

# Outlook and OneDrive

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- Creating Word Documents in OneDrive

## Creating an email account on Outlook

To start, you will need to use a web browser to access Outlook. Open Google Chrome and search for Outlook. Look for the following web page in the search results, it should be near the top of the results:

outlook.live.com ▾  
**Outlook – free personal email and calendar from Microsoft**  
Get free **Outlook** email and calendar, plus Office Online apps like Word, Excel and PowerPoint.  
Sign in to access your **Outlook**, Hotmail or Live email account.

Click 'Create free account'.

You will then be asked to create an email address. Remember to keep your email address professional. It's best to use first name and surname followed by some numbers e.g. marksmith198. You will need to remember your email address to login to Outlook and to give to others to contact you.

Next you will need to create a password. Creating a secure password is incredibly important to avoid anyone hacking your email account. Keep your password memorable, but also try to:

- Use a mixture of lower-case and UPPER-CASE letters, numbers and symbols such as: ! @
- Don't use obvious words, such as password, 123456 or pet names, football teams etc.
- Try to use three random words to form your password

If you need to write your password down to remember it, keep it somewhere secure. You will then need to enter your name, date of birth and complete a verification.

# Using Outlook

Once in, this is how Outlook will look:

Enter your subject line here. This is the first thing someone will see when you send them an email, so make it a short summary of what the email is about

Waffle Icon - access to more apps

Inbox: Where all your emails from others are stored

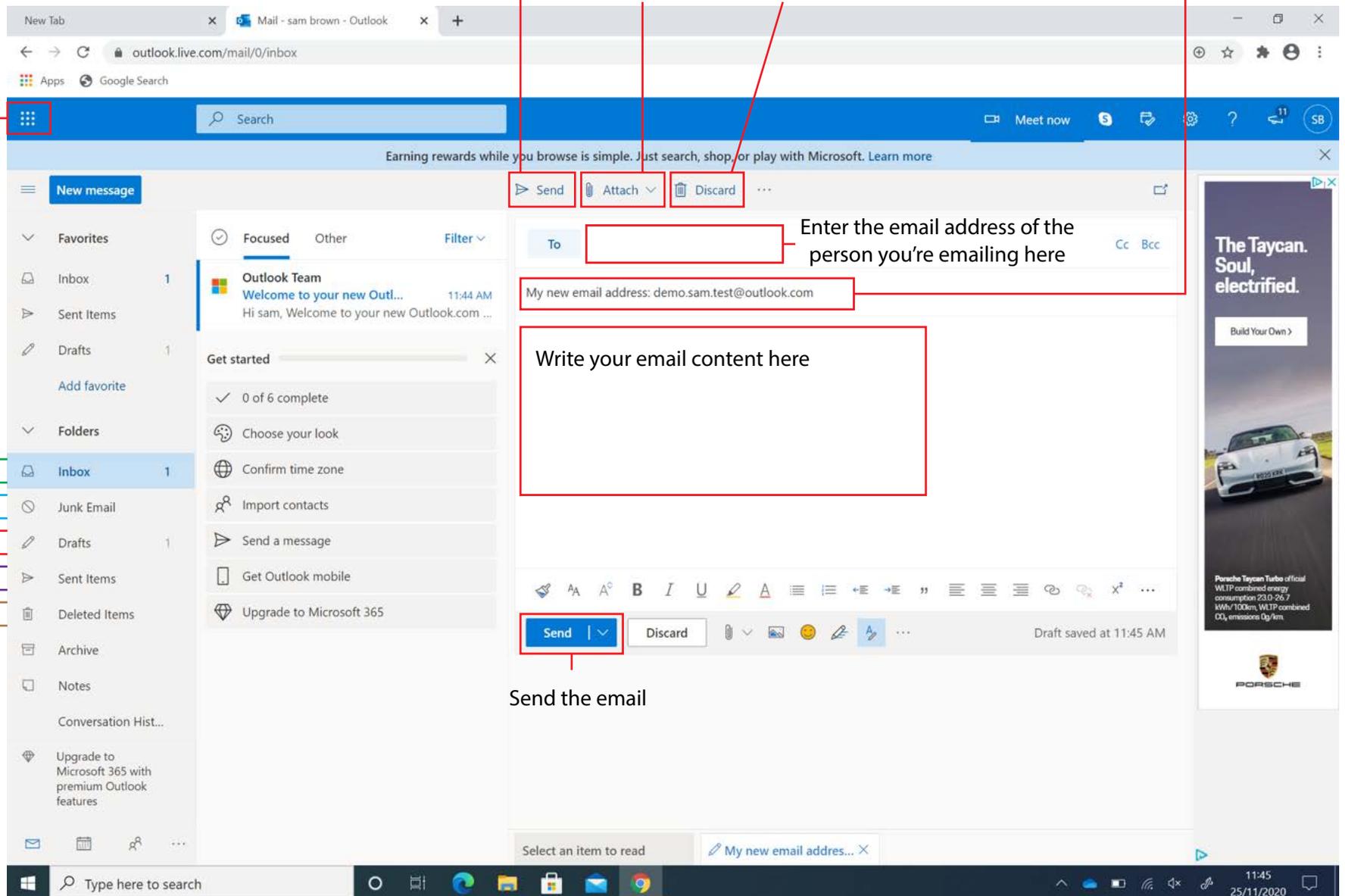
Junk Email: Potentially harmful emails are blocked and stored here

Drafts: When you start an email and don't send it, it will save to your drafts for later

Sent Items: When you send an email, you can see it here

Deleted Items: Any email you delete, including received and sent, will go to your deleted items

Send the email    Attach files to your email    Delete your email



Send the email

When you receive an email from another person, it will look something like this:

The image shows a screenshot of an Outlook email interface with several annotations:

- Delete the received email:** Points to the 'Delete' icon in the top action bar.
- Mark the received email as junk:** Points to the 'Junk' icon in the top action bar.
- Move the email to a folder:** Points to the 'Move to' icon in the top action bar.
- The email in your inbox:** Points to the email list on the left side of the interface.
- The email you sent that they replied to:** Points to the 'Hey Sam' header at the top of the email content area.
- Who the email is from:** Points to the sender information 'sam brown <demo.sam.test@gmail.com>'.
- The received email content:** Points to the body text of the email: 'hello Sam', 'Thank you for the test email.', and '...'.
- Suggested responses to the received email:** Points to the suggested reply buttons: 'You're welcome.', 'Welcome!', and 'I received this email.'.
- Reply to the email:** Points to the 'Reply' button.
- Send the email to someone else:** Points to the 'Forward' button.

## Using OneDrive

OneDrive is a file storage system. You can use Word online to create documents such as CV's.

You can access OneDrive when you're in Outlook. Look for the dotty square known as the waffle button in the top left corner. → 

You will see a range of applications - just click on the OneDrive app:



Office →

### Microsoft 365

 Outlook

 OneDrive

 Word

 Excel

 PowerPoint

 OneNote

 To Do

 Family Safety

 Calendar

 Skype

All apps →

When you open OneDrive, it will look something like this:

The screenshot shows the OneDrive web interface for a user named 'sam brown'. The interface includes a search bar at the top, a navigation pane on the left, and a main content area displaying 'My files'. Annotations with red boxes and lines identify key features:

- Search through your files:** Points to the search bar at the top.
- Create a new file or folder:** Points to the '+ New' button.
- Upload files from your device:** Points to the 'Upload' button.
- Access your files:** Points to the 'My files' link in the navigation pane.
- View recent files you've opened:** Points to the 'Recent' link in the navigation pane.
- Any files you delete will go to the Recycle bin:** Points to the 'Recycle bin' link in the navigation pane.
- A folder:** Points to the 'Pictures' folder icon in the main content area.
- A file:** Points to the 'Getting started with On...' file icon in the main content area.

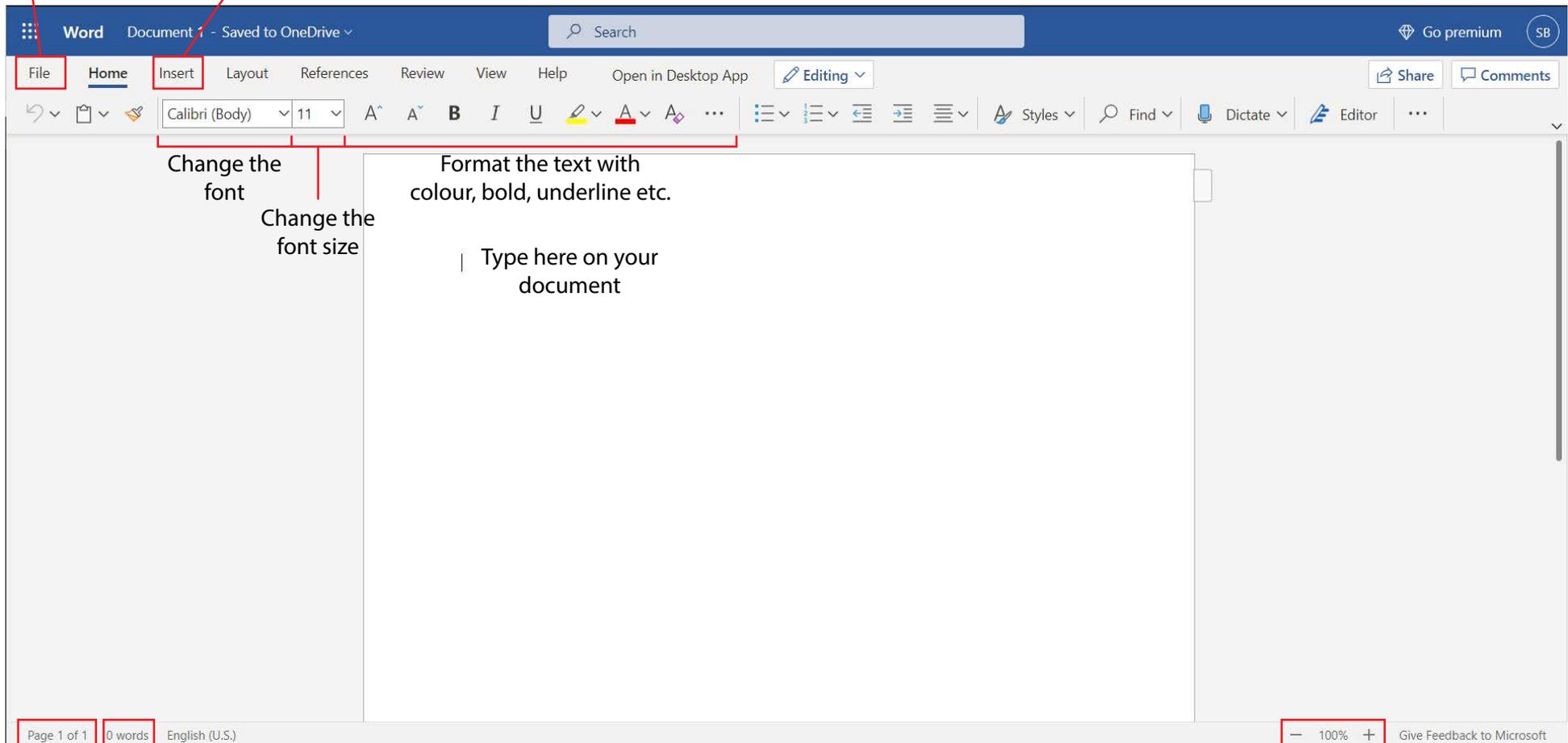
At the bottom of the page, there is a 'Go premium' button and storage usage information: '1.1 MB used of 5 GB'. The Windows taskbar is visible at the very bottom, showing the search bar and system tray.

## Creating Word Documents in OneDrive

Click on the Waffle icon in the top left corner and click on the Word app.  Word You are then able to select a blank document to start from scratch, or choose from a selection of templates. A blank document will look like this:

Go to File and Save  
As to save your  
document

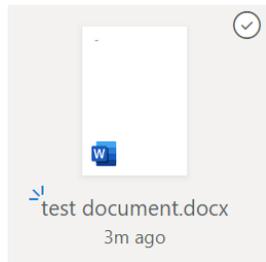
Use the Insert tab to  
add images to the  
document



Page  
number

Word  
count

When you're in your files on OneDrive, your documents will show as icons like this:



If you hover your mouse over the document, a small circle will appear in the top right of the icon. If you select this, the following menu will appear:

Open the document in Word Online or in the Word desktop application

Share the document via email

Delete the document

Rename the document

Version history

- Open
- Open in Word Online
- Open in Word
- Share
- Download
- Delete
- Move to
- Copy to
- Rename
- Embed
- Version history

Download the document to your desktop

Move the document to a different folder

If you edit the document, you can see previous versions

TIP: If you want to attach a file whilst you're writing an email, use the Attach and select 'Browse cloud locations to attach files in your OneDrive.

'Browse this computer' is for files on your desktop and 'Upload and share' will upload a desktop file to your OneDrive to share.

Attach

Discard

- Browse this computer
- Browse cloud locations
- Upload and share