NOTES

CREATING OTHER OUTLOOK ITEMS

New Items

To save time, you can use the New Items button to create appointments, meetings, etc.



1. Click New Items

2. Click the desired choice

E-mail Message

<u>Appointment</u>

Meeting

Contact

✓ Task E-mail Message Using ▶ More Items

Skype Meeting

3. Complete the item



LEARN MORE AT:

Outlook 2016 PC

www.csub.edu/training/pgms/outlookp/ index.html



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Outlook 2016 Email Tips & Tricks

OVERALL AIM:

To teach you techniques for customizing, managing, sending, and viewing your email to better keep you connected

LESSON OBJECTIVES

At the end of the session, the participants will be able to:

- List the type of devices you can use with Outlook
- Customize their email settings
- Manage their mail items
- View different types of mail items, including Bulletin Boards
- Send email using different options
- Create other Outlook items from their Inbox

REFLECTIVE QUESTIONS

- How can I manage my email more efficiently?
- How can Outlook help me manage my email more efficiently?

OUTLOOK 2016 EMAIL

Your email is one of several modules that come with Outlook 2016. Your email allows you to send and receive email from others.

Outlook Apps are available for desktop computers, Mac computers, tablets, and mobile phones. Essentially, you can view your Outlook Email from any device, anywhere, and at anytime provided you have an Internet connection.

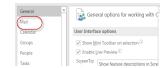
CUSTOMIZING YOUR EMAIL SETTINGS

You can customize your email settings to add email signatures, change the font for new emails and replies, change the message arrival sound, and turn off display desktop alerts. of settings you can change.

Email Settings

You can find your email settings by:

- 1. Clicking File
- 2. Clicking Options
- 3. In the left pane, clicking Mail



Change Message Font

Under Compose

- 1. Click Stationery and Fonts
- 2. Under New mail messages, click Font
- 3. Make your selections and click OK
- 4. Under Replying or Forwarding messages, click Font
- 5. Make your selections and click OK
- 6. Click OK again

Message Arrival Sound and Desktop Display Alert

Under Message Arrival,

- 1. To turn off the sound, uncheck play a sound
- 2. To turn off the alert, uncheck Display a Desktop Alert

Adding Signatures

You can have as many signatures as you like. You can select which signature is used for New Messages and for Replies/ Forwards. To create a signature,

- 1. Under Compose messages, click Signatures
- 2. Click New
- 3. Give it a name, such as New mail
- 4. In the Edit signature box, enter your signature
- 5. Click save
- 6. Under Choose default signature, select your new signature from the drop downs for New Messages, Replies/Forwards, or both.

MANAGING YOUR MAIL ITEMS

Unread mail

By default, Outlooks displays all mail items. To view Unread mail, click Unread.



Clutter

The Clutter feature moves low priority mail items from your Inbox and places them in your Clutter folder. It moves your mail items, based on your past actions with your mail items.

- 1. To begin, select an email
- 2. Drag it to your Clutter folder
- 3. Future emails from this person will be placed in your Clutter

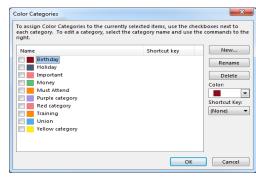
Categorize email

Categories allow you to color-code your email items for fast identification. Setting up your categories before using them is recommended.

Setting up your Categories



- Click the Categorize button
- 2. Click All Categories
- 3. On the Color Categories, rename or add your categories.



4. When you are finished, click OK

Using Categories

- Select the emai item you want to categorize
- 2. Click the Categorize Button
- 3. Select the desired category

Search Email

Use the Search feature to find your mail quickly.

To begin your search,

1. Click in the Search Box



- 2. Enter your search criteria
- 3. Use the Search tab to refine your search
- 4. Your results will appear as a list

Group by and Arrange

By default your Inbox is grouped by date and arranged by newest to oldest.



Current Mailbox

Ω

Attend if possible

Subject Matter Ex

User Support Cor

Red category

Holiday

Important

Training

Must Attend

- To change the group by, click the arrow and select an option.
- To change the arrange by, click the arrow and select an option

Collapse All Groups

Use the Collapse All Groups in combination with Group by feature to find mail faster. To begin,

1. Click the View tab

- 2. Click the Expand/Collapse button
- 6. Click Collapse All Groups
- 4. All your groups will be collapsed. Scroll to the desired group
- 5. Click the group name to expand it.

Flagging Email for Follow-up

Use the Flag feature to tag emails that require additional handling rather than leave them unread. Flagged items are added to your Tasks

- 1. Select the desired email
- 2. Click the Follow Up button
- 3. Make a selection from the List

Follow Up *

Expand/Collapse •

Collapse This Group

Expand This Group

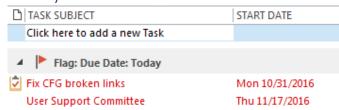
Collapse All Groups

Expand All Groups

Viewing Tasks

You can view your tasks from your To Do pane or from the Tasks Module. Your tasks will appear in the lower right-hand side of your To Do pane. Otherwise,

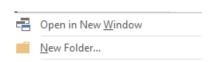
- 1. In the navigation bar click the ... button and Tasks or the Tasks button
- 2. A list of your tasks are shown.



Folders

Folders allow you to organize your Inbox by project, person, or whatever. To add a folder

- 1. Right-click on your Inbox
- 2. Click New Folder



- 3. Give the folder a name
- 4. Press Enter

Rules

Rules allow you to automate your email management. To move selected email to a specific folder,

- . Select the desired email
- . Click the Rules button
- Rules
- 3. Click Always move messages from [sender's name]
- 4. On the Rules and Alerts screen, choose a folder
- 5. Click OK
- 6. The rule will run and process all matching items in your Inbox

VIEWING OUTLOOK ITEMS

Public Folders

Public Folders are used for community notifications. With Outlook, you can make checking these folders easier by adding them to your Favorites.

- 1. On the navigation bar, click Folders
- 2. Scroll down to Public Folders
- 3. Click the arrow next to the Public Folders [your email address]
- 4. When the folder opens, click All Public Folders
- 5. When the Public Folders appear, right-click the desired public folder
- 6. Click Add to Favorites
- 7. On the Add to Favorites screen, click Add (repeat steps 5-7 as necessary)
- 8. Click the arrow beside Favorites to expand the folder
- 9. Right-click the desired public folder under Favorites
- 10. Click Show in Favorites
- 11. To return to the your email, click the Mail module

Email view

You can change the way you view your Inbox. You can change the view, add a reading pane, and change the number of preview lines.

Change

View ▼

Change View

- 1. Click the View tab
- 2. Click the Change View button
- 3. Select either Compact, Single, or Preview

Change Number of Preview Lines

- To change the number lines previewed for each email, click the Message Preview button and
- 2. Click 1 line, 2 lines, 3 lines, or Off to turn the feature off

Add a Reading Pane

- To open the Reading Pane, click the Reading Pane button
- 2. Click Right, Bottom, or off

Reading Pane *

Message

Preview *

To Do Pane

The To Do Pane adds a pane on the right which you can choose to show your calendar, tasks, and addressbook.

To-Do

Bar≖

To add your Calendar and Tasks to the To Do pane,

- 1. Click the View tab
- 2. Click the To Do Bar button
- Click Calendar
- 4. Follow steps 1 and 2 again,

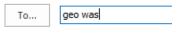
then click Tasks

SENDING EMAIL

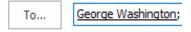
Check Names

When sending emails use the Check Names to complete recipient names or resolve email addresses.

1. In the To box, enter a few characters of the first and last name i.e. Geo Was



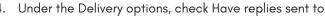
- 2. Click Check Names Na
- 3. The addressee information is completed.



Direct Replies to

You can send an email and have the recipients reply to a different email address. To begin

- 1. Click the New Email
- 2. Click the Options tab
- 3. Click the Direct Replies To button



- 5. In the box, enter the person's name or search for it using the Select names button
- 6. Click Close
- 7. Complete your email and click Send



or_

Direct

Replies To

From Drop Down

If you use Outlook to manage more than one email account, then you can use the From button to select which account the email is sent.

- 1. Open a New Email
- 2. Click the Options tab,
- 3. Click the From button
- 4. To change the email address that you are sending from, click the From
- 5. Select the desired email address.

Blind Carbon Copy (BCC)

Your Blind Carbon Copy (BCC) button is turned off by default. To activate it.

- l. Open a New Email
- 2. Click the Options tab,
- 3. Click the BCC button (it will remain on until you change it.)