



# Introduction to Outlook Online Email

Sponsored by the Northwest Workforce Council

# NORTHWEST WORKFORCE COUNCIL'S MISSION

Northwest Workforce Council (NWC) helps to create a robust and sustainable regional economy through the preparation of a skilled, successful workforce aligned to the needs of business and industry by:

- ✓ Partnering with local business, education, labor, and community organizations to develop a unified workforce strategy,
- ✓ Leading the regional WorkSource partnership of state and federal agencies delivering services to job seekers and employers, and
- ✓ Delivering employment and training services to both individuals and businesses.

# INTRODUCTION

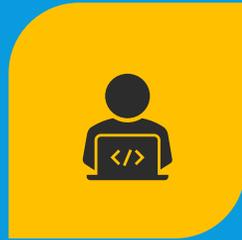
This presentation will introduce you to NWC's Outlook Email program, review the benefits that participating in this initiative will give you and let you know what to expect going forward.



# BENEFITS TO YOU



PROFESSIONAL  
EMAIL ADDRESS TO  
USE FOR JOB  
SEARCH



INCREASES YOUR  
PRIVACY – NO NEED  
TO SHARE YOUR  
PERSONAL EMAIL  
ADDRESS WITH  
TRAINING  
PROVIDERS, ONLINE  
JOB SITES, ETC.



ALL PROGRAM  
COMMUNICATIONS  
SAVED IN ONE  
PLACE



# WHAT WILL CHANGE?



In situations where NWC previously used your personal email address, we will now use your NWC email address.

- Coordinators will NOT send email to your personal email address.
- NWC will send regular emails with general information about our programs.
- Your NWC email will be used to register you for participation in online learning platforms.

# WHAT DO I HAVE TO DO?

You will receive an email in your personal email account that includes:

- Your new NWC email address
- A temporary password
- Instructions for logging into your new account



# INSTRUCTIONS

**Step 1: Click on the link below:**

<https://www.office.com/>

**Step 2: Click on the button that says, “Sign In”.**

**Step 3: Enter your email address,**

[jd@nwc-connect.org](mailto:jd@nwc-connect.org) and click “Next”

**Step 4: Enter your password, TP 1234, and click “Next”**

**Step 5: Decide whether to save your login credentials**

If you are the only person who uses the device you are using to access this account, say “Yes” when you are asked “Stay signed in?”. If other people use the device, choose “No.”

**Step 6: Click on the Outlook Icon:**

There is a column of icons on the left side of the screen; click on the one that looks like this:



Your mailbox will open, and you will be able to select and read your messages.

# WHAT IS THE NEXT STEP?

- Watch the videos and practice what you learn to be an email expert
- Check your NWC email account frequently to stay in communication with your coordinator
- Watch for message from NWC with links to online training resources and more

