

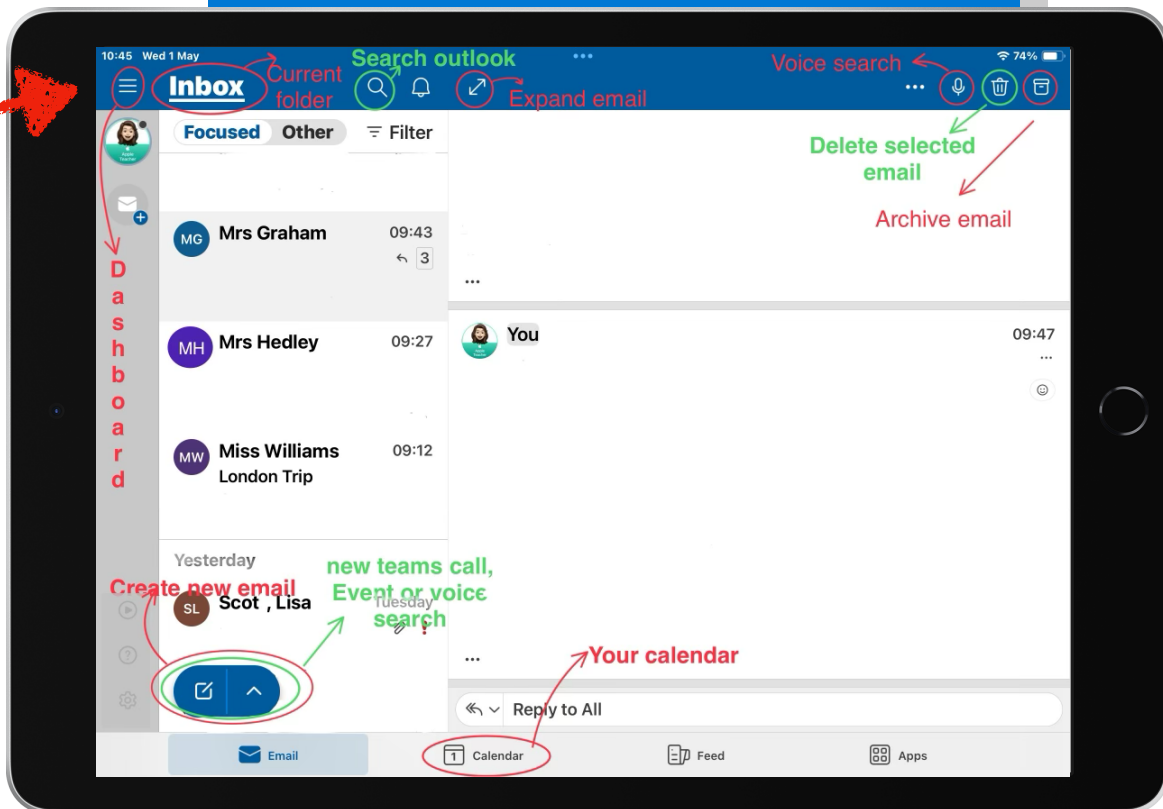


# A Quick Guide to: Outlook on Website

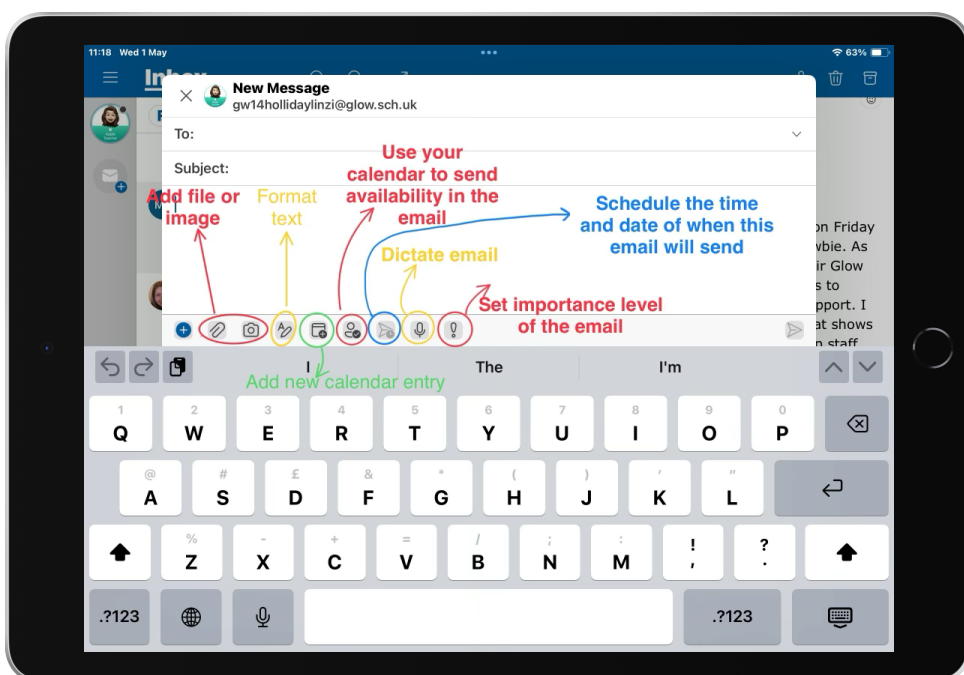


## Dashboard

In here you will see all your inboxes and any folders you have set up for organising saved emails



When creating a new email a tool bar will be available at the bottom of the editing screen. This has many handy items that are worthwhile knowing. Schedule Send is really useful if working outside of the normal working day to avoid unwanted notifications



Below is your Main Outlook view on the website.  
Any differences or key items have been highlighted.

**Access all your Microsoft Apps** (points to the Outlook logo)

**Move emails to folders/ create folders** (points to the folder selection icon)

**Reply/reply all and forward** (points to the reply icons)

**Pin section** (points to the pin icon)

**Create tasks that link to your calendar** (points to the task icon)

**Flag the email as a task to complete** (points to the flag icon)

**Block/create rules or respond with a meeting link** (points to the rules icon)

**Reactions to emails** (points to the reaction icon)

*☆ Scheduled emails can be found in here.* (points to the Scheduled folder in the left sidebar)

## New email overview.

**Change formatting and styles** (points to the font settings icon)

**Add your signature or create a default signature** (points to the signature icon)

**Set the email importance as high or low** (points to the importance icon)

**Attach a file to the email** (points to the attach icon)

**Drop down for scheduling the email send date/time** (points to the send time icon)

**Insert a weblink into the email and choose the text that displays for this** (points to the link icon)

**Drafts automatically save and can be found in the drafts folder until it is sent/deleted** (points to the draft status indicator)