# Microsoft<sup>®</sup> Office Outlook<sup>®</sup> Web App for Educators

Step by Step

Microsoft

NOTE: You will need a Windows Live ID assigned by your school in order to access this Outlook Web App.

### How to sign in

#### webmail.gainesvilleisd.org

- 1. In your browser, navigate to <u>www.outlook.com</u>.
- 2. Type your Windows Live ID and password.
- 3. Click Sign in.

#### **Create a folder**

Create a folder to help organize your e-mail (for example, by classes, administration, your department, personal stuff)

• To create a root-level folder, right-click your mailbox name (an orange square icon next to your name) and click Create New Folder.



• To create a subfolder, right-click your Inbox or other existing mail folder and click Create New Folder.



- Type a name for the folder, then press Enter.
- Drag and drop messages into the folder or create a rule to automatically move messages to the folder as they arrive.

# **Conversation View helps organize e-mail chain**

View all related messages at once

• Conversation View is on by default.

🛯 🎑 Deep Ocean Habitats		9
🗝 🖂 Sanjay Patel	10/15/2010	9
- 🖂 Bob Kelly	Sent Items	9
🔹 🖂 Bob Kelly	Sent Items	9
🕤 科 Sanjay Patel	10/15/2010	9
🔹 🖂 Bob Kelly	Sent Items	9
🕴 🚑 Sanjay Patel	10/15/2010	9

• Click the arrow to the left of a message group in the Message Pane to expand the conversation. Likewise, you can click the arrow to the left of each message in the Reading Pane to expand each individual message in the conversation.

4		Sanjay	Patel Fide Other	Actions - 🗵
	т	o: 😑 Bob Kelly	Phoay, October 1	15, 2010 3:36 PM
	Th	Thank you, Mr. nowever the qu Sanjay	Kelly. I completed the worksheet using Office Web Apps. It too lestions on the Mariana Trench were more difficult than the res	k me about a t.
	_	, and a large start a		
⊳		Bob Kelly	Here you go, Sanjay. Click https://cid-5b483107840212d2.skydriv	10/15/2010
		Bob Kelly Bob Kelly	Here you go, Sanjay. Click https://cid-5b483107840212d2.skydriv One of the great things about Office Web Apps is you don't have t	10/15/2010
		Bob Kelly Bob Kelly Sanjay Patel	Here you go, Sanjay. Click https://cid-5b483107840212d2.skydriv One of the great things about Office Web Apps is you don't have t Thanks, Mr. Kelly, but I don't have Microsoft Office on my home co	10/15/2010 10/15/2010 10/15/2010
		Bob Kelly Bob Kelly Sanjay Patel Bob Kelly	Here you go, Sanjay. Click https://cid-5b483107840212d2.skydriv One of the great things about Office Web Apps is you don't have t Thanks, Mr. Kelly, but I don't have Microsoft Office on my home co Hi Sanjay—I'm sorry you're not feeling well. If you want to stay af	10/15/2010 10/15/2010 10/15/2010 10/15/2010

- Click the arrows again to collapse the conversation.
- To turn Conversation View off, click Arrange by and clear the check box next to Conversation.

Arrange by: Date -		
Last Week	~	Date
🞽 Project Revi		From
Sara Davis		То
Older		Size
A 🙆 Deep Ocean		Subject
- 🖂 Sanjay Pat		Туре
Bob Kelly		Attachments
🛛 🖂 Bob Kelly		Importance
🛛 科 Sanjay Patel		Flagged
🛛 🖻 Bob Kelly	_	
🛛 🖂 Sanjay Patel 🛛	~	Conversation

## Calendars for many uses

#### Create, customize, and share a secondary Calendar

- In the navigation menu, click Calendar.
- The default calendar, called *Calendar*, is your primary calendar for keeping track of your schedule and availability.
- To create additional (secondary) calendars for other purposes, right-click My Calendars and click Create New Calendar.



- Type a name for the calendar (for example, Class Schedule), then press Enter.
- To view your secondary calendar, check the box next to the calendar name. You can check multiple calendars at once and view them side by side. (To hide a calendar, clear the check box.)



• To add an item to the calendar (for example, a homework assignment), double-click an available timeslot.

• An appointment window opens; complete the appointment details.

🏉 Untitled App	ointment - Windows Internet Explorer	- 0 X
https://pod	1004. <b>outlook.com</b> /owa/?ae=Item&a=New&t=IPM.Appointment&fId=LgAAAADmZmUeCFDAQ6	w6Z7%2fbW 🔒
🛃 Save and Clo	ise 🖉 😌 🦈 📲 📍 🖡 📲 🖌 🖨 (HTML 🛛 🚱 -	0
- In shared fol	der: 🧱 Homework/Test	
Appointment	Scheduling Assistant	
Subject:		
Location:		
Start time:	Sun 1/2/2011 🛛 🗸 🕼 day event	
End time:	Sun 1/2/2011 💙	
Reminder:	15 minutes Show time as: Busy Private	
Tahoma	🖌 10 🖌 B I U 汪 汪 律 律 💇 · 🗛 · 🌣	
Done	😜 Internet   Protected Mode: On 🛛 🖓 🔻	🔍 100% 🔻

- To add an attachment to an appointment (for example, a student handout), click the paperclip icon in the toolbar.
- Click Browse to browse for the file you want to attach. Select the file, then click Open. To add more files, click Choose more files.
- Click Attach.



- Click Save and Close to save the appointment to the calendar.
- To share the calendar with your class, click Share  $\rightarrow$  Share a Calendar.

• Click the name of the calendar you want to share.

	Open a Shared Calendar		
	Share a Calendar	•	Calendar
9	Change Sharing Permissions	•	Homework/Test
			Parent Conferences
			Personal
			School Sports

- Type the student names (or browse for them in the Address Book and double-click the names to enter them) into the line. If you created a group contact for your class, enter the group name instead.
- Click All information to set view-only permissions.
- Click All information with permission to add, edit, and delete to set edit permissions.
- Type a message (if desired), then click Send.

#### Send e-mail to a select group

You can save time by quickly sending e-mail to a group of people (for example, teachers in your department, a specific class

- In the navigation menu, click Contacts.
- Click the New dropdown, then click Group.

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Secontact	ts	ρ.	*
🕵 Group	e as 🔻	A on top 🔺	
Message			-

- Type a Group Name.
- Type the member names or click Members to browse the Address Book.
  - If you browse the Address Book, double-click the names to add them to the Member field at the bottom, then click OK.
- Once you've selected the members, click Add to Group.
- Click Save and Close.

• Click the New dropdown, then click Message.



- Type the group name in the To field.
- Type your subject and message text, then click Send.

# Create, share, and store files

# Windows Live<sup>®</sup> SkyDrive<sup>®</sup> makes it free and easy

Access and edit documents on Windows Live SkyDrive

- In your browser, navigate to <u>http://office.live.com</u>. You may also use the Office link on the Outlook Live shortcut menu (if available).
- If you are not already signed into your Windows Live account (for example, navigating from Outlook Live), you will need to enter your Windows Live ID and password, and then click Sign in.
- Click the New dropdown arrow, then click Folder. (For better document management, always create new files inside a folder.)

Word document		
Excel workbook	on Skyl	Drive
PowerPoint presentation	Kelly	Dec. 13, 2010
OneNote notebook	Kelly	Dec. 13, 2010
🔓 Folder	a Davis	Nov. 17, 2010

Type a name for the folder.

• To change permissions for the folder, click Change. Otherwise, click Next.

Cr Bob	eate a folder • • Office • Create a folder	
Name:	New folder	
Share with:	Everyone (public)	
	<ul> <li>My friends and their friends</li> </ul>	
	- Friends (3)	
	- Some friends (3)	
	🗇 Me	
	Add additional people	
	Enter a name or an email address:	Select from your contact list
	Next Cancel	

 Click the New dropdown arrow, then select one of the Office Web App documents (Word, Excel<sup>®</sup>, PowerPoint<sup>®</sup>, or OneNote<sup>®</sup>).

🕑 Word document		
Excel workbook	on Skyl	Drive
PowerPoint presentation	Kelly	Dec. 13, 2010
🕮 OneNote notebook	Kelly	Dec. 13, 2010
퉬 Folder	a Davis	Nov. 17 2010

- Type a name for the document.
- Click Save.
- The document will open automatically in the Office Web Apps Edit Mode. Make any changes to the document, then click the X to close the document. Click to Save if prompted.