



Email & Storage

Microsoft Outlook

Section Aims

- # Become familiar with the words 'e-mail' and 'email-address'
- # Login on / logout off and navigate outlook.com
- # Open e-mails (download attachments)
- # Send e-mails

Key Learning Points

- # Know what e-mail is
- # Sign in to outlook.com
- # Open e-mail and download attachment
- # Create a new e-mail
- # Adding attachments
- # Sending an e-mail
- # Log out of outlook.com

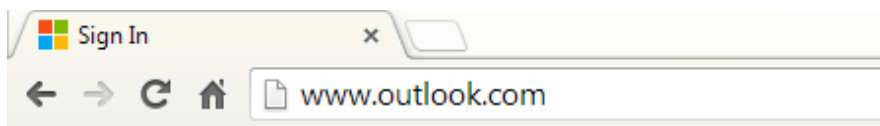
1. What is e-mail?

E-mail is **electronic mail**. It is used to send free messages and attachments for free, instantaneously, to anywhere in the world.

To use e-mail, you need to create an **e-mail account** (free). This is when you will get your unique e-mail address. You also need this e-mail address when applying for other online accounts, from shopping to Universal Jobmatch.

2. Sign in to Outlook

Navigate to www.outlook.com by clicking in the address bar of your web browser.



Type in your email address and password (Outlook is also used for Hotmail and Live.com accounts)

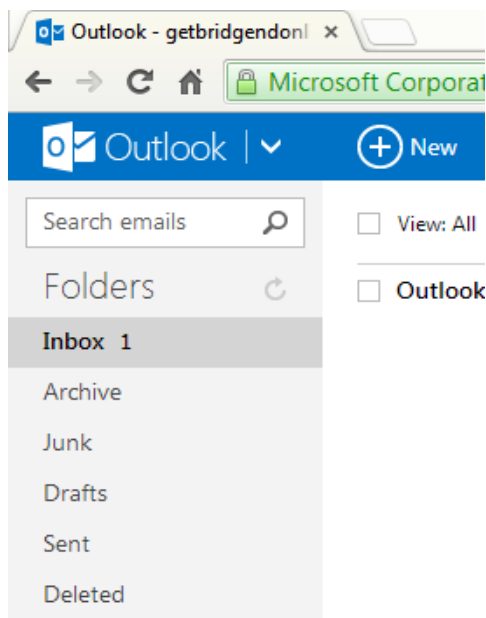


Microsoft account [What's this?](#)

☐ Keep me signed in

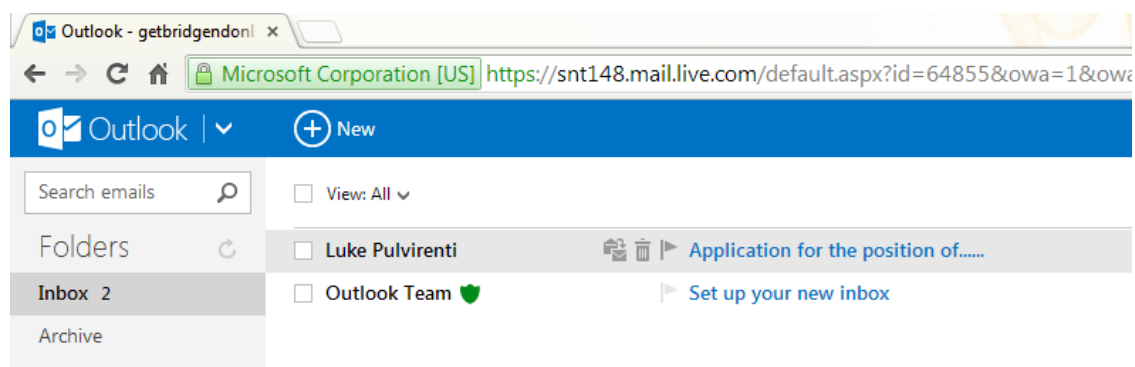
Sign in

Located on the left side of the browser window is a menu with options to navigate between your inbox and other folders. Your **inbox** is where new e-mails are found.

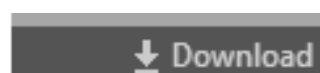


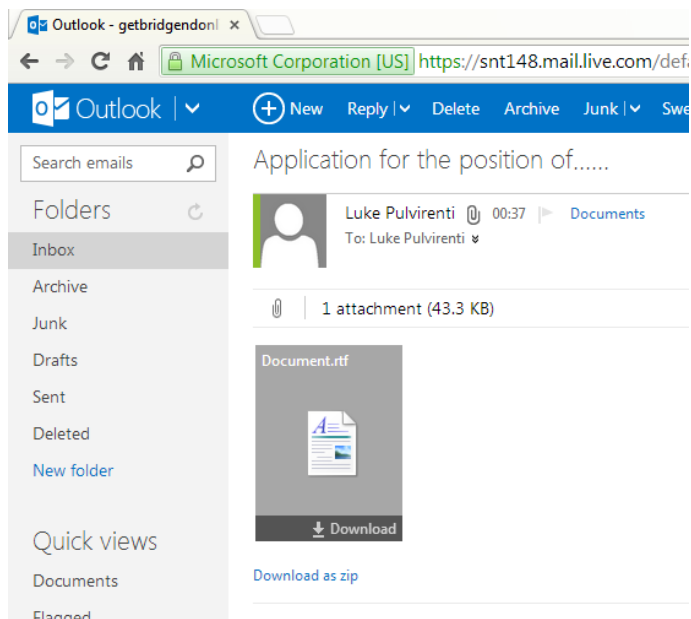
3. Open new e-mails and download attachments

New e-mails will be highlighted in **black**. To open an email **click on it**.

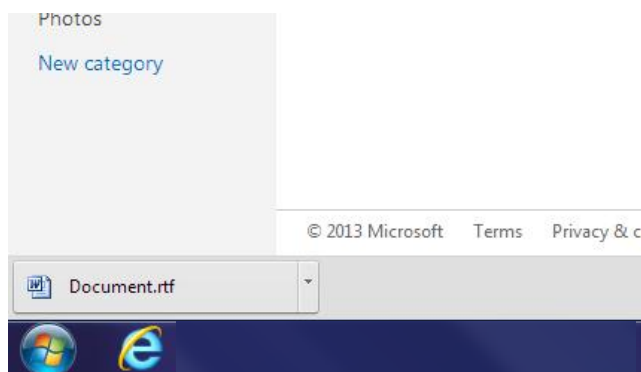


E-mails with attachments will be shown. To download the attachment click the button



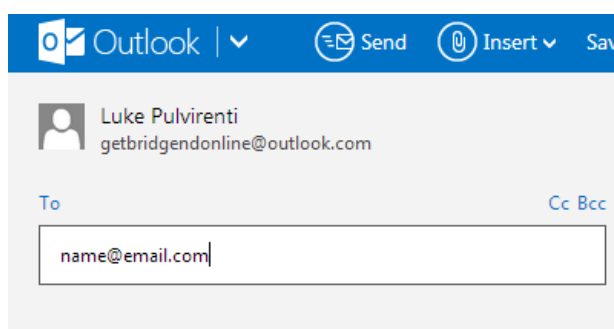


Once the file has downloaded, you will find it located in the bottom left of the browser window. Click to open.

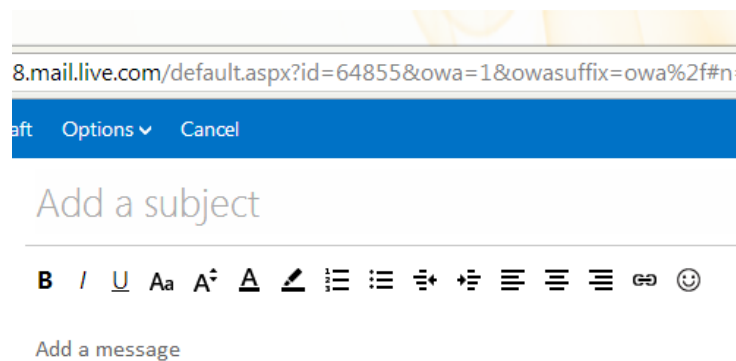


4. Create a new e-mail

To create a new email click



Type in the **e-mail address** of the person / company you wish to contact



8.mail.live.com/default.aspx?id=64855&owa=1&owasuffix=owa%2f#n:

ft Options ▾ Cancel

Add a subject

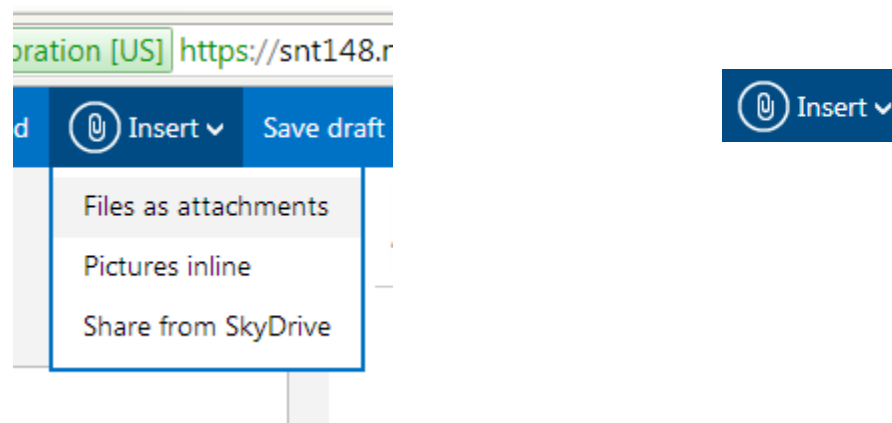
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Add a message

Add a subject of the e-mail you wish to send e.g. “Application for the retail vacancy”

5. Adding an attachment

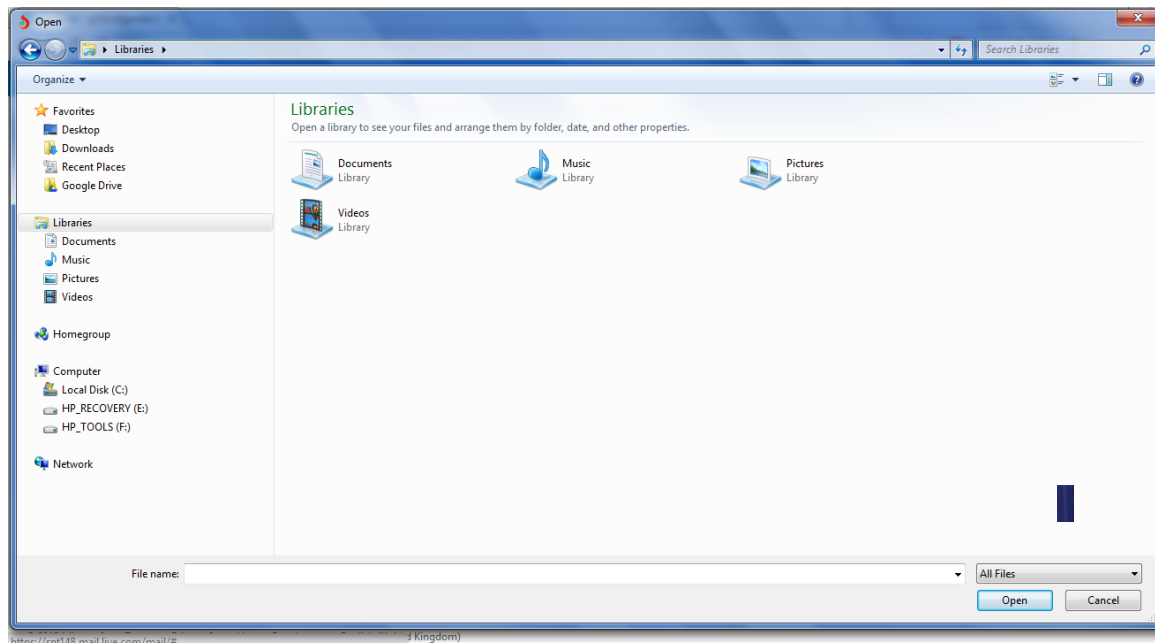
If you wish to attach a file to your email, locate and click the Insert button.



Click **Files as attachments**

Files as attachments


Proceed to locate the file you wish to attach to your e-mail








































Once you have attached your file, write your e-mail message.

Application for the position of.....|

Uploaded 1 of 1 (0.04MB)

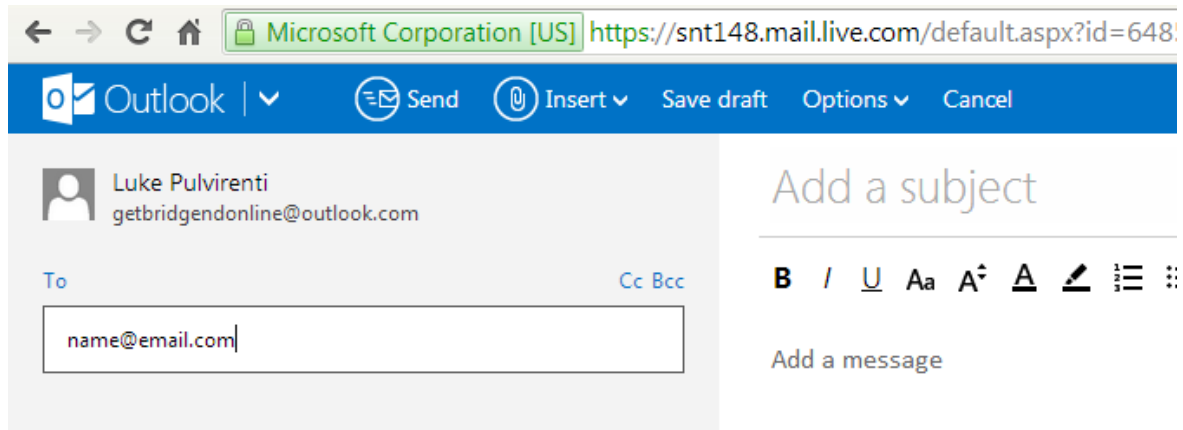


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6. Send an e-mail

Once you have finished writing your e-mail, proceed to click the button and your e-mail will be sent.



Once your e-mail has been sent, you will be redirected back to your inbox.

7. Log out

At the end of each session, make sure you log out so your e-mail is kept for your eyes only.

To log out of your e-mail account, locate your name in the top right of the browser window, click it, then click **Sign out**.

