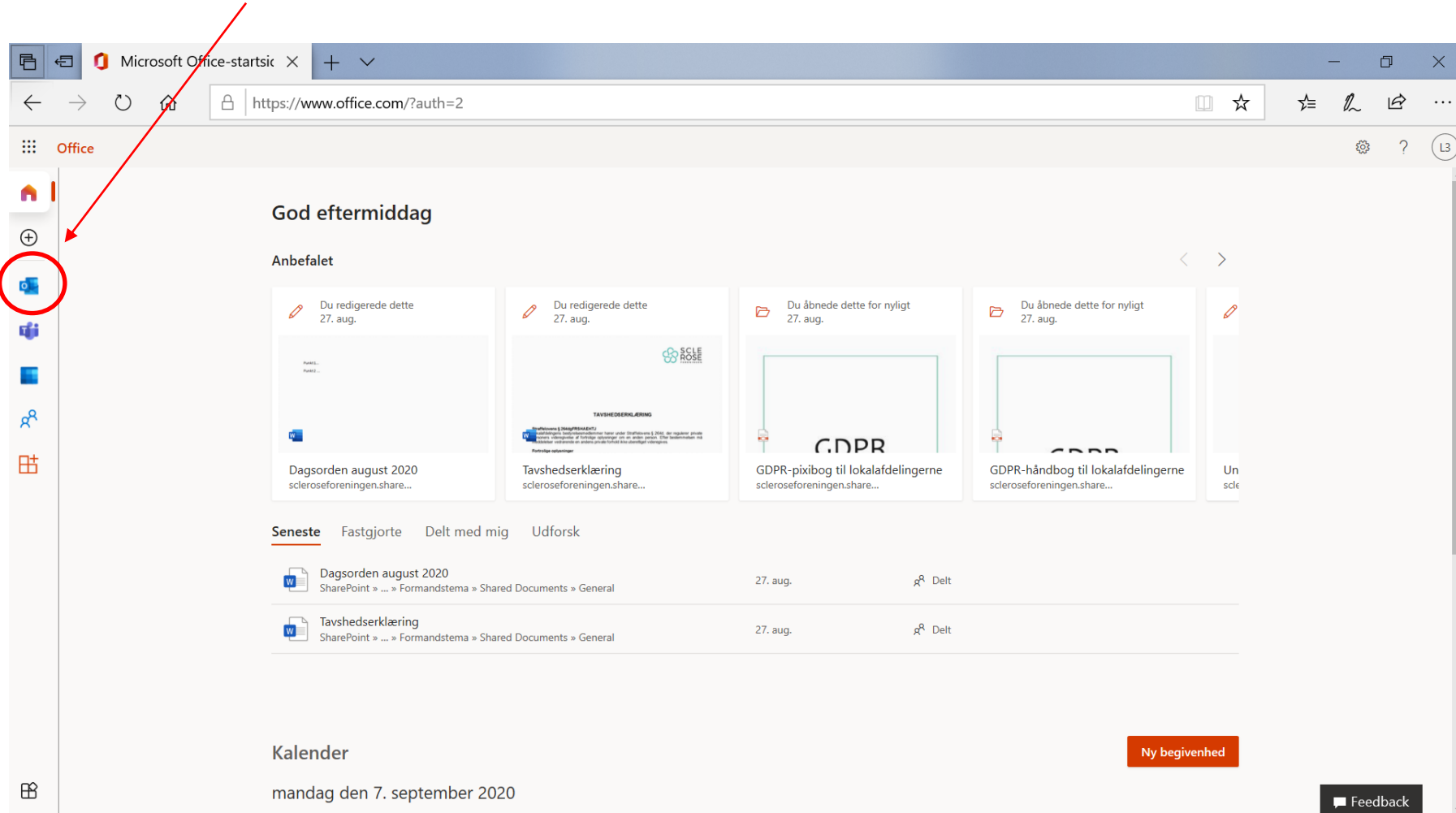




Sådan bruger du Outlook

- 1) Log på din Office konto via www.office.com
- 2) Klik på Outlook ikonet til venstre på siden (se billede)

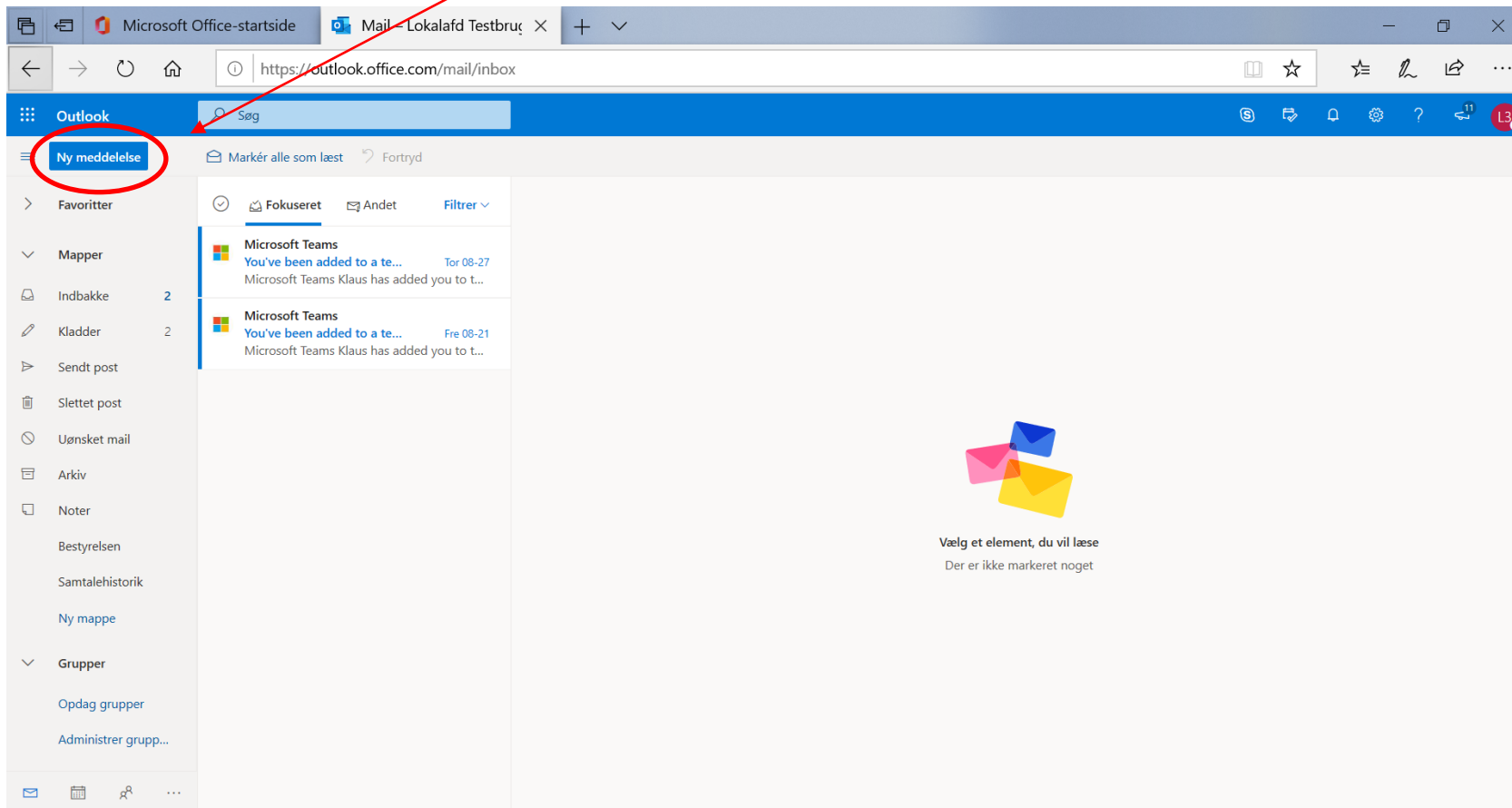


The screenshot shows the Microsoft Office web portal interface. The browser address bar displays <https://www.office.com/?auth=2>. The main content area is titled "God eftermiddag" and features a section for "Anbefalet" (Recommended) documents. A red arrow points to the Outlook icon in the left-hand navigation menu, which is circled in red. The navigation menu includes icons for Home, Add, Outlook, Teams, OneDrive, and Recent. The main content area displays a list of documents, including "Dagsorden august 2020", "Tavshedsklæring", and "GDPR-pixibog". Below the document list, there is a "Seneste" (Recent) section with a table of documents. At the bottom, there is a "Kalender" (Calendar) section showing "mandag den 7. september 2020" and a "Ny begivenhed" (New Event) button. A "Feedback" button is located in the bottom right corner.

Seneste	Fastgjorte	Delt med mig	Udforsk
 Dagsorden august 2020 SharePoint » ... » Formandstema » Shared Documents » General		27. aug.	g ^R Delt
 Tavshedsklæring SharePoint » ... » Formandstema » Shared Documents » General		27. aug.	g ^R Delt

Sådan bruger du Outlook

- 1) Her kan du se din nye mail.
- 2) For at sende en mail klik på **Ny meddelelse**



Sådan bruger du Outlook

- 1) Du kan sende mails til andre formænd ved at begynde at skrive deres navn i feltet **Til**
- 2) Klik på den person du ønsker at sende til
- 3) Hvis du ønsker, at mailen skal krypteres ift. den indeholde personfølsomme oplysninger tryk på **Kryptér**
- 4) Klik på **Send** for at sende din mail

