BASIC MICROSOFT OUTLOOK

Objectives

- What is Outlook
- Parts of the Outlook Interface
- Sending Mail
- Reading & Replying to Mail
- File Attachments
- Adding a Contact
- Basic Maintenance

What is Outlook?

- Send & Receive Email

- Calendar & Scheduling

- Contact Manager

Parts of the Outlook Interface

- Many of the standard features that exist in other Microsoft applications are also available in Microsoft Outlook

- The title bar, menus, toolbar, address bar, status bar, etc. are very similar to those you find in other Microsoft products

Different Mailboxes

- Inbox

- Outbox

- Sent Items

- Deleted Items
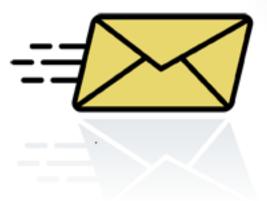
Different Mailboxes

- **Inbox** – Where newly received mail goes

- **Outbox** – Where mail waiting to be sent goes
  - If you have a dedicated connection to the Internet, it usually goes right away, if not, it will sit in the Outbox until it is sent

- Sent Items – Where mail you have sent goes

- Deleted Items – Where mail you have deleted goes

Other Items….

- Drafts – Where mail you are working on and have temporarily saved before sending goes

- Calendar – Used for tracking your daily activities, and scheduling appointments

- Contacts – Used for keeping track of names, addresses and phone numbers

Sending Mail

- Select the Inbox View

- Select "New" from the Toolbar

- New means different things depending on where you are in Outlook, so if you are going to send a new mail message, just make sure you're in one of the mail folders.

- A new window pops up

Sending Mail

- The first thing you do when sending a message is to address the email message

- Either type in the address of the recipient or click on the **To** button, which will bring up your contact list, and you can select an address from that list

- The next line is the Cc or Carbon copy, if you want to send a copy of this email to someone else, type in the address or click on it and you can select names from your contact list.

- There also is an option to send a Blind Carbon Copy (BCC). This means that a copy of the message will be sent but their name will not appear on the recipient list

- This is useful when sending sensitive emails or if you have a distribution list you send to and do not want all the names on that list to display

Sending Mail

- The next line is the subject line. This appears on whoever your sending the email to when they list their emails for the day.

- Keep your subject meaningful

- Then type your message

- There is a Spell Checker

- Under the Review Menu – Spelling & Grammar

- Then just click on the Send button

Reading & Replying

- Simply click once on an email to preview, twice to open the message in it's own full size window

- To Reply to a message, simply click on the Reply button

Reading & Replying

- Forwarding works the same way using the Forward button

- Using the Reply to All button sends a carbon copy of your reply to everyone on the list

- So use it wisely. If you want to send your reply just to the author of the original message, NOT to everyone on the list, do NOT use the Reply to All option

File Attachments

- A File Attachment is any Word document, graphic or Excel spreadsheet, etc. you attach to an email to send someone

- Under the Insert Menu – Select Attach File

- Or click on the paperclip icon on the menu bar

- Find the file you want to attach

File Attachments

- Select Insert

- Notice there is now a file in the Attach box in your email message

- Try to keep file attachments under 1 MB or 1,000 KB. Some email systems actually filter out large sized files and if you have a dial up connection, it will take forever to download a file larger that 1 MB.

- One option is to zip the files down to a manageable size

File Attachments

- In some office environments, attachments that end in .exe (executable files) are filtered out.

- A general rule is that if you do not recognize the file extension as a commonly used extension, do NOT open the attachment

File Attachments

- Here is a short list of extensions that could contain a virus. This is not a complete list but are the most common

  BAT, COM, EXE, DLL, VBS, VBE, JE, JS, JSE, PIF

- This doesn't mean that these are viruses, only program files that can run on your computer, and if you get an email attachment that contains one of these, you might want to think very carefully before you open it.

- In fact, check these attachments out with a virus protection program

Printing

- Either click on the Printer icon in the toolbar

or

- Under the File menu, select the Print command

Deleting Email

- There are two ways to delete an email message

- Simply click on the X in the toolbar or....

- Simply hit delete on your keyboard

Contacts

- The **Contacts** folder is your e-mail address book and information storage for the people and businesses you want to communicate with.

- 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.

- From a contact in your contact list, you can click a button or menu command to have Microsoft Outlook address a meeting request, e-mail message, or task request to the contact.

Contacts

- When you enter a name or address for a contact, Outlook separates the name or address into parts and puts each part in a separate field.

- You can file contact information under a last name, first name, company name, nickname, or any word that helps you find the contact quickly. Outlook gives you several naming choices to file the contact under, or you can enter your own choice.

- You can enter up to three addresses for each contact. Designate one address as the mailing address, and use it for mailing labels, envelopes, or for creating mail merge letters.

Create a Contact

Do one of the following:

- On the Main menu, point to **New Items**, and then click **Contact** from the drop down menu.

- Type a name for the contact.

- Enter the information you want to include for the contact.

- You can specify how you want the contact's name to appear in the To: line of a message by typing the name in the **Display As** box.

Create a Contact

- To enter multiple entries in a field, such as more than one address or e-mail address, click the down arrow next to the field.

- If you have more than one address for a contact, to establish which address is used during mail merge, select the **This is the mailing address** check box.

Create a contact from an e-mail message you receive

- Open the e-mail message that contains the name you want to add to your contact list.

- In the **From** field, right-click the name you want to make into a contact, and then click **Add to Contacts** on the shortcut menu.

- When you are finished - Click **Save and Close**

Basic Maintenance

- Delete messages and clear out your deleted messages folder

- Keep your contact list up to date

- Create new folders to organize your messages

- Check off completed tasks