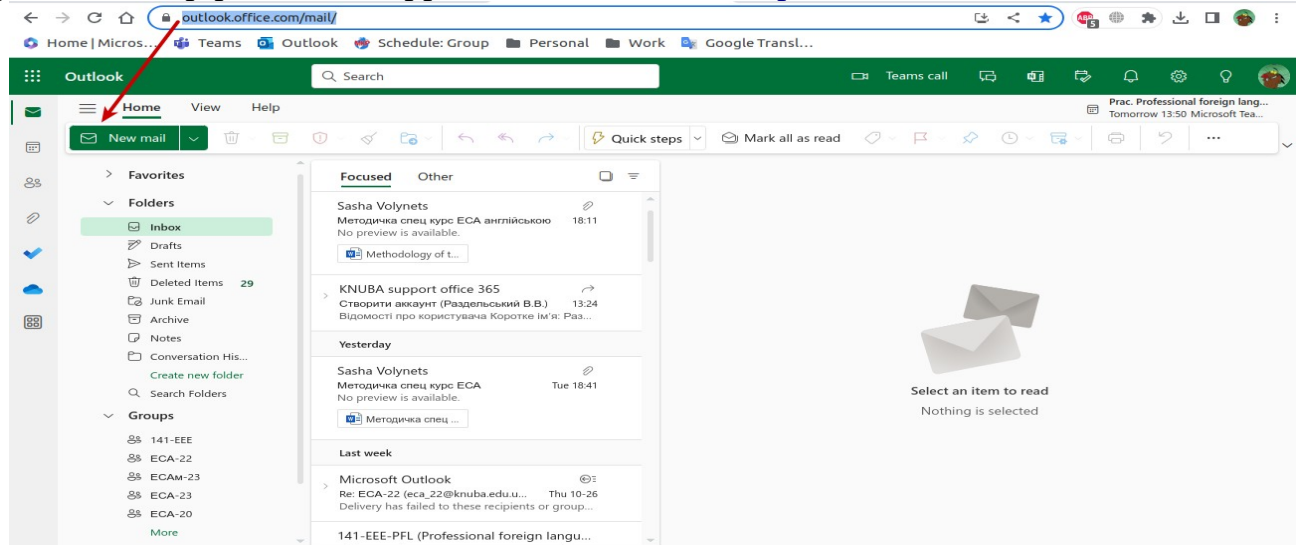


How to write emails in Outlook?

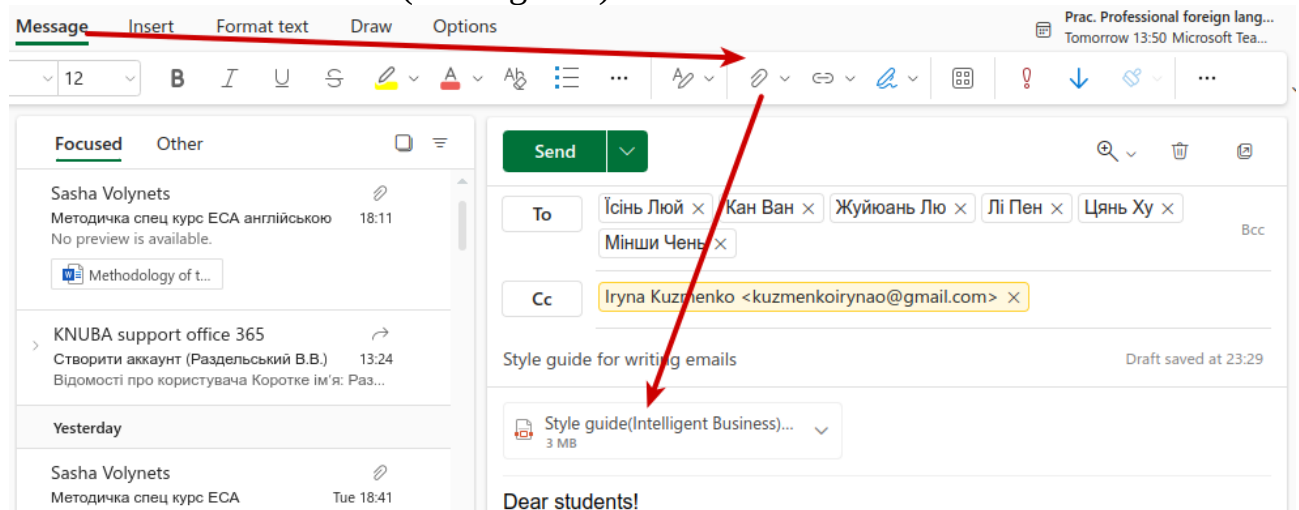
Use your account login/password: <[name](mailto:knuba.edu.ua)>@knuba.edu.ua

1) Use desktop/phone/web application to connect: <https://outlook.office.com/mail/>

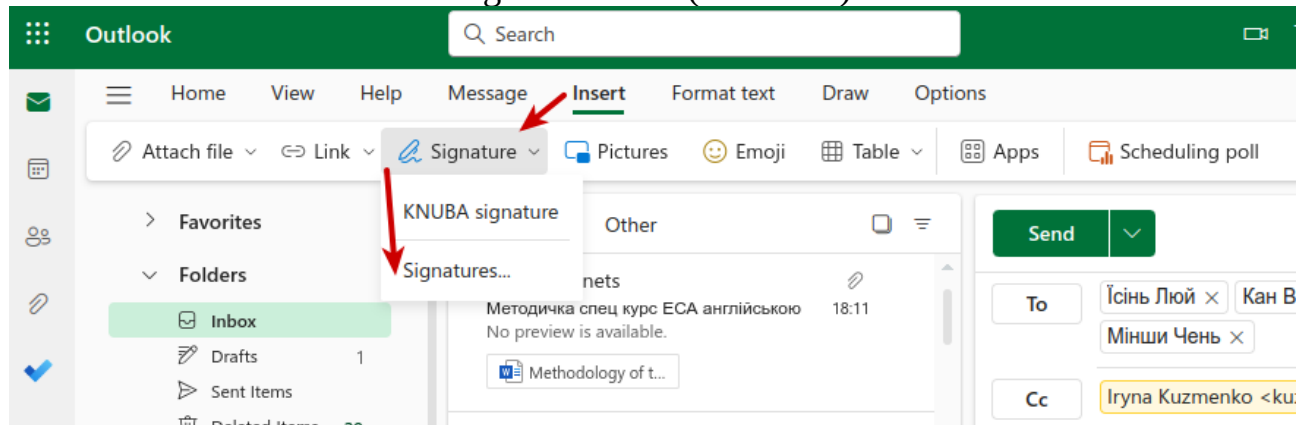


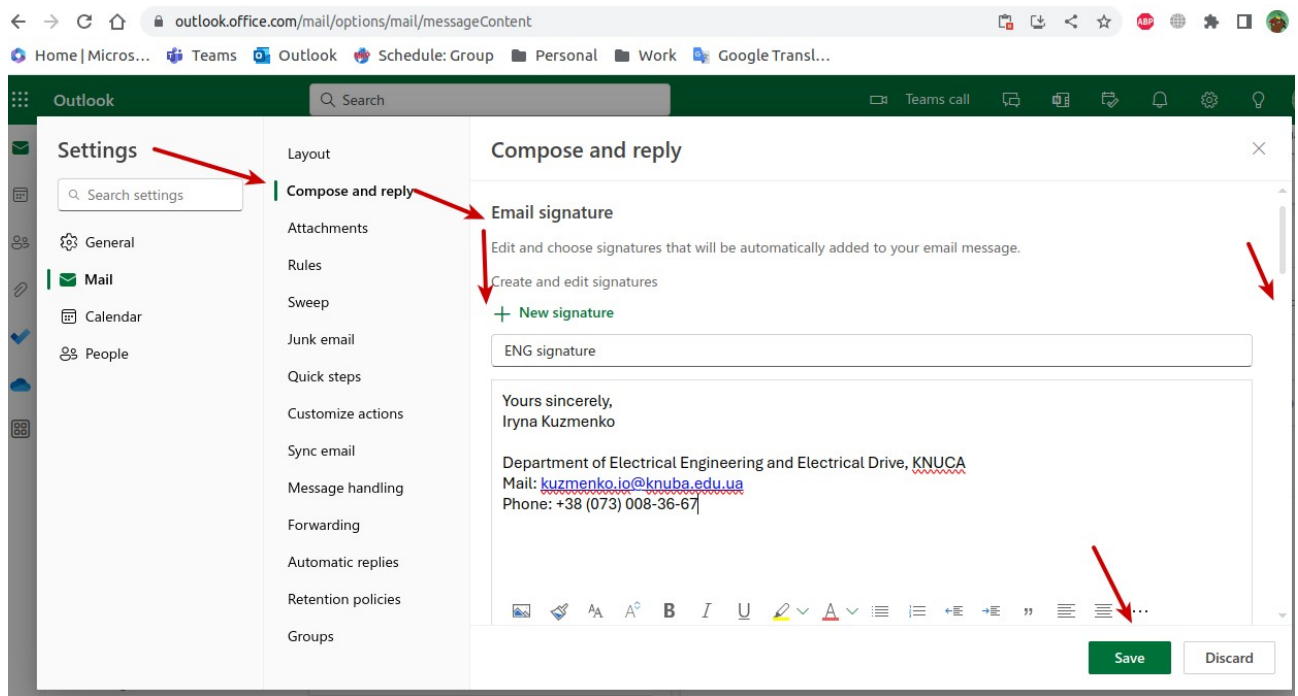
2) Press “New mail” and print the letter:

- insert a file if needed (Message tab):

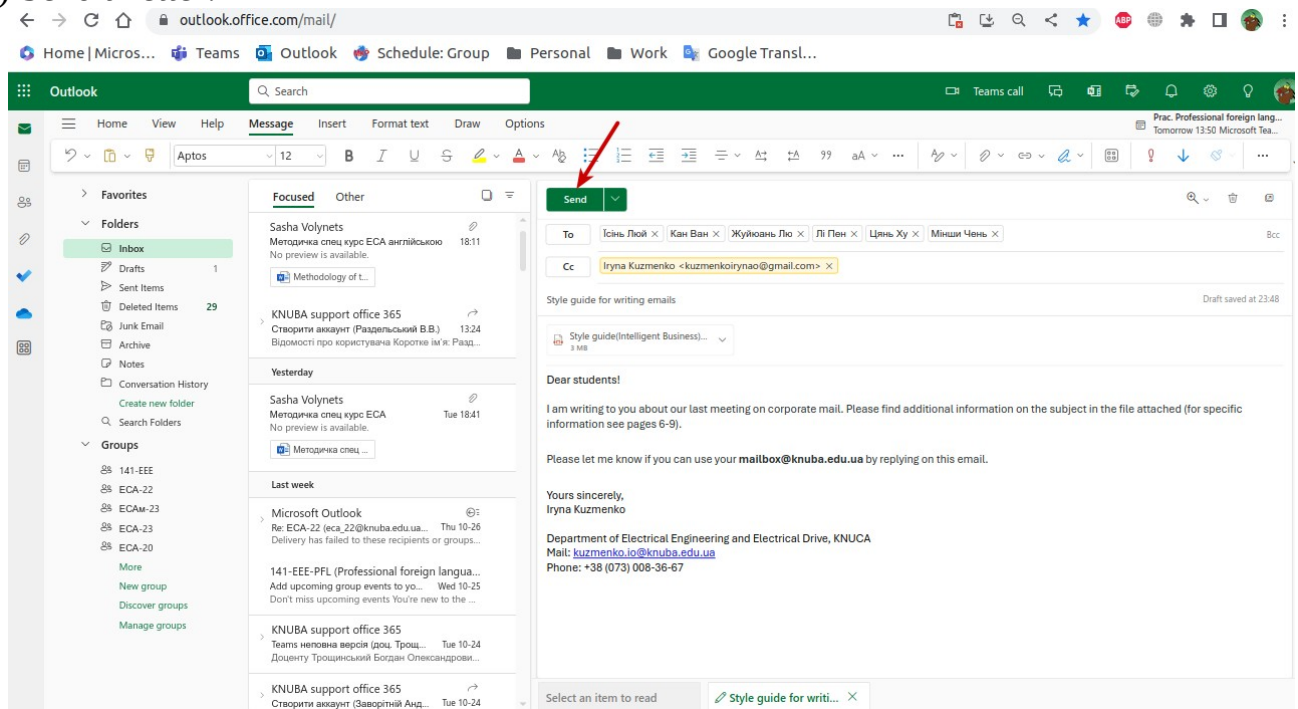


- create and add automatic signature/table (Insert tab):





3) Send a letter:



5) Email abbreviations:

- **FYI** - For your information. (FYI, I'm meeting with the client this afternoon.)
- **ASAP** - As soon as possible. (Please send me the report ASAP.)
- **RSVP** - Please respond. (Used in event invitations; from the French expression “Répondez s’il vous plaît”)

See more: <https://englishwithnab.com/common-workplace-abbreviations-and-business-acronyms/>

6) Some useful phrases to write mails:

#1 Opening Lines:

- I hope you are well.
- I am writing to you about our last meeting/your presentation yesterday/our next event.
- I am writing to you with regards to/regarding/concerning/in connection with...
- I am writing to ask/let you know/confirm/check/invite you to/to update you on/ask for a favor...

#2 Body lines:

- Please find [file] attached.
- Please see the information below for more details about...
- I've attached [file] for your review.
- More information is available at <https://blog.talaera.com/business-emails-phrases>
- I'd really appreciate it if you could...
- I didn't quite get your point about [something]. Could you be more specific?

#3 Closing lines:

- Looking forward to hearing from you soon.
- Please let me know if this works/if you are available/if that sounds good/if you can/if you can help/if you need to reschedule...
- Thank you in advance.
- I hope you find this helpful.
- ... please do not hesitate to contact me.
- Best regards,
- All the best,