

# **Microsoft Outlook 2010 The Basics**



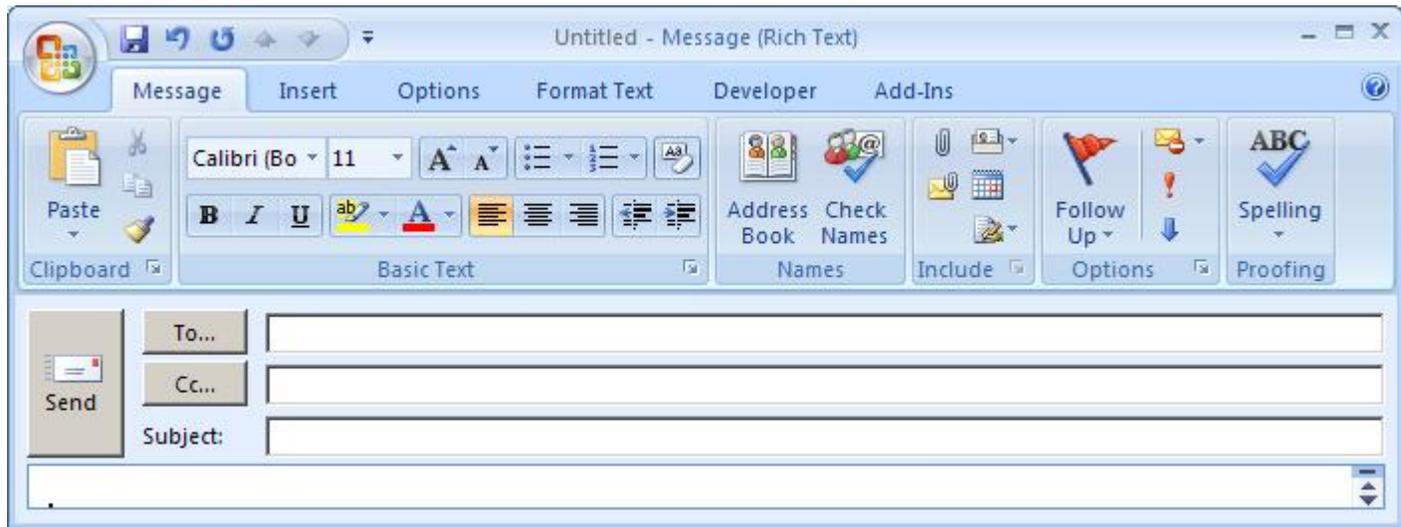
**Delma Davis, Technology Trainer  
Technology Services Branch**

# Microsoft Excel 2010: The Basics

## Table of Contents

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

## CREATING MESSAGES



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.

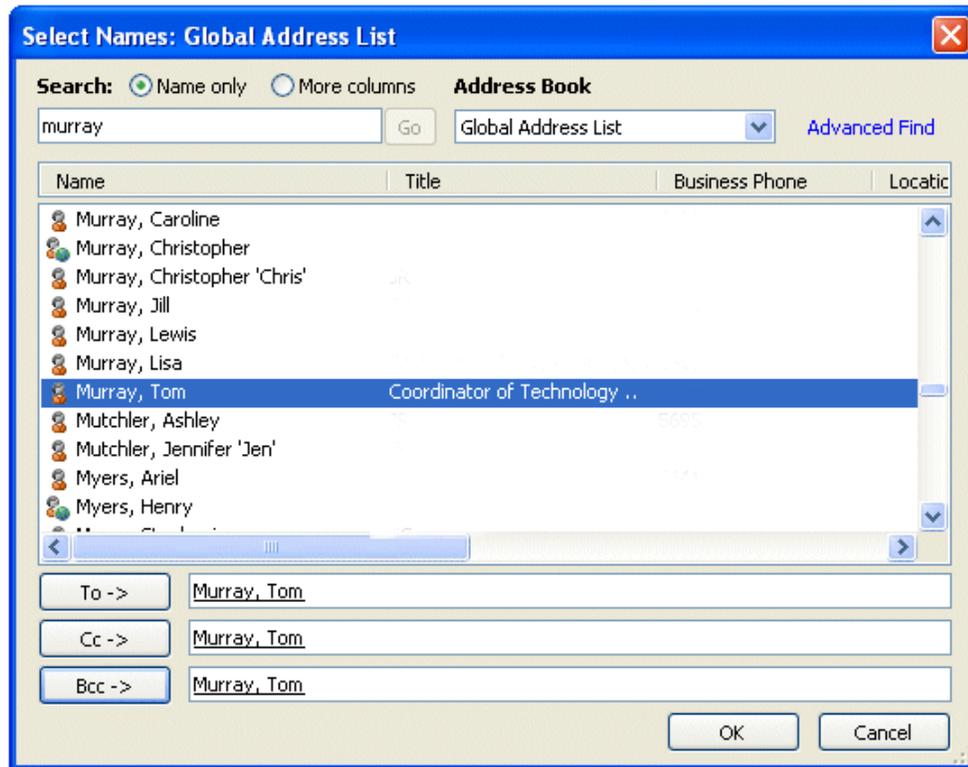


When you **reply to** or **forward** a message, you will notice, when you view the message again in **Inbox**, or **Sent Items**, it will now have a **small arrow** attached to the message. These **arrows indicate** that the message has been **forwarded** or **replied to**. A **purple arrow pointing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



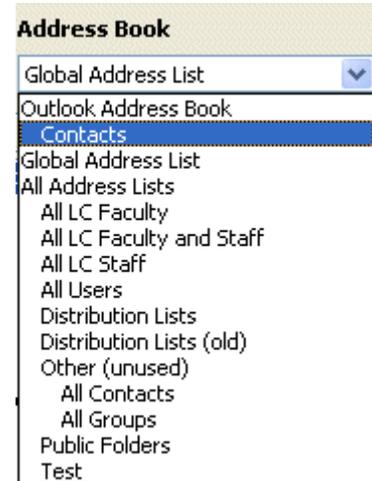
When you are in the **Reply**, **Reply to All**, **Forward** or create a **New** e-mail message screen, and need to add additional e-mail addresses, you can still **type-in** the addresses or use a **Global Address List** like the one above.

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

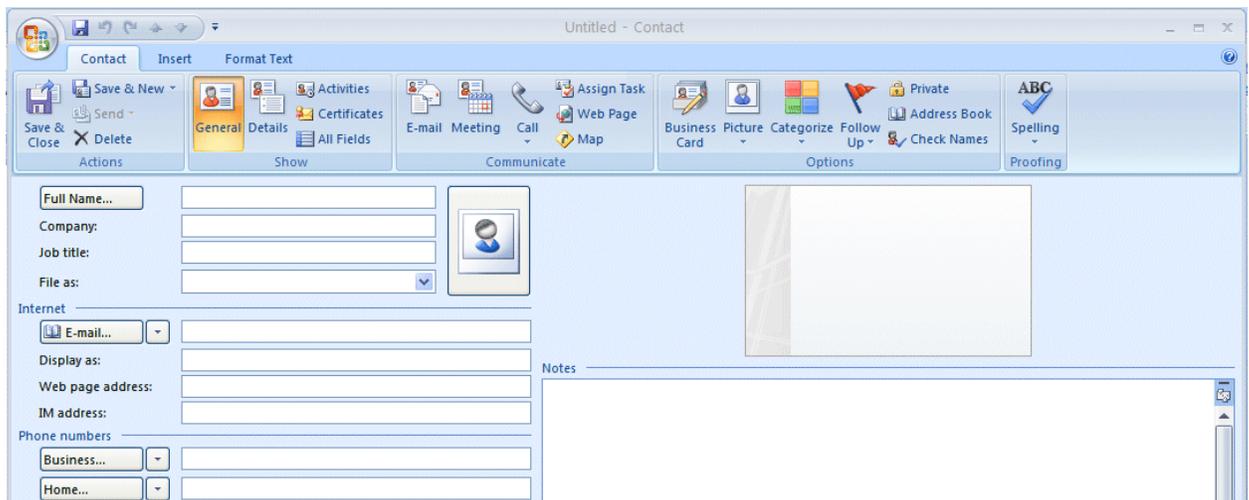
The Global Address List is maintained by the mail managers. You can create your own list of personal contacts for those not on the list.

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:

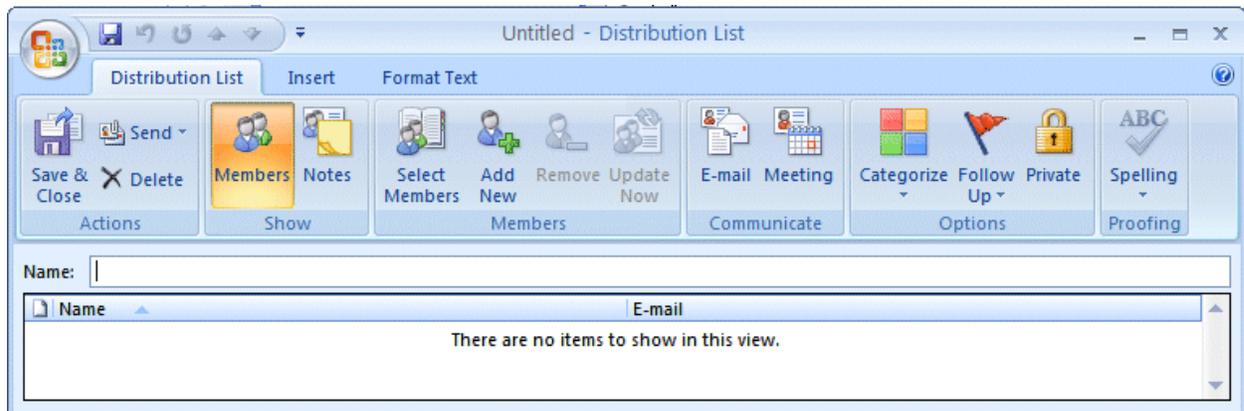
1. When you type in the user's email address in an email and desire to have them added to your Contacts list, simply RIGHT CLICK on their email address, choose ADD TO OUTLOOK CONTACTS, fill in the contact card, and click SAVE & CLOSE.
2. When you open a note and want to add an email ID listed in the 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.
3. 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.



# 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.



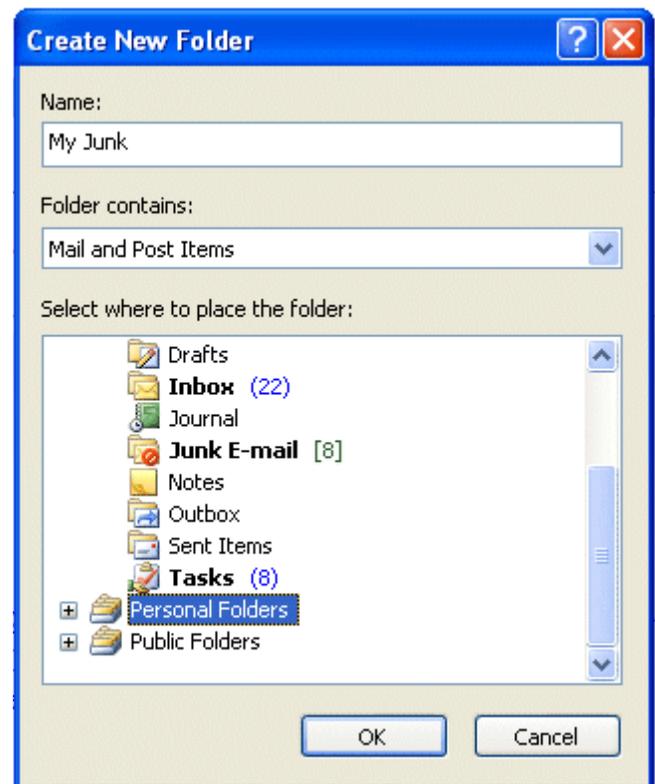
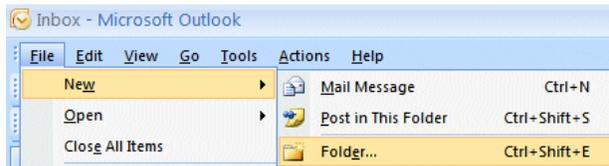
# FOLDERS

## 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

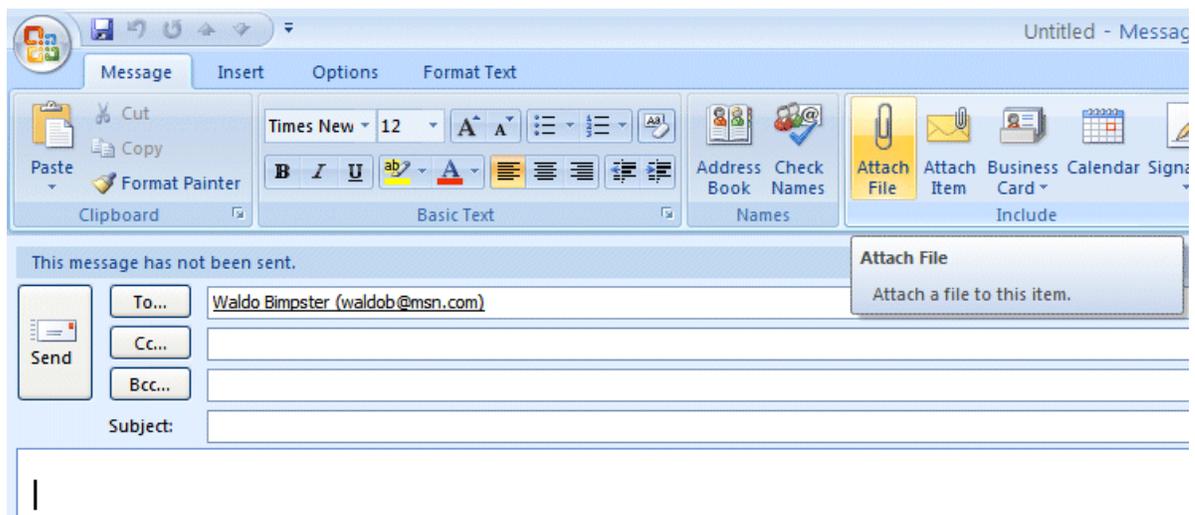
- The easiest way to do this is to click/drag/and drop the message into the folder.
- **Ctrl + Click** lets you select multiple messages that aren't next to each other
- **Shift + Click** lets you select a series or set of messages.



## 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)**.



## **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

## **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.

## USING A SIGNATURE

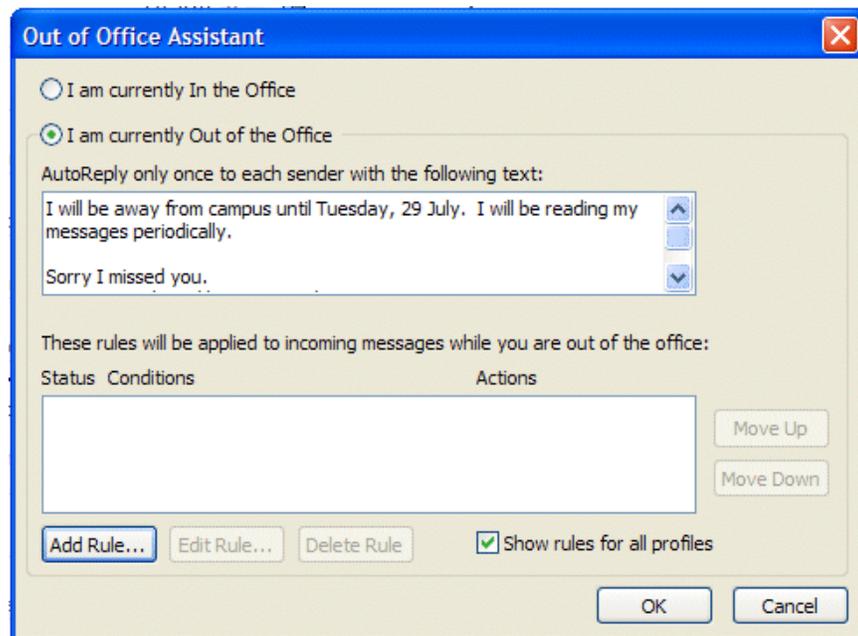
A **signature** is usually going to identify who you are and any appropriate contact information. Once it is set-up, it will automatically appear at the bottom of each new message.

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



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.

