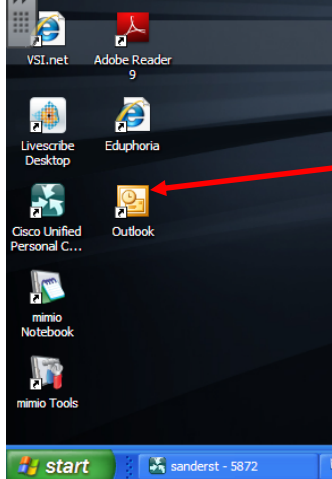


# Using Microsoft Outlook

Your email will automatically open because it is linked to your network login. Once you start Outlook you will see

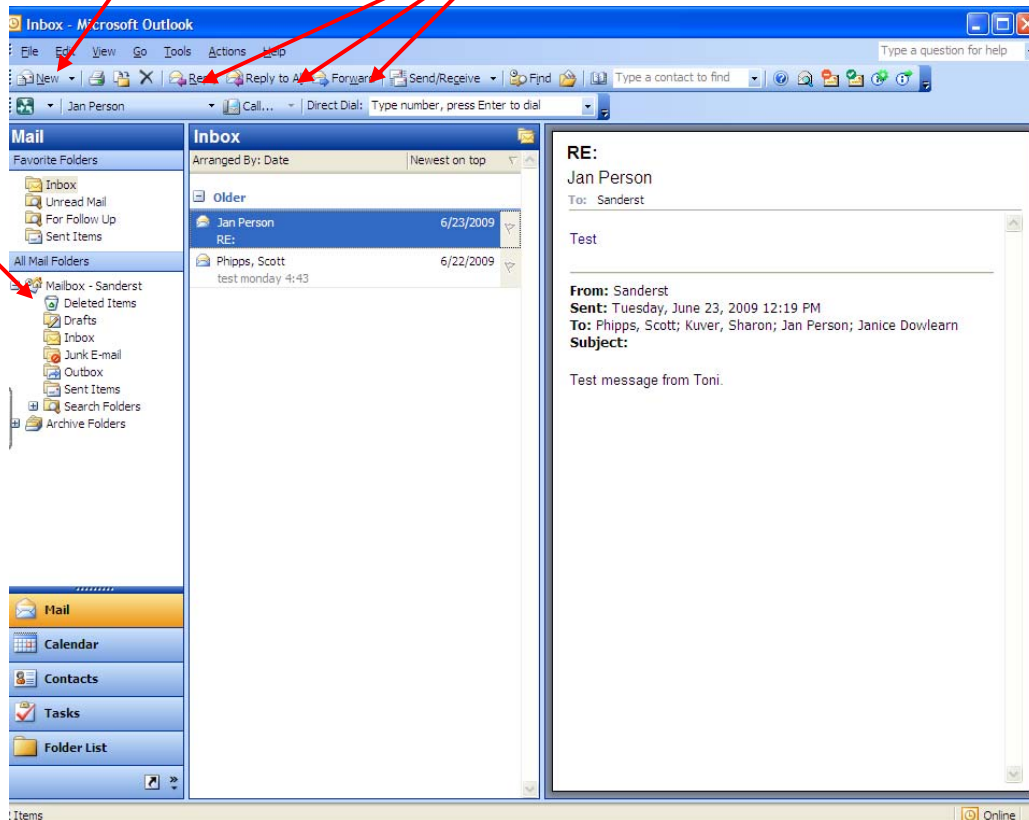


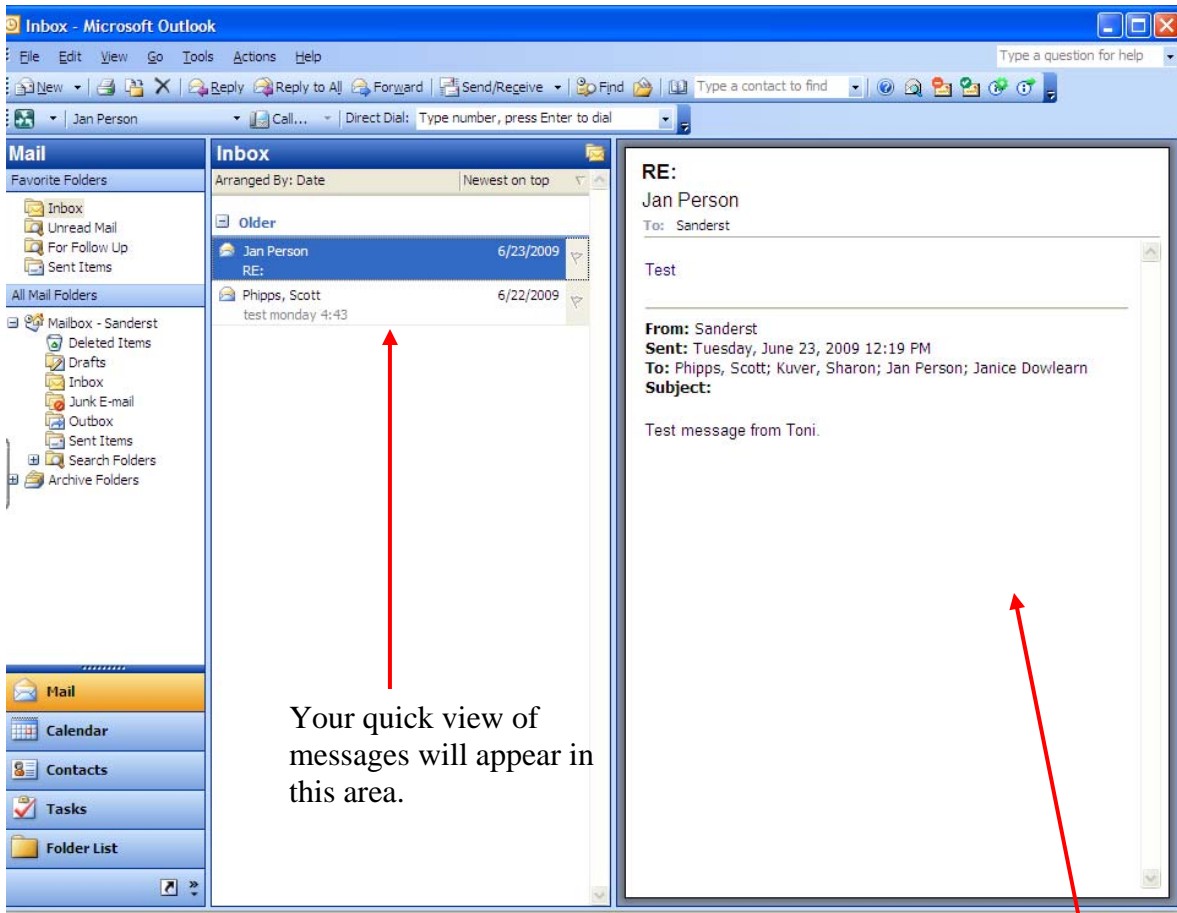
To open Microsoft Outlook:  
• Click the icon on the desktop that looks like this.

To create a **NEW** message click here.

To find **REPLY**, **REPLY ALL** and **FORWARD** click here.

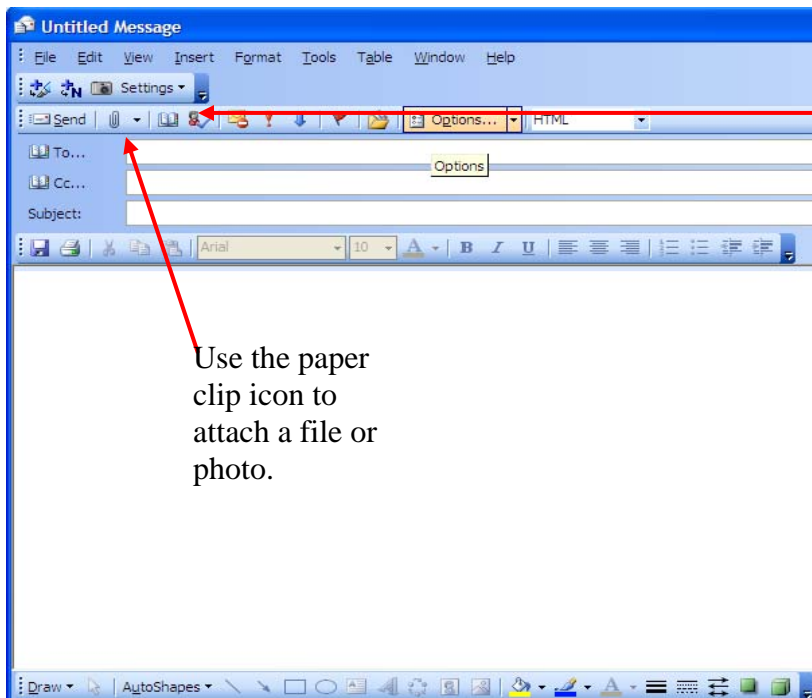
Folders are in this area.





Your quick view of messages will appear in this area.

This is where you read the entire message.



After you type names into the "To" line, press the icon of a person with a check mark. This will check the spelling and email address of that person. If you have partial letters it will allow you to choose the correct contact.