Activity Sheet: Outlook Email Basics

**Activity #1**
1. Log on to the Internet
2. Type [www.outlook.com](http://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 information.

**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 a 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