

Introduction to Outlook

Students will need to be familiar with Outlook email as well as sussed and Blackboard as this is a key method of communication used by most university staff. You should stress the importance of keeping up to date with emails and replying as soon as possible.

Key areas of Outlook to showcase to students are:

- Inbox, viewing incoming messages and how to reply
- Calendar, show them how to view and create appointments should they wish to use the Outlook calendar to organise themselves. They will get reminders of time and location from outlook before the appointment.
- How to send new emails: recipient, subject box and attaching files
- How to add a contact to their address book
- Importance of managing emails, perhaps using filters or setting aside some time to go through their inbox.

Some ideas of how to showcase these functions to students include:

- Sending them emails and asking them to respond from their phones
- Encouraging them to download the outlook app
- Using the projector to demonstrate the outlook website
- Get the students to swap email addresses with the student next to them and send a first email and gain a first contact.

