



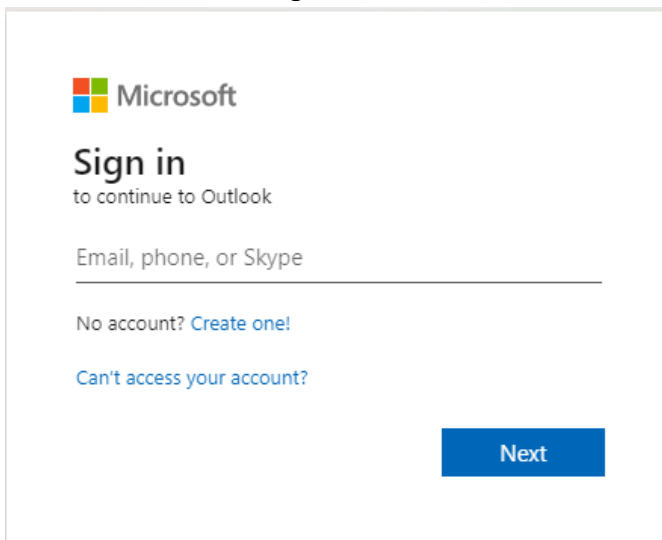


# Office 365: Outlook – HW worksheet

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](#)

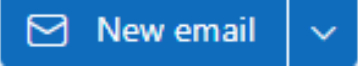
**Sign in**

- 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. Send email to the ICT teacher:**

- Click on the  button
- In the To section type the ICT teacher's email address:  
**duncan.borg@stellamaris.edu.mt**
- Subject: Email Homework 5[A, B or M]
- Type email:  
**Dear [receiver],**




**[ Homework instructions:**

- Write about your **favourite something** (**this** can be a pet, an animal, a videogame, a hobby, a place, etc):
  - What your favourite something is
  - One reason why it is your favourite
- Attach one picture of your favourite something]

Regards,

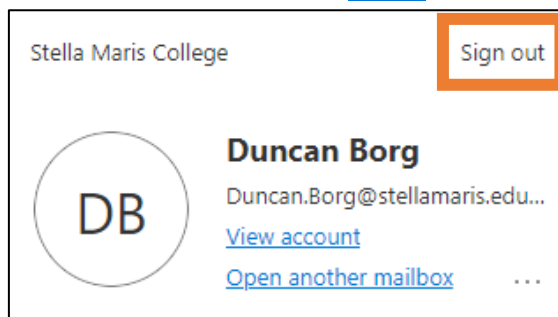
[Your name]

- Download one picture of your favourite something and  
**Save it on your PC or pen drive**

- **Attach that picture** to your email:
    - Click on **Attach** 
    - Click on **Browse this Computer** 
    - Find the **picture** that you **saved** on your PC
    - Click on the **picture**
    - Click on the **Open** button
  - Click on the **Send** button 
- 

6. **Sign out** from you Microsoft Account:

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



7. Close the **application** called  **Google Chrome**:

- Click on the **close** button 