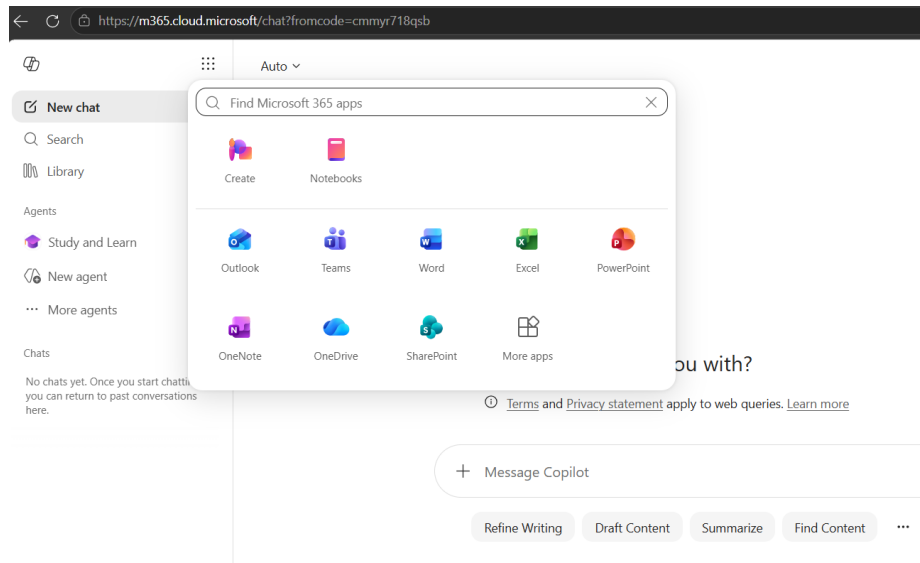
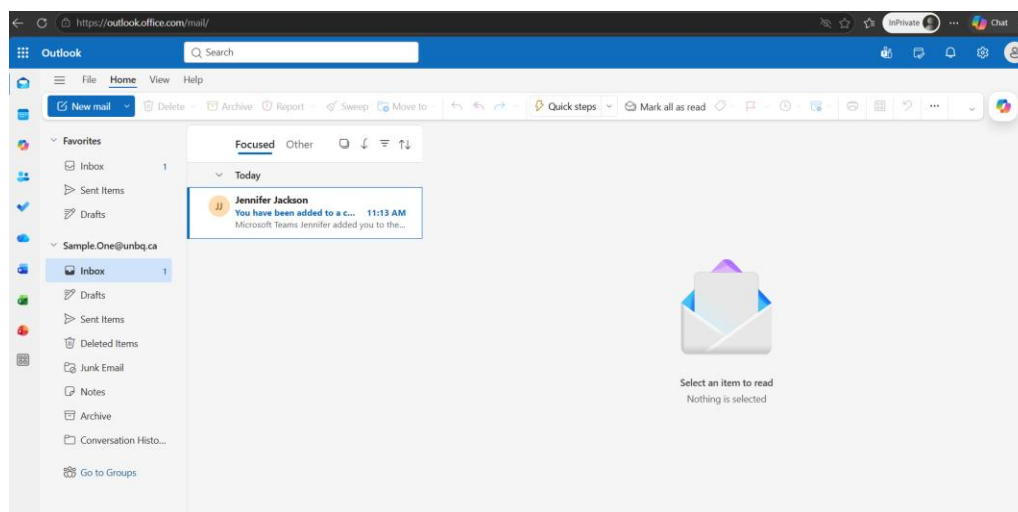


## Accessing your UnBQ Outlook email

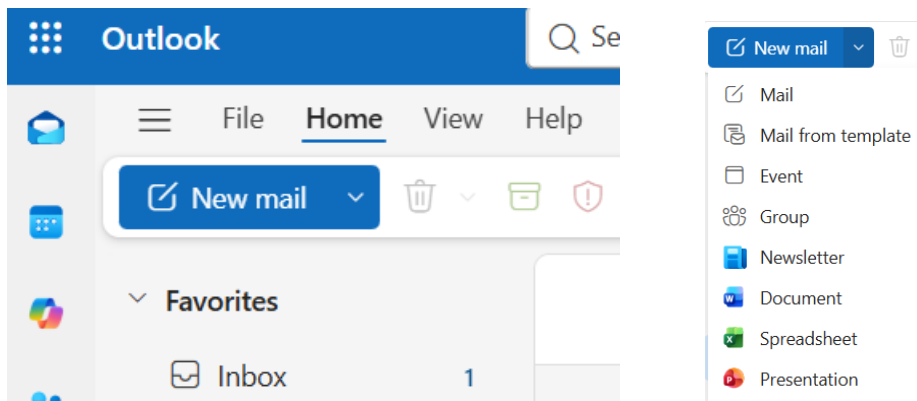
Once you have signed into Office.com, you should see the Microsoft 365 homepage (also called the Copilot page). To locate your Outlook email, click on the App Launcher and click Outlook. If you do not see Outlook, click on More apps.



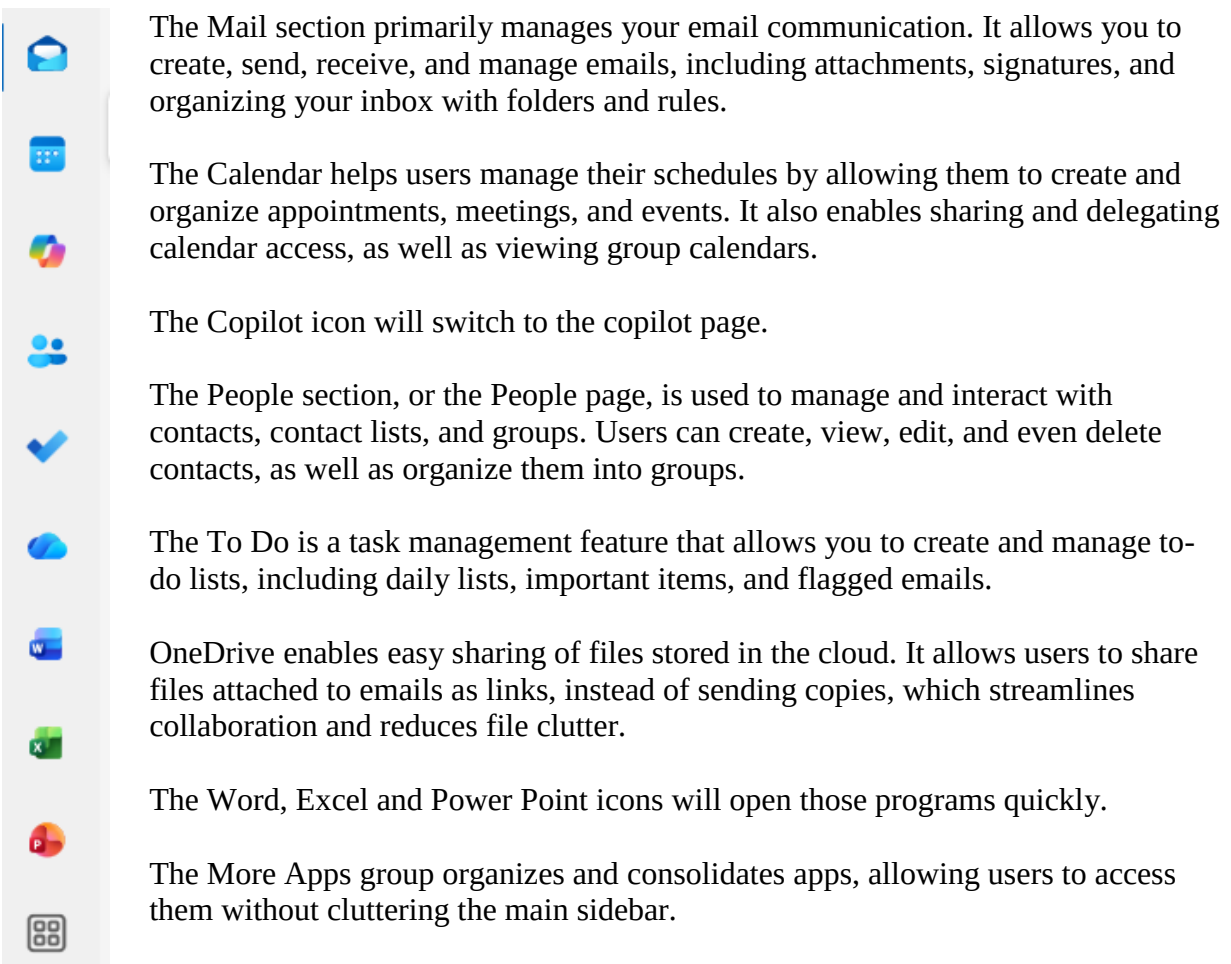
You should now be able to see your inbox. Within your email account, you can access several key features, including Compose, Reply, Forward, Folders, Search, and Settings. These features will be covered in more detail later in this document. Take a few moments to explore the email platform and become familiar with its layout and functionality.



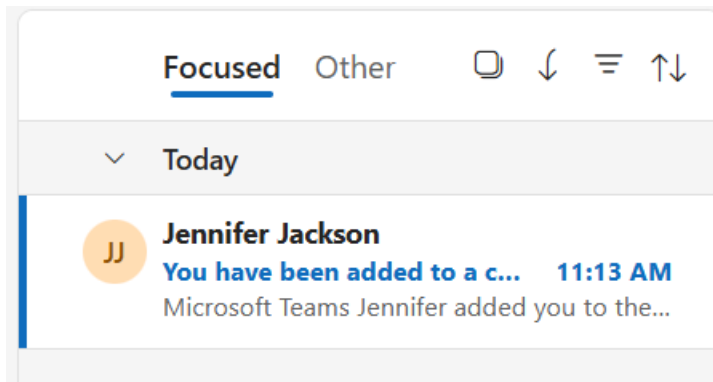
To create a new email, click on the New mail icon. If you click on the drop-down arrow next to New mail, you will see a list pop up with Mail, Mail from template, Event, Group, Newsletter, Document, Spreadsheet, and Presentation.



In the picture below, you will see a few different icons (from top to bottom); mail, calendar, copilot, people, to do, one drive, word, excel, power point and more apps. Descriptions of this list are on the following page.



Above your inbox, you will see (from left to right) Focused, Other, Select, Jump to, Filter and Sorted: By Date. These options assist with filtering your Inbox. Be mindful to check both Focused and Other as information is stored in both. Descriptions of this list are below the picture.



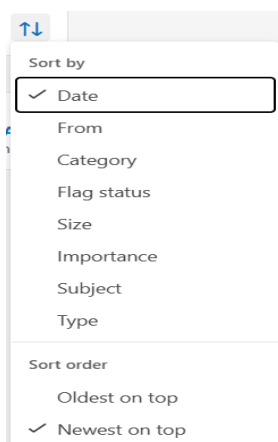
The Focused tab contains your most important email messages

The Other tab holds the rest, allowing you to prioritize your inbox

If you click on Select, you will see that boxes appear on each email. This allows you to select either one or more emails at a time to either move the messages to another folder or to send them to the trash.

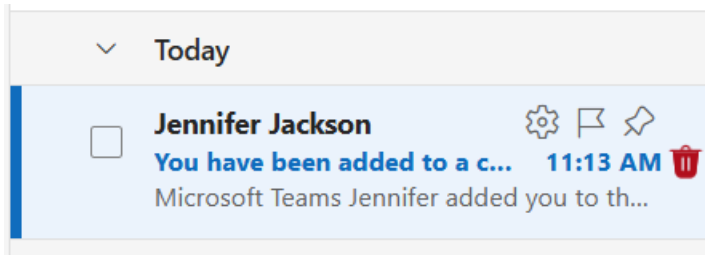
The Jump to allows users to quickly navigate to a specific date, sender, category, or other sorting value within their mailbox. This feature helps users locate groups of emails faster without scrolling through large message lists.

If you select the Filter option, you will then be able to set up your inbox to show all emails, unread emails, flagged emails, emails sent directly to you, emails that have attached files, emails that mention you within them and emails that have calendar invites. Be mindful when you use the Filter option. If you do not set it back to Date and Newest on top, you may miss some emails.

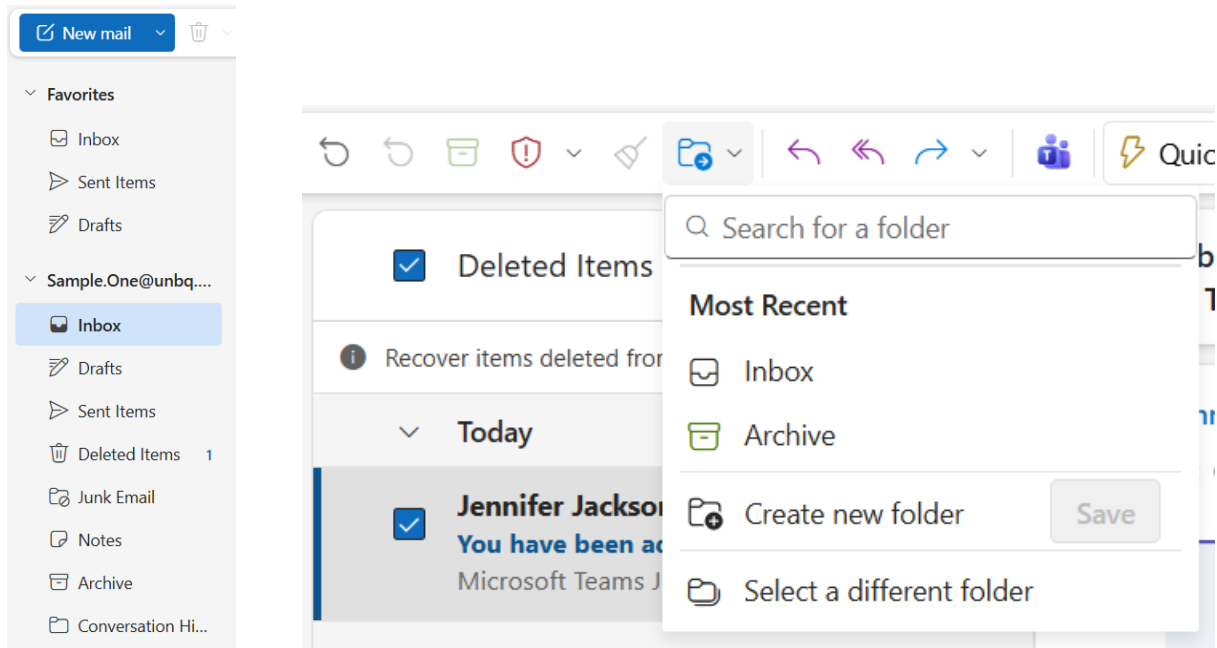


If you would like to Delete emails from any one of your folders, the picture below shows you where you can find the delete option. Place/hover your mouse/cursor over the email you would

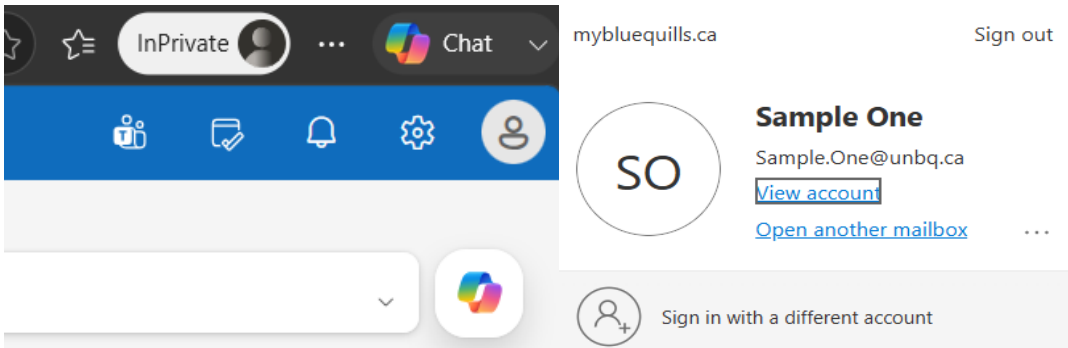
like to delete. You will see a trash bin appear on the right side of your email. Click the trash bin and your email has been sent to your Deleted Items folder.



To recover your deleted emails, click on your Deleted Items folder on the left-hand side. Once you are in the Deleted Items folder, search for the email you would like to restore and click on the box next to the title of your email. Click on the Move to a folder icon on the menu bar above and then click on Inbox. This will restore your deleted email back to your Inbox.



When you are finished looking at your email and want to sign out, click on the circle with your initials/picture in the upper right corner and select Sign Out.



If your screen looks like the picture below, you have successfully signed out of your email account. If you have multiple tabs open on your web browser, it is a good practice to close all tabs to ensure sign out is complete.

