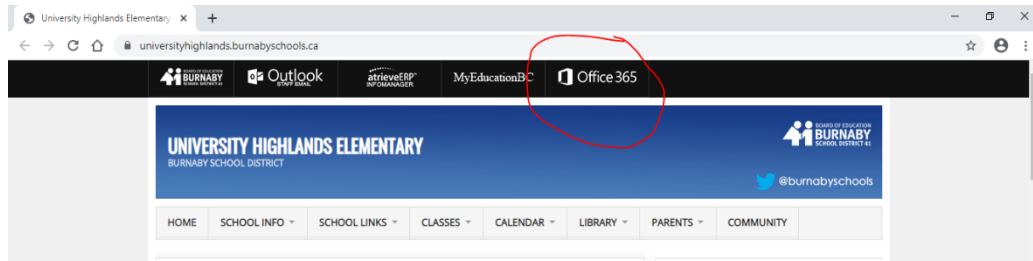
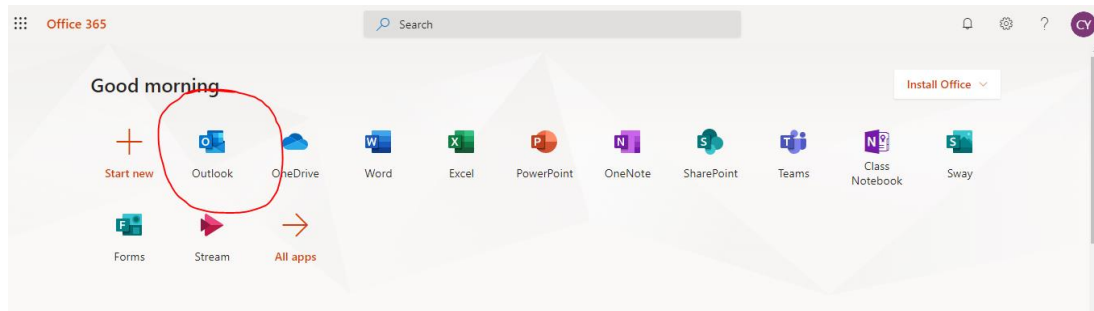


Using Outlook and Email

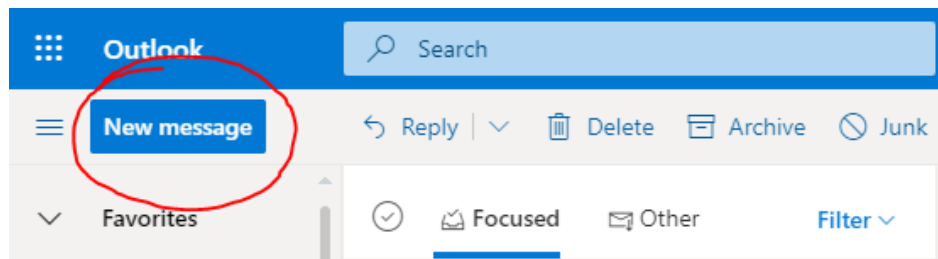
1. Go to the school's website and click Office 365. Login like you normally do



2. Click Outlook



3. Once in Outlook, click "New Message"



4. Start writing your email. Make sure you write the recipient's email, subject line, the email and you've read it over! Once that's done you can hit send!

