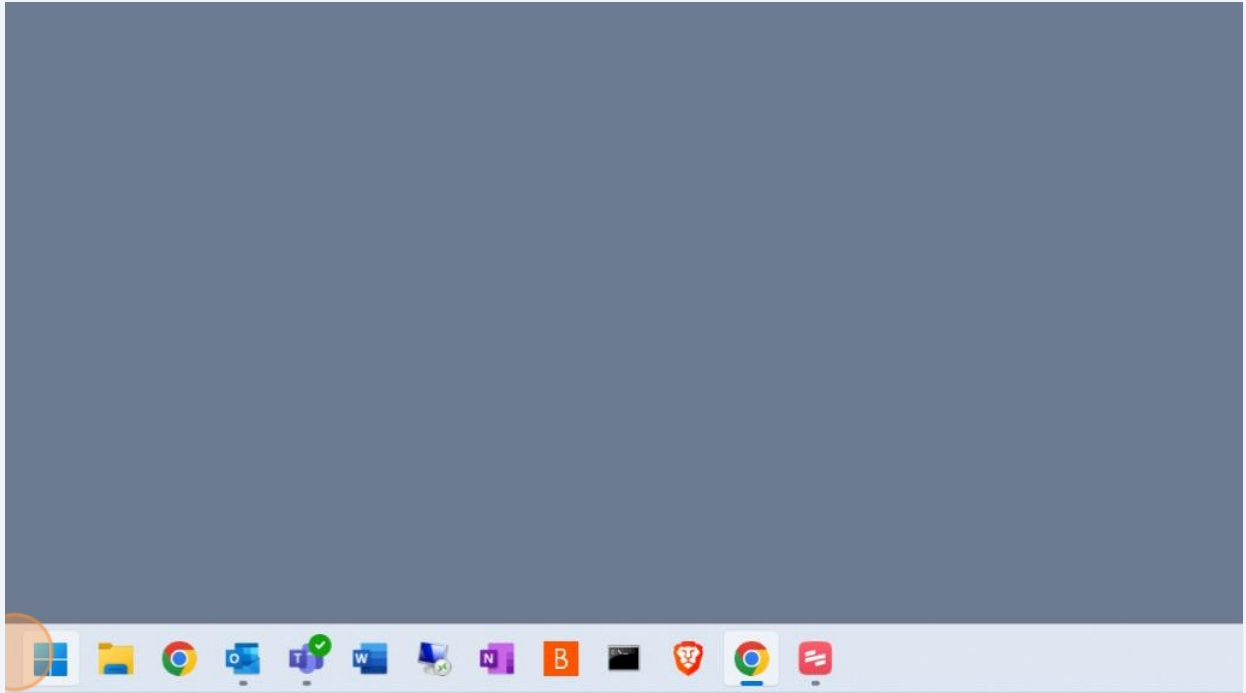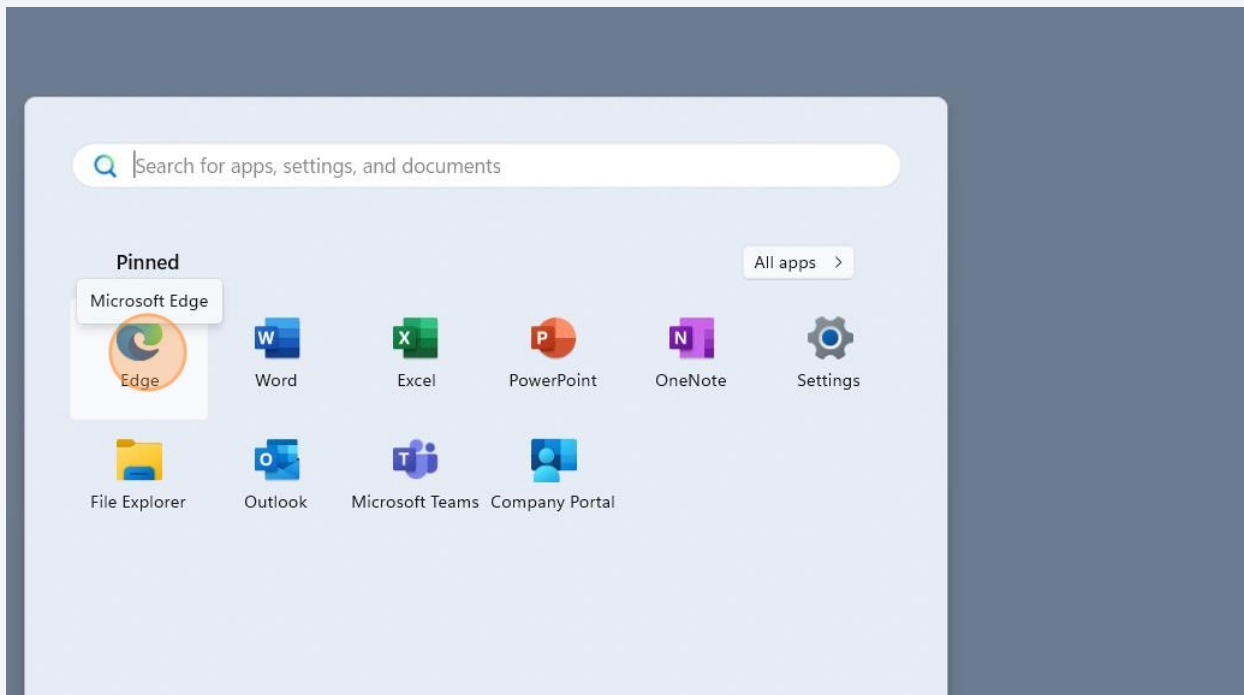# GAL - Email

This guide provides a step-by-step process for accessing your email account efficiently. It also covers reading and replying to email.
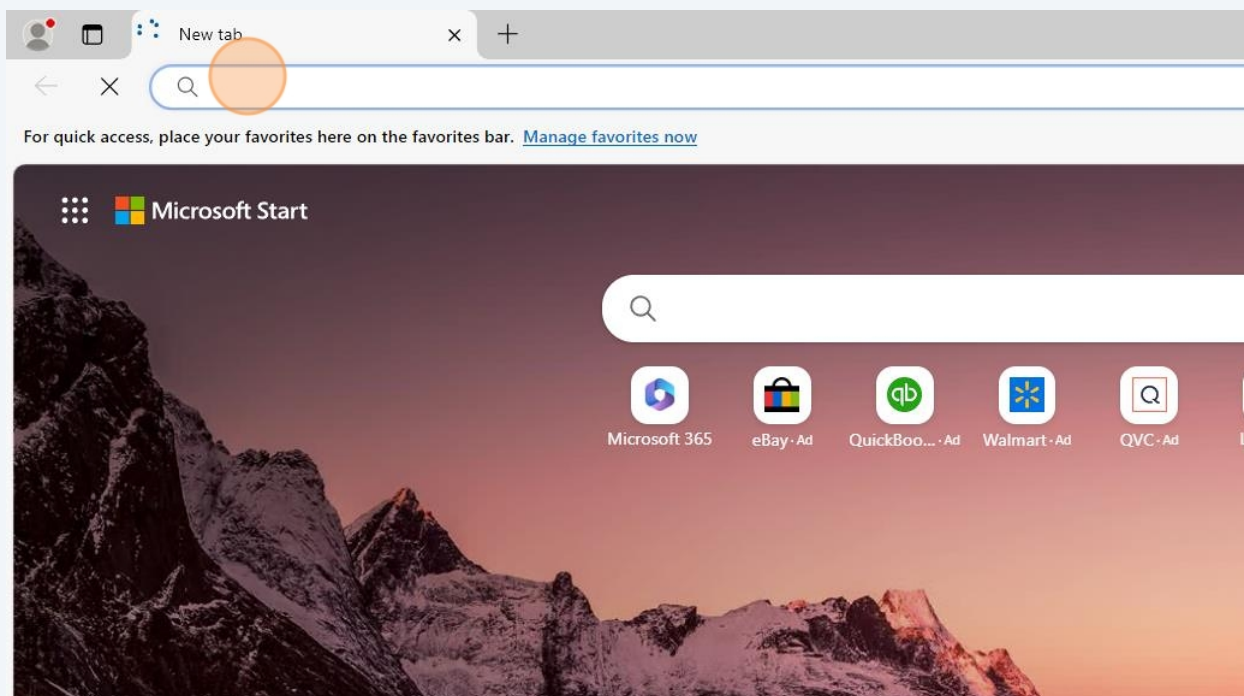
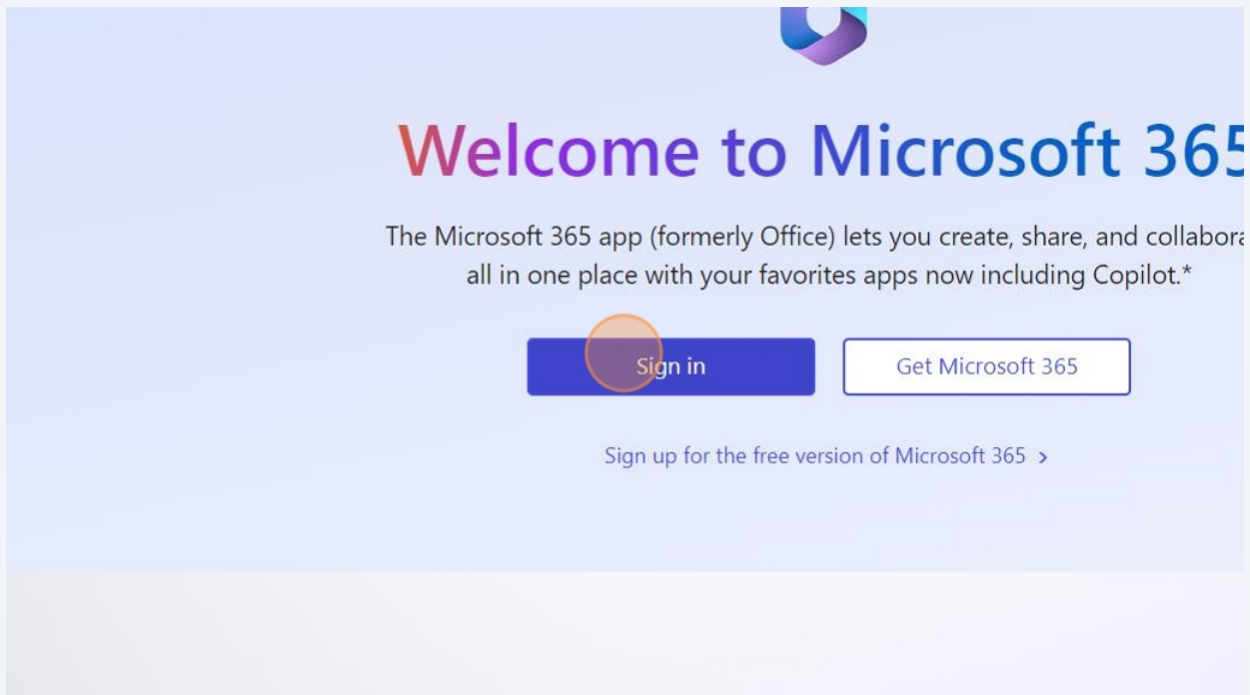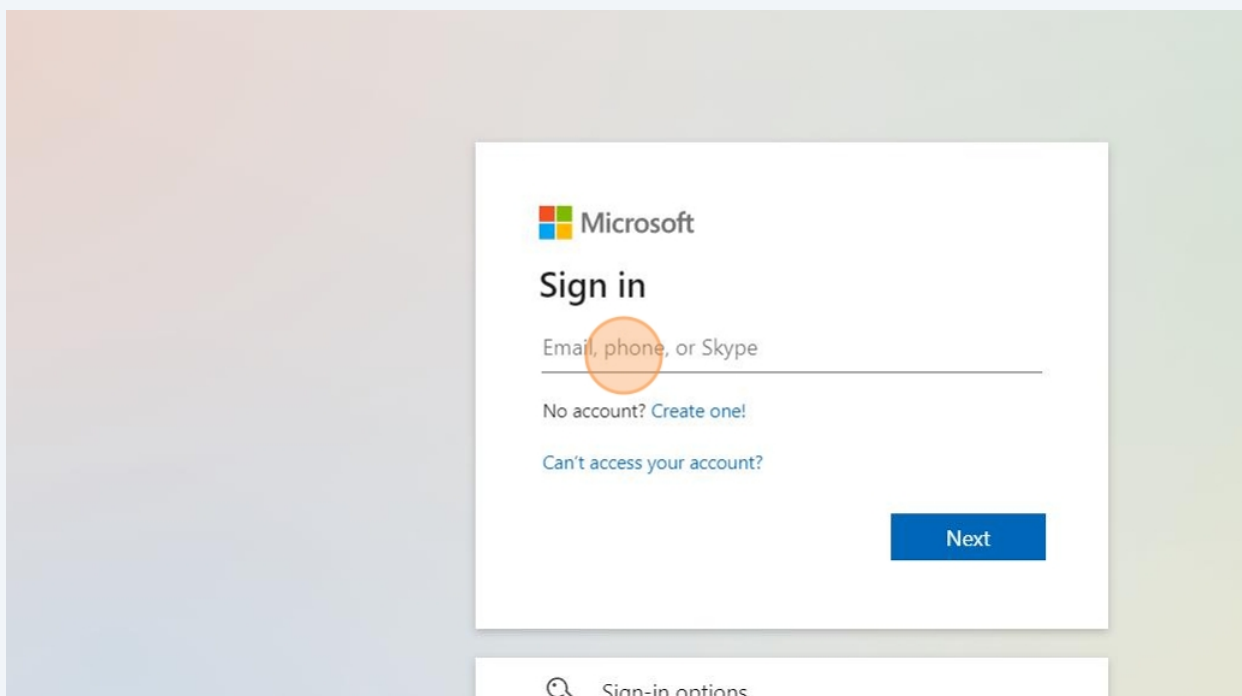**1** Click the "start menu"

2 Click "Edge"

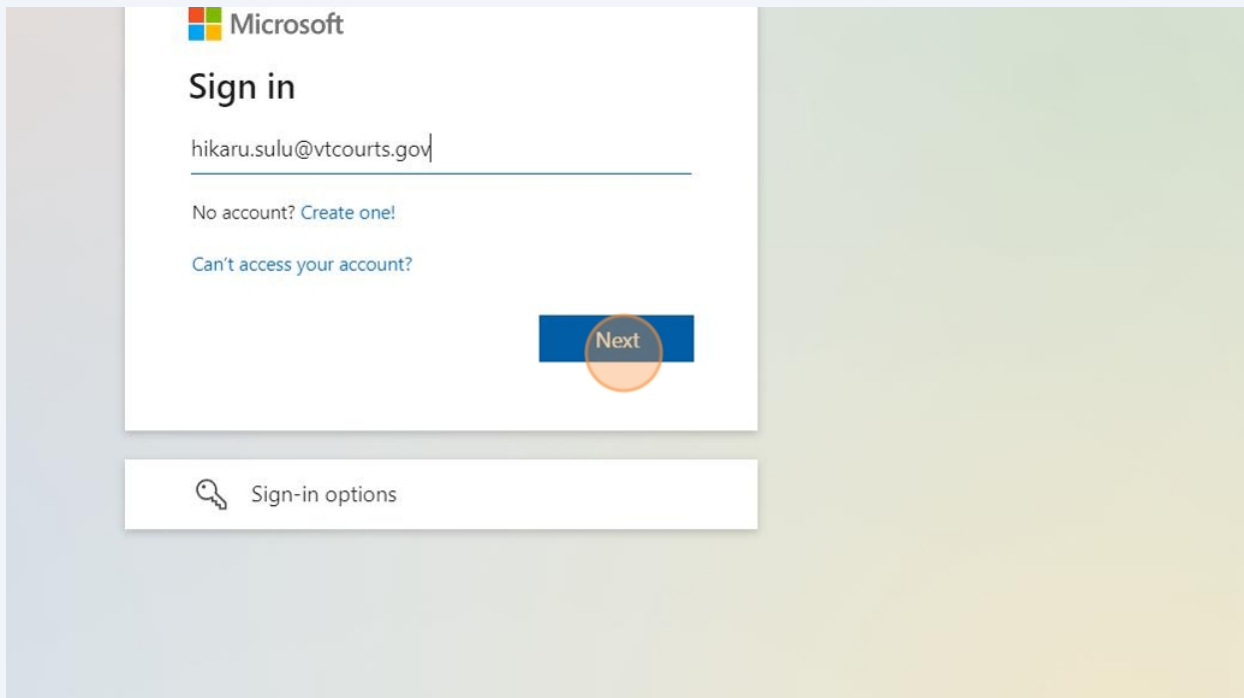**3** Click "Address and search bar" and type "office.com"
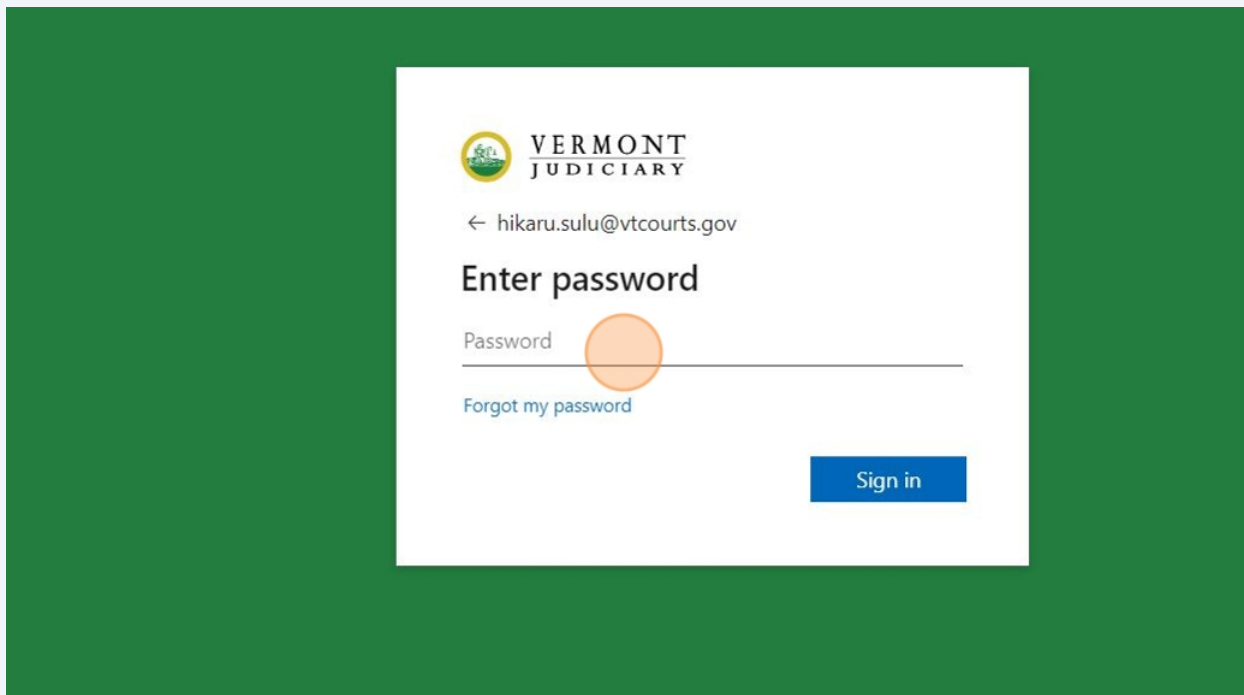
4 Click "Sign in"

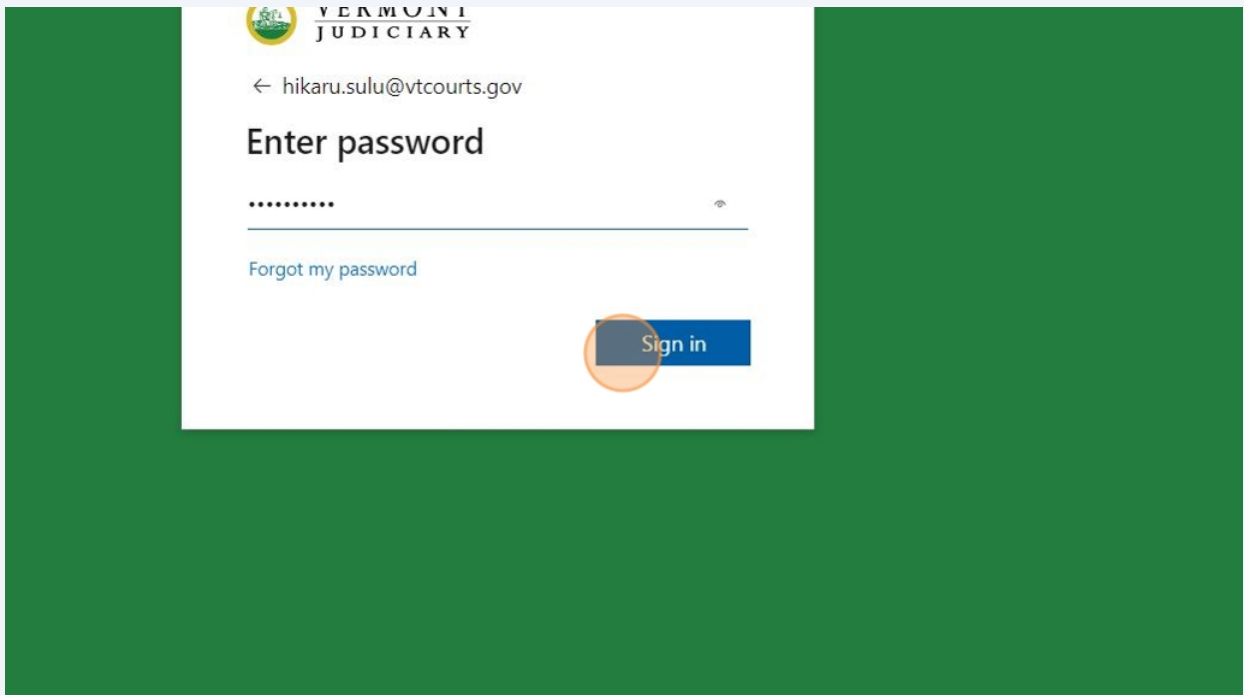**5** Click and type your "email address"

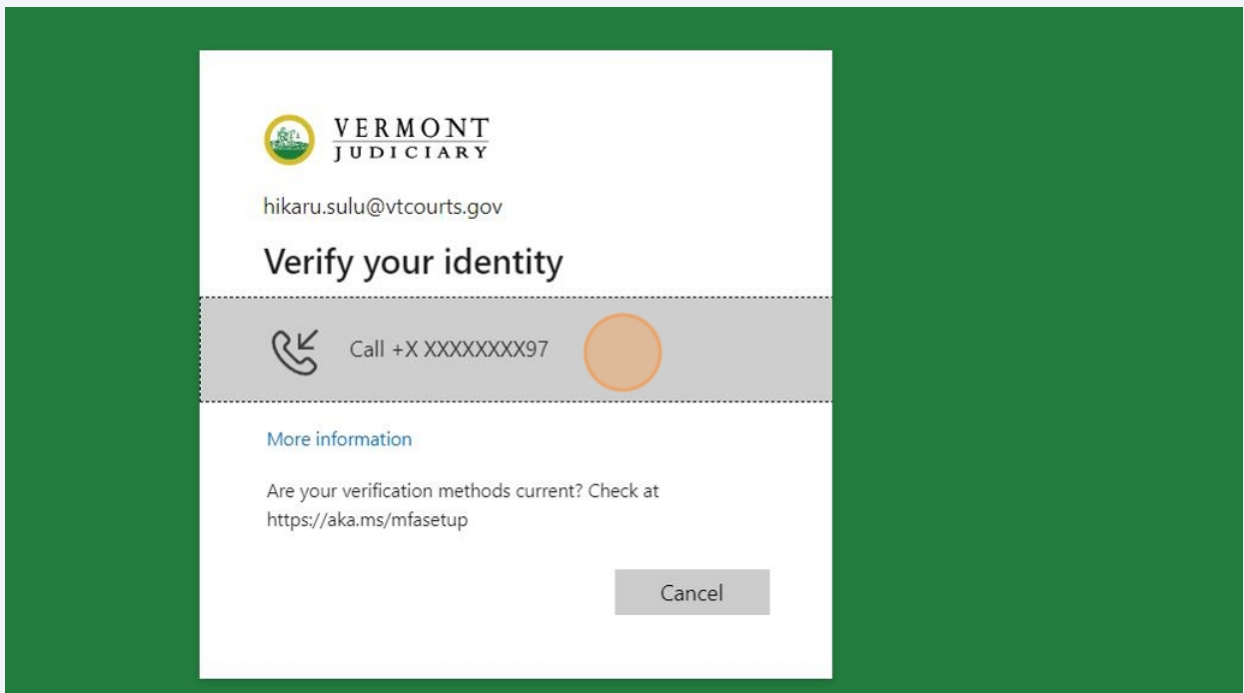**6** Click "Next"

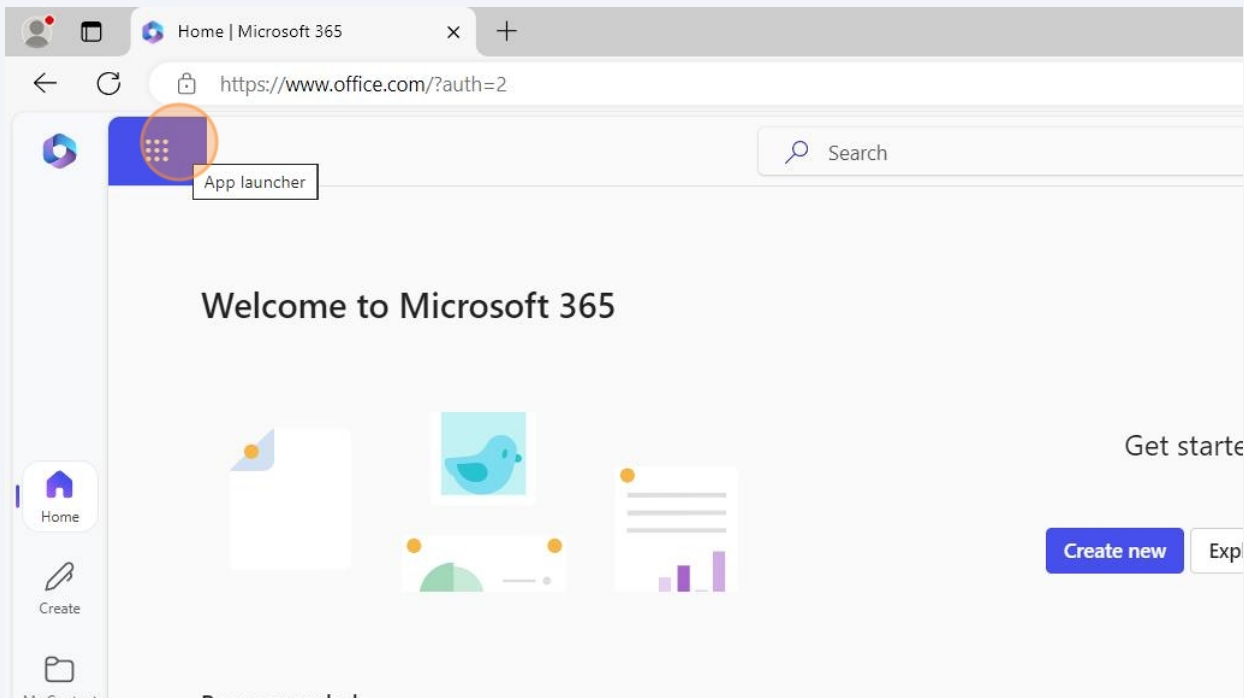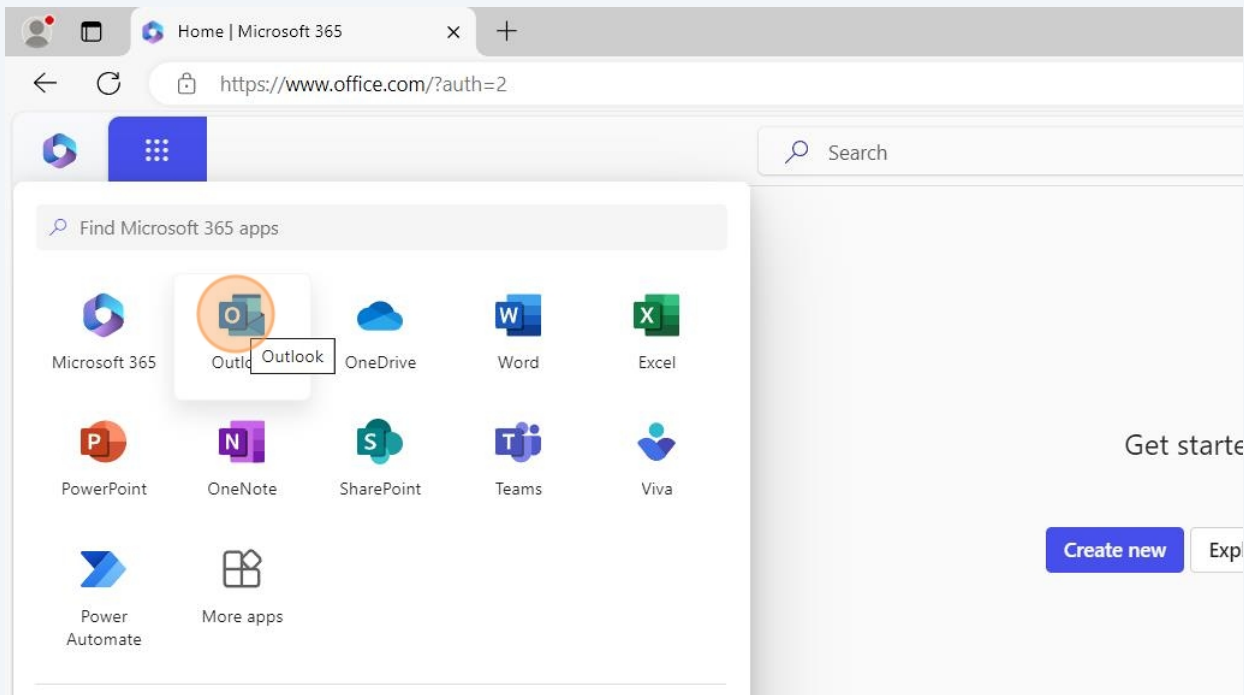**7** Click "and type in your password"

8 Click "Sign in"

9 Use your preferred method of verifying your identity. In this case its going to call me. You must click on the method you are using.
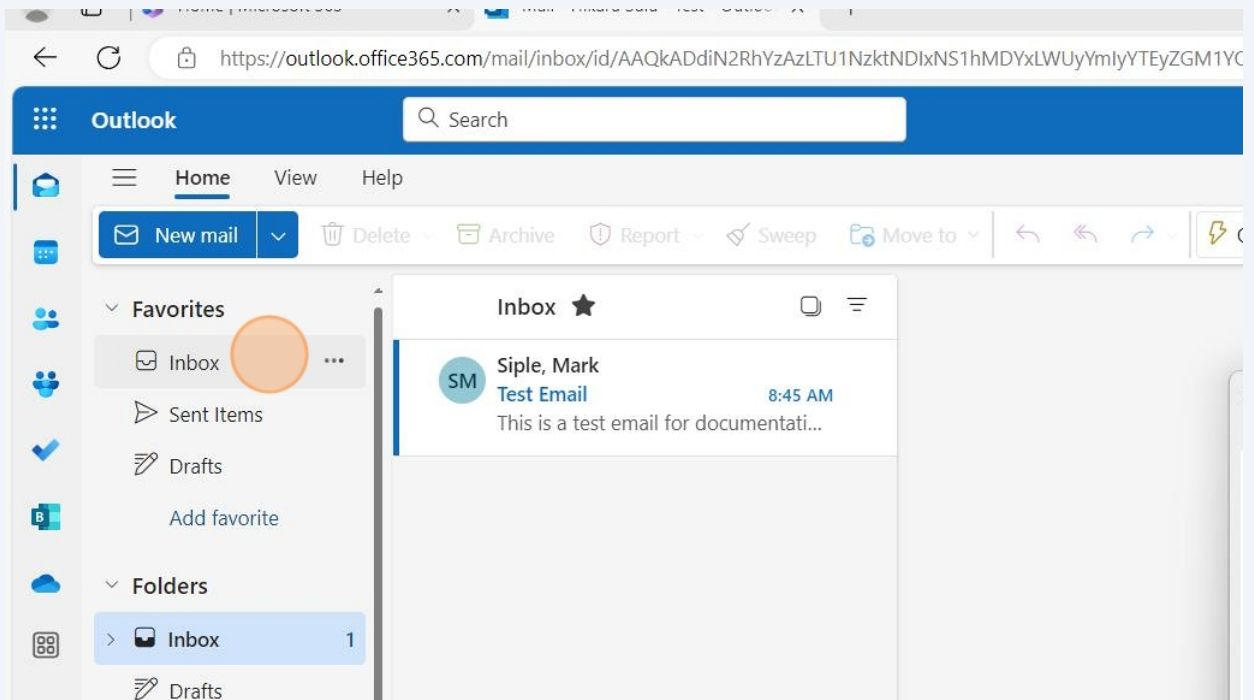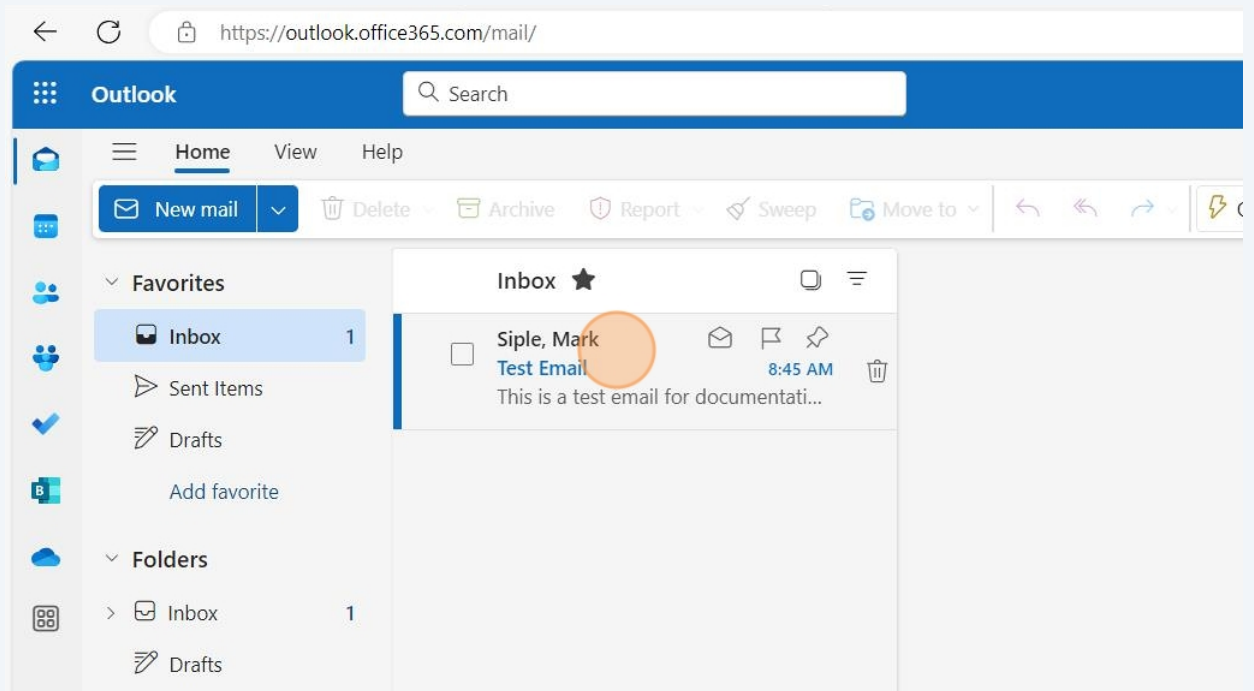
10   Click "App launcher"

11   Click "Outlook will be opened in new tab"

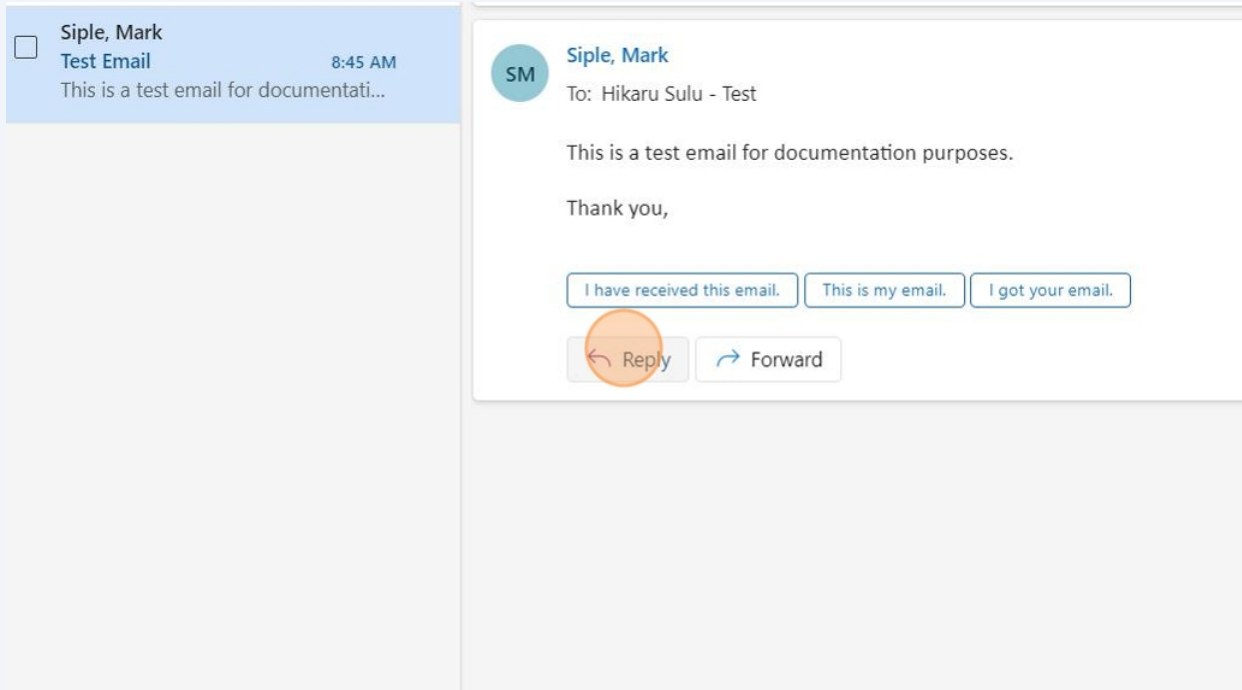**12**   Click "Inbox"

13   Click on the email you want to read

14 The email opens in the right pane for you to read. Click on "reply" if you want to reply

15 Type your reply and then click "Send"