# SPS Email Student Checklist

The following is a checklist SPS students can use to confirm that their access to Outlook is functioning correctly. If students indicate issues with any of these actions, they need to contact Student Techline.

**Please confirm that you can complete the following:**

**Access**

- ❑ How did you access and sign in to your SPS Email?
    1. Opening a web browser like Chrome, Safari, or Edge and going to
        - ▪ https://outlook.office.com
        - ▪ www.seattleschools.org and selecting the Student Portal
    2. For SPS laptops,
        - ▪ clicking the Desktop icon
        - ▪ clicking the window icon at the bottom left of your screen and choosing the icon for Student Email

**Layout**

- ❑ **You can keep the default settings or personalize the layout:** (Use the scroll bar on the right to scroll down to see more options.)
    1. Click the *Gear icon* to open **Settings**.
    2. Pick a Theme
    3. View screen in *Dark mode*?
    4. Sort messages in *Focused Inbox and Other*?
    5. Display density - *Full, Medium, or Compact*?
    6. Conversation view – New messages on top or bottom?
    7. Reading Pane – Right, Bottom, or Hide?

**Email**

- ❑ **Send an email message (Note: You can only send and receive emails within the SPS domain @seattleschools.org)**
    1. Click **New Message**.
    2. **To**:  Type the last name of one of your teachers and select your teacher's full name if it appears in the suggested results.
    3. **Add a subject**.
    4. Type a brief message.
    5. Click **Send**.
- ❑ **Reply to an email message**
    1. Send an email message to another student and ask them to reply back.
    2. In your Inbox, click an email message to preview in the Reading Pane.
    3. Click the reply icon to send a message back to the sender and type your message.
        - If there is a person who was copied (CC) on this message you can select the reply all icon
        - If you would like to send this message to a different person, click the Forward arrow
        - You can also like the message by clicking on the thumbs up icon
    4. Click **Send**
        - If you click Discard, the message will not be sent and will not be saved

- A window pops-up asking, "Are you sure you want to discard this draft?"
- Click **OK** to delete or **Cancel** to go back to the message

❑ **Add an attachment**
1. Click the paper clip icon to add an attachment or file
2. *A list of Suggested attachments appears, and you can select one of the suggested files,* Browse this computer, *or* Browse cloud locations
3. If you choose **Browse this computer**:
   - Select a file to upload
   - Click Open
   - You will see an icon of the file appear in your message
4. If you choose **Browse cloud locations**:
   - A window pops-up showing files from your OneDrive
   - Select a file
   - Click **Next,** and a window pops-up asking *How do you want to share this file*?
   - If you select **Share as a OneDrive link**, Recipients can see the changes and work together in real-time
   - If you select **Attach as a copy**, recipients get a copy to review
   - You will see an icon of the file appear in your message

**Calendar**

❑ **View Calendar**
1. Click the Calendar icon to open your Calendar.
2. You can click on the time and title to view details of the Calendar event like a class Teams meeting

❑ **Create a Calendar event**
1. Double click on a date and a Calendar window pops-up
2. Add a title
3. Select a start time and select an end time
4. Set a Reminder
5. You can *Add a description or attach documents*
6. Click **Save**

❑ **Create a Calendar event and invite others**
1. Follow steps to create a Calendar Event and click *Invite Attendees*
2. Type the last name and select the full name of the person from the list of suggested results.
3. Click **Send**

**Language and Time**

❑ **You can change the Default Language and Time Settings**
1. Click the Gear icon in top right corner
2. Click **View all Outlook Settings** link at the bottom of pop-out menu.
3. Click **General** in the far-left column of new pop-out menu.
4. Click **Language and Time** in the new pop-out menu.
5. From there, you can change the default **Language** to another language.
6. Change the **Time Format** to **1:01AM – 11:59PM**.
7. Click **Save**.
8. Reload the web page to see changes.