

Instructions on how to find your email on the hospital Outlook system

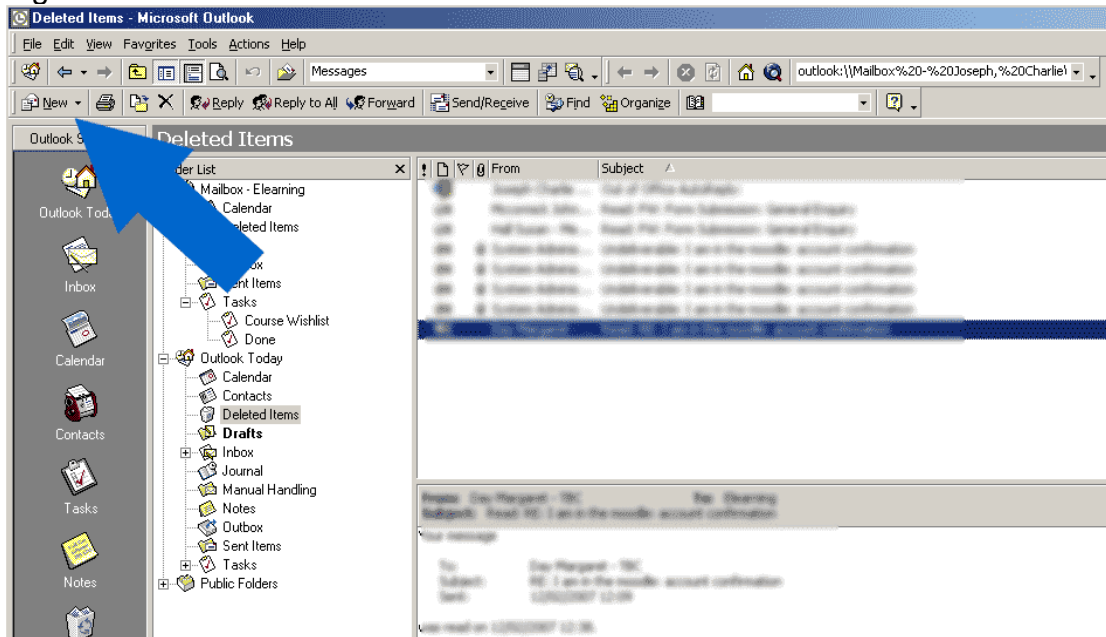
Open Outlook – double click on **Outlook icon** (Fig 1.1) usually found on the desktop.

Fig 1.1



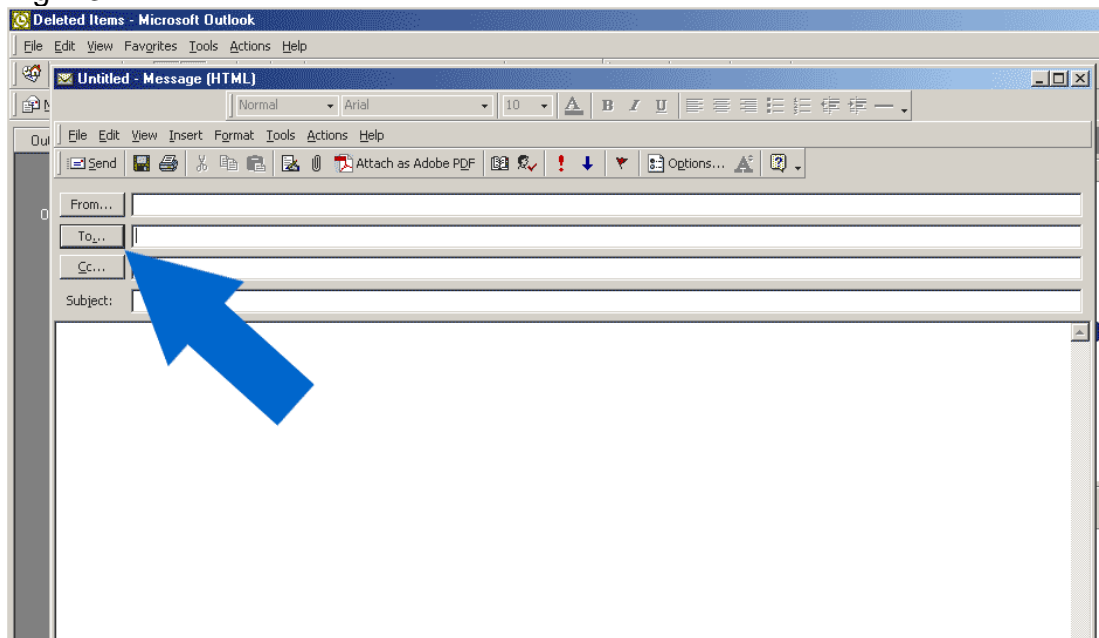
Open new email – click on the **New** button (top left-hand corner)

Fig 1.2



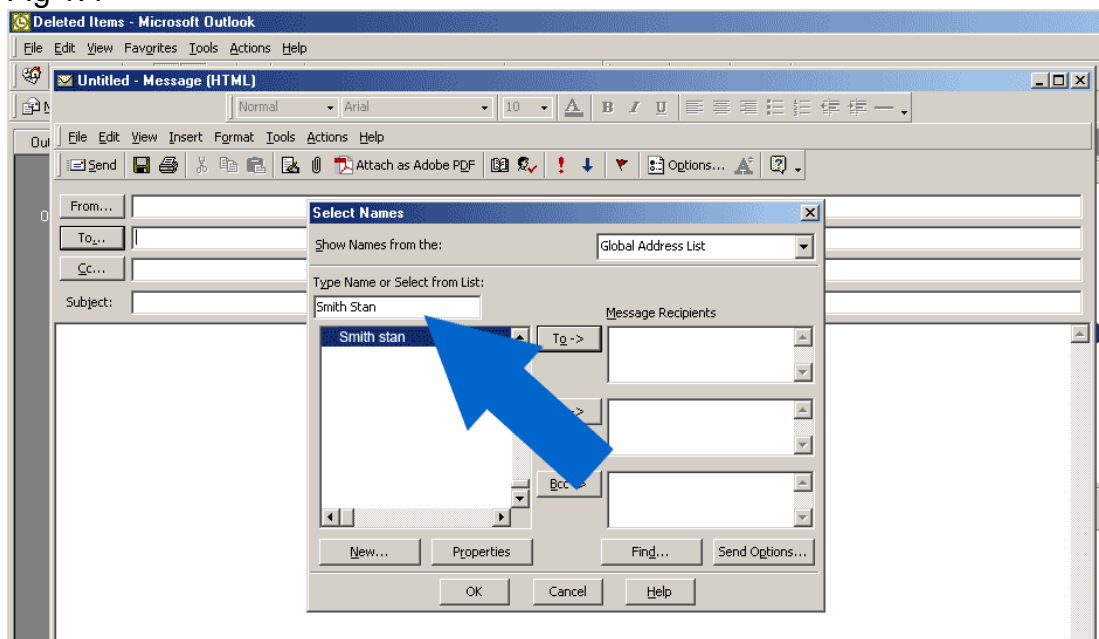
In the **New Email** Open 'Select Names' dialogue box – click on the **To** button (left-hand corner)

Fig 1.3



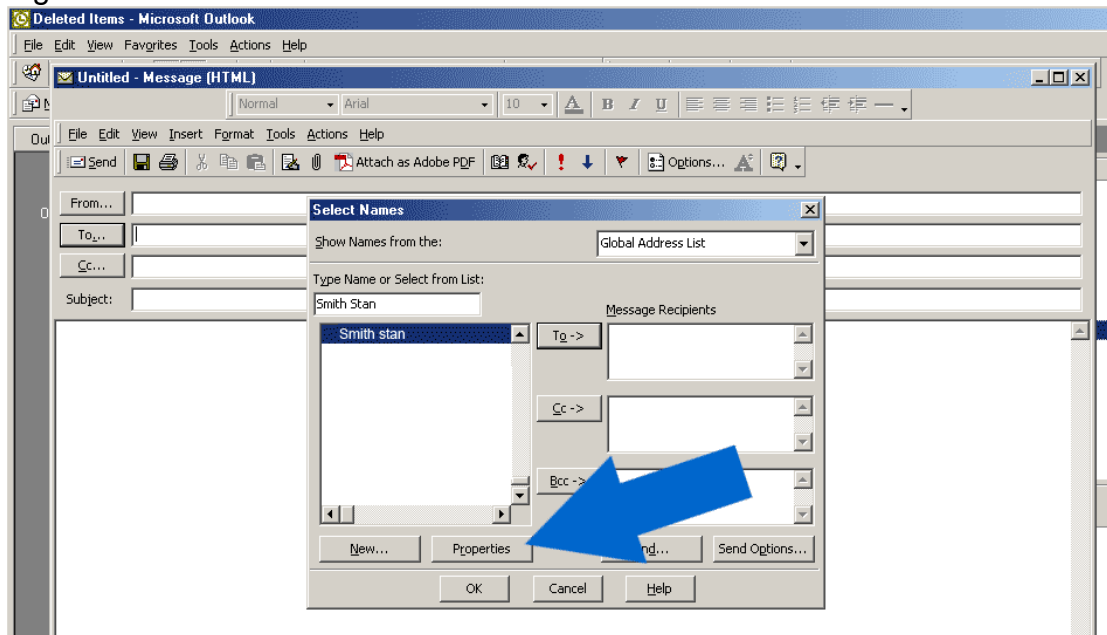
Type surname followed by first name into the field indicated in fig1.4.

Fig 1.4



Then click on the 'Properties' button

Fig 1.5



On the next dialogue box click 'Email Addresses' Tab. Your email address should be displayed in the white box that appears (see example Fig 1.6

Fig 1.6

