

# **REGIONAL COMMITTEES SUPPORT TOOLS MICROSOFT TEAMS AND OUTLOOK USER GUIDE FOR BEGINNERS**

Institution of  
**MECHANICAL  
ENGINEERS**

## **About this Quick Start Guide**

This User Guide provides guidance on how to do basic tasks in both Teams and Outlook and accompanies the “Webinar for beginners to use Teams and Outlook”, organised by HQ:

If you require any support, please contact [digitalhelpdesk@imeche.org](mailto:digitalhelpdesk@imeche.org).

## Introduction to Microsoft Teams

**Microsoft Teams is a collaboration app that helps your team stay organised and have conversations—all in one place. Here's a quick look at the left-hand side of Teams.**

**Teams-** Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.

**Meetings** - See everything you've got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.

**Calls** - In some cases, if your organization has it set up, you can call anyone from Teams, even if they're not using Teams.

**Activity** - Catch up on all your unread messages, @mentions, replies, and more.

Use the command box at the top to search for specific items or people, take quick actions, and launch apps.

### Download a Quick Start Guide

<http://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

### Watch the video:

<https://www.microsoft.com/en-gb/videoplayer/embed/RWeqWC?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb>

# TEAMS ACCOUNT

## How do I switch between my work Teams account and my IMechE Teams account?

Microsoft Teams desktop doesn't yet support multiple accounts, but you will be able to use the desktop version and the browser version concurrently.

### Sign into Teams using your Desktop App

1. Start Teams.
  - In Windows, click **Start**  > **Microsoft Teams**.
  - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
  - On mobile, tap the **Teams** icon.
2. Sign in with your Microsoft 365 username and password.

### To use Teams on the web

Visit <https://teams.microsoft.com>.

Pick an account you wish to use.

**Please note:** If you are already signed into Teams via a web browser, you may need to sign out in order to access the account you wish to use.

### To sign out of Teams

Click your profile picture at the top of the app and select **Sign out**.

Mac users, go to the app menu bar at the top of your screen and click **Microsoft Teams** > **Quit Microsoft Teams**.

You'll be able to sign in later with the same account or different credentials.

## How do I find out which Teams I belong to?

In the main panel, click **Teams**  on the left side of the application. You will have access to view all the Teams and Channels that you belong to.

## How do I add members to a Team?

If you're a team owner, go to the team name in the teams list and click **...** > **Add member**.

Start typing a name, distribution list, security group, or Office 365 group to add to your team.

When you're done adding members, select **Add**.

Select **Close**.

## **How can I become a Team owner?**

If you're not a team owner, you can submit a request, and the team owner can accept or deny it. In the teams list, go to the team name and select **More options** **⋮** > **Manage team**. to find out who the team owner is.

# MEETINGS

## How do I schedule a meeting in Teams?

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.

### Go to Select a channel to meet in section:

- Select None to create a private meeting.
- Pick a channel to create a meeting that's open to everyone on the team.

You can also schedule a recurring meeting by checking the "**Repeat**" checkbox. Once you do that, you will be able to choose how often you want your meeting to occur.

To learn more, please click the following link:

<https://support.office.com/en-gb/article/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5>

Watch the video:

<https://support.office.com/en-us/article/manage-meetings-ba44d0fd-da3c-4541-a3eb-a868f5e2b137>

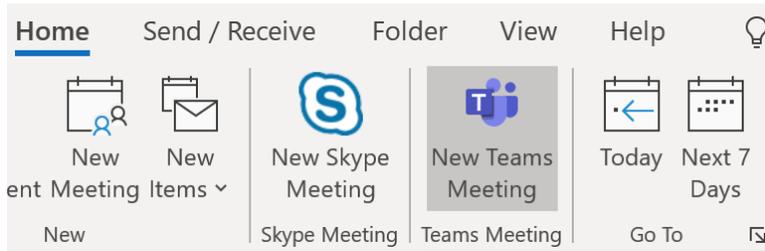
## How do I schedule a Teams meeting from Outlook?

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either application.

**Please note:** Currently, you can schedule Teams meetings from Outlook, but not choose a channel to have them in.

### Outlook on the desktop

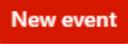
To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location, start time, and end time. Then click **Send**.

You can also invite people from outside your organization from Outlook. Just be sure [to add them as guests](#) before the meeting starts or they will have to join anonymously.

## Outlook on the web

1. At the top RHS of the page, select  .
2. Select  at the top of the page.
3. Add a title to your event. If it's an all-day event, select the **All day** toggle.
4. If you want to invite people to the event, type their names or email addresses in the **Invite attendees** box. You can see times they're available below the drop-down menus for date and time.

**VERY IMPORTANT:** To comply with the GDPR, please make sure you hide all recipients email addresses from one another. To do this:

1. Select **Response options**
2. Click **Hide attendee list**

**IMPORTANT:** If you are organising a virtual / online meeting, remember to select **"Teams meeting"** from the **"Add online meeting"** dropdown, which is situated next to the **"Search for a room or location"** field

5. Select **Save** if this is an appointment you created for yourself or **Send** if this is a meeting with attendees.

### Watch the video:

<https://www.microsoft.com/videoplayer/embed/RE3oqpE>

### To learn how to schedule a meeting using iOS or Android visit:

<https://support.office.com/en-us/article/schedule-a-teams-meeting-from-outlook-883cc15c-580f-441a-92ea-0992c00a9b0f#ID0EAABAAA=iOS>

## How do I start an instant meeting in Teams?

There are a couple of different ways to get an impromptu meeting going with just a few clicks. This can be done from your calendar or in a channel.

### From your calendar

1. Go to **Calendar**  on the left side of Teams, then select **Meet now**  in the upper right corner and then **Start meeting**.
2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.
3. When you're ready, hit **Join now**.

Your meeting is now up and running; you just need people to join you.

### Teams on the desktop

#### To invite people:

1. Click **Add participants** and start typing the name of the person you want to invite in the box under **Participants** in the top right. Move your cursor over their name when they appear in the list and click **Request to join**. They will receive a request to join your meeting in their **activity feed** on Teams.
2. Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy join info** and paste the link in a message.

### Teams on the web

#### To invite people:

1. Click **Copy meeting link** and paste the link into a message and send it to anyone you want to meet with; they can join by selecting it.
2. Click **Share via default email**. This will open the meeting link in an email message for your default email account (this may be different from the Teams account you are using to create your meeting).
3. Click the **X** symbol to close the **Invite people to join you** window. Choose **Show participants**  in your meeting controls and start typing the name of the person you want to invite in the box under **People** in the top right. Select their name and Teams will call this person.

If you don't have meeting scheduling capability in Outlook or Teams, starting an instant meeting is a great option. Just like with scheduled meetings, everyone who attends your meeting will continue to have access to the meeting chat, the recording, and anything else people share in the meeting (like files and meeting notes), even after the meeting ends.

To re-join the same meeting anytime, find the meeting chat in your chat list and select **Join**.

## In a channel

To start an instant channel meeting:

1. Go to **Teams**  on the left side of the app. Choose the channel you want to meet in from the list.
2. In the **Posts** tab, select  **Meet**. Or, to keep the context of a specific conversation, choose **Reply** below any post, and then **Meet now**  under the box where you'd type your message.
3. Give your meeting a title and choose whether you want to include video.
4. When you're ready, hit **Join now**.

Your meeting is now up and running, and anyone in the channel can join it.

## Teams on the desktop

To invite people:

3. Click **Add participants** and start typing the name of the person you want to invite in the box under **Participants** in the top right. Move your cursor over their name when they appear in the list and click **Request to join**. They will receive a request to join your meeting in their **activity feed** on Teams.
4. Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy join info** and paste the link in a message.

## Teams on the web

To invite people:

4. Click **Copy meeting link** and paste the link into a message and send it to anyone you want to meet with; they can join by selecting it.
5. Click **Share via default email**. This will open the meeting link in an email message for your default email account (this may be different from the Teams account you are using to create your meeting).
6. Click the **X** symbol to close the **Invite people to join you** window. Choose **Show participants**  in your meeting controls and start typing the name of the person you want

to invite in the box under **People** in the top right. Select their name and Teams will call this person.

**To learn more visit:**

<https://support.office.com/en-us/article/start-an-instant-meeting-in-teams-ff95e53f-8231-4739-87fa-00b9723f4ef5>

**Watch the video:**

<https://support.office.com/en-us/article/create-instant-meetings-with-meet-now-26e06837-853d-4df1-a729-06bf700d4ecf>

## **What are Channels?**

Teams are made up of channels, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.

By default, all members of a team can create channels. A standard channel is open for all members and anything posted is searchable by others. If you need a smaller audience for a specific project, you can create a private channel for your team.

## **How do I create a Channel?**

### **Create a standard Channel**

To create a standard channel, start in the team list. Find the team name and click More options **...** > Add channel. You can also click Manage team, and add a channel in the Channels tab.

### **Create a private Channel**

If you want a focused place to discuss sensitive information such as budgets, resourcing, strategy and so on, create a private channel for your team. Only owners or members of the private channel can access it.

**To learn more about creating standard and private Channels, please click:**

<https://support.office.com/en-gb/article/create-a-channel-in-teams-fda0b75e-5b90-4fb8-8857-7e102b014525>

**Watch the video:**

[https://support.office.com/en-us/article/overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc\\_id=otc\\_microsoft\\_teams](https://support.office.com/en-us/article/overview-of-teams-and-channels-c3d63c10-77d5-4204-a566-53ddcf723b46?wt.mc_id=otc_microsoft_teams)

## **How do I join a meeting?**

There are several ways to join a Teams meeting.

## From your calendar

1. Go to **Calendar**  on the left side of Teams, then select **Meet now**  in the upper right corner.
2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.
3. When you're ready, click **Join now**.

Your meeting is now up and running—you just need people to join you.

### To invite people:

1. Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.
2. Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy join info** and paste the link in a message.

If you don't have meeting scheduling capability in Outlook or Teams, starting an instant meeting is a great option. Just like with scheduled meetings, everyone who attends your meeting will continue to have access to the meeting chat, the recording, and anything else people share in the meeting (like files and meeting notes), even after the meeting ends.

To re-join the same meeting anytime, find the meeting chat in your chat list and select **Join**.

## In a channel

To start an instant channel meeting:

1. Go to **Teams**  on the left side of the app. Choose the channel you want to meet in from the list.
2. In the **Posts** tab, go to where you type new messages (at the very bottom of the app) and select **Meet now** . Or, to keep the context of a specific conversation, choose **Reply** below any post, and then **Meet now**  under the box where you'd type your message.
3. Give your meeting a title and choose whether you want to include video.
4. When you're ready, hit **Join now**.

Your meeting is now up and running, and anyone in the channel can join it.

### To invite people:

1. Start typing the name or phone number of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.
2. You can also invite people by copying the meeting link and sending it to anyone you want to meet with. Just choose Copy join info and paste the link in a message.

**Watch the video:**

<https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

## **How do I record a meeting in Teams?**

Record your meetings in Teams to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to **OneDrive** and **SharePoint**, so you can share it securely across your organisation.

You can record meetings and group calls.

**Please note:** Whiteboards and shared notes are not currently captured in meeting recordings.

### **Record a meeting or a group call**

1. Start or join the meeting.
2. To start recording, go to the meeting controls and select **More actions** **\*\*\*** > **Start recording**.

Everyone in the meeting is notified that recording has started.

The meeting notification is also posted to the chat history.

3. To stop recording, go to the meeting controls and select **More options** **\*\*\***
4. Choose one of the following:
  - a. **Stop recording:** Stops the recording and live transcription.
  - b. **Stop transcription:** Stops just the live transcription. The recording continues until you select **Stop recording**.

### **Find recordings**

Recordings are available in different places depending on the type of meeting.

- The recording is processed and saved to **SharePoint** if it was a channel meeting or **OneDrive** if it was any other type of meeting
- The meeting recording shows up in the meeting chat or channel conversation (if you're meeting in a channel).

**To learn more please visit:**

<https://support.office.com/en-gb/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

## How do I share content in a meeting in Teams?

To share your screen in a meeting, select Share  in your meeting controls. Then choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.

To learn more visit:

<https://support.office.com/en-us/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8>.

## Raise your hand in a Teams meeting

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

Just select **Raise your hand**  in the meeting controls.



Everyone in the meeting will see that you've got your hand up.

Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk.

Select **Show participants**  to see a list of everyone in attendance. Anyone who has raised their hand will have an icon next to their name. When multiple people raise their hands, they will be listed in the order in which they raised them.

## Show participants

Choose **Show participants**  in your meeting controls. You will see a list of everyone in the meeting.

## Show conversation

Click **Show conversation**  in your meeting controls. You will be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!

## Can somebody join my meeting if they do not have a Teams account?

You can invite anyone to your meeting, whether they have a Teams account or not. From their meeting invite, they can select "**Join Microsoft Teams Meeting**". They can then download the app or join via the web.

The meeting organiser (and anyone else allowed to admit people) will see a list of guests in the lobby. From there you can choose whether to admit them or not.

To learn more visit:

<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>

## How do I disable everyone's webcam in a meeting?

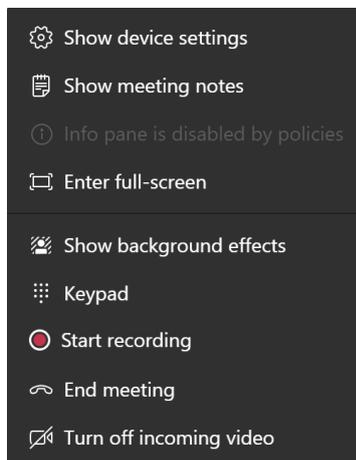
By default, everyone's webcam is enabled.

### To turn off incoming video.

Click **⋮** > More actions



Click the **"Turn Off Incoming Video"** option that appears in the menu



## How do I mute everyone's microphone in a meeting?

Only the meeting organiser or presenter can do this:

1. Choose Show participants  in your meeting controls. You'll see a list of everyone in the meeting.
2. Inside this list, click the **"Mute All"** button at the top.
3. Teams will now prompt you whether you want to mute these participants. Confirm by clicking the **"Mute"** option.

## How do I view and download meeting attendance reports?

If you've organised a Teams meeting, you can download a current attendance report during the meeting as well as a final report after the meeting. The report includes the name of each person in the meeting and the time they joined and left.

**Please note:** Only meeting organisers can view and download attendance reports.

### During the meeting

If the participants pane isn't open, select **Show participants**  in your meeting controls.

Select the **More actions**  next to **Participants** and click **Download attendee list** to download the current attendance info as a .CSV file that you can open in Excel.

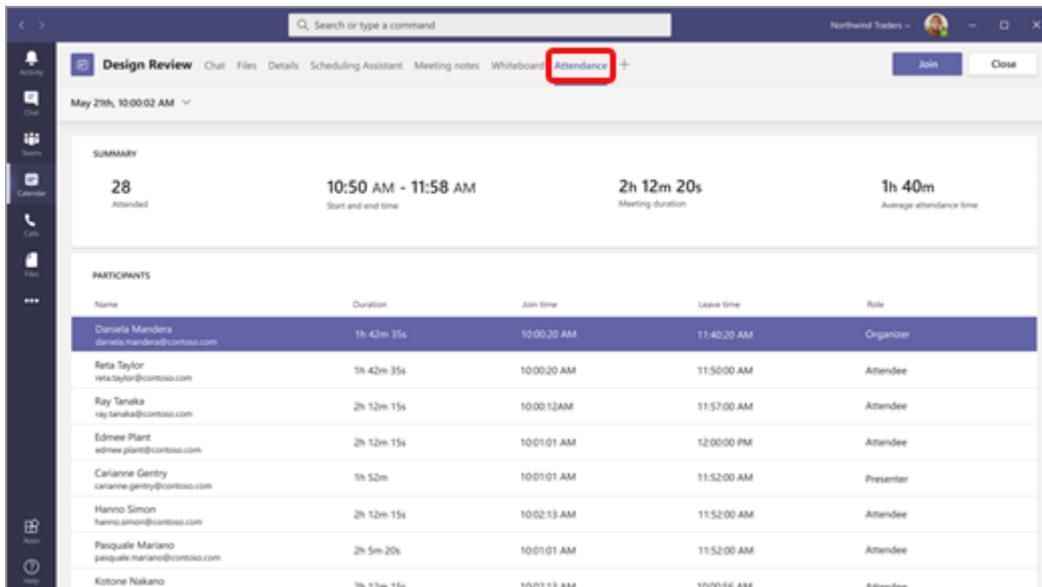
Look for the file in your device's Downloads folder.

### After the meeting

You'll find the attendance report in a few different places.

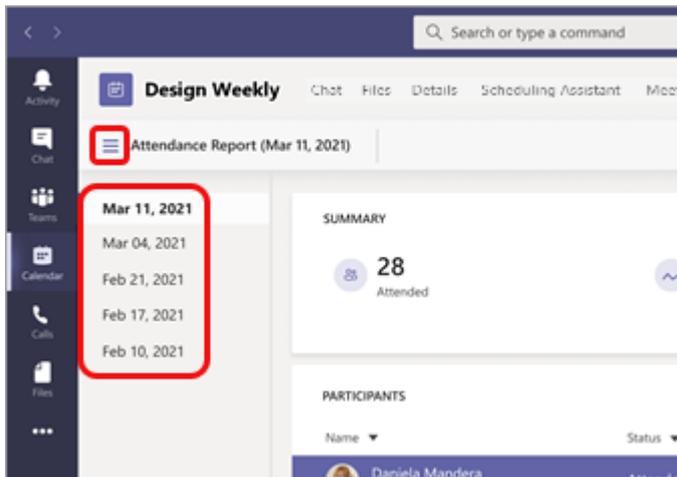
### In the meeting invite

In Teams, go to Calendar , open the meeting, and select the **Attendance** tab. You can view the data directly in Teams.



Name	Duration	Join time	Leave time	Role
Domitila Mandara domitila.mandara@contoso.com	1h 42m 35s	10:00:20 AM	11:40:20 AM	Organizer
Rita Taylor rita.taylor@contoso.com	1h 42m 35s	10:00:20 AM	11:50:00 AM	Attendee
Ray Tanaka ray.tanaka@contoso.com	2h 12m 15s	10:00:12 AM	11:57:00 AM	Attendee
Edmee Plant edmee.plant@contoso.com	2h 12m 15s	10:01:01 AM	12:00:00 PM	Attendee
Carianne Gentry carianne.gentry@contoso.com	1h 52m	10:01:01 AM	11:52:00 AM	Presenter
Hanno Simon hanno.simon@contoso.com	2h 12m 15s	10:02:13 AM	11:52:00 AM	Attendee
Pasquale Mariano pasquale.mariano@contoso.com	2h 5m 20s	10:01:01 AM	11:52:00 AM	Attendee
Kotone Nakano	2h 12m 15s	10:02:13 AM	10:00:56 AM	Attendee

For recurring meetings, select the report you want to view from the dropdown list.



**Please note:**

The attendance report is also available on the **Details** tab as a downloadable .CSV file. For recurring meetings, the file only contains attendance info for the most recent occurrence.

For recurring meetings, the **Attendance** tab contains reports from the last 10 occurrences. You'll be able to find older attendance reports in the meeting chat.

**In the meeting chat**

A tile labelled **Attendance report** will pop into the chat about five minutes after your meeting ends. Select it to download the .CSV file to your device.

**Please note:** For recurring meetings, you'll receive a unique attendance report after each occurrence.

**For a list of known issues and limitations, please visit:**

<https://support.microsoft.com/en-us/office/view-and-download-meeting-attendance-reports-in-teams-ae7cf170-530c-47d3-84c1-3aedac74d310>

# CHATS

Chat is at the centre of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels—chat has you covered.

## How do I set up a private chat?

You start one-on-one chats by selecting **New chat**  at the top of your chat list.

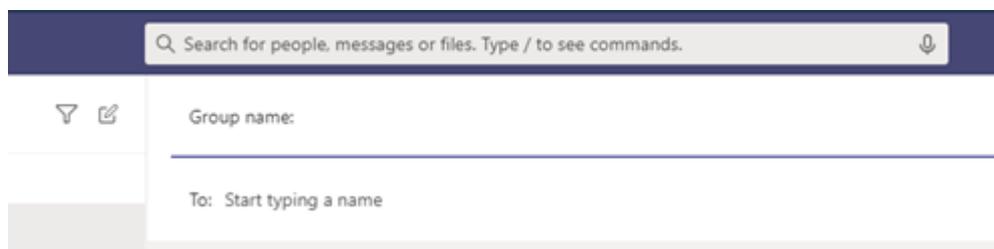
Once you've selected **New chat**  and entered the person's name, compose your message in the box at the bottom of the chat.

You can then click **Video call**  or **Audio call**  to start a call.

**IMPORTANT: Please check that you have selected the right person before beginning your chat.**

## How do I set up a group chat?

Start one the same way you start a one-on-one chat: select **New chat**  at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Then, type the names of the people you'd like to add in the **To** field.



This starts a new conversation. Everyone who has access to the group chat can send messages.

You can include up to 100 people in a group chat.

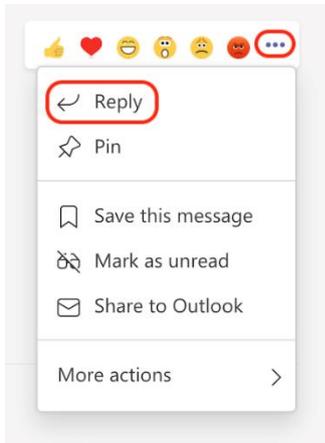
## Add people to the conversation

To loop more people into the conversation, just click **Add people**  (or **View and add participants** in group chat) in the top right corner of Teams. Then, type the names of the people you'd like to chat with, select how much of the chat history to include, and click **Add**.

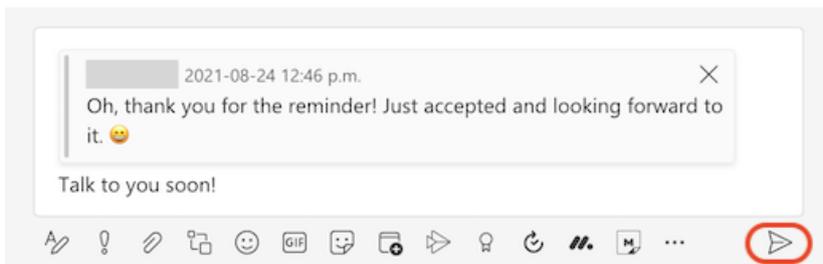
## How do I reply to a specific message in chat?

It's easy to reply to a specific message in your chat. This way, people will have helpful context when they read your reply. In chats, there can be many replies back and forth. When you reply to a specific message, you add clarity to your one-on-one, group, and meeting chats.

1. On the left side of Teams, select **Chat**  to open the chat list.
2. Find the chat you want, and then go to the message you want to reply to.
3. Hover over the message and choose **More options** **⋮** > **Reply**.

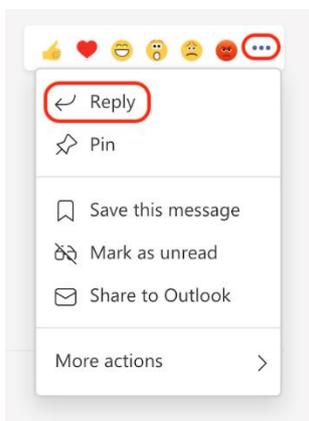


4. The message you selected will appear in the compose box. Type your reply in the compose box and select **Send** .

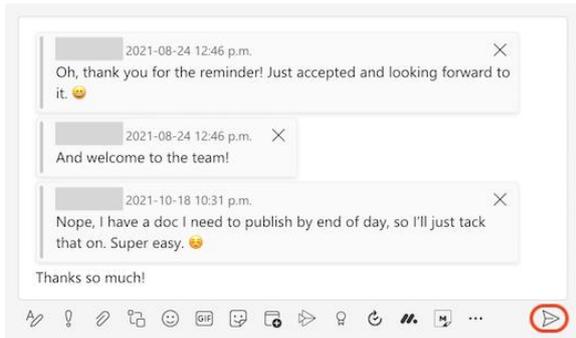


## Reply to multiple messages at once

1. Hover over a message and choose **More options** **⋮** > **Reply**.

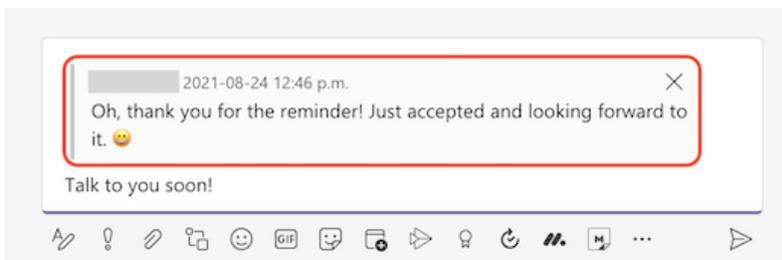


2. Repeat step one for each message you want to reply to.
3. The messages you selected will appear in the compose box. Type your reply in the compose box and select **Send** .



## How to find the original message

When you see a reply to a specific message in Chat, it's simple to find the original message. Select the message preview in the compose box or in the chat, and Teams will scroll up to the location of that particular message.



To learn more about the Chat function, please click the following link:

<https://support.microsoft.com/en-au/office/chat-f3a917cb-1a83-42b2-a097-0678298703bb>

Watch the video:

<https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5>

# KEEPING TRACK OF CONVERSATIONS

## What is the Activity feed?

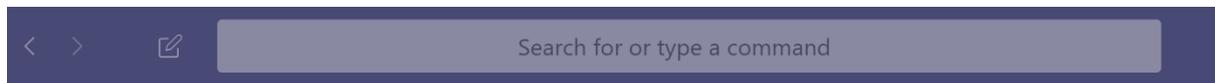
Select **Activity**  to view your **Activity feed**, a summary of everything that's happened in the channels that are in your teams list. Select the **Filter** icon at the top right corner of the feed to show specific types of messages such as unread messages, @mentions, replies, and likes.

To learn more, please click the following link:

<https://support.microsoft.com/en-ie/office/explore-the-activity-feed-in-teams-91c635a1-644a-4c60-9c98-233db3e13a56>

## How do I search for a person or a file?

Use the Command Box, which is located at top of the screen.



## Use the @ command

- Type @[someone's name], press Tab, and then type a message to message someone without moving away from what you're working on.
- Type @[app name] to launch an app directly from the command box.

# FILES

## **How do I create / upload / collaborate on files?**

For more information on uploading existing files, creating new files, co-editing a file or sharing a file outside your Team, please visit:

<https://support.office.com/en-gb/article/collaborate-on-files-in-microsoft-teams-9b200289-dbac-4823-85bd-628a5c7bb0ae>

**Watch the video:**

<https://support.office.com/en-us/article/upload-and-share-files-57b669db-678e-424e-b0a0-15d19215cb12>

## **VIDEO TUTORIALS**

A full list of Teams tutorials, produced by Microsoft can be accessed by clicking the following link:

<https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

## Introduction to Microsoft Outlook

Outlook on the web makes it simple to keep your email, calendar, and contacts right at your fingertips. Here are a few of the great features to use:

- Send messages and share files to collaborate with others.
- **Focused inbox** keeps what matters most front and center.
- Pick a time in your calendar to use quick compose or select **More options** to add more details to your event.

### Download a Quick Start Guide

<http://download.microsoft.com/download/5/E/7/5E7E239F-B465-4D39-888F-8A5CCEF7A8AD/Outlook%20QS.pdf>

### Watch the video:

<https://www.microsoft.com/en-us/videoplayer/embed/RE3lrja?pid=ocpVideo0-innerdiv-oneplayer&postJsMsg=true&maskLevel=20&market=en-us>

# OUTLOOK – GENERAL

## How do I sign into my Outlook account?

### Outlook on the web

1. Visit [Outlook.com](https://outlook.com).
2. Enter the email address and password for your account.
3. Select **Sign in**.

**IMPORTANT: To sign into Microsoft 365 using another account, select “Use another account” the next time you sign in.**

**If you already have an Outlook account, you may need to sign out of it to access your IMechE account.**

**Alternatively, using an incognito window allows you to use different MS 365 accounts concurrently. You can use a keyboard shortcut to open an Incognito window:**

- **Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.**
- **Mac: Press ⌘ + Shift + n.**

## How do I add my IMechE email account to my Outlook account?

### Outlook on the desktop

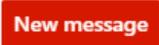
1. Select **File > Add Account**.
2. **For Outlook for Microsoft 365 and Outlook 2016**  
Enter your email address and click Connect.
3. **For Outlook 2013 and Outlook 2010**  
Enter your name, email address, and password, and click Next.
4. If prompted, enter your password again, then select **OK > Finish** to start using your email account in Outlook.

**To learn more please visit:**

<https://support.microsoft.com/en-us/office/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b>.

# OUTLOOK – EMAILS

## How do I create and send an email?

1. At the top left of the page, select .
2. On the **To** line, enter the name or email address of the person who will receive the message.

**Please note:** When composing a new email message, some customers won't see their list of contacts if they click the To or Cc buttons. This is a known issue. To see names to select, start typing on the To or Cc line. Your relevant contacts will appear.

3. On the **Add a subject** line, enter a brief description of what your message is about.
4. To attach a file to your message, select **Attach**.
5. For more information about attaching files to your message, see [Attach files in Outlook on the web](#).
6. Type your message and then select **Send**.

## Add recipients to the Cc or Bcc lines

To add recipients to the Cc or Bcc lines, select Cc or Bcc on the right side of the **To** line.

**Please note:** The names of people on the Bcc line are hidden from other recipients of the message.

## Schedule sending your email with Send later

This feature will enable you to defer sending an email and choose the date and time your email message is sent.

1. Compose your email as normal
2. Select **Send**  then **Send later**
3. Choose the date and time when you want to schedule the message to be sent
4. Select **Send**.

**Please note:** The message will remain in your Drafts or Sent Items folder until it is due to be sent. You can edit or delete it at any time until it's due to be sent. After editing, you must select Send > Send later again.

You do not need to be online when the message is scheduled to be sent.

## How do I reply to an email?

1. In your message list, choose the message that you want to reply to.
2. At the top right corner of the message pane, select  or , or select  and then choose **Reply** or **Reply all**.
3. Type your response (Use @ to get someone's attention) and then select **Send**.

**Please note:** By default, the original email and its history will not be displayed when you're replying to a message. To show the original email or change the email subject, select **...** at the bottom of the message pane.

## How do create a signature?

1. Select Settings  > View all Outlook settings > Compose and reply.
2. Create your signature.
3. Select if you want to:
4. Automatically include your signature on messages you compose
5. Automatically include your signature on messages you forward or reply to
6. Select Save.

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### Compose and reply ×

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#### Email signature

Create a signature that will be automatically added to your email messages.



Your name

Your role and committee

Link to your Near You page

**Improving the world through engineering**

Automatically include my signature on new messages that I compose

Automatically include my signature on messages I forward or reply to

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## **What should my signature look like?**

Using the Verdana font:

Your name

Your role and committee

A link to your Near You page

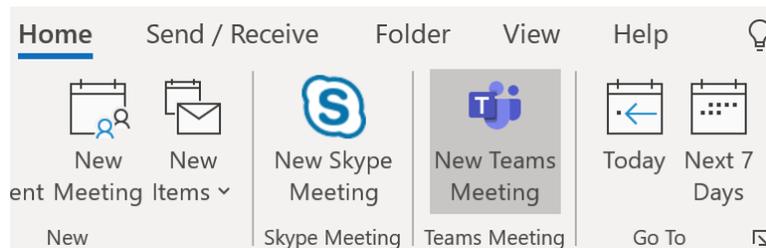
**Improving the world through engineering**

# OUTLOOK – CALENDAR

## How do I set up a meeting?

### Outlook on the desktop

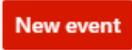
To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



Add your invitees to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location, start time, and end time. Then click **Send**.

You can also invite people from outside your organization from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.

### Outlook on the web

- At the top RHS of the page, select  .
- Select  at the top of the page.
- Add a title to your event. If it's an all-day event, select the **All day** toggle.
- If you want to invite people to the event, type their names or email addresses in the **Invite attendees** box. You can see times they're available below the drop-down menus for date and time.

**VERY IMPORTANT:** To comply with the GDPR, please make sure you hide all recipients email addresses from one another. To do this:

- Select **Response options**
- Click **Hide attendee list**

**IMPORTANT:** If you are organising a virtual / online meeting, remember to select "Teams meeting" from the "Add online meeting" dropdown, which is situated next to the "Search for a room or location" field

- Select **Save** if this is an appointment you created for yourself or **Send** if this is a meeting with attendees.

### Watch the video:

<https://www.microsoft.com/videoplayer/embed/RE3oqpE>

# OUTLOOK – CONTACTS

## How do I create a contact?

1. Select the People icon  at the bottom of the navigation pane.
2. On the People page, on the toolbar, select New contact .
3. Enter details for the contact. Select **Add more** to add more information, such as the contact's job title.
4. Select **Create**.

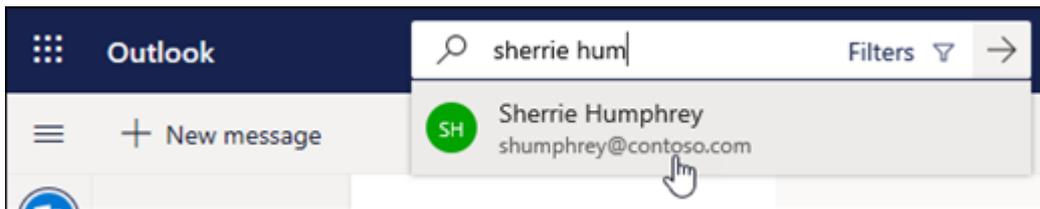
# OUTLOOK – SEARCH

## How do I find an email / events / meetings / contacts?

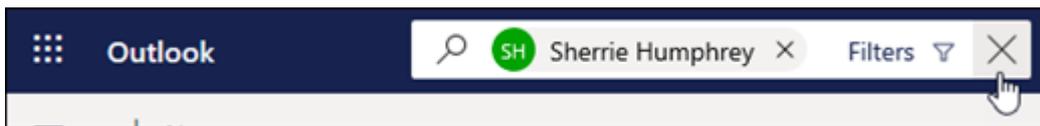
In Outlook on the web, you can use the search bar at the top of the page to search for email messages and people.

When you use search from your mailbox, the results will include messages, contacts, and files.

1. In the **Search** box in Mail, type what you want to search for (a contact, subject, part of a message, or name of a file) and press **Enter**.



2. When you're done with the search, select **Exit Search** in the **Search** box or choose any folder in the navigation pane to exit the search.



Watch the video:

<https://www.microsoft.com/videoplayer/embed/RE3oIBF>

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