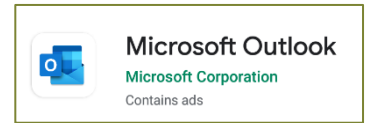


WFWI Online Access For President/Secretary/Treasurer Tablet-iPad – Outlook Email Intro



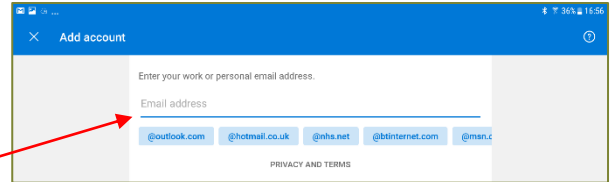
1. WI House sends your login details to your home email. Record these in a safe place.

2. Download and install the OUTLOOK app on your tablet or iPad by typing OUTLOOK in your App Store/Google Play Store (depending on which device you have). Please note that these instructions may vary slightly depending on your device.



3. Open the app.

4. A screen should appear with the words Add Account. Enter the email address that you have been given from WI House. It will be the WFWI email you have been given with the name of your WI and your position (pres or sec or treas) and then @wiltshirewi.org.uk. Then click Continue or Next.

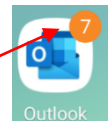


5. The next screen shows Wiltshire WI and asks for your password. Enter the password you received from WI House and select Sign In.



6. The next screen will be your INBOX where you will see any messages that you have already received from WFWI or other WI members.

7. When using the Outlook app you will only need to sign in once to get your emails.



8. A notification will show on the app icon if you have any new emails. Open the app when you see it.

9. This is a quick guide to your email screen

Inbox

Left menu:
Other ways of looking for previous emails

Any folders that you create

Quick links to email, calendar, settings

Create a new message

At the top right corner of the app, click on the three small dots to manage an email, eg:
-Move to folder (incl creating a new folder)
-Move to Other
-Report Junk
-Mark unread
-Etc

In an email, click on the three small dots to respond to an email, eg:
-Mark unread
-Flag
-Reply
-Reply All
-Forward
-Delete