Outlook Getting Started
Tips & Tricks

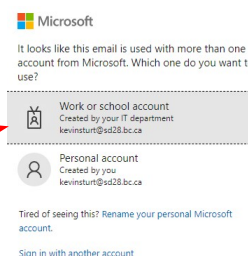click on your initials (top right corner of Office home page) and sign out

Tip #1
How do I get in the first time?

Go to https://www.office.com/ Sign out and sign in again. This will connect you into the proper Office365 account.

Sign out

office.com

Office 365

Sign in

...@sd28.bc.ca
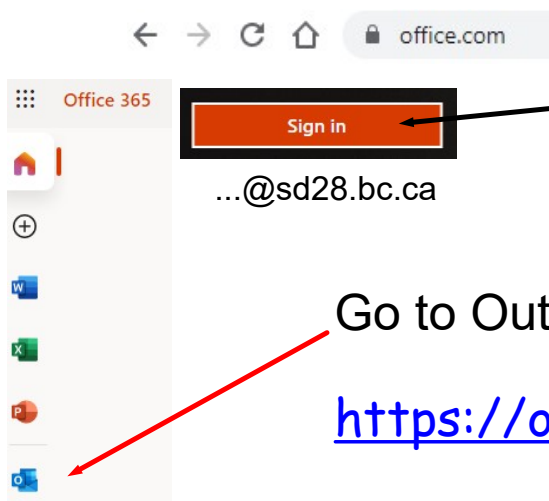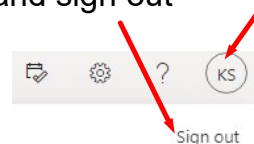
Sign in with Work or school account

Microsoft
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account
Created by your IT department
kevinsturt@sd28.bc.ca

Personal account
Created by you
kevinsturt@sd28.bc.ca

Tired of seeing this? Rename your personal Microsoft account.

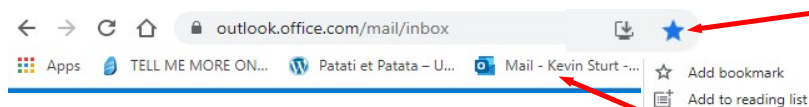Sign in with another account

Go to Outlook or

https://outlook.office.com/

Tip #2

Easy access?

Hold down Ctrl Alt O

bookmark the site by clicking on the star and "Add bookmark"
(turns it blue)

outlook.office.com/mail/inbox

Apps   TELL ME MORE ON...   Patati et Patata – U...   Mail - Kevin Sturt -...   Add bookmark
Add to reading list

now bookmarked!

Outlook can also be opened from SD28 website (http://www.sd28.bc.ca/) by clicking on "Resources" and "Staff Email" at the top of the page.

Translate   Resources   Search

dents   Ne

AIMS

Atrieve

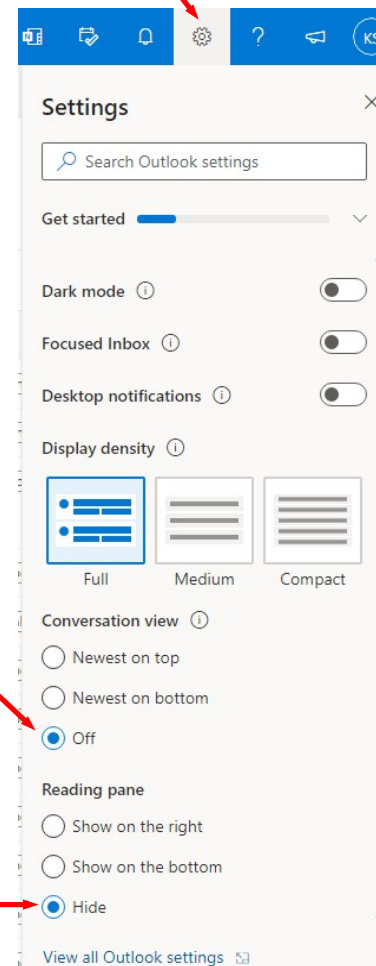EFAP

HelpDesk

MyEd

SSDAS

Staff Email

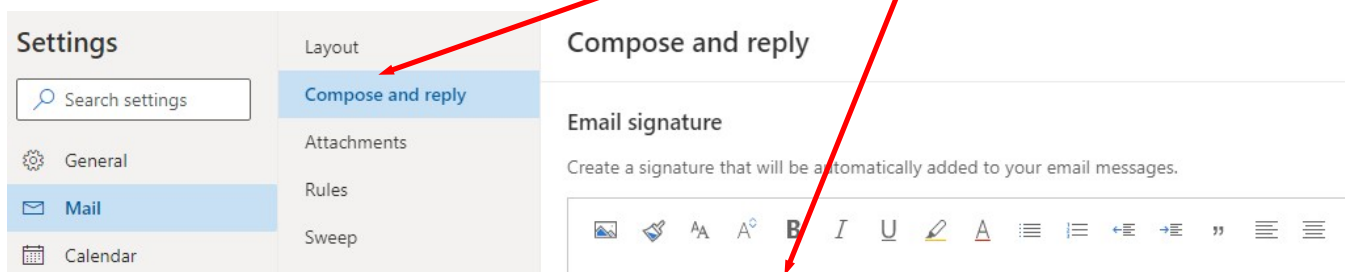Website Login
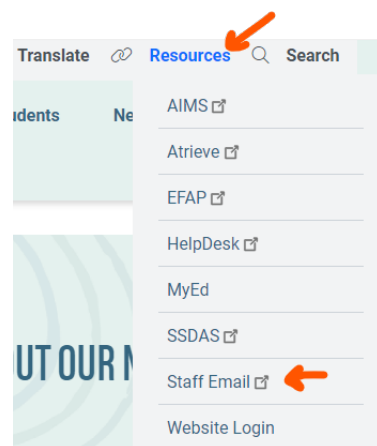
Tip #3

How to customize email viewing?

Outlook is currently configured to enable threads with the **conversation view**. Some people may find this mode more difficult to find emails as they get buried in the conversation thread. To turn this off, go to the settings cog and turn Conversation view "off"

Outlook is currently set to show 3 panes. To view the list of emails (similar to the "GroupWise" view), "Hide" the Reading pane
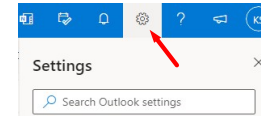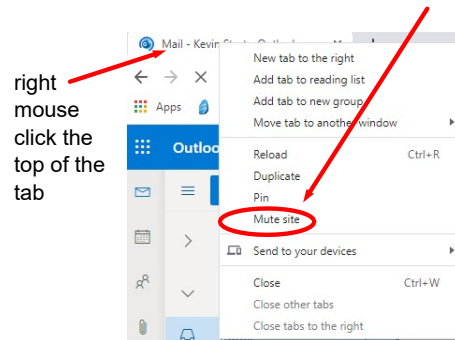
Settings

Settings

Search Outlook settings

Get started

Dark mode ⓘ

Focused Inbox ⓘ

Desktop notifications ⓘ

Display density ⓘ

Full   Medium   Compact

Conversation view ⓘ
○ Newest on top
○ Newest on bottom
● Off

Reading pane
○ Show on the right
○ Show on the bottom
● Hide

View all Outlook settings

Go to **all Outlook settings** to customize other policies, including creating an email signature in the "Compose and reply"section:

Settings

Search settings

⚙ General
✉ Mail
📅 Calendar

Layout

Compose and reply

Attachments

Rules

Sweep

Compose and reply

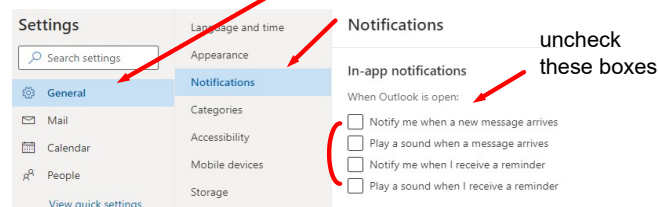Email signature

Create a signature that will be automatically added to your email messages.

To stop the "chime" every time a new email is received, right mouse click on the Google Chrome tab and "mute" site:

right mouse click the top of the tab

New tab to the right	
Add tab to reading list	
Add tab to new group	
Move tab to another window	▶
Reload	Ctrl+R
Duplicate	
Pin	
Mute site	
Send to your devices	▶
Close	Ctrl+W
Close other tabs	
Close tabs to the right	

Settings

Search Outlook settings

...or permanently turn off notification chimes by clicking on the Settings cog ⚙ and enter all settings
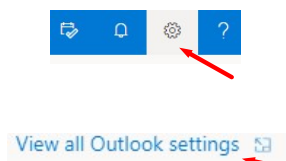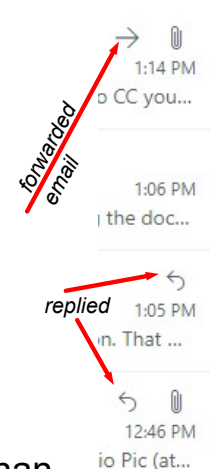
View all Outlook settings

General & Notifications!

Settings

Search settings

⚙ General
✉ Mail
📅 Calendar
👥 People

View quick settings

Language and time
Appearance
Notifications
Categories
Accessibility
Mobile devices
Storage

Notifications

In-app notifications

When Outlook is open:

☐ Notify me when a new message arrives
☐ Play a sound when a message arrives
☐ Notify me when I receive a reminder
☐ Play a sound when I receive a reminder

uncheck these boxes

Open the email and notice these icons in the top right corner:

👍 ↩ ↩↩ → ⋯

reply   reply ALL   forward

→ 📎
1:14 PM
o CC you...

forwarded email

1:06 PM
the doc...

**Note that these icons will also show up as actions completed in your inbox

replied   ↩ 1:05 PM
n. That ...

↩ 📎
12:46 PM
io Pic (at...

Switch reply defaults to "Reply" rather than "Reply all" in Outlook settings ⚙. View all Outlook settings. Go to **Mail** and **Compose and reply** options and scroll down to **Reply or Reply all**. Select "Reply" as default response.

View all Outlook settings

Settings

Search settings

⚙ General
✉ **Mail**
📅 Calendar
👥 People

Layout
Compose and reply
Attachments
Rules
Sweep
Junk email

Compose and reply

Reply or Reply all

Choose your default response when you reply from the reading pane.

◉ Reply
○ Reply all
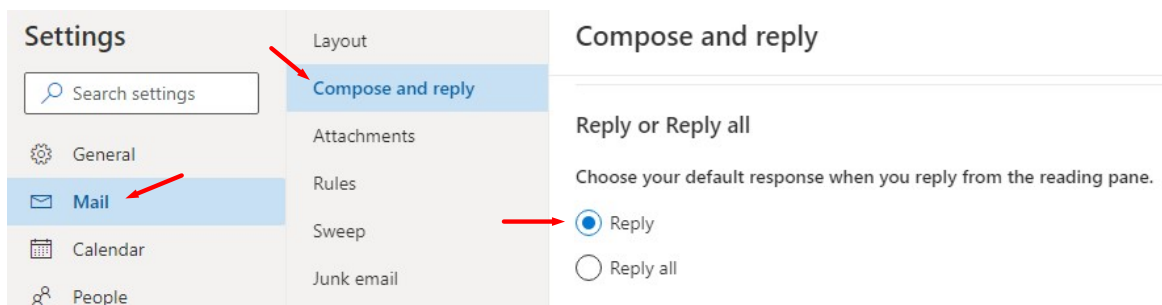
Tip #6

How to add attachments to an email?

Click on the paperclip icon below the body of the email and browse the computer for the desired file

Browse this computer

Browse cloud locations

Upload and share

Send | Discard
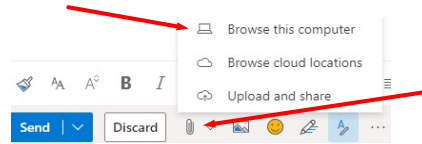
Another great method is to drag and drop files from File Explorer (*Ctrl Alt X*) or your desktop into the body of the email.
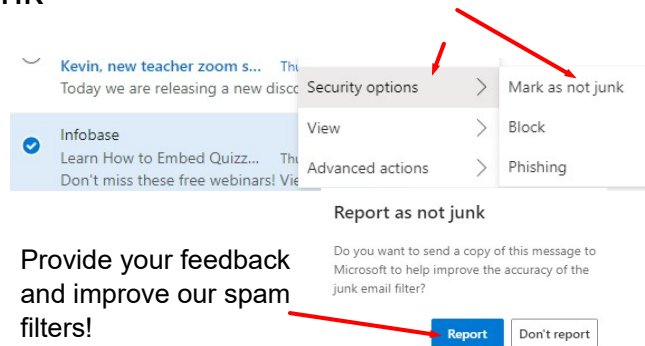

Tip #7

How to print?

Reply
Reply all
Forward
Other reply actions
Delete
Mark as unread
Flag
Add to Safe senders
Security options
Print
View
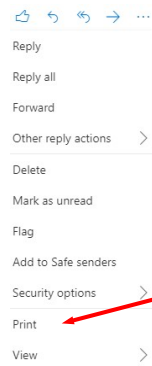
Click the ... to open this drop-down menu. Choose "Print"

Tip#8

Am I missing some emails?

Check the Junk Email box. Right mouse click on the email and choose the Security options and "Mark as not junk"

Kevin, new teacher zoom s...   Thu
Today we are releasing a new disc

Infobase
Learn How to Embed Quizz...   Thu
Don't miss these free webinars! Vie

Security options   >   Mark as not junk
View   >   Block
Advanced actions   >   Phishing

Report as not junk

Do you want to send a copy of this message to Microsoft to help improve the accuracy of the junk email filter?

Provide your feedback and improve our spam filters!

Report   Don't report

Tip #9

What about spam?

Right mouse click on the inbox email. Select **security options** and mark as junk.

Security options   >   Mark as junk
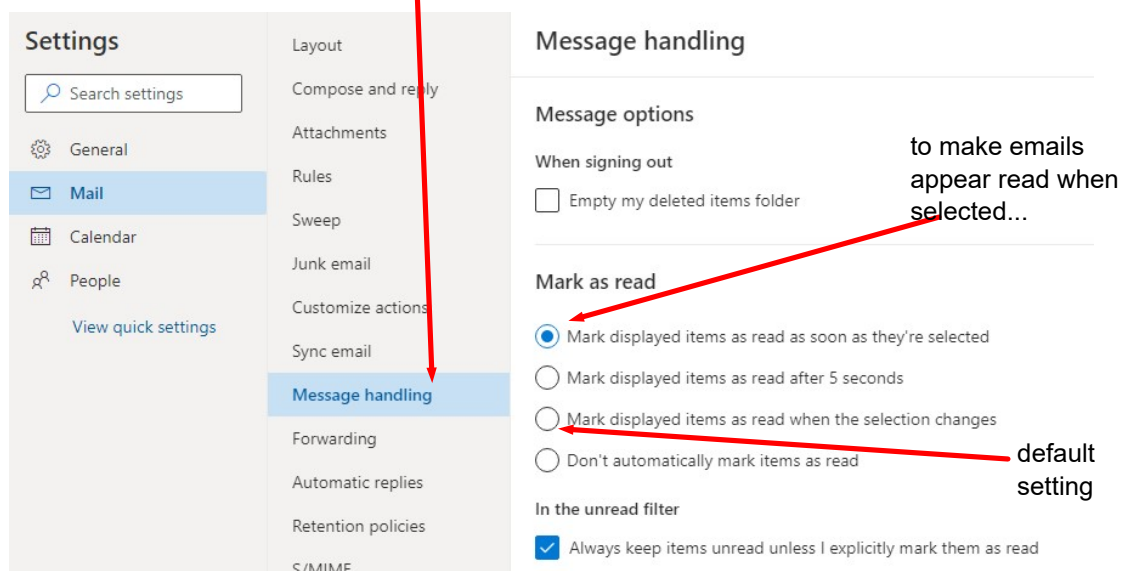View   >   Block
Advanced actions   >   Phishing
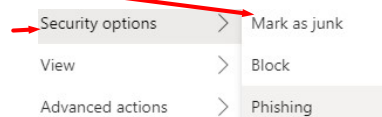
Report it as junk to improve our spam filters!

Mark emails as being read by changing the **Message Handling** in *all Outlook Settings*:

to make emails appear read when selected...

default setting
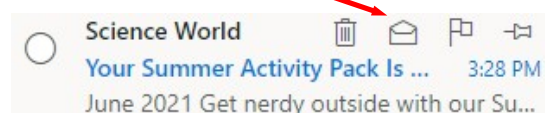
Mark emails "unread" by clicking on the envelope icon. The email will then show up as a bolded blue colour
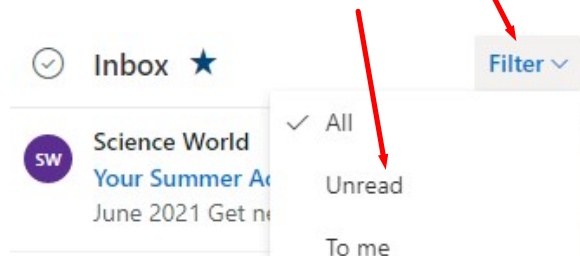
"read" email:
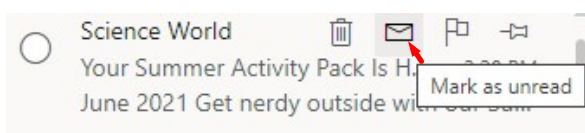
"unread" email:

Click on the Filter dropdown menu in your inbox and select "Unread"

5
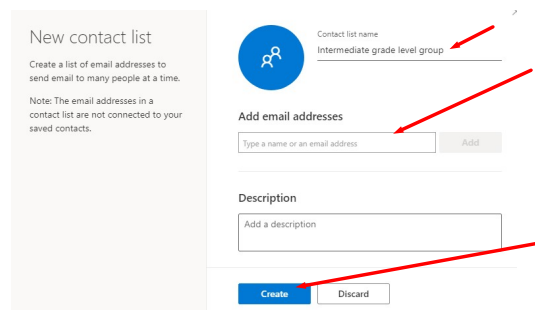
Outlook: Adding Contact Lists (address book groups)

1. Select the "Contacts" icon from the left and click on the dropdown arrow beside new contact to create a "New contact list"
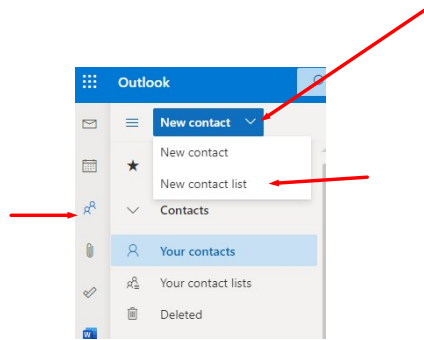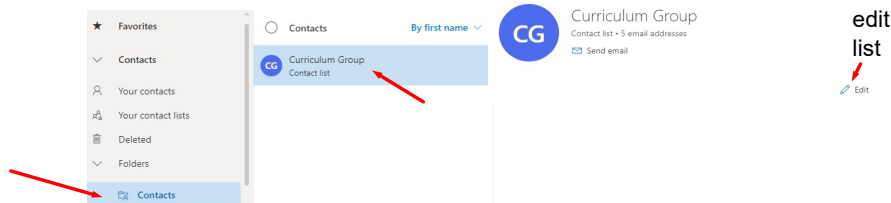
2. Name the Contact list and add emails addresses. When finished, create the group.
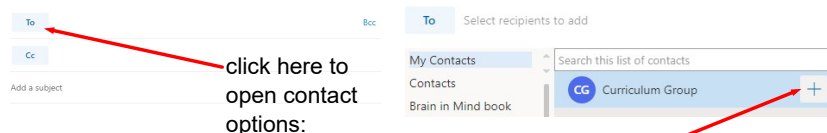
add or paste emails - click **Add** for each email

3. The Contact list can be edited in the future from the "Contacts" under the Folders menu

edit list

4. Compose a new message and click on the To or CC or BCC to get the contact list options:

click here to open contact options:

Click + to email this group