

Quick Reference Guide

Outlook Email (Students)



Overview

Microsoft Office 365, also known as "Office 365", keeps you up-to-date with the latest versions of Microsoft Office applications including Outlook, Word, Excel, PowerPoint, and OneNote. The email client for Fort Worth ISD, Outlook is the primary communication tool used in the district.

Getting Started

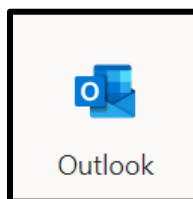
1. Navigate to the **My FWISD Apps Portal**.
(<https://www.fwisd.org/myfwisd>)
2. Click **Sign in with Microsoft**.



3. Click on **Office 365**.



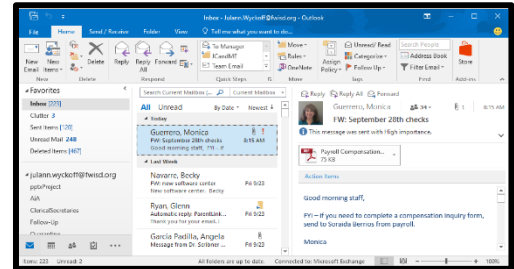
4. Click on **Outlook**.



Outlook Inbox

When you open Outlook Web App, the first thing you will see is your Inbox. This is where messages sent to you

arrive, and this is where you'll probably spend the most time reading and responding to messages.

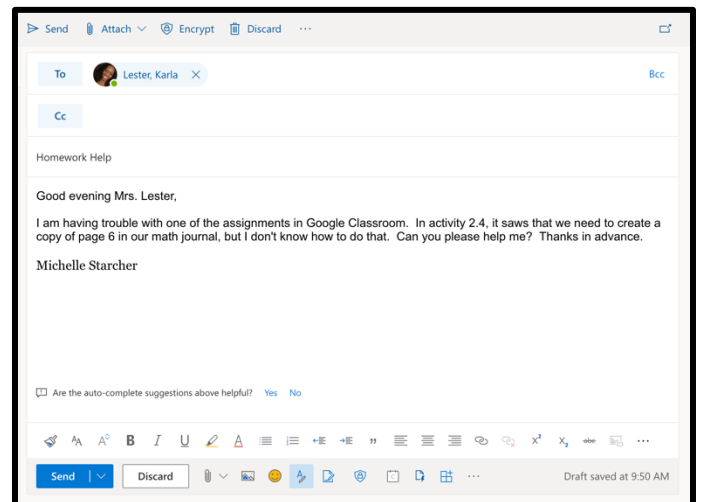


To Send a New Email Message

1. Click **New Message** in the top left-hand corner.



2. Add **recipients**. The recipients are the person or group of people you want to receive the email message. You can do this by typing their email address out or by finding their name in the District's address list. You will type the email address in the **To** field.
3. Add a **subject**. The subject is a description of the topic of the email's message.
4. Type the **message** you want to send.
5. Click **Send** when you are done composing your message.





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To Reply to Email

1. Select the **message** in the reading pane.
2. Click **Reply** at the top of the message window. A new message will appear addressed to the sender of the original message.



3. Add your response.
4. Click **Send**.



To Reply to Sender and All Recipients

Sometimes a teacher may send an email to you and other recipients, like your classmates or your parents. When replying to an email with multiple recipients, you have to decide if you want to reply to just the sender or to everyone included in the message. Consider the information you are sending and who you want to see your message. If you decide to send the message to everyone, you will use the Reply All option.

1. Select the **message** in the reading pane.
2. Click **Reply all** at the top of the message window. A new message will appear addressed to the sender and all other recipients of the original message.



3. Add your response.
4. Click **Send**.



To Forward a Message

Sometimes you may receive a message from a teacher that you want to share with your parents or another classmate. When you want to share an email with another person, you will use the Forward option.

1. Select the **message** in the reading pane.
2. Click **Forward** at the top of the message window. A new message will appear.



3. Type the **name or email address** of the person who want to forward the message to on the To line.
4. Add additional information to the message.
5. Click **Send**.



To Delete a Message

Messages in your inbox can be deleted. When you delete an email, it is moved to the deleted items folder. Deleted emails stay in this folder for 14 days before being permanently deleted from your mailbox.

1. Select the **message** in the reading pane.
2. Click **Delete**.





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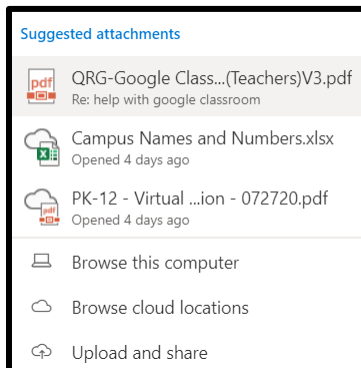
To Add an Attachment

You can include files, images, or videos in your email messages. These are called attachments and can be added to any email message.

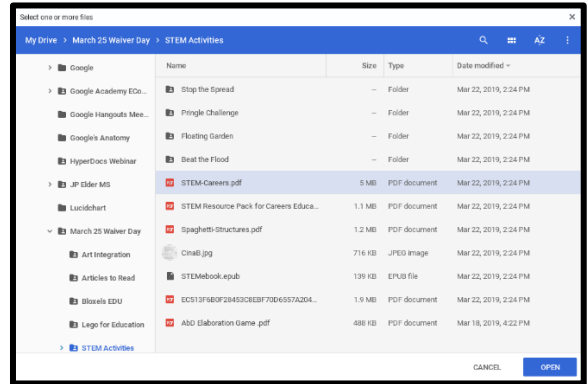
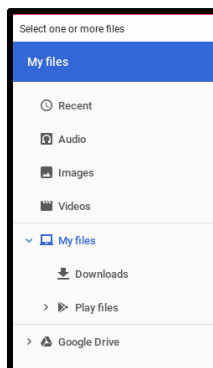
1. Select **Attach** or the paperclip icon to attach a file to a message.



2. Browse to find the **file** you want to attach. Recent OneDrive files will appear. If your file is on OneDrive, click the **file** you want to attach.
3. To browse files in your Google Drive, choose **Browse this computer**.



4. Select **Google Drive** from the left-hand side under **My files**. Locate the **file** you want to share. Click **open**.



5. After you have attached the files they will show under the Subject line in the email message.

