



# Outlook

It will be helpful to add Outlook as a bookmark on your device so that you don't need to go through Office 365 every time.

## HERE'S HOW:



### Accessing Office 365

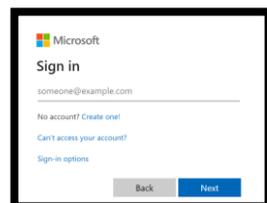
1. Go on to the school website:  
kingsolomonacademy.org



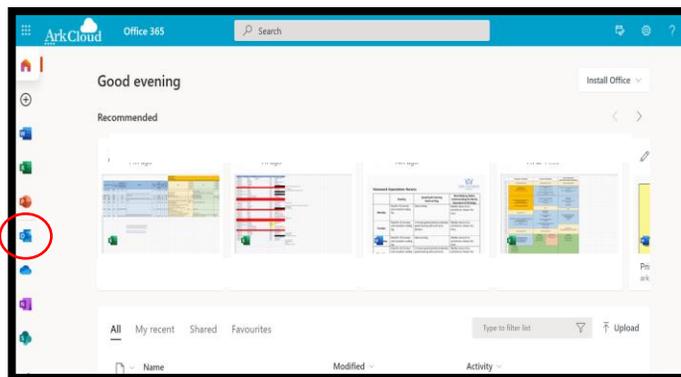
Click Office 365 at the top of the page



3. Enter your username and password.



5. The Outlook button will be on the left-hand side of the page below the waffle



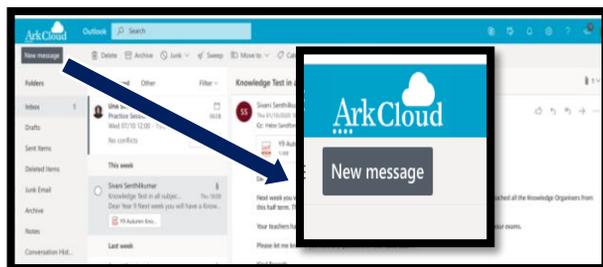
4. You are now on the main O365 page



### B. Using Email

1. When you click on the email icon, your email will come up.  
You can write emails by clicking on 'new message'.

Remember to keep any communication professional. This is not your personal email but a school email.



Example email

 Ryan Holmes  
Tue 8/17/2021 12:55 AM  
To: KSA Remote Learning

Reply

Reply all

Forward



## Email etiquette

### 1. Start by addressing the person you're writing to

e.g. "Dear Sir," or "Dear Ms. Humphreys,"

### 2. Use a relevant subject line

Summarise the main point in the subject of your email. Subject lines like "Help!" or "I'm stuck" – or a blank subject line – aren't particularly helpful to the recipient.

### 3. Manners aren't optional and clarity is needed

The clearer the purpose of your email, the easier it is to respond to you quickly and efficiently. A "please" and "thank you" are always appreciated. Requests formed as a question rather than a command are usually better received.

### 4. Use correct grammatical English with full punctuation

Capital letters, spaces, paragraphs, commas, question marks etc. should be used accurately. Entire sentences shouldn't be in capital letters.

### 5. Naming attachments

Files should be named accurately to describe what they contain. You should never send documents named things such as "Document 1.doc". Consider whether you should send the file as an attachment or a link to the cloud.

### 6. Sign off with your name

Use a closing salutation such as "Kind regards," or "Best wishes," before your name ("Cheers" is acceptable between friends but is usually too informal for school use).

### 7. Be patient

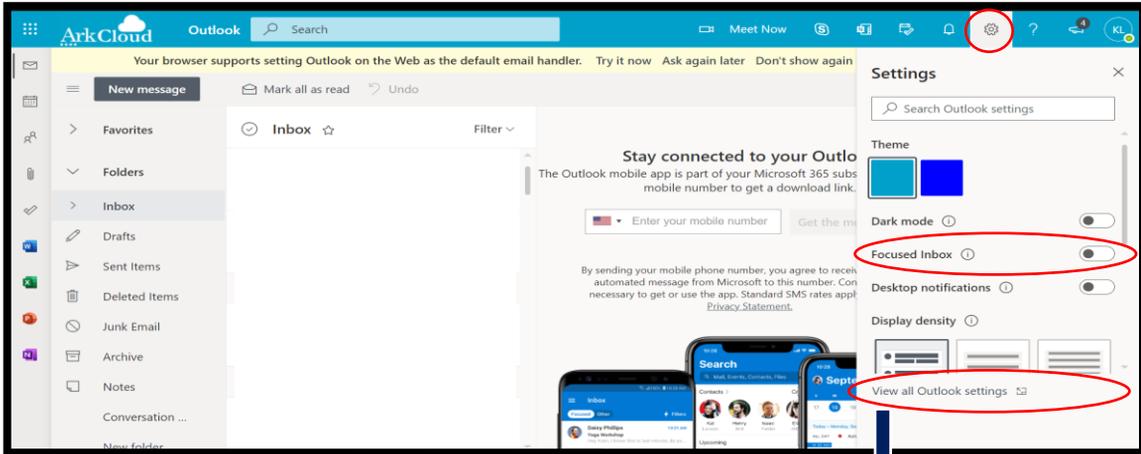
Staff are busy people so try to allow at least 2 or 3 days before you chase anything up. If you need to ask something urgently, it's best to do it in person. Stay organised so that you do not need responses quickly.

### 8. Don't send an angry email

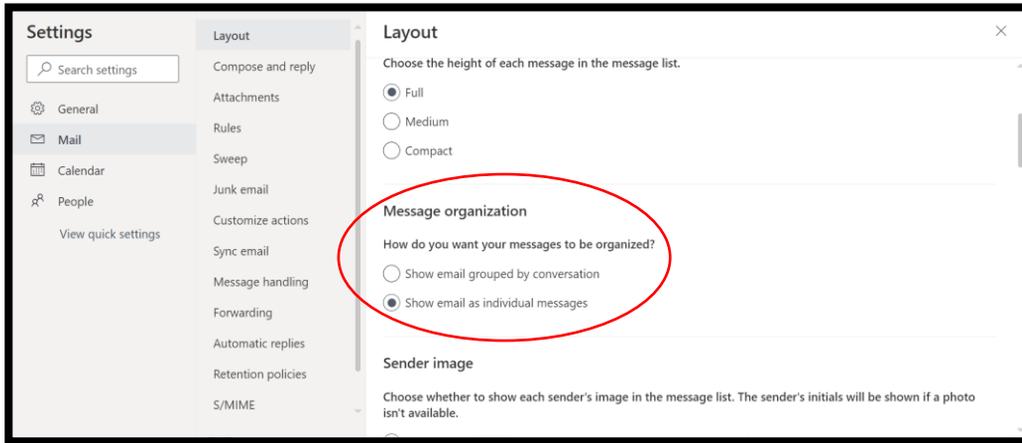
If you are angry or upset about something – don't put it in an email until you have calmed down a bit. It is usually better to talk to them face to face if you can. Angry emails can often make a bad situation worse.

# Managing your inbox

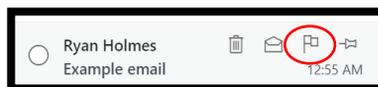
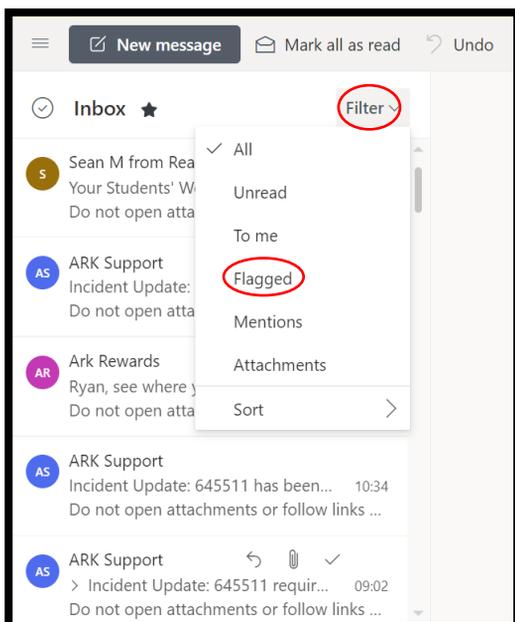
## 1. Turn off the 'Focused Inbox' so you don't miss any emails.



## 2. Choose if you want emails to be grouped into threaded conversations or displayed as individual messages

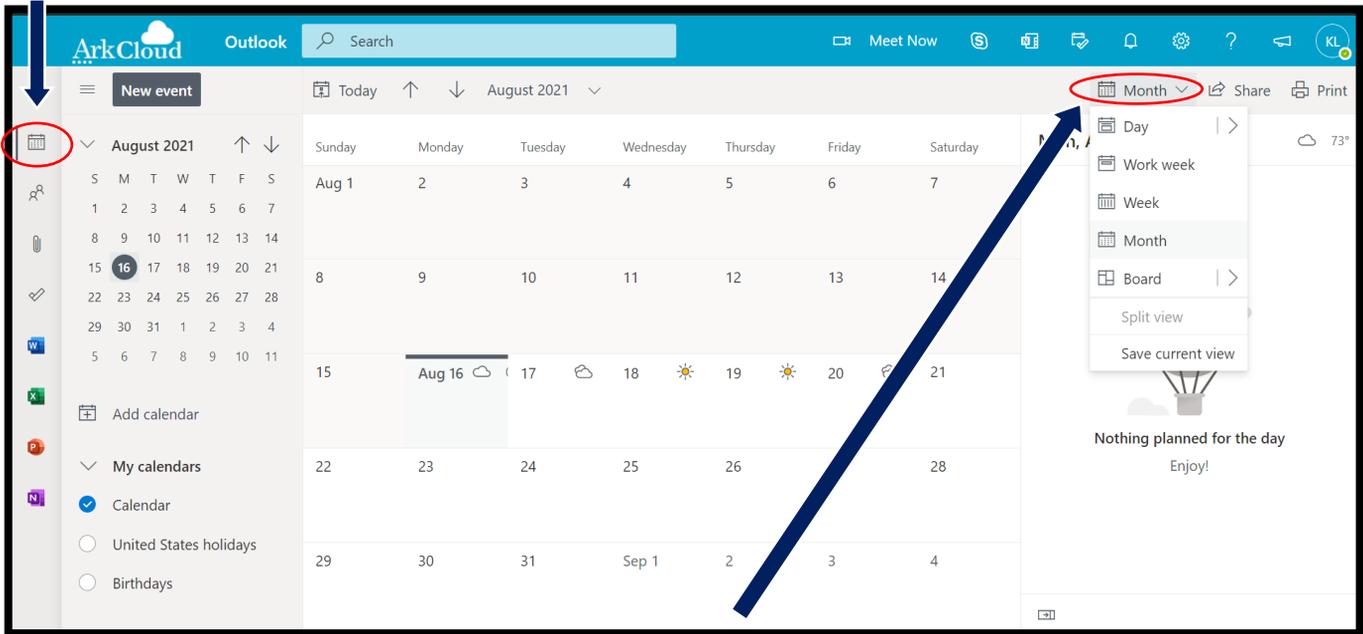


## 3. Avoid leaving emails unread. If you definitely don't need it anymore, you could delete the email. If you want to keep an important email somewhere easy to find, you should click the 'Flag icon' so you can filter and find it easily later.



# Using your calendar & links to Teams

1. Click on the calendar icon on the left-hand side of the page. In your calendar you will see any events you have added and invites to events in person or on Teams. If your teacher has set you assignments via Teams you may have a due date in your calendar too.



2. Choose your calendar view. The most useful are normally: Month, Work week & Day.

3. A full calendar might look something like this. If you have been invited to a Teams meeting, it will appear in your Outlook calendar too (both calendars are the same). Click on the event and then 'Join' in the pop up box. Teams will open from here.

