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Using Outlook for Email

- Outlook can be accessed with the desktop application
- It can also be accessed on your web browser
- (outlook.office365.com)



Outlook 2016




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Sign in

- Sign in by entering in your school email address first
- Click "next", then enter your password on the next page, you should see the logo below

Outlook

 Microsoft

Sign in


to continue to Outlook


Email or phone

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

[Sign in with a security key ?](#)

Next

 Sign-in options



← hello@pttc.edu

Enter password

••••••••

[Forgot my password](#)

Sign in

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Reading emails

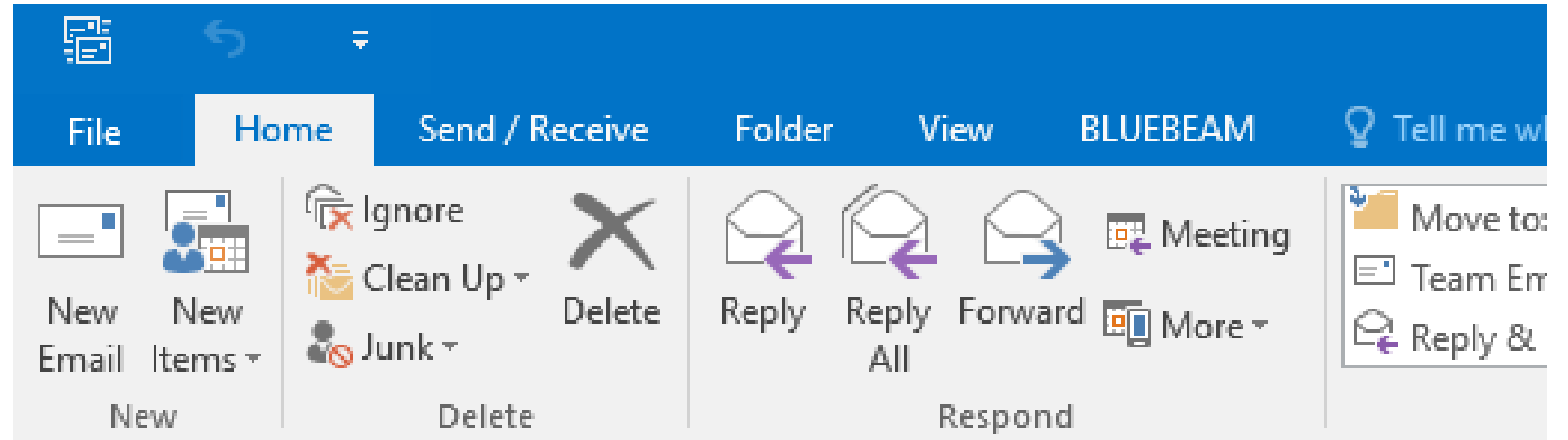
- Click the email in your inbox to read it
- Blue marked mail is new/unread

The screenshot shows an email client interface. On the left, there is a navigation pane with the following folders: Favorites, Inbox 2 (highlighted), Sent Items, Deleted Items, rm242-pc01@pttc.edu (expanded), and Groups. Under the expanded folder, there are sub-folders: Inbox 2 (highlighted), Drafts, Sent Items, Deleted Items, Archive, Conversation History, Junk Email, Outbox, RSS Subscriptions, and Search Folders. On the right, there is a search bar for the current mailbox and a list of emails. The list shows four emails from Autodesk, all with a blue bar on the left indicating they are new or unread. The first two emails are dated 5/10/2021 and have the subject "[Confirmation] Your access...". The last two emails are dated 4/30/2021 and have the subject "[Action Required] Your Aut...".



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Basic Functions



▲ Favorites

- New email is created with button on top right
- Select the email you want, then you can use the reply buttons to create a reply
- Select the email, then press the delete button to remove from your inbox
- Deleted emails are moved to the trash folder



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Tips

- Can't find the email? – check the spam/junk and deleted items folder
- Avoid spam links
- Check email regularly

