


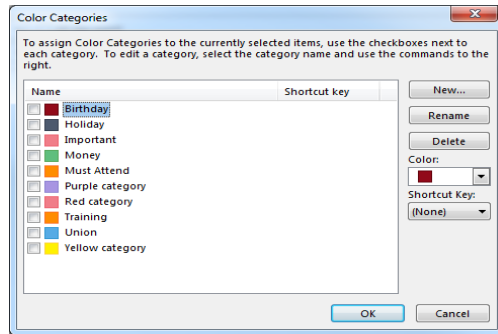


## Categorize email

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

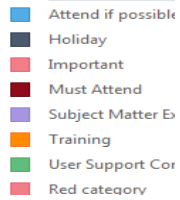
1. Click the Categorize button 
2. Click All Categories
3. On the Color Categories, rename or add your categories.



4. When you are finished, click OK

### Using Categories

1. Select the email item you want to categorize
2. Click the Categorize Button
3. Select the desired category

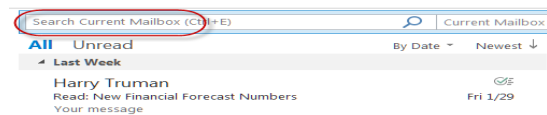


## Search Email

Use the Search feature to find your mail quickly.

To begin your search,

1. Click in the Search Box

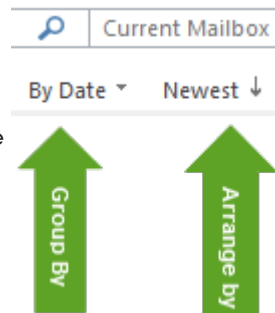


2. Enter your search criteria
3. Use the Search tab to refine your search
4. Your results will appear as a list

## Group by and Arrange

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


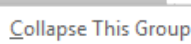
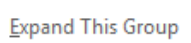

1. To change the group by, click the arrow and select an option.
2. To change the arrange by, click the arrow and select an option



## 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 
3. 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

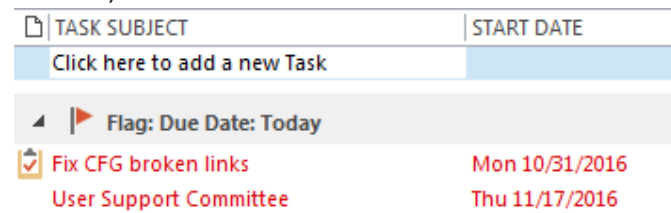
Use the Flag feature to tag emails that require additional handling rather than leave them unread. Flagged items are added to your Tasks

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

## 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,

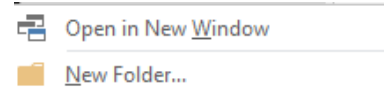
1. In the navigation bar click the ... button and Tasks or the Tasks button 
2. A list of your tasks are shown.



## 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,

1. Select the desired email 
2. Click the Rules button
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.

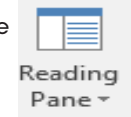
### Change View

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

### Change Number of Preview Lines

1. 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

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

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

1. Click the View tab
2. Click the To Do Bar button 
3. Click Calendar
4. Follow steps 1 and 2 again, then click Tasks

## SENDING EMAIL

### Check Names

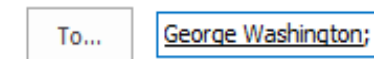
When sending emails use the Check Names to complete recipient names or resolve email addresses.

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




2. Click Check Names 

3. The addressee information is completed.

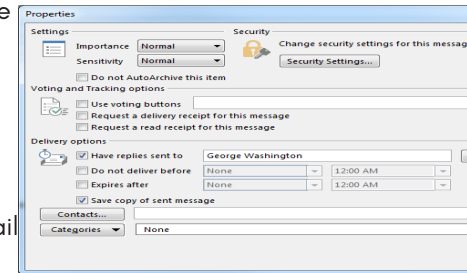


### Direct Replies to

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
4. Under the Delivery options, check Have replies sent to

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

### 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.

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