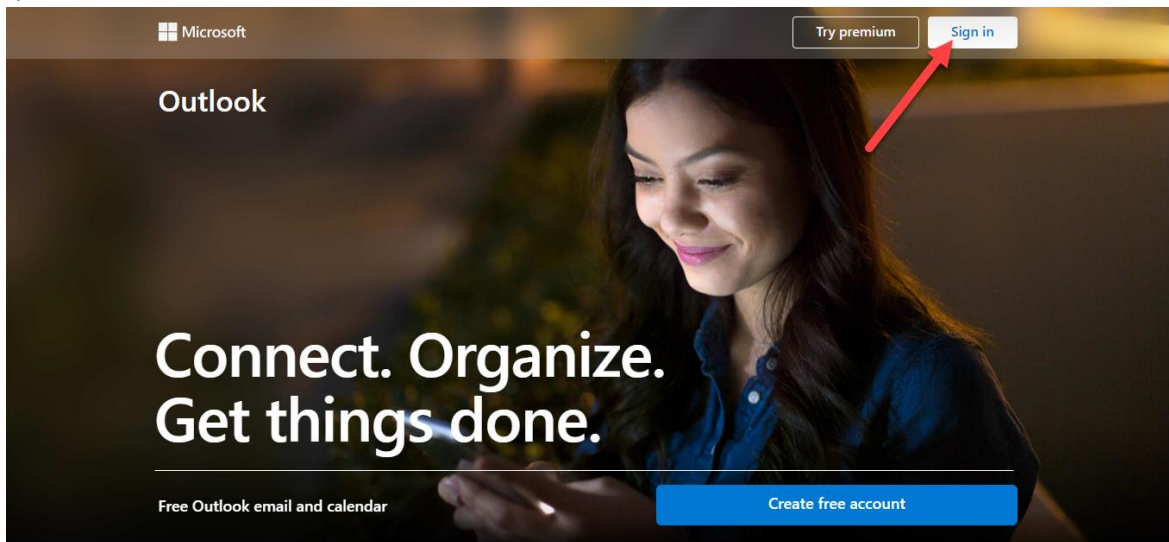


Working in Outlook Online

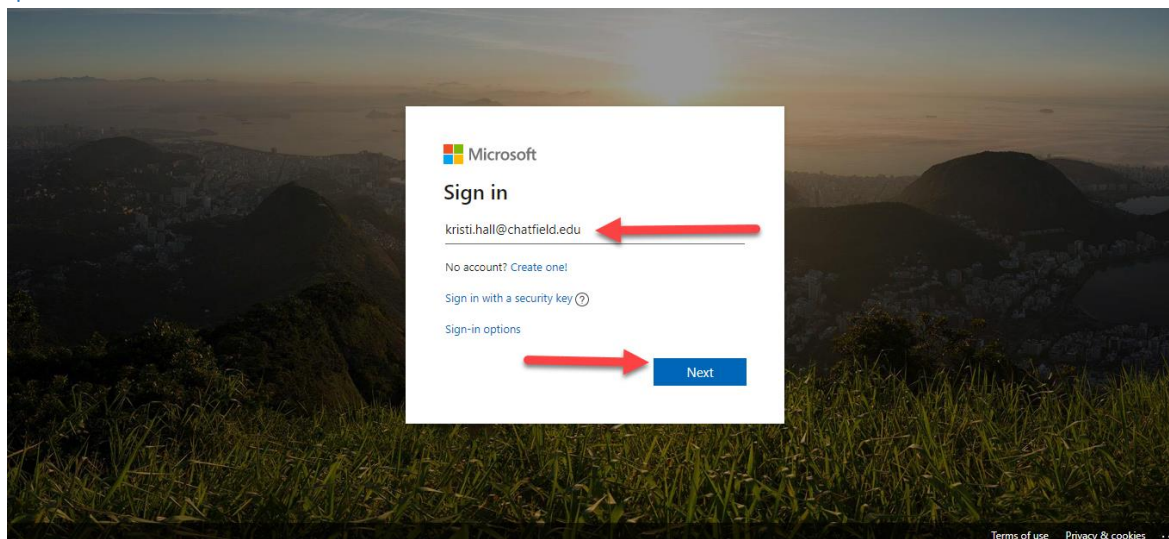
You can access your Outlook email, calendar, and files from any device through Outlook.com. Outlook.com allows you to have the same functionality in a browser as you do in the Outlook app installed on your computer.

Step 1:



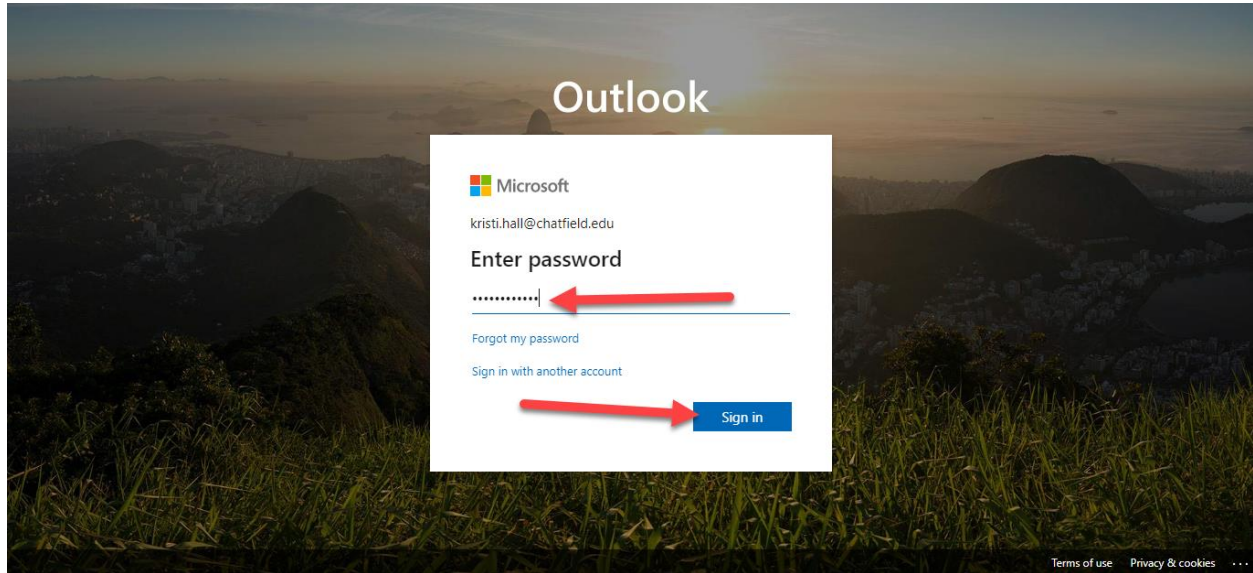
To access the online version of Outlook, go to your browser and type in outlook.com. When you get to the Outlook window, click on the Sign in button in the upper right corner.

Step 2:

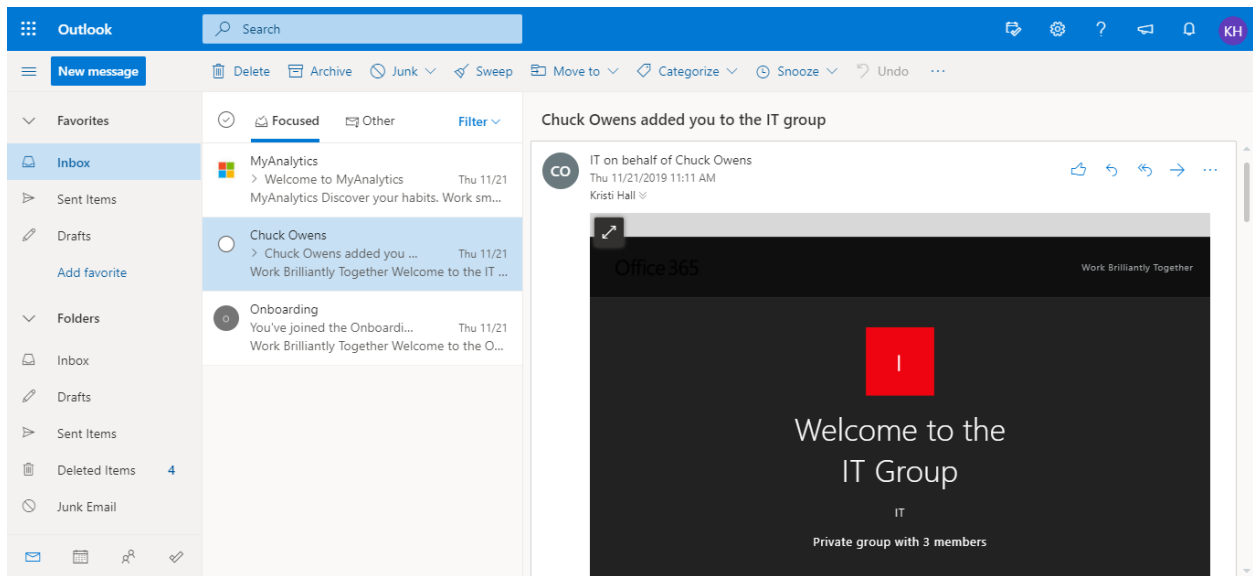


On the Sign in screen, type your Chatfield email address and click the Next button.

Step 3:

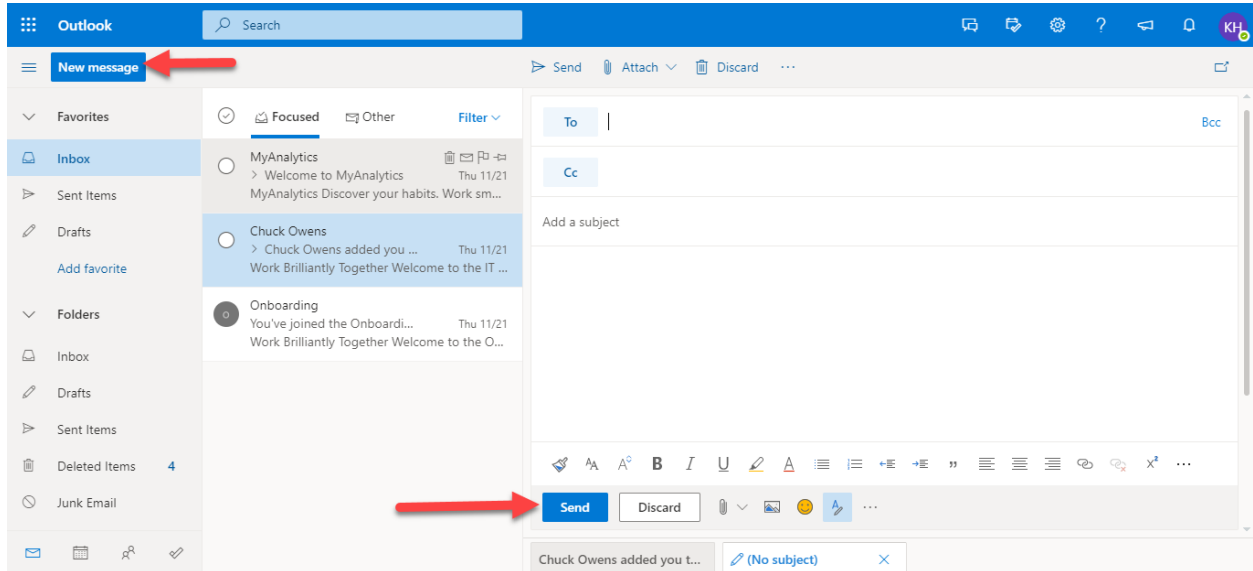


Enter your password and click the Sign in button.

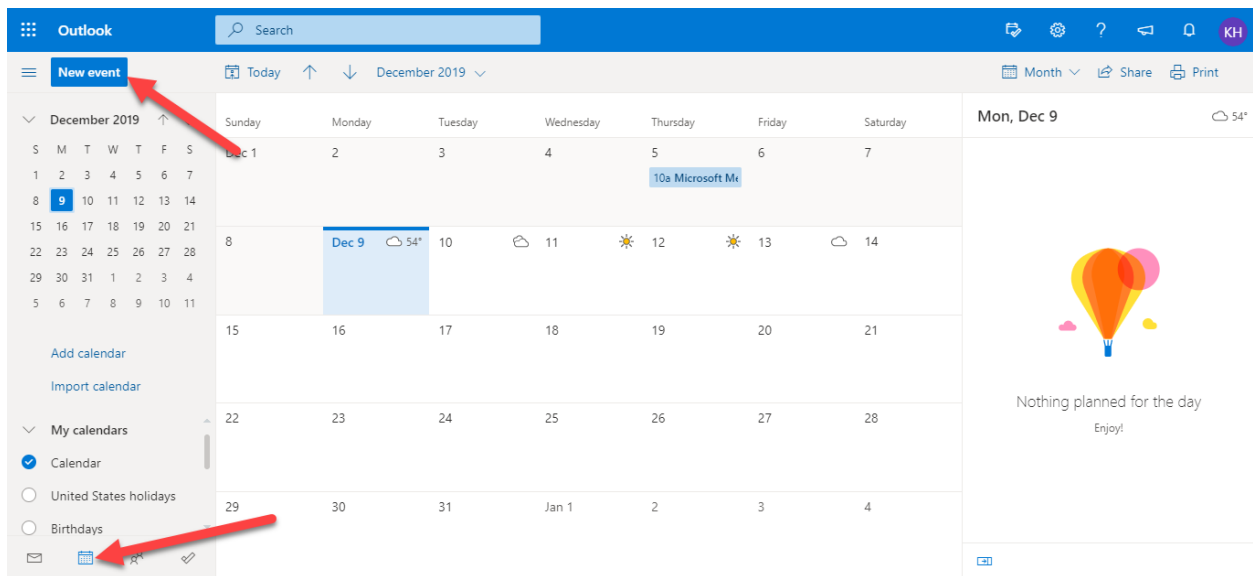


The online version of Outlook looks similar to your Outlook app.

Step 4:

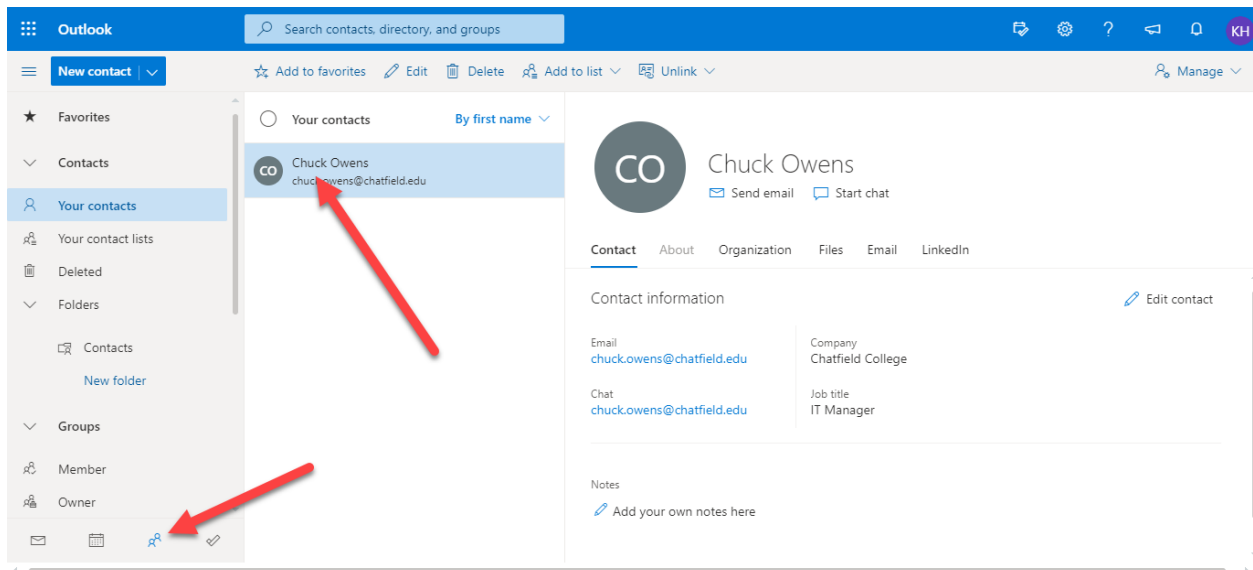


You can create a new email by clicking the New message button, typing in the email address you want to send to, Subject, and email message. Click the Send button when you are ready to send it.



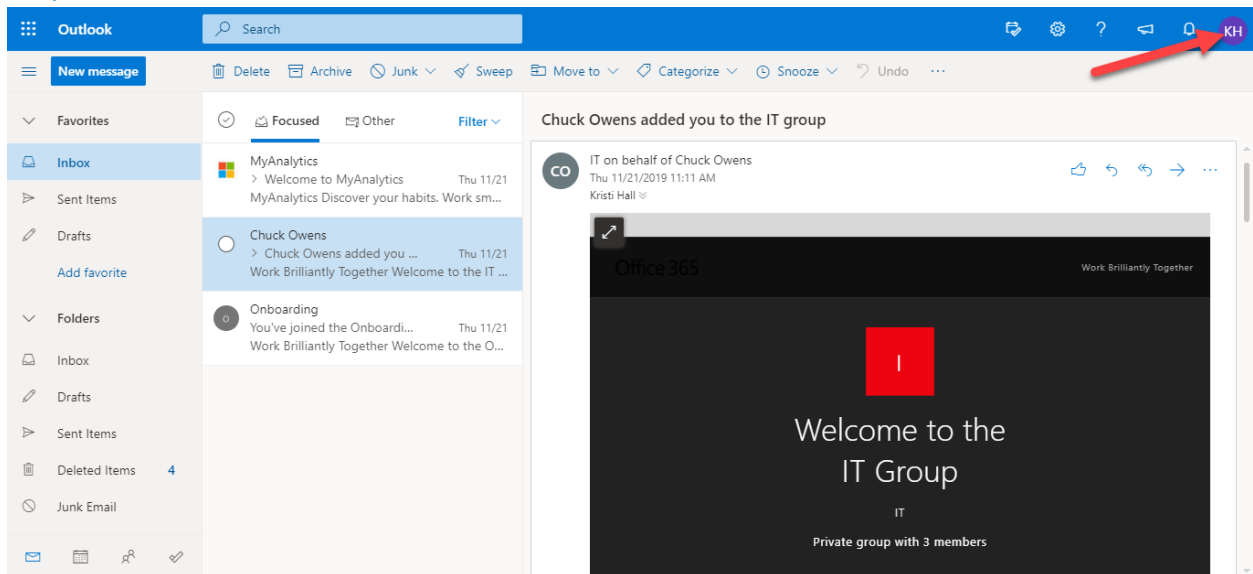
You can access your Calendar by clicking on the Calendar icon in the lower left portion of the window, and create a new event by clicking the New event button.

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You can access your contacts by clicking the Contacts icon in the lower left portion of the window.

Step 5:



If you are using a public computer, make sure to click your icon in the upper right portion of the window and select Sign out so that no one else can access your account.