Using Outlook email

To log in to Outlook, you open Getty OneConnect at https://oneconnect.getty.edu and log in. Then click the **Outlook on the web** tile, and enter your email address (e.g., jdoe@getty.edu) and Getty OneID password. You'll see wide range of tools. To view and send emails, click the **Outlook** icon at the top left:
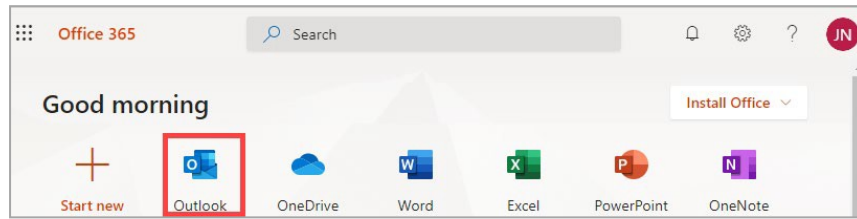
As shown below, Outlook opens in three panes – left, middle, and right:
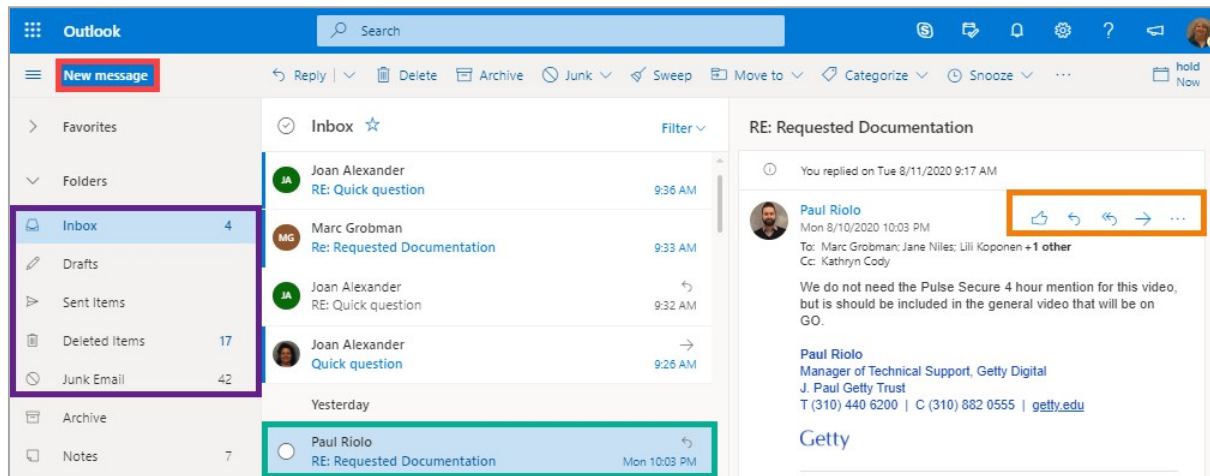
↑ At top left, click the **New Message** button to create and send an email.

↑ On the left, under that button, you see a **list of file folders** – including your **Inbox**, **Sent Items**, and so on. Click those choices to filter your view in the middle pane. Below, you see your Inbox in the middle pane, showing items you've received. Bold items are unread, unbolded items have been read.

↑ Click an **email** to display its contents in the right pane. On the right, above the email, you see a **taskbar** allowing you to quickly reply, reply to all, or forward that email.

→ The ellipsis on that taskbar gives you additional choices – click that **ellipsis > View > Open in new window** to see any email in a larger view.

→ Some emails include attached files for additional information; just click the **attachment** to view it.
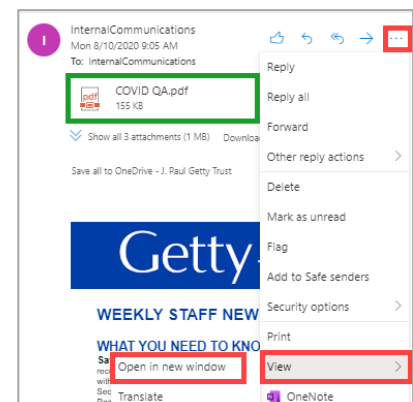
Creating and Sending an eMail

When you click the New Message button, a new message opens for you in the right pane.

→ In the To and Cc fields, address your message. You may enter an email address (e.g., jdoe@getty.edu) or enter a few letters of the person's name and then click **Search Directory** to locate them in the Getty address book.
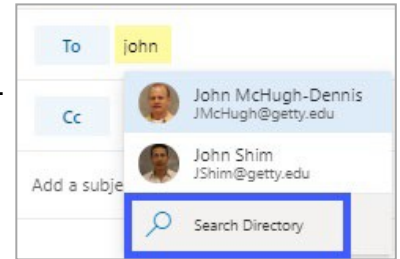
Once you've addressed the email, type a Subject and the message.

→ The **Pop-out** icon at top right allows you to compose your message in a larger pane.

→ The **Formatting** toolbar at the bottom offers easy access to change your font – larger, smaller, bold, indented, etc.

→ At top, you see icons to **Attach** a file and to **Send** your message.
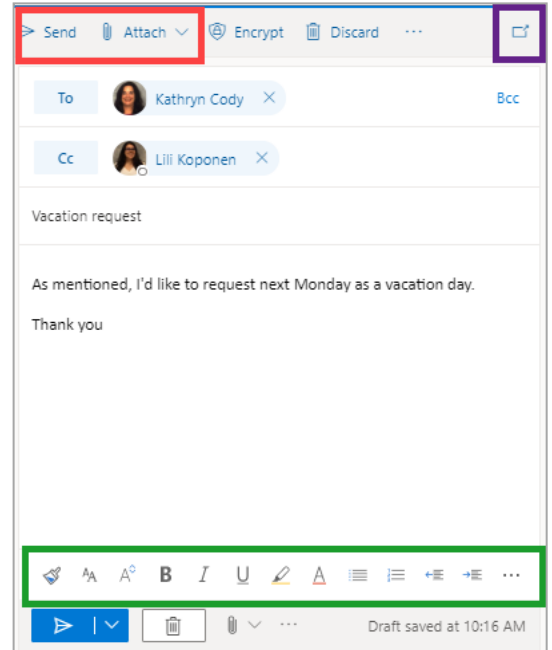
Option: Outlook App on your Mobile Device

Want to check email on a smart phone or tablet? You can use the steps above to go to office.com on a browser, through Getty OneConnect, or you can download the Microsoft Outlook app from your App store, which offers similar tools designed for a mobile device.
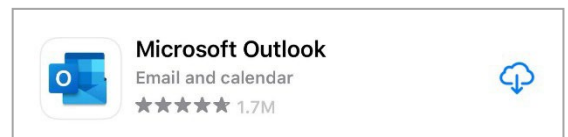
Need help? Have questions?

Outlook has a comprehensive **Help** feature; just click the **?** in the top toolbar.
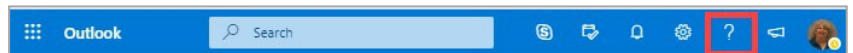
And Getty Digital Help is just a phone call away, at (310) 440-1199.