

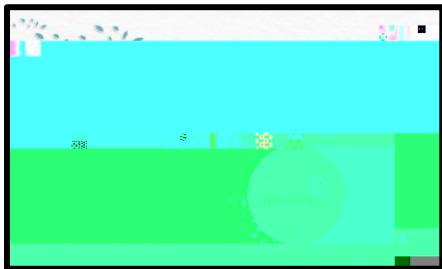
Overview

Microsoft Office 365, also known as "Office 365", keeps you up-to-date with the latest versions of Microsoft Office applications including Outlook, Word, Excel, PowerPoint,

OneNote. The email client for Fort Worth ISD, Outlook is the primary communication tool used in the district.

Getting Started

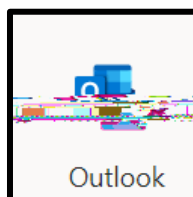
1. Navigate to the **My FWISD Apps Portal**.
(<https://www.fwisd.org/myfwisd/>)
2. Click **Sign in with Microsoft**.



3. Click on **Office 365**.



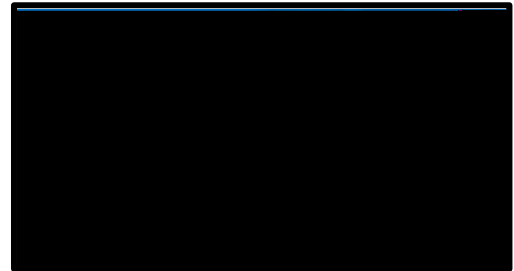
4. Click on **Outlook**.



Outlook Inbox

When you open Outlook Web App, the first thing you will see is your **Inbox**. This is where messages sent to you

arrive, and this is where you'll have to spend the most time reading and responding to messages.

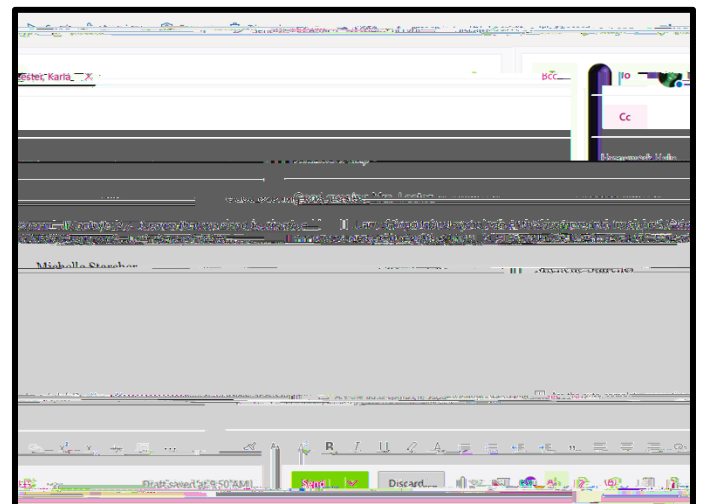


To Send a New Email Message

1. Click **New Message** in the top left-hand corner.



2. Add **recipients**. The recipients are the person or group of people you want to receive the email. You can do this by typing their email address in the **To** field. If you are sending the email to multiple recipients, type the email address in the **To** field.
3. Add a **subject**. The subject is a description of the topic of the email's message.
4. Type the **message** you want to send.
5. Click **Send** when you are done composing your message.





To Reply Email

1. Select the **message** in the reading pane.
2. Click **Reply** at the top of the message window. A

of the original message.

3. Add your response.
4. Click **Send**.

recipients, like your classmates or your parents. When speaking to everyone with a message, you have to decide if you want to send the message to

Consider the information you are sending and who you want to see your message. If you decide to send the message to everyone, you will use the Reply All option.

