GUIDE TO EMAIL

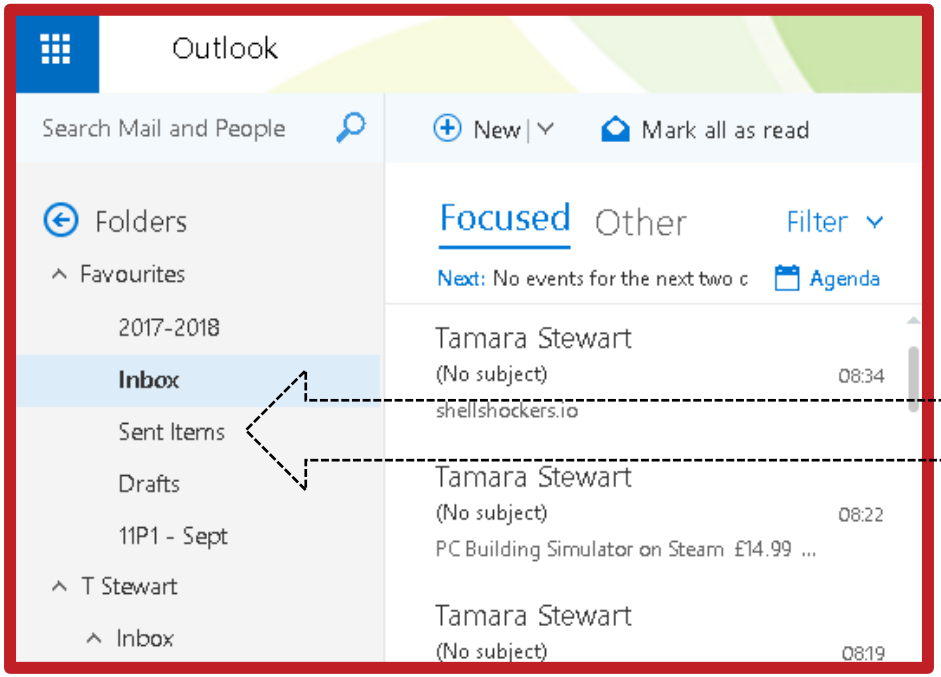
At Virtual School, you will receive lots of emails each day.
Here are some tips to help you manage them!

GUIDE TO EMAIL

The basics

Inbox: All the messages you have received from people

Sent items: All the messages you have sent to other people



Drafts: Emails you have not sent yet

Deleted items: Emails you have deleted

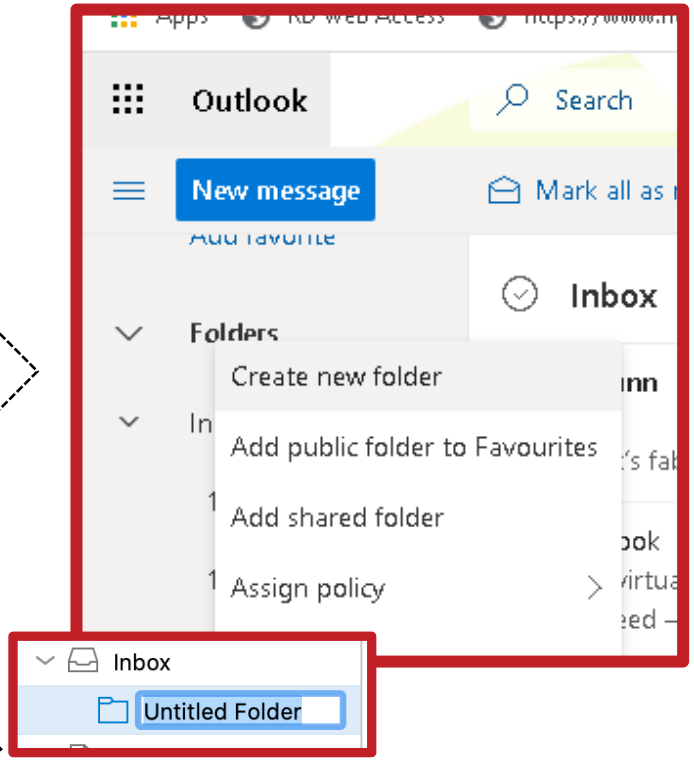
TOP TIP: Download the app for free!

GUIDE TO EMAIL

Creating & using Folders

How to create a folder: Right click on inbox and click 'New folder'

Name your folder: Type in what you want your folder to be called. **Tip:** Create a folder for each subject!



An advantage of creating appropriate folders is that you will be able to easily access and find specific emails.

You should name your folders with a brief description of the contents of the emails that are stored within the folder.

For example, if you had a folder, containing emails from English, you should call the folder English.

TOP TIP: Move your emails into folders as soon as they arrive!

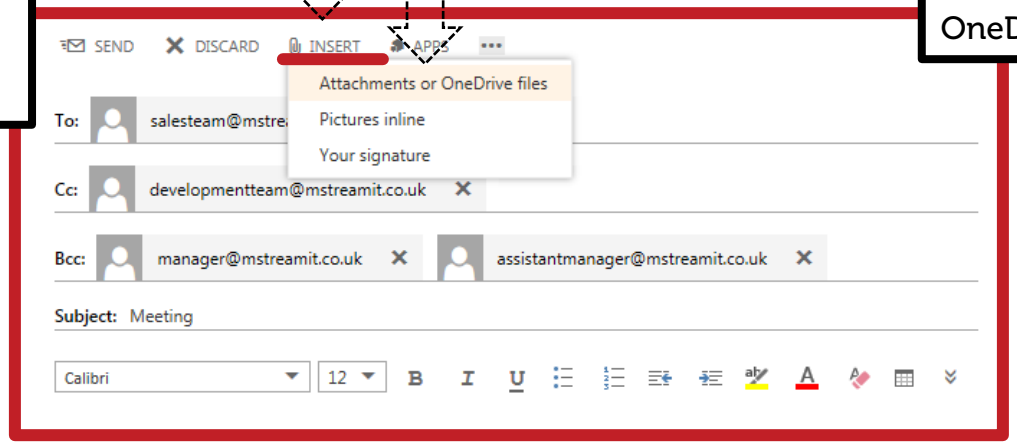
GUIDE TO EMAIL

Adding attachments

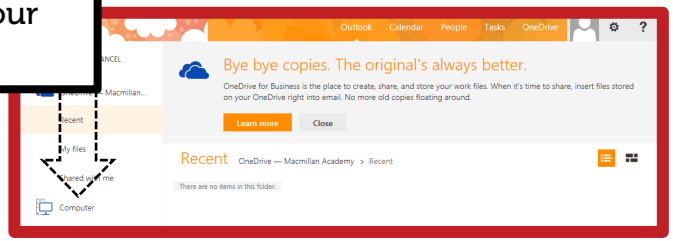
To attach a file to an email: Create a new blank email.

Then click on 'Insert' (the paperclip icon)

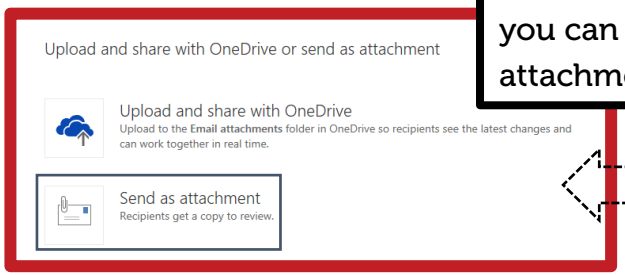
Attach your document: Click on attachments or OneDrive files



Find your document: Click 'computer' if the file is saved on your one drive or on your device.



Select if you want to share the document, or if it's a small file, you can send as an attachment.



TOP TIP: Name your documents properly to be able to find them easily!