

Composing and Responding to Email Messages

Objective

This document provides instructions on how to compose and respond to messages in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Part 1 - Compose a Message

1. Select the **Home** tab in the top left corner, and click the **New Email** button.

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FILE HOME SEND / RECEIVE	FOLDER VIEW	
New Items •	Image: Constraint of the sector of the se	
New Delete	Respond	
✓ Favorites	Search Current Mailbox (Ctrl+E) 💫 Current Mailbox 👻	
Pipeline	All Unread By Date (Conversations) * Newest 4	
	▲ Three Weeks Ago	
✓ juliani@sadatrain.onmicrosoft.com	Alicia Thomber !	
▲ Inbox 15 Friday Notes 5/30/2014		
Active Projects Jessica Hylton Trainer SADA Systems		

2. A new Message window opens.

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FILE MESSAGE INSERT OPTIONS FORMAT T	EXT REVIEW			
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Clipboard 🖬 🛛 🔤	Names Include	Tags 🖬	Zoom	Apps 🔥 🔨
To Cc Send Subject				

3. To address the message to a recipient, type the name of the person in the **To...** field. Outlook automatically suggests any contacts that you have addressed previously. If you are unsure of the address, click the **To...** button to open the District's Global Address List.



a. Type the subject of the message in the **Subject** field.

_	То	Alicia Thomber;
Send	Cc	
	Subject	Parent/Teacher Conf
		T

b. Type the content of your message in the large text field below.

_	То	Alicia Thomber;	
Send	Cc		
	Subject	Parent/Teacher Conferences	
Hello Alicia,			

4. To format or edit your message, click the tabs at the top of the screen to expose additional commands and options.

Message tab:



- a. Cut/Copy/Paste functions
- b. Basic Text formatting
- c. Open the District's Address Book
- d. Flag a message for Follow Up or High Importance

Insert tab:



- a. Attach a file, a Business Card, or a Calendar
- b. Insert a Table
- c. Insert Pictures and Illustrations
- d. Add a Hyperlink
- e. Insert automated text

Options tab:



- a. Additional formatting options
- b. Bcc (Blind carbon copy) and From fields
- c. Use Voting Buttons
- d. Request Delivery and Read Receipts
- e. Schedule Delay Delivery

Format Text tab: Extensive text formatting

FILE	MESSAGE I	NSERT OPTIONS	FORMAT TEXT	REVIEW				
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Clipboard 5	Format	Font	E.	Paragraph	Fa	Styles	Es.	Editing

Review tab: Additional resources like Spelling and Grammar checks, Thesaurus, and Word Count



5. Once you've finished composing your message, click the **Send** button in the upper left.

_	То	Alicia Thomber;		
Send	Cc			
	Subject	Parent/Teacher Conferences		
Hello Alicia,				

Part 2 - Respond to a Message

In Outlook 2013, you may respond in the following ways.

Response	Addressed to	Format
Reply	Sender	Email
Reply All	Sender and all recipients	Email
Forward	Blank (to type in a third party)	Email
Meeting	Sender	Meeting Invitation (see Creating Meetings)

- 1. Select a message.
- 2. Click the appropriate button in the Home tab or at the top of the message in the reading pane.

• • • •			Inbox - juliani@sadatrain.onmicrosoft.com		
FILE HOME SEND / RECEIVE	FOLDER VIEW				
Image: New New Email Items → Items → Image: New	Reply Reply Forward I More -	! Action Required	Aove to folder G To Manager		
New Delete	Respond		Quick Steps		
✓ Favorites	Search Current ilbox (Ctrl+E)	🔎 Current Mailbox 👻	😋 Reply 🛛 Reply All 🖂 Forward		
Pipeline	All Unread By Date (Conversations) - Newest V				
	Ancia Thom				
▲ juliani@sadatrain.onmicrosoft.com	Alicia Thomber	5/30/2014	Friday Notes		
▲ Inbox 15	Friday Notes		To Julian Isla: Alicia Thomber		
Active Projects	Jessica Hylton Trainer SADA Syste	ms	District		
Newsletters	Northwind Traders				
Northwind	The "Northwind Traders" site has	a n 5/27/2014	This message was sent with High importance.		
Pipeline	Now you can send mail to				
Yammer	▶ Amy Alberts; Alan Stein	(9) 🕛 📕			
Drafts	Contoso's 3rd Annual Hiking Trip	5/27/2014			
Sent Items	All,				

- 3. Compose a message as above. (For Meeting Invitations, see Creating Meetings.)
- 4. Click the **Send** button in the upper left.