

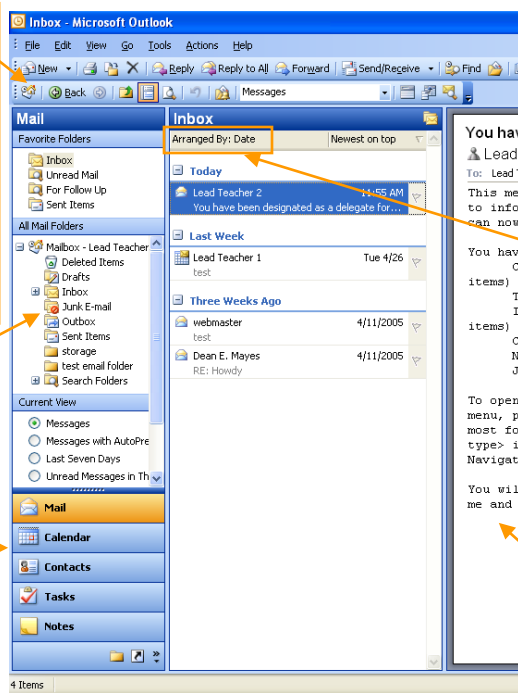
## Getting Started

**New** – Send new email (default) or click arrow for options

Add new appointment, meeting, task, contact or note from the pull down menu.

**Mailbox** – Drag and drop messages from the inbox to folders in the mailbox to organize messages

**Navigation Pane** – Click the appropriate tab to select which Outlook applet you would like to work in.



Open Microsoft Outlook® by clicking on its icon or use the Start Menu Microsoft Outlook.

**Inbox** – This shows messages are organized by date received. You may choose to arrange them by other criteria (i.e. “From”) by clicking on the **Arrange By** tab.

**Preview** - This pane allows you to preview the selected message. Or, you can double-click a message to open it in its own window. Click on **View >> Reading pane** to enable/disable.

## New Message Options

Click on the **New** icon on the Outlook toolbar.

**To:** Enter the email address of the recipient. For example, at Shen it would be [LLLLFFFF@shenet.org](mailto:LLLLFFFF@shenet.org), where LLLL is the 1<sup>st</sup> 4 letters of their last name and FFFF is the 1<sup>st</sup> 4 letters of their first name. You can also use the address book to look up a Shen email address (see **Address Book** on back).

**Subject:** Always type a brief subject. People may delete email that does not contain a subject (even from people they know) due to fear of getting a virus.

**CC** (carbon copy) and **BC** (blind copy): These fields can be used to send messages to others who are not the primary recipient. Addresses listed in the BC field will receive the message. However, the primary recipient will not be aware that BC recipients are also receiving a copy. One effective use for BC is a mass mailing sent to parents. If all names are placed in the BC field, parents are unable to view the email addresses of other parents (click on the CC button to receive the BC option).

**Attach File** – The paperclip icon along the top toolbar allows you to add copies of documents to a message. Navigate to the file location and click to add it. Select multiple files from the same folder by holding down the CTRL key while clicking on each.

**Send** – Click the send icon to mail your message. Once it is mailed it is very hard to retract so be sure to check messages prior to sending.

## Archive Mail

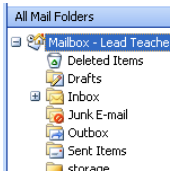
Use the **Tools >> Options >> Other** menu to turn auto archiving on/off. Click on the auto-archive button. By default auto-archiving is turned off.

Click the check box next to **Run auto archive every...** Pick how often you would like to auto archive.

**Important** – You **MUST** change the path where it says **move old items to:** Select a folder in your F: drive where you would like archived messages to be stored.

## Create Folders

Right-click on your **Mailbox**. Select **New Folder**.



First, give that folder a name. The folder could contain mail and post items. Finally,

the folder should be located in the Mailbox <username>.

You may create a folder within a folder by right clicking on the folder and choosing **New Folder** or by dragging and dropping one folder into another.

## Move Messages into Folders

With your mailbox open, left-click on a message you would like to move. Hold down the mouse button and drag the message to the desired folder. When you release the mouse button, the message will be moved into that folder.

Move multiple messages simultaneously by holding down the **CTRL** key and clicking once on each message to be moved. After all are selected (highlighted), click and hold the left mouse button on any one of the selected messages and drag them to the desired location.

\*Note\* – multiple messages can also be dragged to the **Trash**.

## Make a Distribution List (Group)

**#1** - Click the contact tab. Click the contact folder you would like to use.

**#2** – Click on **File >> New >> Distribution List**. In the name box type a name for this group (i.e. Parents '05)

**#3** - If the desired recipients are available in the Global address book, click the **Select Members** button. In the upper right corner, select **Global Address** from the pull down menu. Double click each name you would like to add to the distribution list Click **OK** when you have completed the list.

**#4** - If the members you wish to add are outside the district or not in the district address book, click **Add New**. Fill in the fields for **Display name** and **Email address**

**#5** - Click **Save and Close** in the upper left of the distribution list window.

## Delegate Access to Your Mailbox (Proxy Access)

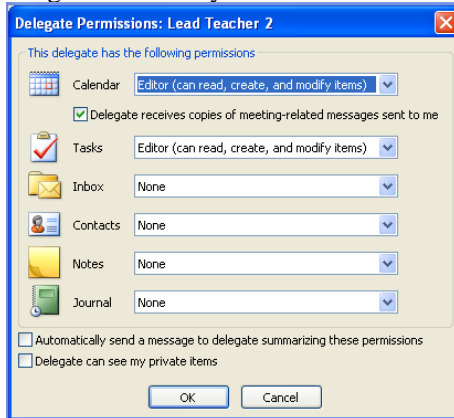
Click on **Tools >> Options >> Delegates** (tab)

Click on the **Add** button. From the address book interface, choose the person to whom you would like give access to your mailbox.

You may delegate access to your calendar, tasks inbox, contacts, notes and journal.

Choose the desired level of Access:

**Reviewer** – Read only  
**Author** – Read and Create  
**Editor** – Read, Create and Modify



## Access/Change a Delegated Calendar


- #1 - Click on the Calendar Bar on left hand view.
- #2 - Click on the Open Shared Calendar link
- #3 - Choose the calendar that you would like access to. Schedule and view appointments as necessary.
- #4 - To stop viewing a shared calendar, uncheck the box next to that person's name.

## Contacts

In outlook users store personal distribution lists and individuals email addresses in the **contacts folder**. Click the contacts tab in the navigation pane. You can create folders in your contacts folder in the same manner as your mailbox. Select any contact folder in the navigation pane to add contacts or lists.

While in the contacts folder go to **File >>New >> Contact**. Here you can add personal contacts and their associated info. These contacts and entries are server based so they will be available to you whether you are logged in at school or use web mail remotely.

## Address Book

The address book may be accessed by clicking on this icon  on either the Outlook toolbar or in the New Message window.

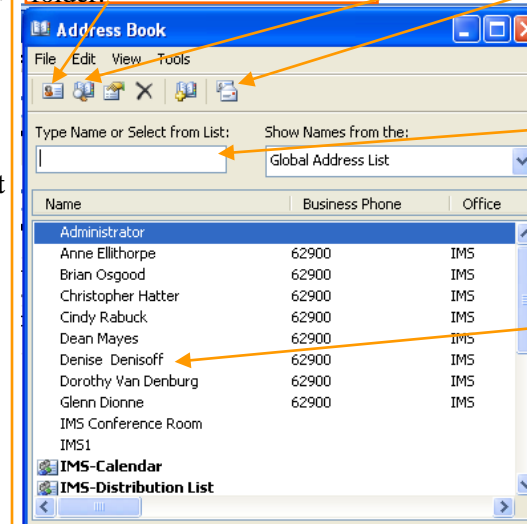
**New Entry – Remember:** only IMS can add people to the Global address book.. You can add distribution lists and individuals to your contact folder.

**Find** – Allows you to search the address book by categories other than name.

**New Message** – Addresses a new message to the person selected in the list below.

To search the address book, type a first, last or partial name in the search box and hit the Enter key.

Double-clicking on a name in the **new message view** will add that person to the list of addressees. Double-clicking in the address book view will show the contact info for that person.



## Junk Mail

Mail can be automatically moved to a temporary junk mail folder based on the sender's email address. To begin the process of sorting Junk Mail (SPAM), first configure the appropriate settings.

Right-click on any message and choose **Junk E-Mail >> Junk E-Mail Options**. You can choose a general junk mail setting on the Options tab or create more specific settings.

Incoming email can be classified into different categories:

**Safe Senders** – This is a list of email addresses that will be allowed regardless of other Junk Mail settings. If you check the box at the bottom, anyone to whom you send mail can automatically be added to the safe sender list.

**Blocked Senders** – Any email address or domain names added to this list will be blocked and sent to your Junk Mail folder (unless they are on your Safe Sender list). Example: If shenet.org appeared on the Blocked Sender list, email from any Shen email account would be blocked. However, it would be possible to go into the Safe Senders list and make exceptions.

## Draft Message

When you begin a message, but don't have time to finish it, click on the **X** in the upper right corner and choose **Yes I'd like to save it**. That message will be stored in your **Draft** folder and can be opened, edited and sent later.

## Set Message Priority

While in **New Message** view, click in the **Options** Section and select the importance (low, normal, high) and the permissions for that message. Click the arrow next to options for additional options.

## Sent Message Status

To check if sent items are received and read, open your **Sent Items** folder. Right-click on the grey bar with column names and choose **Customize Current View**. Click the Fields button. Add **Read** and **Received** from the left column to the right column.

## Out of Office

- #1 - Click on **Tools >> Out of Office Assistant**
- #2 - Click **I am currently Out of the Office**.
- #3 - In the **AutoReply** only once to each sender with the following text box, type the message that you want to send to others while you are out.

## Preview View

To enable/disable the preview message pane go to **VIEW >> Preview Pane**. The preview pane can be placed at the bottom of the Outlook window or along the right hand side.

## Signature

To automatically add contact information at the end of each message, use the **Tools** menu to select **Options >> Mail Format** (tab) >> **Signatures** (button). Click on **New**. Type a name then click **Next**. Design your signature and click **Finished**. You can now apply this signature to new messages only to or to new messages and replies.