

## Documentation of the Mastery: Check Your Email

### 1. Opening email in different browsers:

There are two paths you can go by:

- Type the email website directly into the Address Bar: login.microsoftonline.com
- Go to the B'ville Library Home page, then under the Info > dropdown, choose Staff;  
At the bottom of the Staff information page, click on Staff Email Login

### 2. Deleting messages, or storing messages in folders

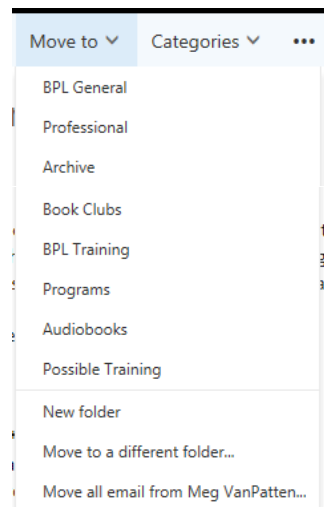
a. To delete a message, click on it, then press the Delete button on your keyboard or click the Trash/Delete icon on the screen.



b. To store a message in a Folder:

- While looking at the message, click on Move to >
- Select a folder, or create a new folder by clicking New Folder – make sure it is in the Inbox folder, and give it a descriptive name (such as Worth Keeping, or Book Processing, etc.)
- Click Move and the message will be moved to that folder.

You can also drag a message into an existing folder if you can see the folder on the left column of your screen.



### 3. Using attachments: includes sending, opening and saving received files, and saving to thumb drive

a. To send a file attached to an email, you should know the name of the file and where it is in your computer's File Explorer window.

- Start a New message, and fill out the To: and Subject: lines.
- Click on the picture of a paper clip at the bottom to attach a file.

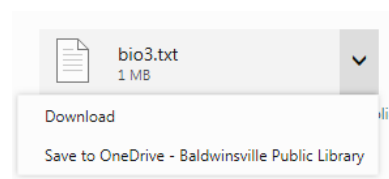


- On the next screen, click on Computer. A File Explorer window will open. Find your file on the computer and double-click it.
- When asked whether to "attach as a OneDrive file" or "Attach as a copy", choose "Attach as a copy".
- You will go back to your message, and you should see the file you attached listed right below your Subject line and before your Message.
- Finish typing your message, then click Send.

b. To open a document that has been attached to your email, Click on Download under the file name.

c. Most web browsers will ask if you want to save the file, or open it.

- Save will save it to your Downloads folder (usually).
- Open will open it, sometimes also downloading it to your Download folder.
- You can also Save As, which lets you choose where to store the file.



If you have a thumb drive plugged into the computer, you will find it in File Explorer under My Computer (or just Computer).

4. Sending an all-staff email (using groups) is easy. Just start a new message, and put this address in the To:        bpl\_staff

The computer should recognize that as a BPL email and address the email to all BPL staff.

**Proof of Mastery:** Show a Training Proctor the following items on a computer using the web. You will use a thumb drive and a small file on that computer, such as a photo, a pdf, or other document.

1. In the presence of the Training Proctor, go to the web email interface and log in to your email.
2. Create a New message, and address it to yourself (put your email address in the To: line).
3. Type in the Subject line: "Email Attachment for Mastery".
4. Attach a file (any file on your computer) to the email.
5. Put a sentence in the main message describing the file you attached, then click Send.
6. In your Inbox, point out to the Training Proctor the paper clip icon that indicates an attachment.
7. Be sure your Thumb Drive is plugged into the computer.
8. In your email window, click on the message with the attachment. Click on Download, then choose to Save As.
9. Select the Thumb Drive on the File Explorer window, and Save the file to the thumb drive.
10. Start a New Message, and type bpl\_staff into the To: line. Once the To line has the BPL Staff address in it, do NOT press Send, just show the Training Proctor, then Discard the message.
11. Point out to the Test Proctor the area on the screen where your email folders are displayed.
12. Move the message with attachment into the Deleted Items folder by dragging it.
13. Log out.

**Current Approval Masters for this Mastery: Check Your Email**

- Meg VanPatten
- Bob Loftus
- Julia Schult
- Val Chism

**Resources:**

**This task is estimated to take 60 minutes for someone to master.**

**They will need:**

- A thumb drive and access to an internet capable computer with a small file on it.
- This documentation, their email name and password.
- May need to consult with an Expert.