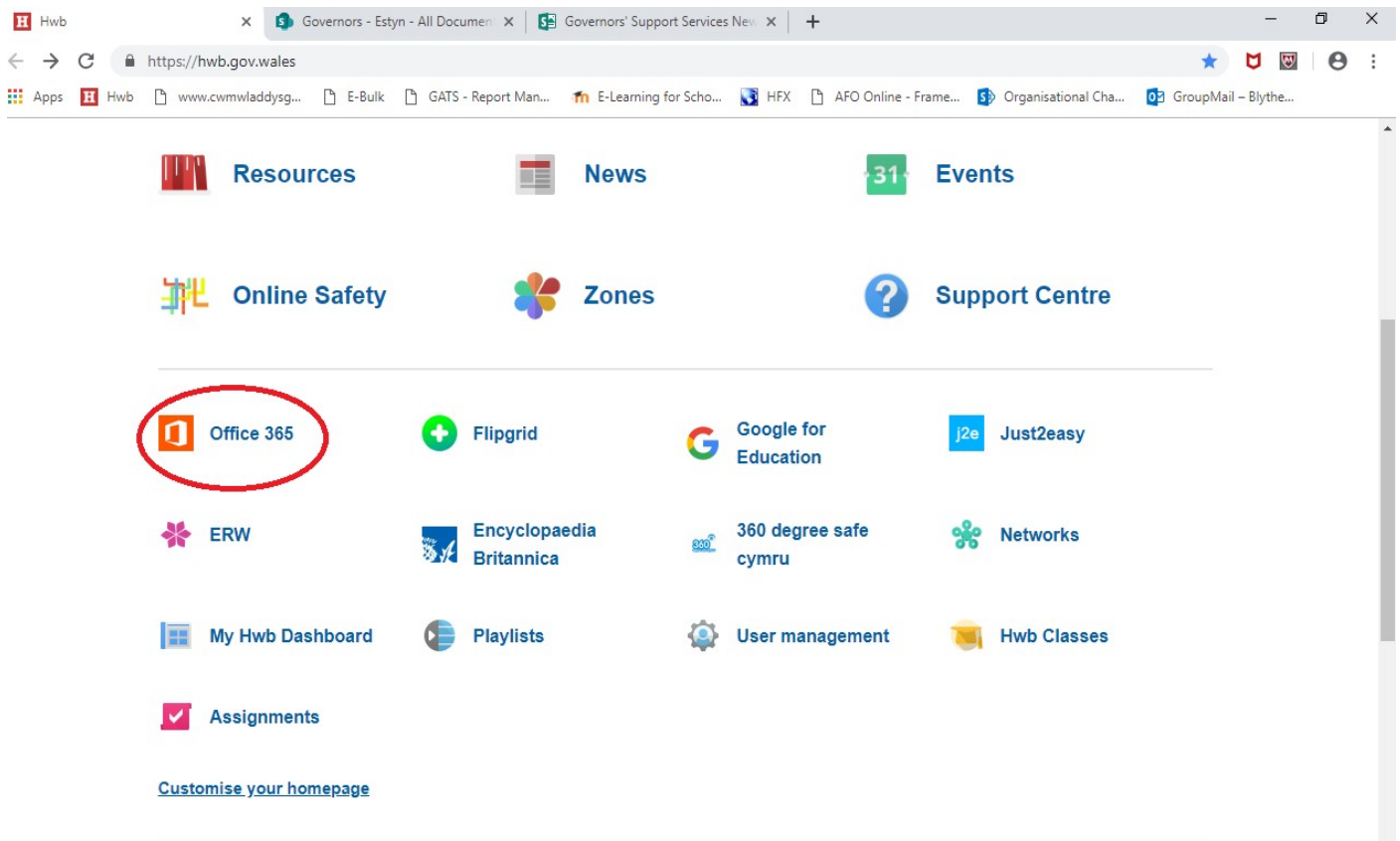
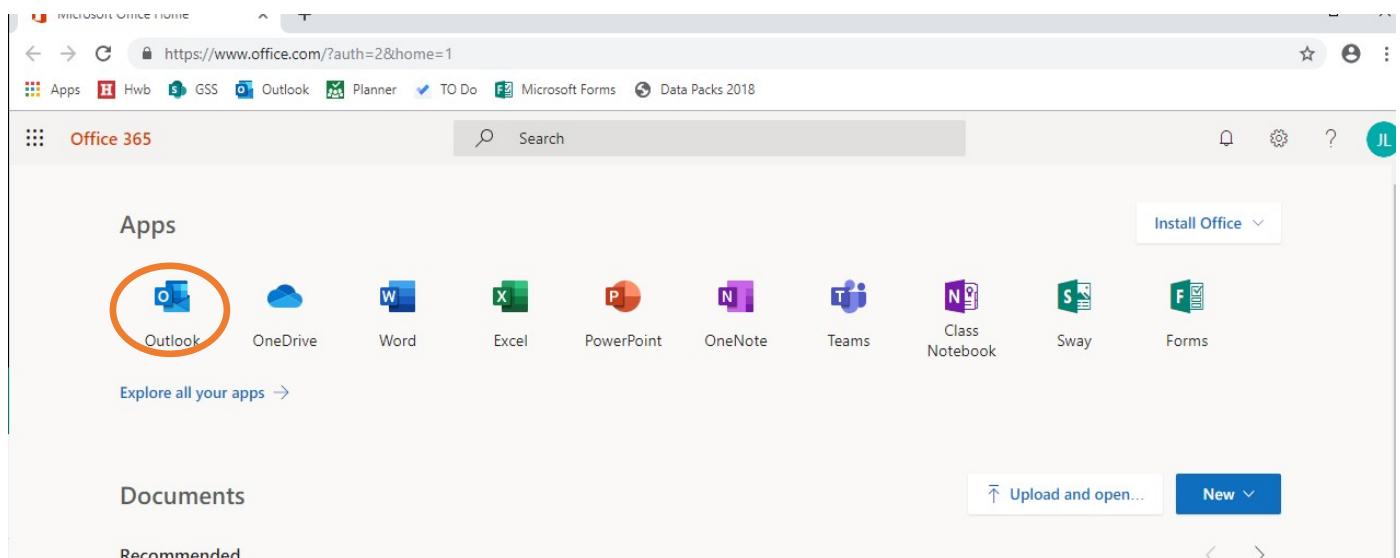


Accessing and sending emails from your Office 365 email account



Whilst logged onto Hwb, go to your Office 365 email account.

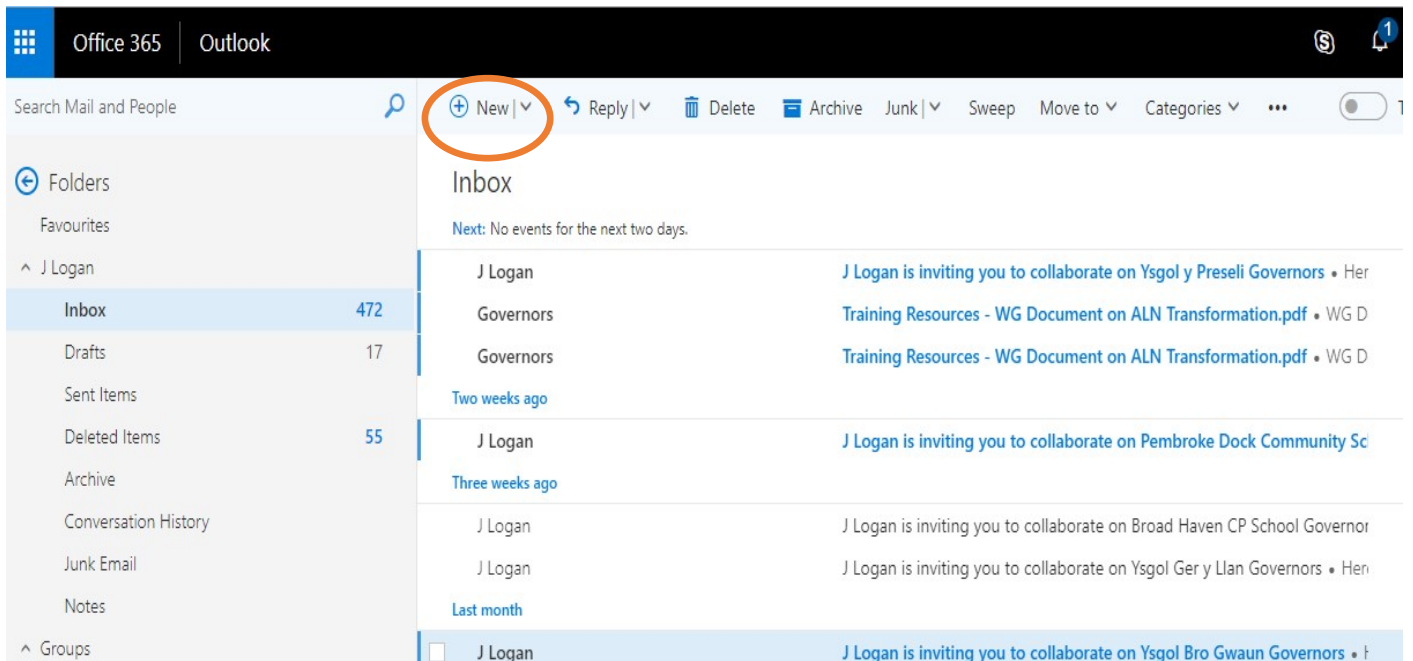
From the Hwb homepage click the 'Office 365' icon (see above)



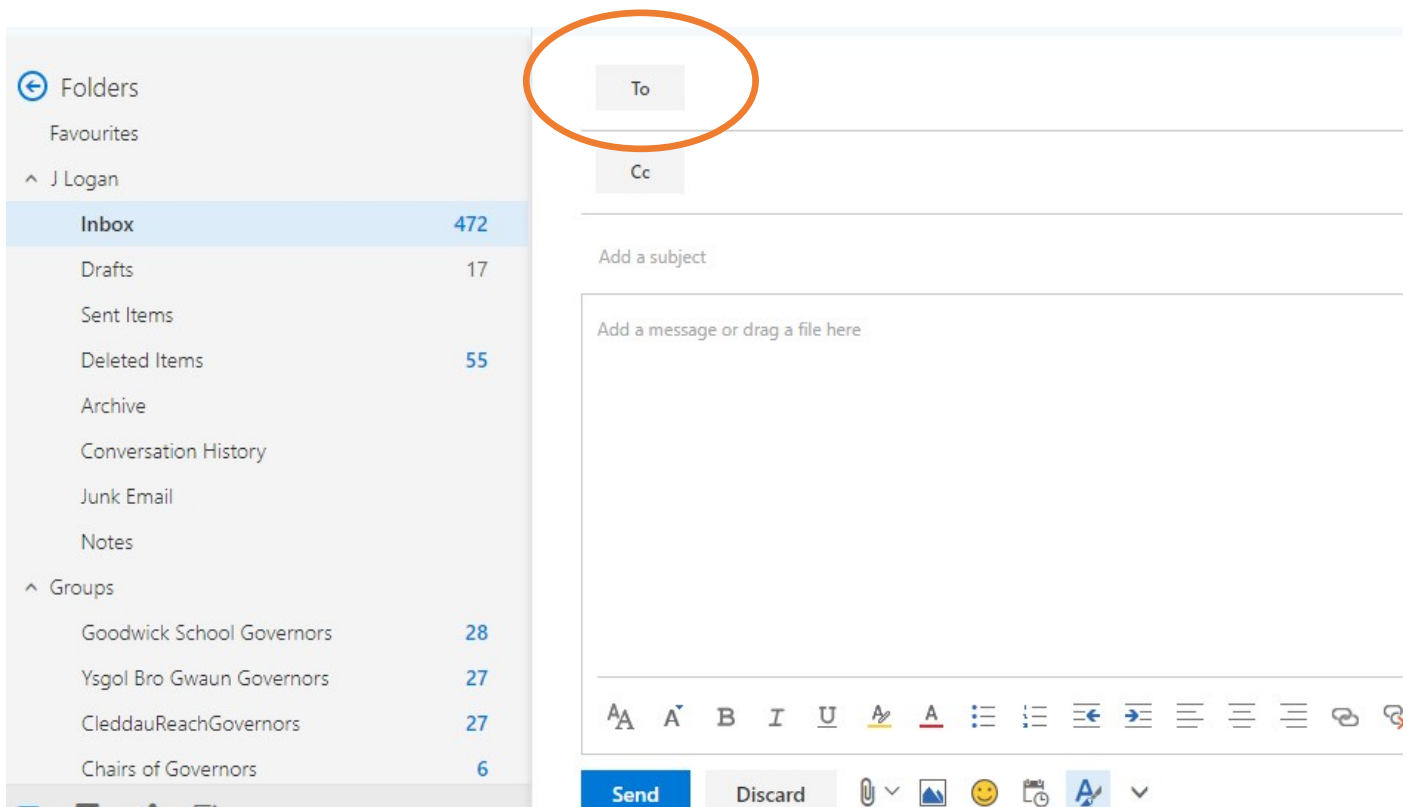
You should see this screen. Click on 'Outlook'

This will take you to your [Inbox](#)

Click on [New](#) to start a new message

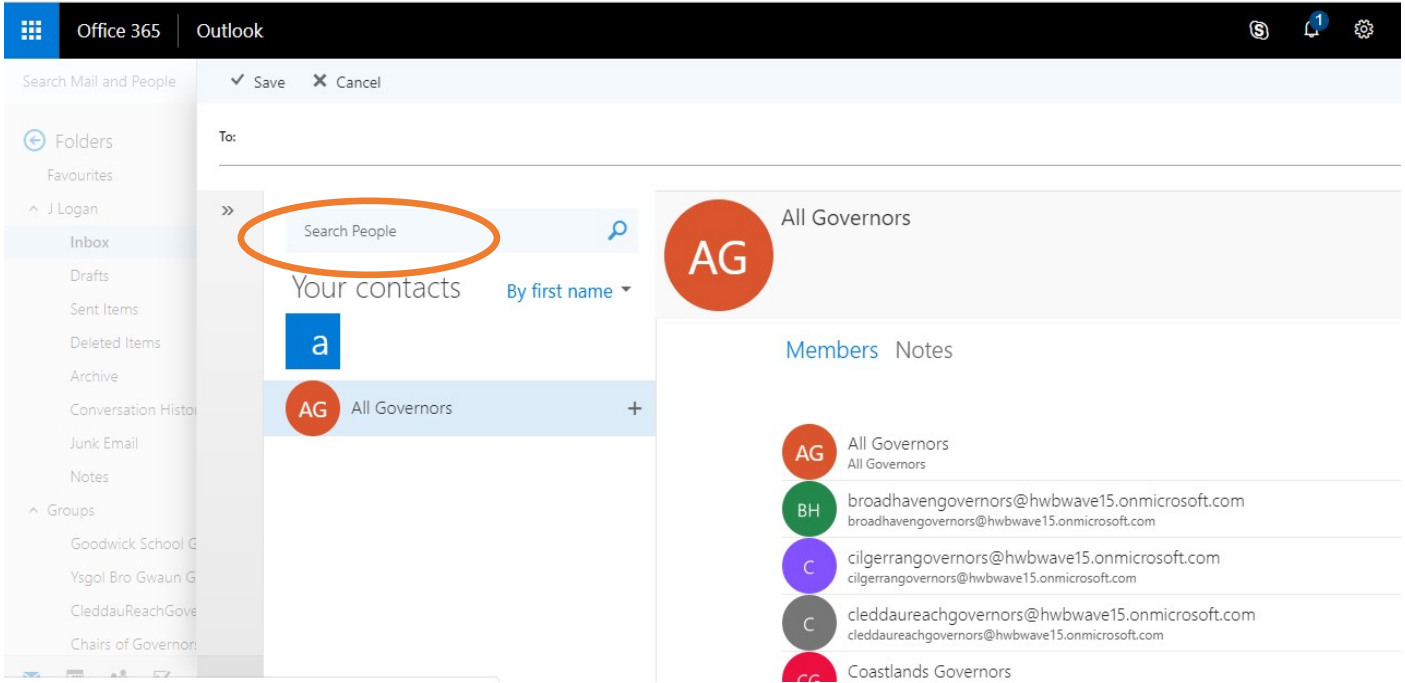


The following screen will appear.

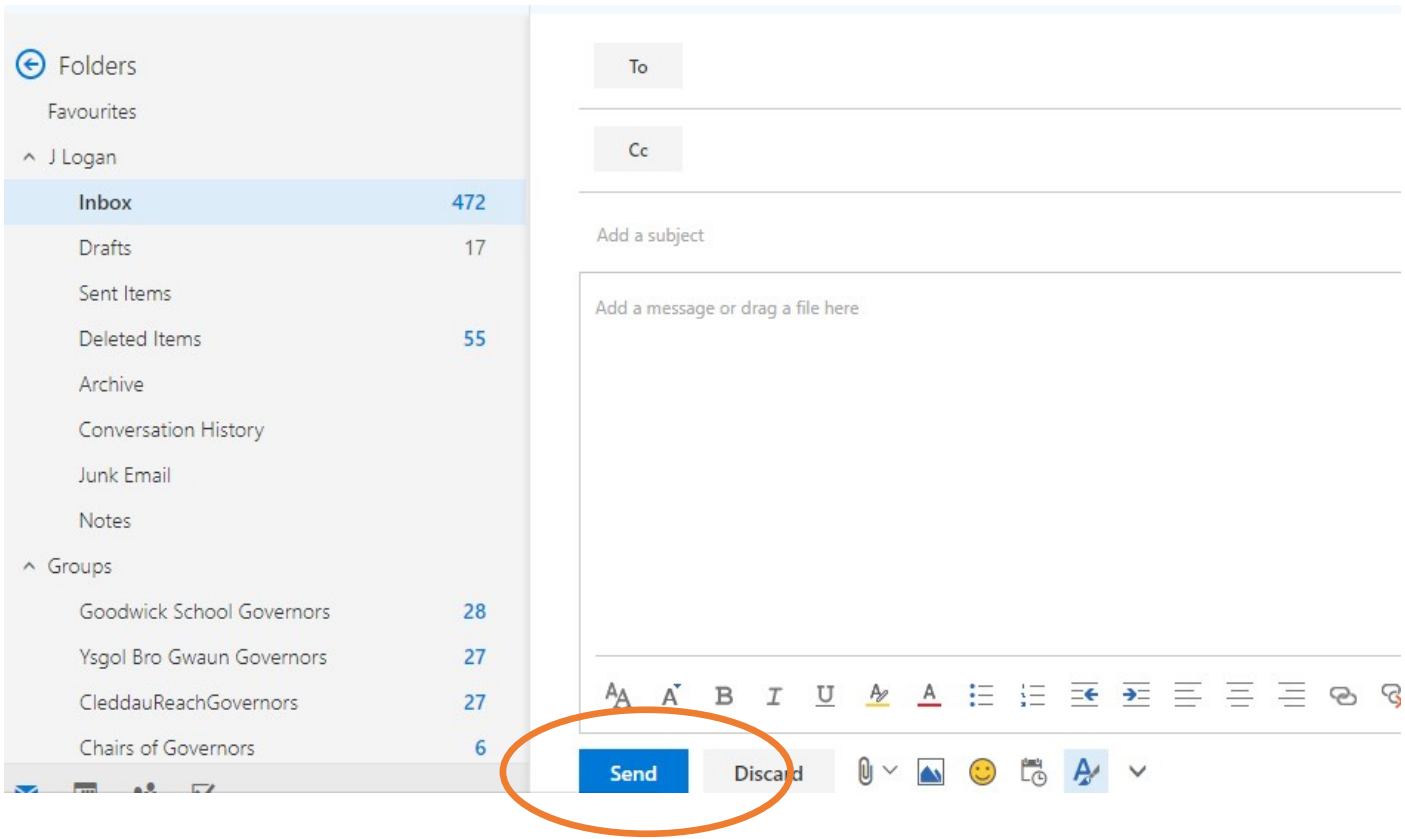


If you know the email address of the person you want to contact, type this into the [To](#) field . If you don't know the email address of the person you want to contact, you can search for their Hwb username by clicking on the [To](#) button (see above)

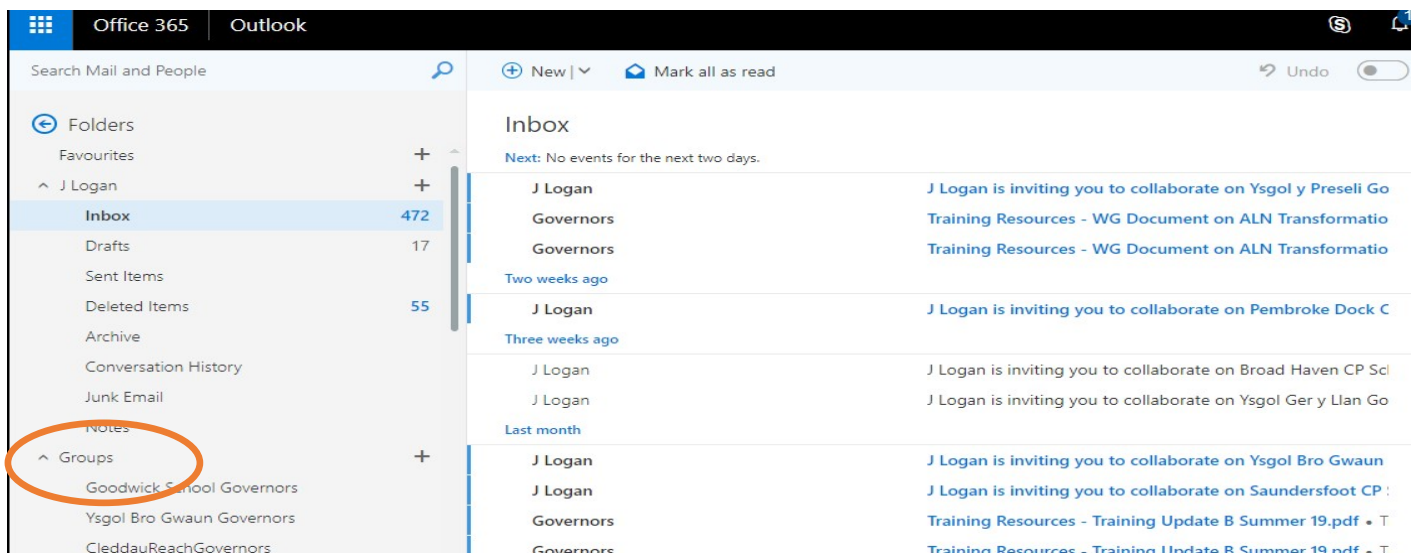
The following screen will appear and you can enter the name of the person that you are looking for in the [Search People](#) field and click on the search button .
Please be aware that you may find more than one user with the same name, so please ensure it is the correct person before you send them an email.



Once you have typed your message, click on the [Send](#) button

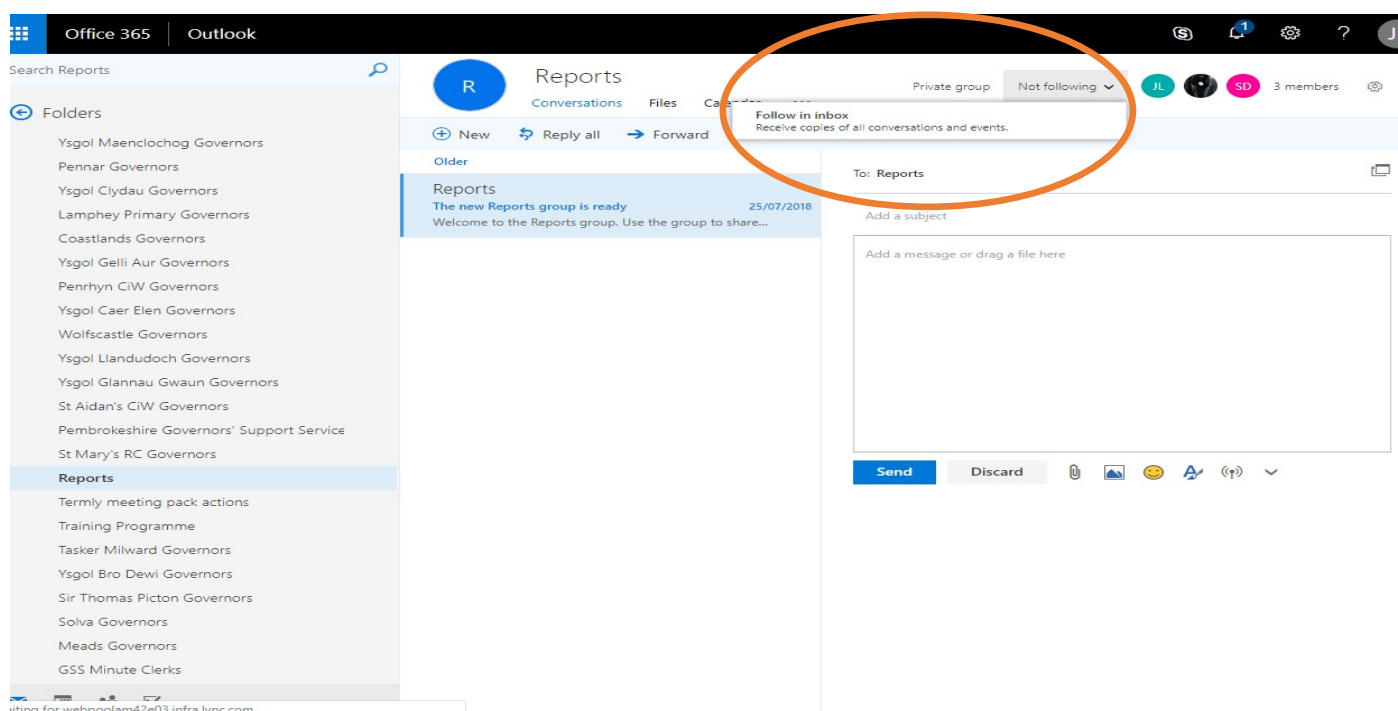


On the menu on the left hand side, you will see your governing body name under **Groups**. If you are Chair of your governing body, you may also see a group called Chairs of Governors under the **Groups** heading. We have set up groups for all governing bodies which include the Hwb email address of all of their governors. This enables a mail shot to be sent easily to all members of a governing body.



To send a message to all members of your governing body, click on your governing body group, then follow the steps on the previous pages to create and send a new message.

Please note that, if you have set up an auto-forward rule on your Hwb email, you need to **Follow** your governing body's **Group** in order for messages sent to it to forward on.



To do this, click on the **Group**, then change **Not following** to **Follow in Inbox** (see above)