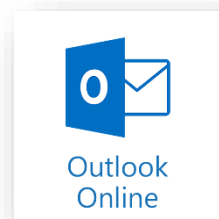


1. **Outlook 2016 and Outlook within Office 365 remain synced.** You can check your email through either version at school or home using your teacher laptop. If you are on a personal device, you need to log in via Office 365 to access your work email.
2. **Email signatures may need to be recreated.** *Note: It is best practice to create a signature for your email so others can easily identify your role and location within the district.*

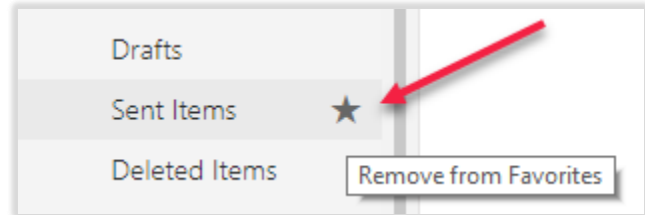
Click icon to edit your online or desktop signature:



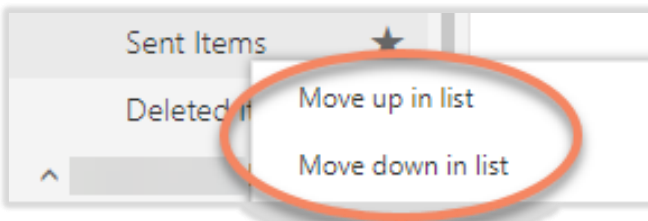
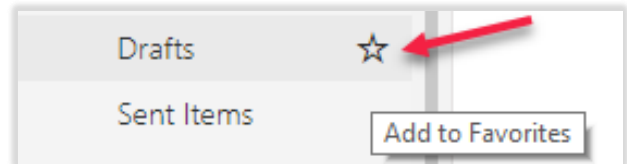
3. If using **web based email, log in by opening your Office 365** account [www.cobbk12.org/Office365](http://www.cobbk12.org/Office365) and then click on the Outlook app to access emails. This can be done on any web enabled device. The desktop version of Outlook will function the same.
4. The **Junk Email** folder utilizes a more rigorous sorting system than our district wide SPAM filter. Some items may appear in the junk folder. It is best practice to **check your Junk Email folder** to make sure important emails are not being incorrectly filtered. If you are expecting an email and do not see the email, check your Junk Email folder.



5. You can **add or remove from favorites various email categories** such as your Inbox, Sent Items, Junk Email, and Deleted Items by clicking on the star when highlighting a folder (right-click on the folder for additional options). Adding a category to a favorite brings it to the top of the list in your left sidebar.

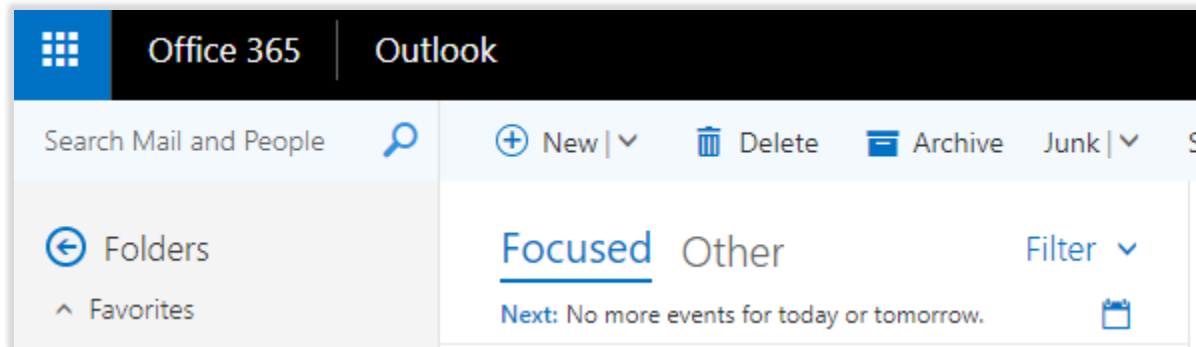


*Note: Many people like to have Inbox, Sent Items, Junk Email, and Deleted Items in their favorites so they can access them quickly.*

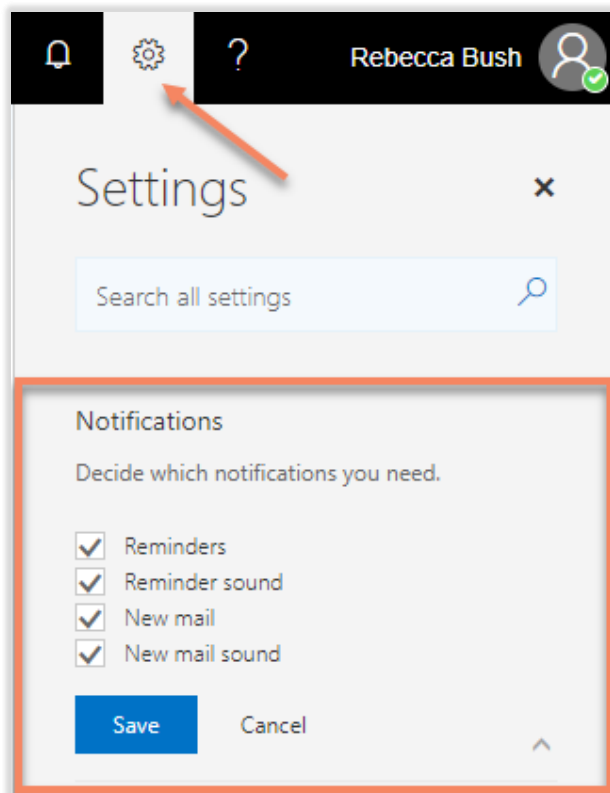


6. You can **rearrange the email categories** by right-clicking on that category and then selecting move up or move down. Note: Many people custom order their email categories based on which ones they utilize the most.

7. **EMA will still operate as normal** in the Desktop application, if you need to recover a deleted email.



8. Outlook Online provides a **Focused or Other categorization of email**. Focused emails are typically the emails from commonly corresponded contacts. Emails from list serves and other similar contexts typically show up in the Other category. Simply click on Focused or Other to view emails in that list.

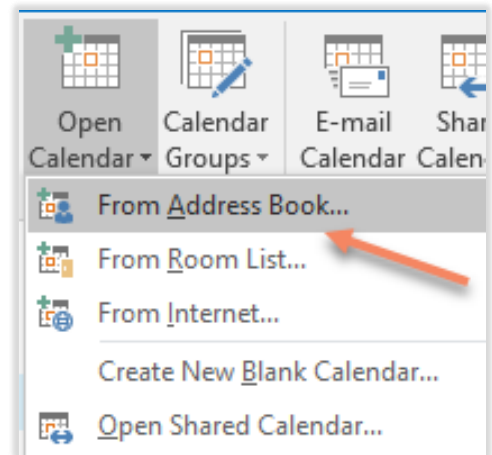


9. **Outlook Online notifications can be managed via Office 365 settings**. Click on the Settings Cog in the upper right corner of your Office 365 Account. Expand the Notifications settings by clicking on the down arrow if needed.

Check or uncheck the notifications boxes according to your Notifications preferences and click Save.

10. **Shared calendar access.** Be sure to check all your shared calendars and make sure they are showing up properly in Outlook.

If they are not, then you can re-add a shared calendar to your Outlook client.



Please be sure to check out our Technology Services technical support and instructional support web pages below for continued updates and troubleshooting tips.

[Technology Services Outlook Support](#)

[Instructional Technology Microsoft Office 365 & Office 2016 Resources](#)

