



MS Office

Outlook

Email: Open, Close, Delete

You can easily open, read, close, and delete emails you receive.

Try out these steps to manage your email.

1. Locate the Outlook icon on the desktop, and double-click on it to open it.

Open an Email

2. In your inbox, you will see unread emails in blue and emails you've already read in black.
3. Use your arrow keys or single-click on an unread email.
4. You can preview it in the reading pane to the right.

5. To see the entire email, press the Enter key or double-click on the email in the list and it opens in a new window.

Close an Email

6. Select the red X in the top right corner or press the Escape key.
7. You return to the inbox and you can see your email in the item list. The color of the subject line is now black, meaning it has been read.

Delete an Email

8. There are two ways to delete an email.
 - The first is to press the Delete key located in the top right corner of your keyboard when you're on the email.
 - The other method is to click on the red trash icon, which appears when you use the mouse pointer to hover on the right side of your email in the item list.

So how did it go? Did you try to open, read, close, and delete an email? There are more workshops exploring email functions. Try them out!