open the email.
2. Click Forward.
3. Enter the recipient's email address.
4. Add any comments if needed.
5. Click Send.

Adding an Attachment

Attachments can be documents, photographs or other files.

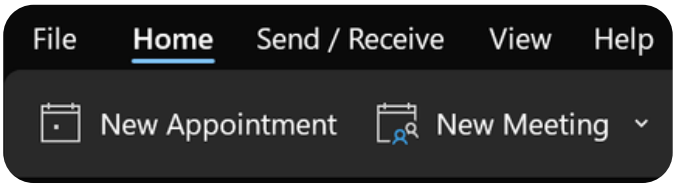


1. Create a new email.
2. Click Attach File (paperclip icon).
3. Find and select the file.
4. Click Open.
5. Check the file appears in the email before sending.

How to use MS Outlook

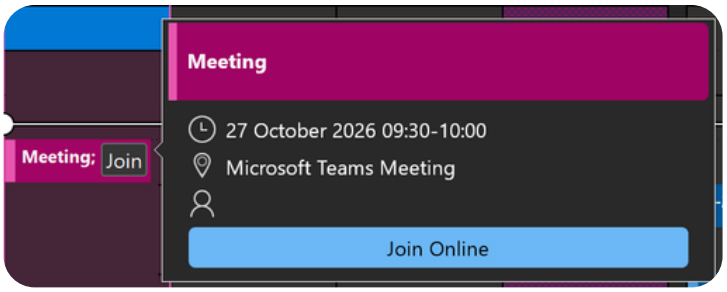
To open the Calendar:

1. Click the Calendar icon.
2. Select the date.
3. Double-click on a time slot.
4. Enter meeting details.
5. Click Save.



Joining a Teams Meeting

- Open the meeting invitation.
- Click Join Microsoft Teams Meeting.
- Select your microphone and camera settings.
- Click Join Now.



Managing Your Inbox

To delete an Email, select the email and click Delete.

To move an Email, right-click the email, then select 'Move'. Choose the folder that you want to move the email too.

To mark the Email as read, right-click the email. select mark as read.

Staying Safe:

Do Not:

- Open attachments from unknown senders.
- Click suspicious links.
- Share your password with anyone.
- Reply to scam or phishing emails.

Always:

- Check email addresses carefully.
- Report suspicious emails to your IT team.
- Lock your computer when away from your desk.

Quick Checklist Before Sending an Email:

☐ Have I added the correct recipient?
☐ Have I included a clear subject?
☐ Have I attached any files mentioned?
☐ Have I checked my spelling?
☐ Is my message polite and professional?

Need more help?

Please contact us if you need help and we can point you in the right direction.
Website: www.digital-cheshire.co.uk
Email: digitalcheshire@cheshireeast.gov.uk