



GLOBE EDUCATION
NETWORK

Outlook Live Student Email



TRAINING AND DEVELOPMENT

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Logging in

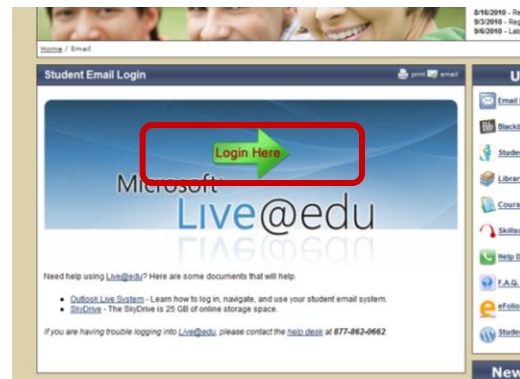
Your student email can be accessed from anywhere there is internet access; home, library, and/or another campus. You have been given a 10 gigabyte email box. The 10 gigabytes will include messages in your Inbox, Sent Items, and Deleted Items. If you exceed your mailbox limit delete messages in your Sent Items first, then your Deleted Items, and then from your Inbox if applicable.

Go to <http://students.globeuniversity.edu>

Click on the **Email Login** link (right side of the page)



Click the **“Login Here” Green Arrow**



Username =

firstname.lastname@students.schoolbrand.edu

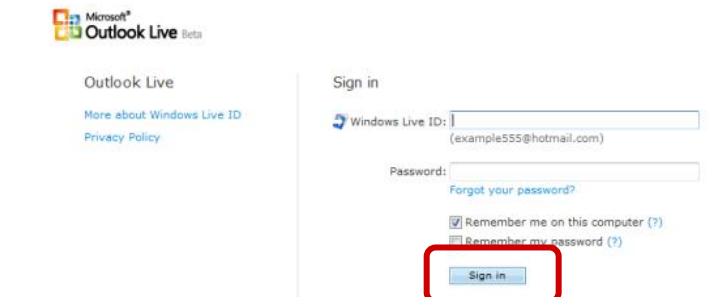
(Ex: Jane.Doe@students.globeuniversity.edu)

Password = The password you were given

Check the **Boxes** (If Applicable)

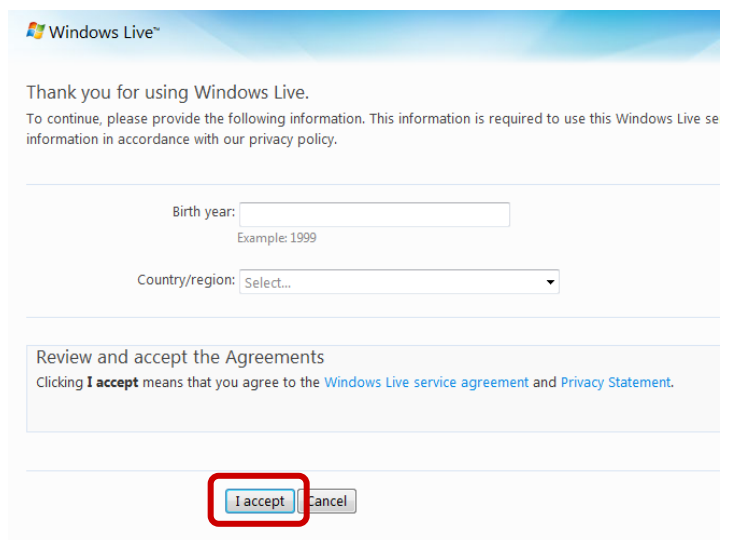
- Remember me on this computer (Do you want it to remember your username?)
- Remember my password (Do you want it to remember your password?)

Click on the **Sign In** button



Add **Birth Year**

Add **Country/Region**

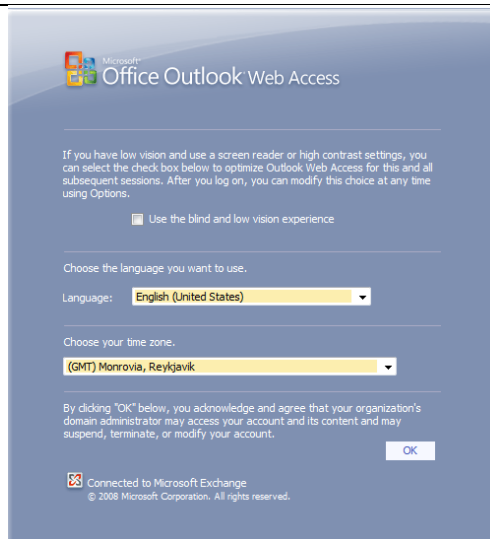


Click on the **I Accept** button

Select a Language

Select a Time Zone

- **MN, WI, SD** = Central Time (US & Canada)
- **UCC** = Mountain Time (US & Canada)



Microsoft Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time using Options.

Use the blind and low vision experience


Choose the language you want to use.

Language: **English (United States)**

Choose your time zone.

(GMT) Monrovia, Reykjavik

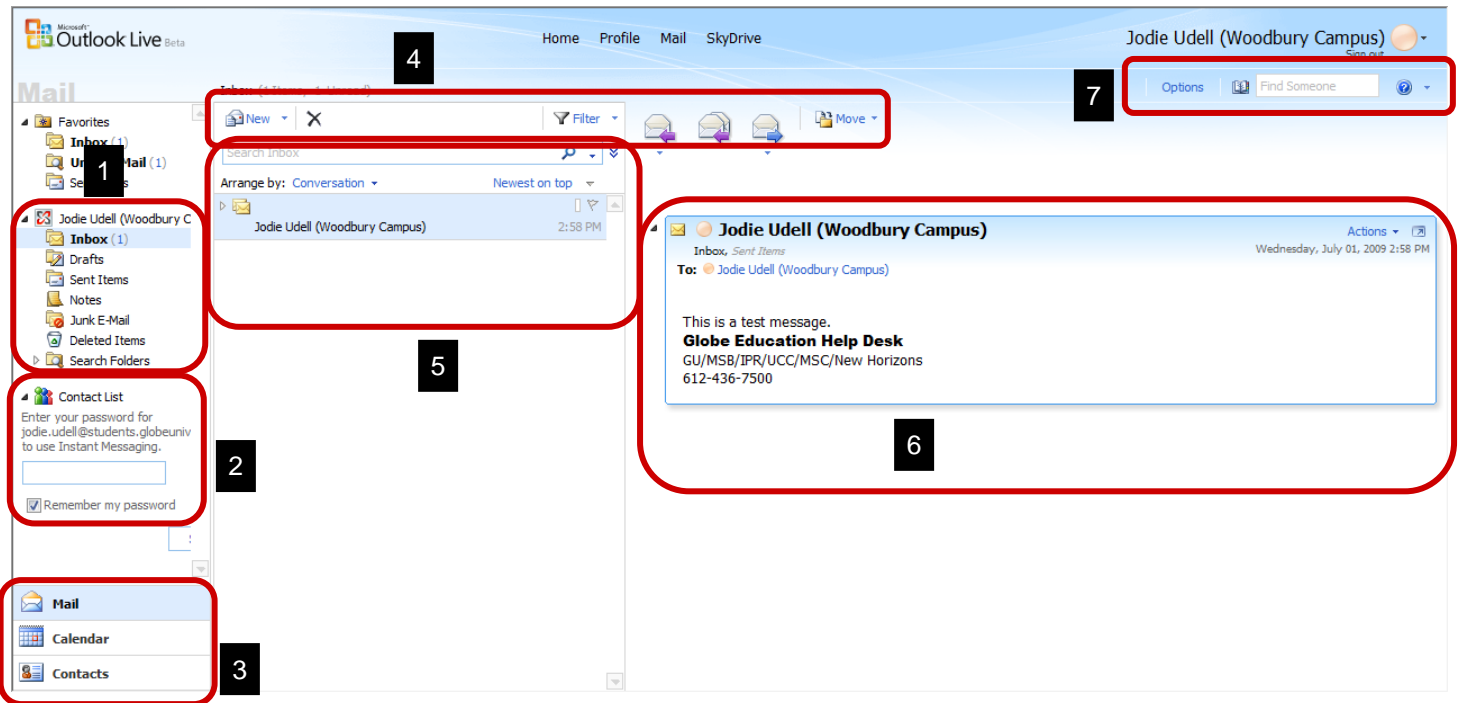
By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

 Connected to Microsoft Exchange
© 2008 Microsoft Corporation. All rights reserved.

Navigate

Once you have logged into your account you will be able to send emails, create appointments, add contacts, and/or change your email options.

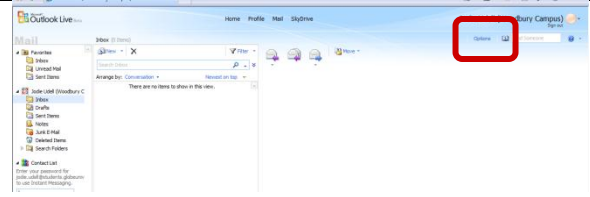
1. Folder List Contains all of the Outlook folders; Inbox, Drafts, Sent Items and Deleted Items.
2. Instant Messaging Log in Use the same password you used to log into your email to gain access to Instant Messaging. This will allow you to communicate in real time with your fellow classmates.
3. Other Web Folders This is a way to access Mail, Calendar and Contacts
 - * **New button** – Create New Messages, and Appointments
 - * **Black X** – Delete Button
 - * **Reply, Reply to all, & Forward**
4. Toolbar
5. Search/Email List The “Search Inbox” function allows you to search for a specific email. The email list, contains a list of emails in the Inbox or in any of the email folders.
6. Displayed Email Email selected in the email list.
7. Find People/Options You can search for people and display an individual’s information. The options button contains various email settings.



Signature

Signatures are used to identify you at the end of an email. Formal signatures will contain elements such as title, business address and business phone. Signatures can be added automatically to all emails.

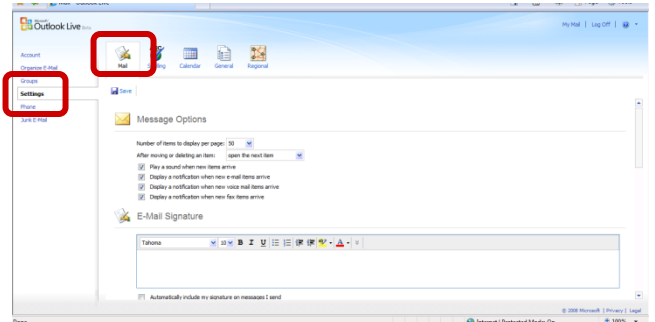
Click on the **Options** link (top, right corner)



Click on the **Settings** link (left side of the page)

Make sure the **Mail** tab is selected (top of the page)

Scroll down to the **Email Signature** section



Type in your Signature (information below)

Name
Title
Business name
Business address
Business Phone Direct
Business Phone Main
Business Phone Fax
Email Address
Web Site

Format your Signature

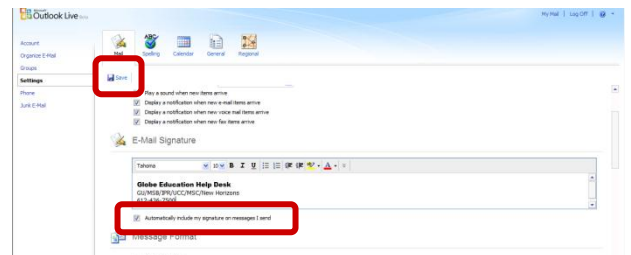
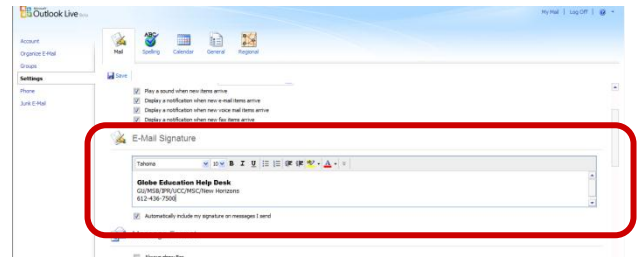
* Use fonts and colors that are easy to read.

Check **Automatically include my signature on messages I send** (If Applicable)

* This will add your signature to the bottom of all your new email messages.

Click the **Save** button (top, left corner)

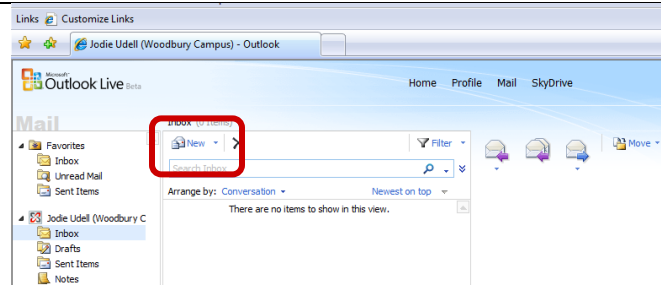
* The signature has been created.



Addressing an Email

When you compose a new email you will have to add the recipient's names. You can either type the recipient's name into the email (an instructor's email) or you can find the recipient's names in the Default Global Address list (a student's email).

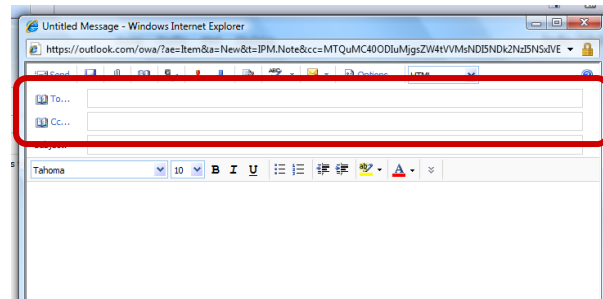
Click on the **New** button



Type the **Email Address** in one of the fields:

- To... - Message directly related to recipient
- CC... - Carbon Copy: Recipient is not directly related to the email. Usually CC bosses, managers, etc.

Note: The above method is how you would send an email to your instructor.



OR

Click on the **To...** button



Type in the **First Name** of a student (top of the middle section)

Hit **Enter**

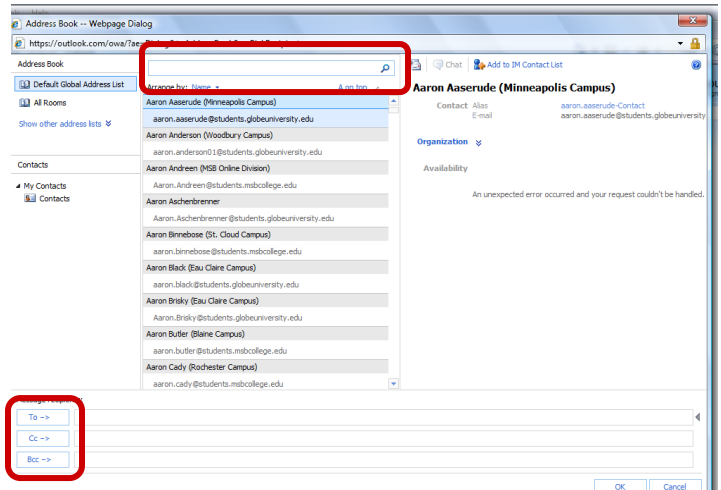
- * The name(s) that match your criteria will appear in the middle section

Select the name you are looking for

- * The person or groups properties will display on the right side of the box

Click on the **To**, **CC**, or **BCC** button (bottom of box)

- * **Note:** BCC – Blind Carbon Copy: "To" and "CC" recipients do not know the message was sent to a "BCC" recipient.



Look for **Another Name**

OR

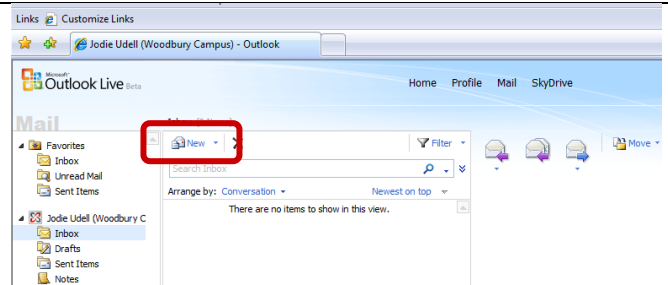
Click **Ok** (bottom, right)

Note: The above is how you would send an email to other students.

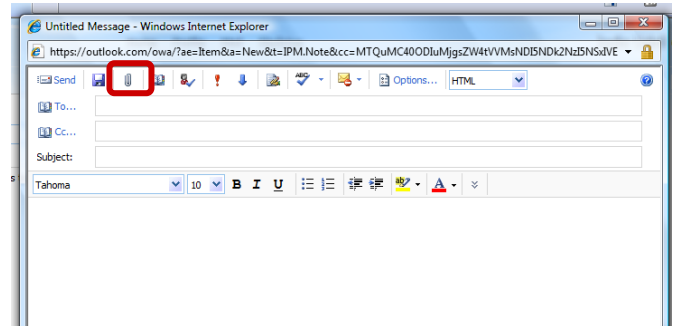
Add an Attachment

If a file needs to be added to an email, it would be added as an attachment. Files that can be attached include, but are not limited to Excel, Word, PowerPoint, Sound, and Movie files.

Click on the **New** button



Click on the **Paper Clip** button (top of the page)

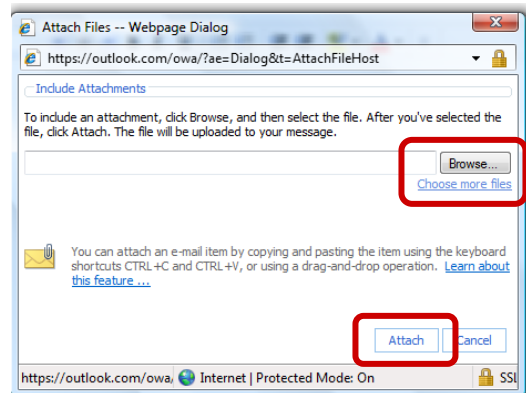


Click on the **Browse...** button

Find the File on your computer

Click on the **Choose More Files** link to add additional attachments (IF APPLICABLE)

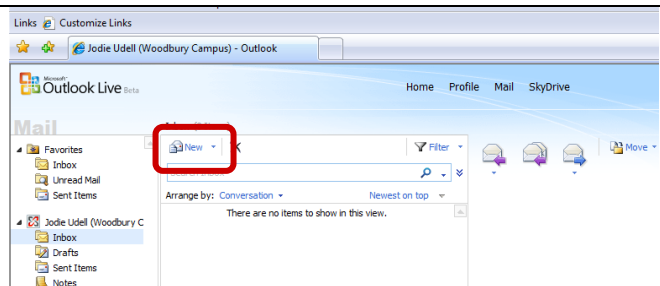
Click on the **Attach** button when you are done
* The files will be added to the email



Email Options

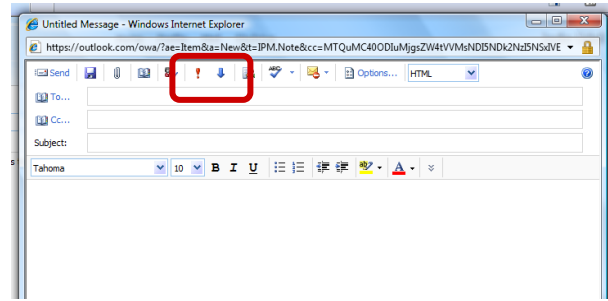
There are several options you can add to an email. These options may signify importance, or send you a receipt when an email has been read.

Click on the **New** button

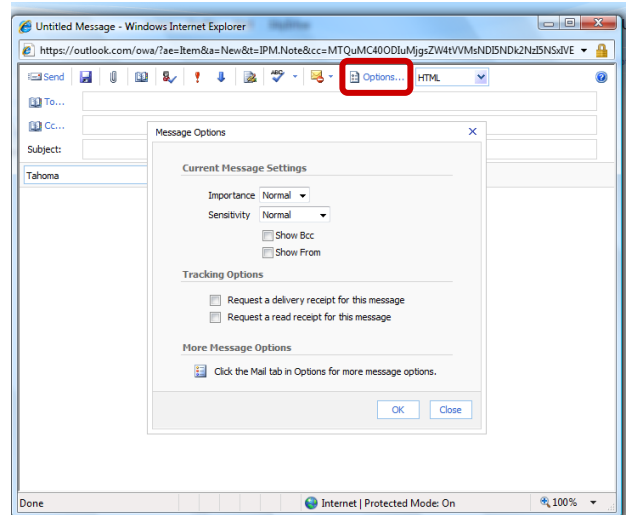


Exclamation Point – Use to signify high importance

Blue Down Arrow – Use to signify low importance



Options Button – Used to set up read receipts for specific messages.



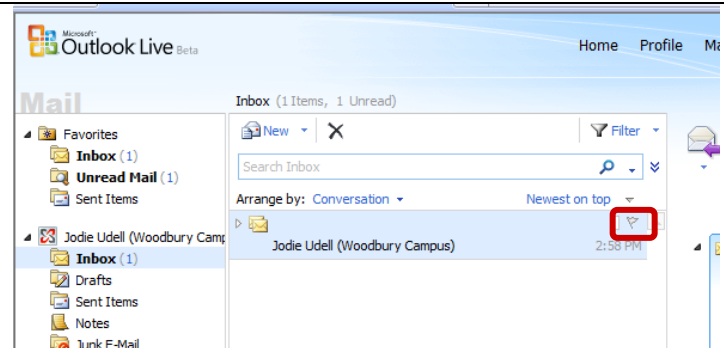
Flag/Categorize an Email

To flag an email indicates that some type of follow-up is needed. You can flag any email you have received. Any email can also be assigned a category. You can arrange emails based on category.

Click on the **Flag Icon** (right side of the message)
A **Red Flag** will appear

Note: If you click on the red flag a second time a check mark will appear. The check will signify the completion of the follow-up.

Tip: If you right-click the red flag you can set up a reminder or clear the flag.



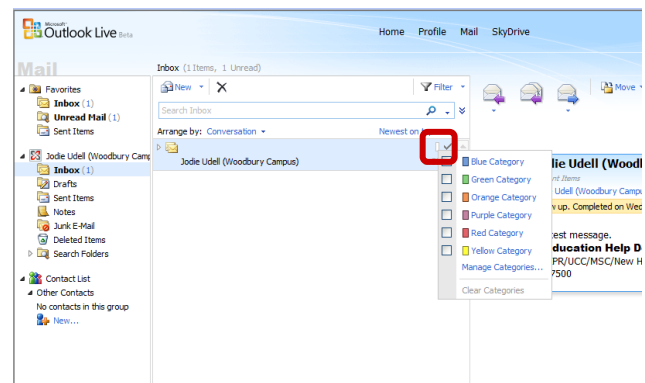
Click on the **Category Icon** (right side of the message, small, rectangle to the left of the flag icon)

Select a **Category**
Click **Outside the Box**

OR

Select **Manage Categories** (to create a new one)

Tip: To remove a category select it a second time or select "Clear Categories".



Email Folders

Email folders are used to organize email messages.

Right-click on the **Inbox** (folder list)

Select **Create New Folder...**

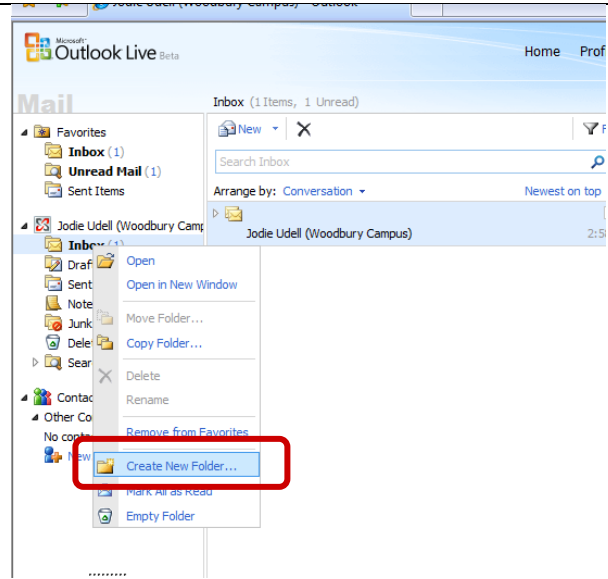
Type in a **Name** for the folder

Hit **Enter**

- * The new folder will appear under the Inbox.
Click + drag an email into the new folder

Note: To select multiple emails that are next to each other in the Inbox use the **Shift** key. To select multiple emails that are not next to each other in the Inbox use the **Control** key.

Tip: Use the “+” sign to the left of the Inbox folder to display and hide the folders.



Arranging/Sorting Emails

Emails can be arranged by date, size, flag, etc. Once the emails are arranged, they can be sorted.

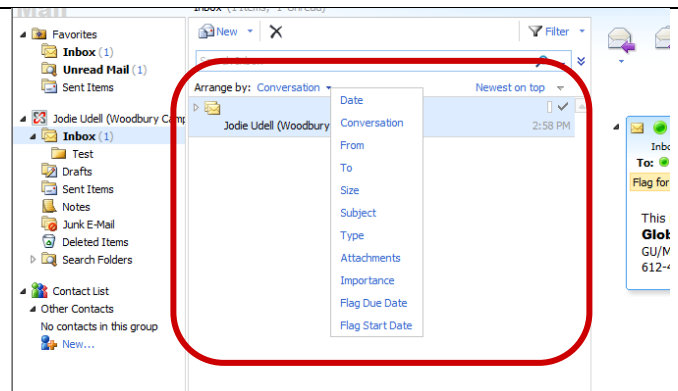
Click on the “**Arrange by:**” link above the email list

Select an **Option**

- * The emails will be arranged by the selected item

Click on the link to the **Right of “Arrange by:”**

- * The emails will be sorted (ex: Newest on top)



Finding Emails

The find feature will allow you to locate an email containing specific key words and/or criteria.

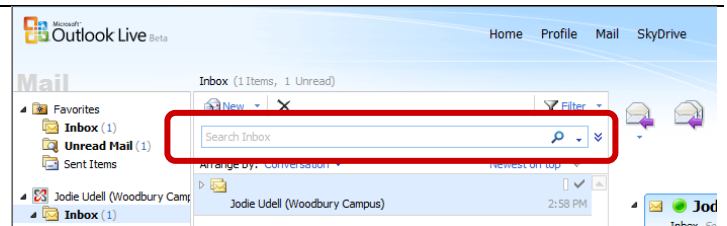
Simple Search

Type a **Key Word** into the search box (top of the middle section)

Hit **Enter**

- * The emails that match your search criteria will appear

Double-click a message to open it



Advanced Search

Click on the **double-down arrows** (to the right of the magnifying glass)

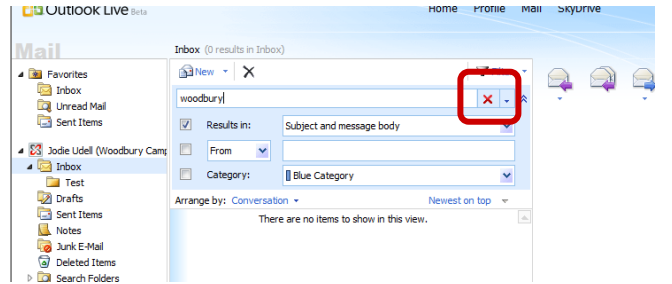
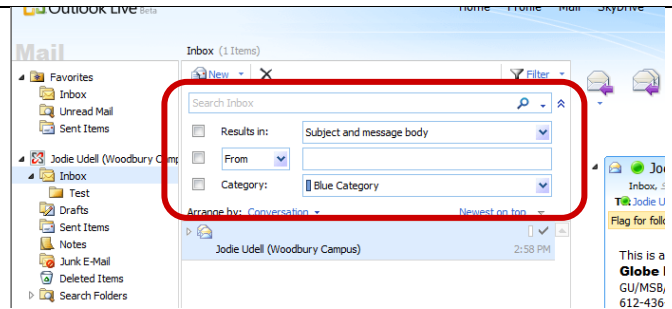
Select the **Search Criteria**

Click on the **Magnifying Glass**

* The emails that match your search criteria will appear

Double-click a message to open it

NOTE: Click on the red **"X"** (it replaced the magnifying glass) to clear the search.



Create an Appointment

The Outlook calendar is a great place to store your daily appointments, and events.

Click on the **Calendar Bar** (left side)

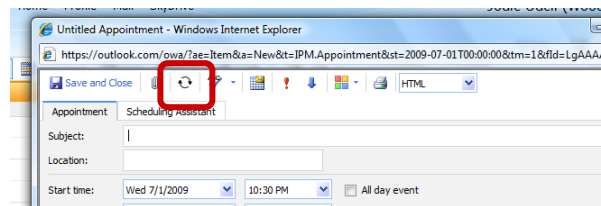
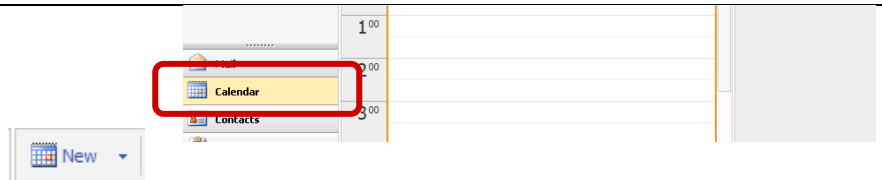
Click the **New** button (toolbar, top, left corner)

Fill in the appointment information

Click **Save and Close** (top, left corner)

Note: Use the Recurrence button to set up an appointment that occurs more than once.

Example: A meeting every Tuesday morning.



Create A Meeting

A meeting is an appointment that others are invited to attend.

Click on the **Caledar Bar** (left side)

Click the **New** button (toolbar, top, left corner)

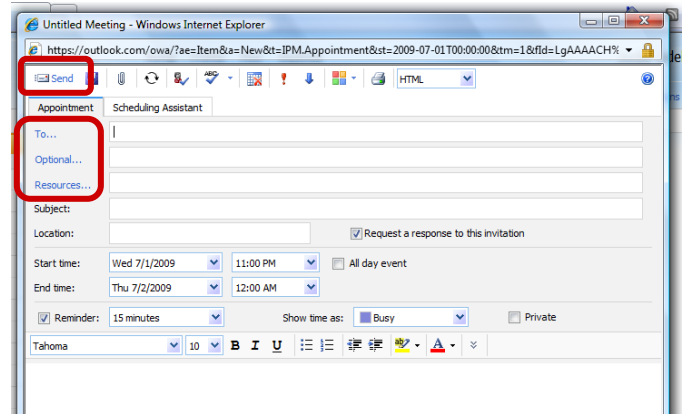
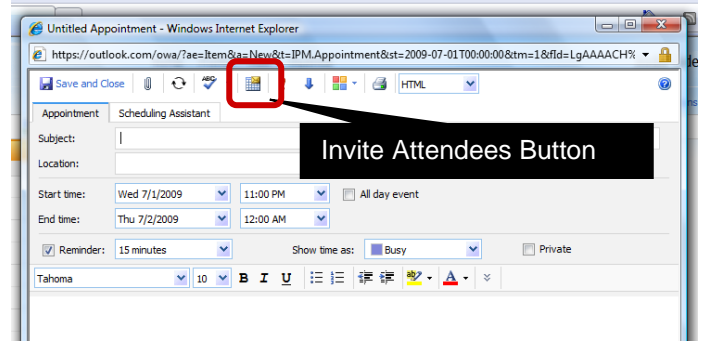


Fill in the appointment information

Click on the **Invite Attendees** button

* "To", "Optional", and "Resources" buttons will appear above the Subject line. Use the buttons to add the individuals you would like to invite to the meeting.

Click **Send** (top, left corner)

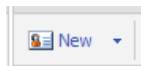


Create a Contact

A contact can be created for any individual outside of the organization.

Click on the **Contacts Bar** (left side)

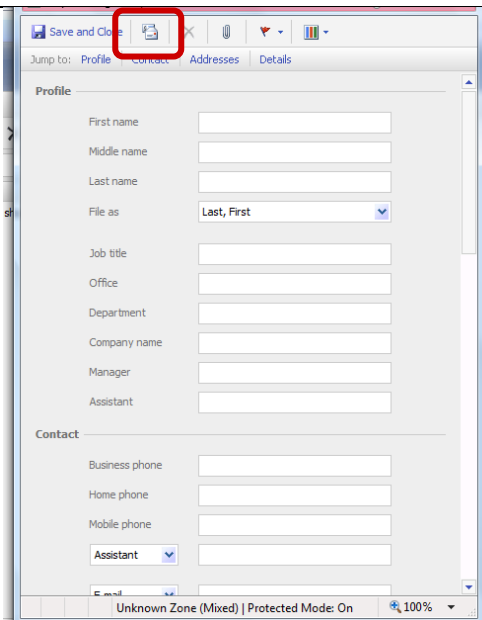
Click on the **New** button (toolbar, top, left corner)



Fill-in the Contact Information

Click **Save and Close** (top, left corner)

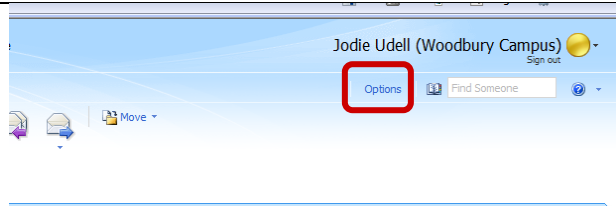
Note: To send an email to a contact, first make sure you have entered an email for the contact, then click on the "New Message to Contact" button.



Options

There are several options you can use to customize your student Outlook account.

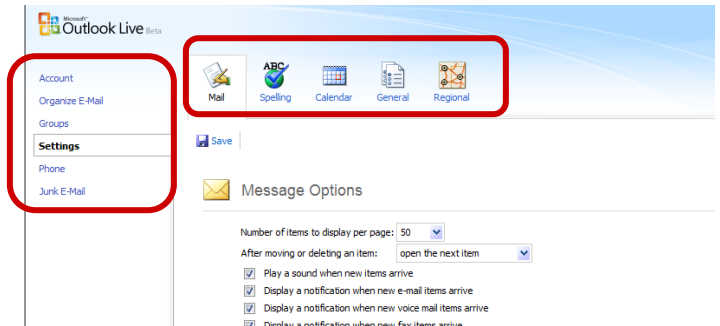
Click on the **Options Button** (top, right corner)



Select an **Category** (left side)

Select a **Section** (across the top)

Look at the **Options**



Click on the **My Mail** link (top, right corner of the page) to return to your email

