

THE OUTLOOK HOMEPAGE

Navigation bar

Search by keyword or sender

Compose an email

Attachment

Date sent

Settings

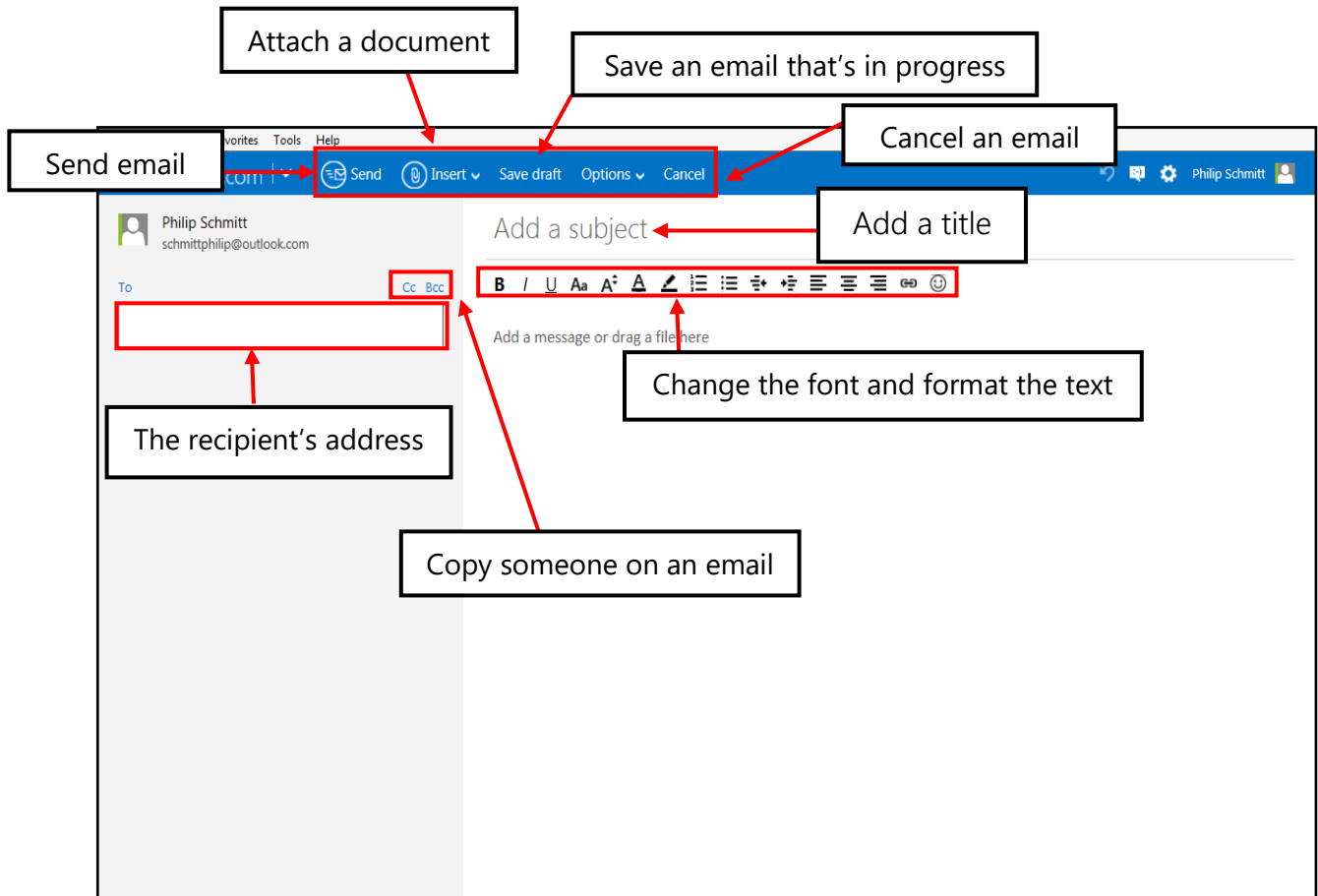
Inbox

Organize messages with Folders

To create a new folder:

1. Click **New folder**
2. Type in the name
3. Press the **Enter** key

COMPOSING AND SENDING EMAILS



ATTACHING A FILE

1. **Insert > Files as Attachments**
2. Browse the computer for the file
3. Click on the file
4. Click **Open**
5. Type in your message
6. Click **Send**

