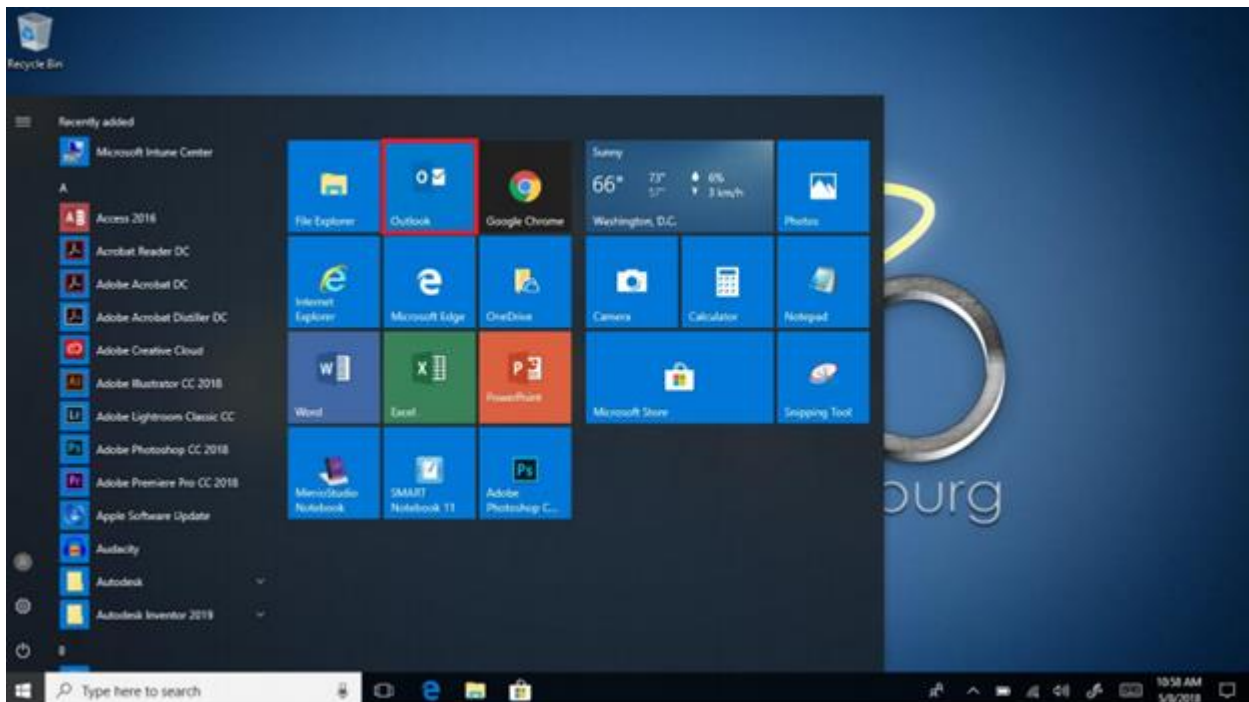


This guide will show you how to access your email in all the ways that your devices allow.

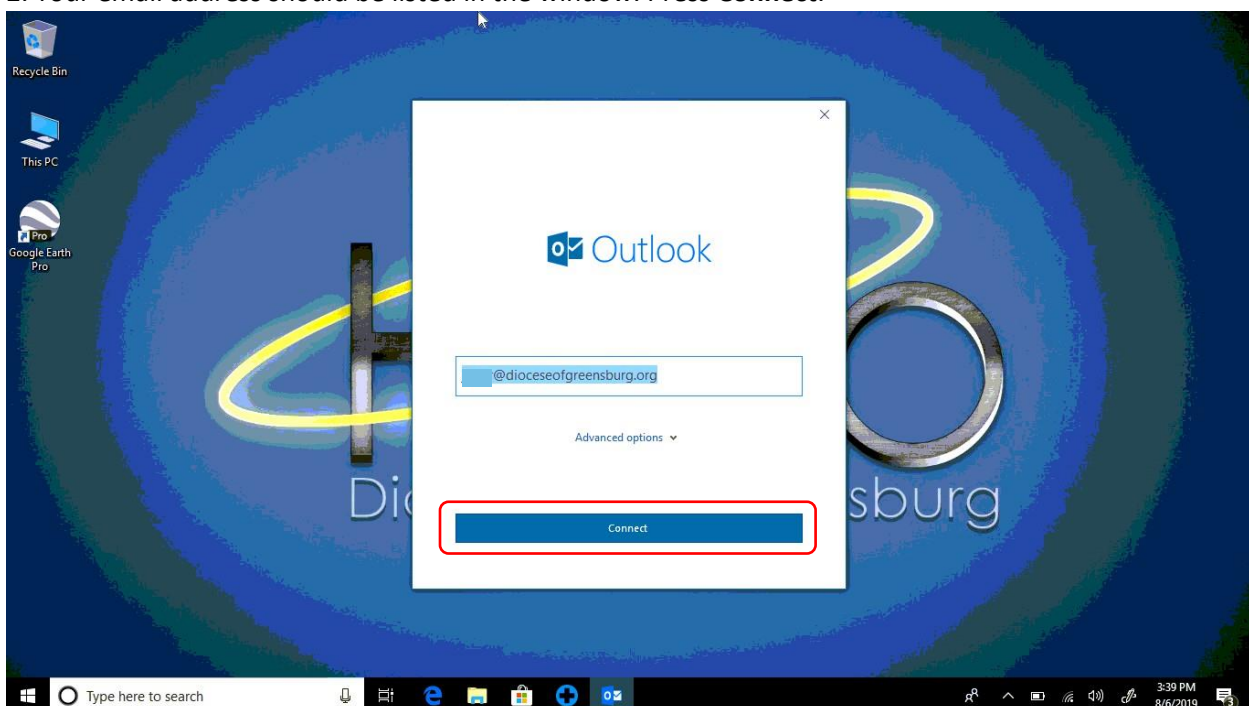
Microsoft Outlook

Email Setup

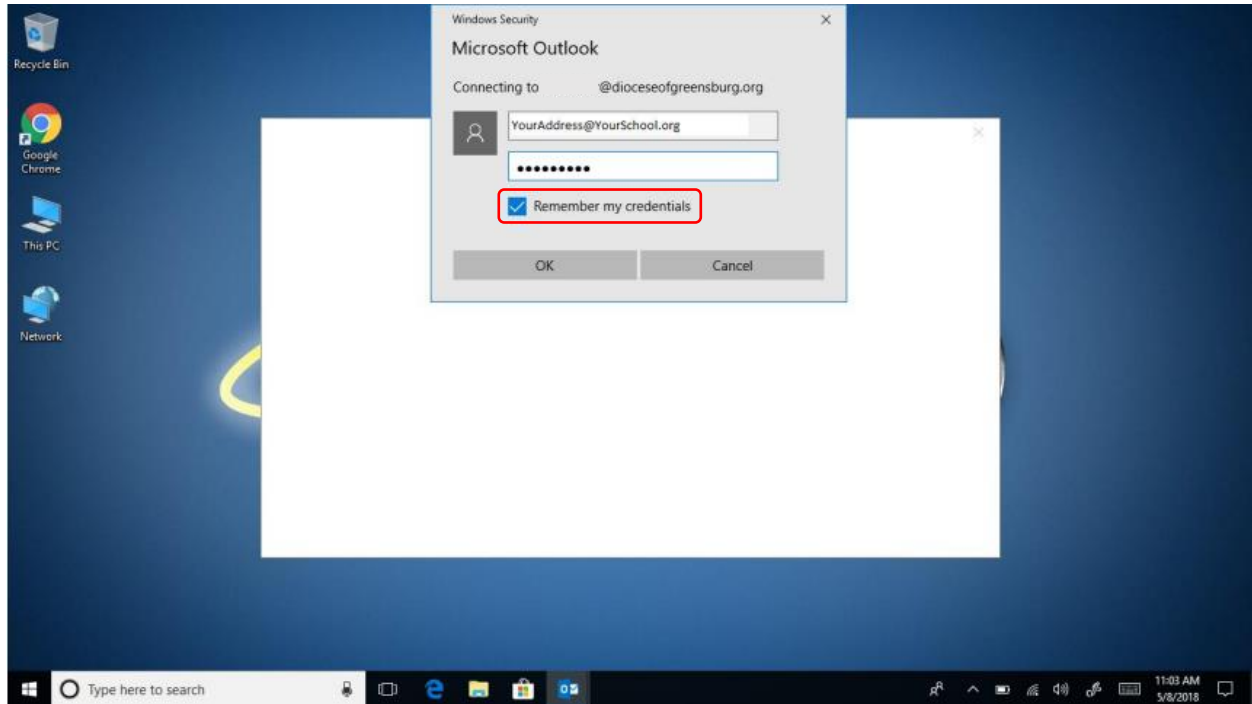
1. Click the **Start** button in the bottom left corner of your screen and select **Outlook**.



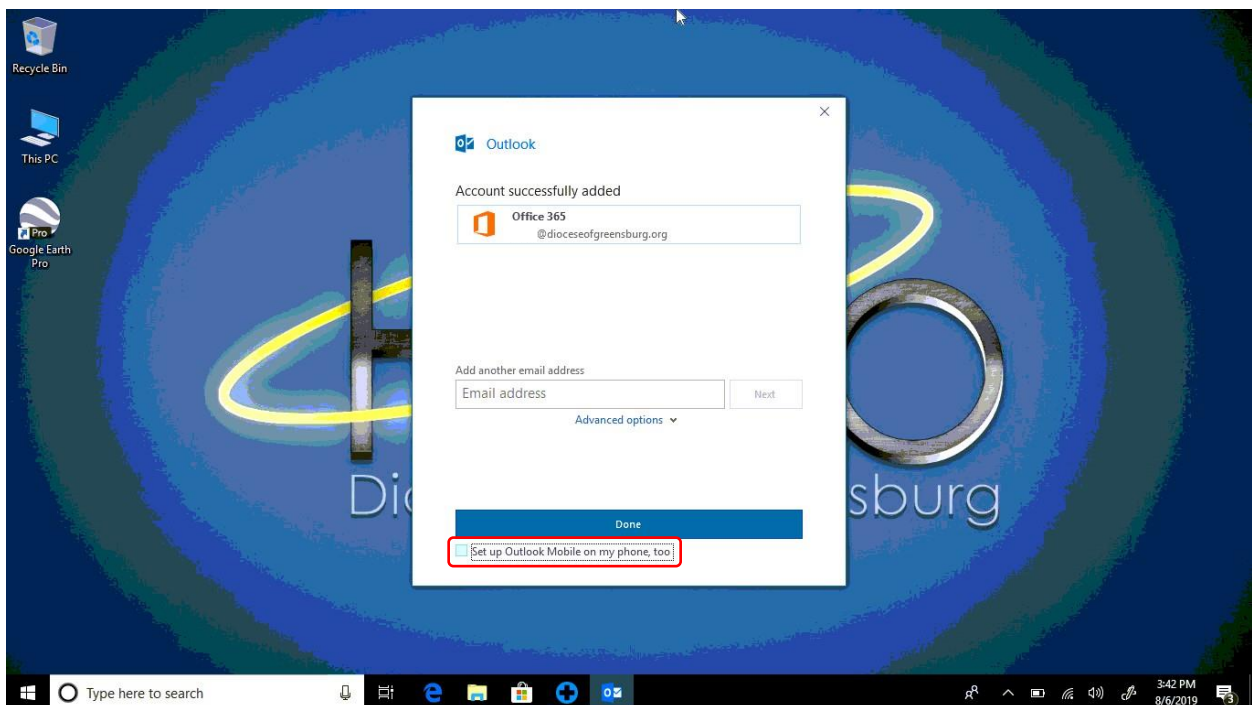
2. Your email address should be listed in the window. Press **Connect**.



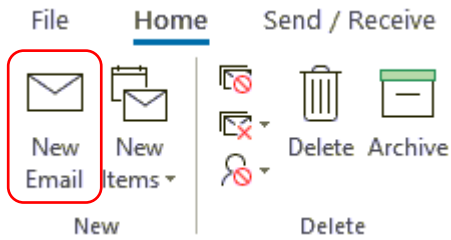
3. A box will appear asking for your password. This is the same password that you set for yourself to sign in. Type your password. Select **Remember my credentials** and press **OK**.



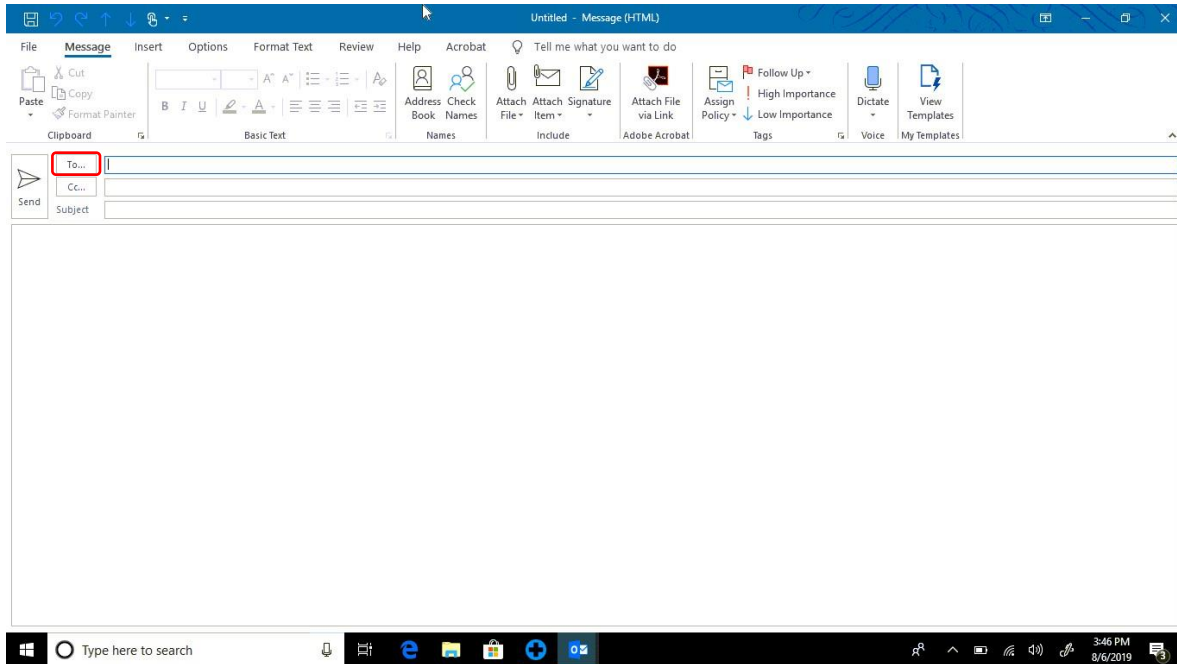
4. Uncheck the box for setting up Outlook Mobile on your phone and press **Done**.



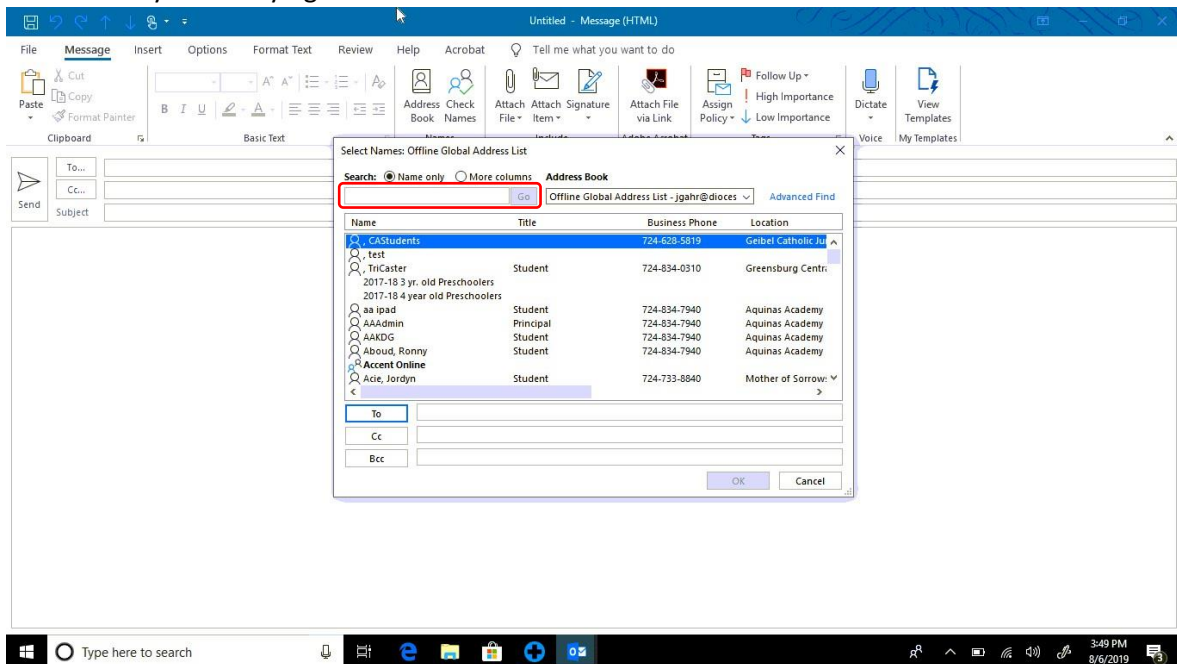
5. Now we can send an email. Click **New Mail**.



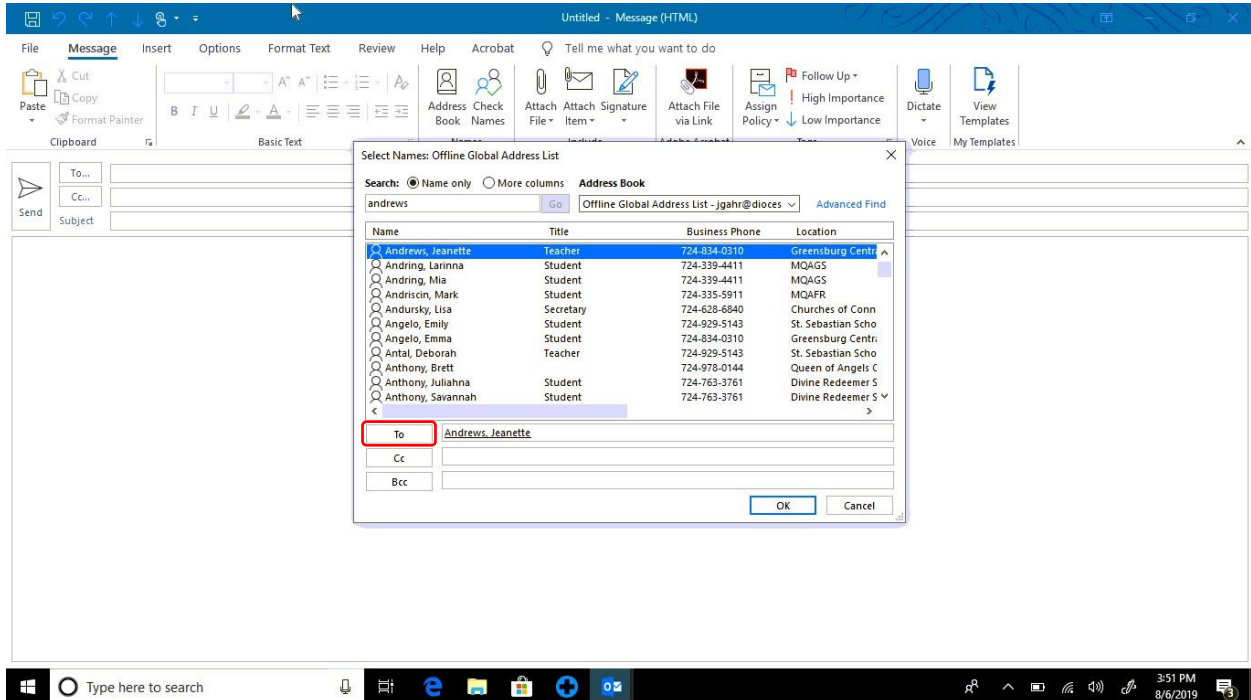
6. Press the **To:** button.



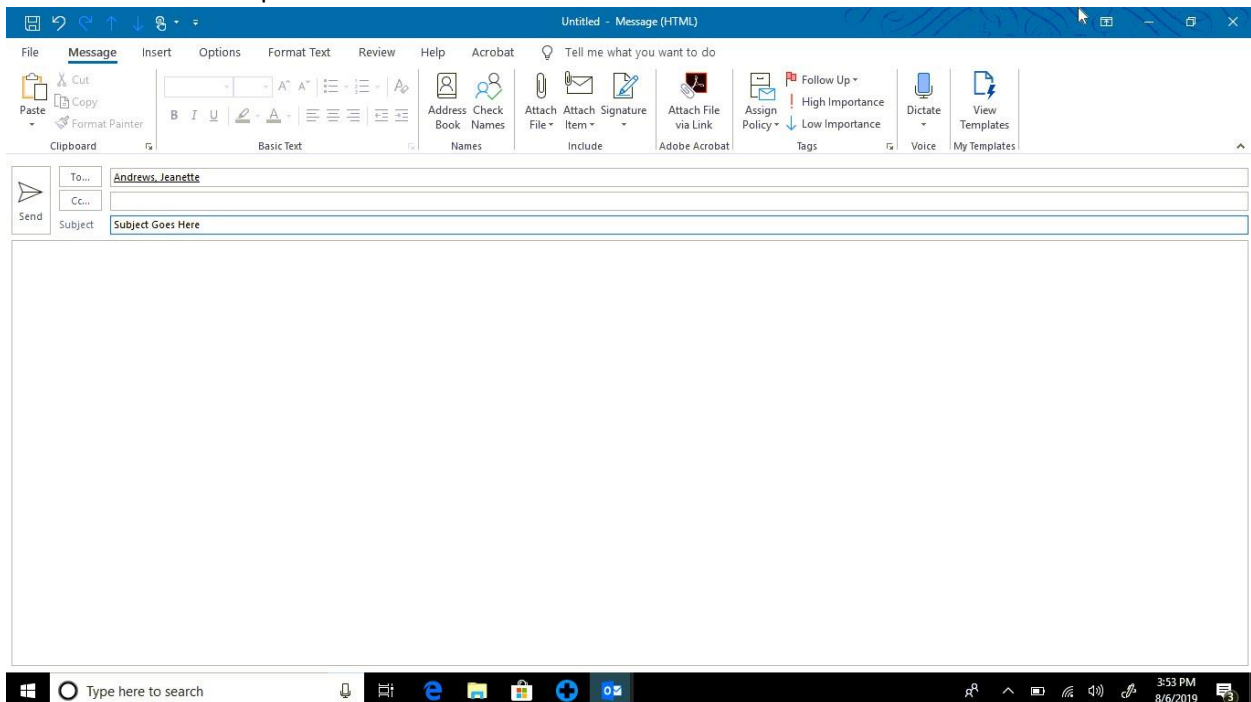
7. You will now see the address list. In the upper left of the window begin typing the last name of the teacher you are trying to reach. You should see their name somewhere in the list below.



8. Next, select their name and click the **To:** button in the bottom left of the window and click **OK**.

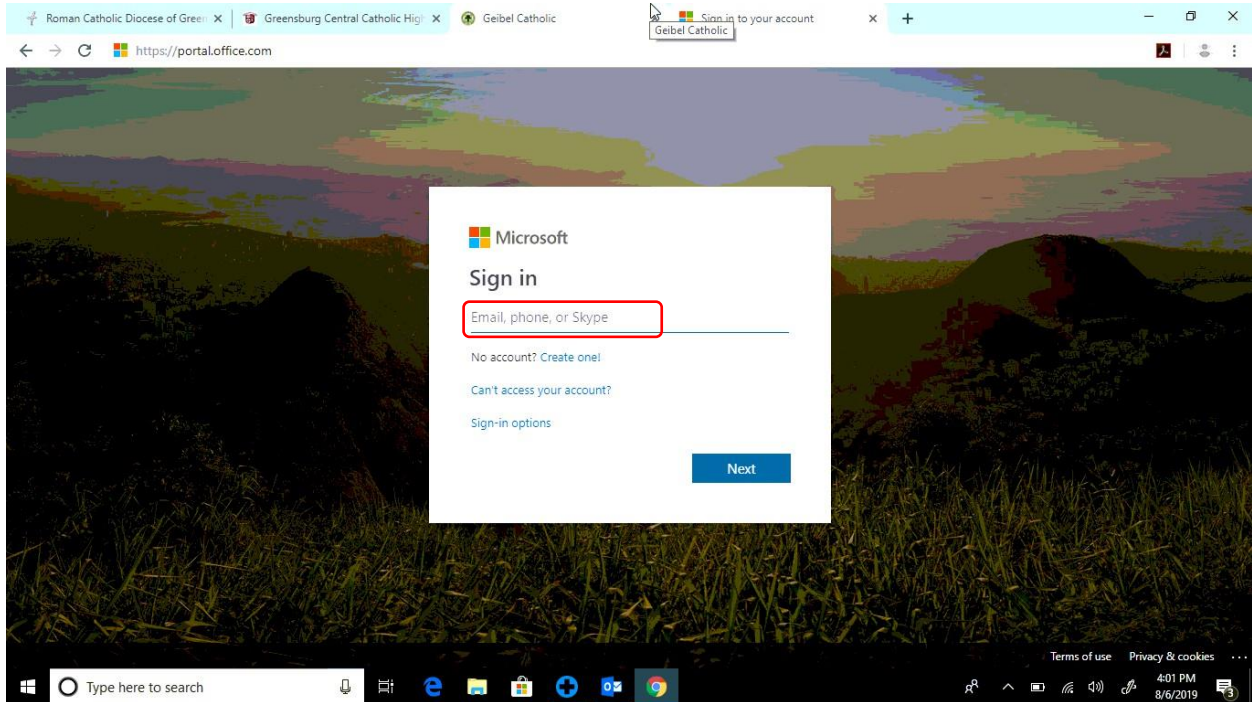


9. Now you may compose your email. Remember to include a subject. When you are finished, click the **Send** button in the top left of the window.

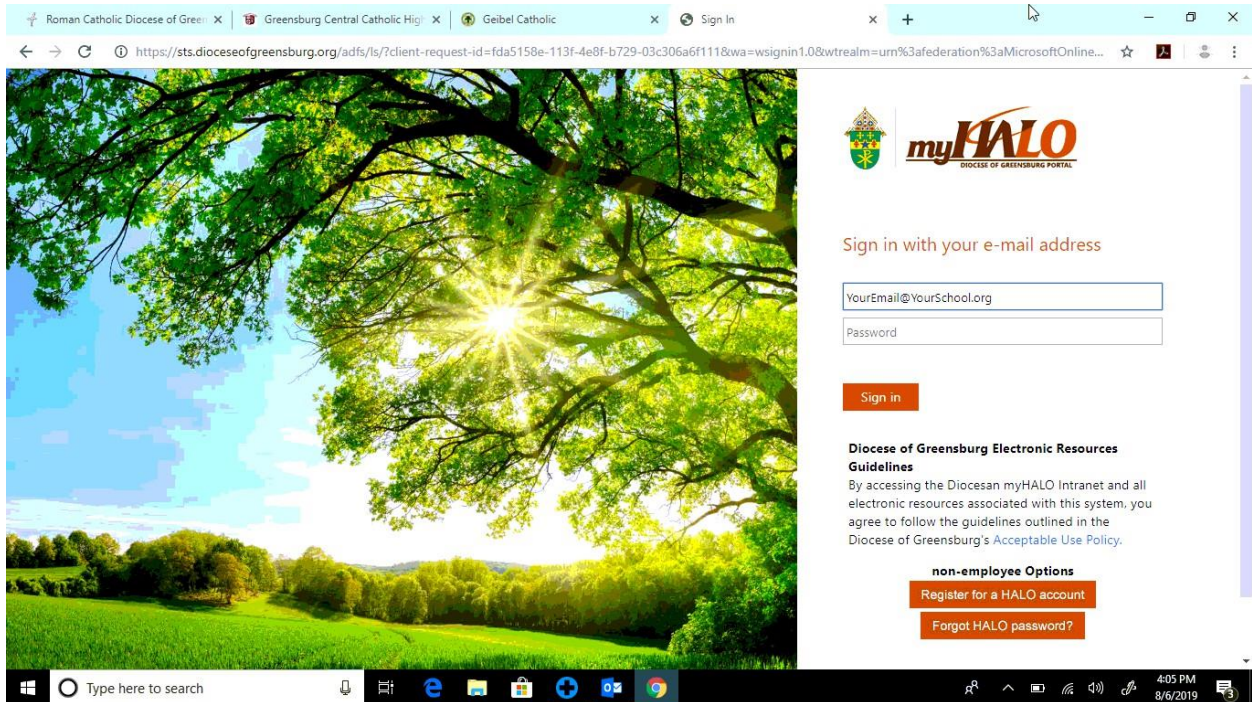


Office 365 Online Email

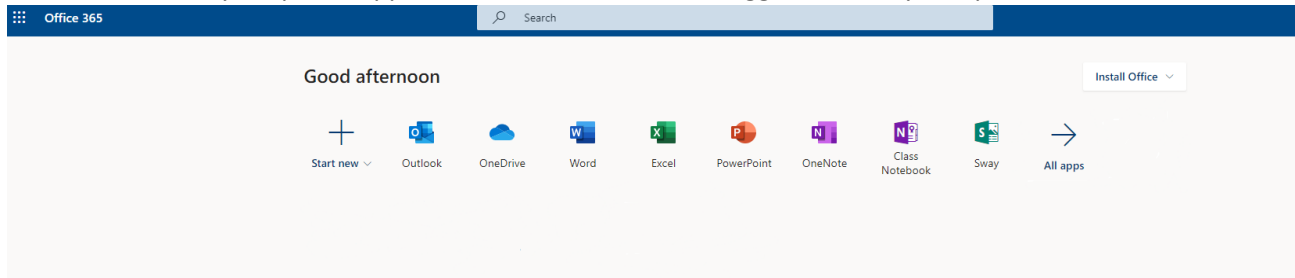
1. Open an internet browser and navigate to this webpage: <https://portal.office.com>. If you have not completed the registration process for Office 365 please refer to that section in the Student Device Setup Instructions. Enter your email address. Click **Next**.



2. You should be redirected to the myHALO site. Type in your email password and click **Sign in**.



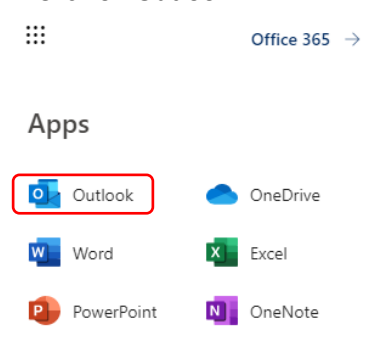
3. Listed here are your portal apps which can be used when logged in on any computer.



Alternatively, by clicking the blue box in the upper left corner of the screen (containing the grid, beside the Office 365 logo), you can display another list of your apps.

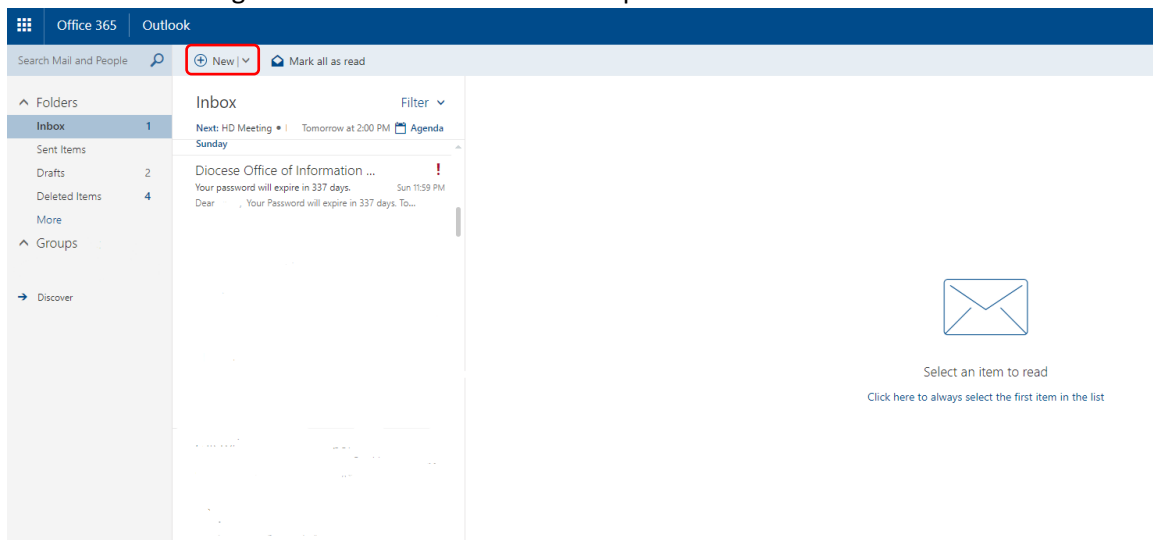


4. Click on Outlook

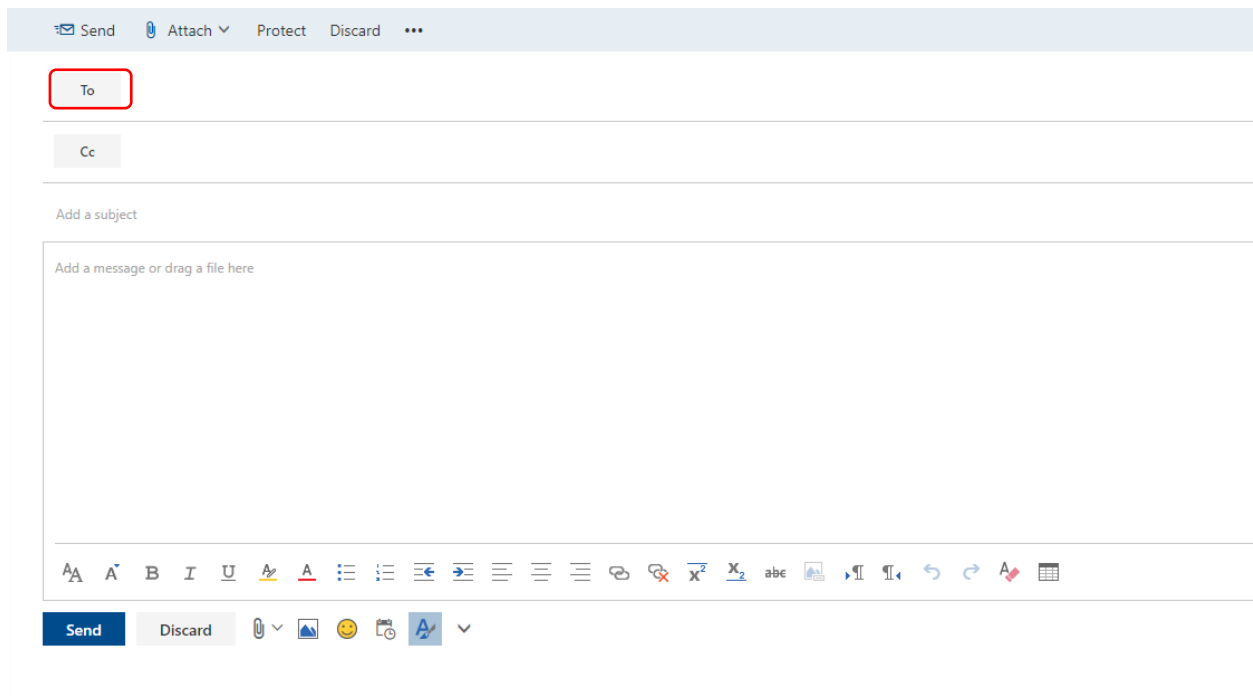


5. You have now opened your Exchange Online application. Here you can see your messages and send emails to your teachers.

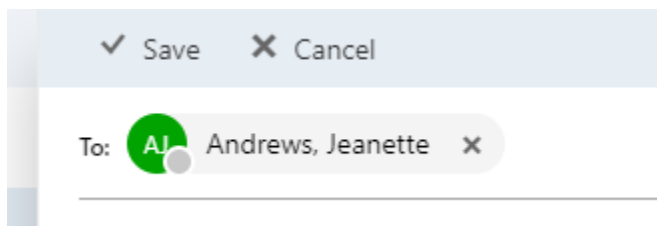
6. To send a message click the **New** button in the top of the window.



7. Click the **To:** address line above the message, and type the last name of the teacher you are trying to reach in the find to be presented with the directory. If they're immediately available, press enter to add them to the recipients. If not, search the directory and find that person's name in the list to select them.



8. Click **Save** to add the teacher to your email.

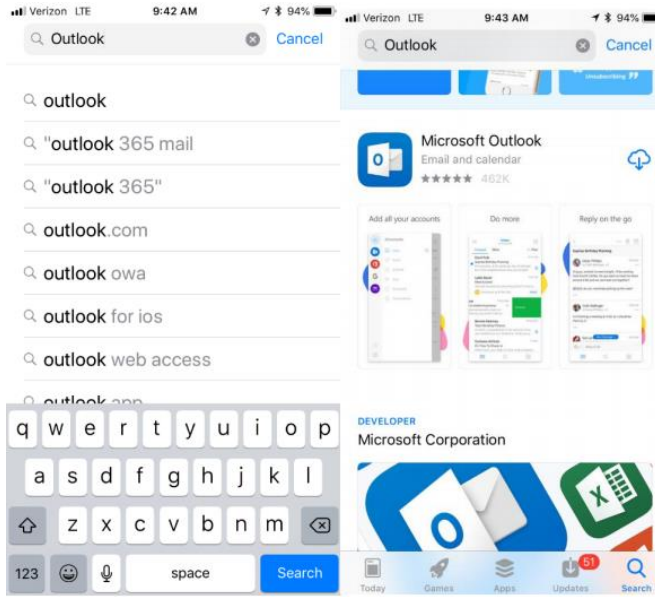


8. Now you can compose your message. Don't forget to add a subject. When you are finished click the **Send** button above the address line.

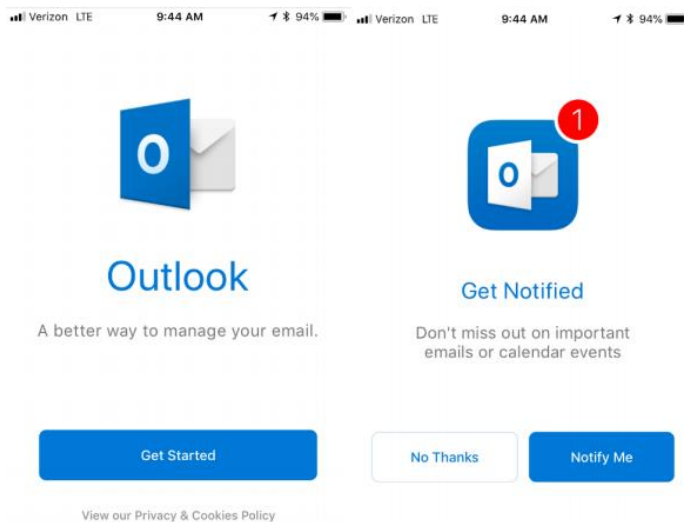
You can use the Exchange Online service to access your student email from any computer with access to the internet

Cell Phone

1. Open your app store and search for Outlook. We are using the Apple app store for this example so if you are using an Android device just use the Google Play Store. Download the Microsoft Outlook App.

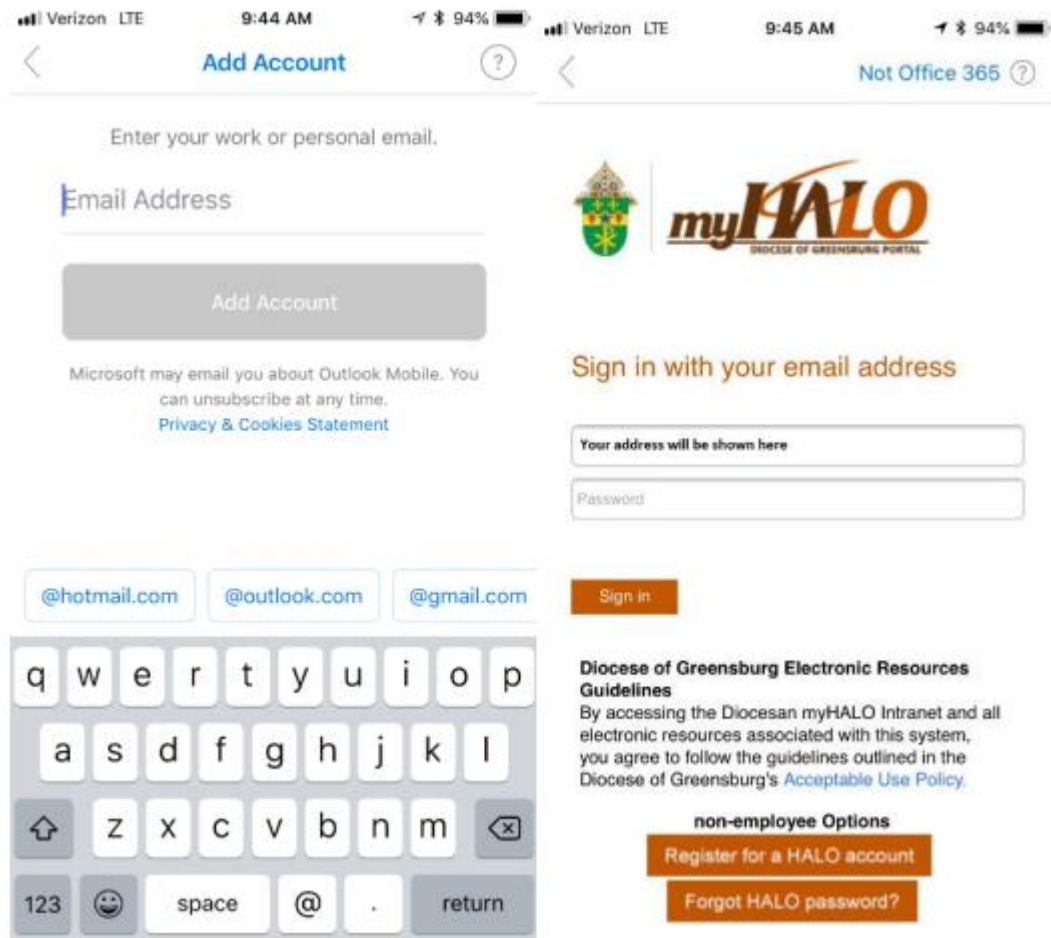


2. Start the Outlook app. Press the Get Started button. Select your desired option for notifications. If you select Notify Me, you will get a pop up message every time you receive an email message on your school account.

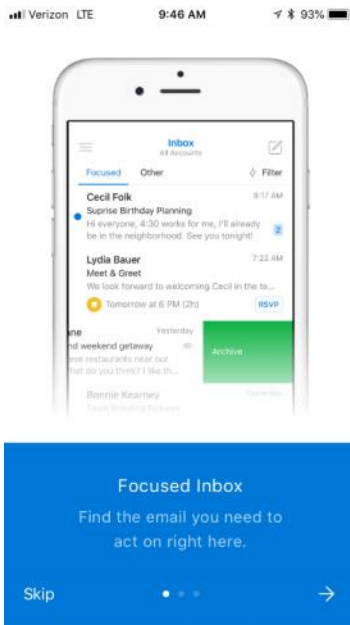


3. On the next screen, type your school email address. Your address will be your last name followed by your first and middle initial. GCC student addresses end in @gchs.org Geibel student addresses end in @geibelcatholic.org

4. Enter your password on the MyHALO screen and press Sign in.



5. Now your email is set up on your phone! After you read the prompts you will be directed to your mailbox.



Congratulations! Now you know how to use all of email applications that your devices can access.