

Stirling and Clackmannanshire Education Service



20#20 Excellence in Learning Technology



A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

Know Your Glow

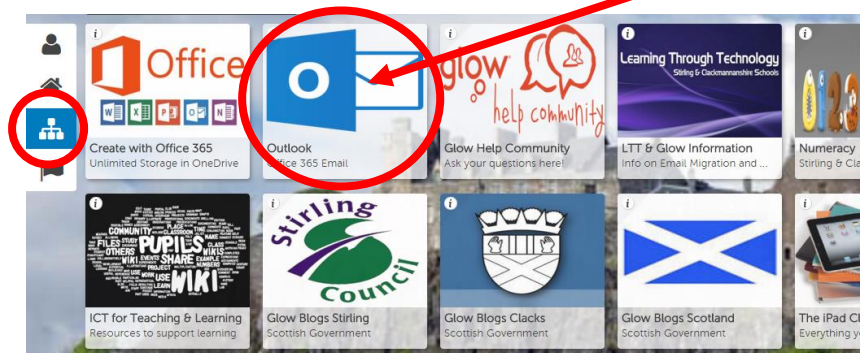
Know Your Office 365 Outlook Email – Change the Reply All setting

Using O365 Outlook Email through a web browser (Chrome/Firefox/Safari/Edge/IE) offers many advantages to using a standalone email client:

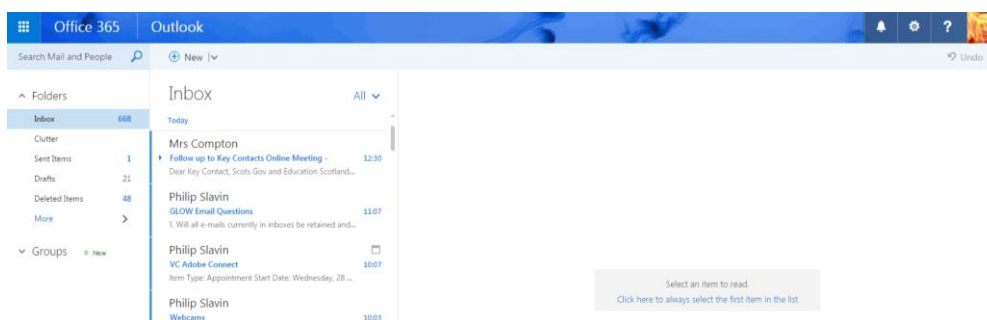
- ✓ Access email quickly and directly from your GLOW Launchpad Outlook tile
- ✓ Access your email anywhere, on any device – only web browser needed.
- ✓ Through the O365 App Launcher, have the choice to quickly switch between your Email, Calendar, Contacts, OneDrive and the National Newsfeed

Log in to Glow using your Launchpad, then choose the Email tile

1. You may want to choose the Council Launchpad, to easily find the email tile.



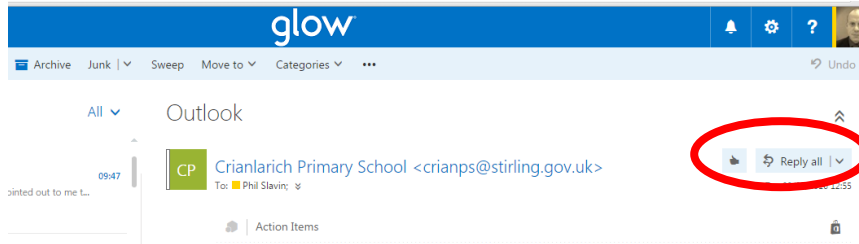
2. Once that has been completed, you will see your email Inbox:



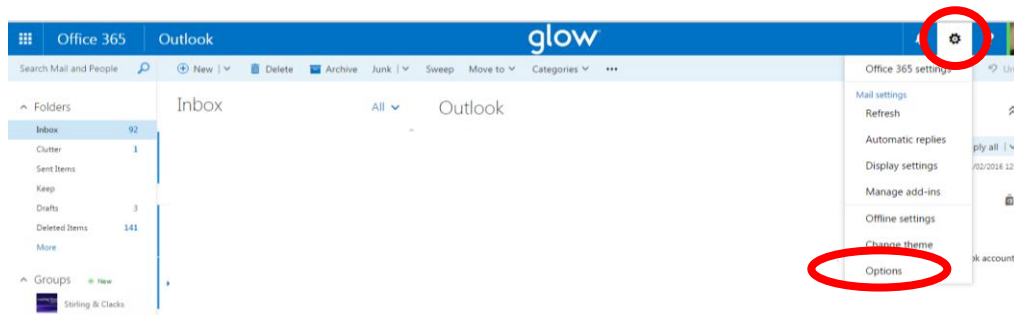
Improving Life Through Learning

20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

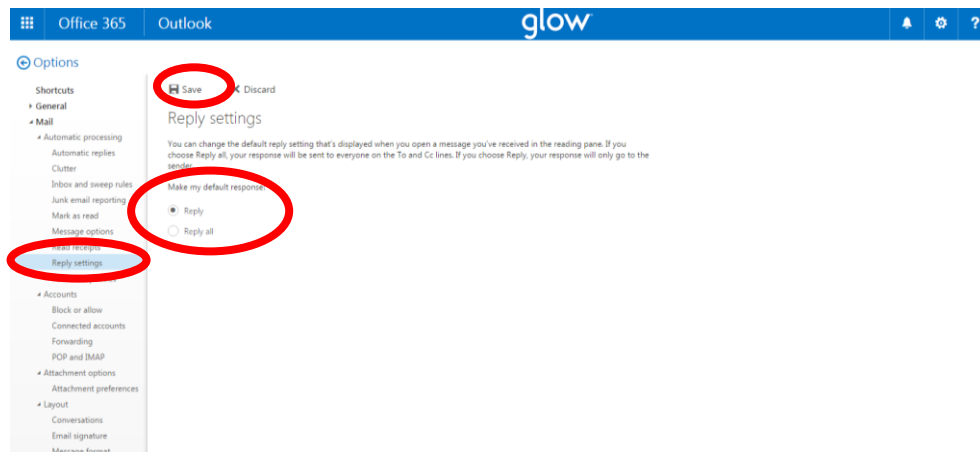
3. Select any email in your inbox. If you see this box with “Reply All” in it, you should change the default so that you do not accidentally send a private email to ‘everybody’.



4. To change the default reply option (and many other options), select the cog and then “Options”



5. In the Options screen that appears,
 - a. select “Reply settings”, then
 - b. change the default to “Reply”
 - c. click “Save”



Find more advice and helpsheets at

<https://blogs.glowscotland.org.uk/st/sctech4learning/know-your-glow/know-your-glow-helpsheets/>

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Other options you have to personalise your Glow Outlook Email

Other common settings under the cog icon include:

Add or change your email signature

- Select the gear icon at the upper right of your window, then go to Options and look for “Email signature” on the left menu.
- Create your signature. If you want your signature to appear automatically on every message, check that box.
- Once done, click Save.
- If you choose to not automatically insert your signature, you can manually insert it on select messages by choosing Insert from the options at the top of an email and selecting Signature

<https://support.office.com/en-us/article/Create-and-add-an-email-signature-in-Outlook-Web-App-0f230564-11b9-4239-83de-f10cbe4dfdfc>

Automatic Replies (Out of Office)

- Select the gear icon, then go to Options and look for “Automatic replies” on the left menu.
- Create your message and set the time period, and click Save.

Switch Clutter on/off

<https://blogs.glowscotland.org.uk/st/sctech4learning/files/2015/09/2020-Know-Your-Glow-Outlook-Clutter-and-Spam.pdf>

Change your spam/junk email settings

<https://support.office.com/en-us/article/Block-or-allow-junk-email-settings-48c9f6f7-2309-4f95-9a4d-de987e880e46>

Change your display/reading settings

<http://www.msoutlook.info/question/786>

Change your user photo in Office 365

<https://support.microsoft.com/en-us/kb/2986893>

Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

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