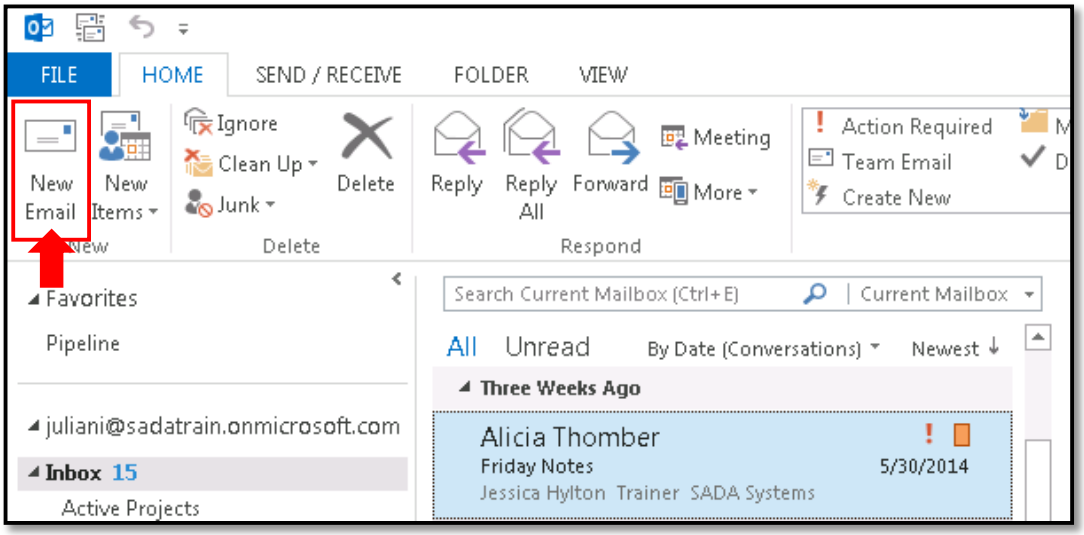
Composing and Responding to Email Messages

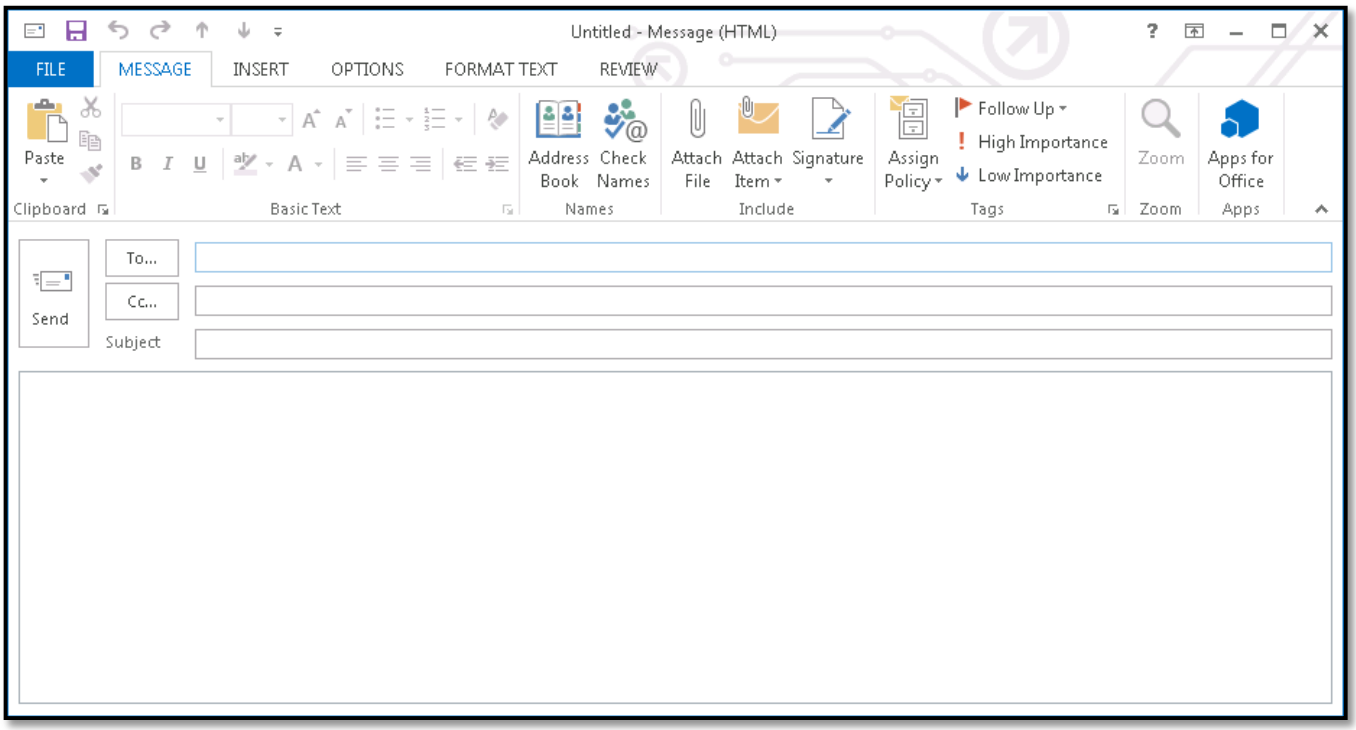
Objective
This document provides instructions on how to compose and respond to messages in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Part 1 – Compose a Message

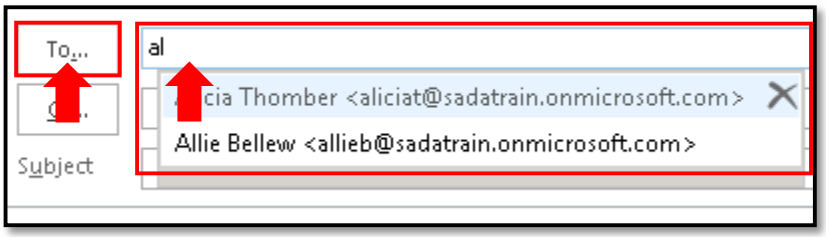
1. Select the **Home** tab in the top left corner, and click the **New Email** button.



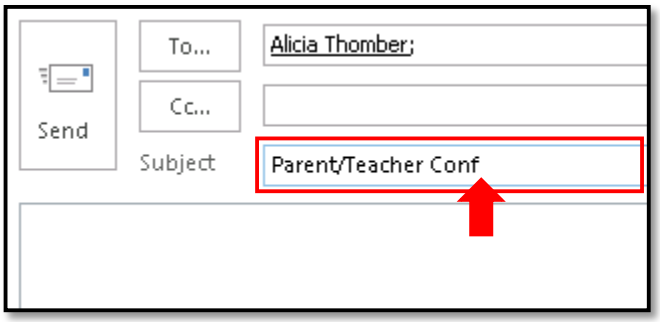
2. A new Message window opens.



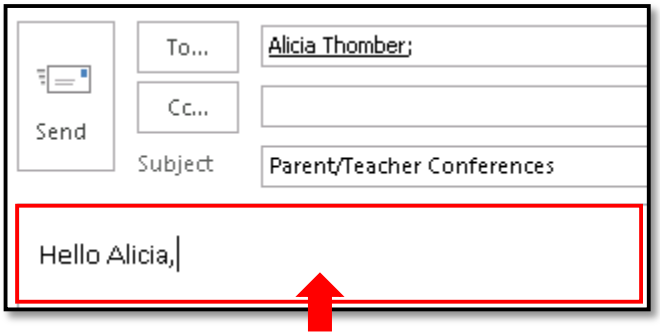
3. To address the message to a recipient, type the name of the person in the **To…** field. Outlook automatically suggests any contacts that you have addressed previously. If you are unsure of the address, click the **To…** button to open the District's Global Address List.



a. Type the subject of the message in the **Subject** field.

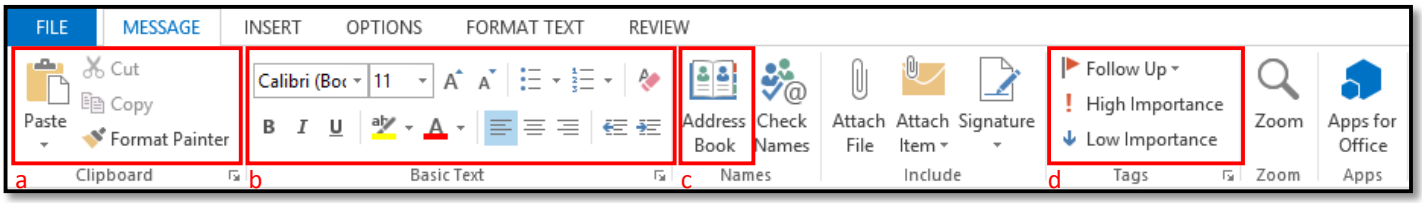


b. Type the content of your message in the large text field below.



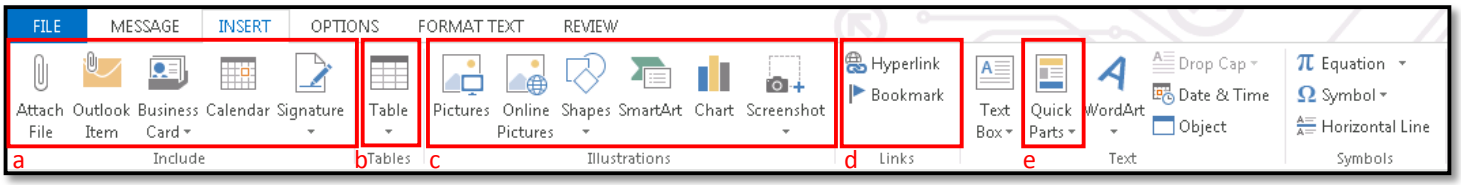
4. To format or edit your message, click the tabs at the top of the screen to expose additional commands and options.

Message tab:



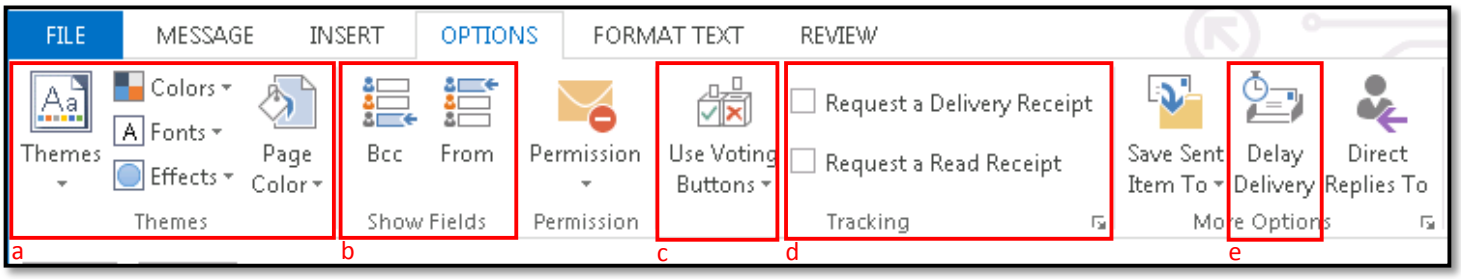
a. Cut/Copy/Paste functions
b. Basic Text formatting
c. Open the District's Address Book
d. Flag a message for Follow Up or High Importance

Insert tab:



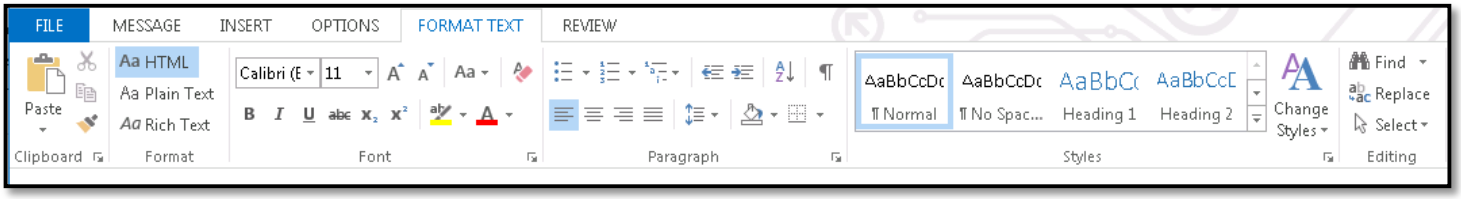
a. Attach a file, a Business Card, or a Calendar
b. Insert a Table
c. Insert Pictures and Illustrations
d. Add a Hyperlink
e. Insert automated text

Options tab:

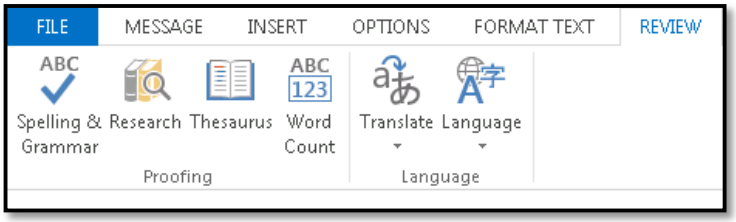


a. Additional formatting options
b. Bcc (Blind carbon copy) and From fields
c. Use Voting Buttons
d. Request Delivery and Read Receipts
e. Schedule Delay Delivery

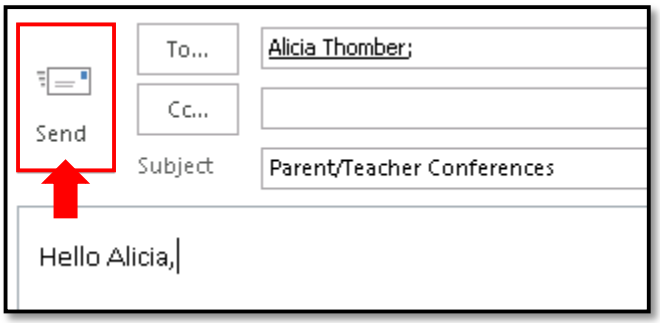
Format Text tab: Extensive text formatting



Review tab: Additional resources like Spelling and Grammar checks, Thesaurus, and Word Count



5. Once you've finished composing your message, click the **Send** button in the upper left.

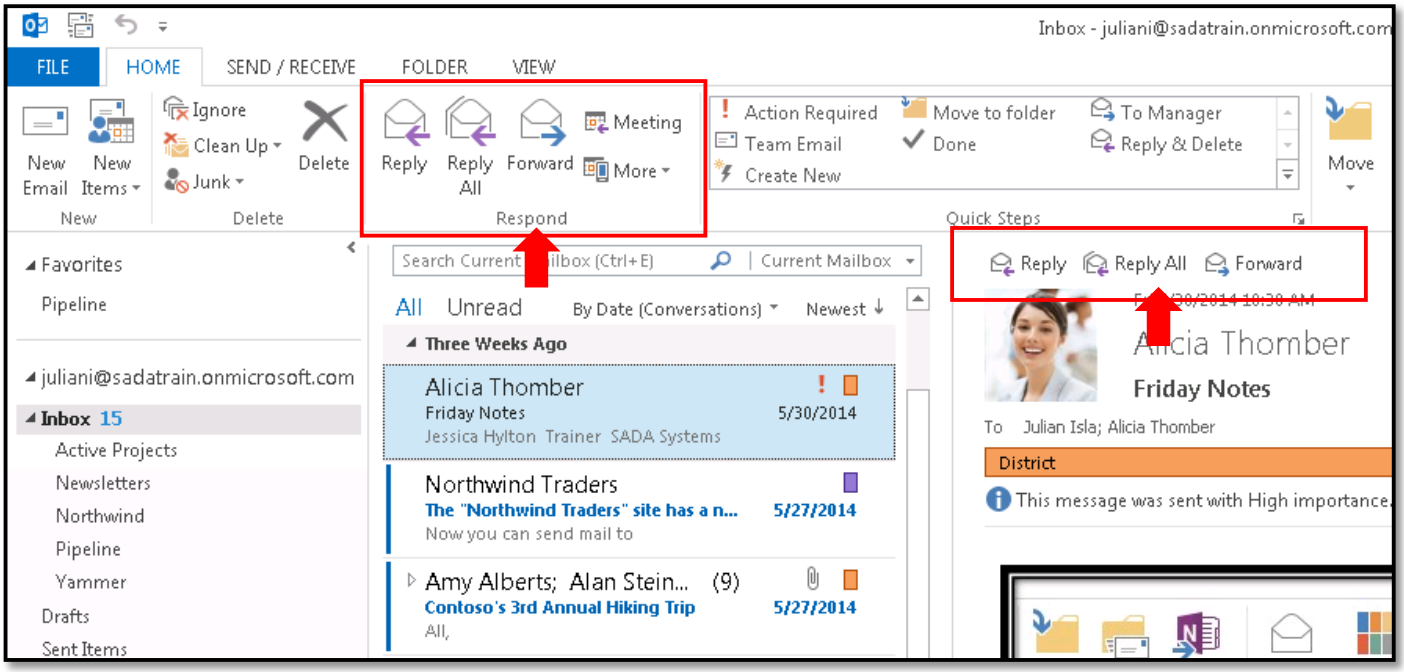


Part 2 – Respond to a Message
In Outlook 2013, you may respond in the following ways.

Response	Addressed to	Format
Reply	Sender	Email
Reply All	Sender and all recipients	Email
Forward	Blank (to type in a third party)	Email
Meeting	Sender	Meeting Invitation (*see Creating Meetings*)

1. Select a message.

2. Click the appropriate button in the Home tab or at the top of the message in the reading pane.



3. Compose a message as above. (*For Meeting Invitations, see Creating Meetings.*)

4. Click the **Send** button in the upper left.