Activity Sheet: Outlook Email Basics

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Activity #1

1. Log on to the Internet
2. Type www.outlook.com in the **Search** box
3. Click the **Sign up now** button in the lower right corner of the screen
4. Fill in the required fields
5. Enter the verification code
6. Read and accept the **Microsoft Services Agreement**
7. Click the **Create Account** button

    a. My email address is: _____

    b. My password is: _____

> **Note**: Take this sheet home and store it in a safe place in case you forget your

Activity #2

1. Select the color you would like to appear on the top of the window
2. Select how you would like the reading pane to be displayed (or not at all)
3. Create a folder labeled **Important**
4. Move the email from the Outlook.com Team to the **Important** folder

Activity #3

1. Click on the **New** button in the upper left corner of the screen to compose an new email
2. Enter the instructor's email address in the **To** box
3. Type *Email Basics* in the **Subject** box
4. Type *I have successfully sent an email!* in the **Message** box
5. Click the **Send** button to deliver the email

Activity #4

1. Open the reply from the instructor
2. Type *Here is a picture!* in the **Message** box to reply to his or her message
3. Attach the sample picture from the desktop folder to the email
4. Click the **Send** button to deliver the email