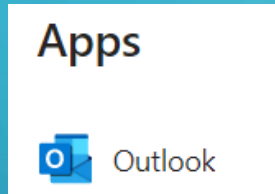# SETTING UP YOUR EMAIL INBOX

Student Landing Page → Red Office 365 tile
From Apps Launcher, click "Outlook"

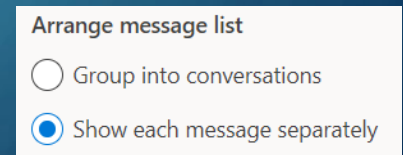- Select time zone (first time access only), all other screens are optional (click > through them)

- Once into email, **edit 3 settings**
    1. Click Settings ⚙
    2. Move the slider bar to OFF for "Focused Inbox"
    3. Click the circle for "Show messages separately"
    4. Type "reply" in the Search box
    Choose "Reply or Reply All"
    Click the "Reply" circle ⦿ Reply
    X to save and close Settings pane

Focused Inbox ⓘ   ◯

Arrange message list
◯ Group into conversations
⦿ Show each message separately

WHY SHOULD WE DO THIS?

1. The Focused Inbox allows the computer to decide what emails are important to you. Only those emails deemed important by the computer will show in the Inbox.

2. Messages arranged by Conversations gives the computer control of the emails. When many people are in the "conversation" (aka an email string of back and forth comments), the computer layers them to only show the latest reply. This is how information gets missed. The Separate Messages view allows all comments to be seen.

3. The default setting when replaying to emails is set as REPLY ALL. Most times this is not needed and instead REPLY to speak directly to one person is a better choice.