Using BC Email

If you have used Outlook for email, you will recognize this email interface. It is a form of Outlook and works just like the Outlook you may already have on your computer.

**IMPORTANT:** To take advantage of all the features of this Outlook interface, you must use Internet Explorer to access it. You can log in using other browsers, but you will not have all of the features of Outlook if you do.

The InBox

When you first login, you are taken right inside the inbox of your email folder. In the example below there are three email messages.
To read a message, simply click on it. The contents will display in the reading pane.

![Image of email inbox]

You have options at the top of the window to do things like move messages to other folders, delete messages or create a new message. When you hover your mouse over each option, you will see a description of what it does.

- Click **New** to create a new message, calendar entry and other options.
- Click on the **Reading Pane** option to change the layout of the reading pane or to turn it off.
- Click the third icon to change your list of messages from one line to multiple lines.
- Click the **X** to delete a message.
- Click the **Move** icon to move messages to another folder.
- Click the **Check Messages** icon to see if you have new messages since logging in.
- Click **Reply** to reply to the sender of that message.
- Click **Reply to All** to reply to the sender of that message and everyone else that received that message.
- Click **Forward** to email that message to someone else.
On the left of the screen, you can choose other options such as a calendar, a list of your contacts, and create a task list. Simply click on any item to open it.

Some of the major options, mail, Calendar, Contacts, and Tasks are repeated as links at the bottom of this column.

The Public Folders option contains a Student Activities calendar for the college and may contain other campus-wide information in the future.

**Getting Help**

Wherever you are in Outlook, you can get help with the things you are trying to do. In the upper right corner of the screen, click on the blue question mark like you see here.

This opens the Help menu you see here on the right where you have access to answers to most questions you may have about using Outlook. Simply click on categories and topics to read more detail about common tasks as well as more detailed fine-tuning of your Outlook.

Watch this Microsoft tutorial: