Microsoft Outlook 2010 The Basics



Delma Davis, Technology Trainer Technology Services Branch



Microsoft Excel 2010: The Basics

Table of Contents

	PAGE
Creating Messages	3
Receiving Messages	4
Global Address List	5
Contacts	6
Personal Distribution Lists	7
Folders	8
Working With Attachments	9
Using A Signature	12
Out of Office Assistant	13



CREATING MESSAGES

	🤊 😈 🔺 👻 🗧 Untitled -	- Message (Rich Te	xt)		- 5	= x
Mes	sage Insert Options Format Text	t Developer	Add-Ins			0
Paste	Calibri (Bo * 11 * $\mathbf{A}^* \mathbf{A}^*$) $\Xi * \Xi *$ B I <u>U</u> $\frac{ab}{2} * \mathbf{A}^*$ $\Xi \equiv \Xi$	Address C Book N	heck ames	Follow Up*	ABC Spelling	
Clipboard 🖻	Basic Text	Name:	s Include 🔍	Options 🕞	Proofing	
Send Sub	To Cc					
						*

There are several ways to create new messages including clicking the **New** button, pressing **Ctrl + N**, selecting **File | New**, or by Right-Clicking a contact and selecting **New Message to Contact**. Note that the last option will open a new message with the recipient's address already entered.

General Notes & Tips

- Messages are automatically sent immediately upon clicking Send
- When filling in the **To:** field, use 'heads up' typing because Outlook will remember the addresses to whom you have sent mail and will offer them to you as you type. When you see the one you want, select it and press **Enter**
- You can sort your Inbox by any Field by clicking on the Field Header ie: **From** will sort alpha by sender



RECEIVING MESSAGES



- In messages to multiple recipients, **Reply** goes back to the sender and **Reply All** goes to all recipients in **To:** and **CC** but not to BCC*:*
- If you are **Replying** or **Replying to All** on an e-mail message in your **Inbox**, then the addresses from that e-mail will **automatically appear** in the **To, Cc** and **Bcc** areas.
- If you don't want to send the e-mail to some of these addresses, you can simply click-on them and tap the Delete key.
- If you are Forwarding a message from the Inbox or Sending a new e-mail message, then you can either type-in the address in the To, Cc or Bcc areas, or use the Global Address List or Contacts Address Book.

Envelope Icons

When a message first arrives in your Inbox, and has not been read, you'll notice that the envelope is closed.

Once you have read the message, but not replied, the envelope will appear opened.

When you **reply to** or **forward** a message, you will notice, when you view the message again in **Inbox**, or **Sent Items**, it will now have a **small arrow** attached to the message. These **arrows indicate** that the message has been **forwarded** or **replied** to. A **purple arrow pointing to the left** indicates you have **replied** to a message, a **blue arrow pointing to the right** indicates that you **forwarded** that message.











GLOBAL ADDRESS LIST

When you click-on either the To:, Cc: or Bcc: buttons the below Select names: Global Address List screen will appear:

Select Names:	Global Address	s List			
Search: 💿 Na	ame only 🔵 More	columns	Address Book		
murray		Go	Global Address List	*	Advanced Find
Name		Title		Business Phor	ne Locatic
🔒 Murray, Car	roline				~
🗧 🗞 Murray, Chi	ristopher				
🗧 🤱 Murray, Chr	ristopher 'Chris'				
💈 Murray, Jill					
💈 Murray, Lev	NİS				
💈 Murray, Lisa	Э			1.254	
🗧 Murray, Tor	n	Coordin	nator of Technology		
S Mutchler, A	shley				
S Mutchler, Je	ennifer 'Jen'				
S Myers, Ariel	1				
a Myers, Hen	ry 				~
<					>
To ->	Murray, Tom				
Cc ->	Murray, Tom				
Bcc ->	Murray, Tom				
				ОК	Cancel

When you are in the **Reply, Reply to All, Forward** or **create** a **New** e-mail message screen, and need to **add additional e-mail addresses**, you can still **type-in** the addresses or use a **Global Address List** like the one above.

To use this list, simply **click-on** the **person** whom you want to **receive** the e-mail. **Or**, you can **type their name in the area below "Search-Name only,**" and you will notice that the list of names, below where you typed the name, moves to all of the persons with that name. Then, **click**-on the **To, Cc or Bcc** (Blind copy) buttons. This will **add** the address to those already in the e-mail (**you will see it appear in the area to the right**). You can do this for as many addresses as you desire. When you have **finished**, **click**-on **OK**, and you return to your message.



CONTACTS

The Global Address List is maintained by the mail managers. You can create your own list of personal contacts for those not on the list.

To select from the CONTACTS list when creating a note, use the pull-down arrow after clicking TO:.

To add a name to the Contacts list:

- 1. When you type in the user's email address in an email and desire to have them added to your Contacts list, simply RIGHT CLICK on their email address, choose ADD TO OUTLOOK CONTACTS, fill in the contact card, and click SAVE & CLOSE.
- 2. When you open a note and want to add an email ID listed in the TO: or CC: area to your Contacts list, RIGHT CLICK on their email address, choose ADD TO OUTLOOK CONTACTS, fill in the Contact card, and click SAVE & CLOSE.
- Manually add a contact to your Contacts list by clicking on the 'book' icon beneath the menu bar. Click on FILE/NEW ENTRY to get a fresh contact card. When you have finished filling out the contact information, click SAVE & CLOSE.

	7 7	Untitled - Co	ntact	- = X
Contact Insu Contact Insu Save & New * Save & Send * Save & X Delete Actions	ert Format Text	Assign Task Assign Task Web Page E-mail Meeting Call Communicate	Business Picture Categorize Follow Card Up & Check	e ABC ss Book Names Proofing
Full Name Company: Job title: File as: Internet			7	
Display as: Web page address: IM address: Phone numbers Business • Home •		Notes		
SCCOE/TSB		Technology S	Santa Clara County	6



PERSONAL DISTRIBUTION LISTS

Create your own personal distribution lists to consolidate email addresses.

- 1. Click on the Address Book icon on the menu bar.
- 2. Choose FILE/NEW ENTRY.
- 3. Select NEW DISTRIBUTION LIST
- 4. Enter the name of your Distribution List. This name will not be viewed by recipients when you use the list to send emails.
- 5. Click the SELECT MEMBERS button.
- 6. Choose members from the Global Address List, your Contacts List, or any of the other sub-lists that appear. Switch between the lists using the down arrow.
- 7. When finished, click on OK.
- Your distribution list will appear in your Contacts list BOLD and with a dual-person icon next to it.



Technology	Services
	Santa Clara County Office of Education



FOLDERS

Create Folders

- 1. Right-click the Inbox icon in your folder list.
 - > OR FILE / NEW / FOLDER
- 2. Select New Folder.
- 3. Name the Folder and click **OK**

Move Mail to Folders

- > The easiest way to do this is to click/drag/and drop the message into the folder.
- > **Ctrl + Click** lets you select multiple messages that aren't next to each other
- > Shift + Click lets you select a series or set of messages.

6	J Int	oox - M	icrosof	t Out	look			
1	<u>F</u> ile	Edit	<u>V</u> iew	<u>G</u> o	Tools	Actio	ns <u>H</u> elp	
1		Ne <u>w</u>			•	P	<u>M</u> ail Message	Ctrl+N
1		<u>O</u> pen			•	2	<u>P</u> ost in This Folder	Ctrl+Shift+S
Ē		Clos <u>e</u> A	ll Items			C"	Fold <u>e</u> r	Ctrl+Shift+E

Create New Folder	?×
Name: My Junk	
Folder contains:	
Mail and Post Items	*
Select where to place the folder:	
 Drafts Inbox (22) Journal Junk E-mail [8] Notes Outbox Sent Items Tasks (8) Personal Folders Public Folders 	
OK Can	cel



WORKING WITH ATTACHMENTS

There are three basic ways to attach files:

- 1. From the Message Window click the **Attach File** button (looks like a paperclip) and browse for the file.
- 2. From Windows Explorer or My Computer, right-click any file you want to send and select **Send To / Mail Recipient.**
- 3. From Microsoft Word, Excel or PowerPoint, while you are working on a file, click File / Send To / Mail Recipient (As Attachment).

	904	* =								Unti	tled - M	essag
Me	essage Ir	isert Opt	ions F	ormat Text								
	Cut Copy	Times Ne	w * 12	· A A E	∃ • j ⊒ • 🖂	88		Q		2	22222	4
Paste 🛷	Format Painte	B I	<u>U</u> 👱 -			Address Book	Check Names	Attach File	Attach Item	Business Card *	Calendar	Signa
Clipb	oard	6	Ba	asic Text	la l	Nai	mes			Include		
This messag	ge has not be	en sent.						Attach	File			
	То Ш	aldo Bimpster (waldob@ms	n.com)				Attac	h a file t	o this iten	1.	
Send	Сс											
	Bcc											
Su	ubject:											
Ι												

Technology	Services
	Santa Clara County Office of Education

PREVIEW AN ATTACHMENT

- 1. In the message list, select the message that has the attachment that you want to preview.
- 2. In the, click the attachment. If there are multiple attachments, you may need to scroll horizontally to find the attachment that you want.
- 3. To return to the message body, click the **Message** button.

OPEN AND READ ATTACHMENTS

Open an attachment from the Reading Pane

- 1. In the message list, select the message that has the attachment.
- 2. In the Reading Pane, double-click the attachment.

Open an attachment from the message list

- 1. In the message list, right-click the message that has the attachment.
- 2. On the shortcut menu, click View Attachments, and then click the name of the attachment.

Open an attachment from an open message

- 1. Open the message that has the attachment.
- 2. Double-click the attachment

Technology Services Santa Clara County Office of Education

SAVE AN ATTACHMENT

After opening and viewing an attachment, you may choose to save it to your hard disk drive. If a message has more than one attachment, you can save multiple attachments as a group or one at a time.

Save a single attachment from a message

- 1. In the open or previewed message, **right-click** the attachment that you want to save.
- 2. On the shortcut menu, click **Save As**.
- 3. Choose a folder location, and then click **Save**.

Save all attachments from an open message

- 1. In the open message, on the Message tab, in the Actions group, click Other Actions, and then click Save Attachments.
- 2. Click OK, choose a folder location, and then click OK again.

Save all attachments from the message list

- 1. In the message list, select the message that has the attachment.
- 2. On the File menu, point to Save Attachments, and then click All Attachments.
- 3. Click OK, choose a folder location, and then click OK again.

Technology	Services
	$\underbrace{\underbrace{\delta}}_{\overline{\mathbf{Y}}} Santa Clara County Office of Education$

USING A SIGNATURE

A **signature** is usually going to identify who you are and any appropriate contact information. Once it is set-up, it will automatically appear at the bottom of each new message.

What you do:	What Happens
1) From the Inbox Module, click Tools/Options	Opens the Options dialog box
2) Select the Mail Format tab	 Displays information about the format of your emails
3) Look at the lower-right corner, there is a button that says Signatures click it	Opens the Create Signature dialog Box
4) Click New	Opens the New Signature dialog box
5) Type "Standard" for your signature and click Next >	Names the signature
6) Type your name & position and click Finish	Creates the signature
7) Click OK	Applies new signature and closes New Signature Dialog
8) Select Standard for replies & Forwards if appropriate	Applies the signature to email messages
9) Click OK on the Options dialog	Applies the changes to Outlook and closes the dialog
10) Test your signature by opening a new email	Your signature should be in the body of the new email



OUT OF OFFICE ASSISTANT

The Out of Office Assistant can be used to send a courtesy message to those who have sent you mail while you were away.

- 1. Activate the Out of Office Assistant by choosing TOOLS / Out of Office Assistant
- 2. Insert a message. It should include information such as length of time of absence, contact person in your absence, etc..
- 3. Turn it ON or OFF, as the case may be. Users will receive it only once during your absence.

Out of Office Assistant	
○ I am currently In the Office	
💿 I am currently Out of the Office —	
AutoReply only once to each sender with	h the following text:
I will be away from campus until Tuesda messages periodically.	y, 29 July. I will be reading my
Sorry I missed you.	
These rules will be applied to incoming m	essages while you are out of the office:
Status Conditions	Actions
	Move Up Move Down
Add Rule Edit Rule Delete R	ule Show rules for all profiles
	OK Cancel

When it is turned on and you log into your email, you will get an automatic reminder indicating that the Out of Office Assistant is turned on. You can turn it off at that time by responding YES.

Out Of Office Turned On	\mathbf{X}
Out of Office is currently on. Would you like to tu	rn it off?
Yes No	
Technology Services	
Santa Clara County Office of Education	