EPSOM

COLLEGE

HOW TO ACCESS AND SEND EMAILS

### How to access Outlook Web and send emails

Our email system is part of Office365 and Outlook Web is an application used to read and send emails. Accessing Outlook Web can be done by 2 ways. Either by logging into a direct link or just logging into Office365 and then clicking on Mail button.

How to log into Outlook Web

- Navigate to:

https://outlook.office365.com/owa

- Depending on the computer you are accessing the site from, you might be presented with Office365 login screen. If that happens please login with your College email address and the usual password.
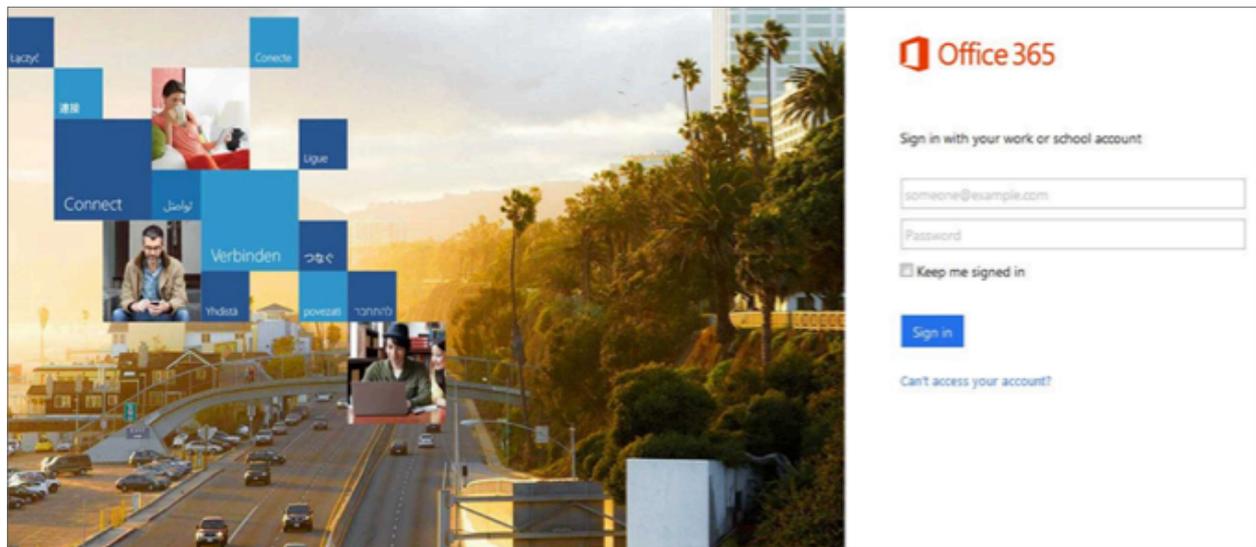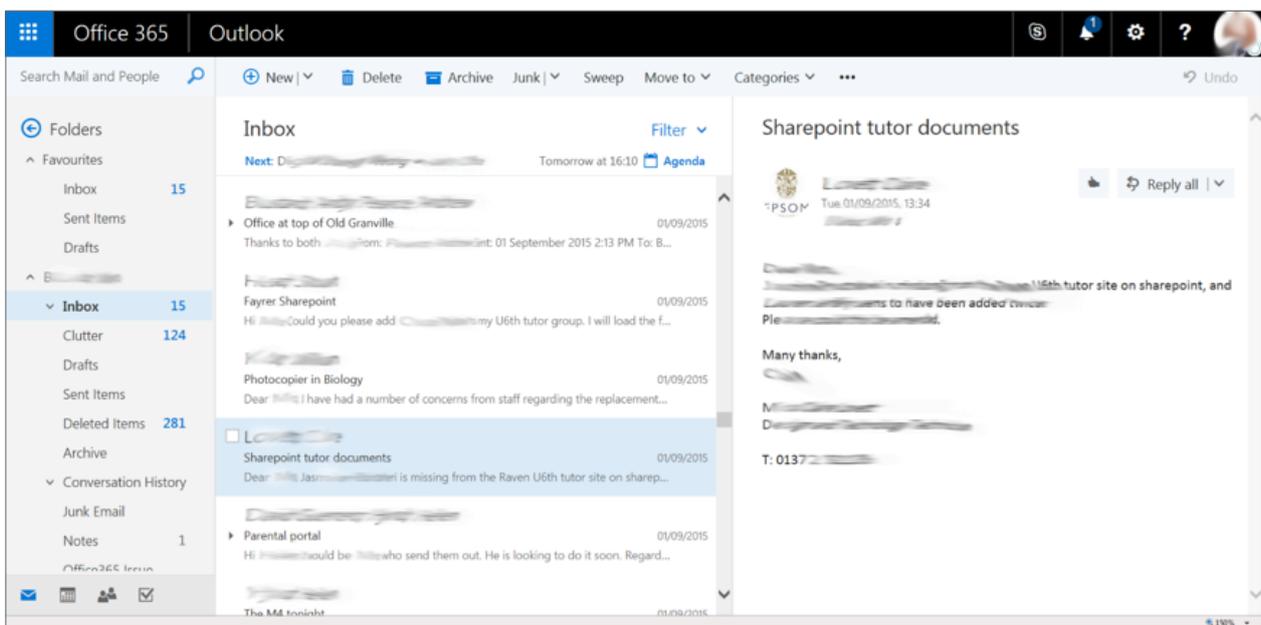

- Enter your Epsom College email address. At this point no password is required, immediately after you enter your email address you will be redirected to the Epsom College Microsoft Login Page:

- Now enter your network Password and click 'Sign In' The email address should have been pre-populated from the previous screen.
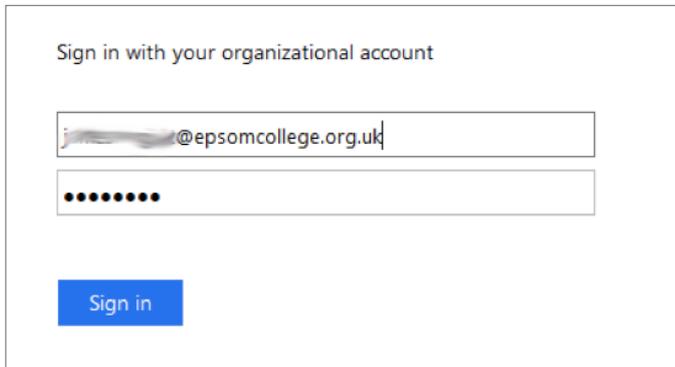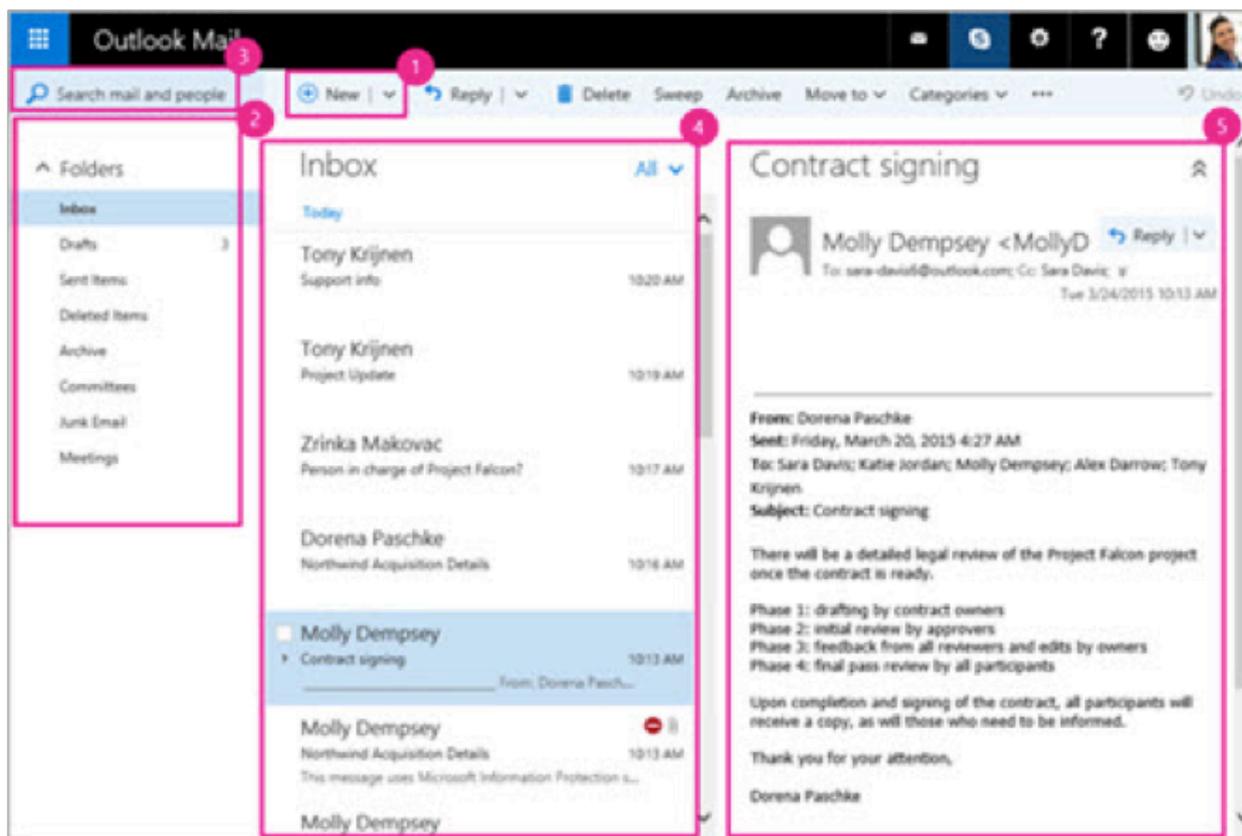

- Once logged in you will land on your Inbox page:

NOTE: If you are logging into Web Mail for the first time you might be asked to specify your Timezone. In that case please choose the appropriate Timezone (in our case it is London) and click OK. You will not be asked for this again.

- What you'll see in Mail

Block	Description	Action(s)
1	**Message**	Create a new message by choosing ⊕ **New │ ⌄** .
2	**Folders list**	The list includes the folders in your mailbox. It may include other folders, such as Favorites and Archive folders. **Tips:** • Choose **Expand** ⌄ to show the Folders list, or choose **Collapse** ⌃ to hide it. • Right-click an existing folder and choose **Create new subfolder**. See [Working with message folders in Outlook on the web in business](#) to learn more about available folders.
3	**Search box**	In the **Search Mail and People** box, type who (name of a person) or what (a subject) you want to search for, and then choose 🔍.
4	**Message list**	Messages in the current folder are listed. And there might be a visual alert that a message is unread, has an attachment, or is flagged. At the top of the message list, you can set how you want to view the list. Choose the **All ⌄** down arrow, and then choose an option under **Filter**, **Sort by**, or **View as**. Each message also has a mini toolbar 🗑 📨 🚩 📌 . You can **Delete** a selected message, **Mark as unread**, **Flag the message**, or pin it to **Keep this message at the top of your folder**.
5	**Reading pane**	The message or conversation that you chose appears in the reading pane. Use the command bar above the reading pane to perform common actions such as deleting, archiving, sweeping, or moving emails. ⊕ New │ ⌄ ↩ Reply all │ ⌄ 🗑 Delete 📥 Archive Junk │ ⌄ Sweep Move to ⌄ •••

To send a new email

- On the nav bar, choose ⊕ New to create a message.
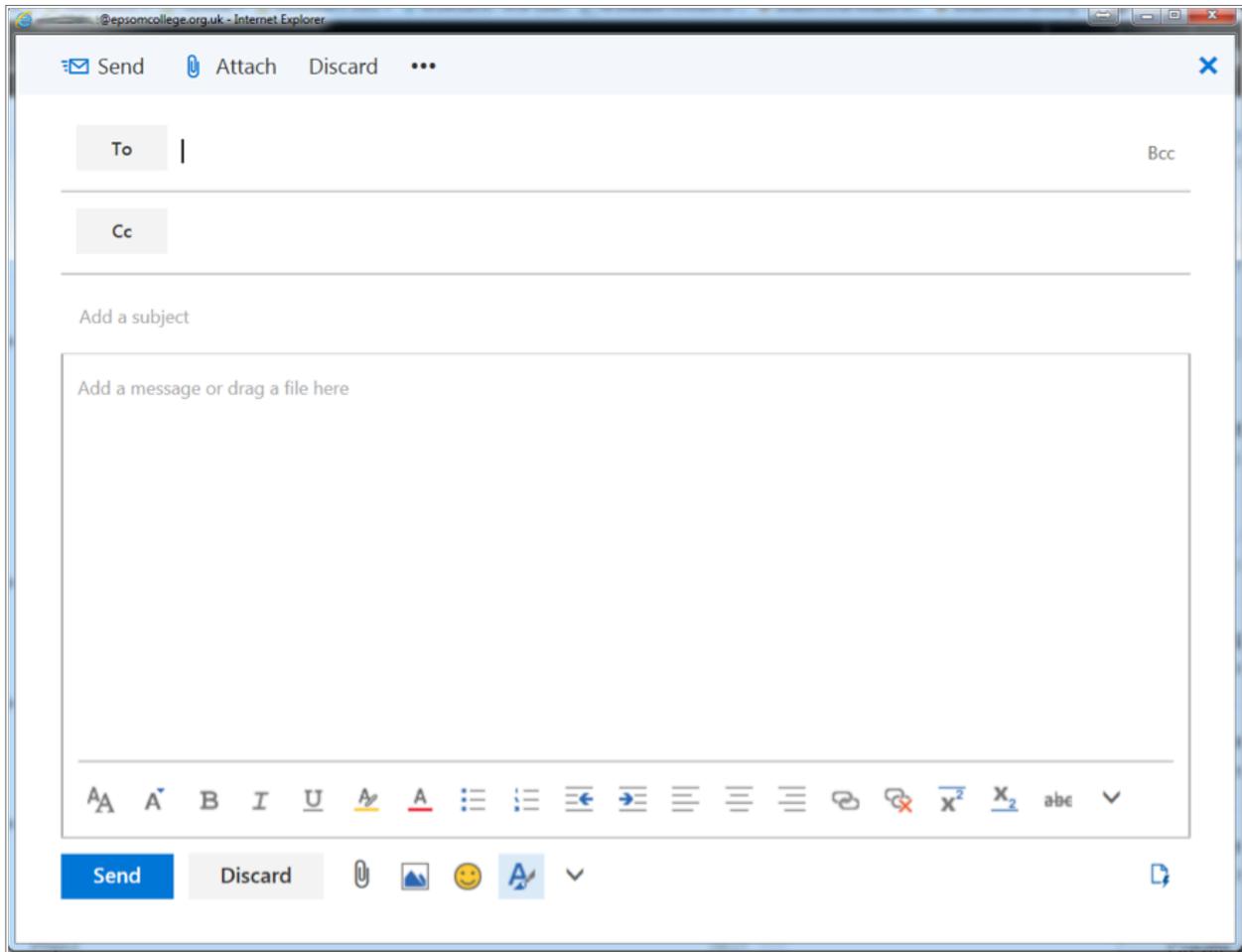

- In the new message form, do one of the following:

    o In the To or Cc box, type the name or email address of the person who will receive the message.

Or

    o Choose To or Cc to open your address book, and then choose message recipients from the people listed.

- On the **Add a subject** line, type a brief description of what your email is about.
- Type your email message, and then choose **Send** on the nav bar.

Reply, reply all, or forward an email message

- Choose the message that you want to reply to or forward.

- On the nav bar, choose the **Reply | ⌄** down arrow, and then choose **Reply**, **Reply all**, or **Forward**.

NOTE: If you're forwarding an email, enter names in the **To** and **Cc** boxes, as applicable.To choose an address from your address book, choose **To** to display a list of people. Choose one or more people to add as recipients to your message.

- Type your response, and then choose **Send**

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.