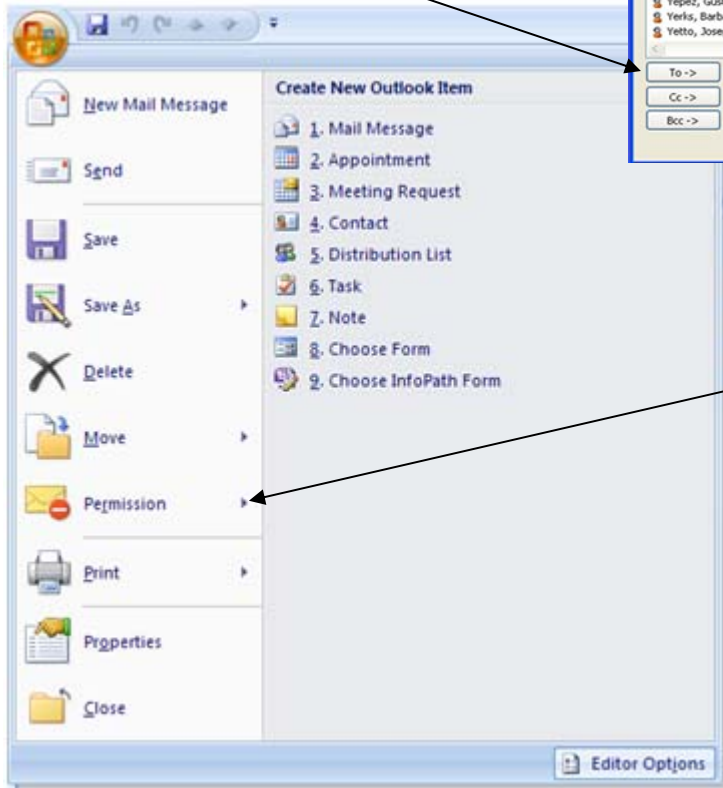
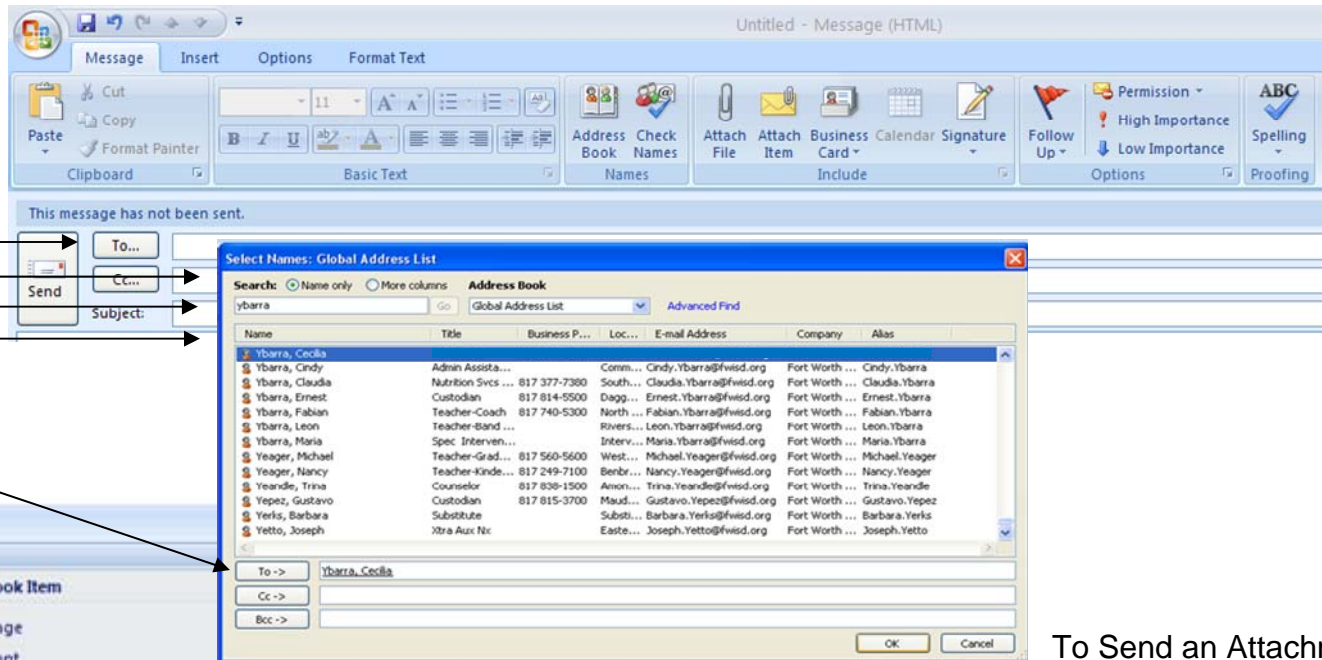


Outlook – FWISD Email One Pager

To Find a Name

Select **To...**
Address Window Opens
Type the last name needed
Select the highlighted name

Select **To ->** Ybarra, Cecilia



To Print a Mail Message

Select the MS Office Button
Drop-down Menu appears
Select Print



To Send an Attachment

Select the paperclip icon
"Insert File" Window opens
Mouse click on the file needed
Document will load automatically

