



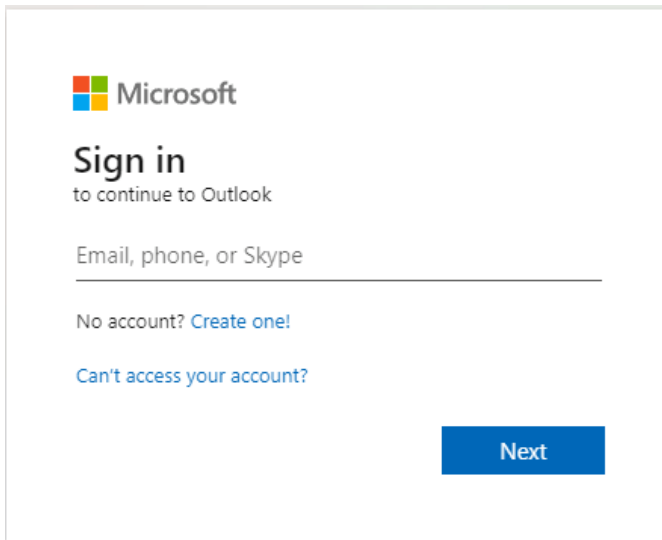


Office 365: Outlook

1. Open the internet browser  – e.g. Google Chrome 
 - Click on the Search Button
 - In the Search box type: Google Chrome
 - Click on  Google Chrome application
2. In the address bar type: <https://www.office.com/>
3. Sign in with your  Microsoft Account:
 - Click on the Sign in button



Microsoft

Sign in
to continue to Outlook

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

- Type your email address and click on the Next button



Microsoft

vikram@cloudxsupport.com

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)



Sign in

- Type your password and click on the Sign in button

4. Open the Office 365 email service called Outlook:

- Click on the App Launcher 
- Click on Outlook 

5. Reply to all email called Reply All Email:

- Go to Inbox 
- Click on the email called Reply All Email
- Read the email and click on Reply to All 
- Type the email:
Dear [receiver],




My favourite video game is [your favourite video game].
[or] I don't like video games.

Regards,




[Your name]

- Click on the Send button 




6. Delete email called Delete Me Permanently:

- Go to Inbox 
- Click on email called Delete Me Permanently
- Click on its check box 
- Click on Delete 





7. Permanently delete the email called Delete Me Permanently:

- Go to Deleted Items 
- Click on email called Delete Me
- Click on its check box 
- Click on Delete or Empty Folder 

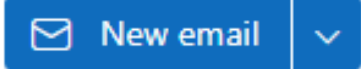
8. Delete email called Delete and Restore Me:

- Go to **Inbox** 
- Click on email called **Delete and Restore Me**
- Click on its **check box** 
- Click on **Delete** 

9. Restore the email called Delete and Restore Me:

- Go to **Deleted Items** 
- Click on email called **Delete and Restore Me**
- Click on its **check box** 
- Click on **Restore** 
- Go to **Inbox**  and check that the **Delete and Restore Me** email is there



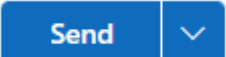
10. Send an email to the ICT teacher. Write a new email and attach a picture of your favourite animal to it.

- Click on the  button
- In the **To** section type the ICT teacher's email address:
duncan.borg@stellamaris.edu.mt
- Subject: [Type an appropriate title]
- Type email:
Dear [receiver],


Please find a picture of my favourite animal attached.

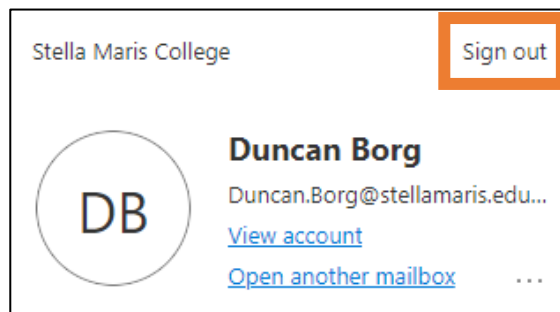
Regards,

[Your name]

- **Download a picture** of your favourite animal and **Save it** on your PC or pen drive
 - **Attach the picture** to your email:
 - Click on **Attach** 
 - Click on **Browse this Computer** 
 - Find the **picture** of the animal that you **saved** on your PC
 - Click on the **picture**
 - Click on the **Open** button
 - Click on the **Send** button 
-

11. Sign out from you Microsoft Account:

- Click on the **Account Manager icon** 
- Click on **Sign Out**



12. Close the application called Google Chrome:

- Click on the **close** button 