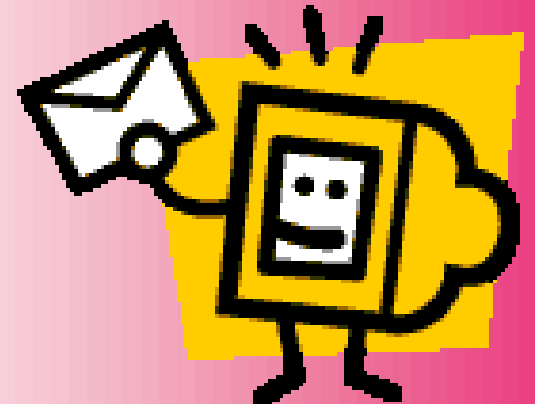


Email User

Guide.



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logging on

1) Write your email address here

2) enter your password

Microsoft Office Outlook Web Access

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Use Outlook Web Access Light

E-mail Address:

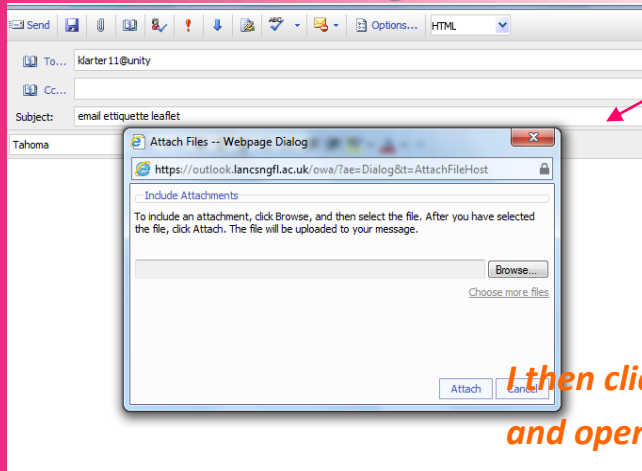
Password:

Log In

Connected to Microsoft Exchange
© 2007 Microsoft Corporation. All rights reserved.

3) press log on

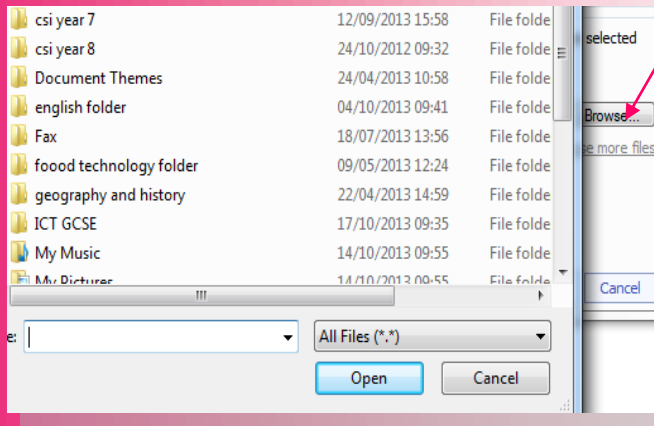
sending an email with an attachment



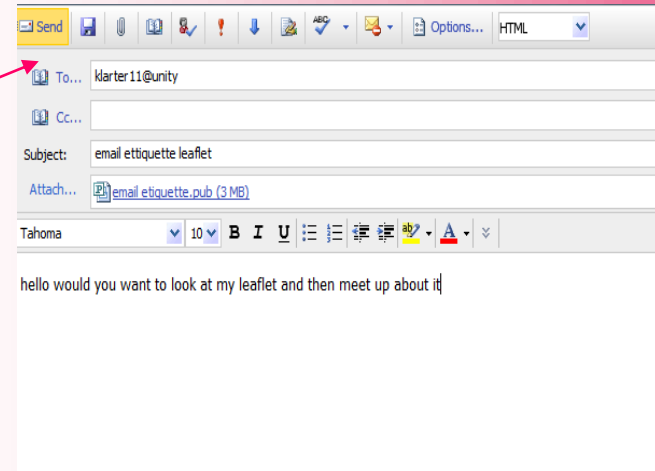
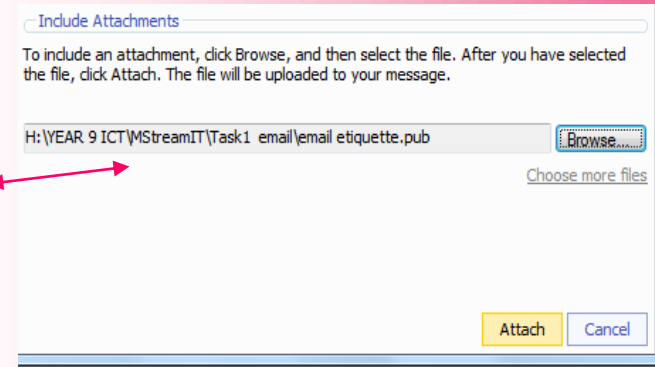
I write in a persons email and click on the paperclip.

Then click attach

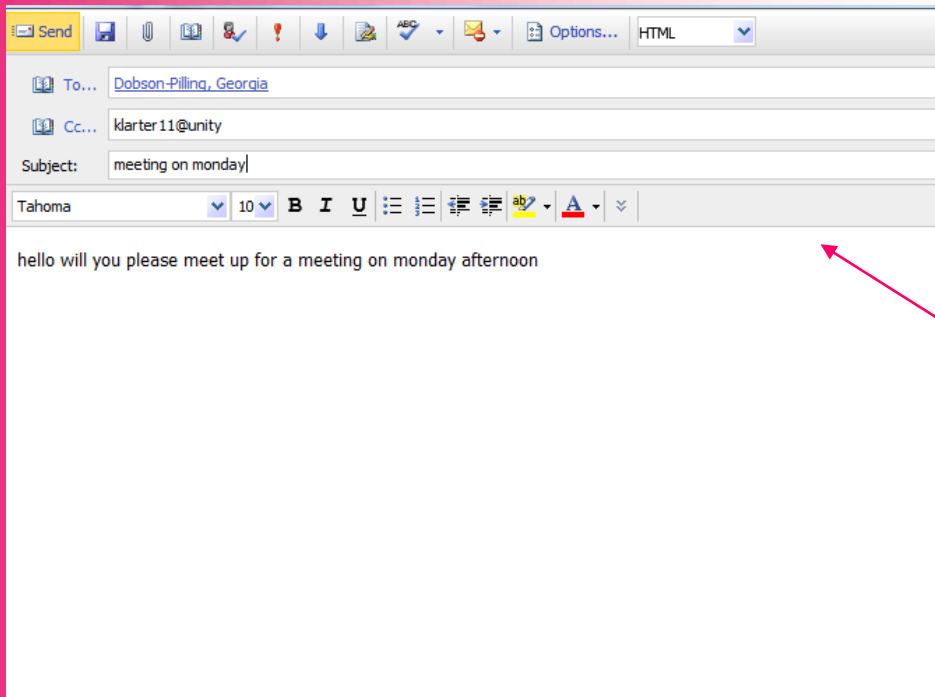
I then click on browse and open the folder I want to attach.



Then click send and you have sent an email with an attachment.

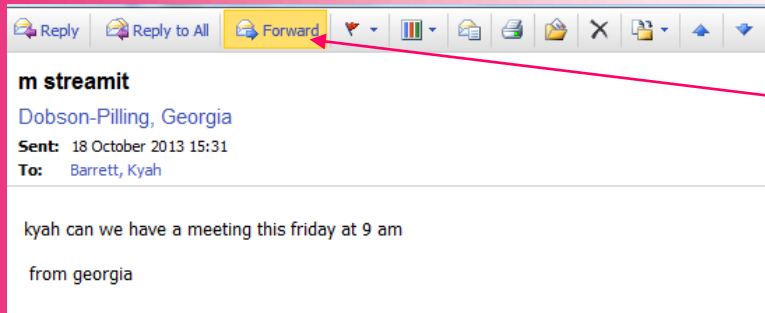


sending an email to more than one person

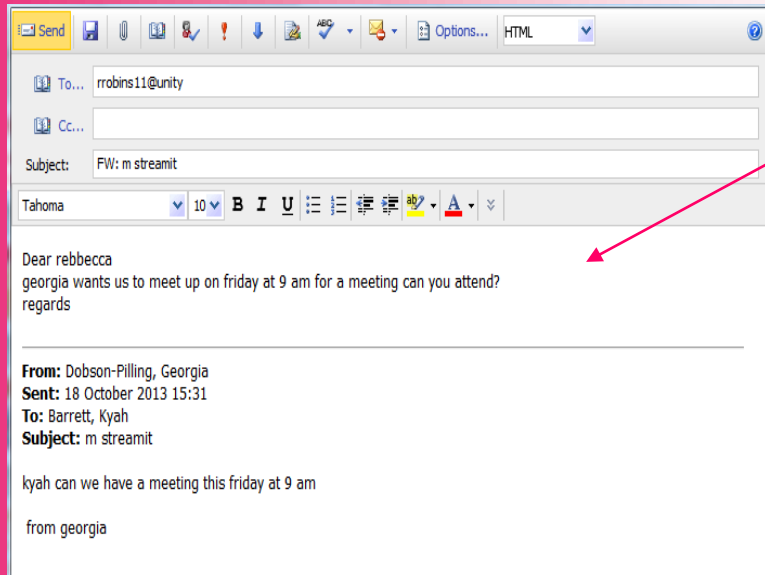


To send an email to more than one person you can either put more than one person email address in the 'to' box or put on name in the 'cc' box

forwarding an email

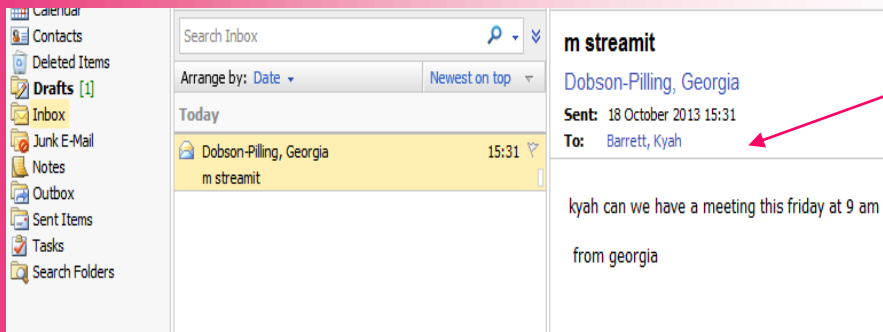


Click on the 'forward' button at the top.



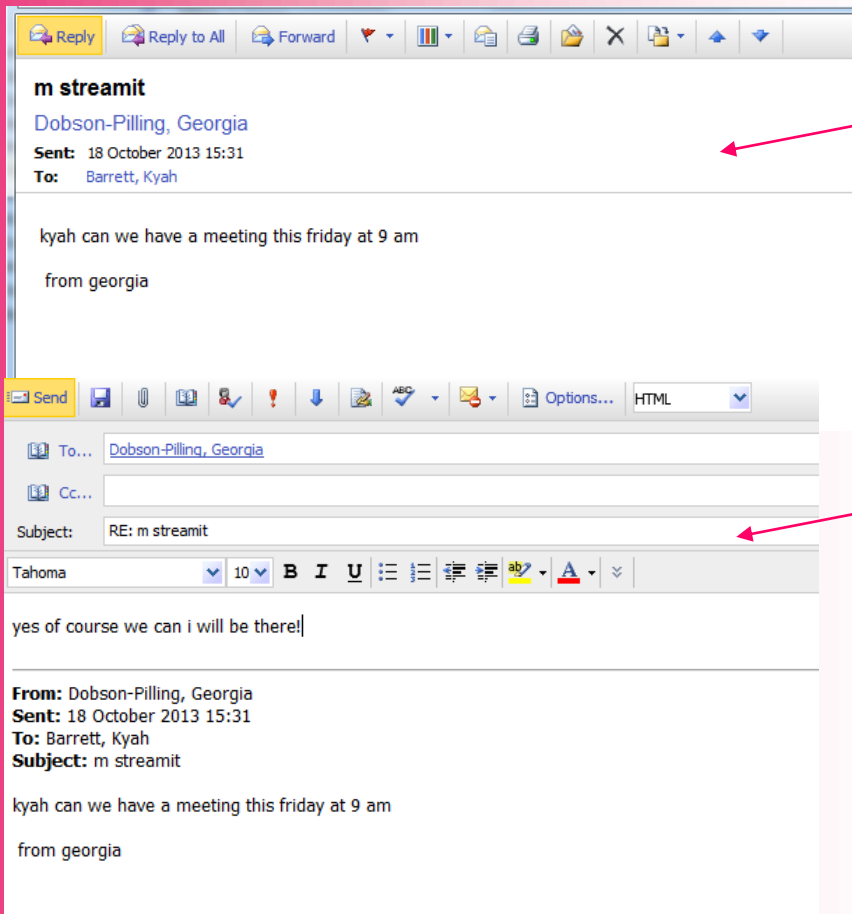
Type in the message you want to send then you have forwarded an email.

receiving an email



When you log on to your email account the your inbox will appear on the screen and you have received an email then click on it to view it.

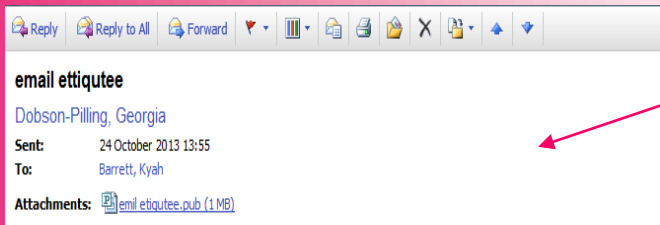
replying to an email



Click on the 'reply' button.

Then type in your message and click 'send'

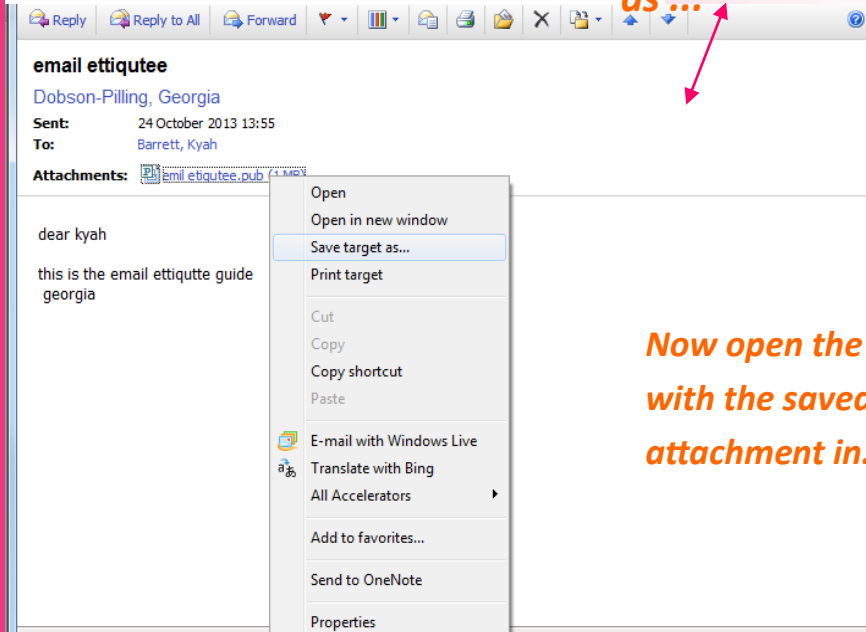
saving an attachment



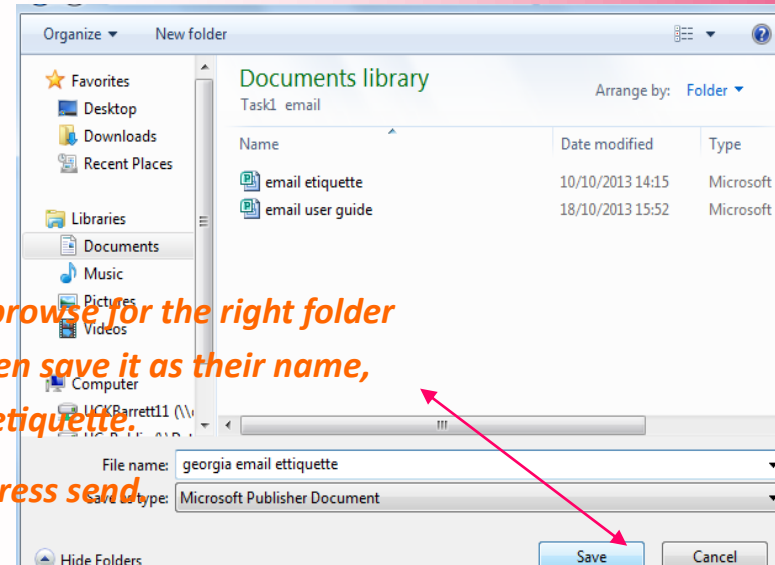
I have received an email with an attachment

dear kyah
this is the email ettiquete guide georgia

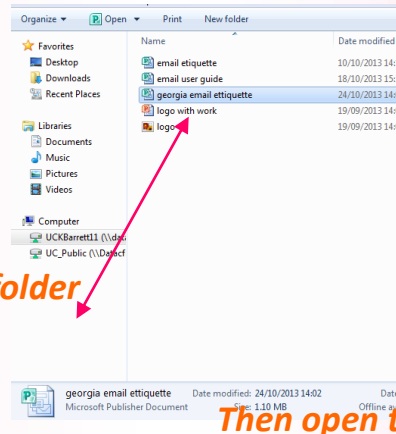
Then right click and press save target as ...



Now open the folder with the saved attachment in.



Then browse for the right folder and then save it as their name, email ettiquete.
Then press send.



Then open the file and you will have the attachment.

employee email etiquette guide

- Make sure your email includes a courteous greeting and closing helps to make your email not seem
- Address your contact with the appropriate level of formality and make sure
- Spell Check emails with typos are simply not taken as seriously.
- If sending attachments did you ask first when would be best time to send?
- Did you Check file size to make sure you didn't fill the other side
- Just because your writing is grammatically correct does not mean that it has to be long.

auto signature

Press the options button to open the 'auto signature', and type in your name then press save.

When I now click on a 'new' message my signature will automatically appear.

The image shows two screenshots from Microsoft Outlook. The top screenshot displays the 'Message Options' and 'E-mail Signature' settings. In the 'E-mail Signature' section, the name 'Kyah Barrett' is entered in the signature field, and the checkbox 'Automatically include my signature on outgoing messages' is checked. The bottom screenshot shows a new email message being composed. The 'To' field contains 'iproper11@unity', and the 'Subject' is 'meeting 5 pm monday'. The signature 'Kyah Barrett' is automatically inserted at the bottom of the message body, below the text 'hello jade may we have a meeting on monday, at 5pm to discuss MSTEAMIT'. Red arrows point from the explanatory text to the 'Options...' button in the top screenshot and to the signature field in the bottom screenshot.

auto reply

Save

Out of Office Assistant

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

Do not send Out of Office auto-replies
 Send Out of Office auto-replies

Send Out of Office auto-replies only during this time period:

Start time: Thu 07/11/2013 14:00
End time: Fri 08/11/2013 14:00

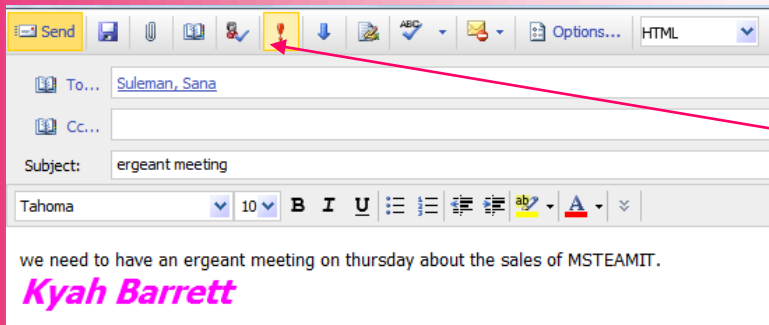
Send an auto-reply once to each sender inside my organization with the following message:

Tahoma 10 **B** **I** **U** ab2

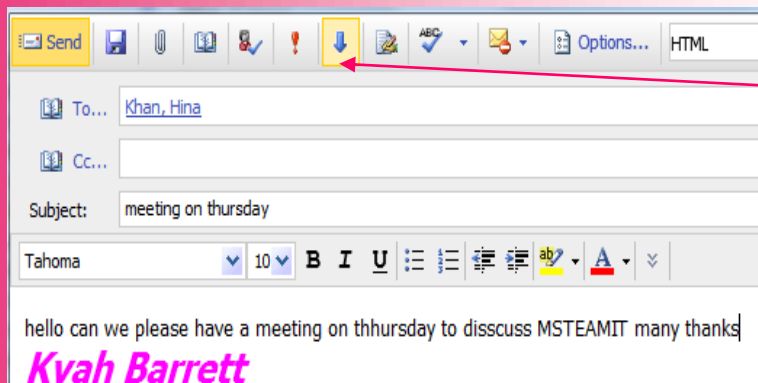
i am out off the office at the moment and i will return on the 8th of november my regards kyal

Press the options button and then the 'out of office' button, and this screen will appear, fill in the text box and press save, this will then automatically send an email with out you being there.

setting priority

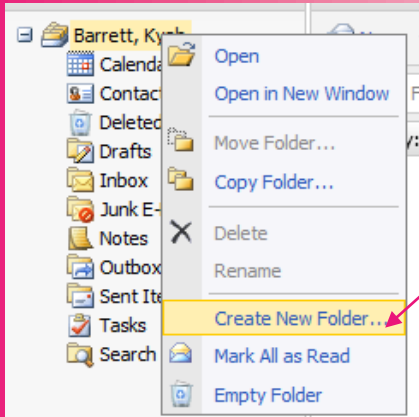


To make your email high priority You would type the message you want to type, and then you would click on this 'exclamation mark' and this would make this letter a 'high' priority

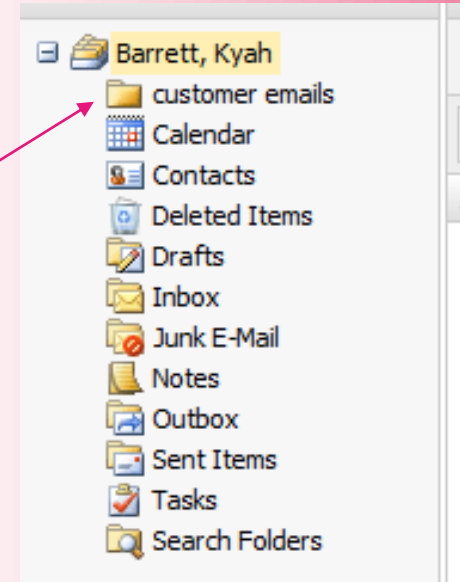


To make your email low importance you would click on the downwards facing arrow

a new folder



Right click on 'your name' and this box will appear, then click on 'create new folder'



Name your folder and then press enter, you will then have a new folder.

cc and bcc

carbon copy and blind carbon copy

Carbon copy is where you copy an email and other people can see the other persons email address

Blind carbon copy is where you copy an email and other people cant see who it was originally from.

address groups

First you need to click on this little arrow after the word 'new' and a list will appear, then click on 'distribution list'

Secondly you need to put some peoples email addresses in the 'members' box and press 'add to list' and then press 'save and close'

Thirdly click on the 'to' button to open up a menu then click on 'distribution list' which is a button at the side.

Finally click on the distribution list you have created and then click ok.

