

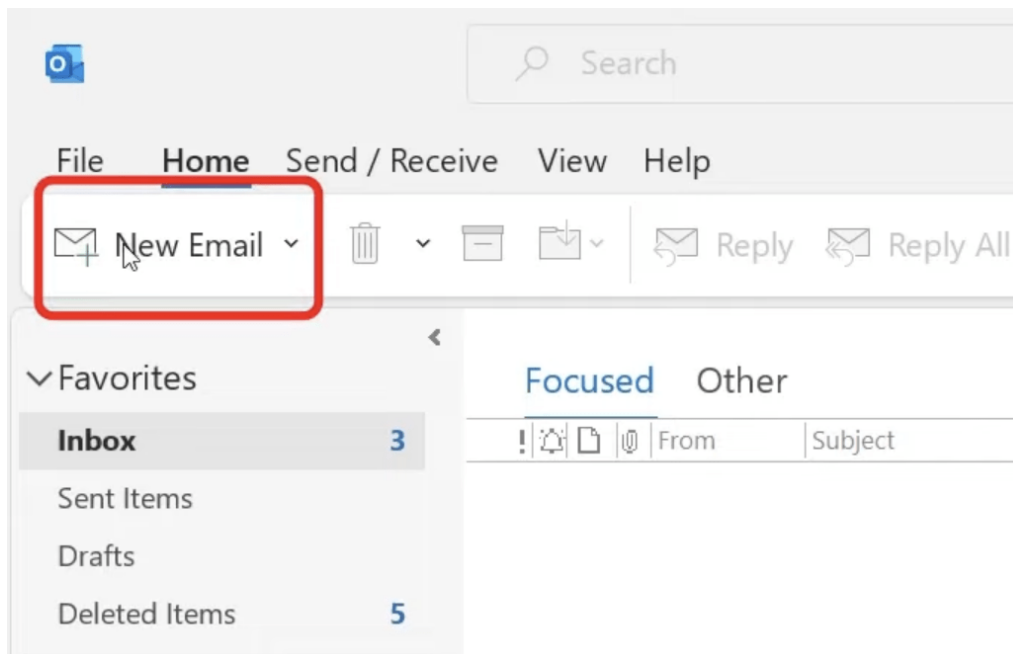
Outlook Tutorials: Emails and More

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Outlook

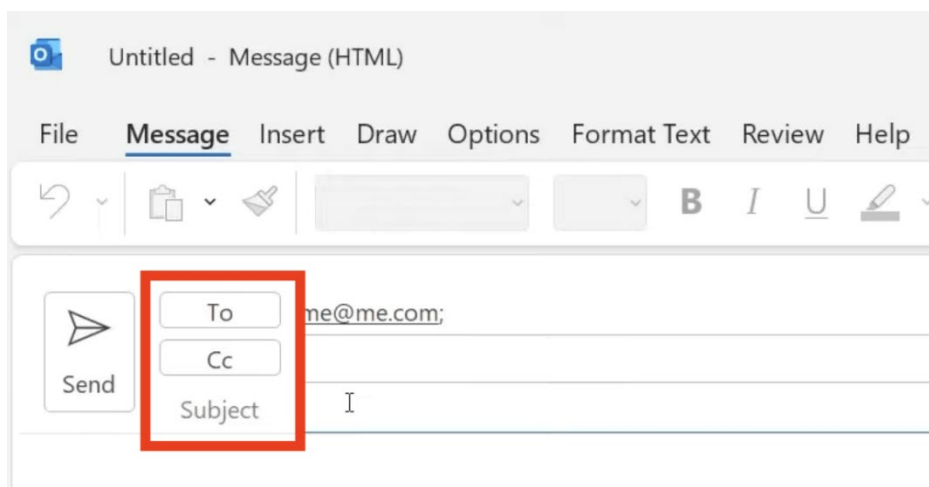
How to write an email in Outlook.

1. Click “New Email” on the upper left of your screen.

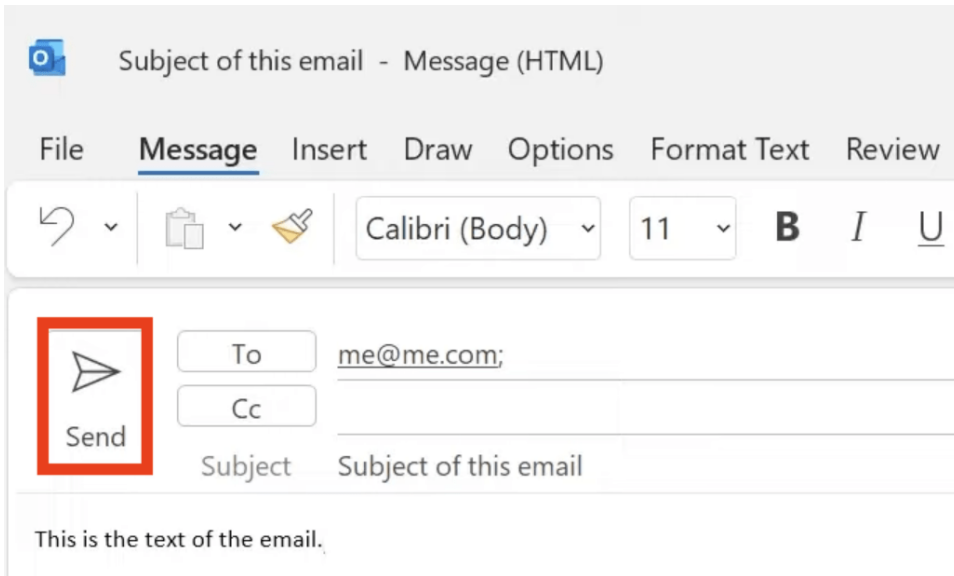


2. You will see the following page:

- To – Type the email address of the person you’re sending the message to
- Cc – Type the email address of people to whom you want to send a copy of this message
- Subject – Type a brief description of your email. For example: “Question About Grades”/ “Student ID Needed” - Let the person know what you need.



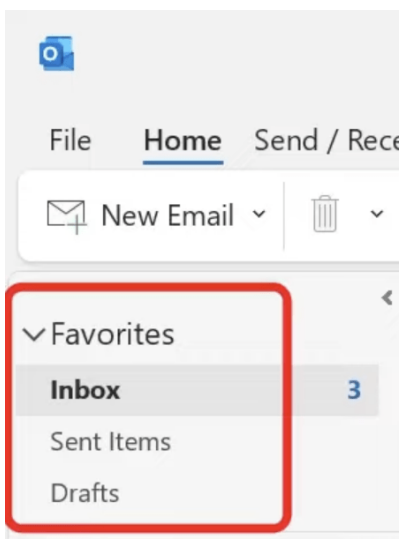
3. Remember to hit the “Send” button after you finish writing your email.



4. If your email is sent successfully, you will see it show up in the “Sent Items” folder.

To check in-coming emails, you need to click on “Inbox” folder

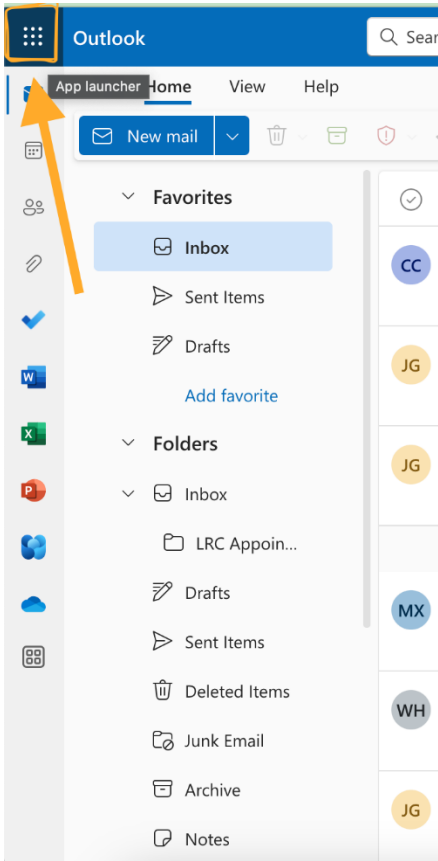
The emails you start writing but have not sent yet will go to the “Drafts” folder.



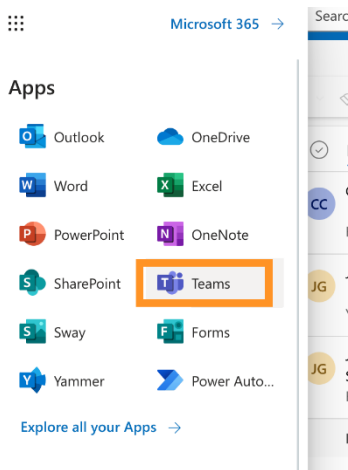
Teams

How to join Teams meeting without downloading the APP

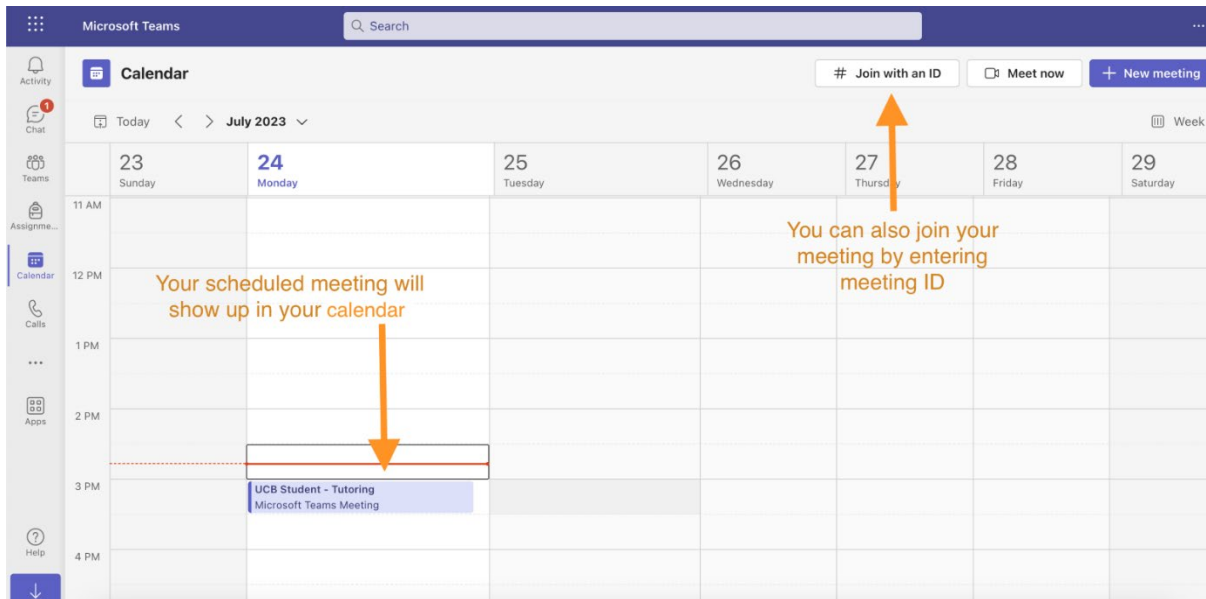
1. Log in to your Outlook account (UCB email) on a **laptop**.
2. Click “App Launcher” on the upper left of your screen



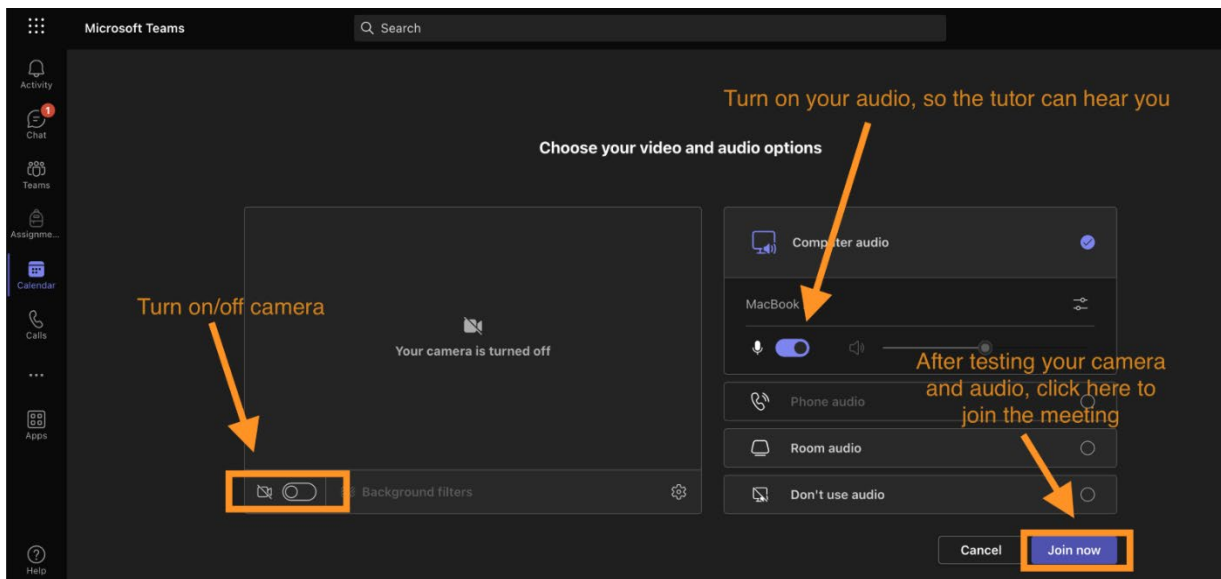
3. Click Teams and you will meet with your tutor on this platform



4. The meeting with your tutor will show up in the calendar



5. Check your camera and audio before joining the meeting

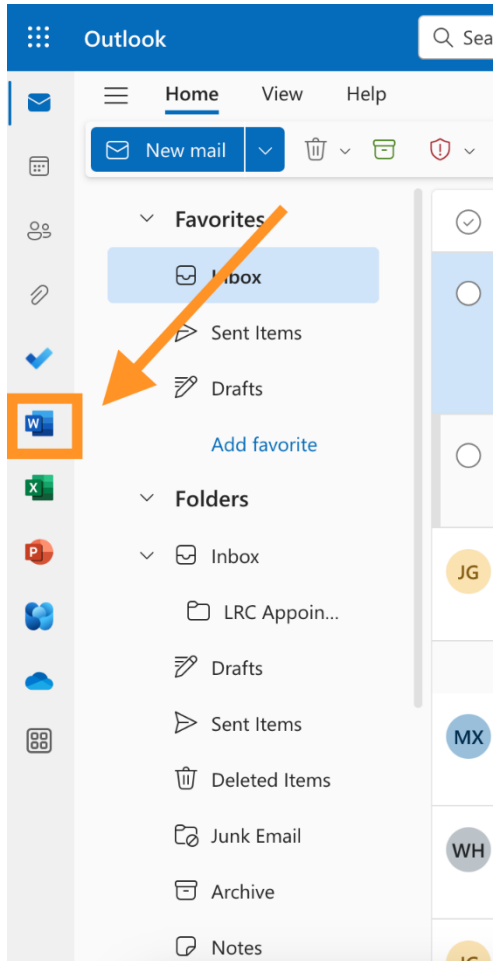


If you have any questions, feel free to email the tutor you made an appointment with for further assistance.

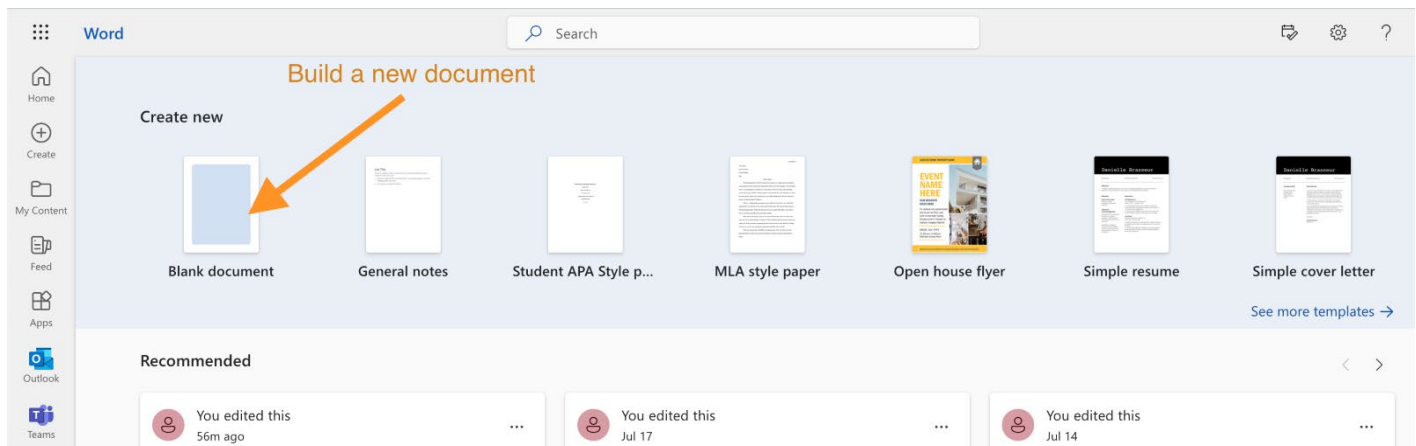
Word

How to create Word documents through Outlook

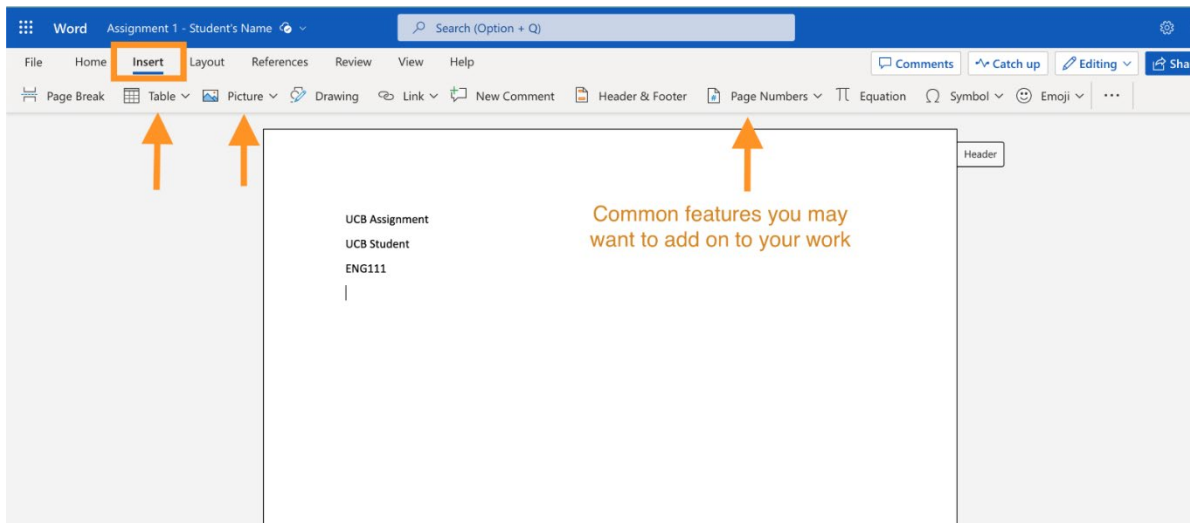
1. Log in to your Outlook account (UCB email) on a **laptop**.
2. Click “Word” on the sidebar



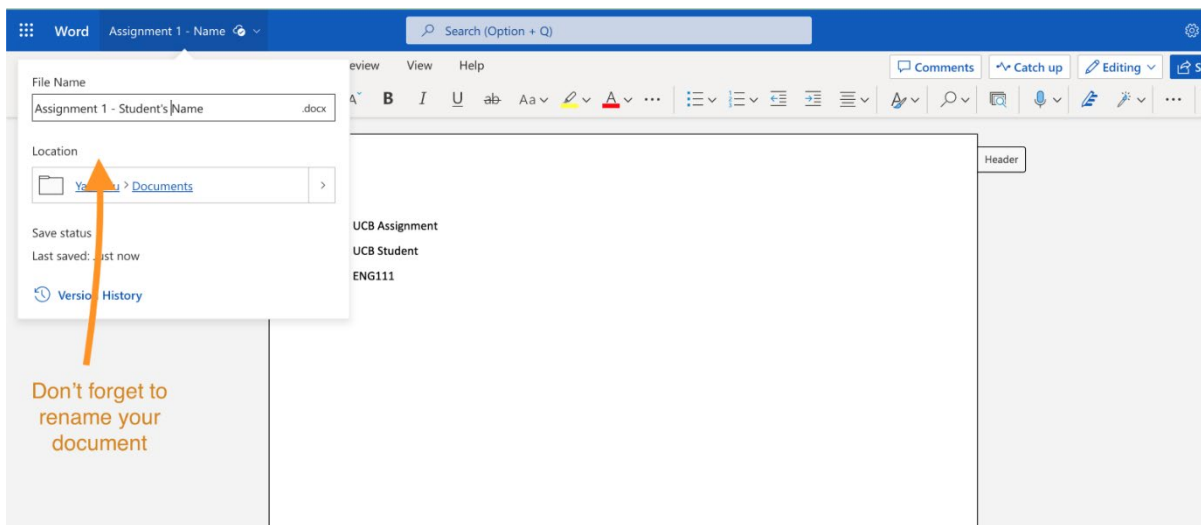
3. Click “Blank Document”



4. Start working on your assignments. You may want to add pictures, charts, or page numbers to your documents, here’s how:



5. Word in Outlook will save your work automatically. Don't submit your work as "Document 1" - rename your document and include the title of your assignment and your name so that your professor will know what this document is about. For example: "Assignment 2 – Jane Doe", "ENG 111, Discussion 3, John Doe".

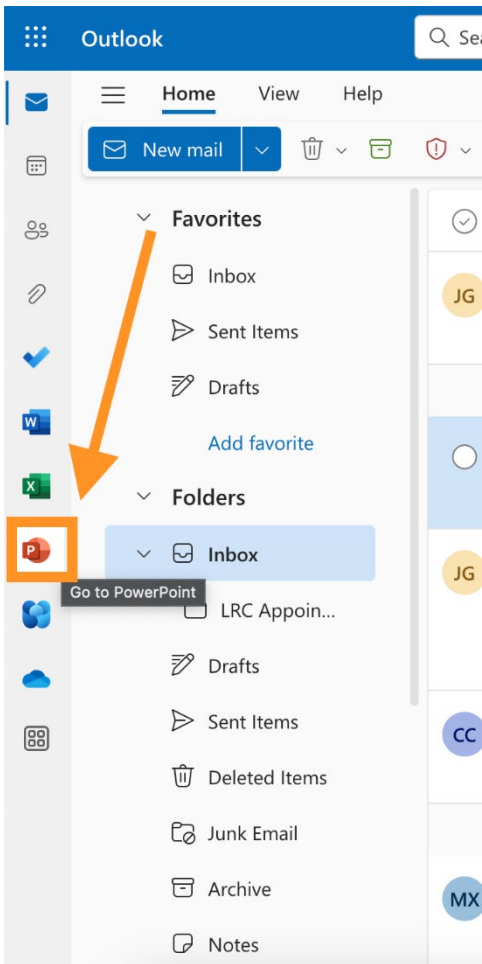


If you have more questions, reach out to the Learning Resource Center to schedule a one-on-one meeting with a tutor.

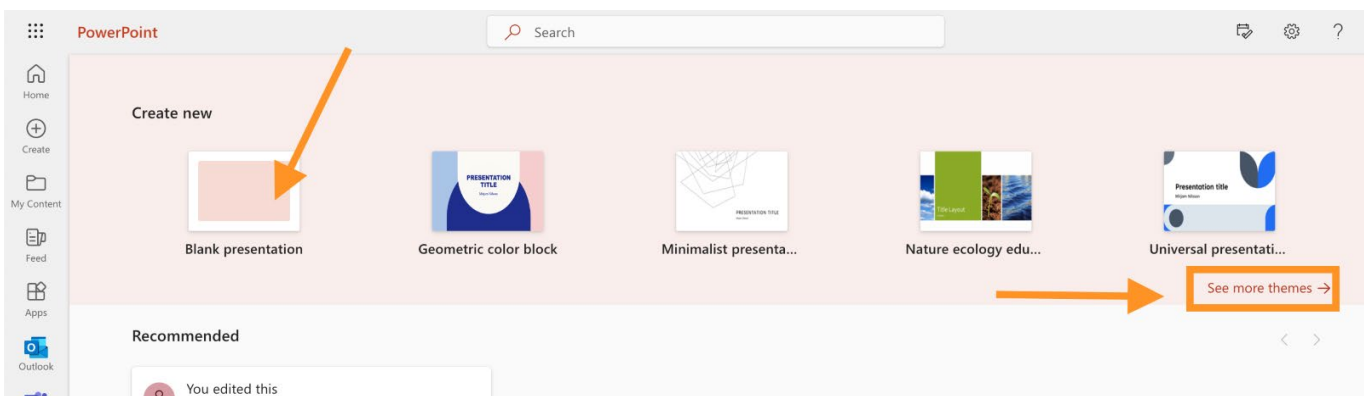
PowerPoint

How to use PowerPoint through Outlook

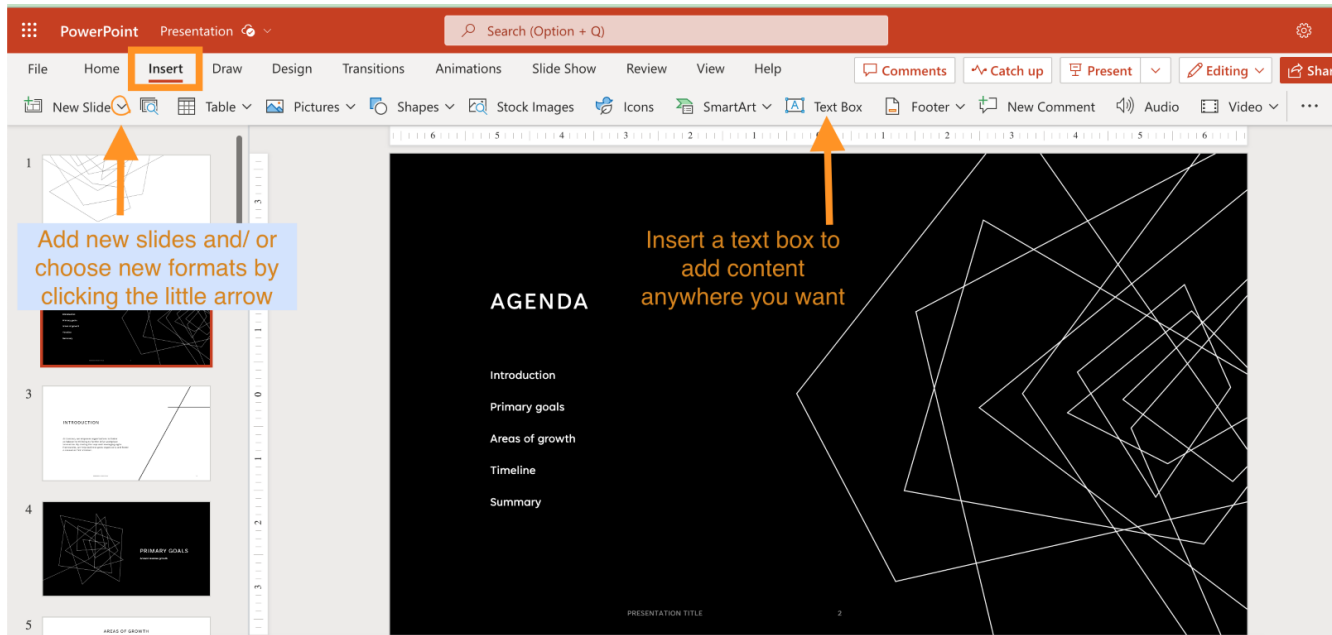
1. Log in to your Outlook account (UCB email) on a **laptop**.
2. Click “PowerPoint” on the sidebar



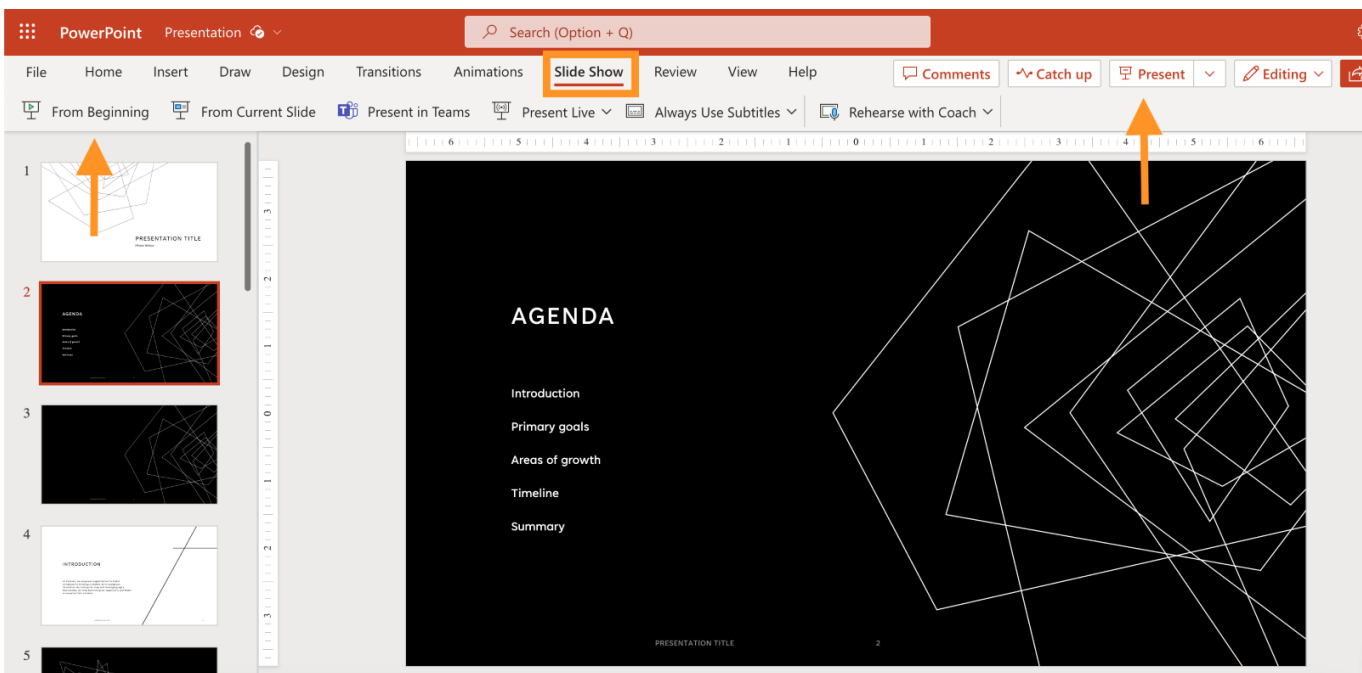
3. Choose a blank presentation or choose a theme.



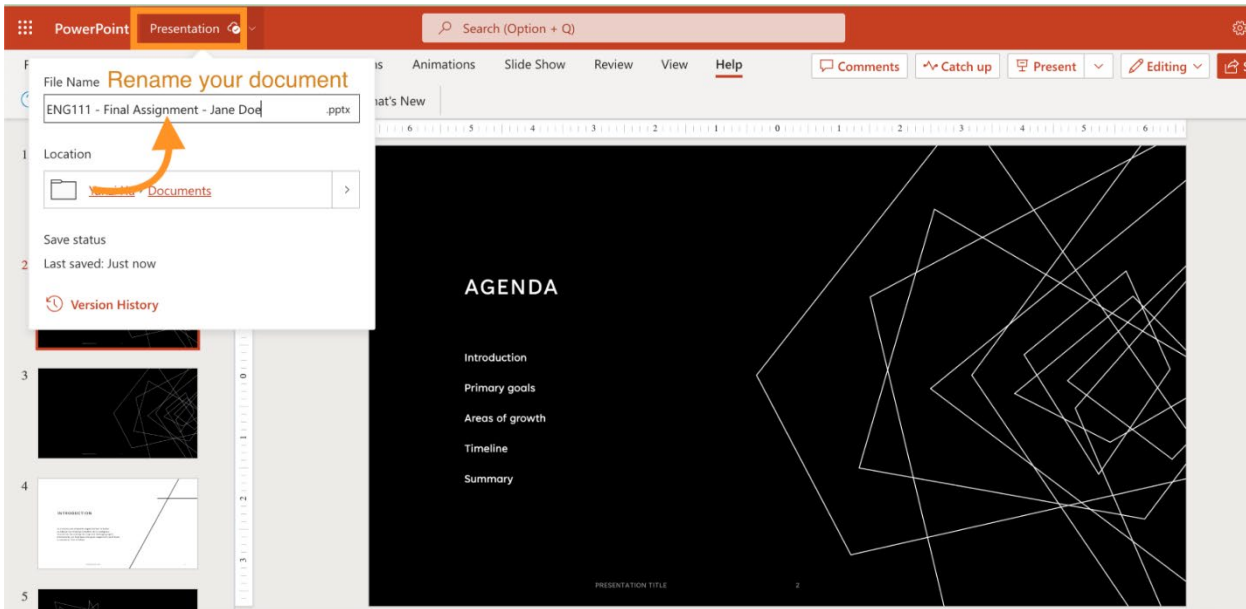
4. Start working on your slides. You may want to add new slides or add text to a theme. Here’s how: click on “Insert” in the toolbar, then click on the features you want to add.



5. When it's time to present your slides, click "Present" to enter full screen. You may also click "Slide Show" in the toolbar, then click "From Beginning" to present.



6. Don't forget to rename the slides. Add your course number/ assignment number/ title of the presentation and your name, so your professor will know what this document is about.



If you have more questions, reach out to the Learning Resource Center to schedule a one-on-one meeting with a tutor.