



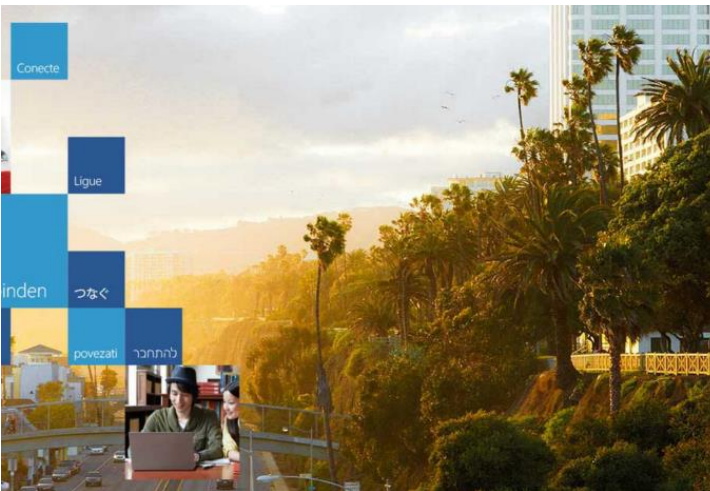


Step by Step: How to Access Office 365

1. Open your web browser. We recommend using Chrome  or Internet Explorer 10 or higher .
2. Navigate to <https://portal.office.com>.
3. Enter User Name, which is your district email account.

For example enter: **firstname.lastname@clevelandmetroschools.org**

4. Enter Password, which is your district password.



Sign in with your work or school account



Terika.Webb@clevelandmetr...

Keep me signed in

Sign in

Cancel

[Can't access your account?](#)

NOTE: *If this is your first time accessing Office 365, please make sure you choose the option “Work or school account”, not personal account.*



It looks like scot.woodyard@csulb.edu is used with more than one account. Which account do you want to use?

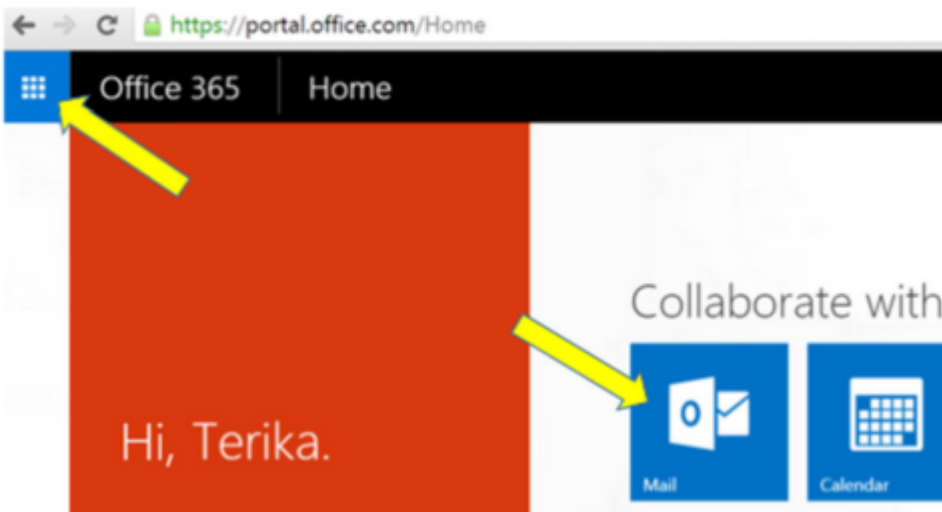


Work or school account
Assigned by your work or school



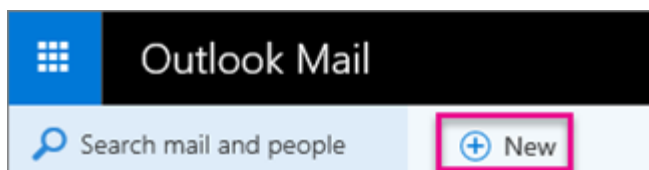
Microsoft account
Personal account

4. Click on the waffle or icons on your current screen to enter mail, calendar, contacts, or other apps that are available to you.



Create and Send a New Message

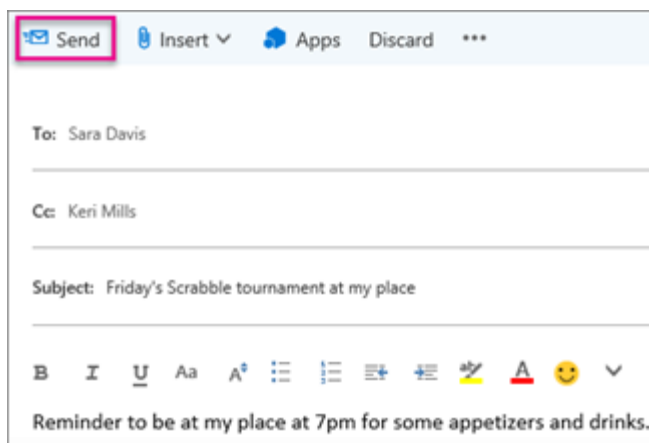
1. Under the Outlook Mail navigation bar, click **New**.



2. Enter the names of the people you want to send your email to in the **To** and **Cc** boxes.

3. On the **Subject** line, enter a brief description of your email.

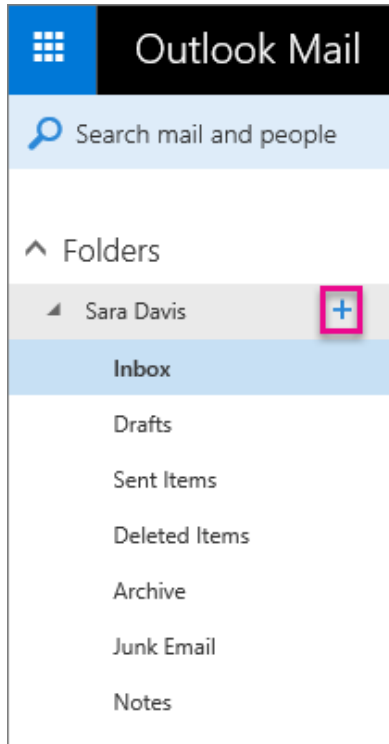
4. Type your email message, and click Send.



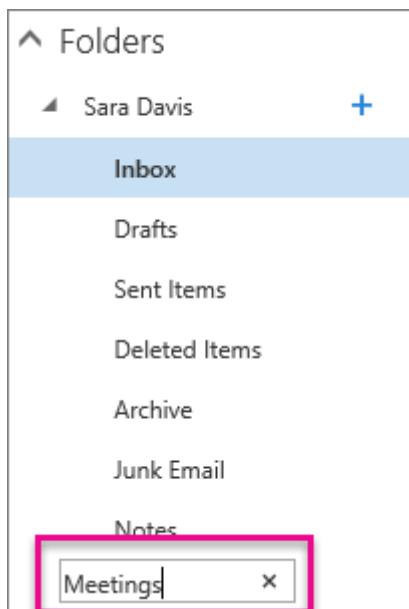
NOTE: To insert an attachment or an inline picture see [Attach files to emails and calendar events in Outlook on the web.](#)

Create a New Email Folder

1. Under **Folders**, select **Create new folder +**.

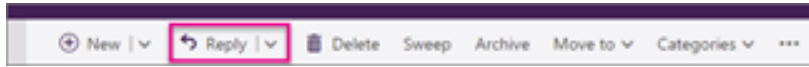


2. In the box, enter a name for your new folder, and then click away.



Reply, Reply all, or Forward an Email Message

1. With the email open, under the Outlook navigation bar, select the down arrow next to **Reply**, and select **Reply**, **Reply all**, or **Forward**.



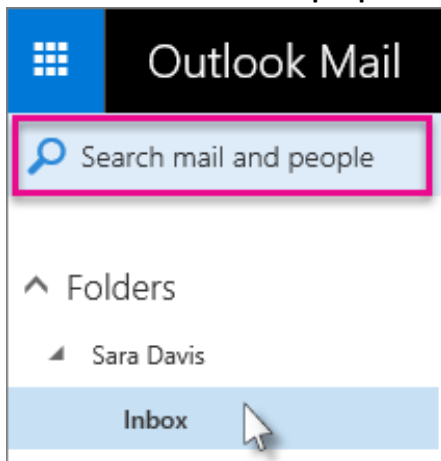
NOTE: If you are forwarding an email, enter names in the **To** and **Cc** boxes, as applicable.

2. Type your response, and select **Send**.

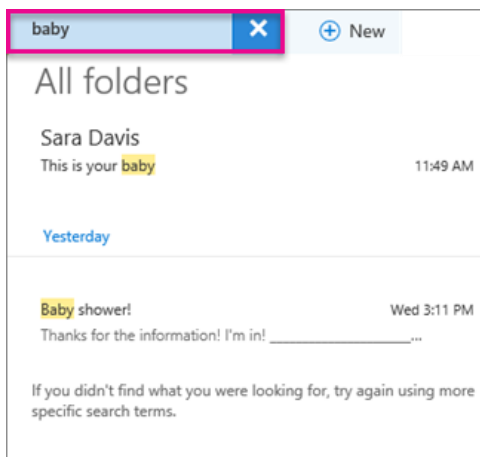
Search for a Piece of Mail

1. Select the folder that contains the email you're looking for. For example, select **Inbox**.

2. In the **Search mail and people** box, enter the name of a person or a subject matter, and press Enter.



3. Outlook returns results by highlighting the words that match words you typed in the **Search** box.



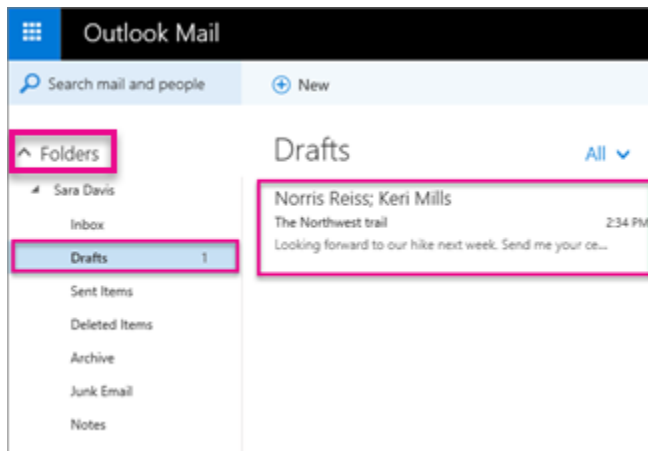
4. Double-click to open the message from the return results.

Work with draft messages

Outlook on the web automatically saves your message as you create it and adds it to your Drafts folder.

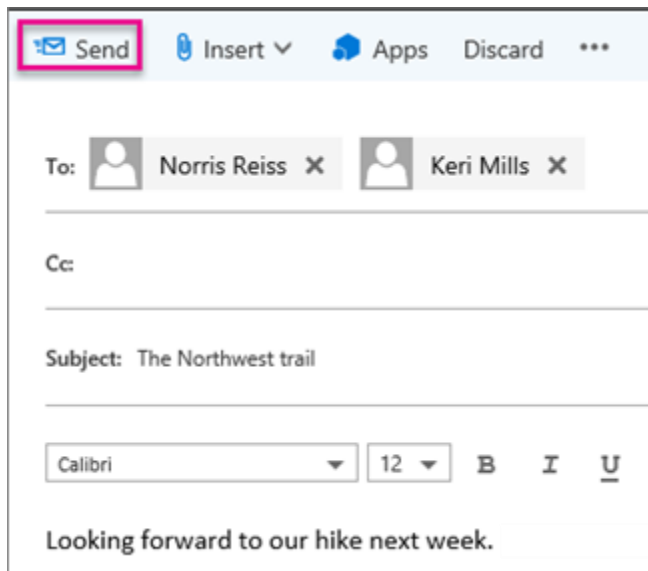
To resume working on a message you started earlier, do the following:

1. In the left **Folders** pane, select **Drafts**.



2. Select the draft message you want to resume writing.

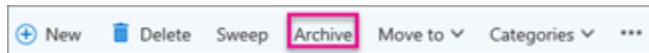
3. Finish writing the message, and select Send.



NOTE: If you decide not to send your message, select **Discard**.

Archive Old Email Messages

1. Select the email that you want to archive.
2. Under the Outlook Mail navigation bar, select Archive.



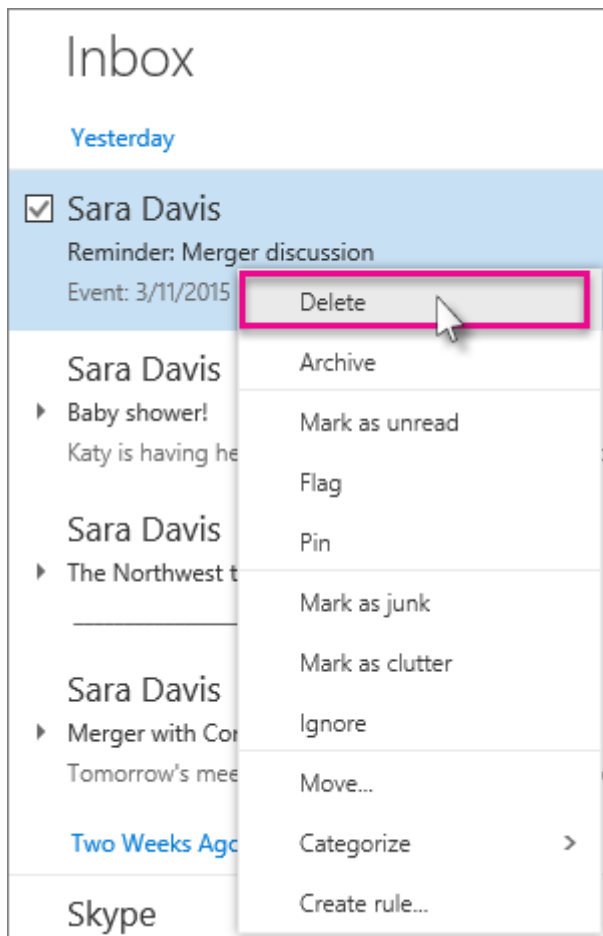
NOTE: If it's your first time archiving email, you need to set up an Archive folder.

3. In the **Set up an archive folder** box, select **OK**.
4. Under **Folders**, select **Archive**.

TIP: Once your Archive folder is set up, you can drag and drop files into that folder anytime.

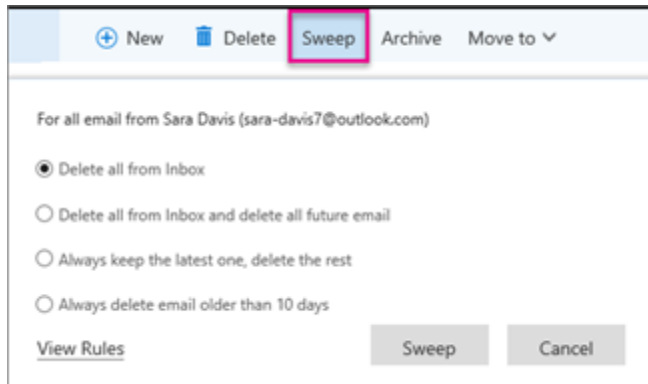
Delete Email or Recover Deleted Email

To delete a single email in your Inbox, right-click the email message, and select Delete.



To delete email in the **Deleted Items** folder, right-click the **Deleted Items** folder, and select **Empty folder**.

To delete a batch of emails, select the folder and choose the Sweep option.



To recover email you deleted from the Inbox list or the Deleted Items folder, right-click the Deleted Items folder, and select Recover deleted items.

NOTE: If you accidentally delete email from the Deleted Items folder, you can still recover it. Outlook provides you the option to Recover or Purge that mail.

