

Emailka Ardayda SPS

Outlook waa barnaamijka emaylka oo qayb ka ah Office 365. Adeegsiga Outlook, ardaydu waxay kula xiriiri karaan macalimiintooda iyo ardayda kale ee dhigata Dugsiyada Dadweynaha Seattle email.


|Emailka Ardayda SPS

- Gelida Outlook
- Barashada qaabka
- Wax ka bedelka qaabka
- Wax ka bedelka luqada qaslka

Gelida Outlook

Waxaa jira dhowr siyaabood oo loo galo Outlook

1. Furo biraawsar shabakad sida Chrome, Edge, Firefox, ama Safari.
2. Tag mid ka mid meelahaan soo socda:
 - a. <https://outlook.office.com>
 - b. www.seattleschools.org oo **guji** Ardayda oo xulo Office 365
 - c. www.seattleschools.org oo guji **Ardeyda** oo dooro **Xariirka Ardayga** (wuxuu kaloo furayaa Office 365, Source, iyo Schoology)
3. Geli magacaaga ardayga iyo SPS passwordkeeda

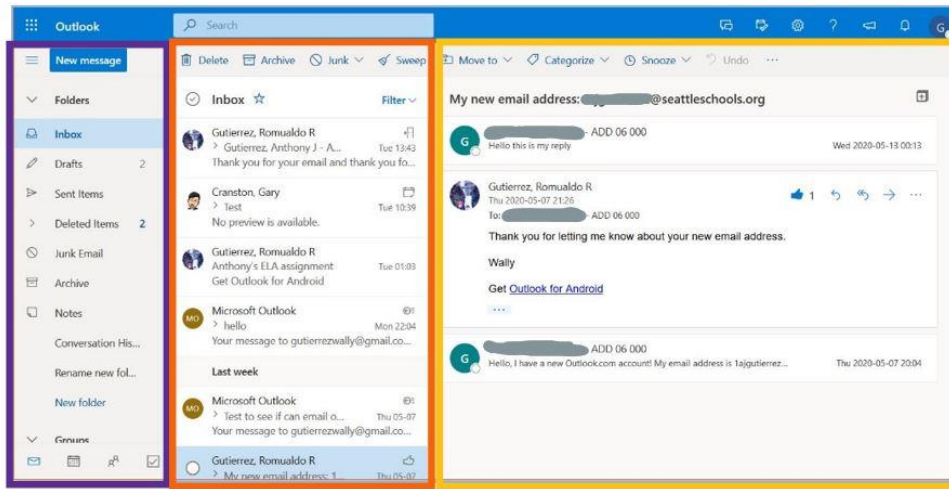
Hadaad haysatid laptop-ka SPS, waxaad gujin kartaa astaanta iimaylka ardayga  shaashaddaada ama guji icon Window ee bidixda hoose ee shaashadda kumbuyuutarkaaga oo dooro icon.

Baro Qaabka

Waxaa jira 3 aag ama barkado weyn oo ku jira qaabeynta Outlook. Wax kasta oo aad doorato galka Faylka ayaa go'aaminaya waxa ka muuqda mashiinka Fariinta, kaas oo go'aaminaya waxa ka muuqda shaashada Akhriska.

1. Guji **Inbox** gudaha galka faylka.
2. Fiiri farriimaha aad ka heshay shaxda fariinta oo xulo farriin.
3. Ka fiiri Hordhaca farriinta lagu soo diray Shaxda Akhriska.

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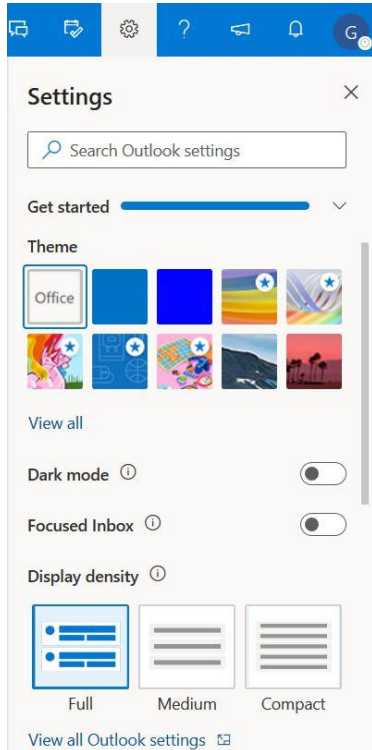
Folder pane

Message Pane

Reading Pane

Wax ka bedelida qaabka

Waxaad wax ka beddeli kartaa qaabeynta gudaha Outlook si aad ugu haboonaato dhadhankaaga shaqsi ahaaneed adigoo beddelaya goobaha asalka ah.



1. Guji icon Gear si aad u furato **Settings**.
2. Xulo **Tusmo** (Theme) adigoo gujinaya naqshada aad jeceshahay.
3. Kufiirso bandhigaha **Qaab mugdi** ah (Dark mode).
4. **Ufiirsashada Inbox** - U kala sooc farriimaha gudaha 'Inbox' kuwa foojagan iyo kuwa Kale
5. **Cufnaanta Tasmada** - Beddel imisa farriimo ayaa lagu muujiyey mashiinka Fariinta

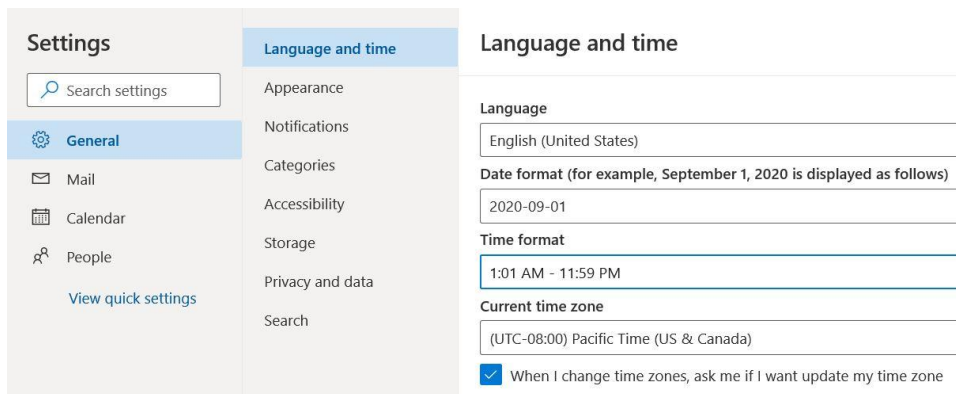
Hoos u dhaadhac si aad u aragto xulashooyin badan

6. **Muuqaalka wadhadalka** - tus jawaabaha isla fariinta isla mar ahaanta cusub ama dusheeda
7. **Qormooyinka aqrintu** waxay ku muuqan karaan dhinaca midig ama hoose

Beddel Luqadda Asalka ah iyo Qaabka Waqtiga

Waxaad u beddeli kartaa dejiyada caadiga ah ee Luqadda sida ku habboon baahiyahaaga.

1. Guji icon Gear si aad u furato Settings
2. Riix **View all Outlook settings**.



3. Riix **General** ee dhinaca bidix oo ka mid ah Settings menu cusub.
4. Dooro **Luqadda iyo waqtiga**.
5. Guji luqadda asalka ah (Ingiriisiga) oo ka dooro luqad kale liiska xulashada.

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6. **Lagu talinaya** si aad u badasho **Qaabka Waqtiga** ilaa **1:01 AM – 11:59 PM**.
7. Riix **Save** oo xir shaashada.
8. Dib ugulaabo bogga websideka si ay isbeddelada u dhicaan.

