Congratulations you have your Living Streets email account.

Let's get started.

Access O365 Outlook Online

- 1. Open your web browser and go to the below URL (clicking the URL below will also take you to the required website)
- 2. <u>http://portal.office.com</u>
- 3. Enter your email address when prompted with the "Sign in" box.

Microsoft			
Sign in			
Email, phone, or	Skype		
Can't access your a	ccount?		
No account? Create	one!		
		Next	
			MIX

4. Press next and then enter your password and click "Sign in"



5. If asked whether you want to stay signed in, you can either choose Yes or No, this will keep you signed in if you close your browser and then re-open it.



6. You will then be logged into the main Office 365 portal, to access the emails, select the Outlook icon

Good afterr	ioon					
Apps					Install O	office 🗸
Outlook Calen	dar People	Tasks	0 Store	Business center Invoicing, email marketing, online presence, and more. All- in-one.	Install software	e papps on your
Explore all your apps $ ightarrow$					PC and Mac.	Got it!
Calendar					Ne	w Event
Friday, October 19	, 2018					
19 Fri 20 Sat 21 :	Sun 22 Mon 2	3 Tue 24 Wed	25 Thu			
			Keep	track of your week		
		Click the	e New Event I	outton to add an event to your calendar		

7. You will then have access to the mailbox.

Search Mail and People 🛛 🔎	⊕ New ✓				
▲ Folders	Focused Other Filter V				
More	Next: No events for the next two days. Agenda				
∧ Groups жыеw	Aisha Hannibal Dear Local Groups, I am really sorry if you have had				
Groups give teams a shared space for email, documents,	Two weeks ago				
and scheduling events.	Aisha Hannibal Regular Round Up - chalk the walk, cycling i 10/5/2018 Dear Local Groups, it is autumn. A real chance to get				
	Last month				
	Aisha Hannibal Your input needed on this cycling campaign 9/7/2018 Dear Local Groups, Okay I know that my email yeste				
	Aisha Hannibal Regular Round Up - air consultation guide, (9/6/2018 Dear Local Groups, However many years it was since				
	Older				
	Campaign for Better Transport Transport for New Homes: free event in Oxf 8/23/2018 Good morning How can we build healthy, liveable c				
	Campaign for Better Transport Introducing the Transport for New Homes A 8/16/2018 Good afternoon I am writing to introduce the Transp				
	Aisha Hannibal Regular Round Up - two ways to get support 8/10/2018 Dear Local Groups, Thank you for getting back me a				
	Aisha Hannibal I want to know what you think about the W. 7/31/2018 Hello local groups, I want to share this news and get				
M 🖩 🗳 M	Aisha Hannibal Regular Round Up - The People's Award - ar 7/6/2018 Dear Local Groups, Wouldn't it be wonderful for all t				

8. To access your contacts, select the People icon



9. Then select Your Contacts and click Contacts

ш	Office 365	Outloo	bk					Q ()	? B
Searc	th People	٩	● New ✓ Manage ✓ Unpin this v	riew					
« ^ F	eatured people		Your contacts					By fir	st name 🕶
0	On your calendar		Full name		Email address	Title	Office		
1	For follow-up		B Bath Living Streets Grou	qu					
~ Y	our contacts	+							
~ 0	Contacts Directory								
^ (Broups 🔹 New	+	•						
G SJ a	iroups give teams a shar pace for email, documer nd scheduling events.	red nts,							
→ 0 + 0	Discover								
	I 🚣 🗹								

10. You can now see your Contacts or Group

Your contacts			
Full name	Email address	Title	Office
B Bath Living Streets Group			

Ignore the fields that state they are empty, these are not relevant and only advise that those fields for the group have not been populated.

11. To view the contacts within the group, you need to click the group name, this will then display the contacts stored within that group.

Your contacts				By first name ▼	B
Full name	Email address	Title	Office		Contact list
B Bath Living Streets Group					Send message Schedule an event
					Members
					AH Aisha Hannibal
					AM Alan Morris
					AH Alison Harper
					AB amie berkovitch
					Andy Mullett
					See all members >
					Notes
					No notes have been added.

12. Signature

Please add a signature for your emails.

- Open a new email
- Choose insert from the menu
- Click on Signature
- Click on signatures
- Click on new
- Add you copy and links using brand colours.
- Press save

Here is an example of one which has the group's name, links to social media and an unsubscribe:

Islington Living Streets Group

https://www.livingstreets.org.uk/get-involved/local-groups/islington

https://twitter.com/WalkIslington

Islington Living Streets Group is holding your data so we can email you our news and local information where we can. We won't share your details with any third parties and you can unsubscribe at any time. To unsubscribe reply to this email with 'Unsubscribe Me' in the subject header.

Living Streets is a Registered Charity in England and Wales (no. 1108448) and Scotland (no. SC039808) and a Registered Company (no. 5368409).

This e-mail is intended solely for the addressee and is strictly confidential. If you are not the intended addressee, please do not read, print, retransmit, store or act in reliance on it or any attachments. Instead please notify us immediately, e-mail it back to the sender and delete the message from your computer.

13. Lucky Thirteen – Solving Problems

If you have any problems then email <u>aisha.hannibal@livingstreets.org.uk</u>. For example, if you can't reset your password or access your account.