

Know Your Glow

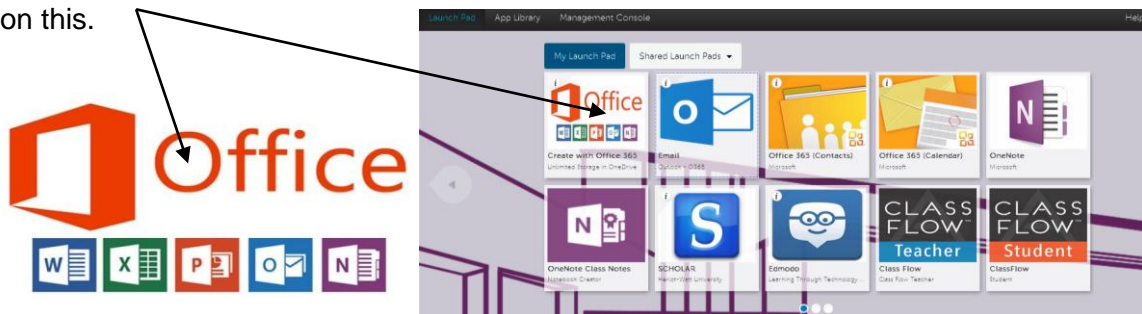
Know Your Office 365 Outlook Email

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

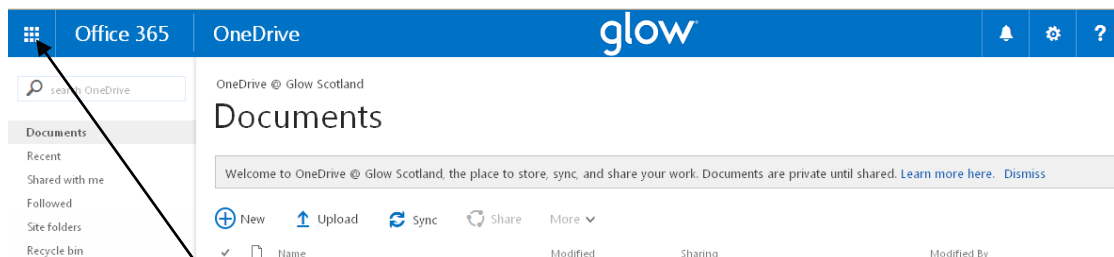
- ✓ Access email quickly and directly from your GLOW Launchpad Outlook tile
- ✓ Access your email anywhere, on any device – only web browser needed.
- ✓ Through the O365 App Launcher, have the choice to quickly switch between your Email, Calendar, Contacts, OneDrive and the National Newsfeed

How to start using Office 365 – For the first time access

1. On your school or council Launchpad, you will find a tile titled “Create with Office 365” – click on this.



2. You will be taken into your OneDrive (this is where you create and store files)



3. Click on to the Office 365 “The Waffle” App Launcher

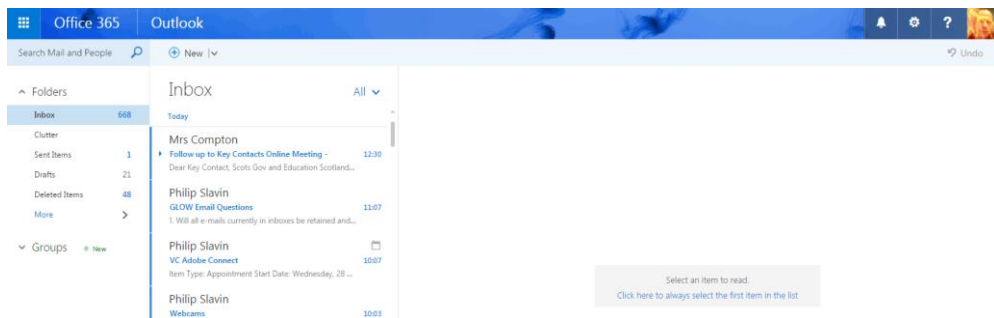
Improving Life Through Learning

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.

4. You will be shown a list of the Office 365 Apps available to you:

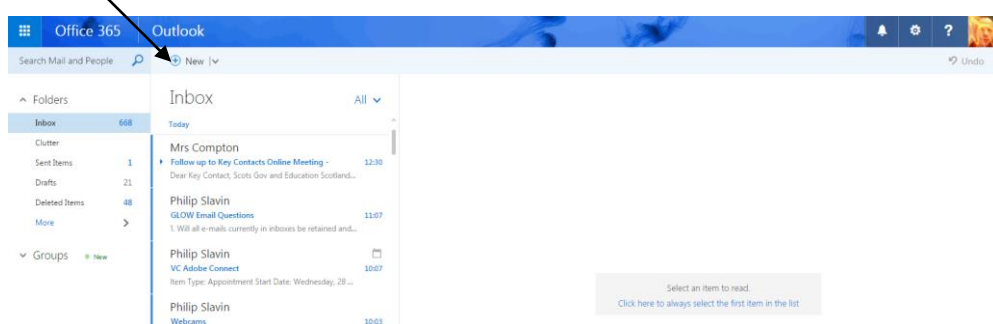


5. Select the Mail icon. The first time that you use your mail, you will be asked to choose your language and time zone settings. Once that has been completed, you will see your email Inbox:

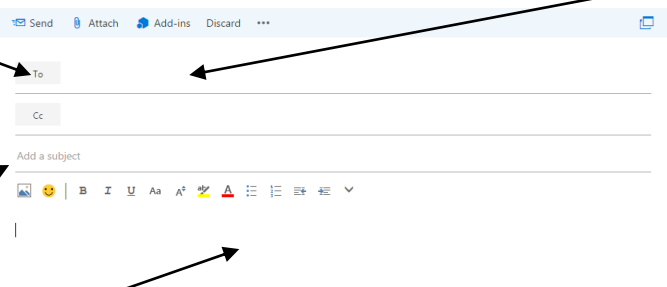


How to send a new email

a) Select the +New option

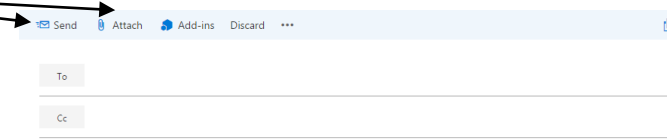


b) Click on "To" to add an address from your personal contacts, or type an email address



c) Add a subject, then type your email

d) Add any attachments, then click on "Send"

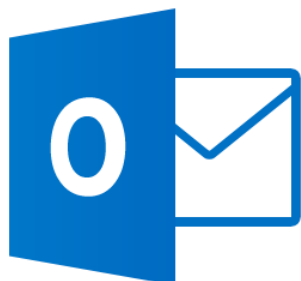


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How to start using Office 365 – Second and subsequent access

As an alternative to logging into OneDrive, then into Outlook email, you can alternatively log in to your Glow establishment or council Launchpad and look for a tile named Email, Outlook Email or Outlook O365, or like the images below:



Click into it, and you will be taken directly to your Inbox.

- Stewart Brown from Borders Council has created a very short (4 minutes) summary video that you might find useful:

<https://www.youtube.com/watch?v=S1zGaJnQtYg>

- If you would like more detailed instructions, the Glow Scotland Team have created the following PDF document

<https://glowscotland.sharepoint.com/sites/GlowHelp/10%20ways%20to%20get%20started%20with%20Office%20365%20for%20learnin/How%20to%20use%20calendar%20and%20outlook.pdf>

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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