

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS OUTLOOK 2013 EMAIL BASICS

### Purpose

This handout describes how to use the SASD MS Outlook Email system.

There are two ways to access our SASD MS Outlook Email system.

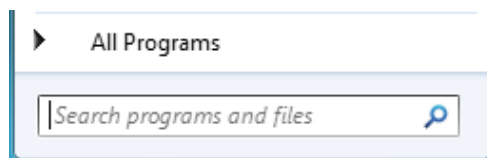
One way is through the full outlook client and the other is through the web.

### Using Full Outlook Client from My SASD PC

Let's look at the full outlook client. This is available to your dedicated SASD PC within the Sayre Buildings.

To start up the MS Outlook client on your PC – do the following:

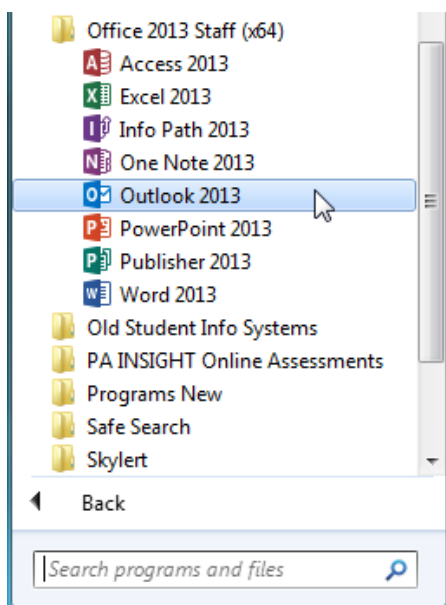
Click on Start



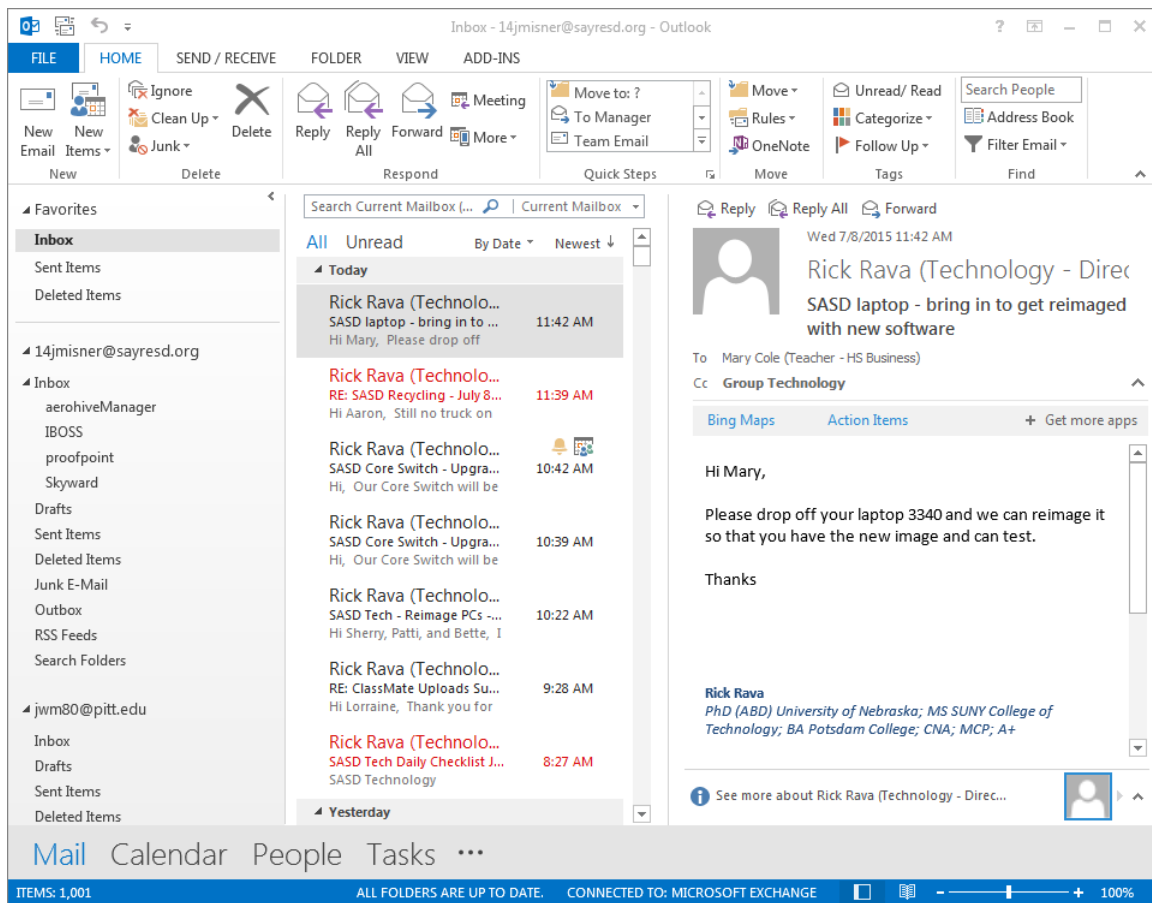
Click on All programs

Click on SASD HS or SASD SE (depending on which school you work in)

Then click on MS Outlook



This will start up the full Outlook Client (see sample below):

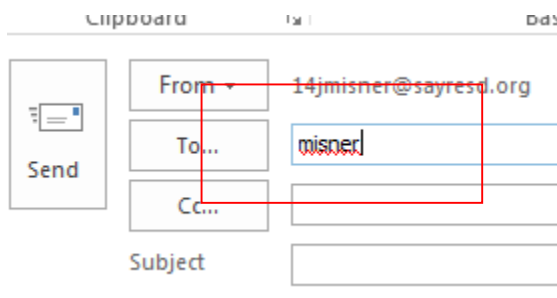


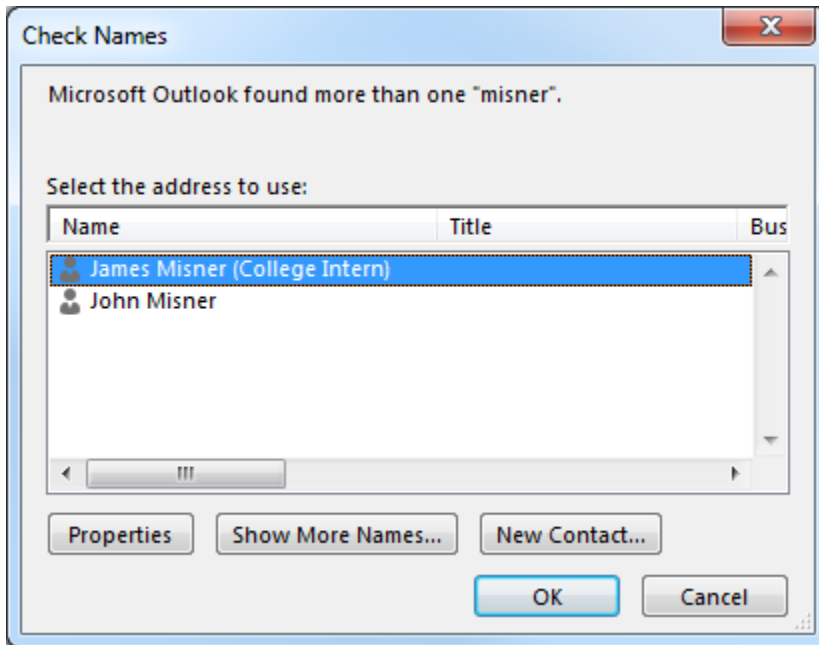
Compose your desired email

Now enter part of the desired person's name – see the following example:

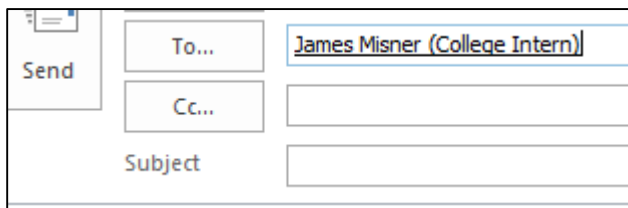


Then click on the **Check Names** button (see the following example)





Now just click on the appropriate address and click the OK button – in this example the desired person is James Misner (College Intern)



Then just compose your email message and click on send