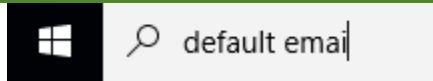


MARCH TECH TIP

OUTLOOK HACKS

Set your default mail to Outlook so you can send messages straight from PowerSchool or websites

In Windows: Search for



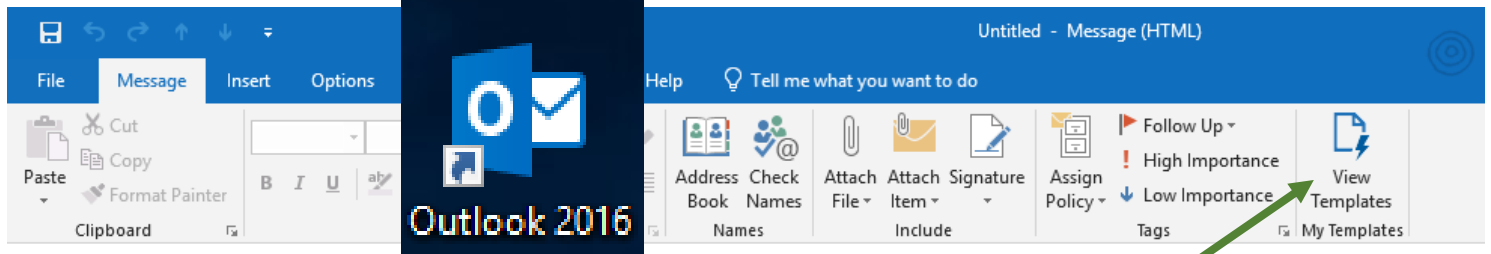
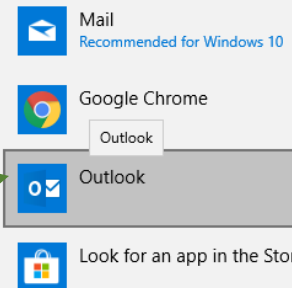
Default apps

Choose default apps

Email



Choose an app



Outlook Templates Save you Time!

Do you find you send the same type of emails over and over again? Always contacting parents about homework or missing assignments? Wishing you had a quick way to send home a compliment? Using Templates in your Outlook on your desktop can help!

In New emails- you will see View Templates. Here you can build templates that you can reuse as many times as you like. Click on the title to simply add to any email. Change a few details, and off it goes!

My Templates

Do you want to meet for lunch this afternoon?
missing assignment

Dear

Your child did not complete 3 assignments so far this marking period. Please see PowerSchool for specifics. Please ask your child to go over this with you and have him or her come talk to me if there are questions. The grade can go to half credit.

Sincerely,

Elizabeth Pitel

Watch a video demo by going to this site!

<http://bit.ly/wtpsmarch>