



# Outlook

## How to use Outlook365

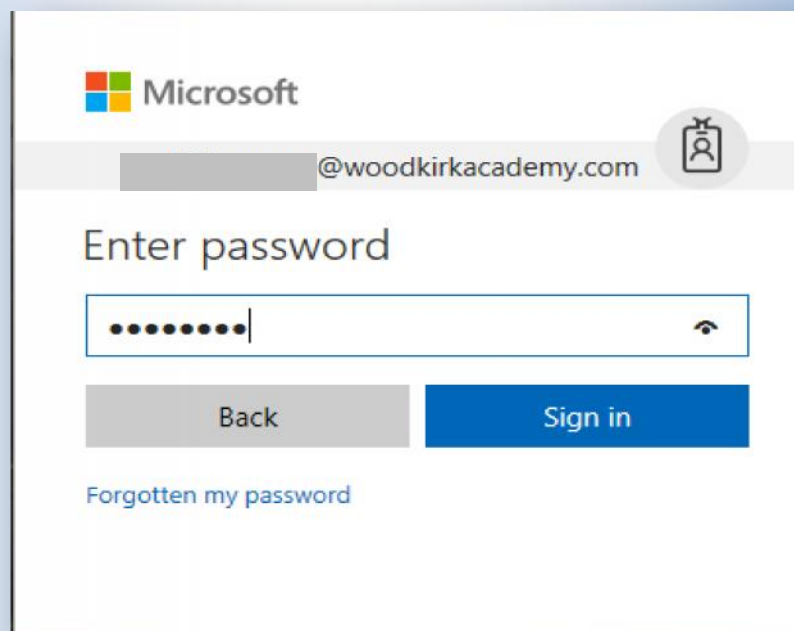


Type in the following website  
to get started

<https://outlook.office.com/mail/>

A screenshot of the Outlook sign-in page. The page has a dark background with a landscape image. At the top, the word 'Outlook' is written in white. Below it, the Microsoft logo is followed by the text 'Microsoft'. The main heading is 'Sign in' with the subtext 'to continue to Outlook'. There is a text input field labeled 'Email or phone'. Below the input field, there are two links: 'Can't access your account?' and 'Sign in with a security key ?'. At the bottom, there are two buttons: 'Back' (grey) and 'Next' (blue).

# How to use Outlook365 email



Microsoft

@woodkirkacademy.com

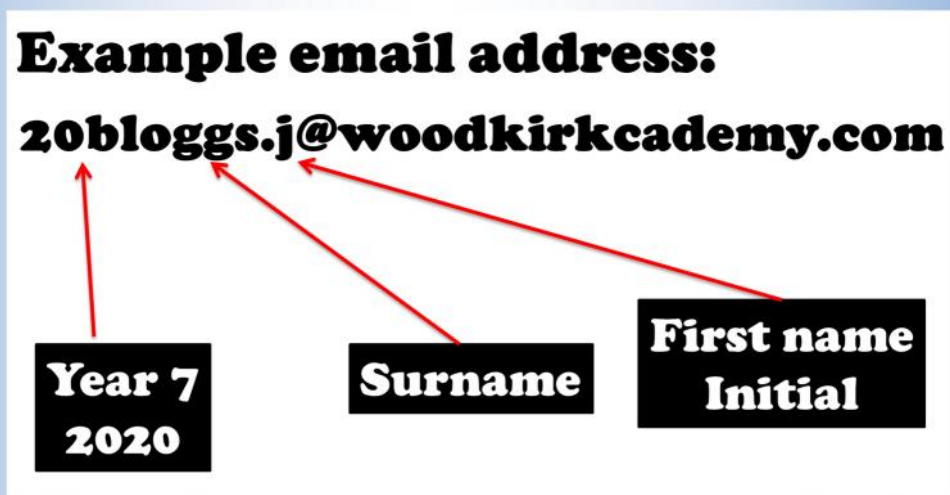
Enter password

.....

Back Sign in

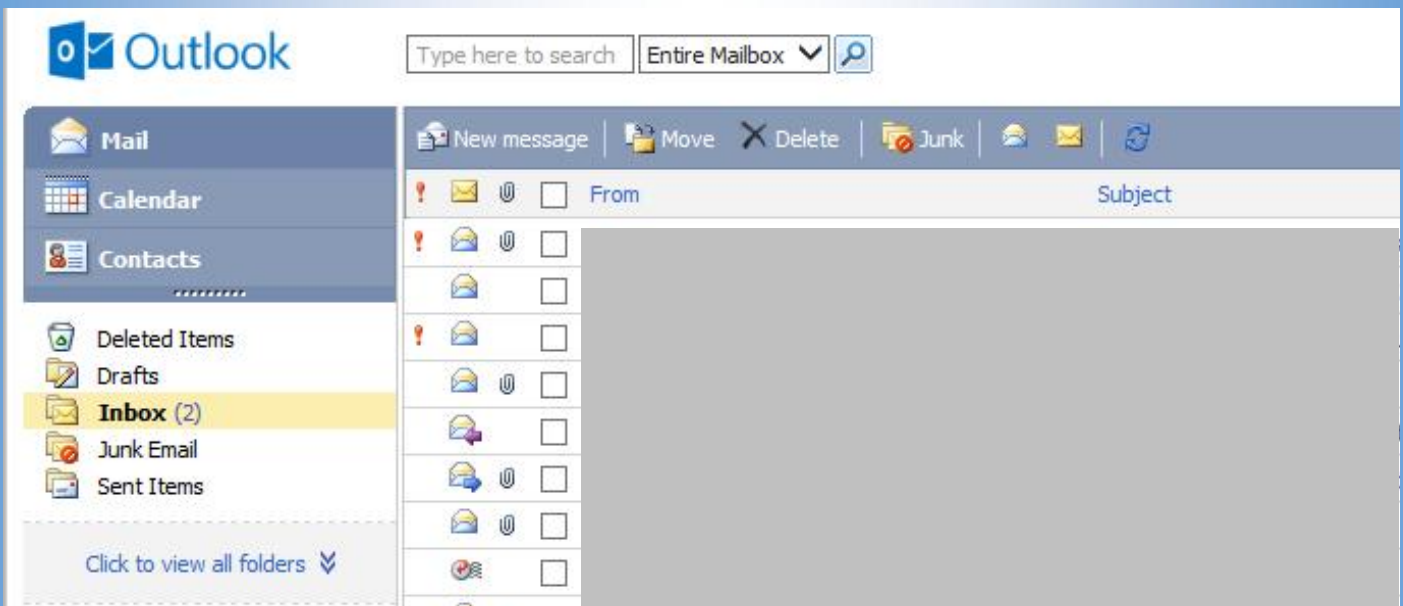
[Forgotten my password](#)

First type your e-mail address into the box.



Second enter your normal computing log on password.

# How to use Outlook365 email



**You will now see the following.**

**This is your INBOX.**

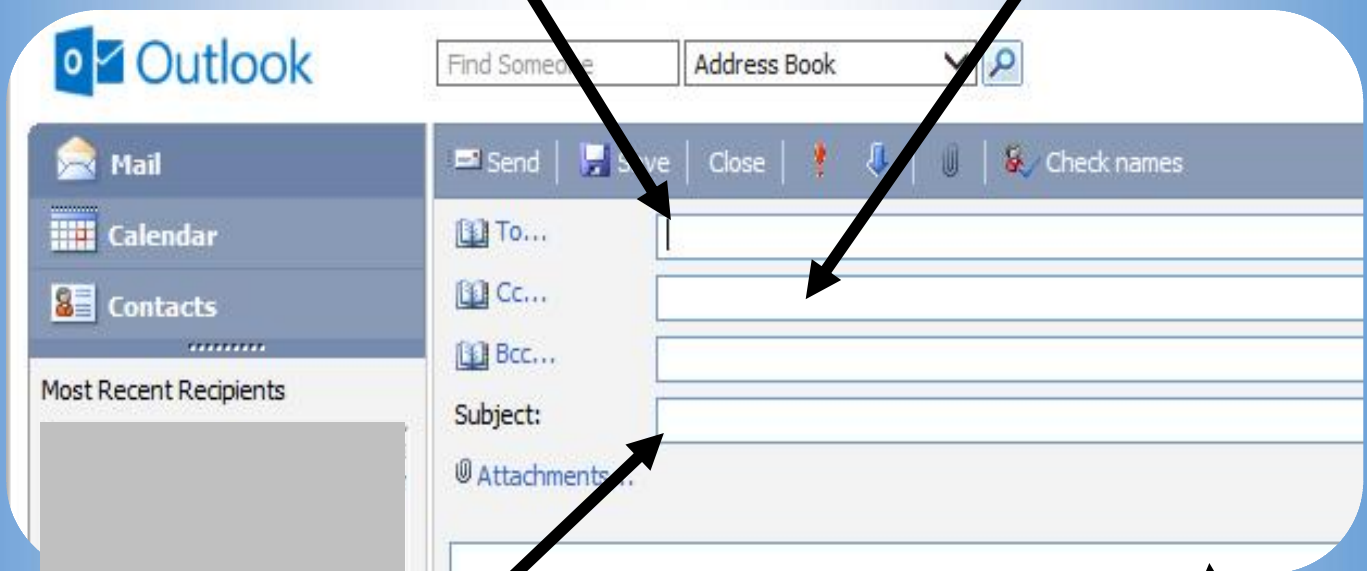
**This is where you receive all your e-mails.**

**You can also delete and move to different folders.**

# How to send an email

**TO:** This is who you send your email to. You type **THEIR** email into the 'to' bar.

**CC:** This is where you send an e-mail to copy someone in so they can see it too.



**Subject:** This is where you type what the email is about. For example "Homework"

**Email Message:** This is where you type the content of your message. Remember to make sure your writing is formal.