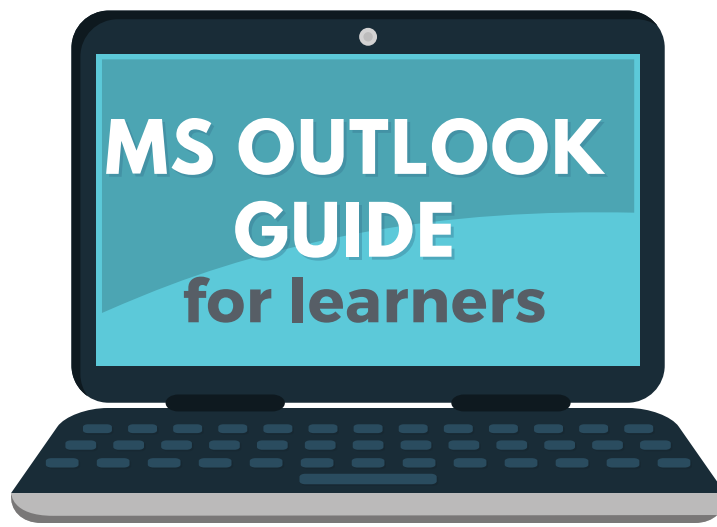


Microsoft Outlook Guide for Learners



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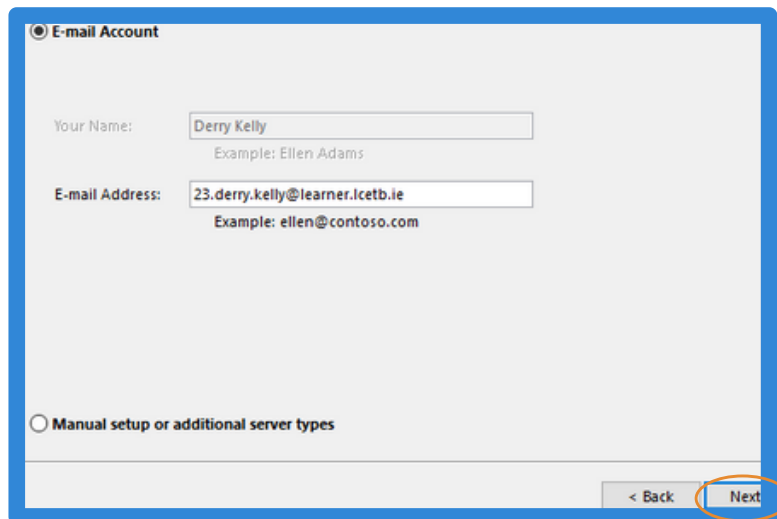
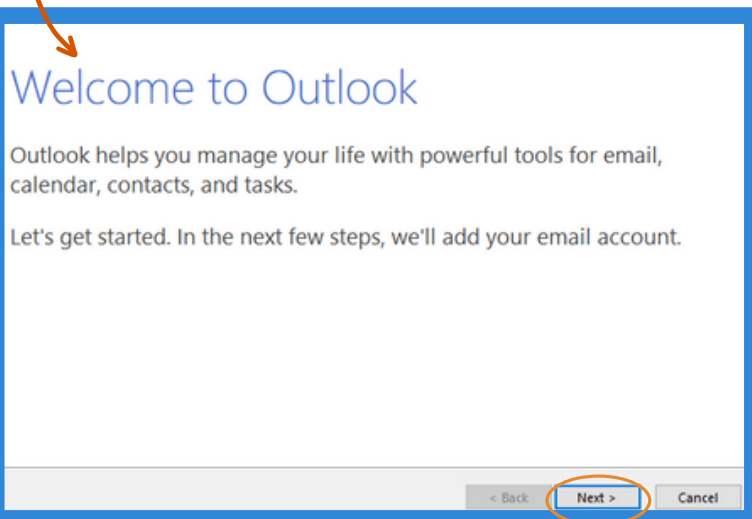
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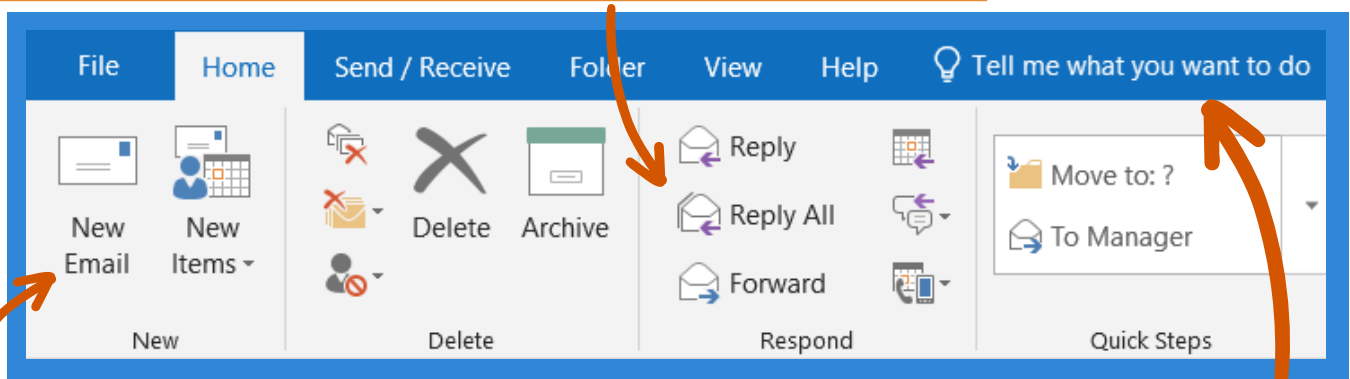
To access email on the desktop



Launch the Outlook desktop app.



Click 'reply' to respond to the sender only.
Click 'reply all' to respond to everyone included in the email.

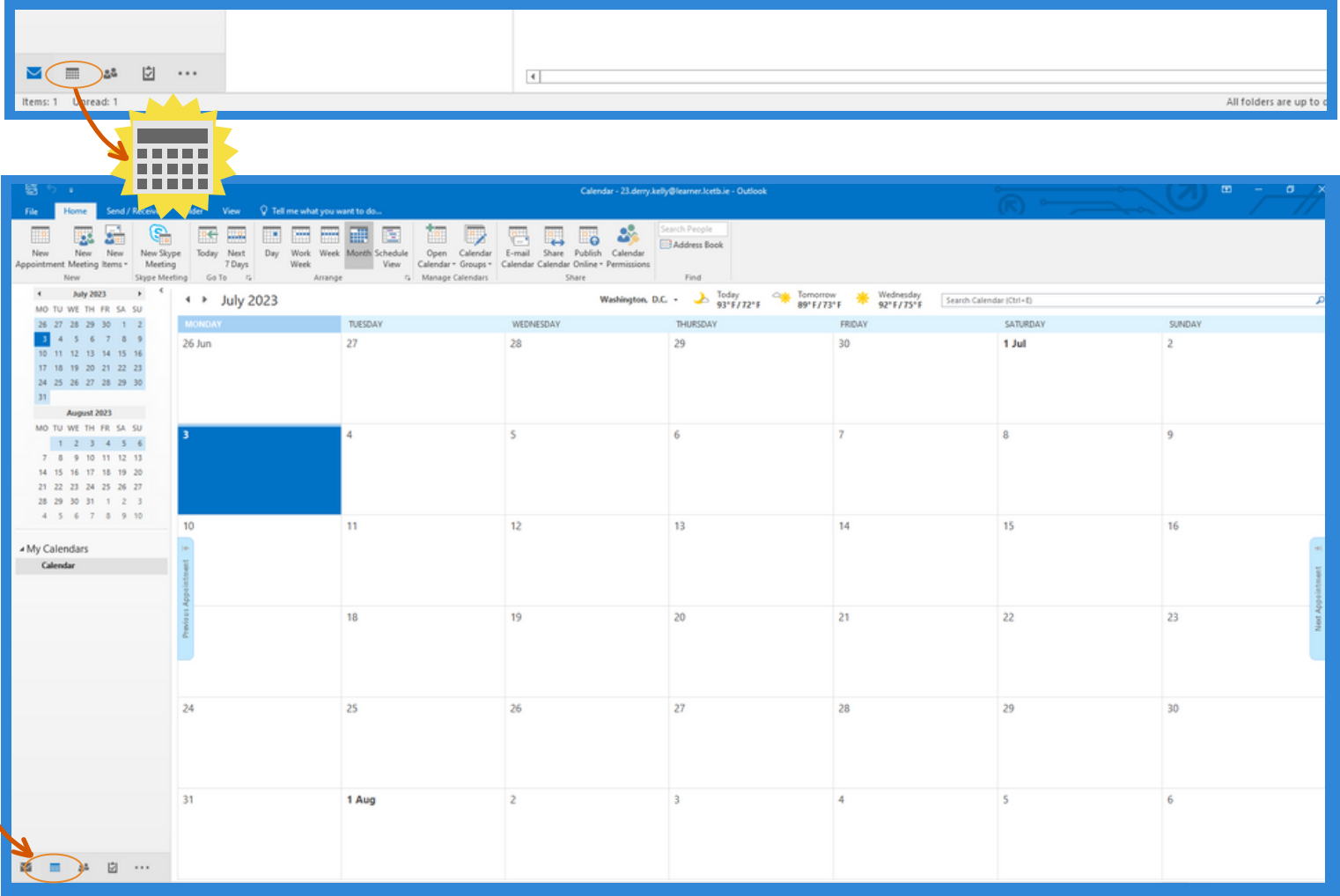


Click 'new email' to write a new email.

If you can't find the option you are looking for, type what you want to do in this box.

3

Click here to access your calendar.



To access email on the web

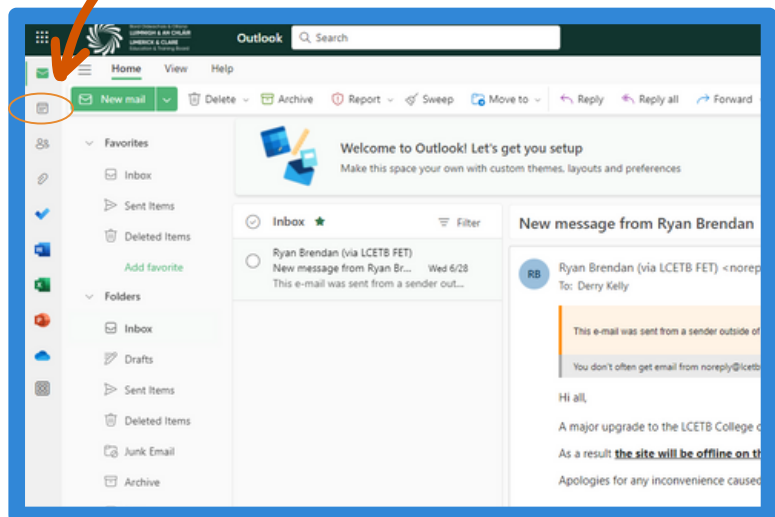
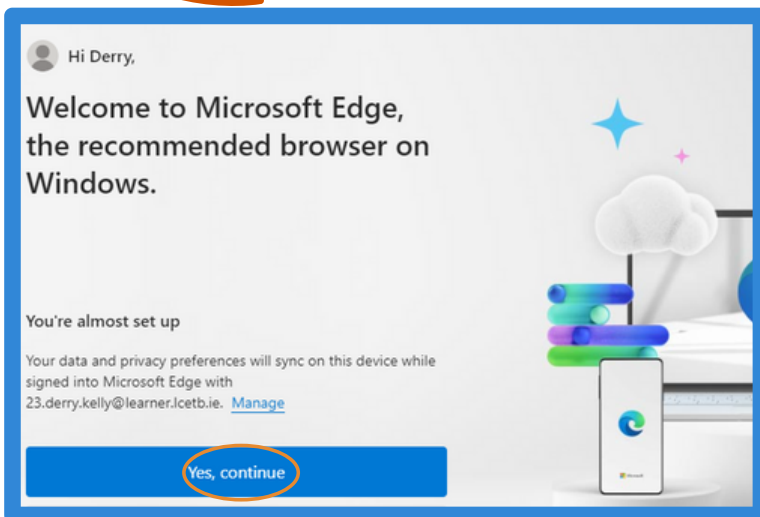


1

Launch the Outlook web app.

2

Click here to access your calendar.

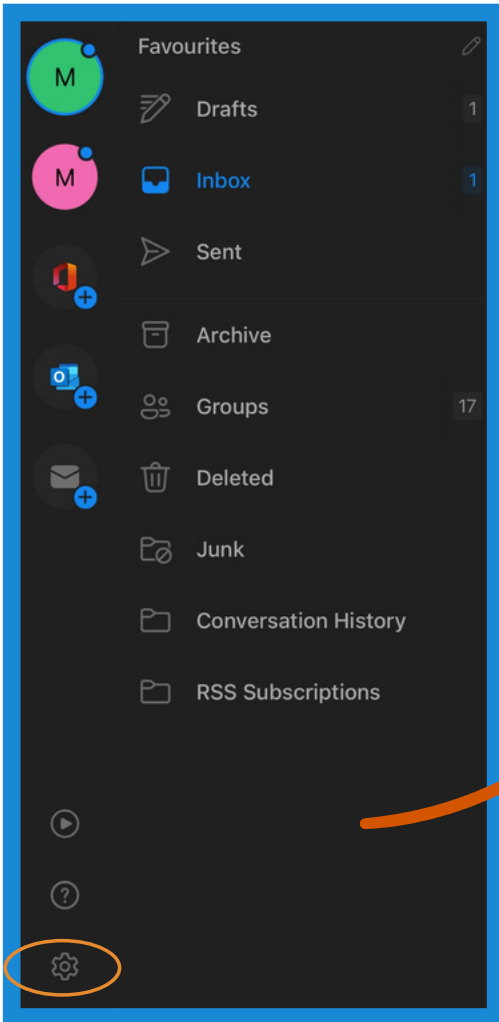


To access email on your phone



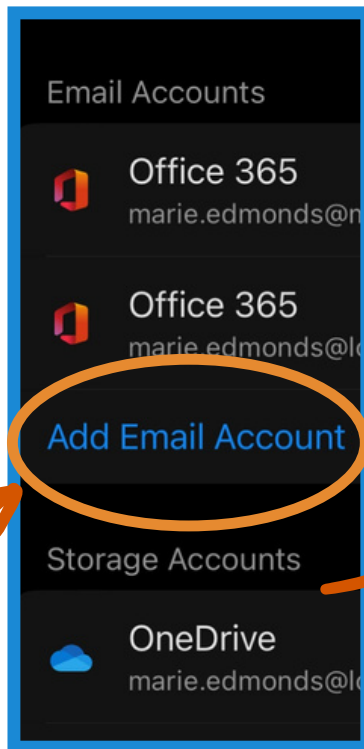
1

Download the Outlook phone app.



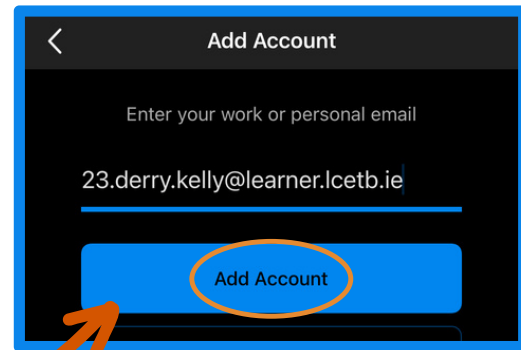
2

In settings, select 'add email account'.



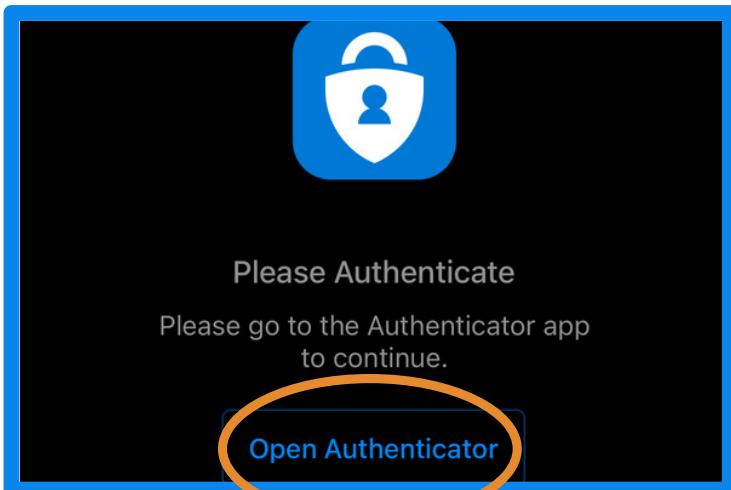
3

Enter your email address and password.



4

Open the authenticator.



5

In settings, select 'add email account'.

