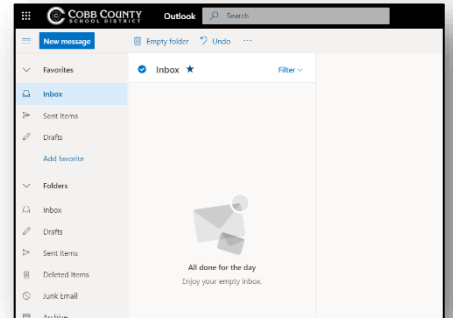
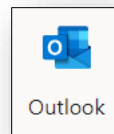


# Outlook-Accessing Email and Sending an Email Message

These directions will guide you to accessing your Outlook e-mail mailbox in Office 365 and assist in creating an e-mail message.

## Access Outlook E-mail in Office 365

1. Open [Microsoft Office 365](https://office365.cobbk12.org/) or type the following URL into a web browser: <https://office365.cobbk12.org/>
2. Click on **Outlook**.
3. E-mails sent to you will appear here.



## Compose an E-mail

1. In Outlook, click on **New Message**.
2. Fill in the following fields to create your e-mail:
  - A. **To:** Type in the person's name to whom you are sending the e-mail
  - B. **Subject:** Add a title or subject for your e-mail
  - C. **Email Field:** Type in your message
  - D. **Font tools:** Use the tools to format your message
  - E. **Attach:** Attach a file, if needed

3. Click **Send**.

**Note the following about student e-mail:**

- Students and Staff can send to each other within a school.
- Students can receive only approved internet. E-mails that are placed on our e-mail exceptions list
- Students cannot e-mail other students.
- All student e-mail accounts follow the same rules above.

