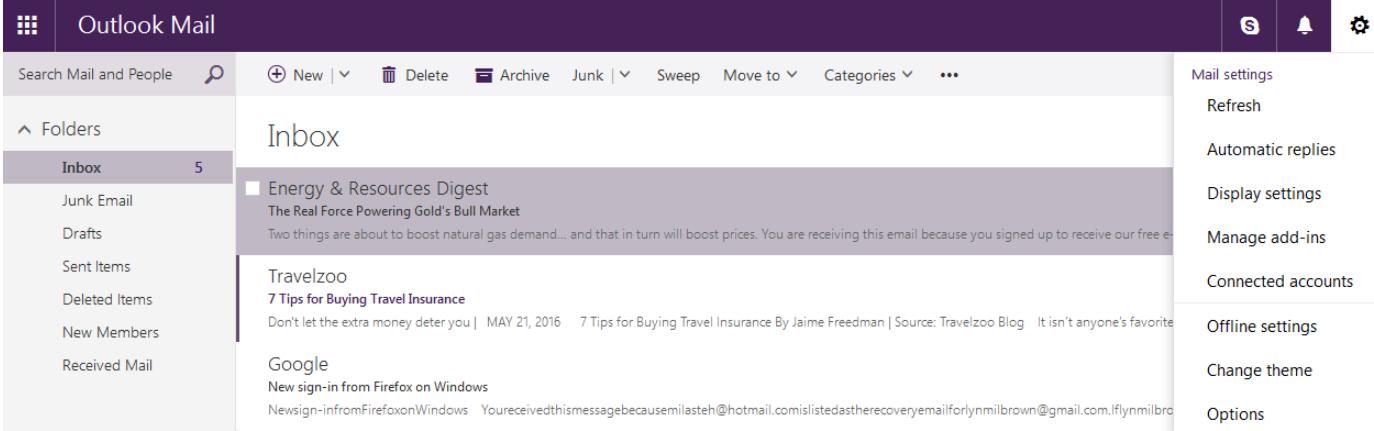


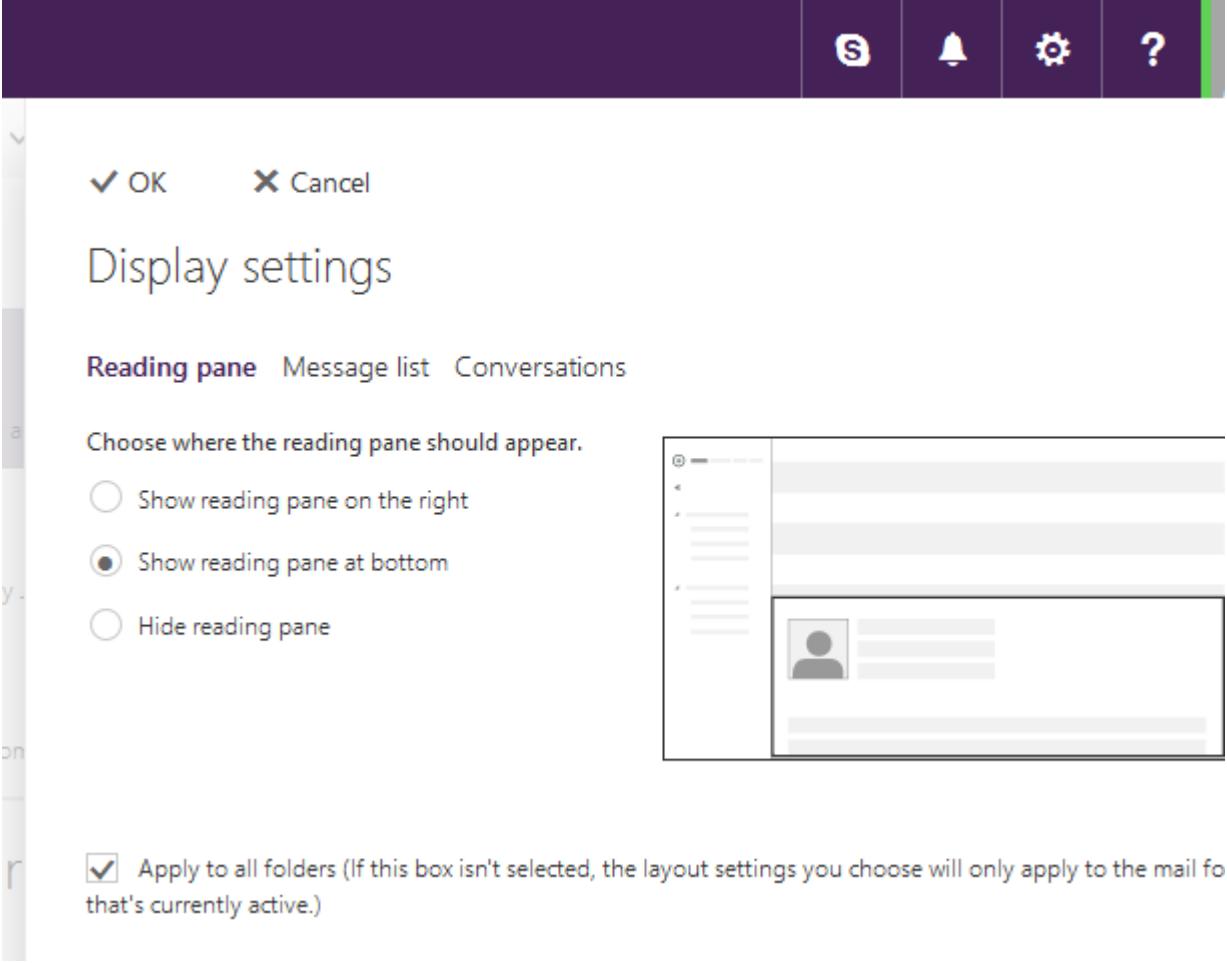
Outlook.com

As in Gmail, the **Settings** are again accessed through the “cog” icon (top right). When you click on it, you get to see the different Mail settings.



The screenshot shows the Outlook.com inbox. On the left, there's a sidebar with 'Folders' expanded, showing 'Inbox' (5 messages), 'Junk Email', 'Drafts', 'Sent Items', 'Deleted Items', 'New Members', and 'Received Mail'. The main area shows the 'Inbox' with three messages listed: 'Energy & Resources Digest' (unread), 'Travelzoo' (unread), and 'Google' (unread). On the right, a vertical 'Mail settings' menu is open, listing options like 'Refresh', 'Automatic replies', 'Display settings', 'Manage add-ins', 'Connected accounts', 'Offline settings', 'Change theme', and 'Options'. The 'Change theme' option is highlighted.

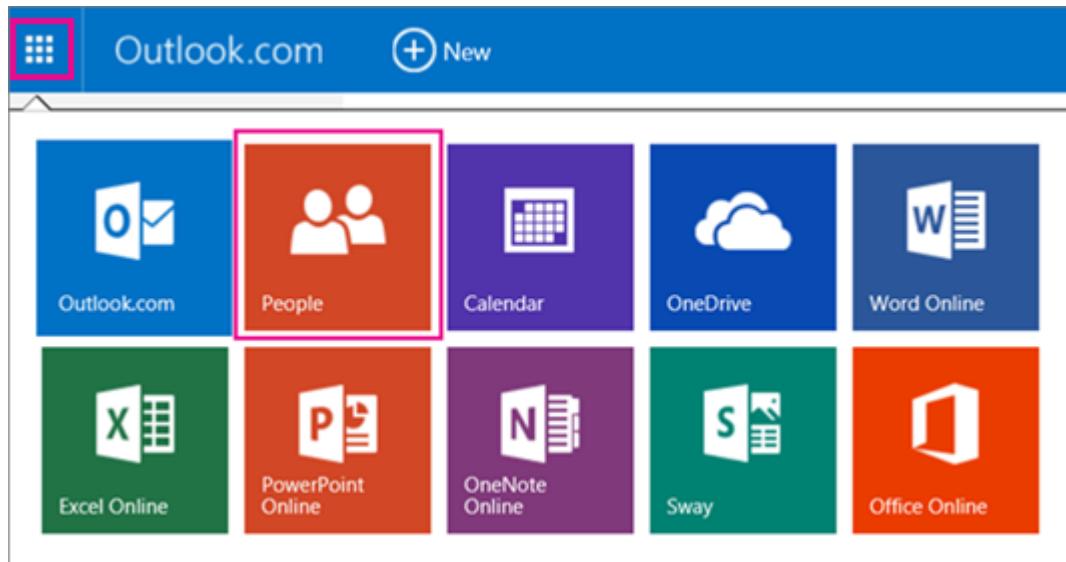
Here I selected to have a split screen, displaying the selected message in the bottom half. **Changing Theme** can make the screen look a bit more interesting.



The screenshot shows the 'Display settings' dialog box. At the top, there are 'OK' and 'Cancel' buttons. The main title is 'Display settings'. Below it, there are three tabs: 'Reading pane' (selected), 'Message list', and 'Conversations'. Under the 'Reading pane' tab, the sub-instruction is 'Choose where the reading pane should appear.' There are three radio buttons: 'Show reading pane on the right' (unchecked), 'Show reading pane at bottom' (checked), and 'Hide reading pane' (unchecked). To the right of these options is a diagram illustrating the reading pane layout. The diagram shows a vertical sidebar on the left with a list icon and a small arrow pointing down. To the right of the sidebar is a large area divided into two sections: a narrow vertical column on the left and a wider horizontal area on the right. A small user profile icon is positioned in the center of the horizontal area. At the bottom of the dialog, there is a checked checkbox: 'Apply to all folders (If this box isn't selected, the layout settings you choose will only apply to the mail folder that's currently active.)'

To import contacts into **Outlook.com**, here is what to do:

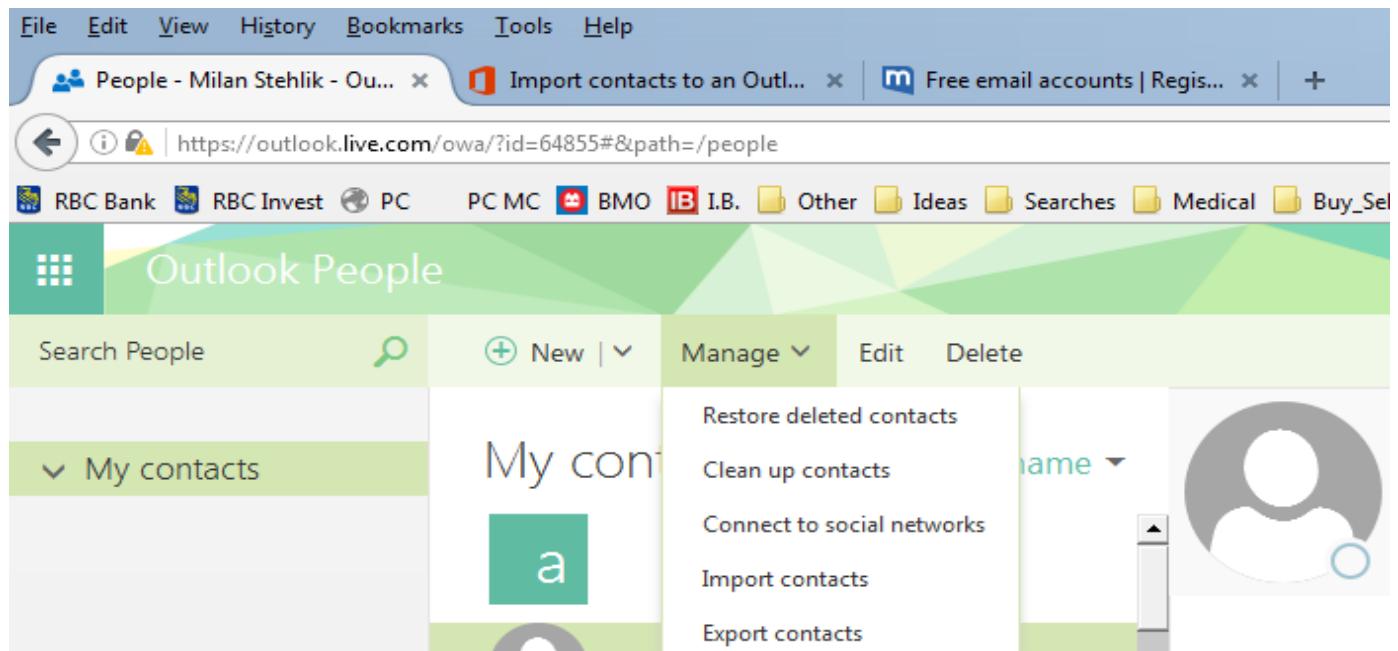
1. Go to <http://people.live.com> and sign in to your Outlook.com account. Or, if you're already signed in to Outlook.com, choose the app launcher  > **People** to go to your contacts.



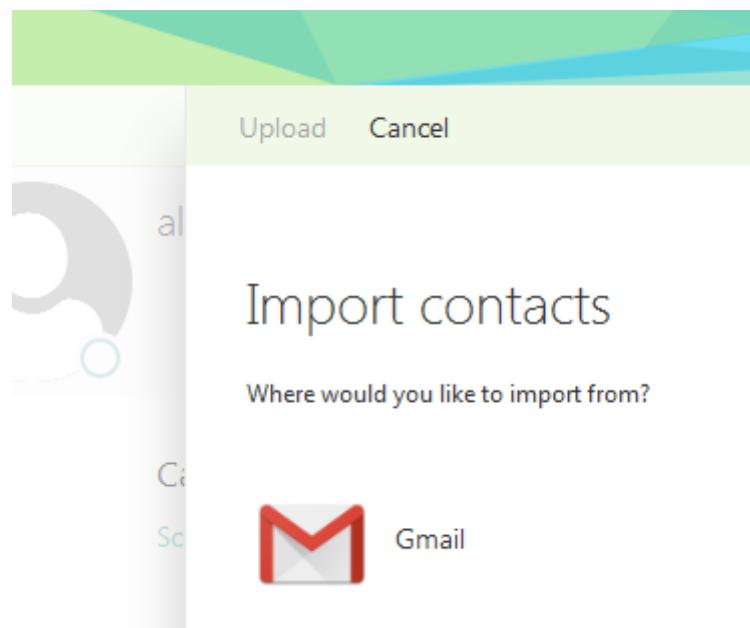
2. Choose **Import contacts** and then choose **Google**.
- 3.
4. Follow the instructions on the page to export your contacts from your Gmail account as a .csv file.

Google will export a *copy* of your contacts; you'll still have access to them when you sign in to your Gmail account.

5. **Upload** your .csv file to Outlook.com.



Here click on Gmail and follow the instructions.



Here are the instructions:

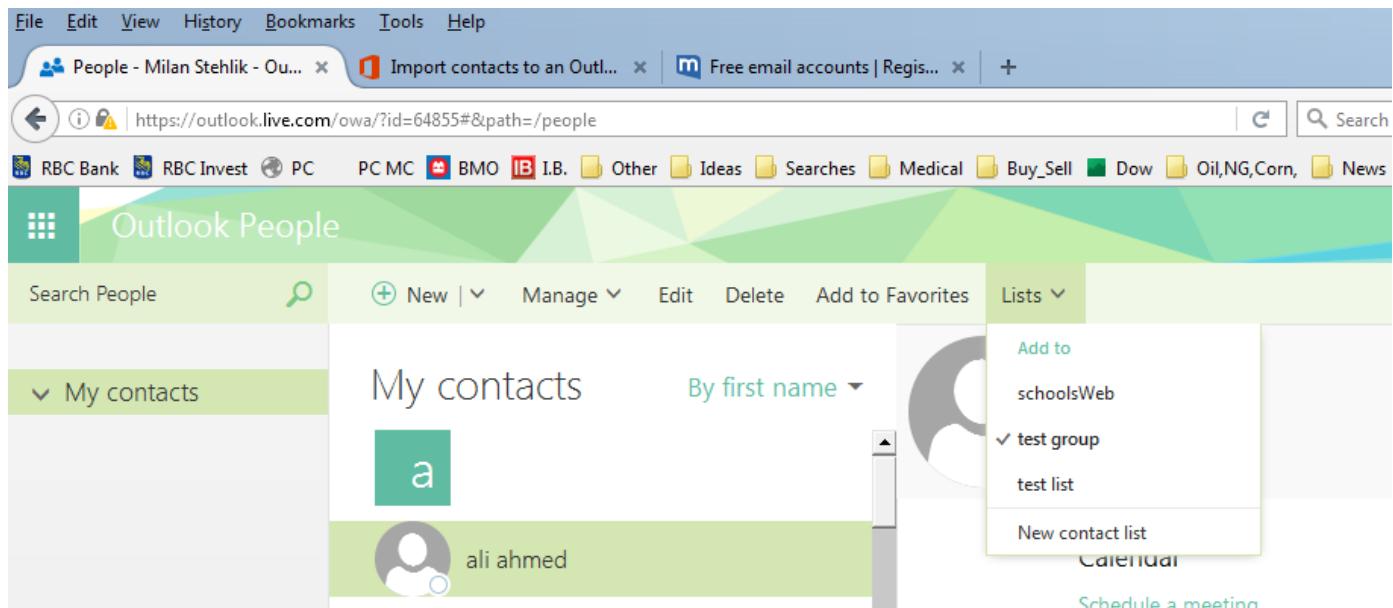


Import contacts from Gmail

1. Sign in to Gmail.
2. Go to Google Contacts.
3. Select More > Export.
4. Choose which contact folder to import and choose Outlook CSV format.
5. Select Export.
6. Select Save to Disk > OK.
7. Select a location to save your file and select OK.
8. Check to make sure the CSV file you just downloaded isn't empty by opening the file.
9. On this page, browse to the location of the file you just downloaded and select it.
10. Select Upload.



Creating a group (List) in Outlook.com is similar to creating a new group in Gmail. Click on the “grid” icon (the 9 square dots in the top left) then **New** or **Lists** and you will see a choice to create a New contact list.

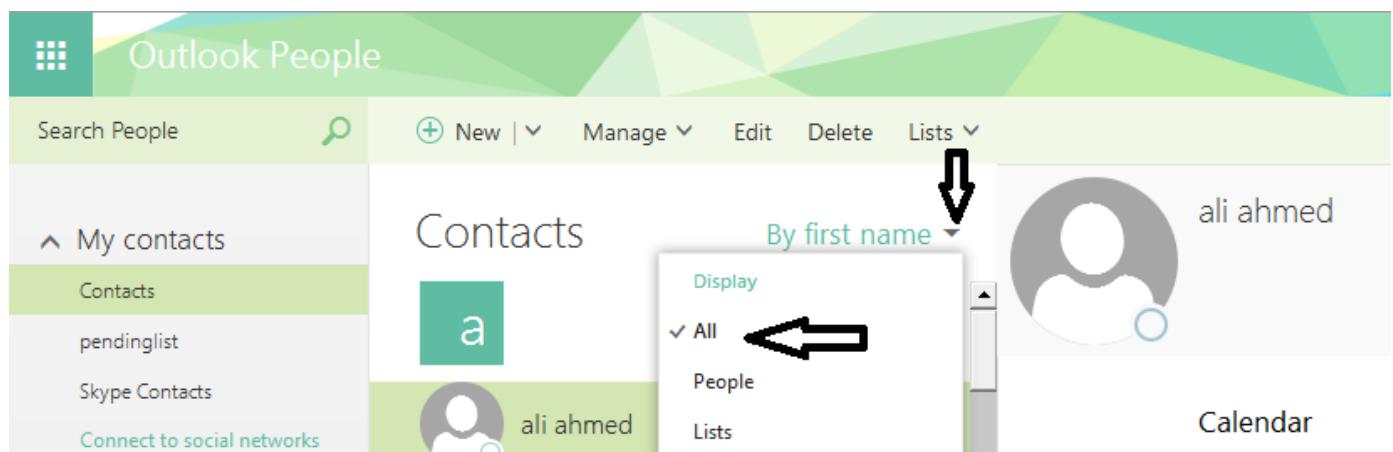


The screenshot shows the Outlook People interface. The top navigation bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The address bar shows the URL https://outlook.live.com/owa/?id=64855#&path=/people. The main area is titled "Outlook People" and shows "My contacts" with a contact named "ali ahmed". A context menu is open from the "Lists" button in the top right, listing "Add to" (schoolsWeb), "test group" (checked), "test list", and "New contact list".

You can look up this website too:

<http://logintips.com/hotmail-sign-in/create-contact-groups-distribution-lists-in-hotmail-outlook-com.php>

If you cannot see your groups (Lists), make sure that the **All** is checked in this window: First you have to click on the little triangle after the **By first name**. Of course, first you have to click the “grid” (some call it the **App launcher**) – the nine square dots, then click on **People**.



The screenshot shows the Outlook People interface with a callout arrow pointing to the "All" checkbox in the "Display" dropdown menu. The menu also includes "People" and "Lists". The main area shows "My contacts" with a contact named "ali ahmed".

Adding contacts to a group can be a bit tricky.

First, in the Contacts column, **check** all the contacts you want to add to a group.

Then under **Lists**, **check** the name of the group into which you want to add the contacts.

The screenshot shows the 'Outlook People' interface. In the 'My contacts' list, four contacts are selected: ali ahmed, andre gaudreau, andy bischoff, and angela leonard. A context menu is open under the 'Lists' dropdown, showing options like 'Add to', 'schoolsWeb', 'test group' (which is checked), 'test list', and 'New contact list'. To the right, a preview area shows four contact cards: ali ahmed, andre gaudreau, andy bischoff, and angela leonard. Below the preview, the names are listed again: ali ahmed, andre gaudreau, andy bischoff, and angela leonard. On the right, there are buttons for 'Send email' and '4 of 4 selected'.

You will not see any Save nor Apply button to click!! To finish, click on the Contacts under My contacts in the leftmost column.

Then you can scroll down and click on the group to make sure the contacts have been added.

Sending a picture in an email message and/or as an attachment is very similar to the way it is done in other email applications.

The screenshot shows the Microsoft Word ribbon. The 'Insert' tab is selected, showing icons for text, tables, and other insert options. Below the ribbon, there are buttons for 'Send', 'Discard', and 'Insert pictures inline'. A large black arrow points upwards towards the ribbon.

Again, you see the familiar icon for inserting pictures and the paper clip icon for attaching files.

When you click on the picture icon, you have a choice of getting a picture from the files on your web email, or from your Computer. After clicking the Computer button, your computer desktop window will pop-up (shown on the right) and you can navigate to the folder with your pictures. Select the picture you want and click the Open button at the right bottom.

