

The activities included in this handout help you get familiar with Outlook.com.

Filter, sort, and search in Outlook.com

When managing an inbox full of mail, it's good to know how to filter and find things. Outlook.com makes this simple.

1. Select the **Microsoft Edge** icon from the taskbar to open the browser.
2. Type **www.outlook.com** in the address bar, and press **Enter**.
3. If you're prompted, sign in with your Outlook.com credentials.
4. In the **Categories** menu in the left pane, select **Documents**.
5. Selecting Documents sorts your messages by only those that contain documents.
6. Select the **Settings** icon at the upper right of the Outlook.com webpage.
7. Select **Manage categories**.
8. Under **Show in folder pane**, select **Social updates**.
9. Select **Outlook.com** at the upper left corner of the webpage to return to your inbox.
10. Notice that **Social updates** now appears under **Categories** in the left pane.
11. Select **Arrange by**, and select **From**. This organizes your mail by its sender.
12. Select **Arrange by**, and select **Date**. This organizes your mail by when it was sent to you.
13. Select the **Search email** box at the upper left corner of the Outlook.com webpage, and type a search term.
14. Select the **Search icon** at the end of the box.
15. Notice that only those messages that include the search term are displayed.
16. Select the box again.
17. Select **Advanced** search to see more ways you can search your inbox.

Sweep and move messages automatically

With Outlook.com, you can easily delete mail from a certain timeframe by using Sweep. You can also move related mail to an existing folder or create a new folder for it.

1. From where you left off in the previous activity, in your inbox, select the check box to the left of the message that you want to delete.
2. Select **Sweep** from the ribbon at the top of the screen.
3. Select **Always Delete email older than 10 days**.
4. Select **Sweep**.
5. Select a message you want to move to a different folder.
6. Select **Move to**.
7. Select **New folder**.
8. Type **Social media**, and press **Enter**.
9. Notice the new Social media folder in the Folders section.

Create an Outlook.com account

If you don't currently have a Microsoft account, you can easily create an Outlook.com email account. Once the account is created, this email account can be used for your Microsoft account.

1. Select the **Microsoft Edge** icon from the taskbar to open the browser.
2. Select the address bar at the top of the window and enter **Outlook.com**. Then select **enter** or **return**. If your home page is MSN.com or Bing.com, you will find a link at the top of the page that you can select instead.
3. Select **Sign up now** at the bottom right quadrant of the page.
4. Fill in your first and last name.
5. Under **User name**, select **Get a new email address**.
6. Complete the rest of this form and submit it to create an account.

Create and send an email

Use the Mail app in Windows 10 to send mail from any of your email accounts.

1. From the **Start** menu, select the **Mail** app to open it.
2. Select the **New mail** icon at the upper left corner of the screen to begin a new email.
3. In the **To** field, type an email address.
4. As you type, a list of suggested names may appear below the **To** field.
5. Select a name from the list, or continue typing an email address.
6. Select **Subject**.
7. Type **Dinner** in the subject field.
8. As you type, text suggestions may appear below the **Subject** field.
9. Select a suggestion to quickly insert text, or continue typing a subject line.
10. Select the area below the subject line.
11. Type **Let's plan on dinner Friday night**.
12. Select the **Send** icon in the upper right corner of the message. Keep in mind that if you have no Internet connection, you can write, but not send, an email message. However, the next time you're connected to the Internet, your drafts are sent automatically.

Additional resources

- Check out microsoftstore.com to find information about new devices and software, and to find your nearest neighborhood Microsoft Store.
- Check out windows.microsoft.com to learn more about Windows 10.
- Sign up for a Microsoft account today to get connected to the things you care about at windows.microsoft.com/microsoft-account.
- Choose the right device for you at windows.microsoft.com/pc-selector. Answer a few quick questions and find a device that best suits your needs.
- Learn more about security in Windows 10 at windows.microsoft.com/windows/security.
- Discover the Windows 10 Compatibility Center. Get device drivers, software downloads, and updates from microsoft.com/windows/compatibility.
- Use the Help+Tips app to learn the basics of Windows 10.
- Visit support.microsoft.com for help with Windows 10 or other Microsoft products.
- Visit the Holland America Line blog for news and updates about Holland America, and to print handouts for this course: hollandamericablog.com.