



CHARLOTTE MECKLENBURG

LIBRARY

# Getting Started with Microsoft Outlook



Getting Started Guide

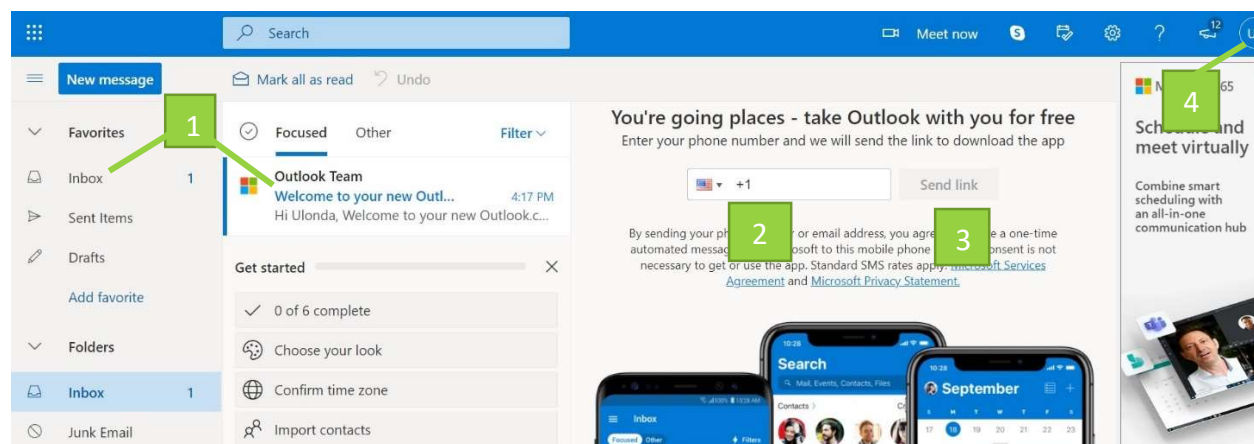


## What is email?

Email (Electronic mail) is a way to send and receive messages across the Internet. Free internet-based email services, known as webmail, are the most popular form of email. Two popular webmail providers are Gmail and Microsoft Outlook.

## Navigating the Microsoft Outlook Interface

Outlook is the free webmail service offered by Microsoft. The Outlook layout is like many other webmail services. The inbox menu is on the left-hand side of the screen and the message pane is in the center. You send email messages by using the 'New Message' button in the left-hand corner of the interface.

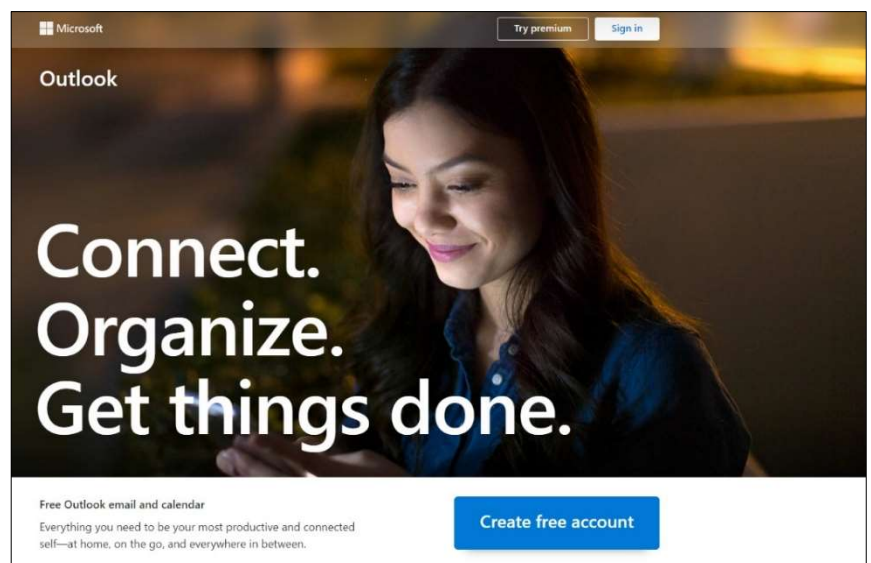


- 1. Inbox:** The inbox is where you will view all of your received email messages. The emails are listed with the name of the sender, subject line, and time they were received. They are typically arranged in order of most recently received (at the top of inbox).
- 2. Message Pane:** The message pane is where you will read the body of the email. From the message pane you can also select from a few options to respond to the email including 'reply', 'reply all', and 'forward'.

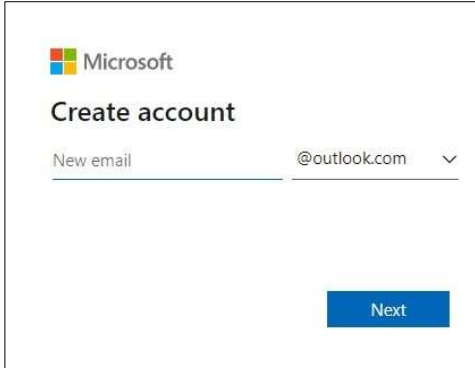
3. **Compose Pane:** The 'compose pane is where you will create your own email message. It is usually identified by a 'compose' or 'new message' button. From the compose pane you can enter the email address subject and body of the email you are sending.
4. **Account Login/out:** Where you sign in/out of your email. Usually in the right-hand corner and identified by your initials or image if you have uploaded one.

## Setting up your free account

Before setting up your account, make sure you have all the necessary information. You will need to create a username and a password. To set up a free account with Microsoft Outlook type **outlook.com** in your web browser. On this page you will see a blue button in the bottom righthand corner that reads “Create free account.” Click this button to create your account.



Fill out the required information on each screen. Click **Next** to move on to the next portion of the application.




Microsoft  
← uslaughter.cml@outlook.com

**What's your birth date?**

We need just a little more info to set up your account.

Country/region  
United States

Birthdate  
Month Day Year

Next

Microsoft  
← uslaughter.cml@outlook.com

**What's your name?**

We need just a little more info to set up your account.

First name

Last name

Next

Microsoft  
← uslaughter.cml@outlook.com

**Create account**

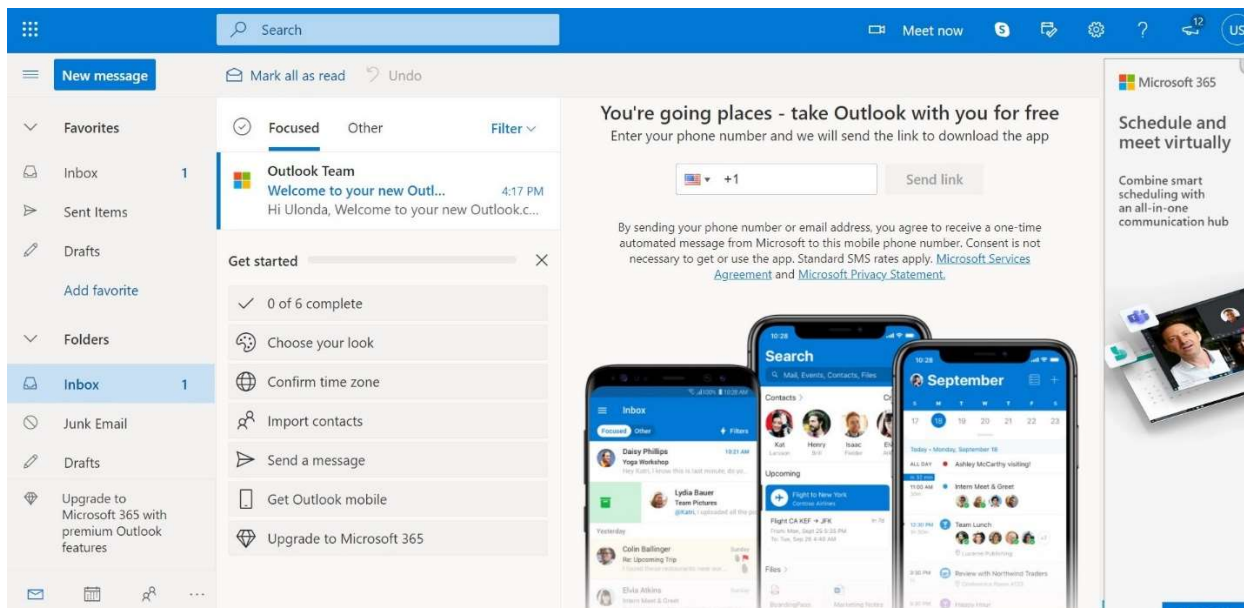
Please solve the puzzle so we know you're not a robot.

Next

You will be asked to create a username for your email account, a password, your name, and your date of birth. You will also have to solve a puzzle as a security protocol.

## Getting Started with Outlook

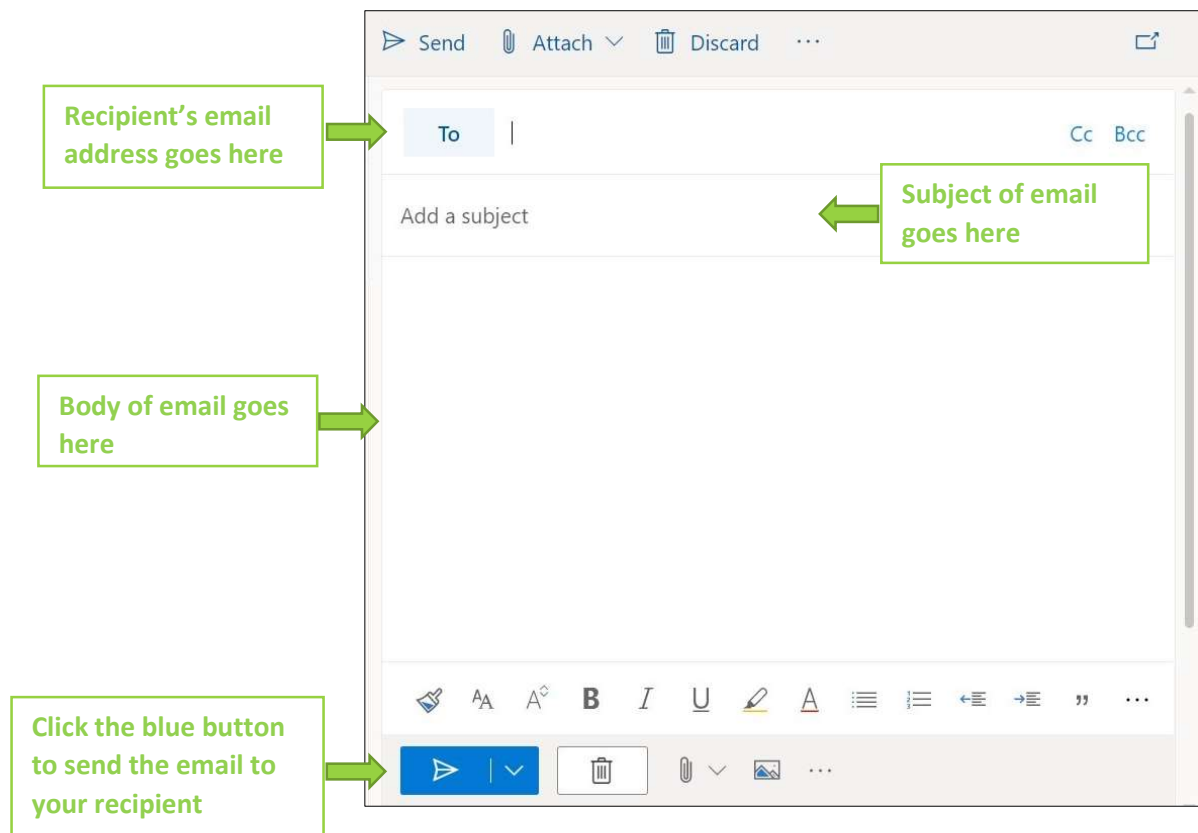
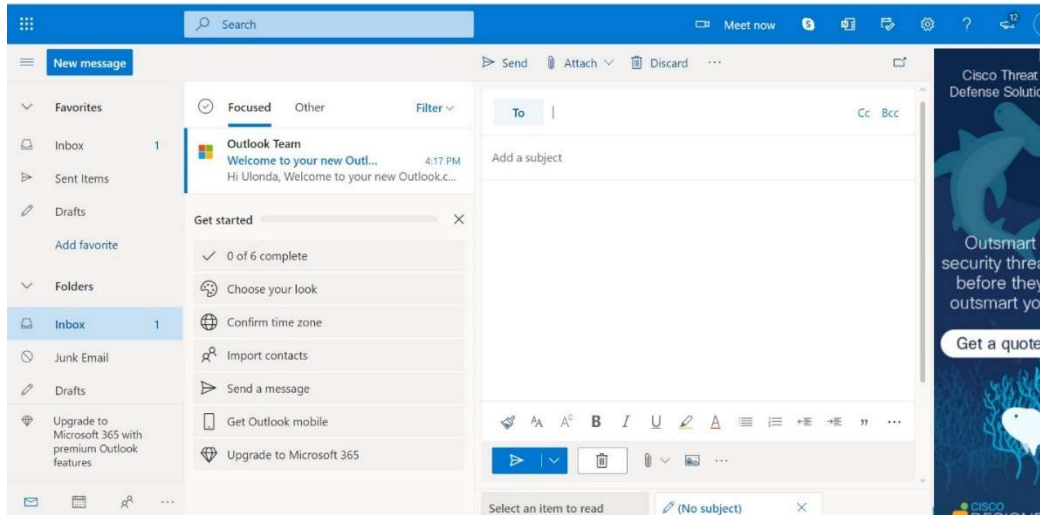
Once your account is created you will be taken to your new email interface. Outlook has a few options for customizing your account including adding a profile picture. You can explore these options by clicking on “Choose your look” from the *Get started* menu in the **inbox**.



The screenshot shows the Outlook web interface. On the left is a navigation pane with options like 'New message', 'Inbox', 'Sent Items', 'Drafts', 'Add favorite', 'Folders', 'Inbox', 'Junk Email', 'Drafts', and 'Upgrade to Microsoft 365'. The main area shows an email from the Outlook Team with a 'Get started' menu. The menu items are: '0 of 6 complete', 'Choose your look', 'Confirm time zone', 'Import contacts', 'Send a message', 'Get Outlook mobile', and 'Upgrade to Microsoft 365'. On the right, there is a promotional banner for Outlook mobile and a 'Schedule and meet virtually' section.

## Composing & Sending an Email

When you click the 'New Message' button in the left-hand corner of your interface, the new message will appear in the **message pane**. This pane is where you will create your own email message. From this pane you can enter the email address, subject, and body of the email you are sending.



## Resources

The following resources can be accessed from the library's resource page:  
<https://www.cmlibrary.org/resources>

### **GCF Learn Free**

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on [www.gcflearnfree.org](http://www.gcflearnfree.org). They have both text-based and video tutorials on a wide variety of topics.

### **LinkedIn Learning**

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

### **Northstar Digital Literacy**

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

### **1-on-1 Technology Tutoring**

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at [www.cmlibrary.org/calendar](http://www.cmlibrary.org/calendar).



DigiLit

**DigiLit** is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit:

[www.cmlibrary.org/digitlit](http://www.cmlibrary.org/digitlit)