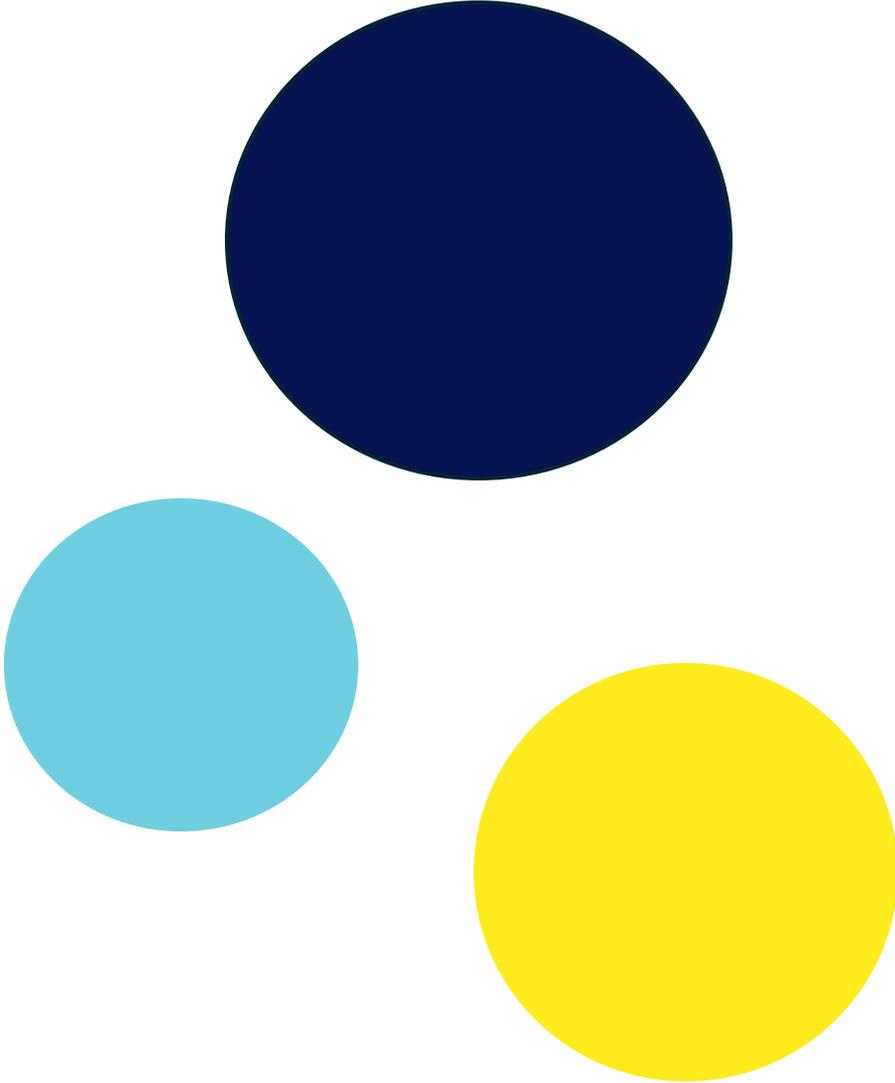


Digital Hub Guidance

Creating and Accessing Microsoft Outlook Email Account





Welcome to Your Digital Journey with Microsoft Outlook!

This guide will teach you how to create and use your Microsoft Outlook account on the Digital Hub PCs at Reed in Partnership offices. Whether you're new to the digital world or looking to enhance your skills, we're here to make the process simple and enjoyable.

In this guide, you'll learn how to:

- Create and log in to your own Microsoft Outlook account.
- Send, answer and forward communication from your Outlook account.
- Reset your password

We'll also walk you through everyday tasks like downloading documents, attaching them to emails, and using Microsoft Word to write your CV, cover letter, and personal statements. You can find more information below on how to access the specific guides.

Our goal is to empower you with the knowledge and skills to navigate the digital landscape with ease and confidence.

Creating an Outlook Account

To access and utilise all the features Microsoft Outlook offers, you need to have an account. If not, creating one is simple—just follow the steps below:

1. On your Participant Hub Home page, and scroll down to the middle of the page until you see the following icons:

Look for jobs here:
Need help applying for a job? - click here

Reed.co.uk | Indeed

Monster | CV Library

Adzuna | Total Jobs

Glassdoor | LinkedIn

Login into your email here:
Need help creating an account or logging in? - click here

Outlook | Gmail | iCloud | Yahoo Mail

Login to your tools here:
You will need an account to use these tools. Need help creating an account or logging into your existing account? - click here

Word | Excel | Google Drive | Google Doc

Google Meet | Teams | Zoom

2. Click in the icon where say Outlook

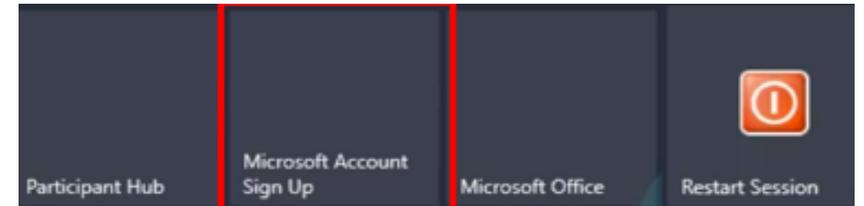


Or Click in the link below (Ctrl + click):
[Sign in to Outlook](#)

If you already have an Outlook Account, please skip to page 7.

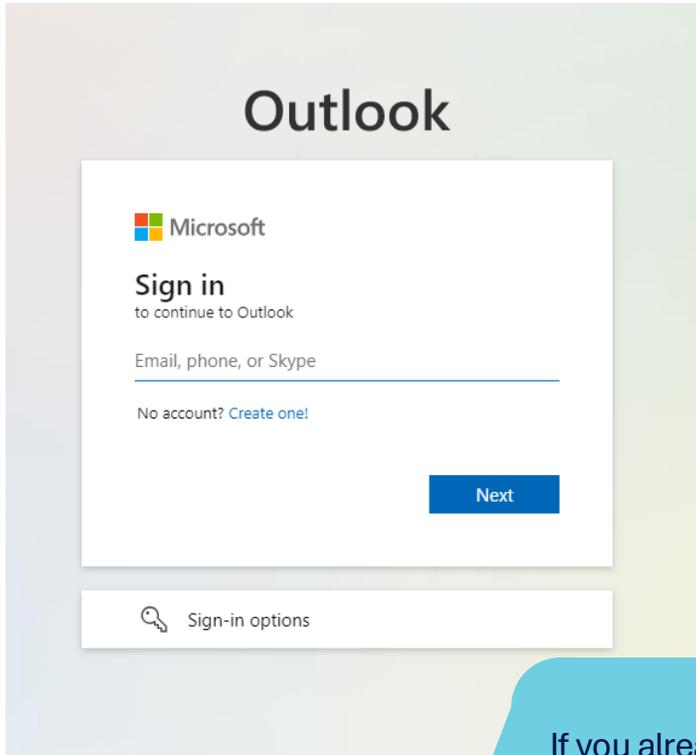


3. Alternatively, you can use the 'Microsoft Account Sign Up' button on the Digital Hub home page and follow the same steps to create an account.



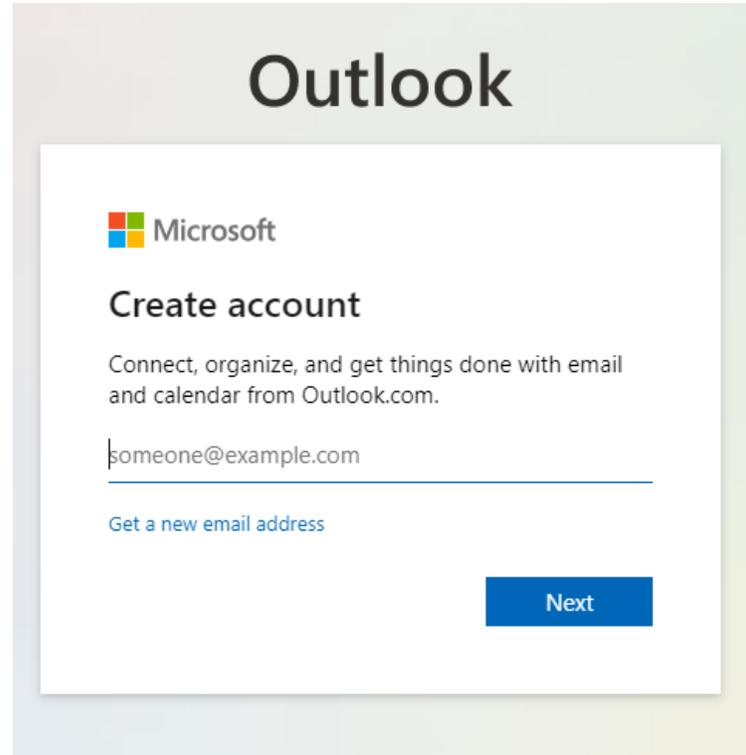


4. Once you clicked in the icon, it will open on the Outlook sign in page, as show below:



If you already have an account, **sign in!**
If not, no worries
Click on '**Create one**'

5. Create the email address you want to use, e.g., *Firstname.lastname12@outlook.com* then click 'Next'.



Notes

- If your first and last name is not available, try adding number at the end.
- **Remember:** Employer will be seeing your email address, so ensure to use an appropriate email address name.



6. It's time to create a password.
Once added, click **'Next'**

7. Add your first and last name,
then click **'Next'**

8. Enter your Country/region (usually
United Kingdom) and your date of birth,
then click **'Next'**

Outlook

Microsoft

← Digital.Hub.test@outlook.com

Create a password

Enter the password you would like to use with your account.

Create password

Show password

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Outlook

Microsoft

← Digital.Hub.test@outlook.com

What's your name?

We need just a little more info to set up your account.

First name

Last name

Next

Outlook

Microsoft

← Digital.Hub.test@outlook.com

What's your birthdate?

If a child uses this device, select their date of birth to create a child account.

Country/region

United Kingdom

Birthdate

Day Month Year

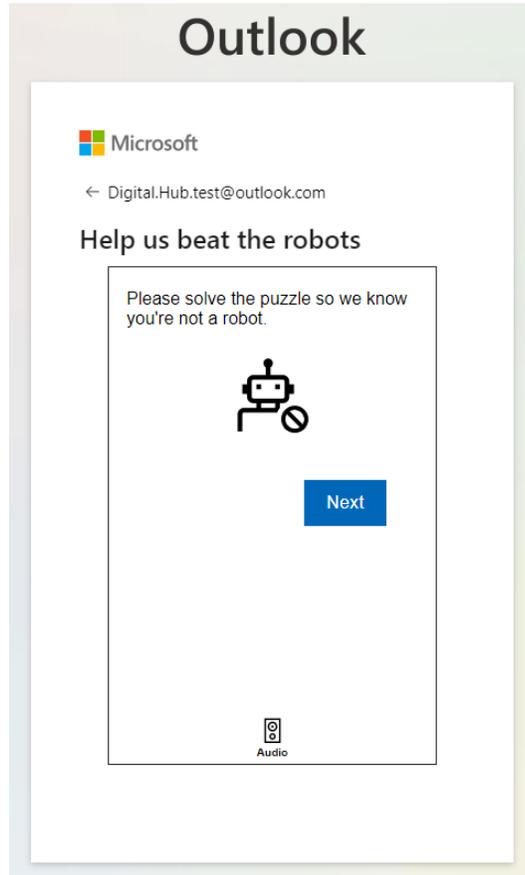
A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>

Next

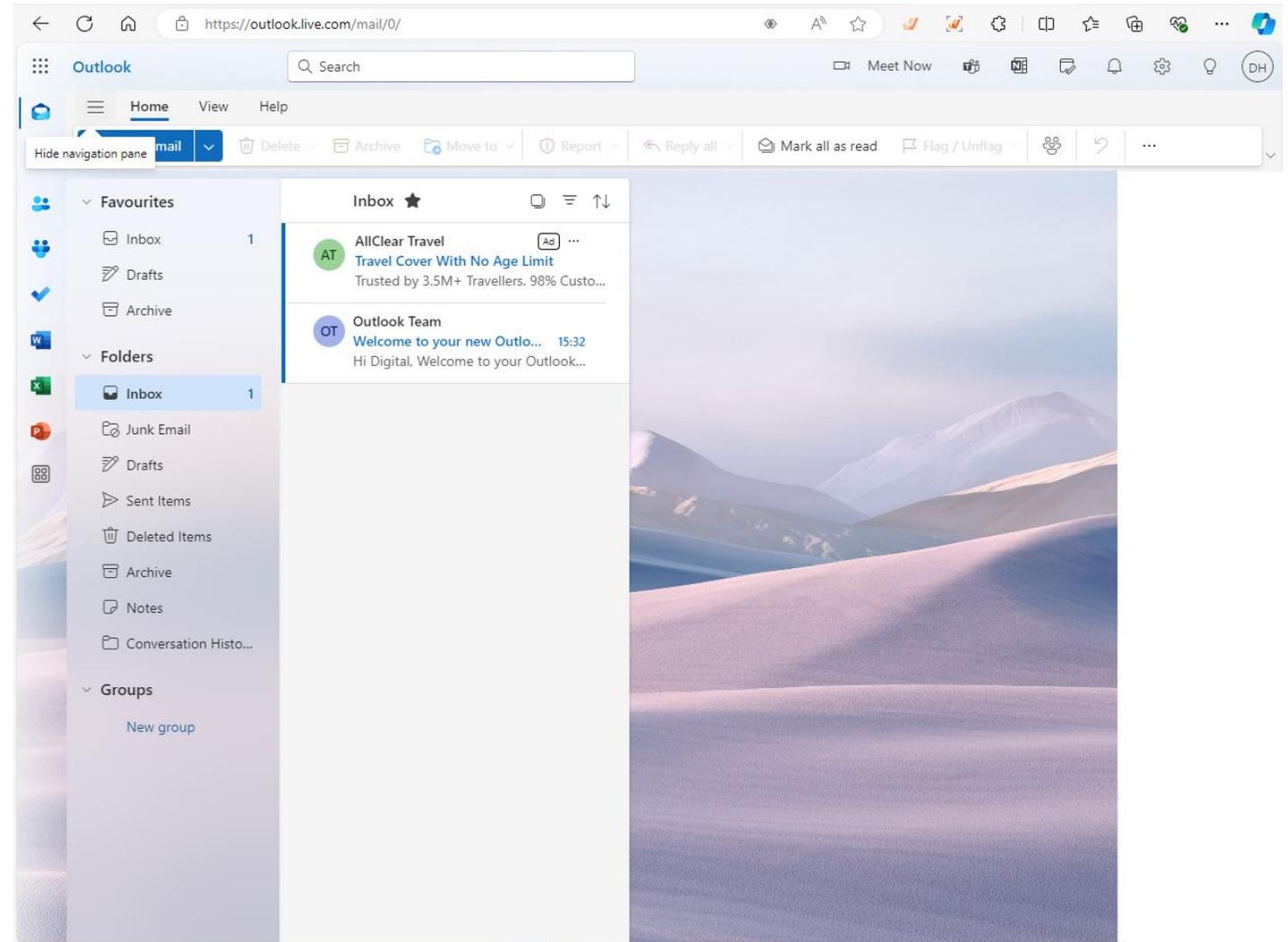
We recommend making your password at least 8 characters long (including numbers and special characters -!/?@). Try make this something easy to remember. One way to do this is by the "3 Random Words" method – where you pick 3 random words to use as your password.



9. You are almost there! Complete the puzzle, then your account will be approved and created



10. Your new Outlook Email account is ready to use.



Overview - Outlook Email

New email
To create a new email

Navigate your mail, Select a folder to see the content

Your Side Bar
Switch between the different Microsoft features like Mail, Calendar, to do List, Word, Excel, PowerPoint ...

Your Inbox, where you can find your emails.

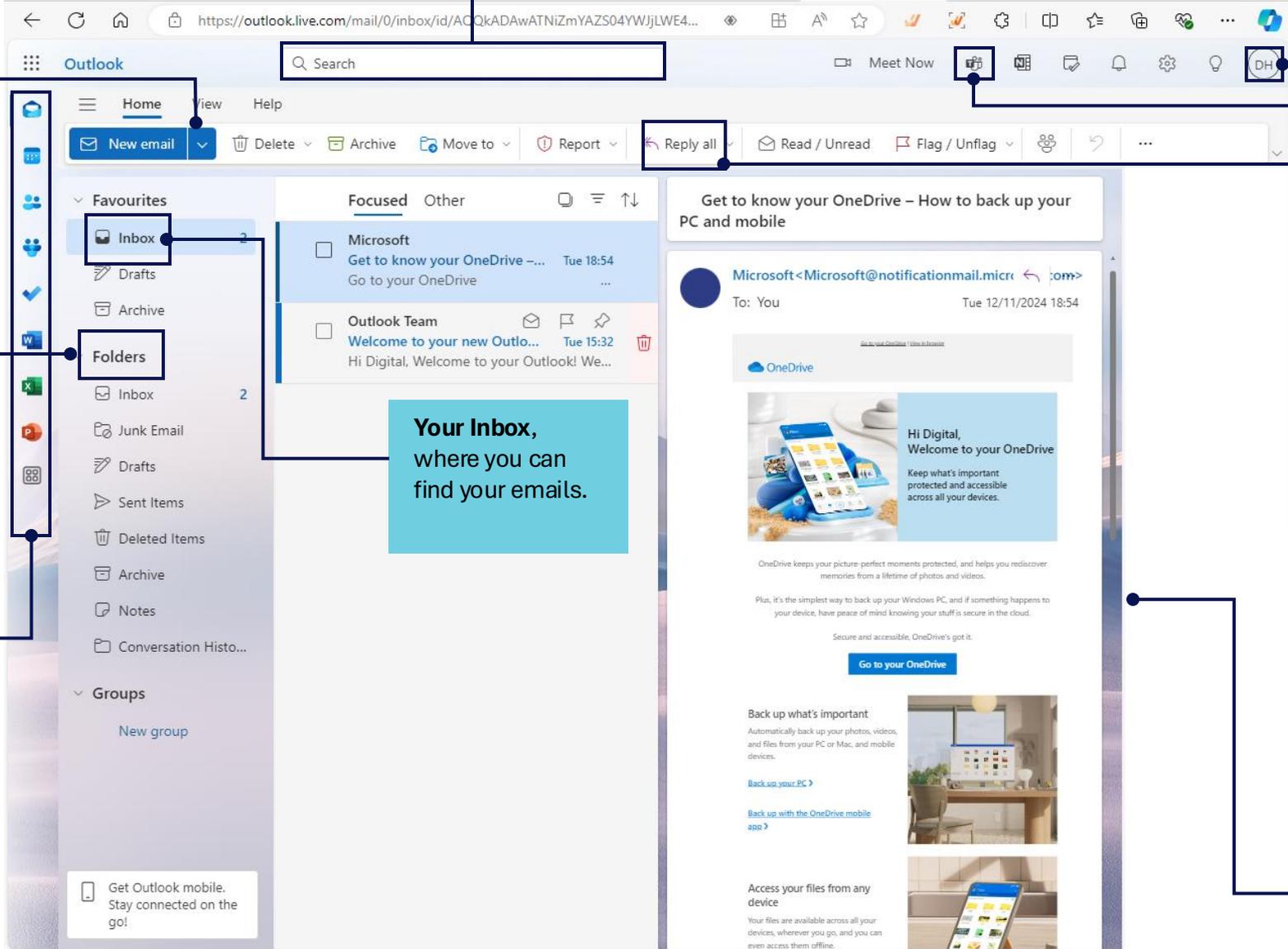
Search tool
Find whatever you need

Your account details.
Sign out

Teams
Access your Teams application to attend meetings

Reply
You can select the message you want to answer clicking on Reply.

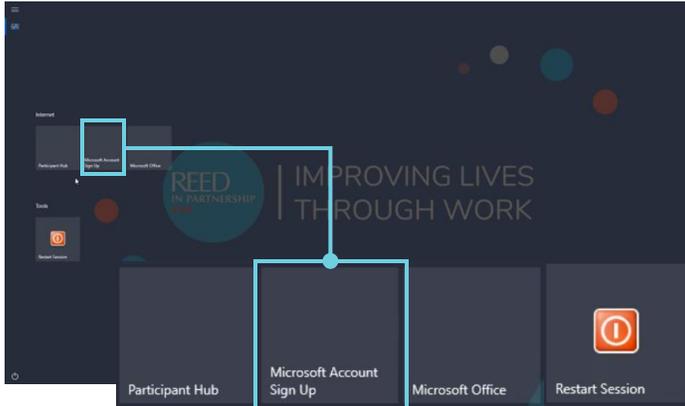
Read Email
Reading pane to view messages.



How Access your Outlook Email

You will have two options to access your Outlook email:

Option 1

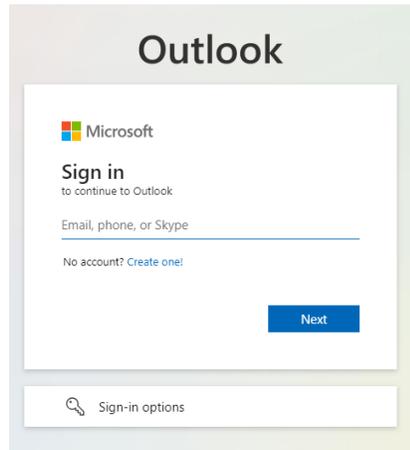


The Digital Hub Home Page is split into 4 clickable icons; to access your Outlook you can click on **Microsoft Account Sign Up**.

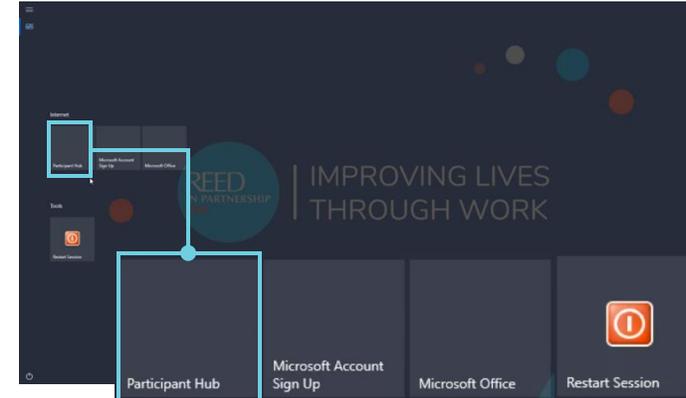
Microsoft Account Sign Up leads you to the Outlook Sign in page.

Enter your username and click 'Next.'

Enter your password and click 'Next' again to access your email.



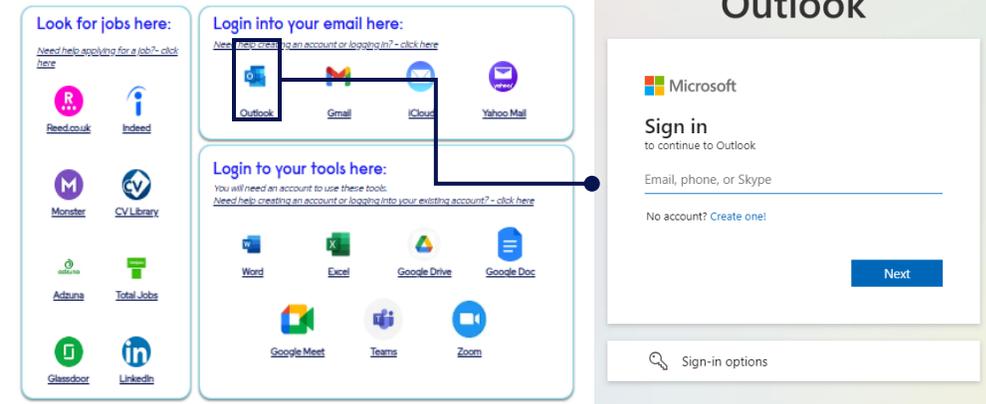
Option 2



From the Digital Hub Home Page, click on **'Participant Hub'**.
Click the Outlook icon in the section 'Login into your email',

Enter your username and click 'Next.'

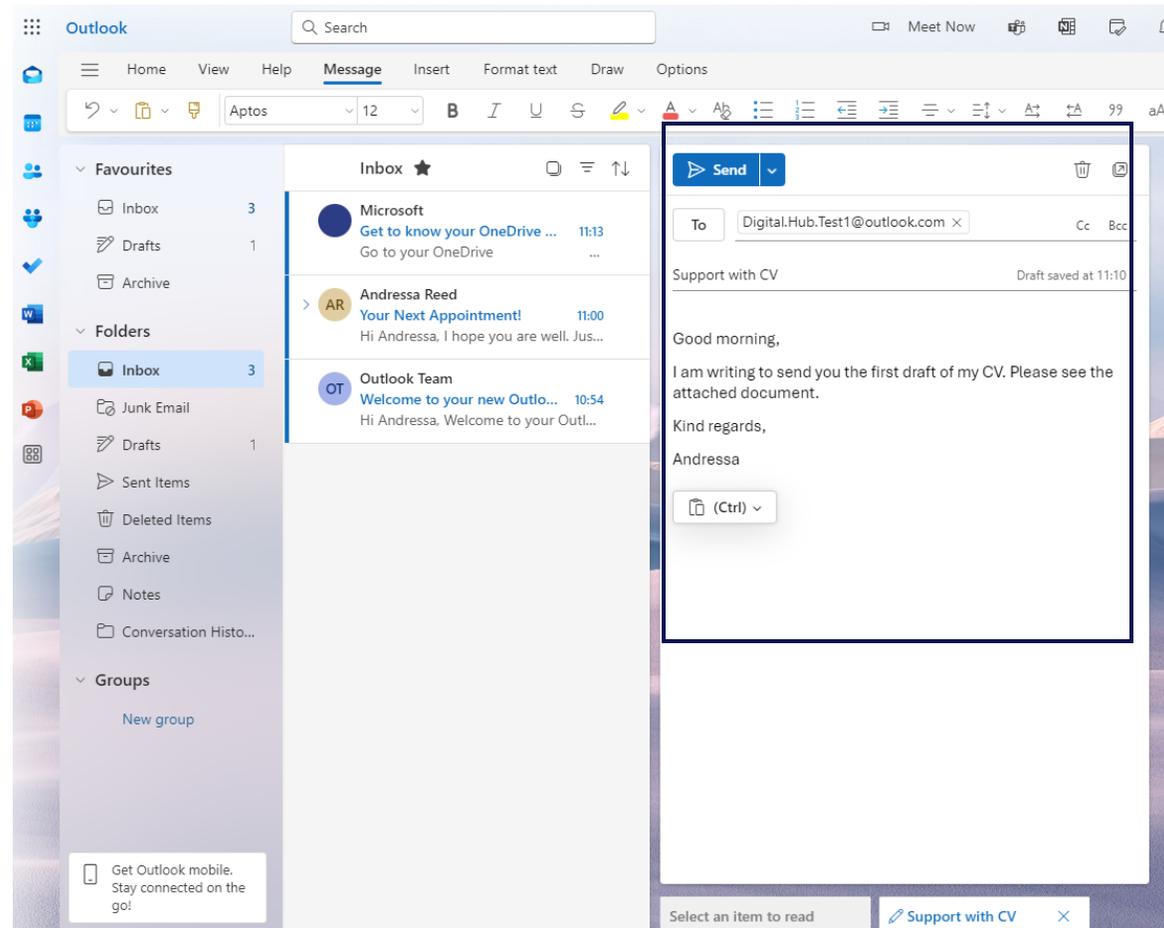
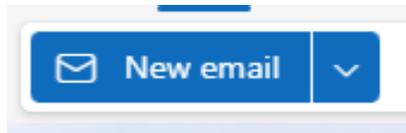
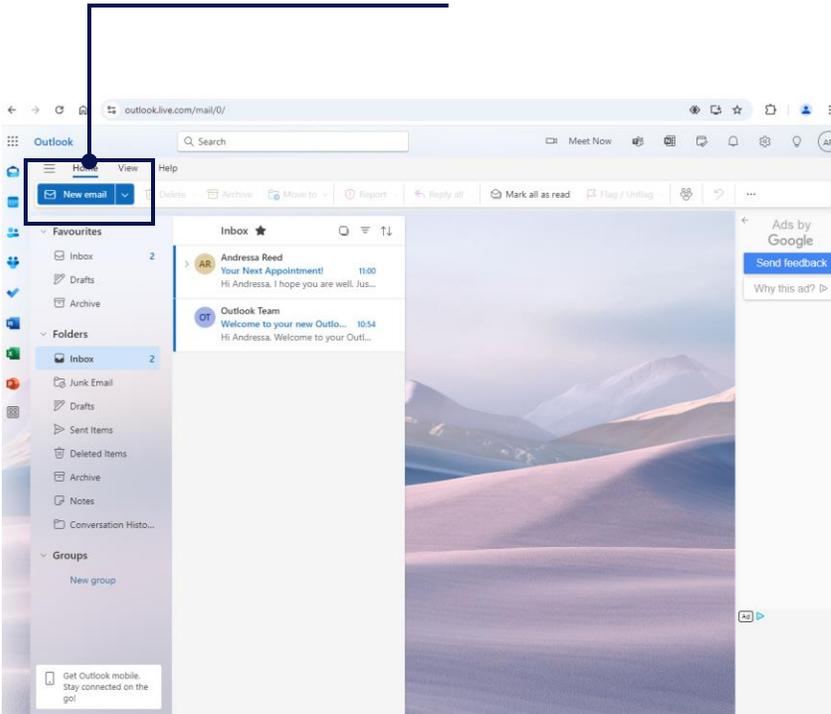
Enter your password and click 'Next' again to access your email.



How To Send an Email

A) Once you have logged in, you will see a blue icon labelled 'New Email' in the top bar. Click this icon, and a new email draft will appear on your main screen.

Check page 11 for instructions on how to upload and download files.



B) Next, add the email address of the recipient in the 'To' bar.

C) Add a subject in the 'Subject' bar. This is the line the recipient will see before opening your email.

D) Next, write your message in the main box

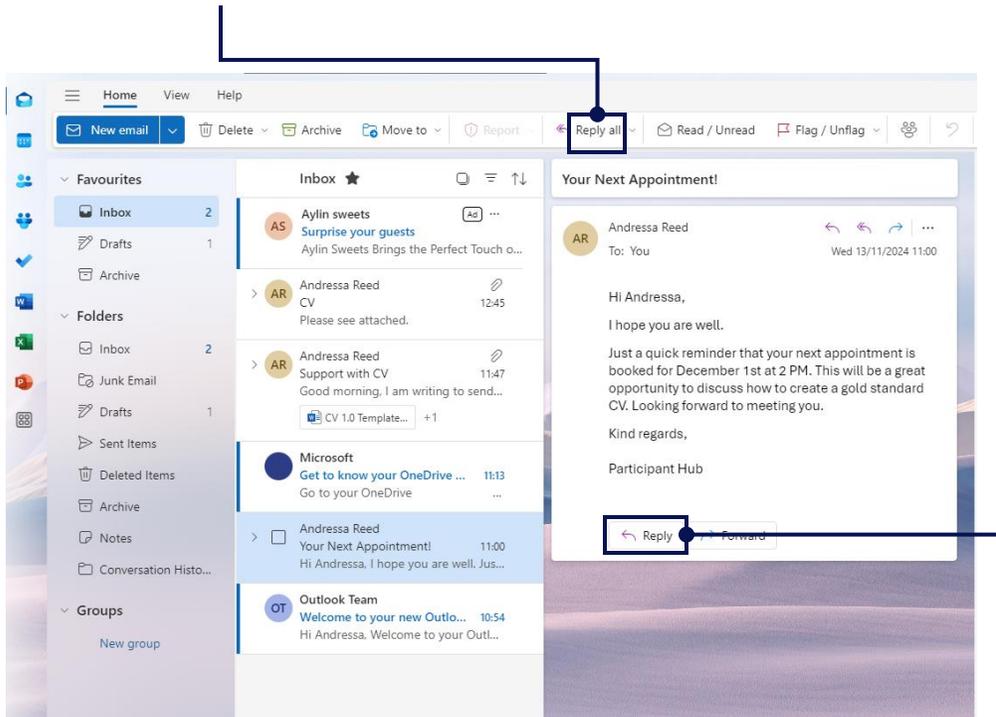
E) Click the blue 'Send' icon to send your email.

How to Reply to an Email

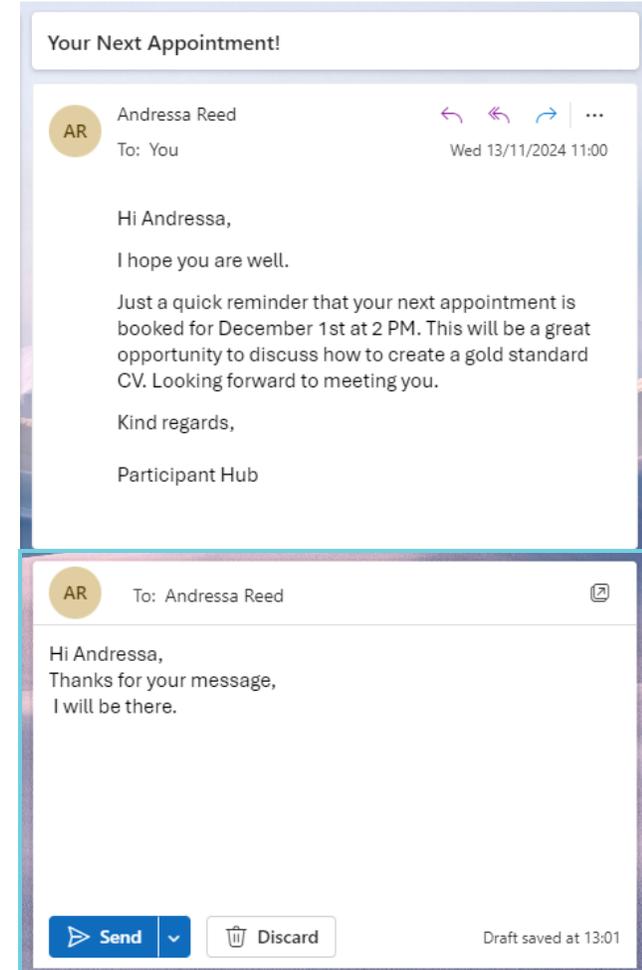
To reply to an email you received, click on the email in your inbox. Once the email opens, you have two options to reply:

A) Click the **'Reply all'** button on the top ribbon.

B) Or click **'Reply'** at the end of the message.



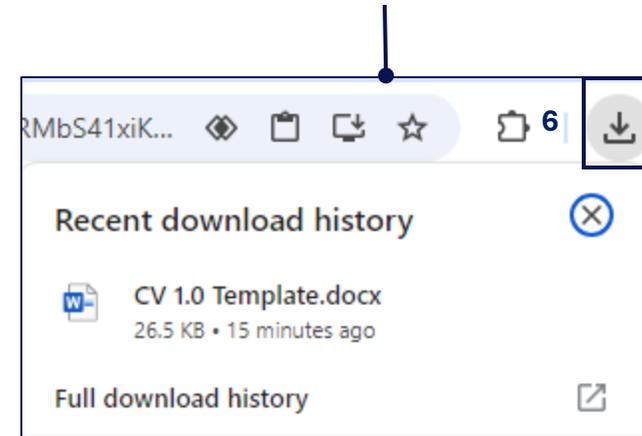
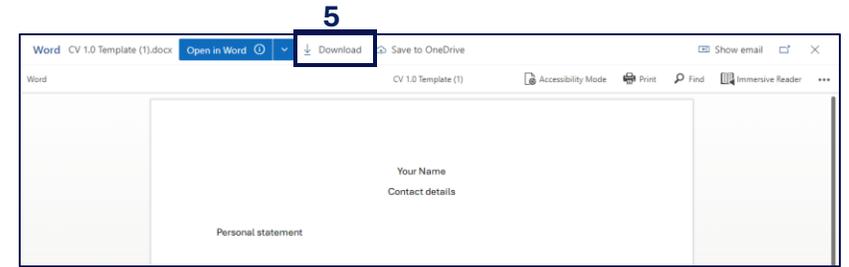
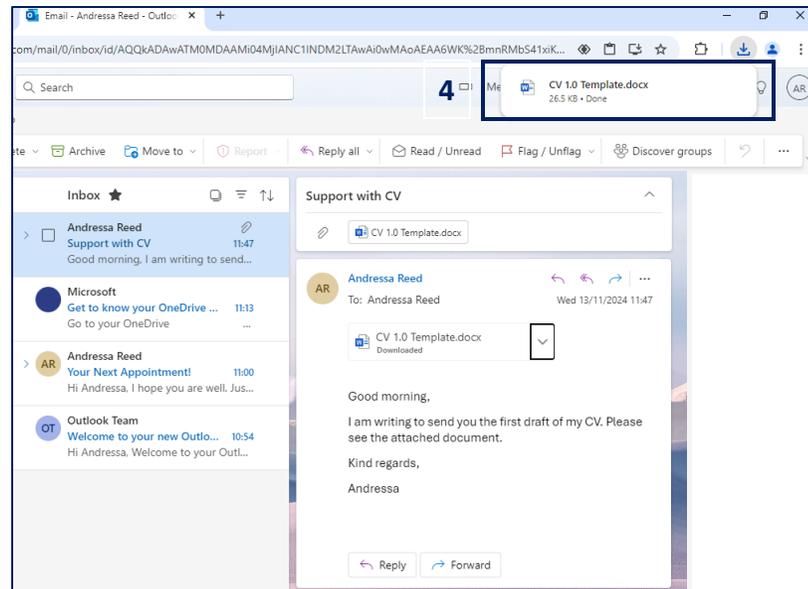
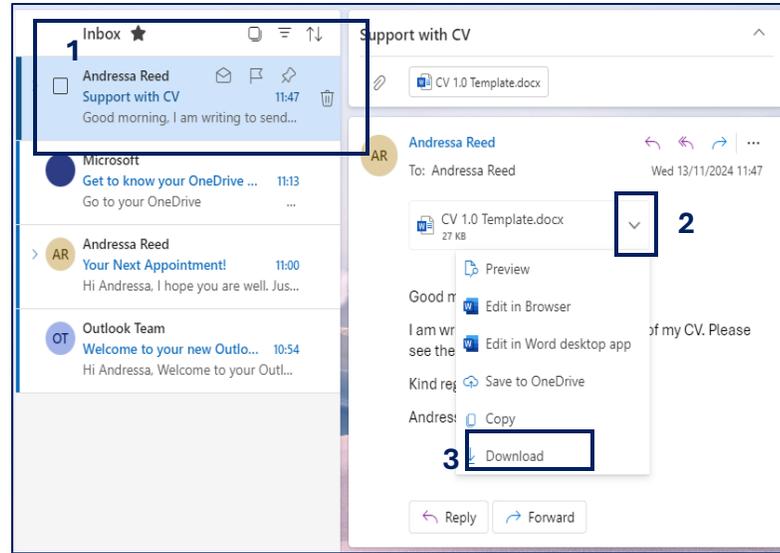
C) Then a reply box will appear below the original email. You can write your response and click the **'Send'** button to send your email.



How to Download a file

To Download a file:

- a) In your inbox, select the email with the attachment.
- b) Click the arrow on the file you want to download.
- c) Then click **'Download'**.
- d) Once you click 'Download', a box with your downloaded file will appear in the top right corner.
- e) You can also click once on the attachment to open it on your screen, then click 'Download'.
- f) The file will be available to access when you click the download icon on the browser bar or Ctrl + J



On the **How to Use MS Word guide** you can check how to open and edit files

How Reset My Password

If you forgot your password, no worries! It's really simple to reset it. You will need an email address different from the one you are trying to recover. Follow these steps:

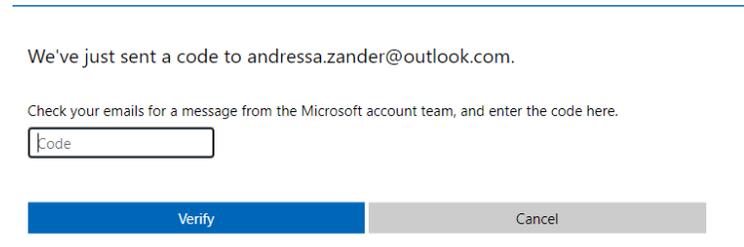
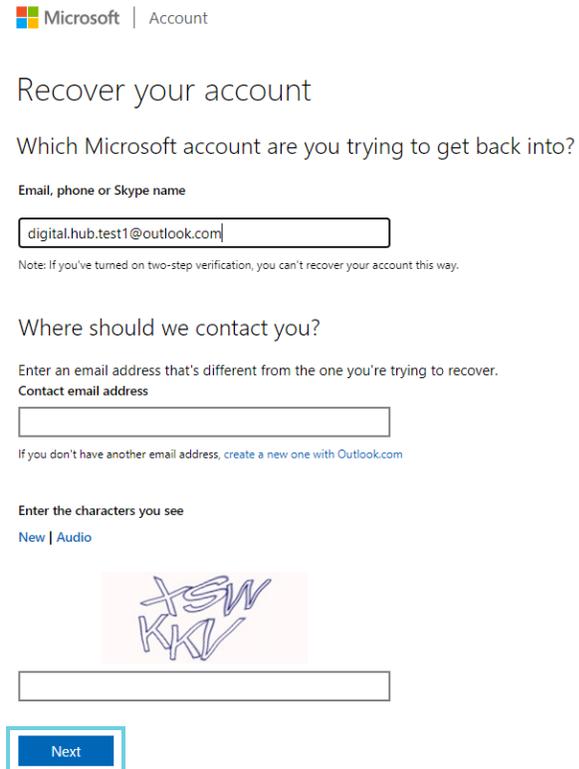
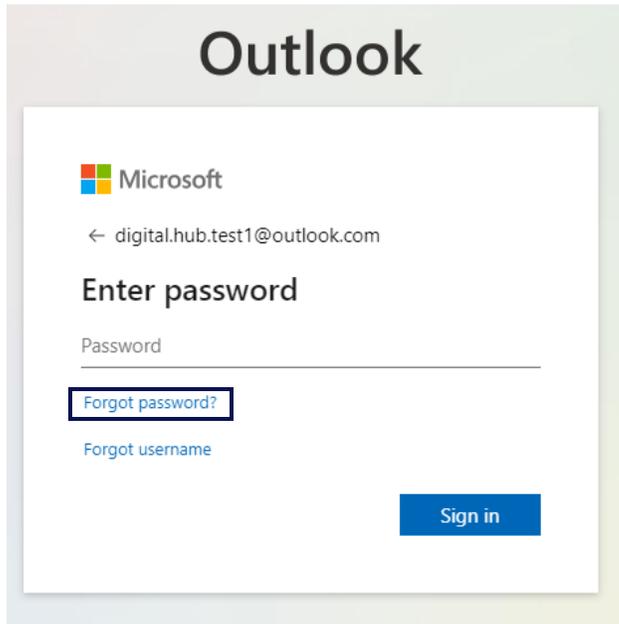
A) On the 'Enter password' screen, click on 'Forgot password?'

B) In the **1st box**, add the email address of the account you are trying to recover. In the **2nd box**, enter an email address that you have access to for receiving a verification code and in the 3rd box, enter the characters you see on the screen. Click '**Next**'.

C) You will receive a code in the email you provided in the previous step (2nd box).

Enter this code and click 'Verify'.

You will then be able to reset and create a new password.

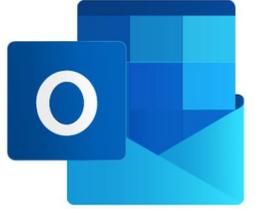


How Log Out of your Account

To Sign Out of your Account, you just need to follow 2 steps:

A) Click in your initials in the top right corner

B) Then click 'Sign Out' to log off your account



For further technical guidance on how to use the Digital Hub, please contact your Digital Hub Champion or a member of staff.

If you have any suggestions and/or ideas on how to improve the Digital Hub, please contact your Digital Hub Champion.

To watch a video on how to use the Digital Hub, please use the link below or contact your Digital Hub Champion or a member of staff.

<https://www.phrinp.co.uk/>