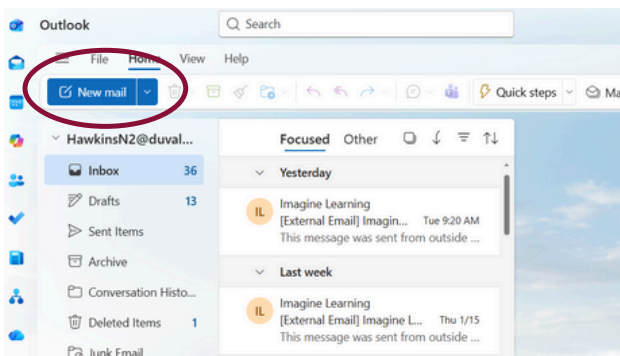
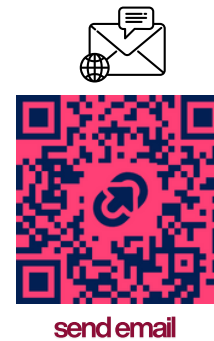


## EMAILS & INVITES QUICK GUIDE

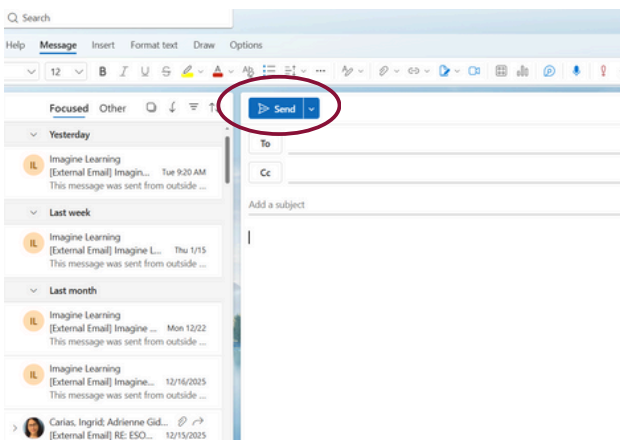


### FINDING YOUR EMAIL

1. Log in to your Company Microsoft account
2. Open Outlook from:
  - a. the Microsoft app launcher (grid icon), or
  - b. the Outlook icon on your taskbar

#### What to know:

- Outlook looks the same whether you open it in a browser or from your computer
- Email and calendar live in the same place



### SENDING AN EMAIL

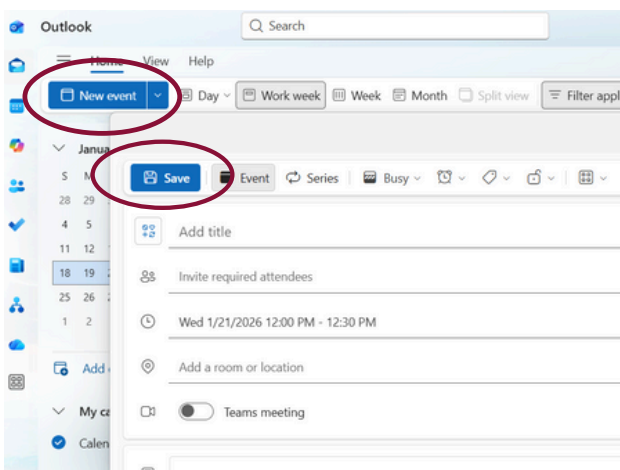
- Select "New Email"
  - Don't see it? Make sure you click "Home" next to "File"

#### When sending an email:

- To: People who need to take action or reply
- CC: People who need to be aware, but are not expected to respond

#### Best practice:

- Clear subject lines = faster responses
- Keep messages short and specific
- **Don't forget to click "Send Email"**



### MAKING A MEETING INVITE

- Select the Calendar Icon on the far Left (It looks like a calendar) OR By using the Search Bar
- A meeting/event invite is to protect time to meet with a person or group of people at a specific time.

#### Steps:

- Click Calendar or Search Calendar
- Select New Event

#### Add:

- Meeting title
- Attendees
- Date & time
- Location or room number
- For virtual meetings, click Teams Meeting
- Click Send