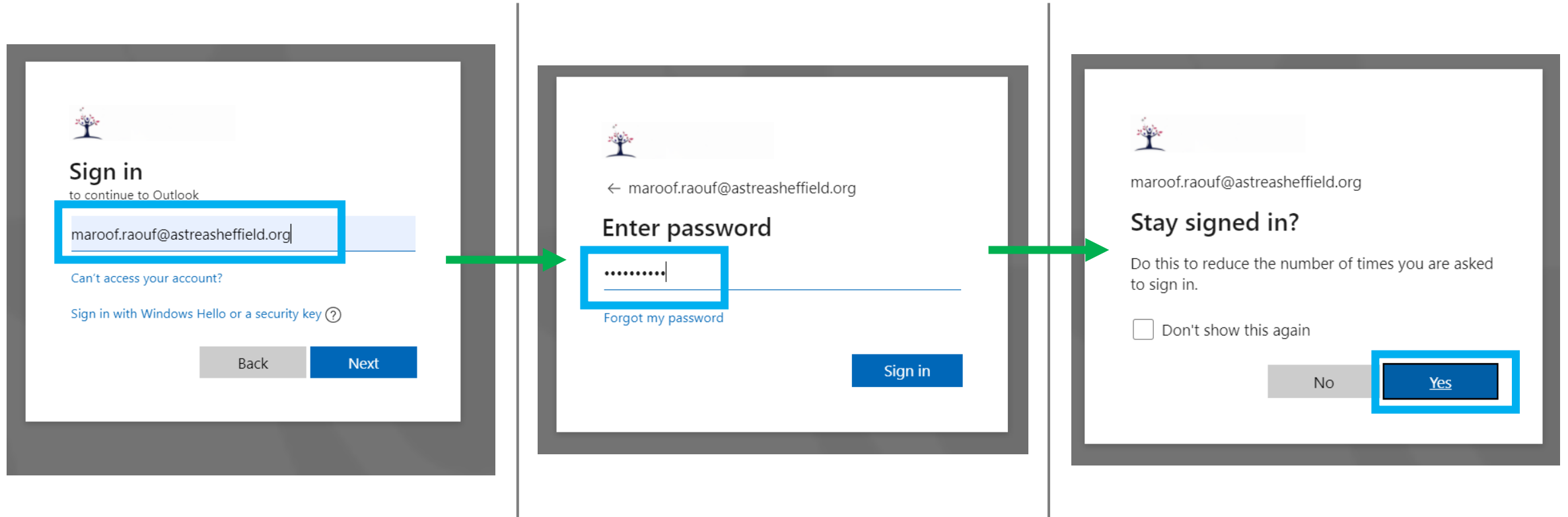


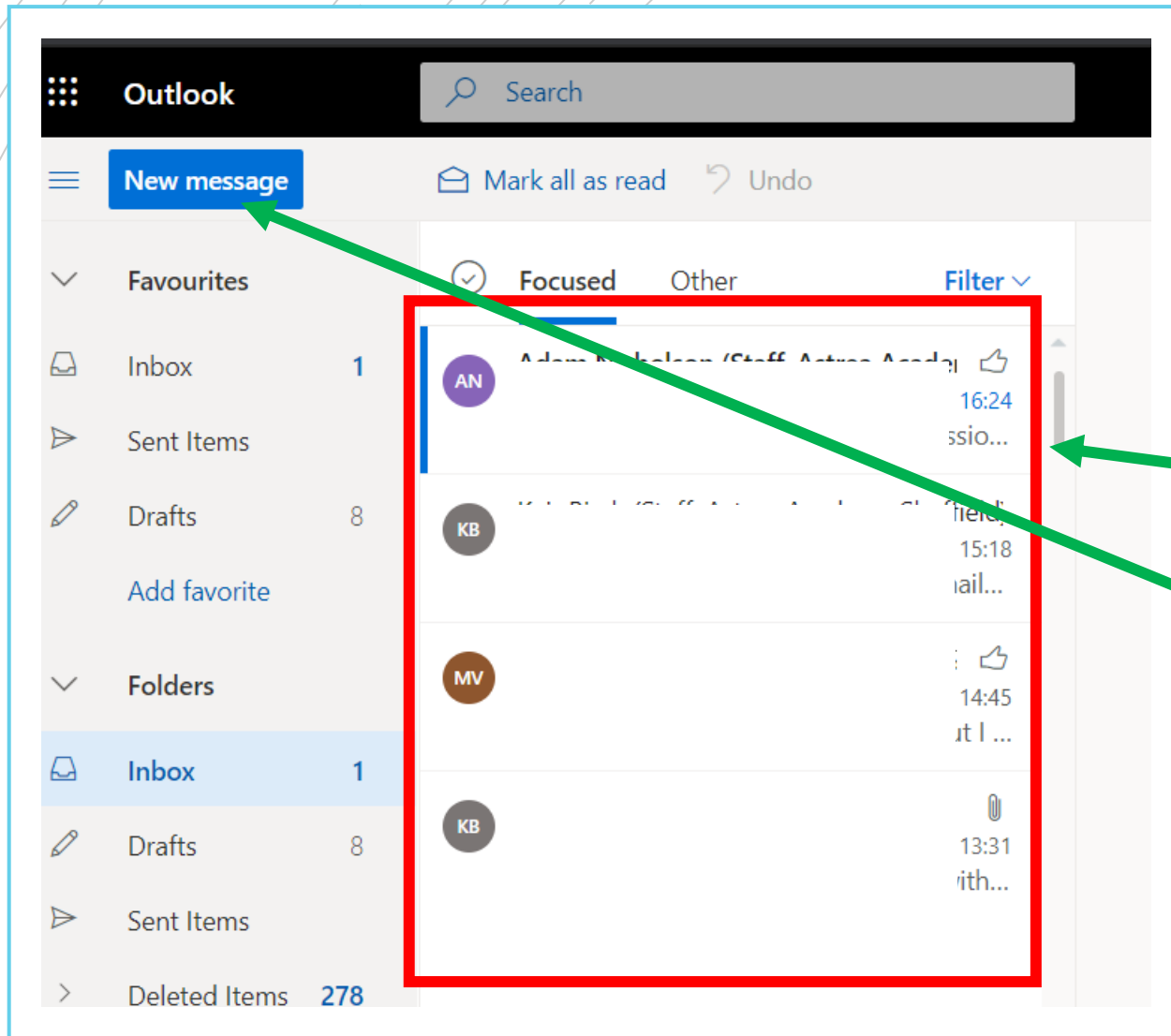
# How to send, read, and reply to an email

Using a browser, go to this website:

[outlook.office.com/mail/inbox](https://outlook.office.com/mail/inbox)

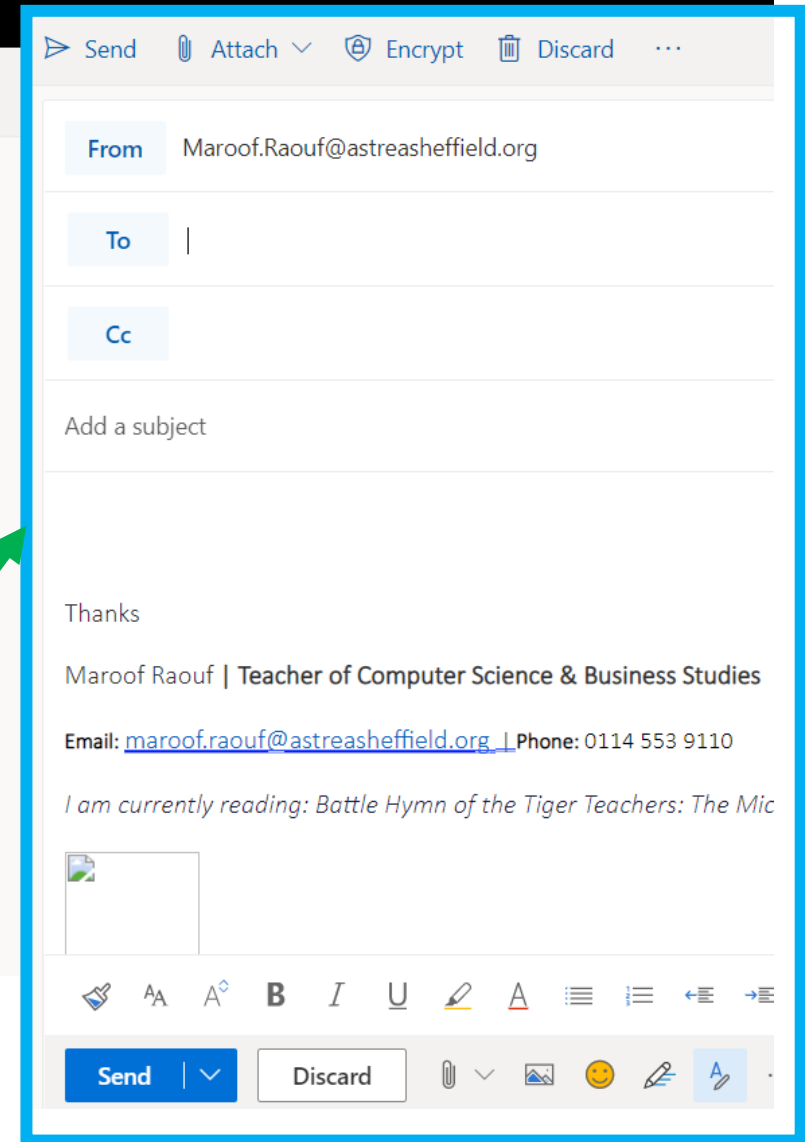
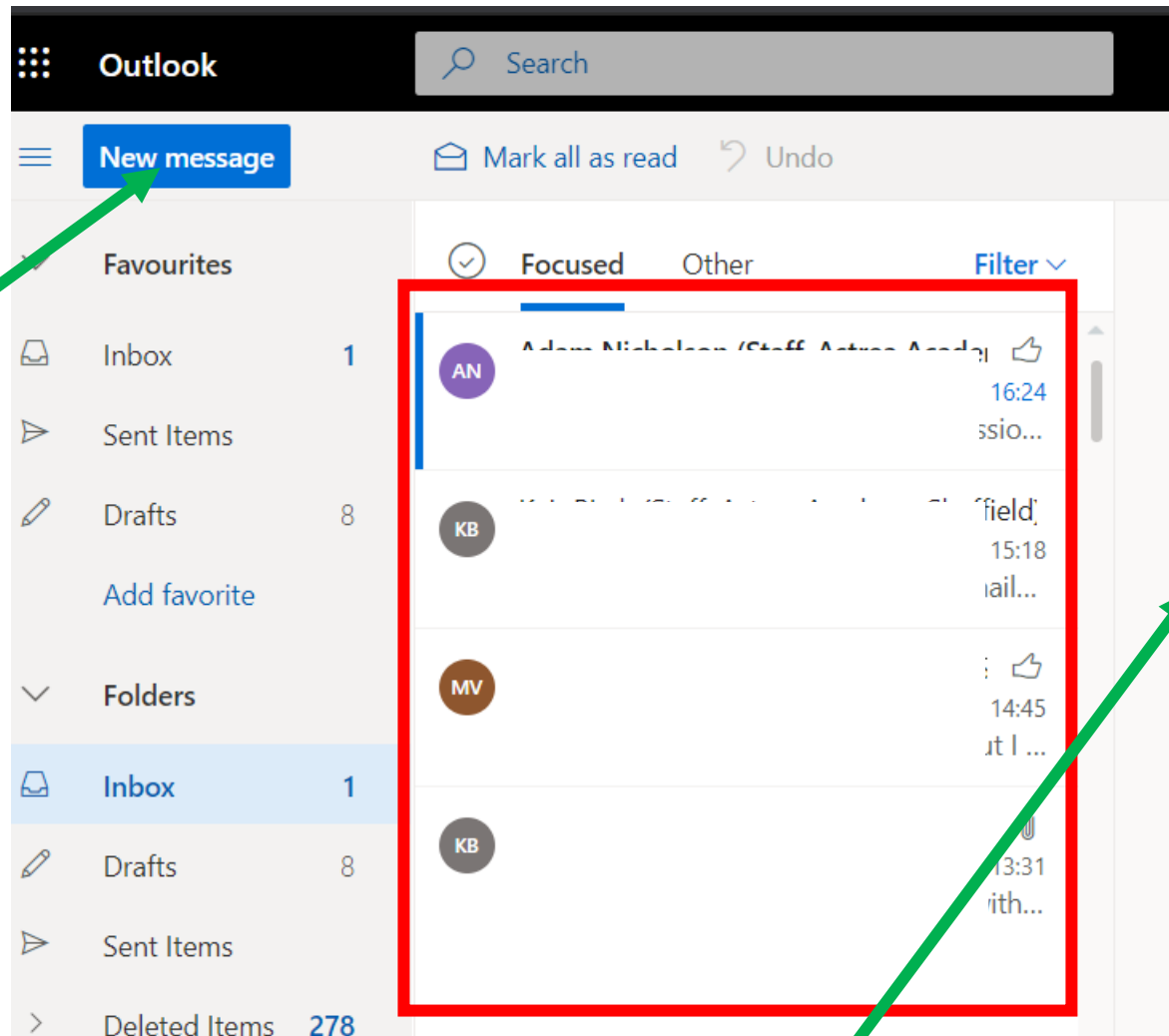
# Sign in to Office 365 using your email address and password





- This is how your email inbox looks like when viewing it from a browser
- This will be a list of your emails received
- This will be what you click on when wanting to send a new email

1 → Click here to start a new email



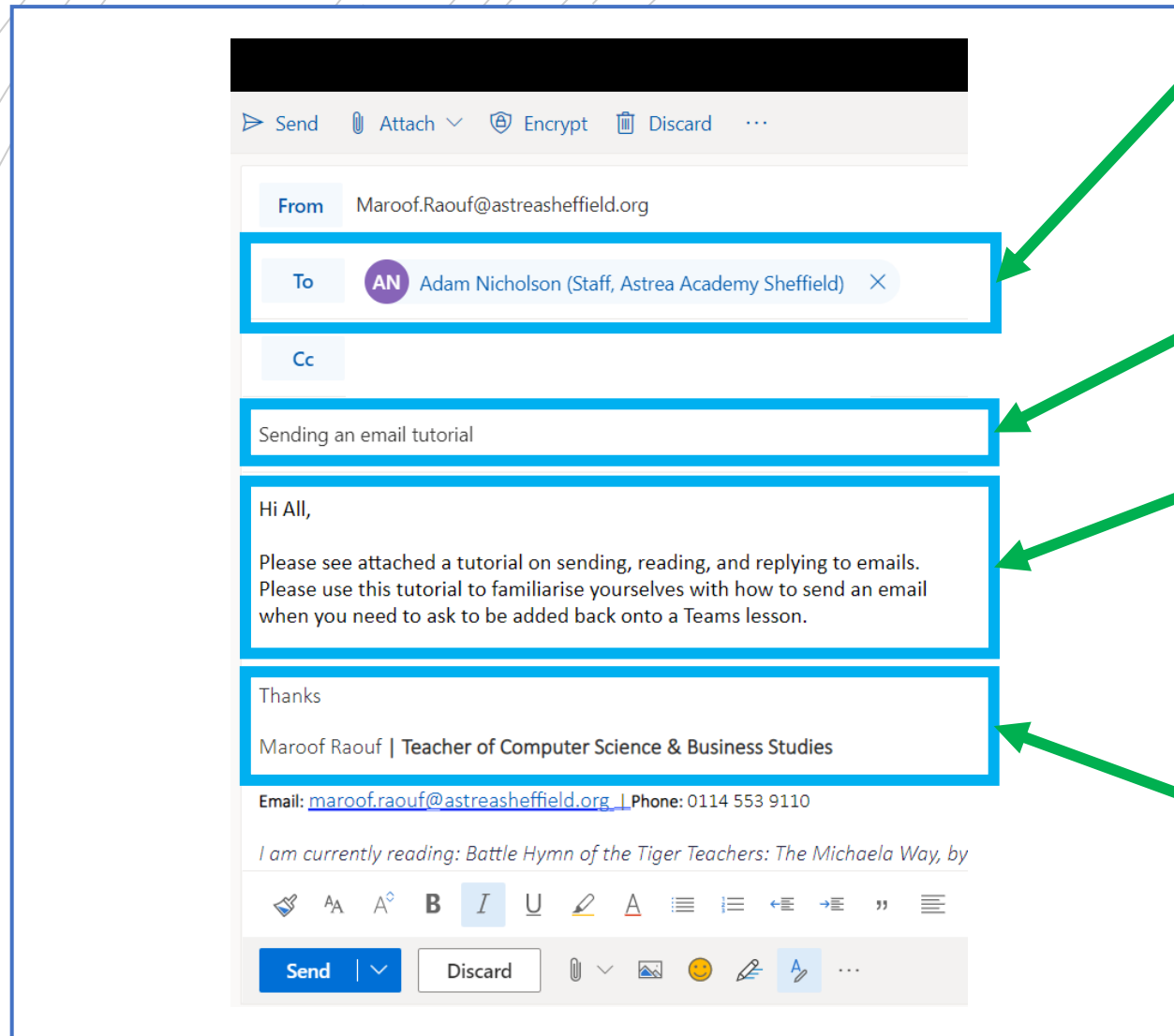
This is where you will start writing your new email

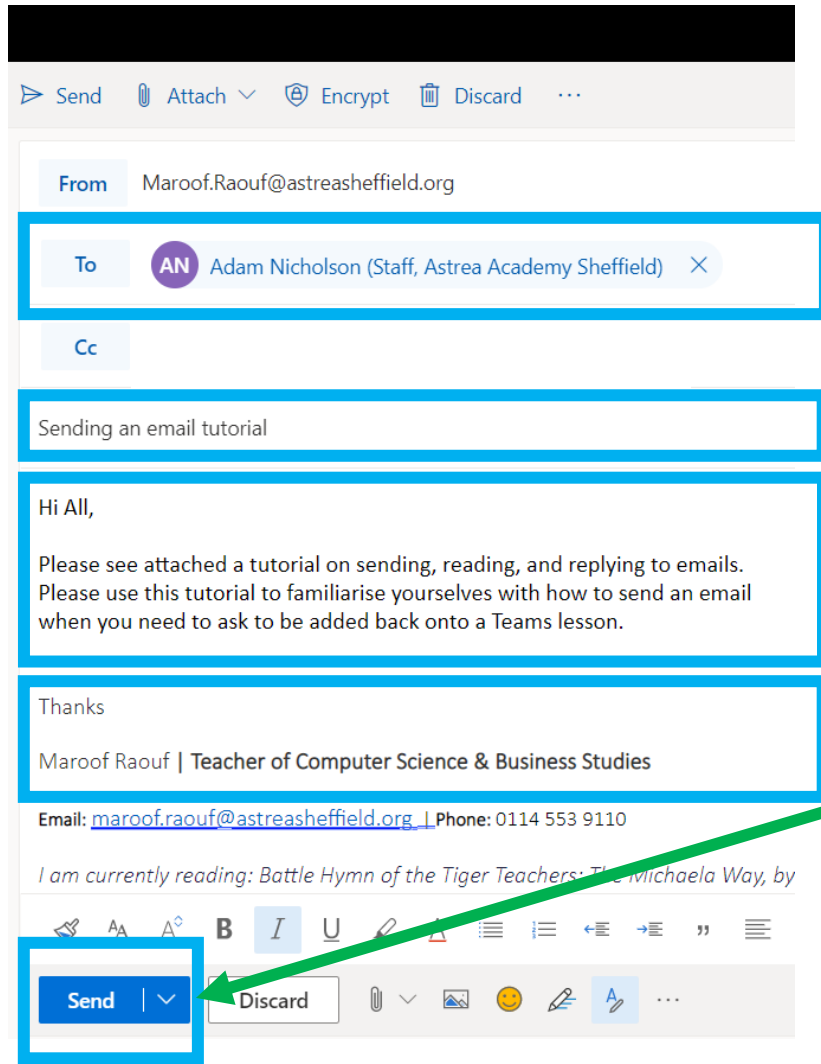
**To** → write the email address of the teacher you want to send a message to

**Subject** → write a short reason for your message

**Body** → this is where you will write your message. Be clear as to why your are sending your message and be specific

**Signature** → add a thanks at the end of your message to be polite



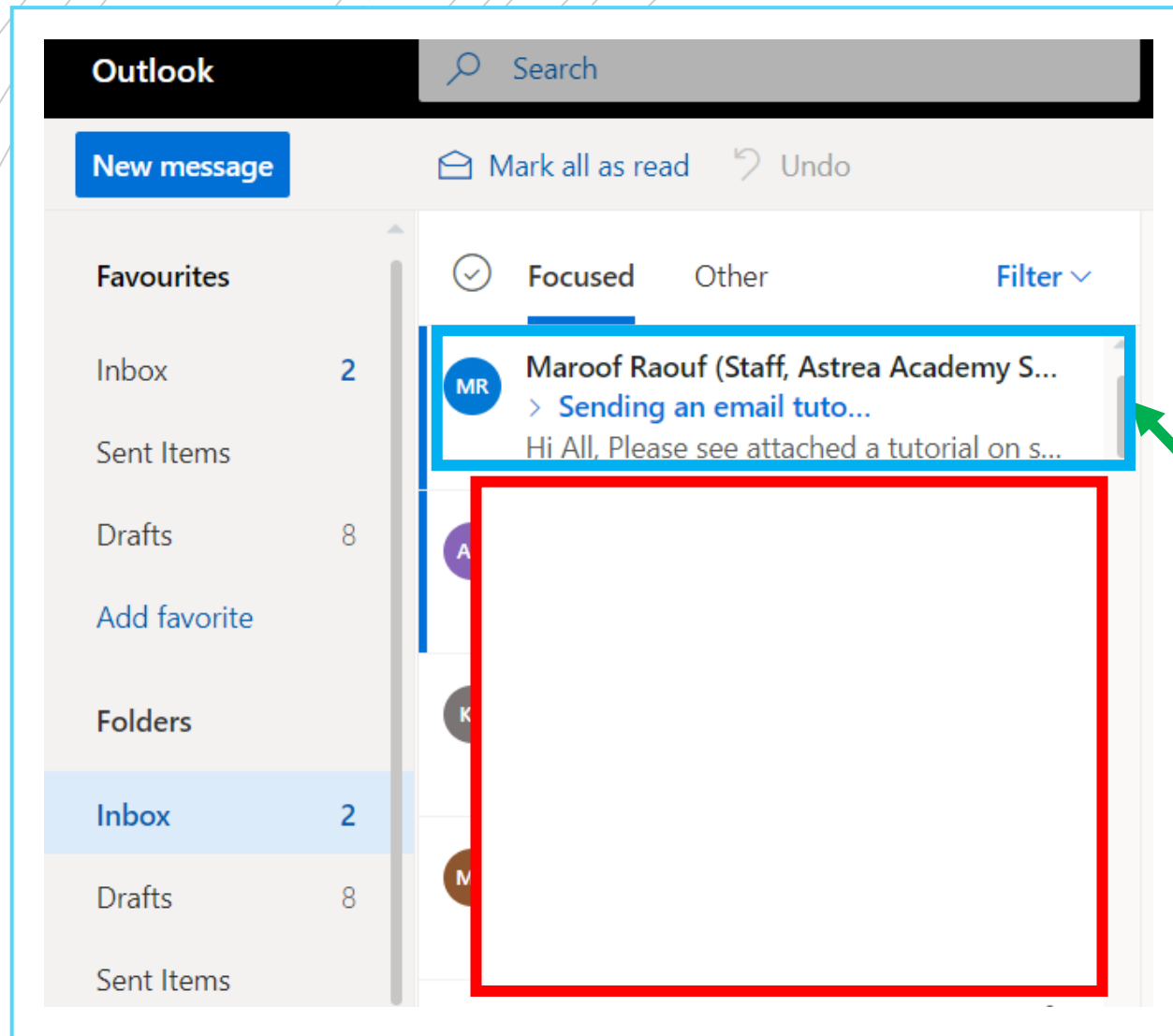


- When you have finished writing your message make sure you send it
- Click here to send your message

# Well done you have sent an email

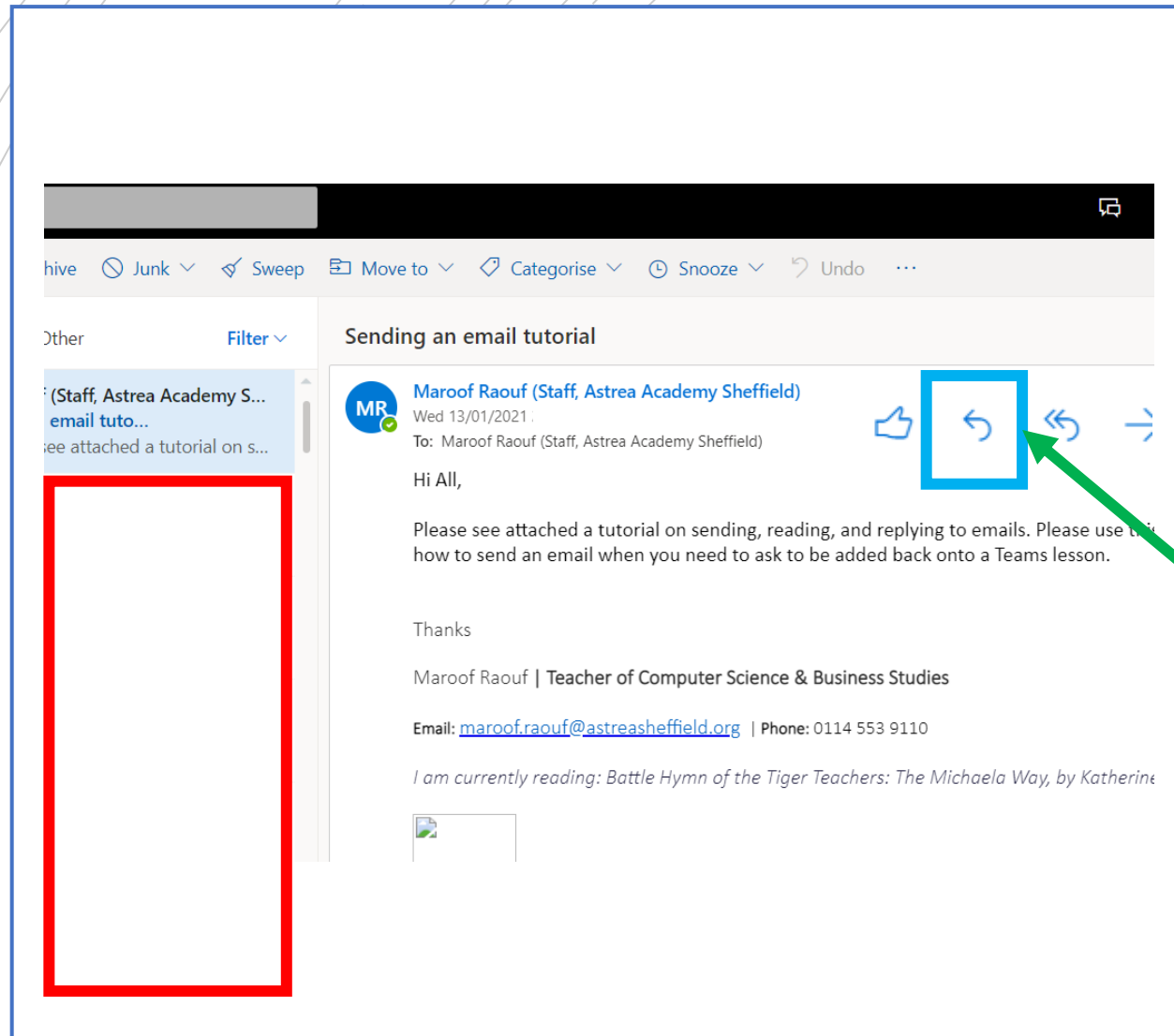
- All teacher email addresses at Astrea Academy Sheffield are in the following format →

firstname.surname@astreasheffield.org



When you get a new email you can read it by clicking it





- When you have read your email you may wish to reply to it
- Click here to reply to an email
- Once you have written your reply, press send

Well done you have now been able to send an email, read an email, and reply to an email