

Email Tips

How to check email?



You probably already know how to check your email. But, there are better ways than others. Look for the Outlook application on your school computer. It uses the logo above on the left. Our computers also have a mail program that comes with Windows that does not work well with our email system—this is the logo above and to the right.



You can also check your email by logging on to your Office 365 account. Start at www.mooreschools.com and click the Office 365 button (circled above). Once you sign in, look for the Outlook icon to open your email. Note that if you are on the computer at your teacher desk, your best option for email is the Outlook app. The Outlook app has more features than any other option of viewing your email. Checking your mail via Office 365 is better suited for those times when you are away from your desk but need to send a quick email—if you are in the media center, teacher workroom, covering another teacher's class, etc.

What if I can't live without immediate access to email?

Do you want access to your school email on your smartphone? Outlook makes an app for iPhones and Android devices that you can find in the store where you get your apps. This is the simplest app to use if you want to check and send email while away from your computer.



Microsoft Outlook (4+)
Secure Email, Calendar & Files
Microsoft Corporation
#4 in Productivity
★★★★★ 4.7 + 3.5M Ratings
Free · Offers In-App Purchases



Microsoft Outlook: Secure email, calendars & files

Microsoft Corporation Productivity

★★★★★ 6,802,098

Everyone

Contains Ads

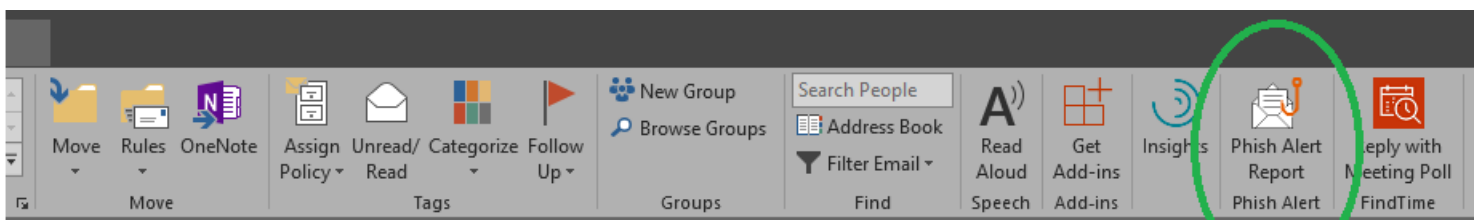
This app is available for all of your devices

Add to Wishlist

Install

What should I do if I receive a spam/phishing email?

If you are using the Outlook app, look for the Phish Alert Report button at the top of the screen (see pic below). Click this button to report spam or phishing emails to our Technology Department. This will send a report with the important details to the people who need it. You do not need to report these types of emails in any other way.



How do I create an email signature?

Your email should always have a signature with your name, title, and location. To create an email signature, go to the box at the top of the Outlook app—it has a light bulb icon and probably says, “Tell me what you want to do.” In that box, type “signature” and you will see something similar to the pic below. Click on the *Signatures* button that is circled in the picture:

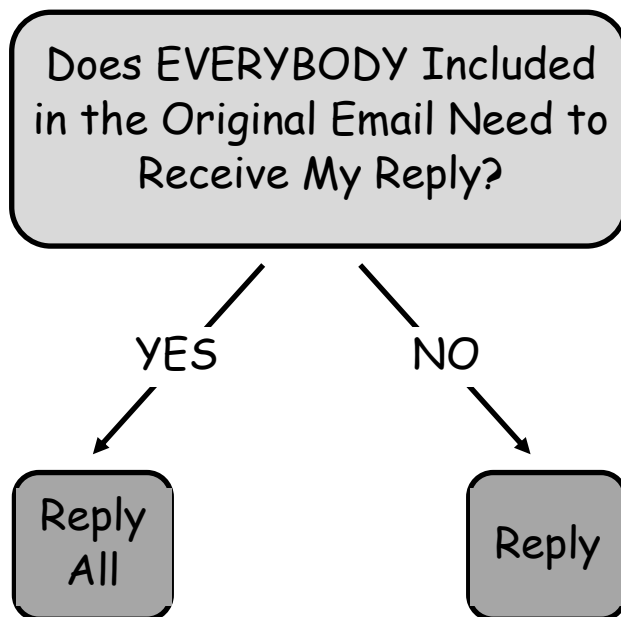


Click the *new* button, name your signature (default, teacher, etc), and then design your signature in the box. Click the save button when you like how your signature looks. It will automatically be added to new emails. If you would like it to be added to replies and forwarded emails, choose the name of your signature from that dropdown menu. Click the OK button at the bottom of this signature box when you are finished.

When should I use reply all vs just replying to the sender?

Here is a flowchart to help you decide which reply option you should use:

Should I Use Reply All or Reply?



Please remember that emails sent to a ZZ list may have hundreds or thousands of recipients. Before you choose *reply all* be certain that they ALL need to know what you are replying.

***Be careful if you are using a mobile device to reply to emails. The default reply option is often *reply all*. You should look for an arrow next to the words Reply to All to change your reply options.

