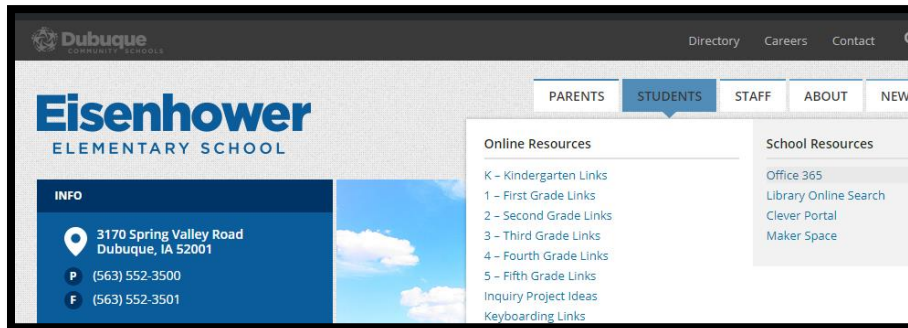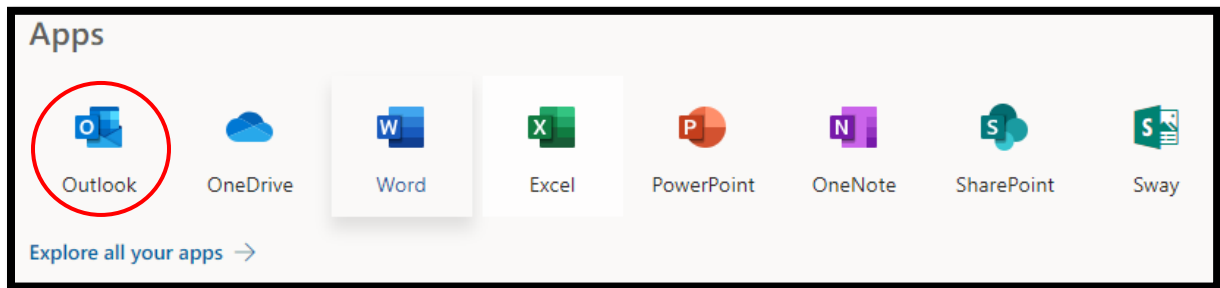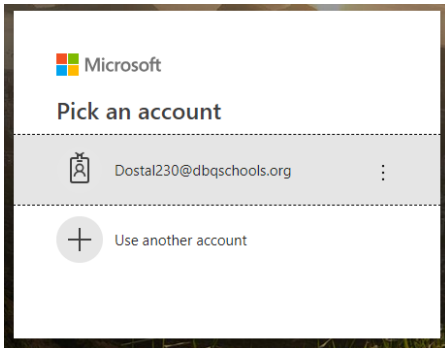# How to Send an Email

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

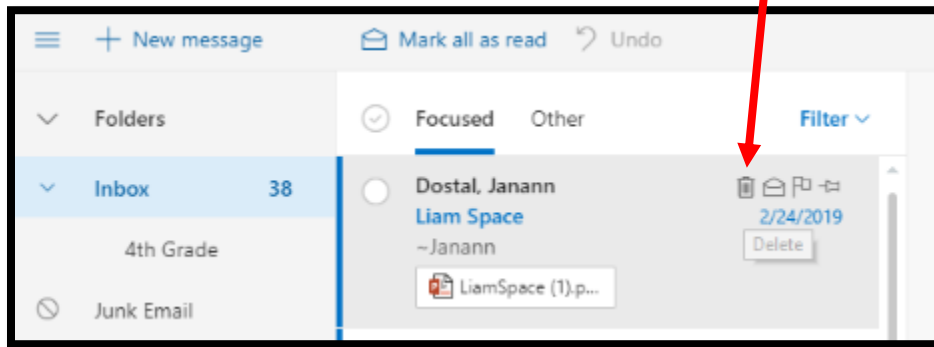- You will see a list of your O365 apps. Click on Outlook to get to your email.

- 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.
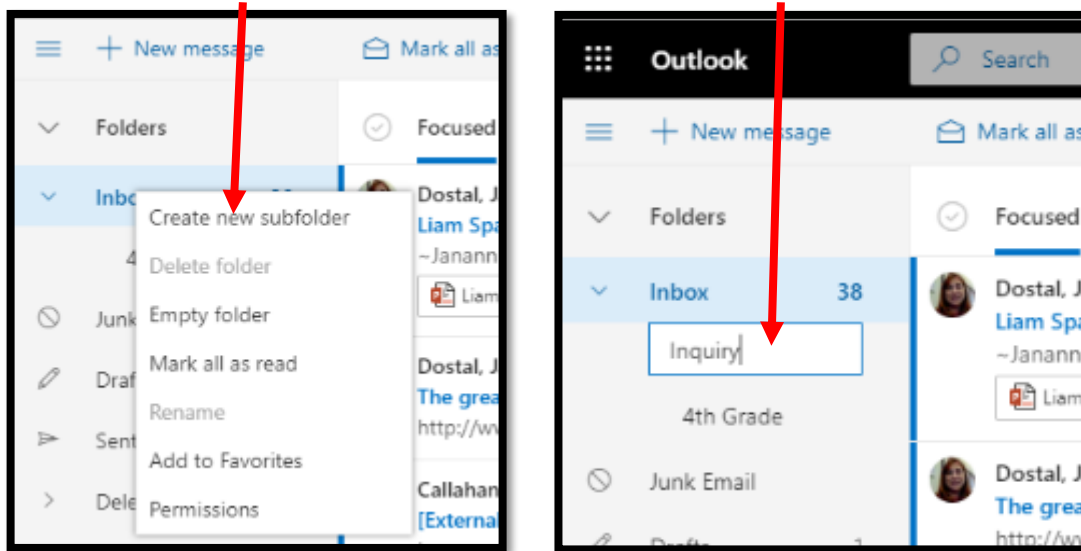

- To move email into the folder – just hold your mouse button down and drag the email into the folder. Use the arrow to expand the folders if you can't see them all. You can put folders in other folders!

- Create a new email – click on the +New Message button at the top left.
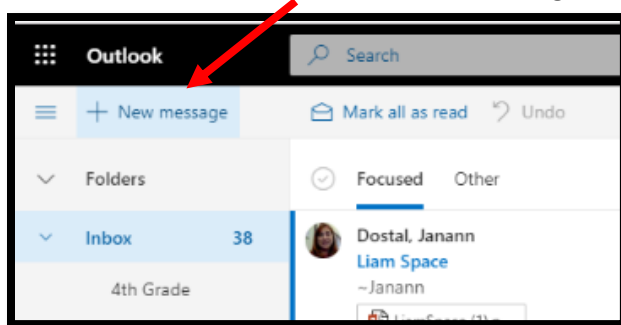

Now you will see the compose window on the right. Type the person's email address in the To: field. Copy to someone else by entering their address in the CC: field
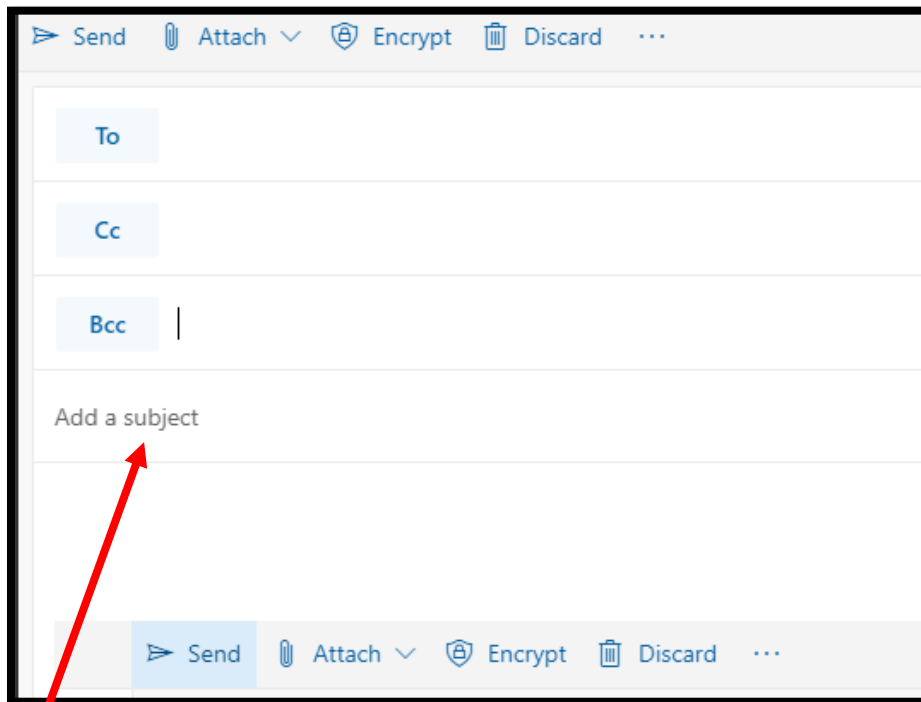
- Add a subject. This helps the people receiving the email organize and find it. It you leave it blank you will get this message when you send it as a reminder to go back and add a subject:
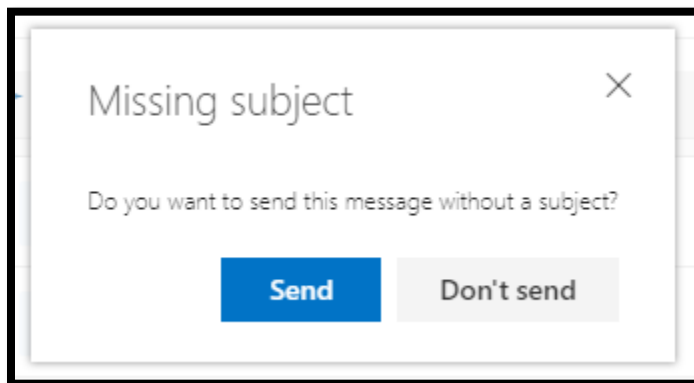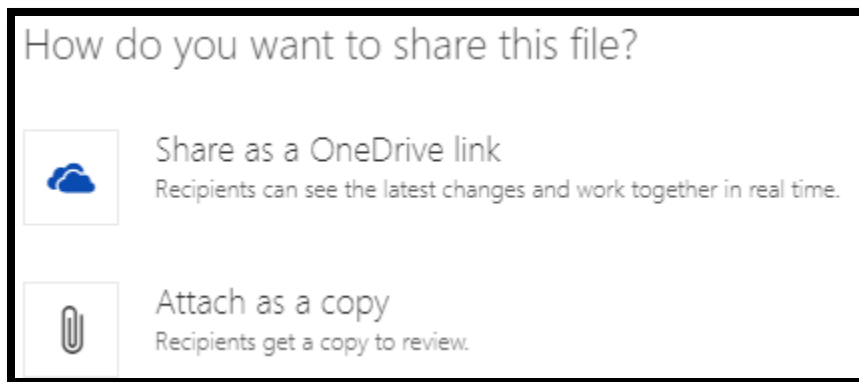

- Type your message in the large box - the body of the email
- Add attachment – click on the paper clip button at the top that says Attach > choose Browse cloud locations
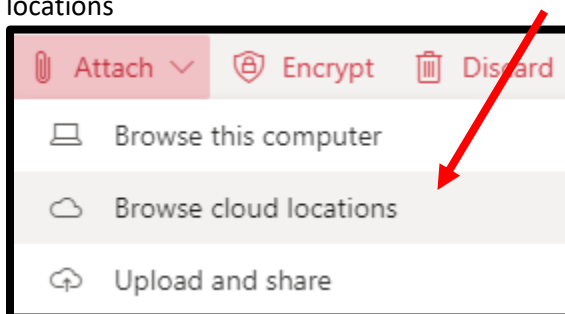
Click on OneDrive – Dubuque Community School District > Files to see your folders/documents
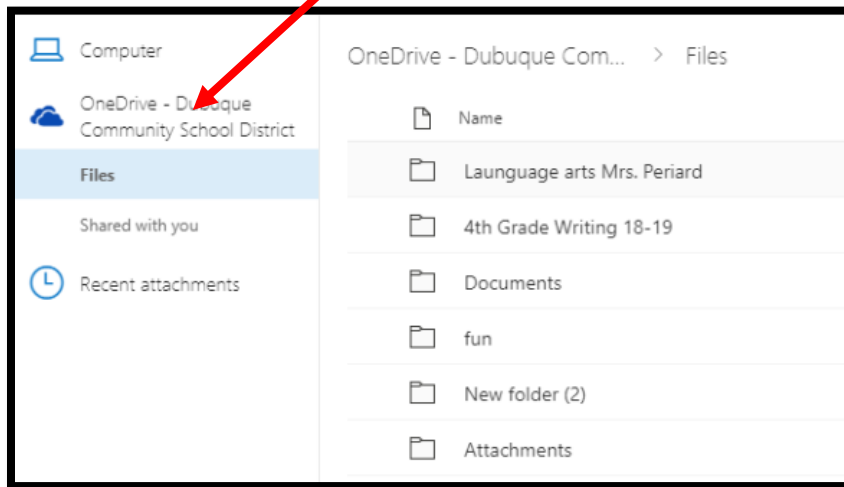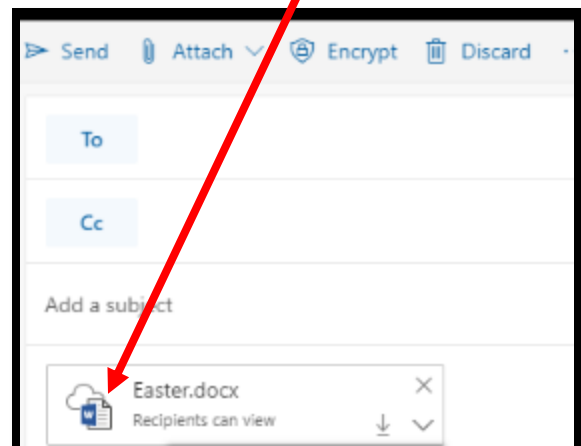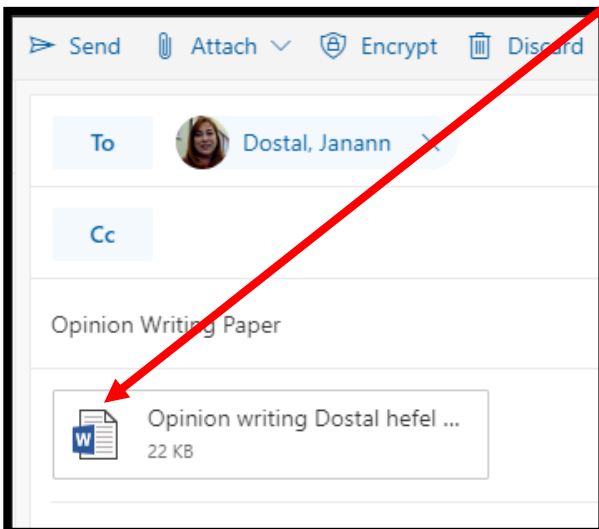

- Click on the document you want to attach – you will see this message
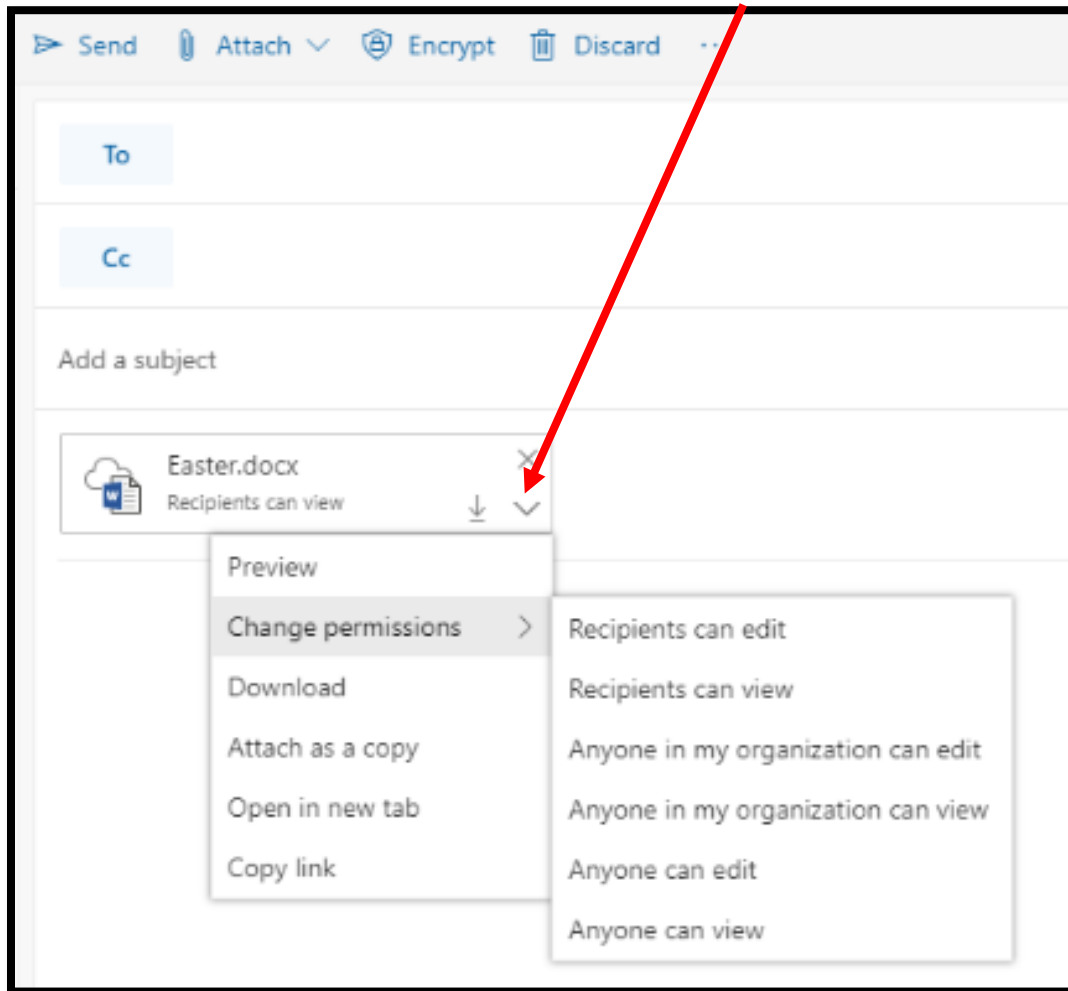

Attach as a copy if your recipient does not need to edit.

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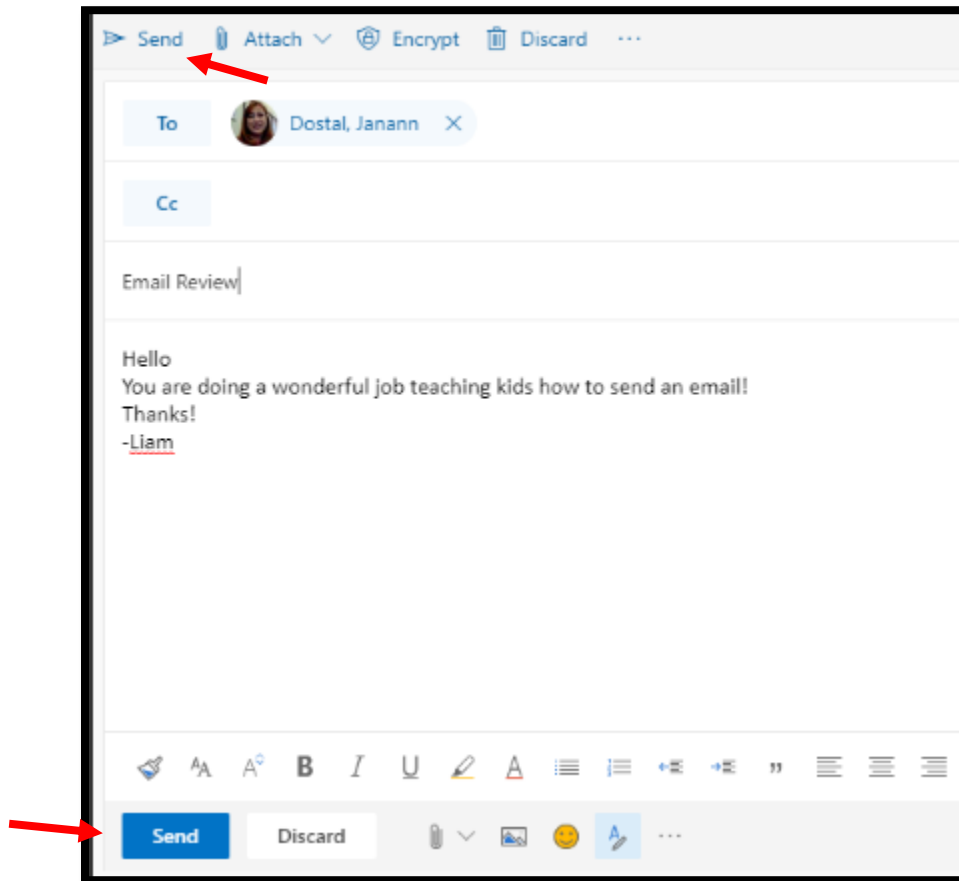
- Change permissions on shared documents if needed by clicking on the arrow by the document

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.

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