

Microsoft® Office Outlook® 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

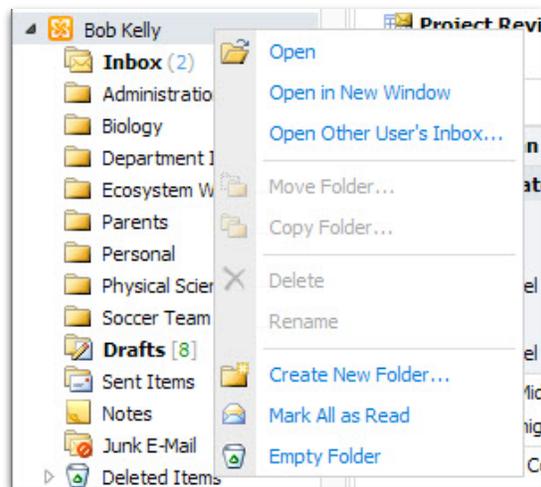
webmail.gainesvilleisd.org

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

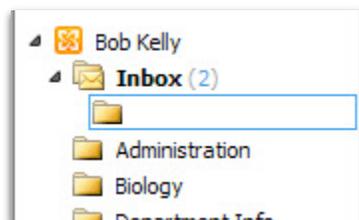
Create a folder

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.

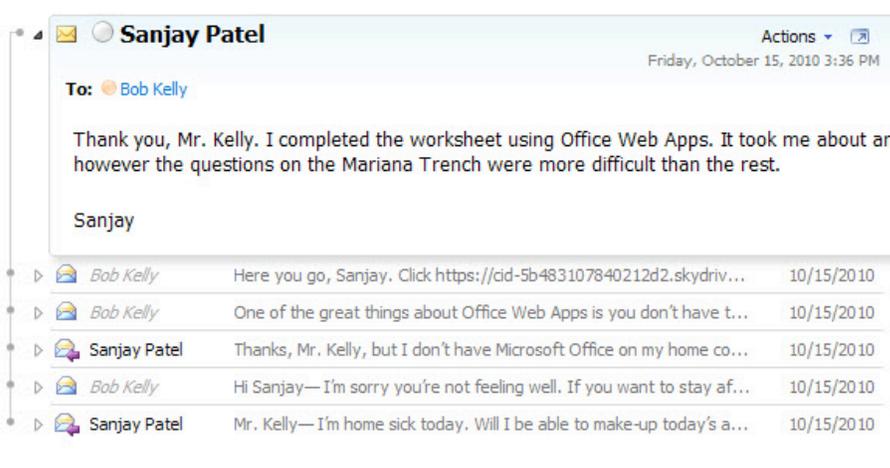
Conversation View helps organize e-mail chain

View all related messages at once

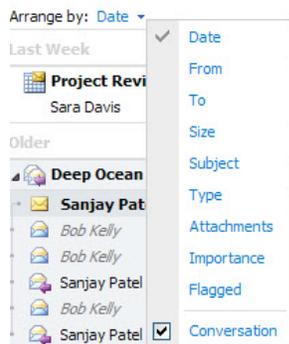
- Conversation View is on by default.



- 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.



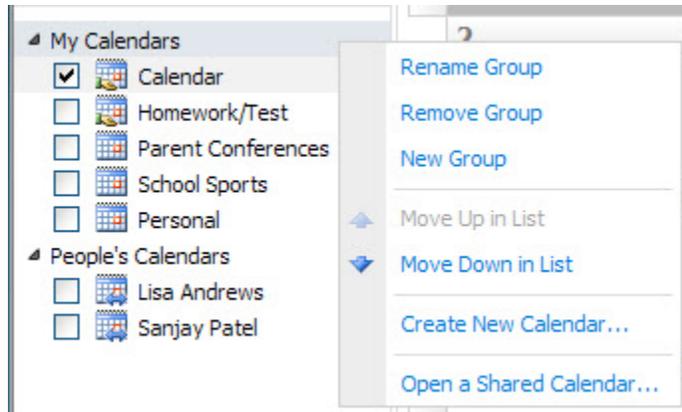
- Click the arrows again to collapse the conversation.
- To turn Conversation View off, click Arrange by and clear the check box next to Conversation.



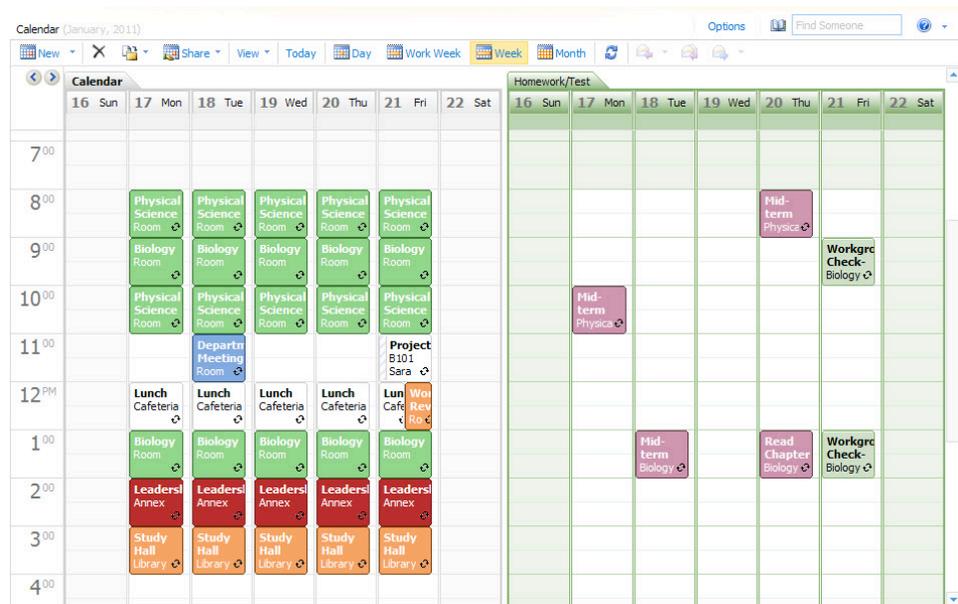
Calendars for many uses

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.

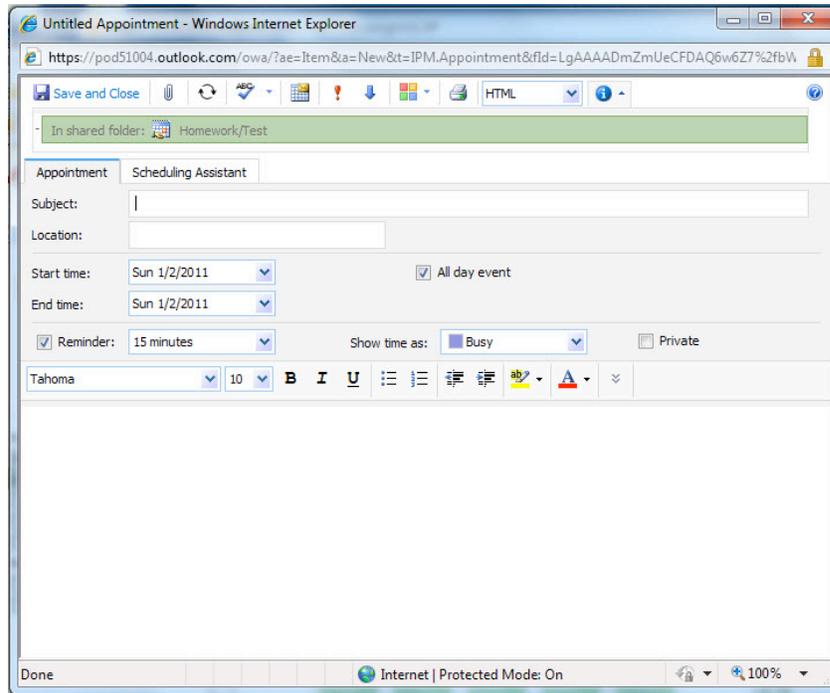


- Type a name for the calendar (for example, Class Schedule), then press Enter.
- To view your secondary calendar, check the box next to the calendar name. You can check multiple calendars at once and view them side by side. (To hide a calendar, clear the check box.)

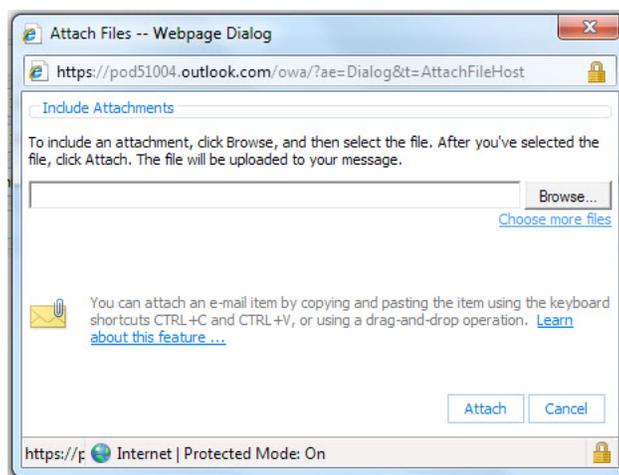


- To add an item to the calendar (for example, a homework assignment), double-click an available timeslot.

- An appointment window opens; complete the appointment details.

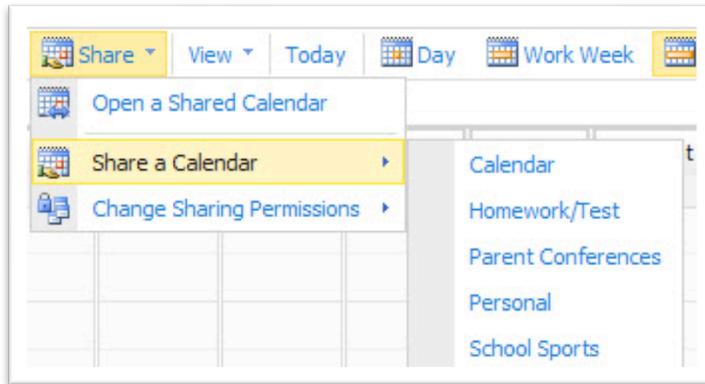


- To add an attachment to an appointment (for example, a student handout), click the paperclip icon in the toolbar.
- Click Browse to browse for the file you want to attach. Select the file, then click Open. To add more files, click Choose more files.
- Click Attach.



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

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

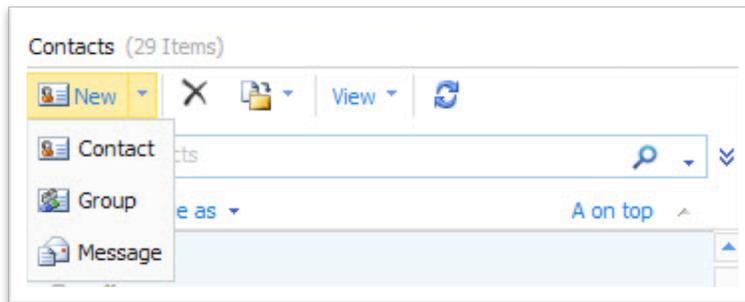


- Type the student names (or browse for them in the Address Book and double-click the names to enter them) into the line. If you created a group contact for your class, enter the group name instead.
- Click All information to set view-only permissions.
- Click All information with permission to add,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

Send e-mail to a select group

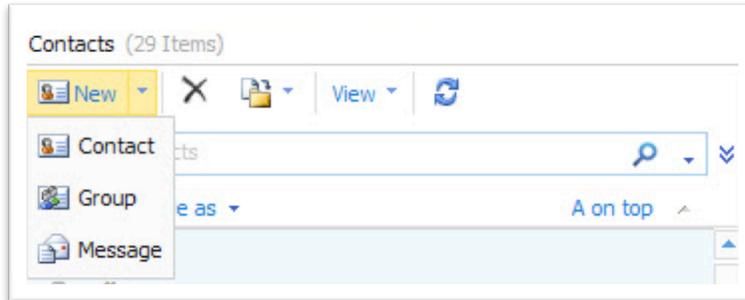
You can save time by quickly sending e-mail to a group of people (for example, teachers in your department, a specific class

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



- 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.



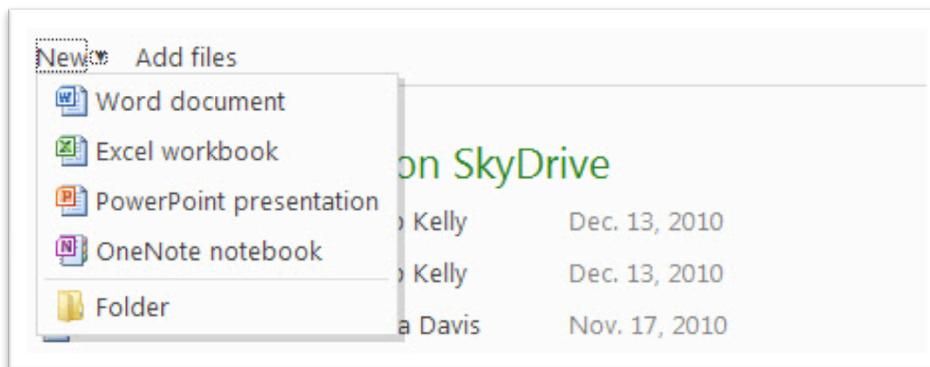
- Type the group name in the To field.
- Type your subject and message text, then click Send.

Create, share, and store files

Windows Live® SkyDrive® makes it free and easy

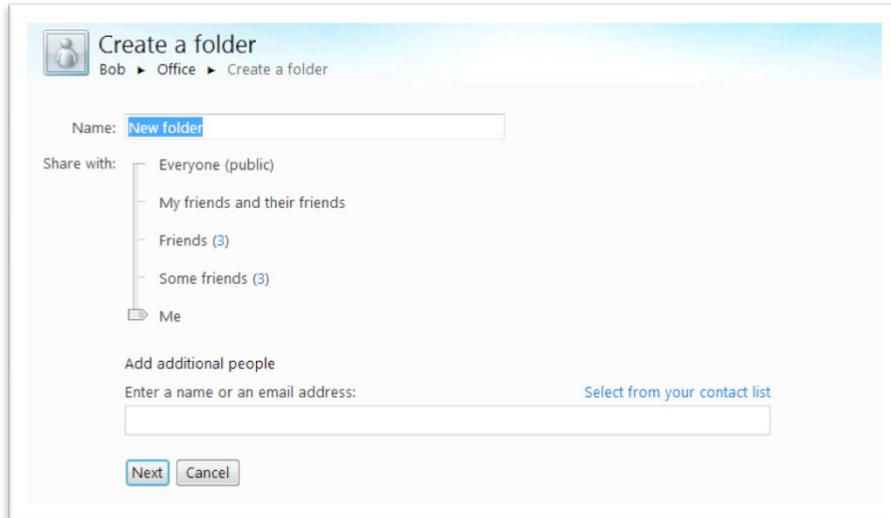
Access and edit documents on Windows Live SkyDrive

- In your browser, navigate to <http://office.live.com>. 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.)

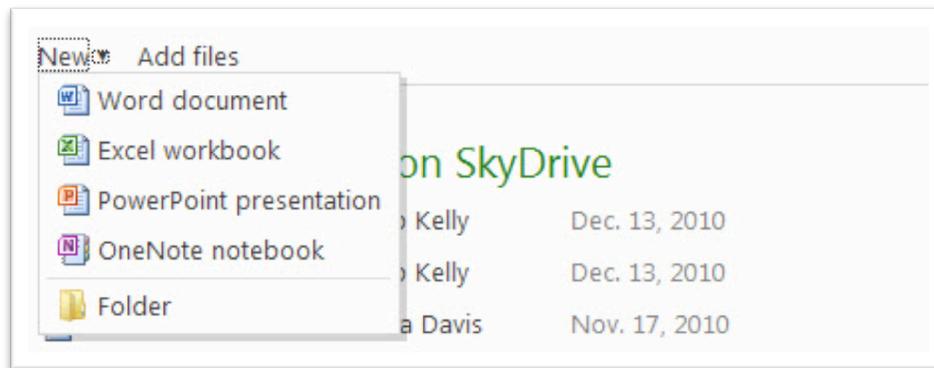


- Type a name for the folder.

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



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



- 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.