

Outlook:

Microsoft Outlook is your CWU email. To log in to Outlook you will need to know your CWU Credentials. If you do not know these then please contact **Information Services**. It is important to check your CWU email frequently throughout the quarter in order to stay up to date with your courses and important information from Central.

In the top left corner of your Outlook will be a button that is nine dots in the shape of a square. If you click on this, then you will be able to access all of the Microsoft programs, e.g. Word, PowerPoint, etc.

Search Bar:

You can use your Search Bar to look for a specific email or for a specific individual. On the left side of the Search Bar you will be able to click on a drop down tab that lets you select whether you want to search your entire Outlook or if you want to search only a specific section such as your Archive or Inbox.

Inbox:

All the emails that are sent to your CWU email will appear in your Inbox. Your Inbox is divided into two sections. These are two sections are your **Focused Inbox** and your **Other Inbox**. You will have the option to **Delete, Move, Archive, Categorize** your emails via the top bar above your emails list.

Focused Inbox:

Emails that are sent to you from Central, fellow students, and instructors will appear here.

Other Inbox:

Emails that come from automated systems will go to this section of your **Inbox**.

Sent Items:

Anytime you send out an email, whether it be a response to an email you received or an email you composed yourself, you will be able to locate it here. On the top bar above your list of emails you will find the options to **Empty Folder/Delete, Move, Archive, Move, or Categorize** your emails.

Deleted Items:

Whenever you delete an email from your **Inbox** you will be able to find it here if it is needed later. If you click **Empty Folder** at the top of the list of emails, then it will permanently delete all of the emails that are there. Once you have done this you will no longer have access to these items. If you click on the open circle on the left-hand side of each email, you are able to select specific emails to either permanently **Delete**, **Restore**, **Categorize** or **Move** them by clicking the desired option on the top bar of your emails. If you click on Restore, then it will put the email(s) back into your Inbox. If you choose to Move the email(s) then you will have to select which file you would like to move the email(s) to. To Categorize your emails, you just click whichever category you are wanting to put the email(s) into.

Folders:

You can move your emails into different folders as a way to keep them organized. The only two folders that will be in place are **Groups** and **Archive**. You are able to make custom folders easily by right clicking on the Folders drop down tab and selecting **Create New Folder**.

Archive:

Your Archive is in its own way a type of folder. You move emails that you want to save into your Archive for later use. Placing emails here makes it easier to retrieve emails in the future if needed. If you have a large amount of emails that you are wanting to save it is suggested to make clearly labeled folders to categorize emails.

Groups:

You can make or join groups easily. To make a group you only have to scroll down your task bar on the left-hand side, click on **Groups**, and select either **Explore Groups** or **New Group**. If you find a group, you are wanting to join then you will have to **Request to Join**. If you are making a group, then you have to decide if you want it to be **Private** or **Public** so that anyone with an Outlook can join. This is a good option to communicate with classmates or study groups.

Calendar:

You can access your Outlook calendar by clicking on the calendar page button on the bottom of your task bar. You will be able to find Appointments, Reservations and Meetings inside your calendar. Others may share events from their calendar with you and this will also appear on your calendar.

People:

By clicking on the third option from the left at the bottom of your task bar you will go to the page labeled People. This is where you will find your saved contacts and again your Groups.

Tasks:

This is the fourth option from the left at the bottom of your tasks bar with the check mark icon. This is where you will be able to add things to a To Do list. You will also be able to find tasks that are others assign to you under the **Assigned to you** tab.