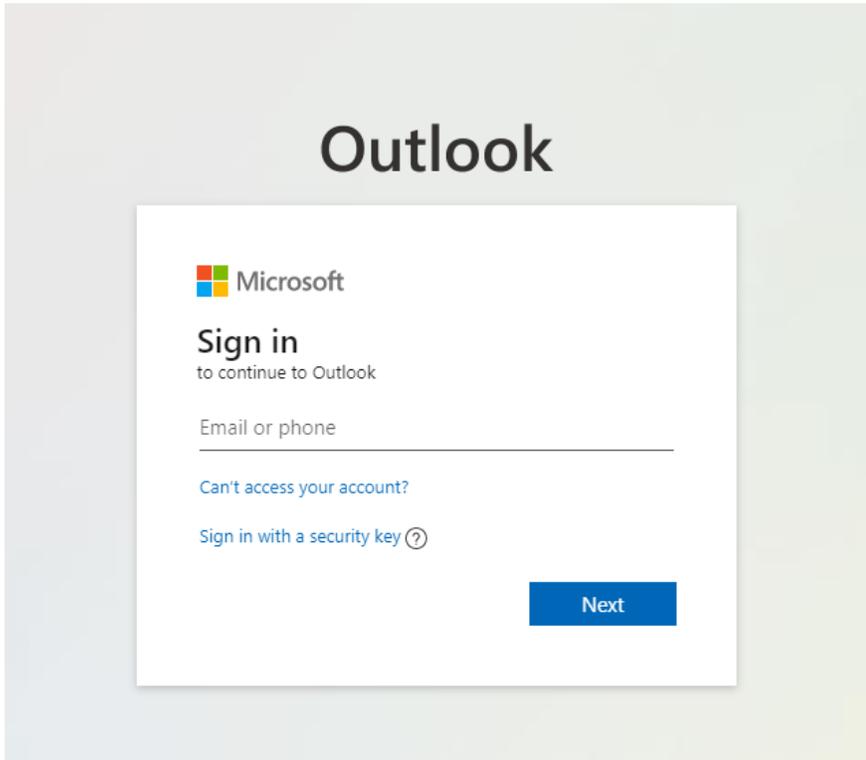
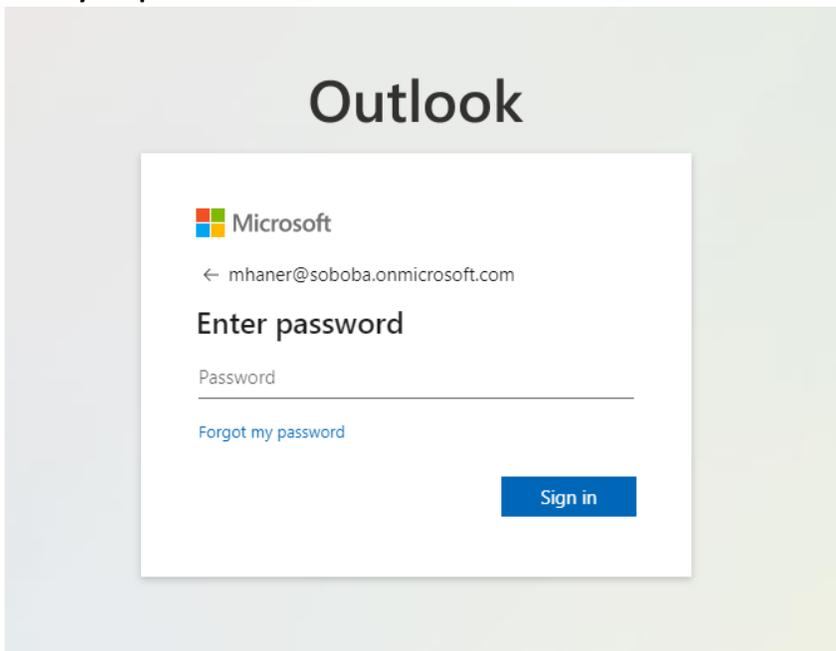


General Use Guide: Tribal Member Email Basic User Guide

1. Go to <http://outlook.office.com/mail/>
2. Login with your tribal email account: ex mmouse1234@soboba.onmicrosoft.com
(FirstInitialLastName4digitRollNumber@soboba.onmicrosoft.com)



3. Enter your password:



4. Once logged in your screen will look like this, any emails you have will be in your Inbox:

☰ Search

☰ **New message** Mark all as read Undo

< Favorites
 📧 **Inbox**
 > Sent Items
 ✍ Drafts
 Add favorite
 < Folders
 📧 Inbox
 ✍ Drafts
 > Sent Items
 🗑 Deleted Items
 🗑 Junk Email
 📁 Archive
 📄 Notes
 Conversation Hist...
 New folder
 < Groups
 New group
 Discover groups
 Manage groups

☑ Focused Other Filter

📧 Steven Nino
 > Accounts
 Sounds like a plan, we can close this out to...

 Wed 5:19 PM

📧 Microsoft on behalf of your organization
 Account information for ne...
 A user account has been created or modifie...
 Wed 1:11 PM

📧 Microsoft on behalf of your organization
 Account information for ne...
 A user account has been created or modifie...
 Wed 1:06 PM

📧 Microsoft on behalf of your organization
 Account information for ne...
 A user account has been created or modifie...
 Wed 1:04 PM

📧 Microsoft on behalf of your organization
 Account information for ne...
 A user account has been created or modifie...
 Wed 1:01 PM

📧 Microsoft on behalf of your organization
 Account information for ne...
 A user account has been created or modifie...
 Wed 12:57 PM

This week

📧 Microsoft Outlook
 > Test 2
 Your message to mhaner@gmail.com could...
 Tue 9:57 AM

📧 Microsoft Outlook; Michael Haner
 > Re: test
 Your message to MHaner@soboba-nsn.gov...
 Tue 7:17 AM

6. Click on a message in the list to read it, once you click it the message will show on the right:

The screenshot shows an Outlook interface. On the left is a navigation pane with folders like 'Inbox', 'Sent Items', 'Drafts', and 'Groups'. The main area displays a list of messages. The selected message is from Michael Haner, dated Tue 6/30/2020 7:01 AM, with the subject 'test'. The right pane shows the full content of this message, including a circular logo for 'SOBOPA BAND OF LUTHERAN CHURCH' and contact information for Michael Haner, SR. SYSTEM ADMINISTRATOR at SOBOPA TECHNOLOGY. A notice at the bottom of the message states: 'NOTICE: This communication may contain information that is proprietary, privileged, confidential, or otherwise legally exempt from disclosure. It is intended exclusively for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.'

7. To send a message click on new message, currently you can only send to email addresses ending in @soboba-nsn.gov or @soboba.microsoft.com.

The screenshot shows the 'New message' composition window in Outlook. The 'To' field is populated with 'mhaner@soboba-nsn.gov'. The 'Cc' field is empty. Below the recipient fields is a 'Subject' line with the placeholder text 'Add a subject'. At the bottom of the window is a rich text editor with various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, insert image, insert video, insert audio, insert document) and buttons for 'Send' and 'Discard'.