How to use Office 365 for emailing? – Student Guide
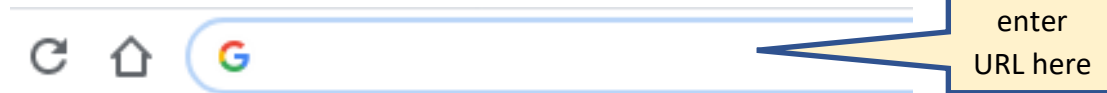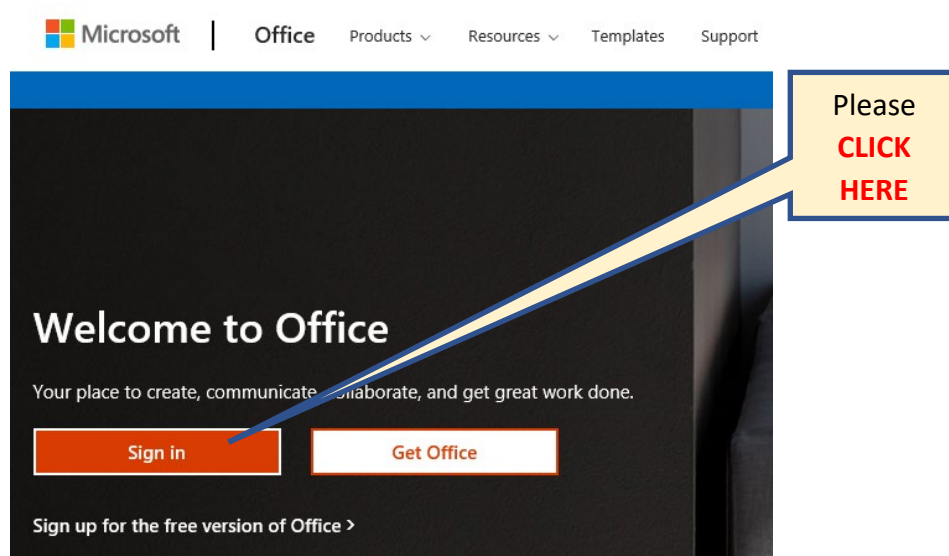

Step 1:

Please enter URL www.office.com into your web browser
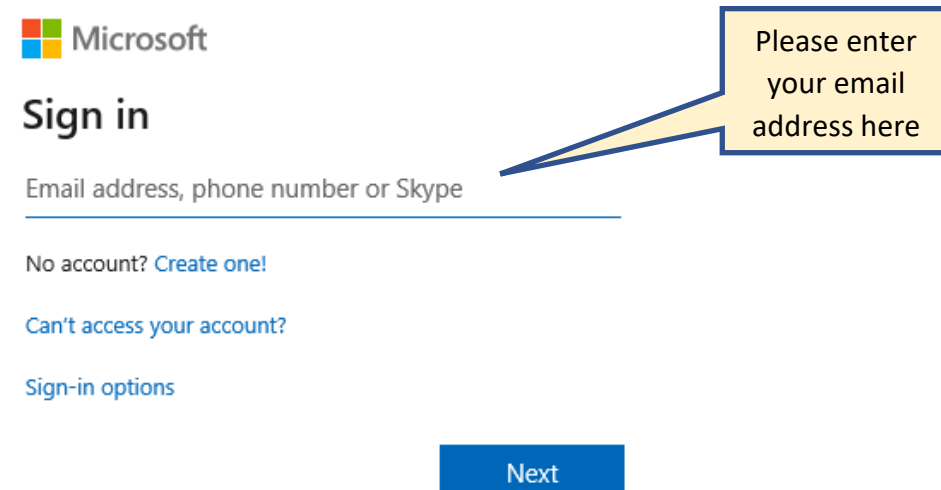

Please enter URL here

Step 2:

You will now be taken to the landing page of Office 365, please click on **Sign In**

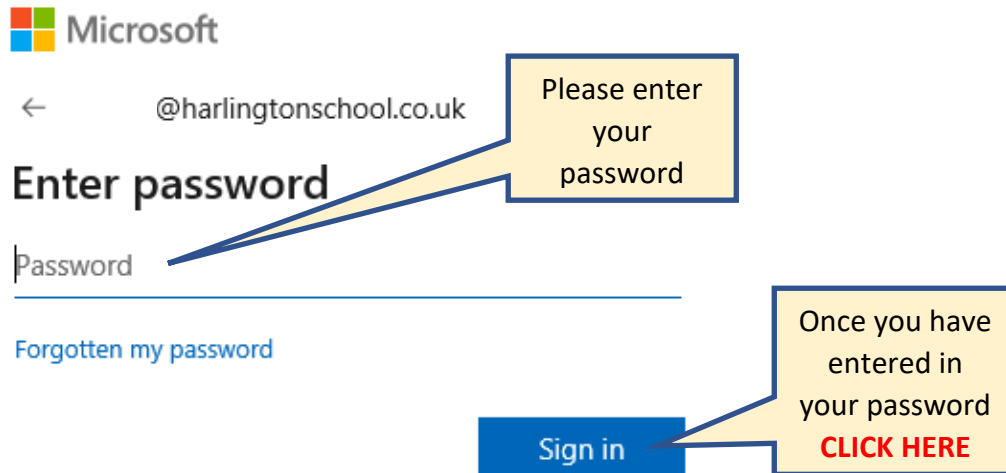

Please **CLICK HERE**

Step 3:

You will be asked to enter you email address, please enter the email that has been provided to you under the heading **Office 365 Account**
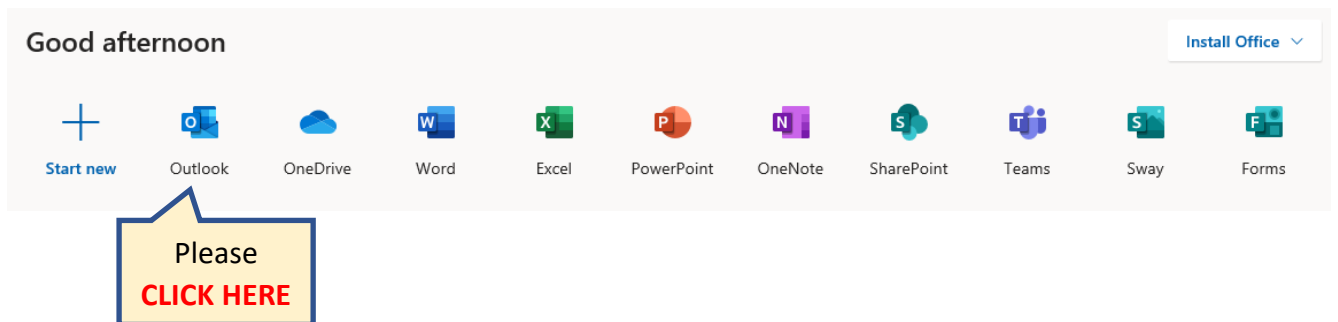

Please enter your email address here

Step 4:

You will be asked to enter your password, please enter the password that has been provided to you under the heading **Office 365 Account**

Please enter your password

Once you have entered in your password **CLICK HERE**

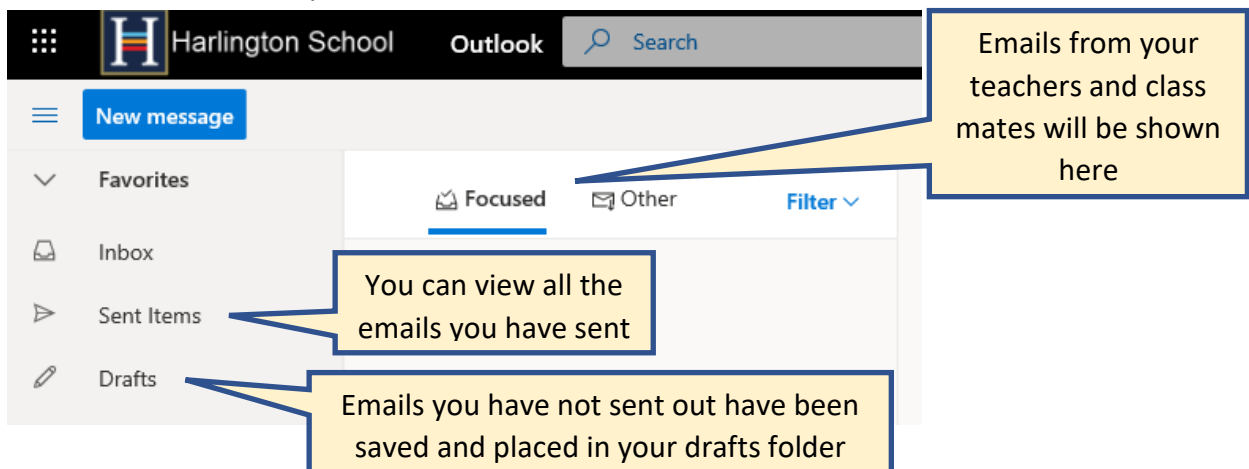**Step 5:**

You will be taken to the Office 365 landing page, please click on **Outlook** to access your emails

Please **CLICK HERE**

Step 6:

You will now be taken to your inbox

Emails from your teachers and class mates will be shown here

You can view all the emails you have sent

Emails you have not sent out have been saved and placed in your drafts folder

Step 7:

Click on New message to send out an email to your teacher
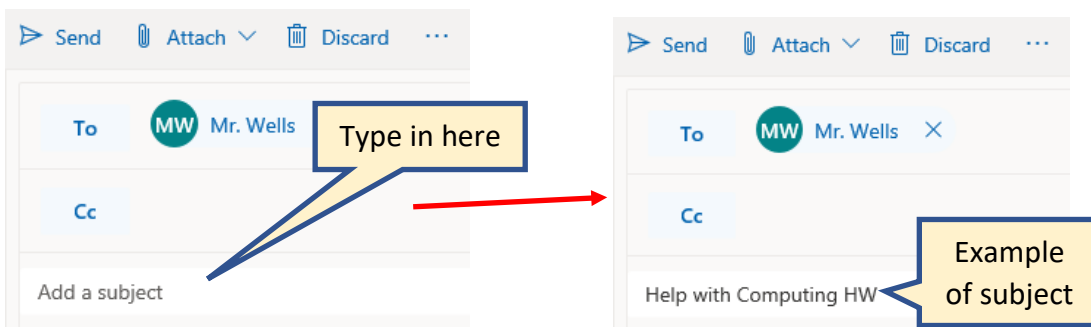

Step 8:

Type in the teachers name you wish to email

Click on the teachers name once it appears

Step 9:

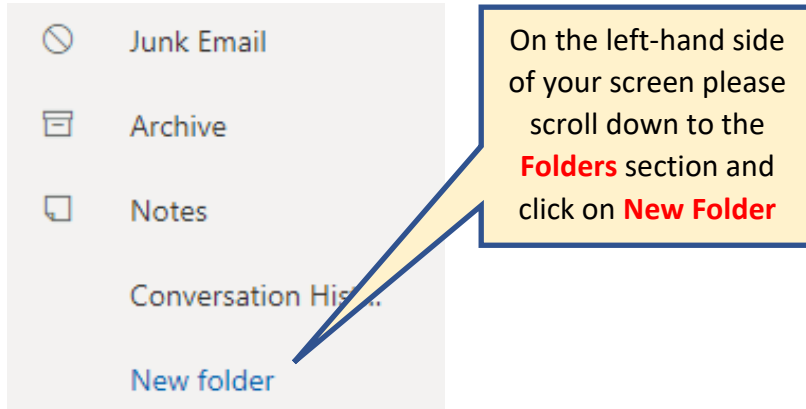Click on Add Subject. *This is a reference title for the person you are sending the email to*

Type in here

Example of subject

Step 10:

Type out your email to your teacher and click send

Type out your email here

Click Send
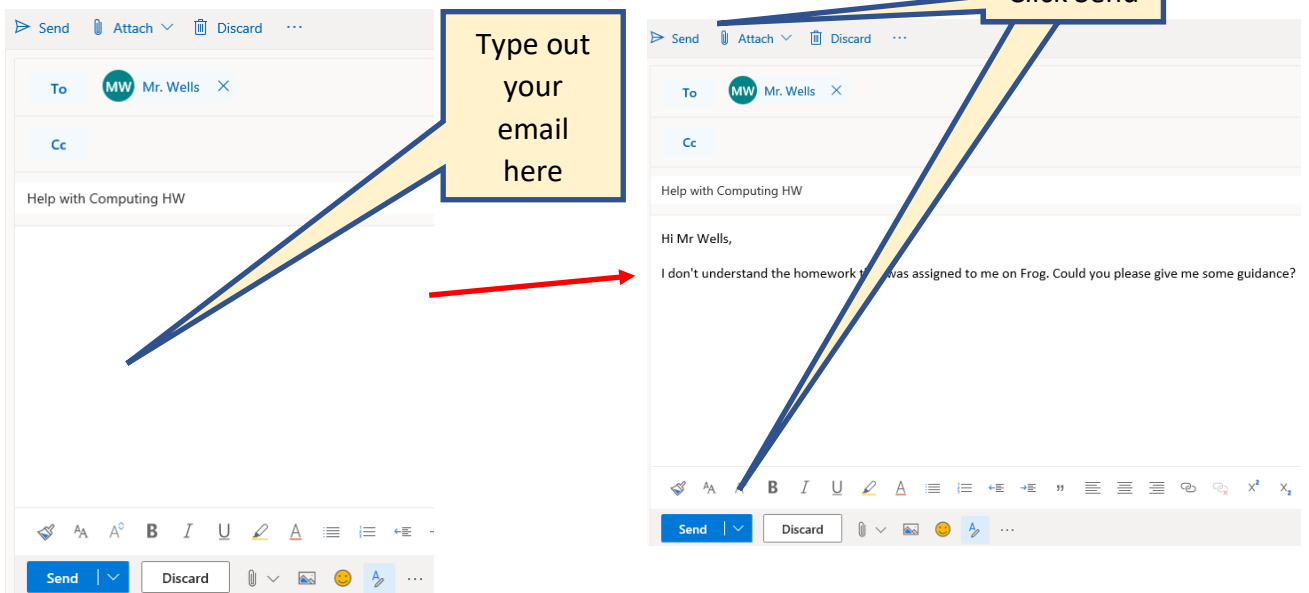
How to create a folder in your inbox?

Step 1:

⊘ Junk Email	On the left-hand side of your screen please scroll down to the **Folders** section and click on **New Folder**
⊟ Archive	
▭ Notes	
Conversation His...	
New folder	

Step 2:

Please give your folder a name (*We recommend naming it your subject or class code*)

Enter the name of your folder here → Mr Wells - Comp...

Folder is now called **Mr Wells - Computing**
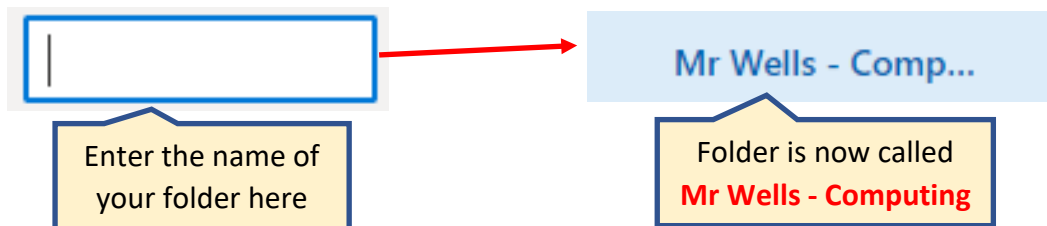
Step 3:

Click on your email and click on **Move to**. Choose your folder you have created and your email will now be in that folder

Mr. Wells
Mr. Wells shared "Presentat...   Wed 9/9
Mr. Wells shared a file with you Here's the d...

I have clicked on the email

⊟ Move to ∨	I have clicked on **Move to**
🔍 Search for a folder	
Move to Other inbox	
Always move to Other inbox	
🗀 Mr Wells - Computing	
🗑 Deleted Items Mr Wel	
⊟ Archive	
New folder	
Move to a different folder...	
Move all messages from...	

Select the folder you have created and your email will be placed in that folder