

Outlook 365

Outlook 365 is a **WEB-BASED** email server. This means it's hosted online, and you will need to get on the **internet** to access it OR have the ap.

You can go to: <https://portal.office.com> or to www.office.com

You can also do a search for outlook 365 login and it will pull it up.

→ <https://www.google.com/search?q=outlook+365+login&ie=utf-8&oe=utf-8>

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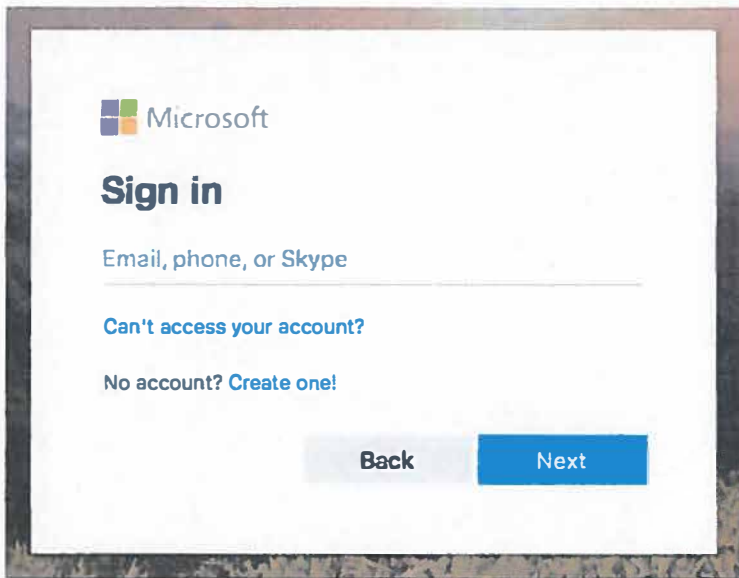
Rebel, you're signed out now.

Sign back in as rebel@rebel.com

Sign in

Switch to a different account

Forget this account



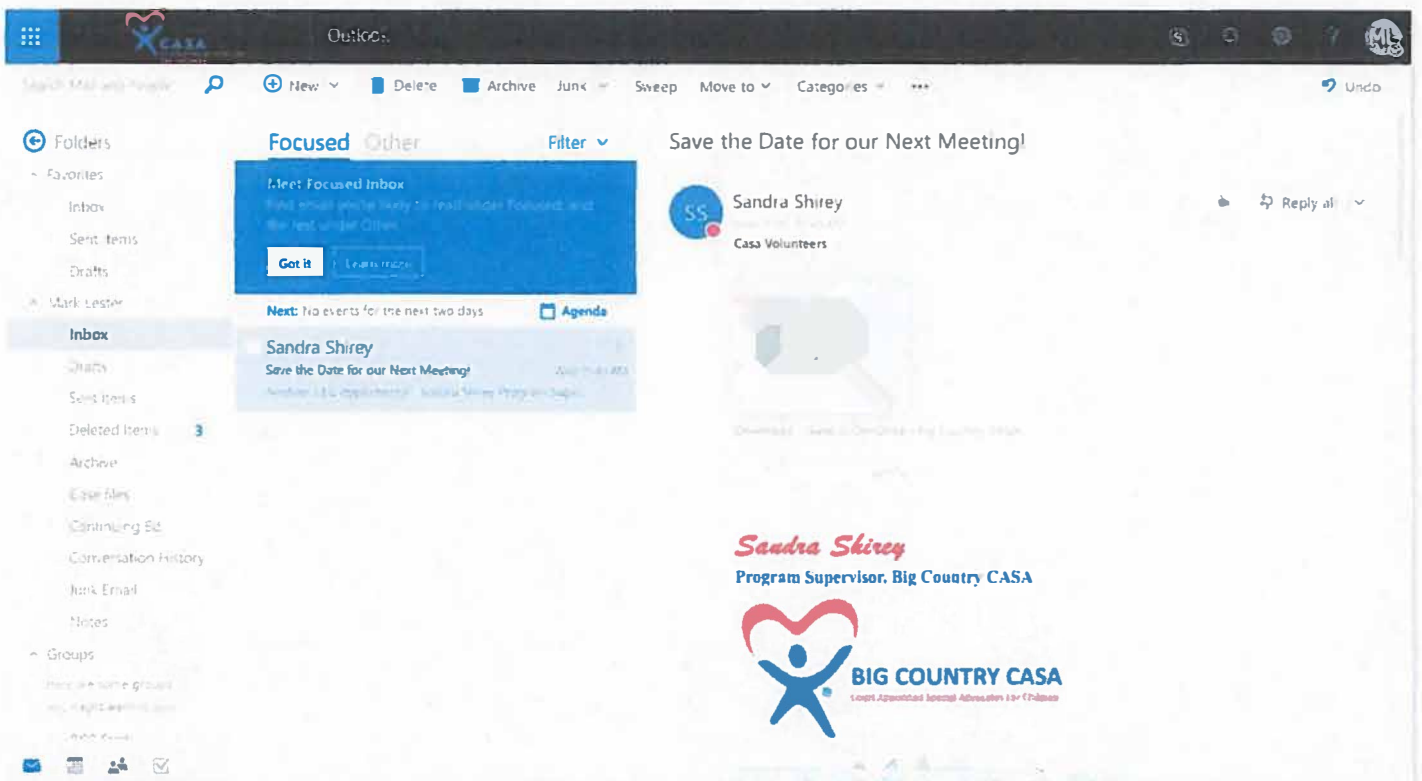
Your email address is: firstname.lastname@bigcountrycasa.org - click "Next"

Your email PW is: Wh@tever2020

You may not be able to reset your password yourself. Please record this PW in your phone. I suggest you create a contact for "CASA email" and on the last name, put the PW so you always have it with you!

With the subscription BCC provides, you will have access to Word, Excel and many other Microsoft programs. Use the calendar for all CASA appointments.

When you log in it will look like this:

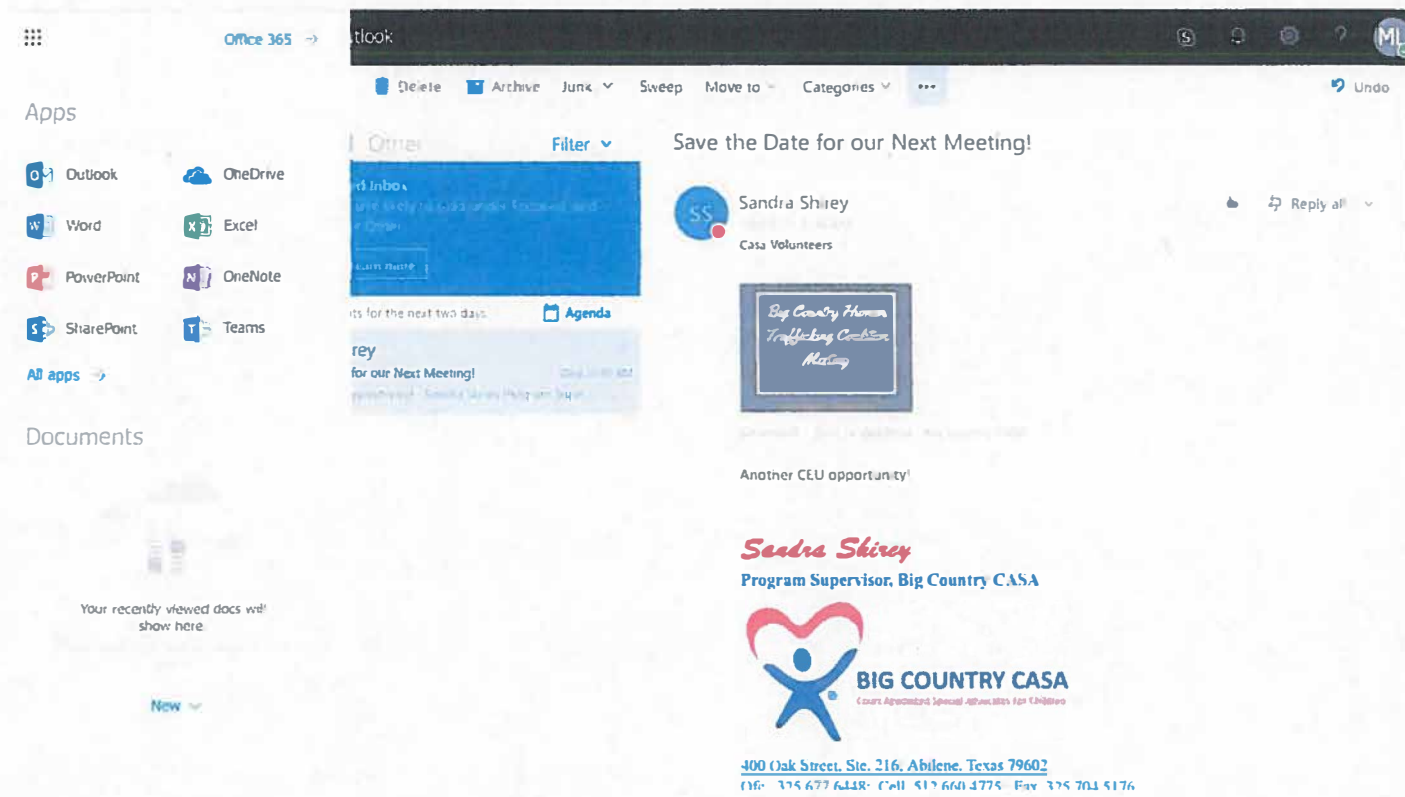


You'll notice the folder options on left side... Inbox... Deleted... Case files... and so on. You can add new folders by right-clicking on your name and selecting "add new".


On upper right you'll see the blue box with white dots...

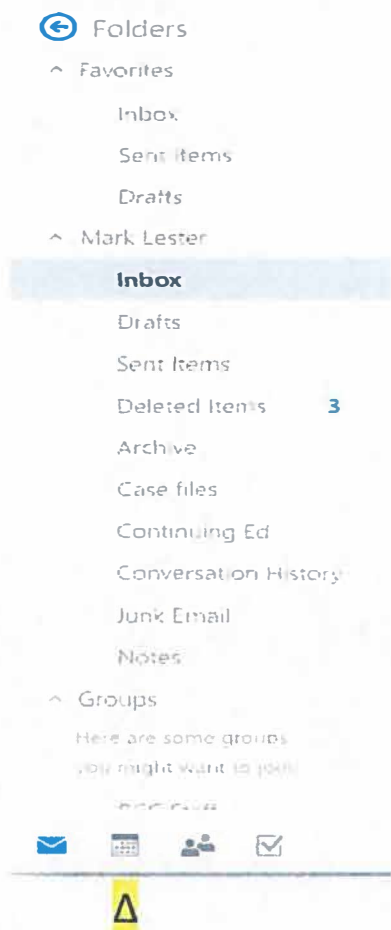


when you click on that you have access to Word, Excel... all of the Microsoft apps:



To go back to Outlook, just select the Outlook "mail" icon.

From Outlook window, you'll see the access to your calendar at the bottom left – look above :



Your supervisor will “invite” you to calendar events such as hearings... and if you create an event/appointment you need the supervisor to attend with you, you “add” them when creating the appt.

To create a new appt, you click in the date box, right click “add new”... then fill out all important info... you can add invitees... then send/save.

If you want to add your cell phone to your email signature – click on gear icon on upper right corner, type “sign” in the search box on right, then click on “email signature”. Edit it in the middle to add # then save and close.

The Outlook ap on your phone/ipad will SYNC in REAL-TIME with the online... so any changes you make logging in online will immediately show up on ap.