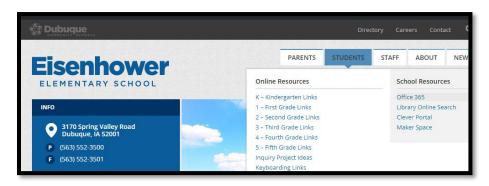
How to Send an Email

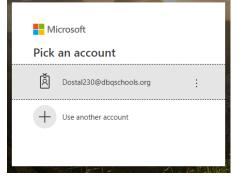
• Open your email from your school web site. Hover over Students > click on Office 365



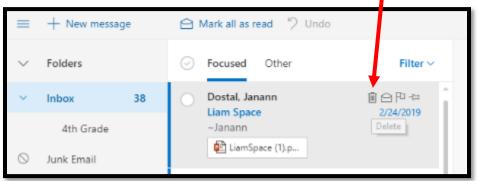
• You will see a list of your O365 apps. Click on Outlook to get to your email.

Apps							
	•	w	x	P	N	5	S
Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Sway
Explore all your	apps $ ightarrow$						

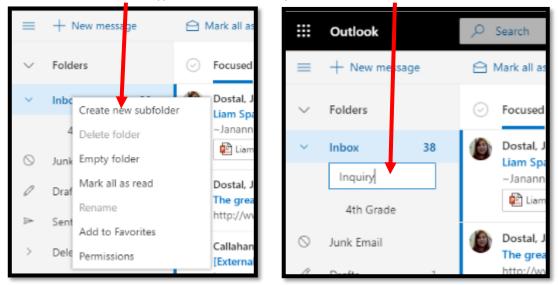
• OR - Open your email from mail.dbqschools.org > click on your account to see the page above



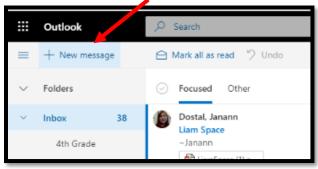
 Sign in to O365 if you are at home – your email address is your username with @dbqschools.org (example – dostal231@dbqschools.org) • How to delete an email – hover over the email and click on the trash can



 How to create folders - Right click on the word Inbox on the left side of your screen > click on Create new subfolder. Type in the name that you want to call the folder.



- To move email into the folder just hold your mouse button down and drag the email into the folder. Use the arrow to expand the folders if you can't see them all. You can put folders in other folders!
- Create a new email click on the +New Message button at the top left.



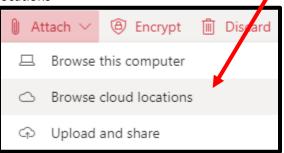
Now you will see the compose window on the right. Type the person's email address in the To: field. Copy to someone else by entering their address in the CC: field

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	То						
	Cc						
	Bcc						
	Add a s	ubject					
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• Add a subject. This helps the people receiving the email organize and find it. It you leave it blank you will get this message when you send it as a reminder to go back and add a subject:

-	Missing subject ×						
	Do you want to send this message without a subject?						
		Send	Don't send				
				_			

- Type your message in the large box the body of the email
- Add attachment click on the paper clip button at the top that says Attach > choose Browse cloud locations



Click on OneDrive – Dubuque Community School District > Files to see your folders/documents

📮 Computer	OneDrive - Dubuque Com > Files
OneDrive - Duesque Community School District	🗅 Name
Files	Launguage arts Mrs. Periard
Shared with you	4th Grade Writing 18-19
Recent attachments	Documents
	🗂 fun
	New folder (2)
	Attachments

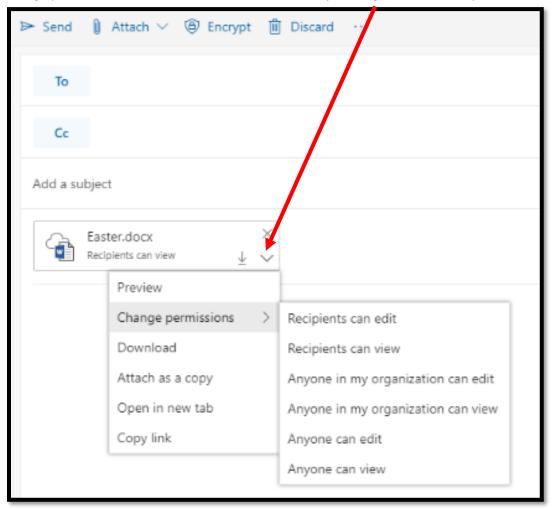
• Click on the document you want to attach – you will see this message

How do you want to share this file?				
4	Share as a OneDrive link Recipients can see the latest changes and work together in real time.			
0.	Attach as a copy			
	Recipients get a copy to review.			

Attach as a copy if your recipient does not need to edit.

Share as a OneDrive link for cooperative projects – or if your teacher requests that 🙂 You'll now see an attachment on your email. This is an attached file. This is a shared document

▷ Send 🔋 Attach ∨ 🕲 Encrypt 🛅 Discard	Þ⇒ Send 🔋 Attach ∨ 🕲 Encrypt 🗊 Discard →
To Dostal, Janann	То
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Opinion Writing Paper	Add a subject
Opinion writing Dostal hefel 22 KB	Easter.docx × Recipients can view Ψ V



• Change permissions on shared documents if needed by clicking on the arrow by the document

Most of the time you will use permissions that allow just the recipients of your email to edit the document.

• Send email – click on the arrow by the word Send at the top or blue button at the bottom.

≫ Send 👔 /	Attach 🗸 🛞 Encry	pt 📋 Discard							
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Cc									
Email Review									
Hello You are doing Thanks! - <u>Liam</u>	You are doing a wonderful job teaching kids how to send an email! Thanks!								
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Send	Discard) ~ 🖾 🥚	Ay						

Notice how you can change the size, color, style and alignment at the bottom. And emojis 😇

• Go back and forth between email & OneDrive w/waffle – R-click to open in new tab

