

*Before You Start: You need an Outlooks / Live Account – See Card “Setting Up Online Email (A20)”*

There are many different online email accounts you can choose, all of which are fairly similar.



This card shows you how to use Outlook. The process is similar for accounts from other providers. Follow the QR Code and log in to your outlook account. This may be the same account you have previously set up for Skype.

The screen (shown on the right) will look similar to this. Your emails are listed in the middle, the darker ones being the ones you've not read yet.

- ✓ Try reading one of the emails by clicking on its subject line
- ✓ Next, think about how you might create a **New** email (use the arrow as a hint)
- ✓ Try sending an email to yourself
- ✓ Explore what you can do when sending an email. For example, can you reply to several people at once?
- ✓ Once you've done this, read your own email. See if you can work out how you could reply, or send it on to someone else

