

## Microsoft Outlook - The Basics

- How to access your GCS email: from school, from home, from public computers, etc.
  - Outlook Web Access vs. Outlook on the "Work from Home" link
- Why are some messages **BOLD** and other are not?
  - **Bold** messages haven't been read
- When I delete a message is it really gone?
  - No, it is moved to Deleted Items
  - When you delete a message from the Deleted Items, it is gone forever.
  - Right-click on Deleted Items and select "Empty Deleted Items" folder frequently.
- The Outlook window - Why doesn't my Outlook window look the same as my friend's?
  - View menu
    - Navigation pane and Status bar should be checked
    - Arrange by - Date...Show Groups...and Messages are all checked in the example
    - Reading Pane - where do you want it on the screen -right, bottom or off?
    - Auto Preview - do you want it displayed?
  - Navigation Pane - left side of window
    - **Bold** items contain an unread message
    - Collapsing and opening folders "+ vs -"
    - Mail folders: what they are, where they can be found, descriptions and functions
    - Creating new folders for organizational purposes
      - Right-click...new folder
    - Moving mail to these folders
    - Calendar - Appointments, reminders
    - Contacts - distribution lists live here
    - Tasks - make a "Things to do" list
- Creating distribution lists -A real timesaver - couldn't live without them!
  - Click New...Distribution List
  - Click "Select Members"
  - Type a name for this list. Examples: "Grade 4", "Administrators"
  - Scroll through the available list. Click on a name, then "Members".
  - Continue until all names have been added.
  - Click OK.

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- Using the Distribution list
  - Begin a new email
  - Click the button for Address Book
  - From the drop-down list on the right, select "Contacts". **Bold** contacts are distribution lists
  - Select the distribution list you want, then click OK.
- Composing new mail messages
  - New...Mail message
  - Message Options: setting importance levels, flags and read receipts
- Deleted Items management - why should I delete old stuff? How can I tell how much email I have saved? Why should I care?
- Sent items - be sure to clean this out once in a while.
- Attachments
  - adding an attachment to your message
    - Click the "Add attachment" icon (looks like a paperclip)
    - Navigate to the file you want to send, select it.
    - Click OK
  - opening an attachment
    - double-click the attachment
  - saving an attachment you received
    - File...Save
- Calendar appointments and scheduling
- Tasks folder and Tasks
- Archiving: What it is and why it is good