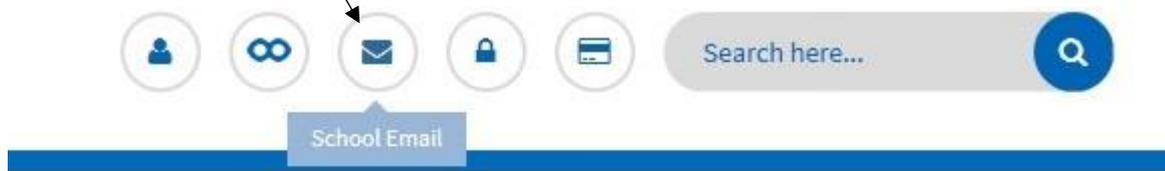


Westgate Email Guide

1. Logging on to your school email remotely

Log onto the school website www.westgate.slough.sch.uk. On the right-hand side of the website there is a link to the school email, click on the link.

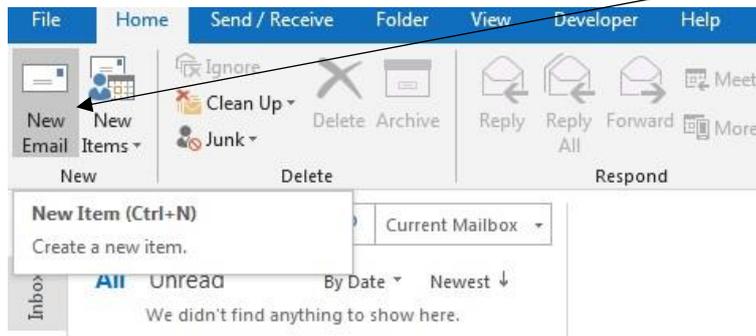


Your login is your email address (the year you started the school, followed by your first initial, surname and @westgate.slough.sch.uk) e.g. 19AEinstein@westgate.slough.sch.uk

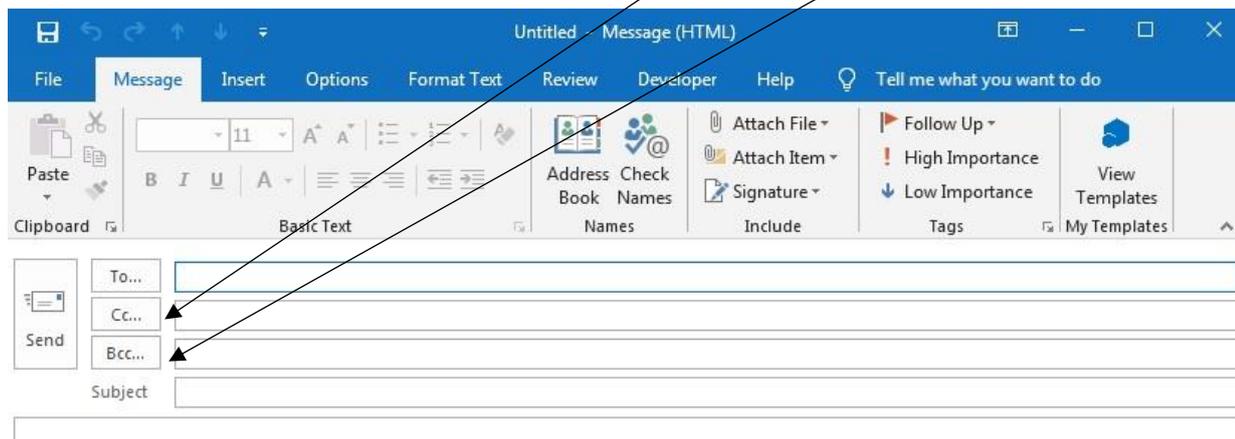
Your password will be the password that you use to login to the computers at school. If you have forgotten your password or need to reset it, then please contact Mr Higgins.

2. Create and send a message

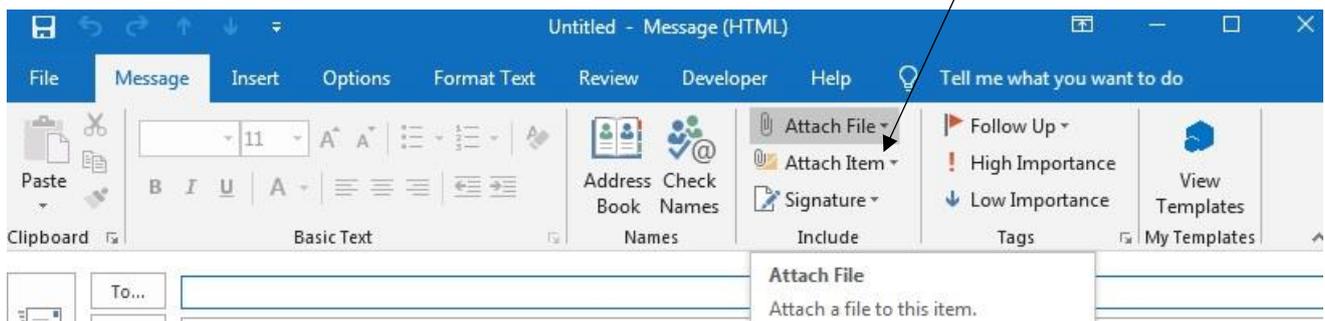
To create a new mail message, click on new email.



Type in the name of the person you want to send the email to. If you want to copy someone into your email click on CC (carbon copy). If you want to send a copy to someone but you don't want the person that you are sending the email to, to see it then click on BCC (blind carbon copy).



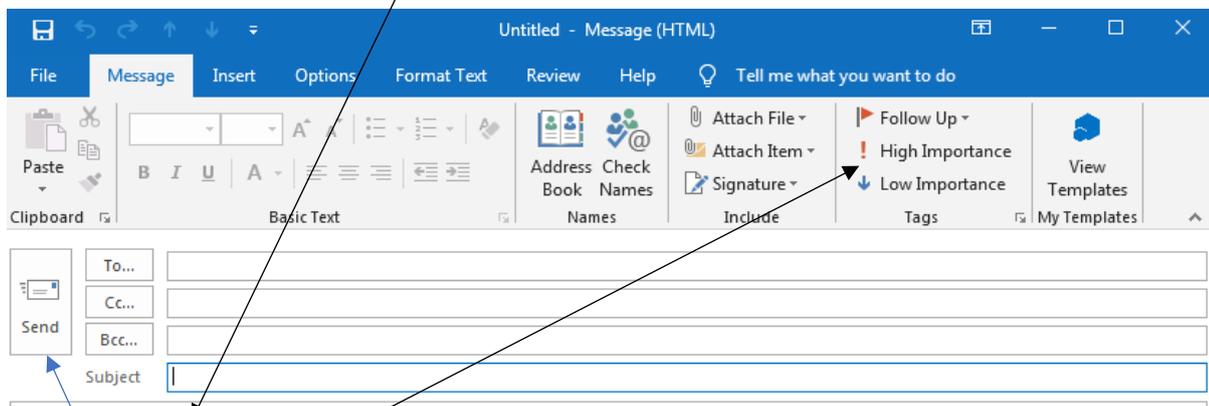
If you want to attach a document, then click on the paper clip icon.



Click on Browse This PC... and find the document that you want to attach to your email.



Make sure you put a subject in the subject row i.e. describe briefly to the person you are sending the email to what the email is about.

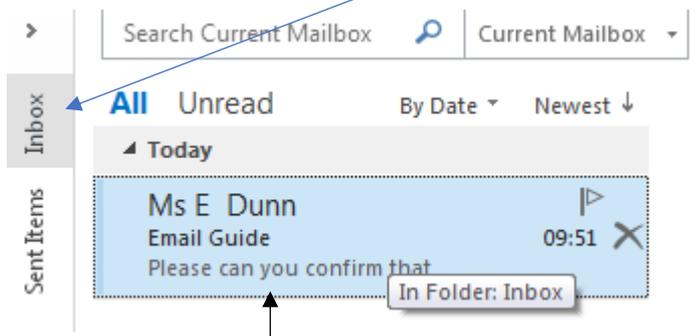


If the email is urgent or very important, then click on the High Importance icon.

To send your message click on the send button.

3. Replying to a message

You will have different folders on the left-hand side of Outlook. Make sure you are clicked on the inbox



To open the email, double-click into it.

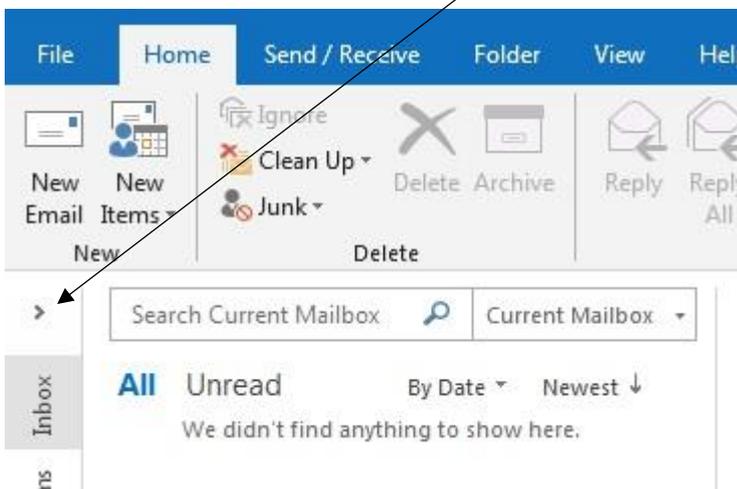
To reply to the person sending the email then click on Reply. If you want to reply to everyone that has been included in the email, then you click on Reply All. Be careful, if your teacher has sent the whole class an email and you click on Reply All then your email will get sent to everyone in that class. If you only want to respond to your teacher, click on Reply.



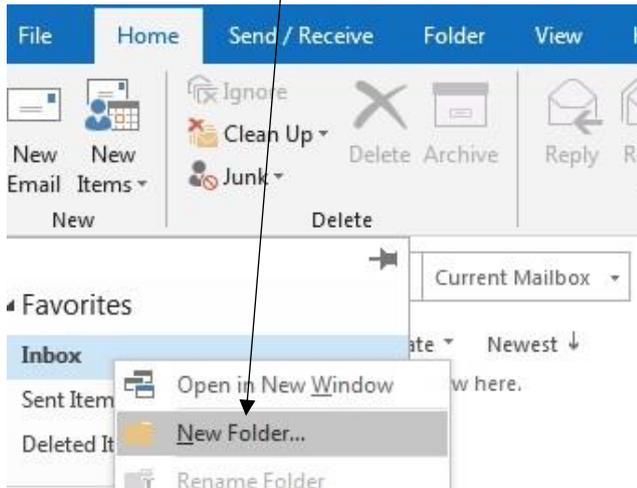
If you want to forward the email that you have received to someone else then click on the Forward icon.

4. Creating a folder

If you want to organise your inbox and create different folders for different emails click on the right icon to open up the left navigation bar

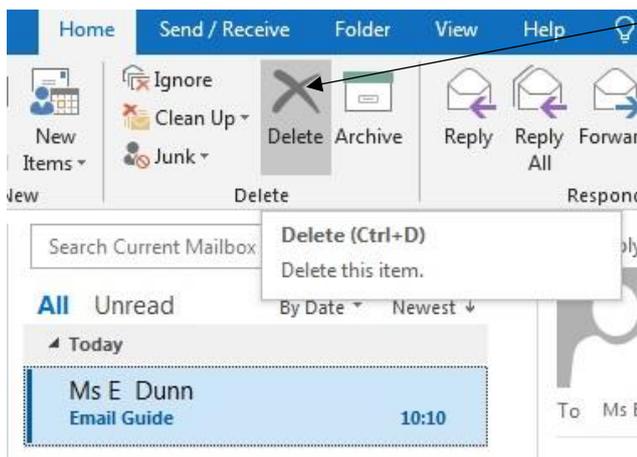


Roll your mouse over the word Inbox, right click on your mouse and select New Folder.



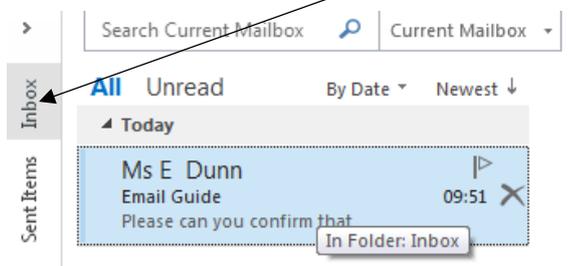
5. Deleting a message

To delete a message, click on the message then select the Delete icon.



6. Recovering a deleted message

If you have accidentally deleted a message and want to get it back. Click on Inbox



You will see a folder called Deleted Items. Click on this and select Recover Items.

