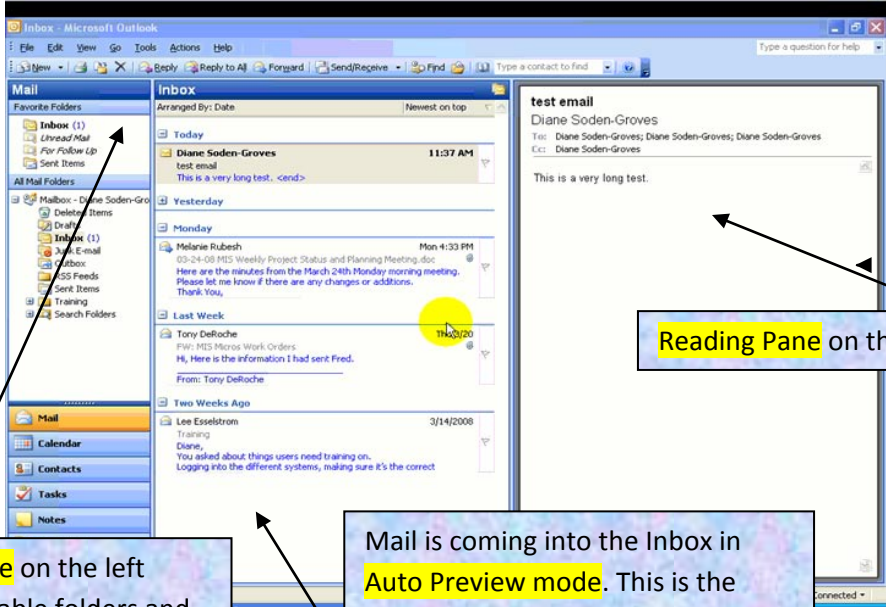


Intermediate Outlook - Email

The objectives of this course are to:

1. Change the view of the mail page including the reading pane, the navigator pane, and the Auto-Preview.
2. Work with Reply, Reply All and Forward and when to use Bcc.
3. Use Tools, to set up a rule for your email and to utilize the rule wizard. You will also set up an alert.
4. Create a message using Out-of-Office -Assistant.
5. Work with Junk-Email.
6. Set up Auto-Archive
7. Add a signature.
8. Create a distribution List.
9. Add an attachment.

View



The screenshot displays the Microsoft Outlook interface. On the left is the Navigator Pane showing a tree view of folders like Inbox, Deleted Items, and Drafts. The central pane shows the Inbox with a list of emails, including one from Diane Soden-Groves. On the right is the Reading Pane showing the content of the selected email. Three callout boxes with arrows point to specific features: the Navigator Pane, the Auto-Preview mode in the inbox list, and the Reading Pane.

The **Navigator Pane** on the left shows all the available folders and the other components of Outlook. The navigator pane is also in View. It is turned on.

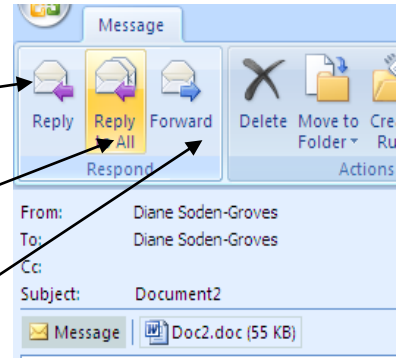
Mail is coming into the Inbox in **Auto Preview mode**. This is the safest way to receive mail to avoid most viruses. This mode is selected under **View**.

Reading Pane on the right under **View**

Exercise One - Change the appearance of your inbox. Set it up the way you want it to look. Rearrange the order of the email to sort by name in alphabetically descending order.

Responding to an email:

- Reply- sends a message only to the sender.
- Reply to All - sends a message back to the sender and also to anyone else that is either To: or Cc: but not Bcc:
- Forward will send the message to anyone you select and will forward any attachment.



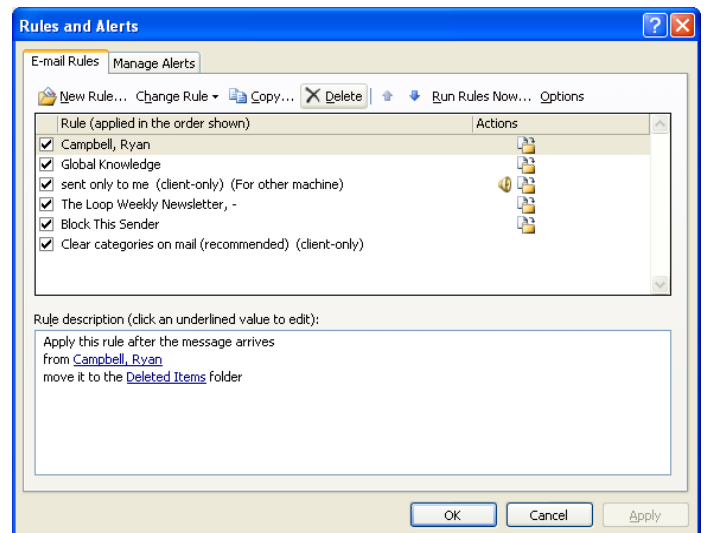
Whenever you have more than one or two people you are sending, an email to you should use the **Bcc** option. This protects recipients from winding up on a mass mailing list.

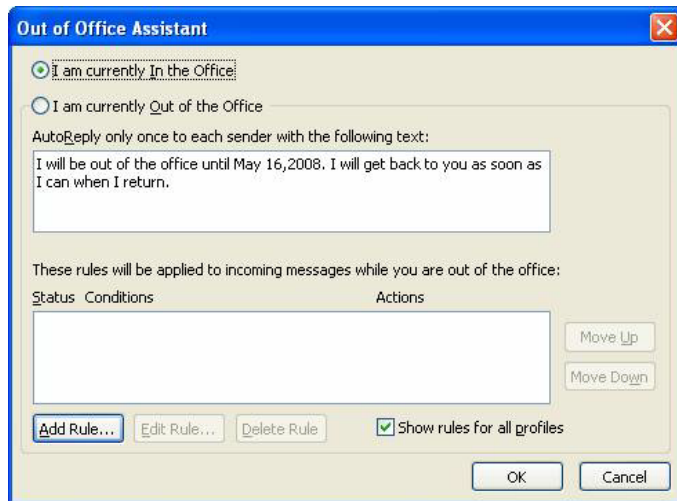
Exploring Tools Options There are quite a few helpful tools to manage your email. Under the **Tools** drop down menu on the title bar select, Rules and Alerts.

Exercise Two: Create a new rule following the wizard.

Create a rule that sends the message to the Deleted Items folder. (The sender will be another computer in the room.)

You can also manage alerts by selecting the manage alerts tab.





Out of Office Assistant

If you are going to be away from your job or unavailable to answer your email, you can set up a message that will be automatically delivered via Out of Office Assistant.

Out of Office Assistant is found on the Tools Drop Down Menu too.

Junk email - Go to **Tools>Options> Junk email**. This gives you an opportunity to manage the email you consider junk. You can have it go to another folder automatically. You may select specific senders to go to the Deleted Items folder. This is a good way to manage unwanted email.

Auto Archive - **Go to Tools> Options> Other>Auto Archive** to store old mail. This allows you to store old email without taking up so much space. This also allows you to organize the mail you want to keep. Do not store anything in Deleted items, as this will be lost.

Creating A Signature - To personalize your email you can create your own signature and have it appear at the bottom of any message.

Exercise Three: Creating A Signature

Go to Tools>Options>Mail Format> select signature.

Create a signature that has your name, job title, phone number, signature (in a different font and color). Have fun and be creative. You can create more than one signature just remember to give them different names.

Distribution List- If you send out messages to a group of people it may make sense to create a distribution list so you only have to set this list up once.

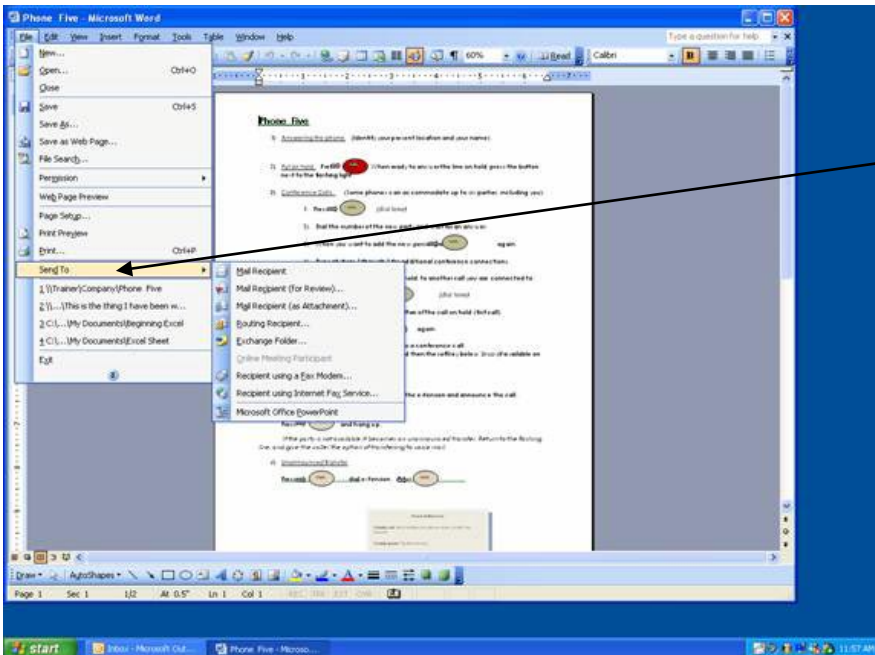
Exercise Four- Creating A Distribution List- Click on the inverted triangle next to the new mail button and select Distribution List. Name the List and then select members. Create a list using all of the computers in the room. The members will either be found in your contact list or the Global list. Usually the Global list is the default list and comes up first.

This new list will appear in your contact list under the name you gave it.

Adding an Attachment- You can add an attachment by sending a document in a message or creating a message and then attaching the document.

Exercise Five- creating a document, attaching it to an email message, and sending it imbedded in the message.

Create a new message, attach the Phone 5 document and send it to all of the computers in the room from the distribution list you created.



Open the Phone 5 document and select **File >Send to**

You will have options:

- **Mail Recipient**- this is part of the email. It is not an attachment.
- **Mail Recipient (for Review)** - the email requesting someone to review this document is created and the document is an attachment. Do not forget to save the document once you send it off. You can add your own comments to the email.
- **Mail Recipient (as Attachment)** –the document is attached to an email.