

WINDOWS - OUTLOOK LEVEL 1

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Windows Outlook 2002

Level 1

Tour of Outlook:

The Windows Menu and Toolbar:



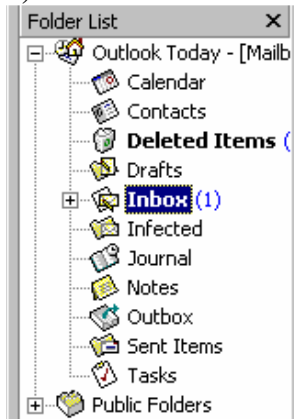
1) Menu Bar:

- a) File
 - i) Click on New (Ctrl + N) and select Mail Message to open a new message
 - ii) Click on Print (Ctrl + P) to print an open (or displayed) message
- b) Edit
 - i) Undo
 - ii) Cut, Copy and Paste
 - iii) Delete
- c) View
 - i) Folder List to show or hide
 - ii) Preview Pane to show or hide
- d) Favorites
 - i) The same sites as appears on Internet Explorer
 - ii) Clicking on a Favorite will open that site in the message window
- e) Tools (used in later sessions)
- f) Actions (used in later sessions)

2) Toolbar:

- a) **New**: to create a New Message
- b) **Printer** icon: to print the message currently shown
- c) **Move to Folder** icon: to move a message to a folder
- d) **Delete** icon: to delete highlighted message
- e) **Reply, Reply to All** or **Forward**: to respond to a message
- f) **Address Book** icon: to open the Outlook Address Book screen
- g) **Send/Receive**: to refresh your Inbox
- h) **Find**: to locate messages and Contacts

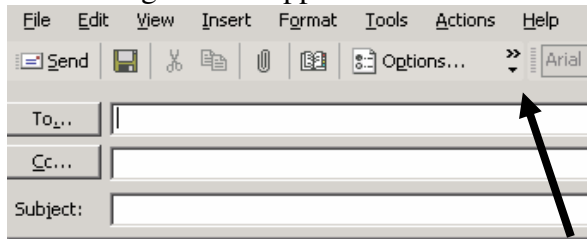
3) Folder List - Click on the + sign to display the contents of that folder



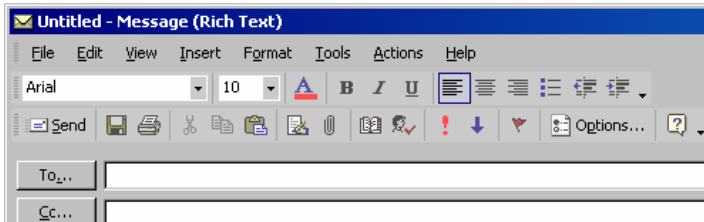
4) Message Screen

Sending a Message:

- 1) Click the New button in the Toolbar
- 2) A New Message screen appears.



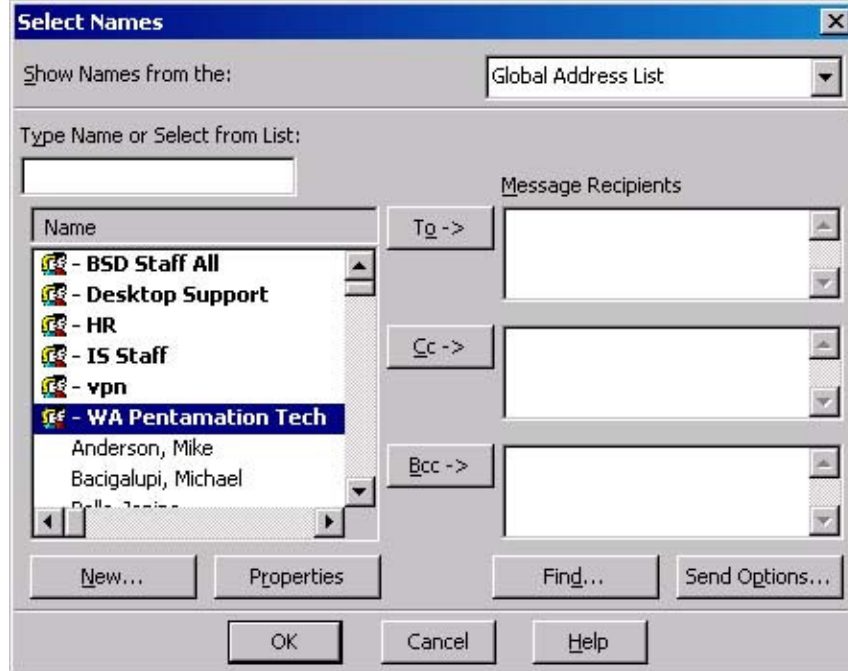
- 3) To view all tool buttons, click on the double arrows and select Show Buttons on Two Lines.



- 4) Address the message
 - a) Click in the **To...** dialog area
 - b) **Enter**:
 - i) The last name of the person to receive the message if the person is in the District or
 - ii) The full email address if the person is NOT in the District address list (i.e. smiths@yahoo.com)
 - c) If more than one person is to receive the message in To... enter a **semicolon** between each last name
 - d) Click on the **Check Names** icon in the Toolbar
 - i) If the name is in the Global Address List the name will be underlined.
 - ii) If the name is not found, a Check Names window appears and you will be asked to create a new address for this person
 - iii) If more than one person has that name a window appears and you are asked to chose
 - e) If a squiggly red line appears under a name it indicates that more than one person in the district has that last name
 - i) Click on the Check Names icon on the Toolbar
 - ii) Select the name of the person to receive this message and click OK
 - f) If you don't know the exact or complete spelling, type in a partial name and then click on **Check Names**
 - i) If there are suggestions, click on the desired name and then click **OK**
 - ii) If there are NO suggestions, or none of the suggestions are appropriate, click on **"Create a new address..."** and click **OK** which will begin the process of adding a new Contact (to be described later)
 - g) Use the Tab key to go from the To... to Cc... to Subject: to the Message area
- 4) Enter an appropriate Subject
- 5) Enter the message in the message area
- 6) Check the spelling under Tools to Spelling (F7)
- 7) Format message as desired
- 8) Click on **Send** to mail the message

To Address Using the Global Address List

- 1) Click on **To...** or **Cc...** and the following screen appears:



- 2) **Enter** the last name of a district person or - distribution list; during the entry the list will scroll accordingly
 - a) Hyphen space and the first letter will scroll to that distribution list
 - b) Typing a letter will scroll to the list of names
- 3) Highlight the name of the person to receive the message and click on the **To**, **Cc** or **Bcc** buttons to move that name accordingly; more than one name can be moved to each box
- 4) Click **OK** when done
- 5) Enter an appropriate Subject
- 6) Enter the message in the message area
- 7) Check the **Spelling** under Tools to Spelling (**F7**)
- 3) Click on **Send** to mail the message

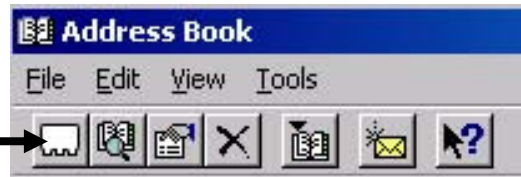
Messages:

- 1) To read a message
 - a) Double click on the message in a message list window or
 - b) Click once to view the message in the Preview Pane
- 2) To Reply to a message
 - a) Open the message or just click to highlight the message
 - b) Click on the **Reply** or **Reply to All** icon
 - c) The reply will be properly addressed, named and will contain the previous message
 - d) Enter your reply
 - e) Enter addresses of additional people to get this reply; delete addresses by clicking once to select and then hit the **Delete** key
 - f) Click on **Send**
- 3) To Forward the message
 - a) Open the message or just click to highlight the message

- b) Click on the **Forward** icon
- c) Enter addresses of people to get this message
- d) Enter any message to go with this forwarded message
- e) Click on **Send**
- 4) To Print the message
 - a) Open the message or just click to highlight the message
 - b) Click on the printer icon, or under File in the Menu Bar select **Print**
- 5) Delete the message (two methods)
 - a) Click to highlight the message in the message list screen
 - i) Click on the **Delete** icon (X) in the Toolbar; or hit the **Delete** key
 - b) Open the message and click on the **Delete** icon (X) in the Toolbar
- 6) To Remove deleted messages from the Deleted Items folder
 - a) Under Tools select **Empty “Deleted Items” Folder**
 - b) Click **Yes** to empty the folder

Creating a Personal Distribution List (for sending messages to groups)

- 1) Click on the **Address Book** icon in the tool bar.



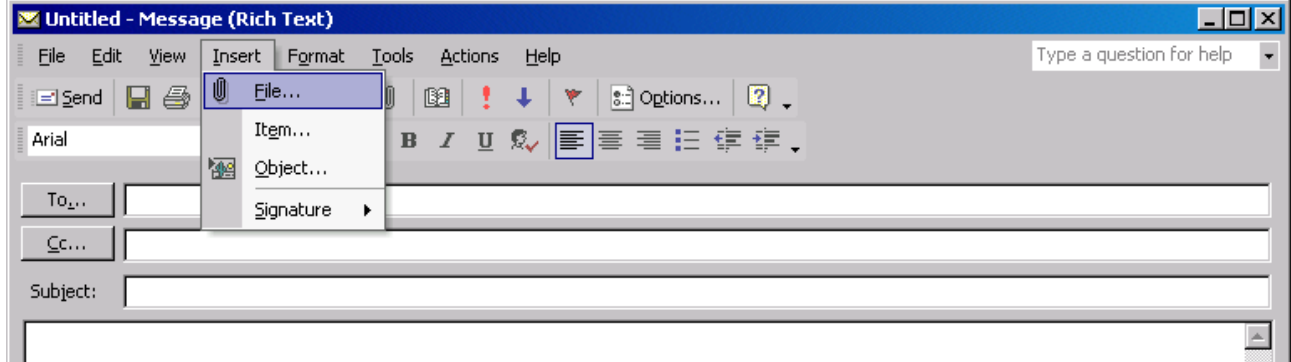
- 2) Click on the **New Entry** icon.
- 3) Select **New Distribution List** and click **OK**.
- 4) You may need to resize this window to view all tools.
- 5) Give the list a unique name. It is the shortcut you will use to bring up this distribution list. It should not be the last name of someone in the Global Address Book.
- 6) If the name is in the Global or Outlook/Contacts Address Book click on **Select Members**.
- 7) Locate the name and click on **Members** to add them to your list. When all the members are added to the list click **OK**
- 8) If the name is not in the Global or Outlook/Contacts Address Book, click on **Add New**.
 - a) Type in the **Display Name** (full name) and the e-mail address.
 - b) Click in the box beside **Add to Contacts** if you want to put them in your Contacts list. Click **OK**
 - c) Click on **Save and Close** when finished.
 - d) To test the list create a new message and enter the list name. Click on the **Check Name** icon and the list name will be underlined.
 - e) To see who is on the list double click on the list name.

Reading Attachments:

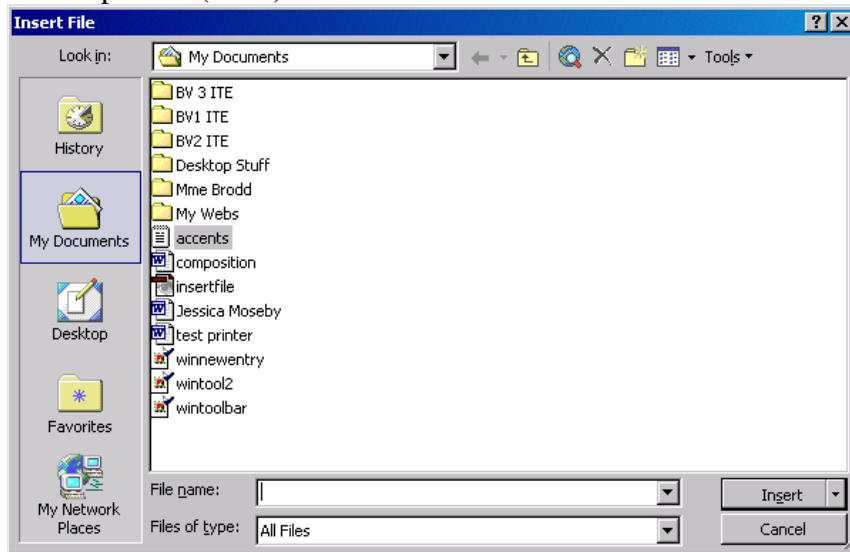
- 1) Double click on the attachment icon.
- 2) The most common file types will launch the appropriate application and open the document.

Sending Attachments from Outlook:

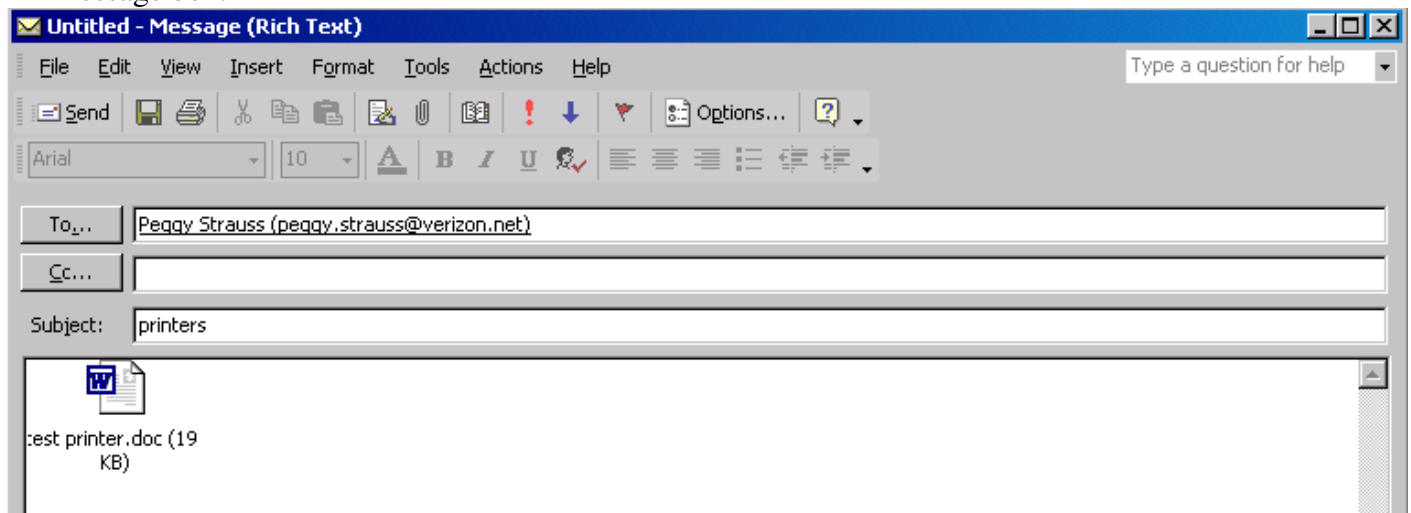
1) Under the Insert menu select **File** or click on the **Paperclip** icon



2) Locate the file in My Documents or in your server folder. Your server folder is usually available in either My Network Places or your Desktop. If you are not sure please call the HelpDesk. (4321)



3) When you locate the file click on Insert. The attachment will appear as an icon in the message box.

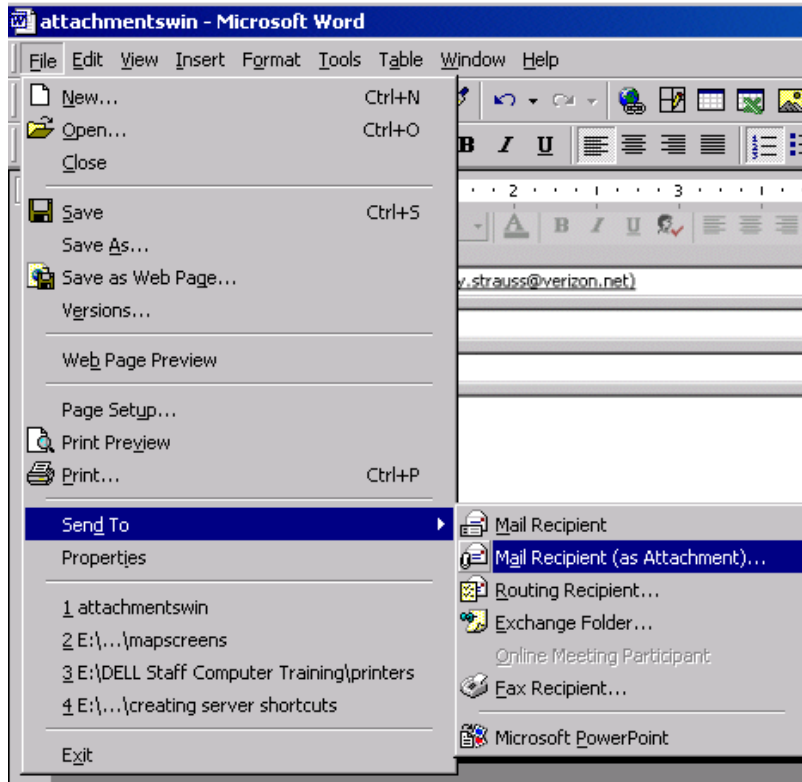


- 4) Type any addition message information and click on **Send**.

Sending Attachments from within Microsoft applications:

You can send a Microsoft Word or Excel document from within the application.

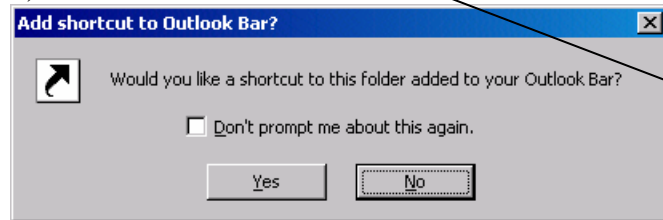
- 1) While in the file or document you wish to attach, under File drag down to Sent To and over to Mail Recipient (as attachment)



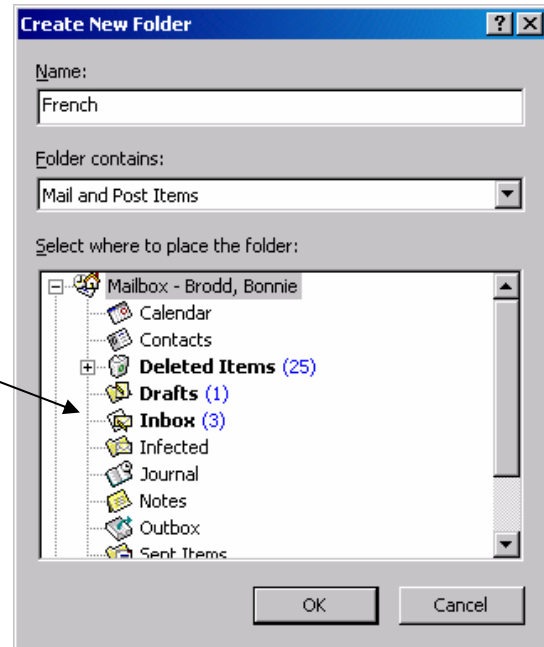
- 2) An Outlook message window appears. The attachment is in the message box and the message has the same subject title as your document.
- 3) Address the message, type any additional message information and click on **Send**.

Folders for Mail Messages:

- 1) Under File drag to New and over to Folder
- 2) Give the folder a name.
- 3) Folder contains should be set to Mail and Post Items.
- 4) Highlight Inbox, or other location, to place folder.
- 5) Click **OK**

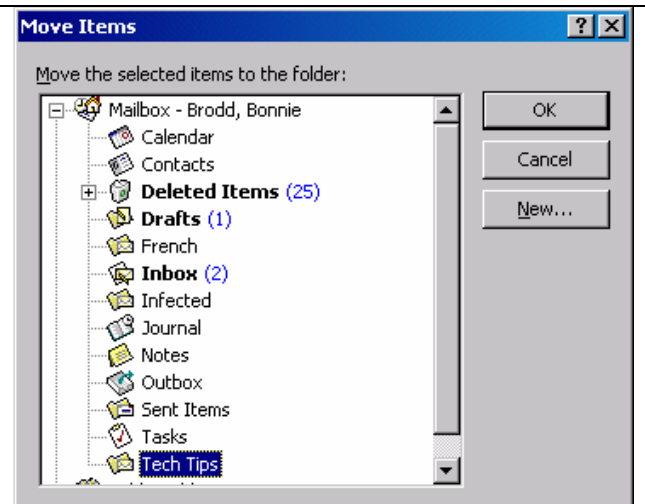


- 6) Click **No** and check Don't prompt me about this again.



Saving Messages into Folders:

- 1) Drag a selected message into the desired folder; OR
- 2) Click once on a message to highlight it.
 - a) On the Tool Bar click on the Move Item icon or under Edit select Move to Folder.
 - b) A list of your folders will be displayed
 - c) Select on the desired folder and click **OK**



Auto Archive:

When you get an Auto Archive message, just say no! This creates backups of messages in your old Sent and Deleted Items folders.

Getting Help:

- 1) Use the Online Help
 - a) Enter the issue in the dialog box on the ToolBar; OR
 - b) Click on **Help** on the Menu Bar and select Microsoft Outlook Help OR touch **F1**
- 2) Use the district Help Desk
 - a) Call: x4321
 - b) E-mail: address is <help>