
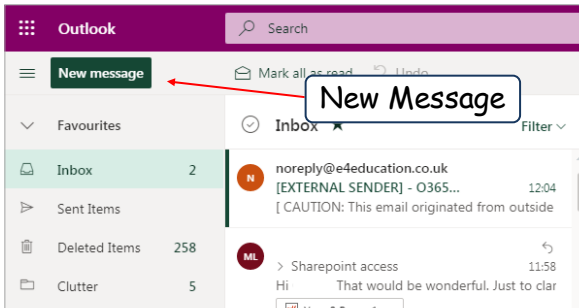





# Sending an email with Outlook

2 Click on the 'waffle' 

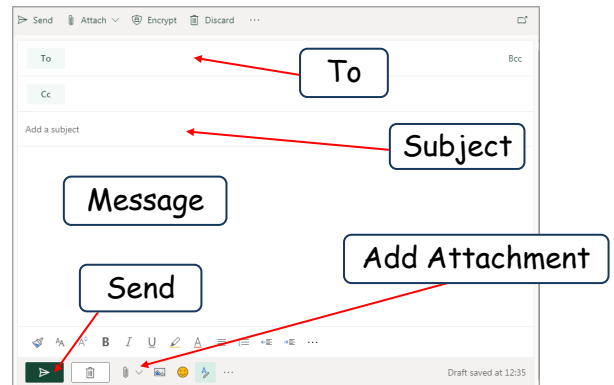
4 To create a new message click 'New message'




1 Log in to Office 365 at <https://login.microsoftonline.com/> using your Joseph Leckie Academy account.

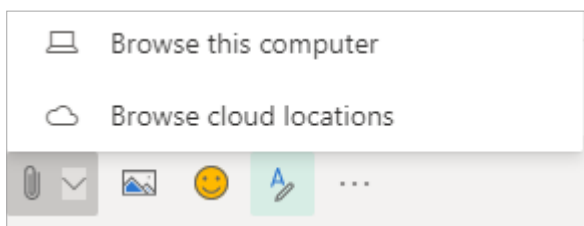
3 Click on the Outlook icon 

5 A new message will appear on the right:



6 Complete the 'To', Subject and 'Message' and if you are ready, click 'Send'. If you need to add an attachment follow steps 7 - 10.

7 If you need to attach a file click the paperclip  the following will pop up

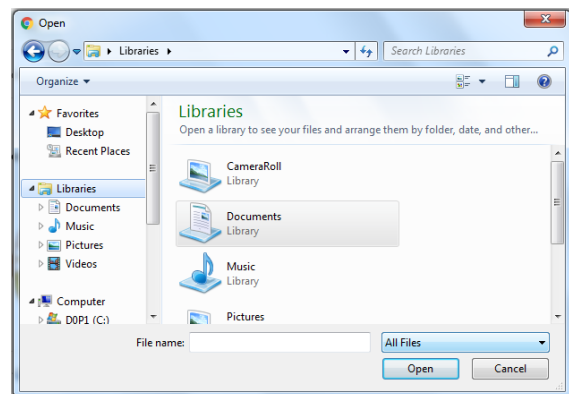


'Browse this computer' will allow you to attach files from the computer or attached drives.

'Browse cloud locations' will allow you to attach files from your OneDrive.

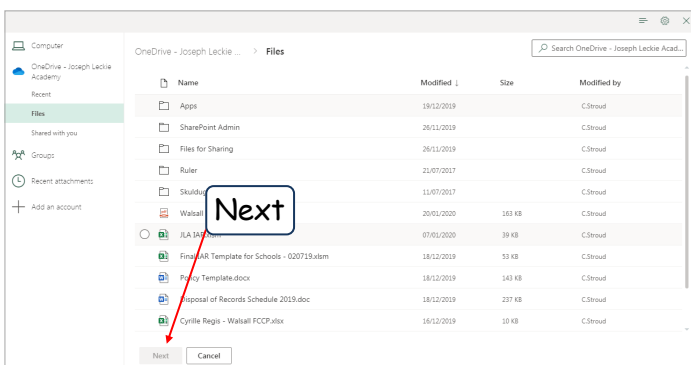
9 If you select 'Browse this computer' the following will pop up:

8 If you select 'Browse this computer' the following will pop up:

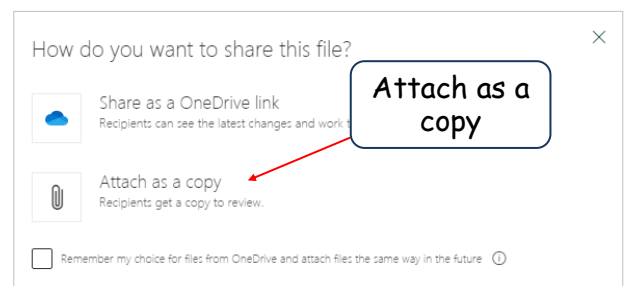


Select the file you need to attach and click 'Open'. The file will be attached.

10 The following will pop up, select 'Attach as a copy'. The file will be attached.



Select the file you need to attach and click 'Next'.



11 When you are ready to send, click 'Send'