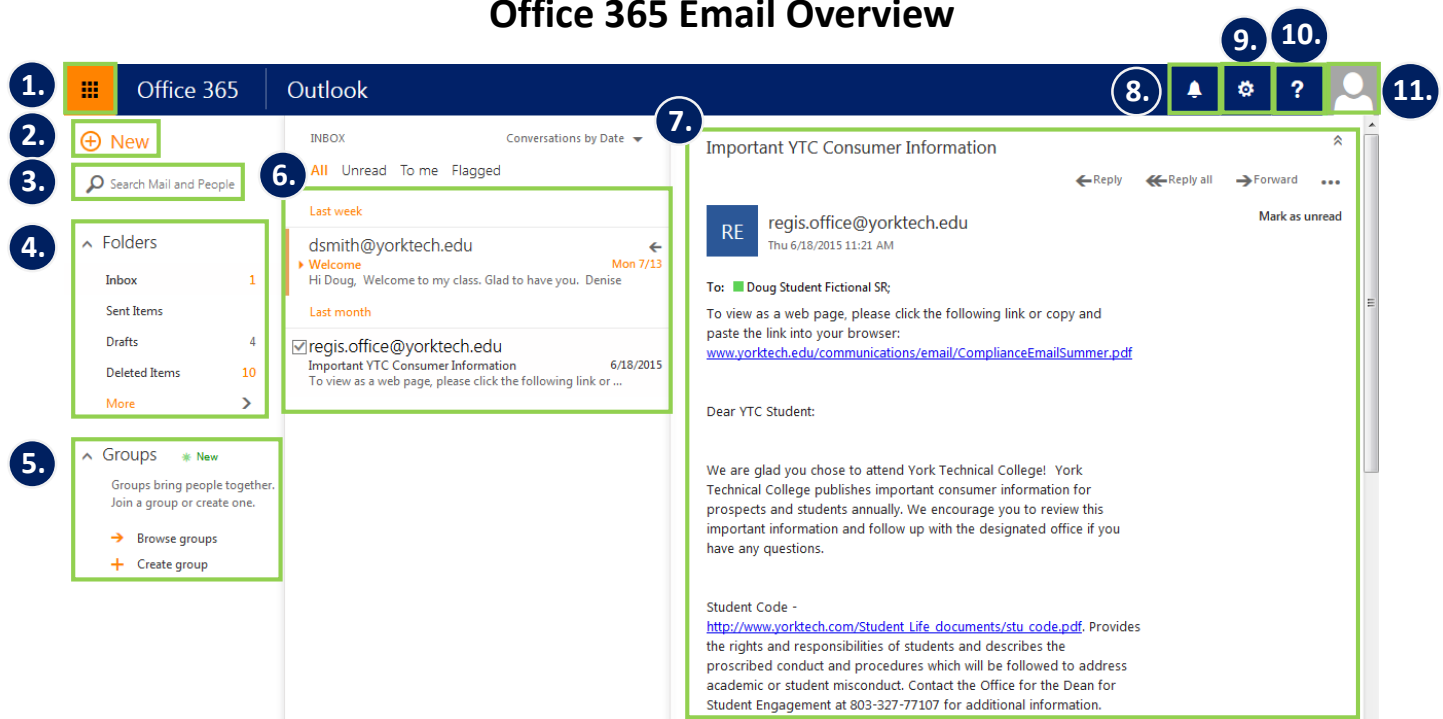


Office 365 Email Overview



| | Section | Function |
|-----|----------------------|---|
| 1. | App Launcher | The app launcher allows you to view the different apps in Office 365. |
| 2. | New button | Create a new email message. |
| 3. | Search Bar | Typing in this box will allow you to search your messages. |
| 4. | Folders | Contains your email folders. You can collapse using the arrow on the top left of the pane. |
| 5. | Groups | Groups brings people together. Take part in conversations, share documents, and schedule events. |
| 6. | Message Pane | The Message Pane is a listing of email in the current folder. You can sort messages in this area and perform actions such as deleting. Messages with an orange subject (depends on theme) are unread. |
| 7. | Reading Pane | The Reading Pane is where you view an entire email message. The reading pane also has options for replying and marking a message as unread. |
| 8. | Notifications (Bell) | Click on the notifications button to see notifications of new emails and reminders of calendar events. |
| 9. | Settings | The settings button will allow you to change various email settings such as automatic replies and display settings. |
| 10. | Help | The help button allows you to search the community for answers to Office 365 questions. |
| 11. | Profile | The profile button lets you set your status as available or away, instant message, and sign out. |