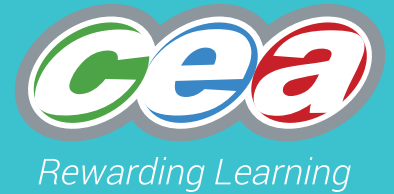


GCSE



CCEA GCSE
OFFICE 365 EMAIL USER GUIDE

Business and Communication Systems

For first teaching from September 2017

Contents

| | |
|---|----|
| Email Specification..... | 3 |
| Loading Email..... | 3 |
| Send an Email..... | 4 |
| Prioritise an Email | 6 |
| Add an attachment to an Email..... | 8 |
| Understand the need for and use cc and bcc in an Email | 9 |
| Understand the need for a distribution list/contact list; and use a distribution list/contact list..... | 9 |
| To create a distribution / contact list in Office 265..... | 10 |
| To edit distribution / contact list | 12 |

Email Specification

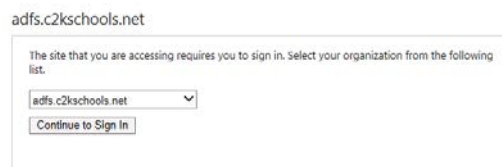
Students should be able to:

- create and send an email;
- prioritise an email;
- add an attachment to an email;
- understand the need for and use cc and bcc in an email;
- understand the need for a distribution list; and
- use a distribution list.

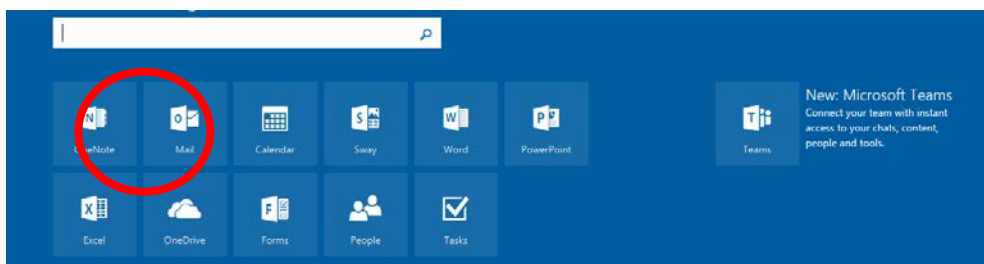
Loading Email

To load email – load **My School** home page – click **Office 365**

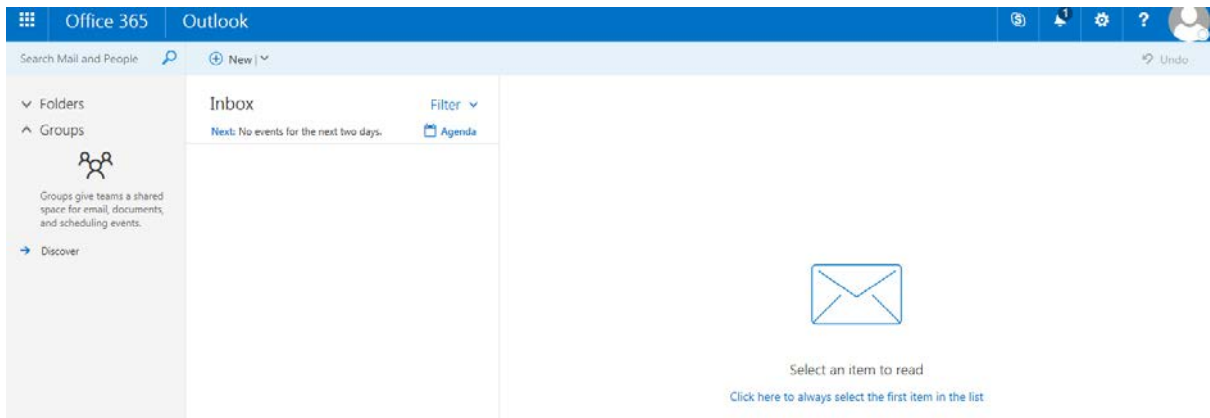
At the next screen click **Continue to Sign In**.



The following screen will appear and you click on **Mail**.

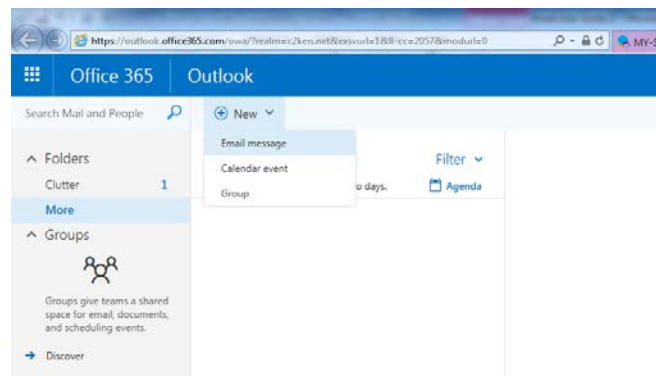


The following screen will appear:-

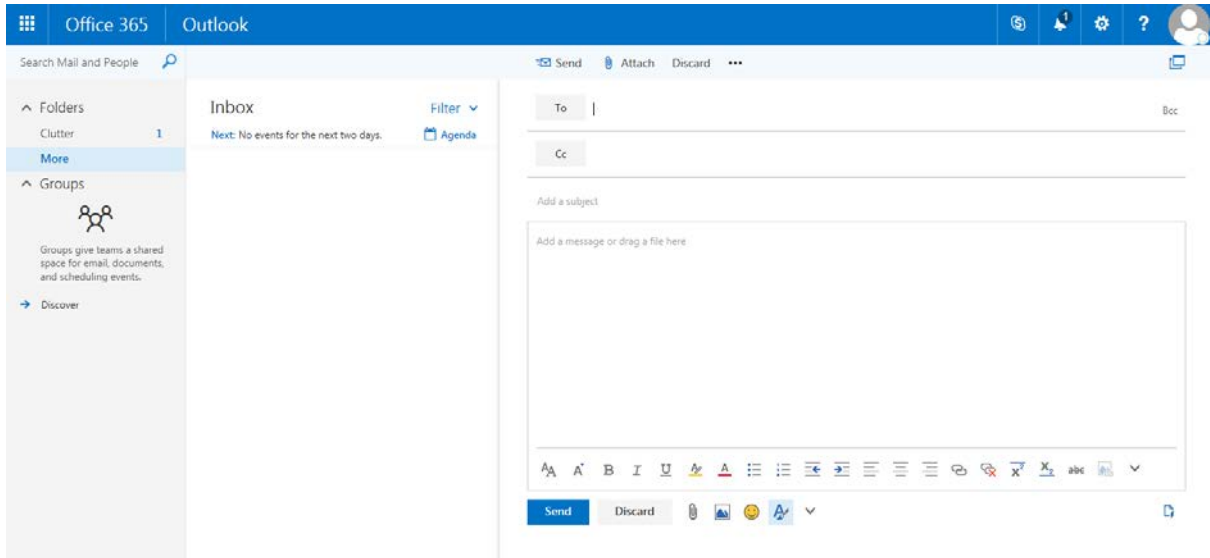


Send an Email

To send a new email – click the **New** button and click **Email message** as shown below:-



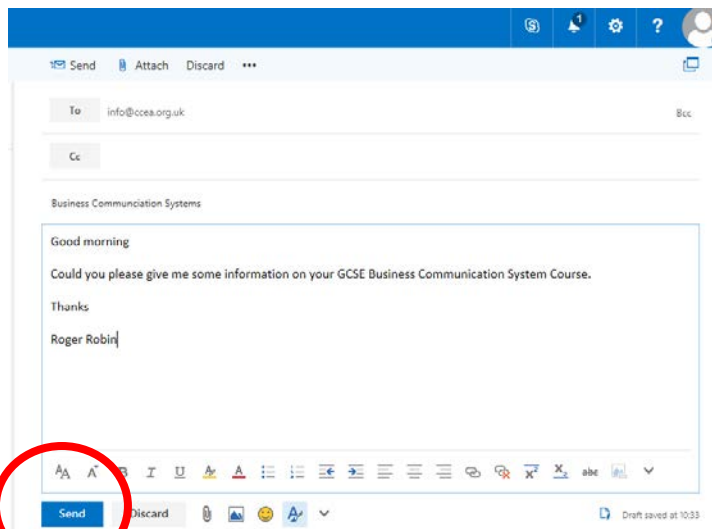
Once you have clicked email message the following screen will appear:-



Under the **To** heading, type the email address of the person you wish to send an email to.

Under **Add a subject**, type in a subject heading for your email.

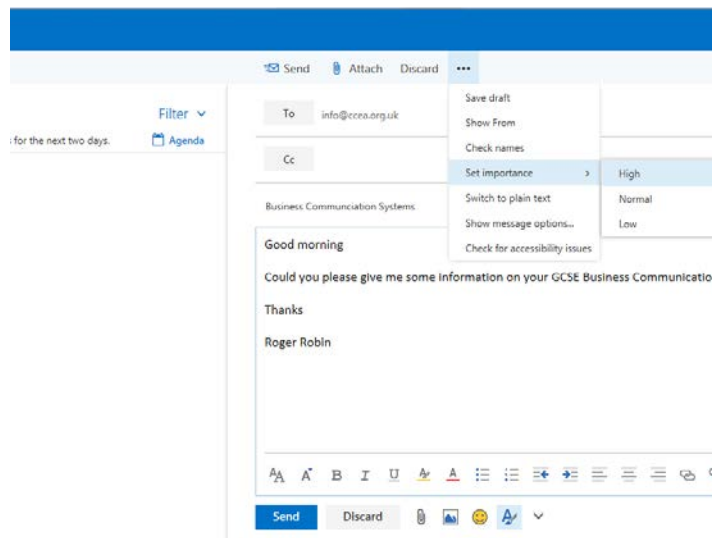
Under **Add a message and drag a file here**, construct your email using proper spelling, punctuation and grammar. Use a greeting and salutation to open and close your email, as shown below:-



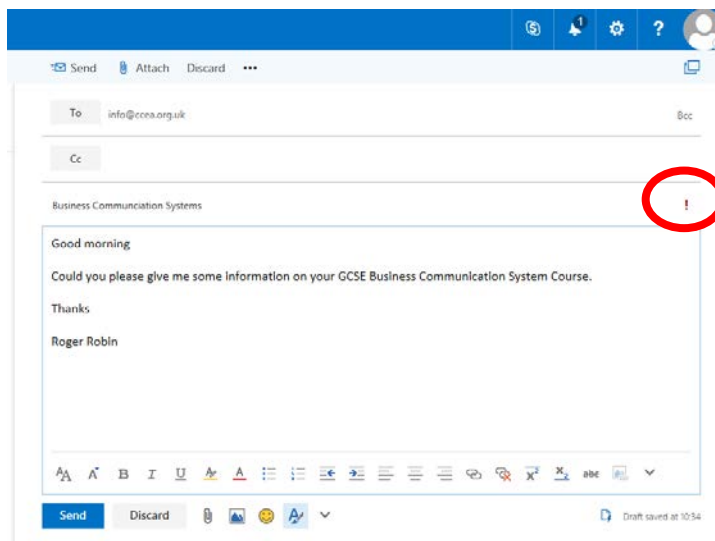
Once the email has been constructed and you want to send the email. Click the **Send** button at the bottom of the screen as highlighted in screen dump above.

Prioritise an Email

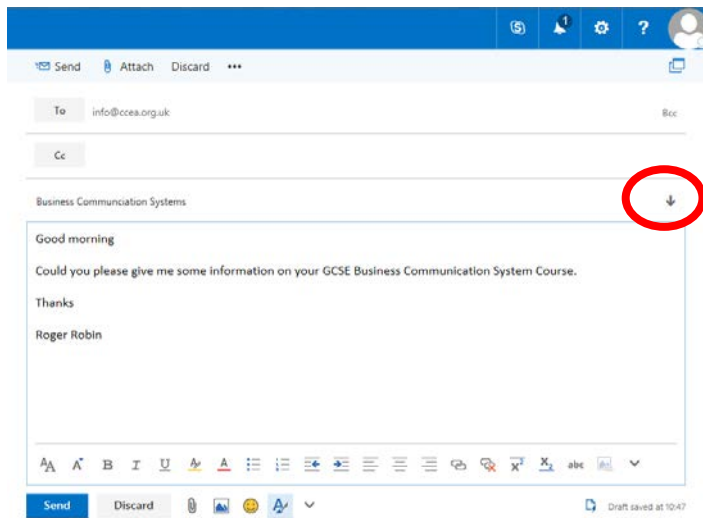
To prioritise an email – click on the ... dots as shown below - then choose **Set importance** and choose the option you require, either High, Normal or Low.



If you set it a **High** a red ! mark appears as shown below:-

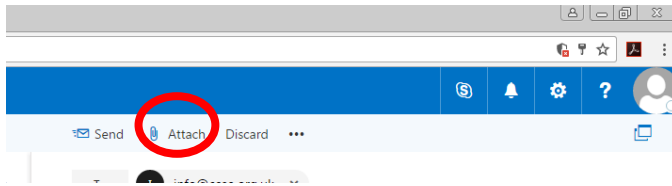


If you set it a **Normal** nothing happens. If you set it a **Low** a **downward arrow** appears as shown below:-

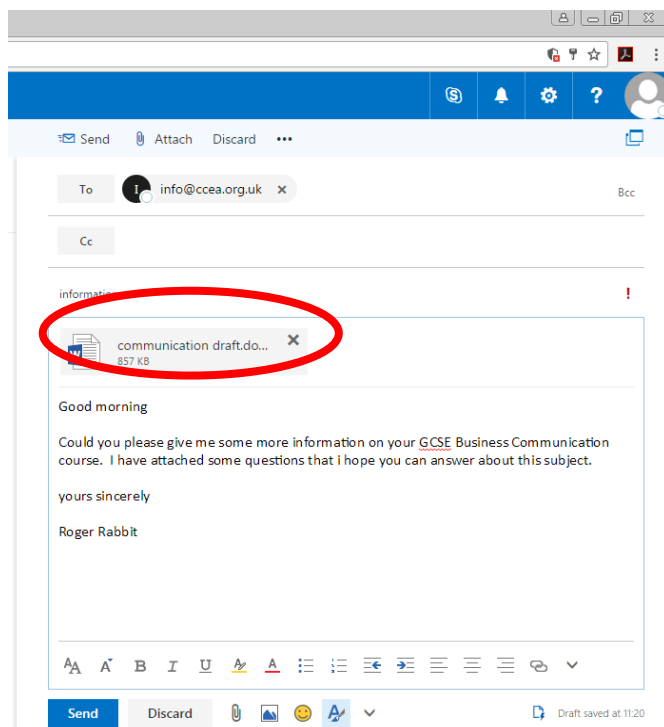


Add an attachment to an Email

To add an attachment to an email – click on the attach button as shown in screen shot below:-



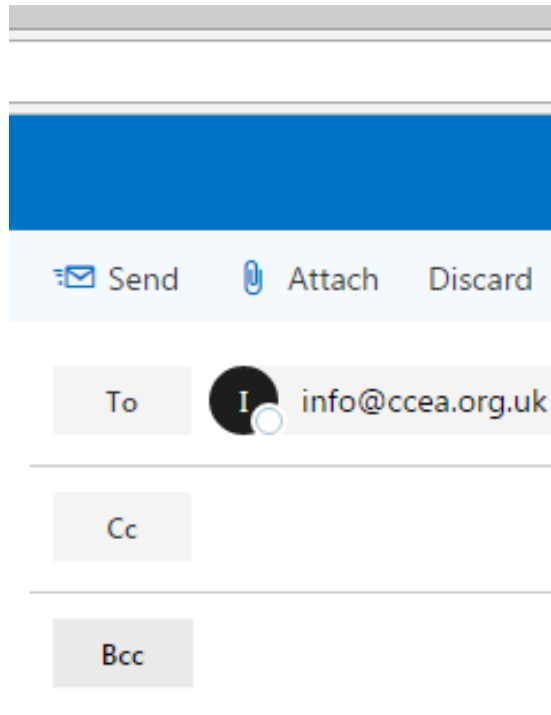
Now, choose the file from your documents that you wish to upload and click **OK**. You will now see that the document is attached. You can now send your email with the attached document included by clicking on the **Send** button, as shown below:-



Understand the need for and use cc and bcc in an Email

The screen below indicates that we have three options for sending the email to recipients:-

1. We can send it to the address in the **To** section
2. We can also send it as a **Cc** (carbon copy) to another email recipient to share the same email without having to repeat the email or as a record that we have sent an email to someone. All the recipients know that this email has been sent to this recipient.
3. We can also use the **Bcc** (blind carbon copy) this will send an email to someone else without disclosing their email address and the other recipients don't know that the email has been sent to this recipient.



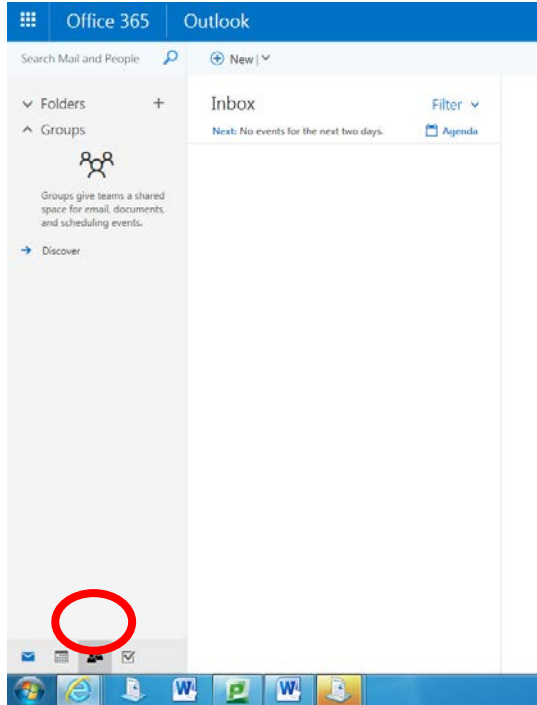
Understand the need for a distribution list/contact list; and use a distribution list/contact list

A distribution list is a collection of email addresses that allow you to email multiple people at one time about a specific topic.

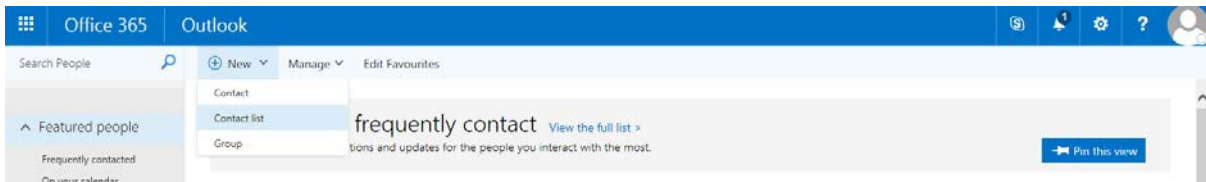
For example you might set up a distribution list / contact list containing all of your friends. When you want to send out an email to them all, instead of having to select every email address from your contact list you can just select the created distribution list instead.

To create a distribution/contact list in Office 265

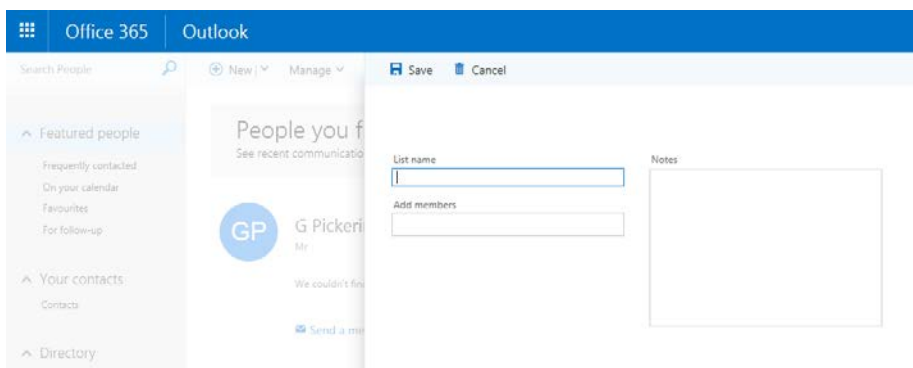
At the bottom left of screen, click the **two people** as shown below:-



Once you have clicked this a screen will appear as shown below:-



Click on **New – Contact List** and the following screen will appear:-

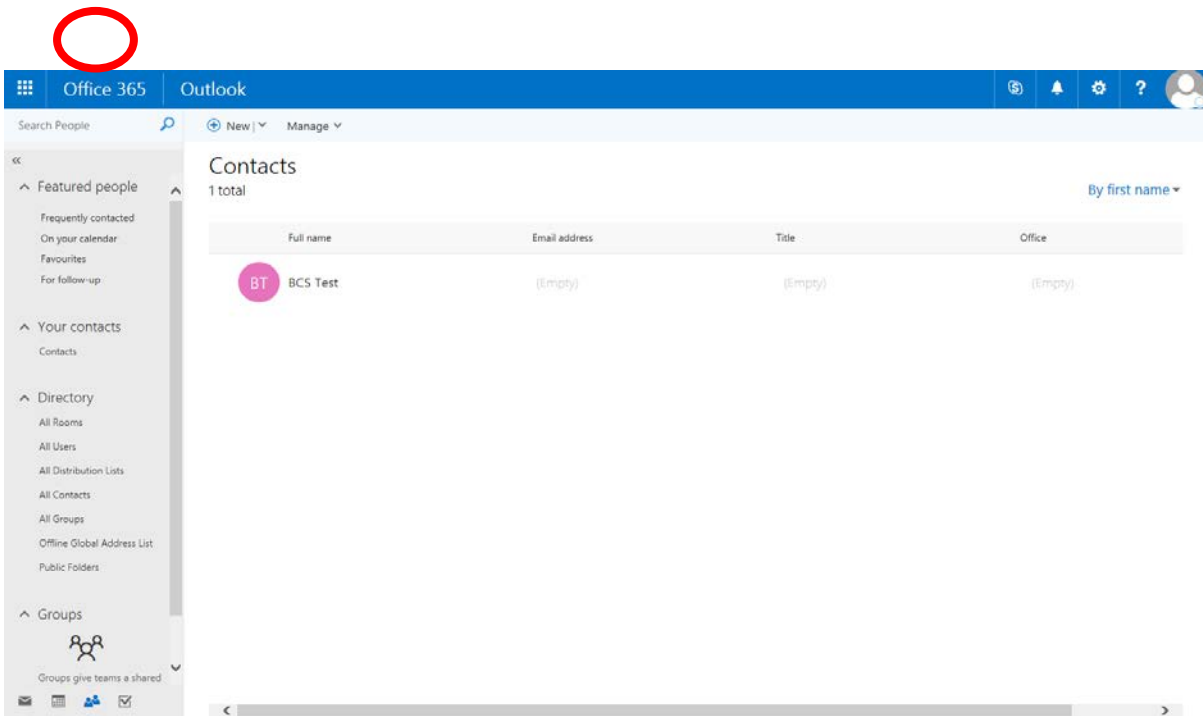


Name the new list under **List Name**. Click **Add members** and click **Search Directory** and a list of name will appear, keep adding all the names you want in to contact list and the click **Save** as shown below:-

The screenshot shows a user interface for creating a contact list. At the top, there are 'Save' and 'Cancel' buttons. Below that, the 'List name' field contains 'BCS Test'. The 'Add members' field is empty. To the right of these fields is a 'Notes' text area. Below the 'Add members' field, there is a section titled '3 newly added members' which lists three items, each with a circular icon and a delete 'x' button:

- IH** ICT Hub test site
ICTHubtestsite@ennilive.onmicr
- BA** BTEC Applied
BTECApplied@ennilive.onmicr
- AP** A plan with a plan
Aplanwithaplan@ennilive.onmicr

To view you contact, click on the two people at bottom, click on your contacts and they should appear as shown below:-



To edit distribution/contact list

To add or delete a contact to an existing list – click on the **tick** beside the list and in this case BCS Test and then click **Edit** and this will bring up you list and you can amend as you wish as shown below:-

