

Cyrchu ac anfon negeseuon e-bost yn Office 365



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Tra byddwch wedi mewngofnodi ar Hwb, ewch i'ch cyfrif e-bost Office 365.

O dudalen hafan Hwb, cliciwch ar yr eicon 'Office 365' (gweler uchod).

https://www.office.com/?auth=2&home=1

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Recommended

Dylech weld y sgrin hon. Cliciwch ar 'Outlook'.

Yna byddwch yn cael eich cyfeirio at eich **mewnlwch Hwb** (uchod).

I lunio neges newydd, cliciwch ar **New**.

The screenshot shows the Microsoft Outlook interface. At the top, there's a navigation bar with 'Office 365' and 'Outlook'. Below it is a search bar labeled 'Search Mail and People'. In the center, there's a large 'Inbox' section with several email messages listed. At the top left of the inbox area, there's a blue button with a white plus sign and the word 'New'. This button is circled in orange. To its right are other buttons: 'Reply', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categories', and a 'More' button. On the far right of the top bar, there's a small notification icon with the number '1'. The left sidebar contains a 'Folders' section with 'Favourites' and a collapsed section for 'J Logan' which includes 'Inbox' (472), 'Drafts' (17), 'Sent Items', 'Deleted Items' (55), 'Archive', 'Conversation History', 'Junk Email', and 'Notes'. Below this is another collapsed section for 'Groups'.

Bydd y sgrin ganlynol yn ymddangos.

This screenshot shows the Microsoft Outlook compose screen. On the left is the same sidebar as the previous screenshot, showing the 'Inbox' (472) and other folder counts. The main area is a large white box for composing a new email. At the top of this box are two input fields: 'To' and 'Cc', with 'To' being circled in orange. Below these is a 'Subject' field containing 'Add a subject'. Underneath is a larger text area with the placeholder 'Add a message or drag a file here'. At the bottom of the compose screen are various formatting tools: font styles (A, A*, B, I, U), alignment (left, center, right, justify), lists (bullet, numbered), and icons for attachments, smileys, and other common functions. At the very bottom are the 'Send' and 'Discard' buttons.

Os ydych yn gwybod cyfeiriad e-bost y sawl yr ydych am gysylltu ag ef, teipiwrch y cyfeiriad hwnnw i'r maes **To**. Os nad ydych yn gwybod cyfeiriad e-bost y sawl yr ydych am gysylltu ag ef, gellwrch chwilio am ei enw defnyddiwr Hwb trwy glicio ar y botwm **To** (gweler uchod).

Bydd y sgrin ganlynol yn ymddangos a gellwch roi enw'r sawl yr ydych yn chwilio amdano yn y maes **Search People**, ac yna clicio ar y botwm chwilio. **Byddwch yn ymwybodol y gellwch ddod o hyd i fwy nag un defnyddiwr sy'n rhannu'r un enw, felly sicrhewch eich bod yn dewis yr unigolyn cywir cyn anfon neges e-bost ato.**

The screenshot shows the Microsoft Outlook interface. On the left, there's a sidebar with navigation links like Folders, Favorites, and various inbox sections. The main area is titled 'Search Mail and People' with 'Save' and 'Cancel' buttons. A search bar contains 'To:' and 'Search People'. Below it, a list of contacts starts with 'Your contacts' and 'By first name'. A specific group, 'All Governors', is highlighted with a red circle and labeled 'AG'. To the right, a detailed view of this group is shown under the heading 'All Governors'. It includes a list of members with their initials in colored circles (AG, BH, C, C) and their email addresses: All Governors, broadhavengovernors@hwbwave15.onmicrosoft.com, cilgerrangovernors@hwbwave15.onmicrosoft.com, cleddaureachgovernors@hwbwave15.onmicrosoft.com, and cleddaureachgovernors@hwbwave15.onmicrosoft.com. There's also a 'Coastlands Governors' entry.

Pan fyddwch wedi teipio eich neges, cliciwch ar y botwm **Send**.

The screenshot shows the Microsoft Outlook message composition screen. On the left, there's a sidebar with navigation links like Folders, Favorites, and various inbox sections. The main area has fields for 'To:' and 'Cc:', a subject line placeholder 'Add a subject', and a message body placeholder 'Add a message or drag a file here'. At the bottom, there's a toolbar with various icons for formatting (bold, italic, underline, etc.) and a large orange oval highlighting the 'Send' button. Below the toolbar, there are more message-related icons.

Ar y ddewislen ar yr ochr chwith, byddwch yn gweld enw eich corff llywodraethu o dan [Groups](#). Os ydych yn Gadeirydd ar eich corff llywodraethu, efallai y byddwch hefyd yn gweld grŵp o'r enw Cadeiryddion Cyrff Llywodraethu o dan y pennawd [Groups](#). Rydym wedi creu grwpiau ar gyfer pob corff llywodraethu, sy'n cynnwys cyfeiriad e-bost Hwb pob un o'r llywodraethwyr sy'n aelod ohono. Bydd hyn yn galluogi i ymgyrch bostio gael ei hanfon yn hawdd at bob aelod o'r corff llywodraethu.

The screenshot shows the Microsoft Outlook inbox interface. On the left, there's a sidebar with 'Folders' expanded, showing 'Inbox' (472 messages), 'Drafts' (17), 'Sent Items', 'Deleted Items' (55), 'Archive', 'Conversation History', 'Junk Email', 'Notes', and 'Groups'. The 'Groups' folder is circled in orange. The main area is the 'Inbox' with several messages listed. One message from 'J Logan' is highlighted, and a tooltip says 'J Logan is inviting you to collaborate on Ysgol y Preseli Go'. Other messages include 'Training Resources - WG Document on ALN Transformatio', 'Training Resources - WG Document on ALN Transformatio', 'J Logan is inviting you to collaborate on Pembroke Dock C', 'J Logan is inviting you to collaborate on Broad Haven CP Scl', 'J Logan is inviting you to collaborate on Ysgol Ger y Llan Go', 'J Logan is inviting you to collaborate on Ysgol Bro Gwaun', 'J Logan is inviting you to collaborate on Saundersfoot CP', 'Training Resources - Training Update B Summer 19.pdf • T', and 'Training Resources - Training Update B Summer 19.pdf • T'.

Er mwyn anfon neges e-bost at bob aelod o'ch corff llywodraethu, cliciwch ar grŵp eich corff llywodraethu, yna dilynwch y camau ar y tudalennau blaenorol i lunio ac anfon neges newydd.

Nodwch, os byddwch wedi gosod rheol i anfon negeseuon e-bost ymlaen yn awtomatig ar eich cyfrif e-bost Hwb, bydd angen i chi ddilyn ([Follow](#)) grŵp ([Group](#)) eich corff llywodraethu er mwyn galluogi i'r negeseuon sy'n dod i law gael eu hanfon ymlaen.

The screenshot shows the Microsoft Outlook interface for the 'Reports' group. On the left, there's a sidebar with 'Folders' expanded, showing various school governors' groups like 'Ysgol Maenclochog Governors', 'Pennar Governors', etc. The 'Reports' folder is also listed. The main area shows a 'Reports' page with the message 'The new Reports group is ready'. A tooltip over the 'Follow in inbox' button says 'Private group Not following' and 'Follow in inbox Receive copies of all conversations and events.' This tooltip is circled in orange. To the right, there's a message composition window for the 'Reports' group, which has 3 members. The 'To:' field is populated with 'Reports', and there's a message body placeholder 'Add a subject' and 'Add a message or drag a file here'.

Er mwyn gwneud hyn, cliciwch ar [Group](#), yna newidiwch yr opsiwn [Not following](#) i [Follow in Inbox](#) (gweler uchod).