

WINDOWS - OUTLOOK LEVEL 2

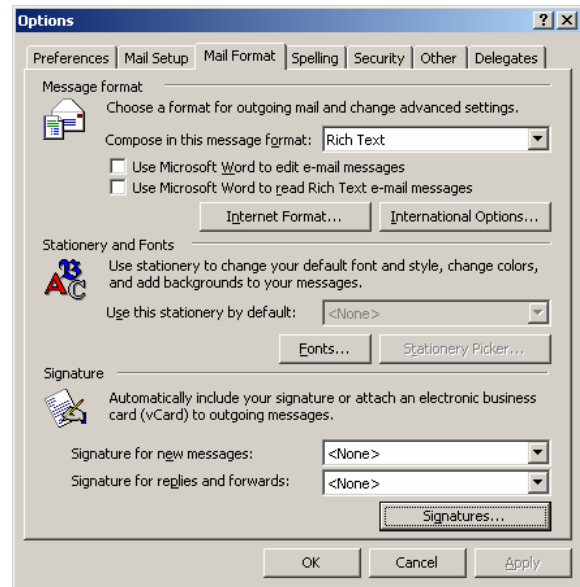
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Windows Outlook Level 2

Creating a Signature:

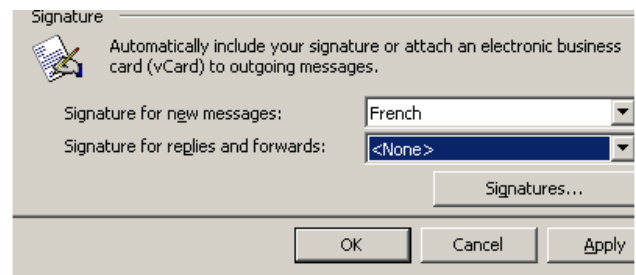
Signatures are computer specific. They do not reside on the server or with your email account. You will need to create a signature file for any computer that you use.

- 1) Under **Tools** select **Options**.
- 2) Click on **Mail Format**.
- 3) Click on **Signatures** on the lower right.
- 4) Click on **New**.
- 5) Give the signature a name.
- 6) Click **Next**.
- 7) Type the signature information in the Signature box. (name, job description, location, phone).
- 8) Click on **Font** and **Paragraph** to format the signature.
- 9) Click **Finish**.
- 10) Preview the signature and click **OK**.



- 11) Select the desired signature to set for new messages.
- 12) If desired, use the same signature for replies and forwards, create a separate one, or leave as <None>.
- 13) Click **OK**.

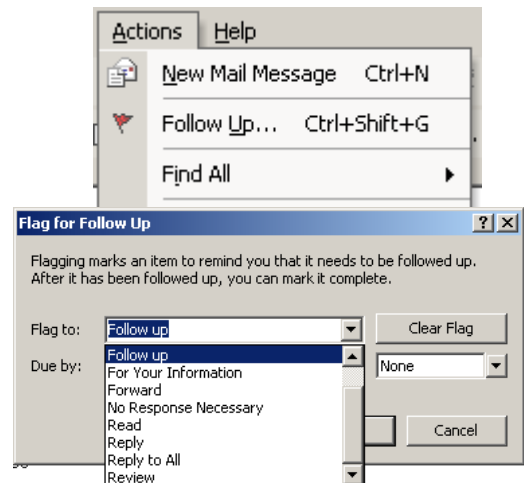
When you open a new message the signature will appear in the message window.



Using Follow-up Flags:

Flagging messages allows you to request a reply or a specific action. You can flag messages that you send or messages that you receive.

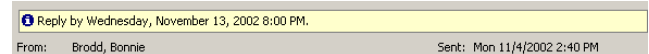
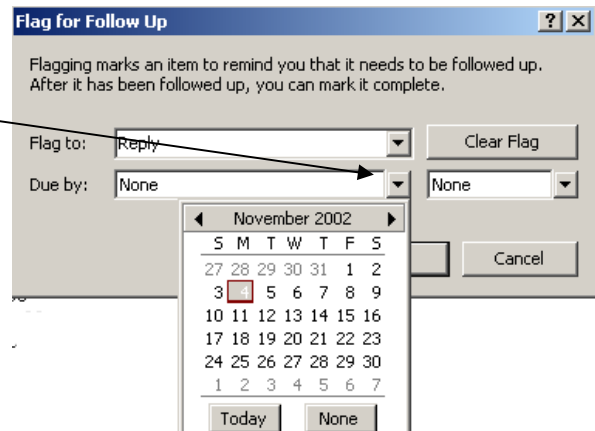
- 1) To flag a message that you are sending:
 - a) Click on the **New Message** button.
 - b) Under the Actions menu, select **Follow Up**, or click on the Flag on the Tool Bar.
- c) Select the type of flag you want for this message or enter the text for your own flag.



- d) Click on the down arrow to select a date.
- e) In the box to the right, type in a time or select a time from the drop down menu.
- f) Click **OK**.

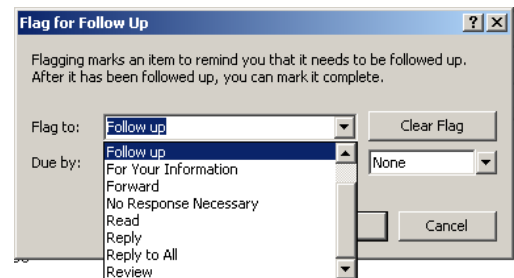
The person receiving your message will have a flag beside the message in their inbox.

In the message header the action required will be displayed. If a date and time are specified, a reminder will pop-up at that date and time.



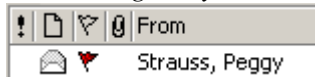
2) To flag a message that you have received:

- a) Open the message you want to flag.
- b) Click the **Flag** icon in the Tool Bar.
- c) Click on the **Follow Up** button.
- d) Select the type of flag you want for this message or, if desired, enter the text for your own flag.

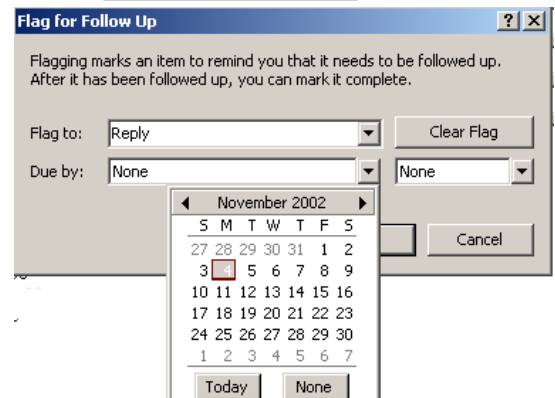


- e) Click on the down arrow to select a date.
- f) In the box to the right, type in a time or select a time from the drop down menu.
- g) Click **OK**.

The message in your Inbox has a small flag beside it.



A reminder will pop-up if you set a Due by time and date.



Marking a Message as Read or Unread:

Unread messages show as bold text in the Inbox. Marking messages as read or unread can be used to manage mail.

- 1) Select the messages you want to mark.
- 2) Under **Edit**, select
 - a) **Mark as Read** to remove the bold formatting **OR**
 - b) **Mark as Unread** to apply bold formatting

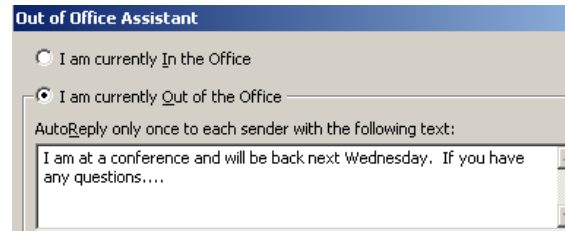
TIP: Hold down the shift key to select a block of messages. Hold down the Control key to select a number of individual messages

Setting Auto-reply:

This is a message that automatically responds to all incoming email.

- 1) Under the **Tools** menu, select **Out of Office Assistant**.
- 2) Click on “**I am currently out of the office**”
- 3) Type in your AutoReply message.
- 4) Click **OK**.

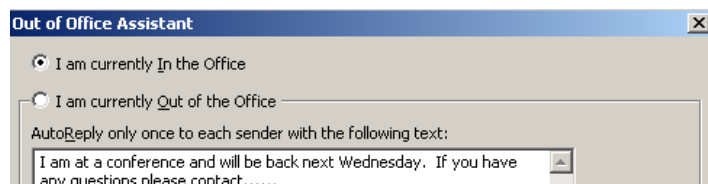
This is now an active message and will be sent as a reply to any message received.



Turning Off Auto-reply:

The next time Outlook is launched a prompt will appear to turn off Auto-reply. If not, do the following.

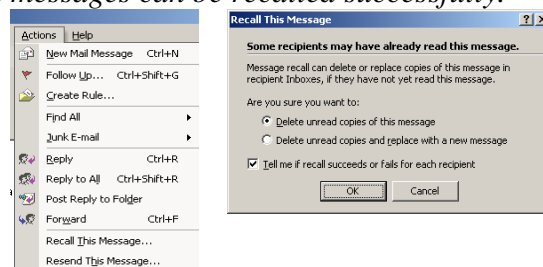
- 1) Under the **Tools** menu, select **Out of Office Assistant**.
- 2) Click on “**I am currently In the Office**”
- 3) Click **OK**.



Recalling a Sent Message:

*This feature is **NOT** reliable. Only an unread message can be recalled. There is a lag time between the time you recall a message and it is recalled. Be aware that not all messages can be recalled successfully.*

- 1) Open the **Sent Items** folder.
- 2) Open the message that you want to recall.
- 3) Under the **ACTIONS** menu, select **Recall This Message**.
- 4) Click on the appropriate selection if you also want to replace the recalled message with a new message.
- 5) Click **OK**.



*The person receiving the message will get a pop-up message saying that you want to recall this message. They must click **OK** and the message disappears. If they have read the message, it will not disappear.*

Using Contacts:

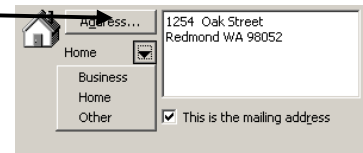
*The **Contacts** folder is your e-mail address book and information storage for the people you want to communicate with often. Use the **Contacts** folder to store the e-mail address, street address, multiple phone numbers, and any other information that relates to the contact, such as a birthday or anniversary date.*

1) Creating a Contact:

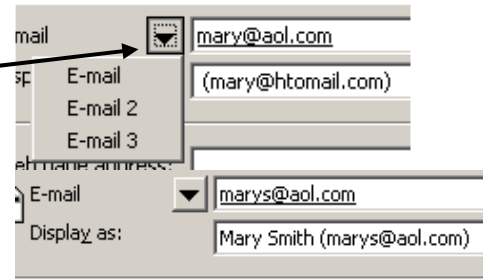
- a) Click on **File** on the Menu Bar, choose **New** and select **Contact**.
 - i) Enter the name of the person.
 - ii) Click on **Full Name** to add more complete information. Click **OK**.
 - iii) If you want the Contact to be filed other than the default (last name, first name), enter desired name in the **File As** box.



- b) Enter the address
 - i) Click on down arrow next to the address box to identify the type of the address (business, home, other).
 - ii) Click on **Address** to add more specific detail.

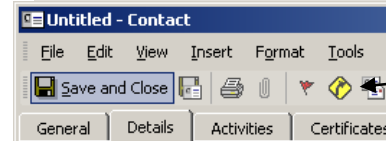


- c) Enter the email address
 - i) Click on down arrow to be able to add more than one email address.

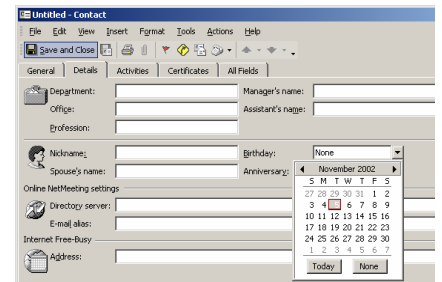


- d) Enter a UNIQUE word in the **Display as:** box.
When addressing a message and using this unique word, the Check Name function will locate this contact's email address.

- e) To view a map of the contact's address, click on the **yellow symbol** on the Tool Bar. An Internet map program will be launched and an appropriate map will be displayed.



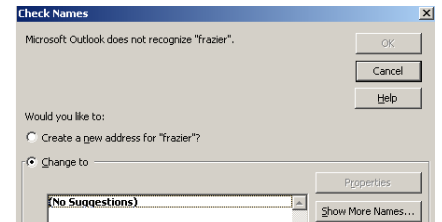
- f) To add additional information about Contact, click on the **Details** tab.
- g) Enter desired information.
- h) For Birthday and Anniversary, click on down arrow and use the dropdown calendar to navigate to desired date.
- i) If a save alert appears, click **OK**.



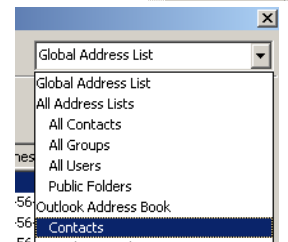
The birthday or anniversary will appear in the calendar.

2) Addressing a message to a Contact:

- a) Click on **New Message**.
- b) Enter the name of the contact in the **To:** box.
- c) Click on **Check Names**.
- d) If you get a message that "Microsoft Outlook does not recognize...", click on **Show More Names**.
- e) Click on **Global Address List** and drag to select **Contacts**.
- f) Locate the desired contact.
- g) Click **OK**.

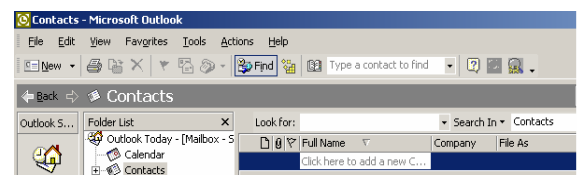


The next time you use this contact, Outlook should recognize it and you will not have to repeat this step, OR change the "Display as" entry to a more unique text!



3) Sorting Contacts: (By default, contacts are sorted by the contents in the **File as** field)

- a) Click on **Contacts** on the Outlook Bar.
- b) Click on **View** on the **Menu Bar**, choose **Current View** and select **By Category**.
- c) If no contacts appear, click on the + next to **Categories** to spill the contents of your Contacts folder.
- d) Click on the column heading to sort the contacts (i.e., click on **Full Name** to sort contacts by full name; click **File As** to sort contacts by the file as entries).



4) Editing a Contact:

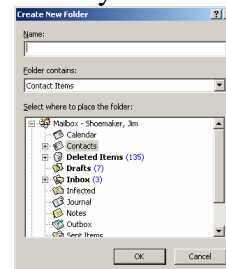
- a) Changing the content in the Contact information.
 - i) Click on **Contacts** on the **Outlook Bar**.
 - ii) Locate the desired contact, double click on that contact, and make desired changes
- b) Changing how the contact is filed.
 - i) Click on **Contacts** on the **Outlook Bar**.
 - ii) Locate the desired contact and double click on it.
 - iii) Contacts are filed by what is entered into the **File as** window; click in the **File as** window and enter desired text.

5) Deleting a Contact:

- a) Click on **Contacts** on the Outlook Bar.
- b) Locate and click on the desired contact to be deleted.
- c) Click on the **Delete** button on the Tool Bar, or press the **Delete** key on the keyboard.

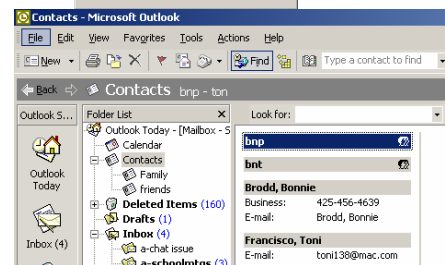
6) Creating Contact folders: (This is used to organize contacts)

- a) Click on **File**, choose **Folder** and select **New Folder**.
- b) Enter the name of the contact folder.
- c) Click on **Contacts** to highlight /select that folder.
- d) Click **OK**; folder is created in the Contact Folder.



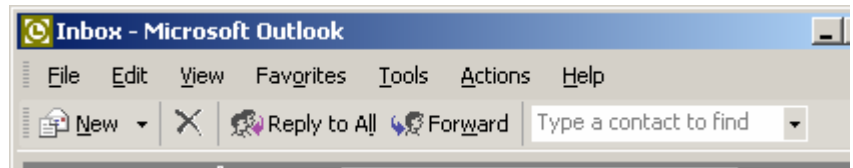
e) Moving Contacts to a folder:

- i) Click on **Contacts** in the Outlook Bar.
- ii) Spill the contents of the Contacts folder in the Folder List (to display the folders in the Contacts folder).
- iii) Click and hold on the Contact to be moved, and drag to the desired folder in the Contacts folder list.
- iv) Contact will appear in the desired folder.
- v) Copy a Contact, leaving a copy in the general Contacts folder AND placing one in the desired folder:
 - (1) Click and hold on the Contact to be copied.
 - (2) Press and hold the **Control** Key, and drag the Contact to the desired folder.
 - (3) The Contact will appear in BOTH the list of Contacts AND in the desired contact folder.



7) Finding a Contact:

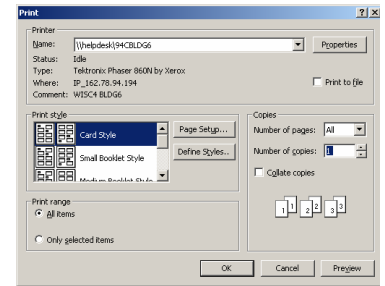
- a) Click in **Type a contact to find** window of the Tool Bar.
- b) Enter the name of a contact and press **Enter**.



8) Printing Contacts:

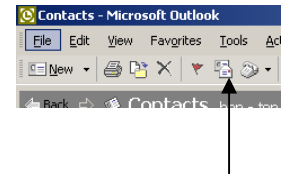
- a) Printing one contact:
 - i) Enter name of a contact in the **Type a Contact to find** window of the Tool Bar and press **Enter** to display the desired contact.
 - ii) Click on **File** on the Menu Bar and select **Print**, and proceed with printing that contact.

- b) Printing all contacts:
 - i) Click on **Contacts** on the Outlook Bar.
 - ii) Click on **File** on the Menu Bar and select **Print**.
 - iii) Scroll through the **Print style** menu and click to highlight the one desired (choose one and click on Preview to see the results).
 - iv) Click on **OK**.



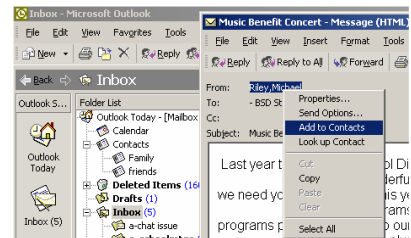
9) Sending a Message to a Contact:

- a) Click on **Contacts** on the Outlook Bar.
- b) Click on the desired contact.
- c) Click on **New Message to Contact** icon on the Tool Bar; a new message will appear addressed to desired contact.



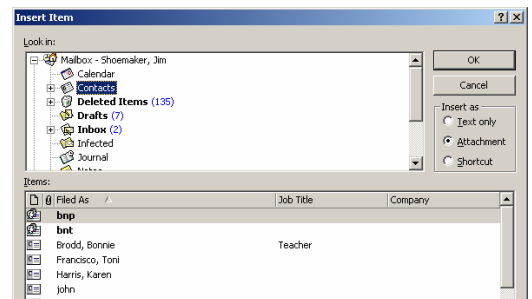
10) Adding a sender to Contacts:

- a) Open the message that has a sender or recipient whose name is to be added to contacts.
- b) Right click on the desired name and select **Add to Contacts**.
- c) Complete the information on the contact window.
- d) Click **Save and Close**; name and e-mail address is added to contacts.



Sending a Distribution List (or Contact):

- 1) Open a **New Message**.
- 2) Click on **Insert** on the Menu Bar and select **Item**.
- 3) In the **Look in** window, click on **Contacts**.
- 4) In the **Items** window click on the distribution list (or contact) to be sent.
- 5) Click **OK**; distribution list (or contact) appears as an attachment in a new message; complete and send the message.



Moving a Distribution List (from a message to Contacts):

- 1) Open the message that contains the distribution list (or contact).
- 2) Arrange and size the message window so that BOTH the message window with the distribution list AND Folder List are visible.
- 3) Click and hold on attached distribution list (or contact) and drag it to the **Contacts** folder.
- 4) The new Distribution list is now available for use.

