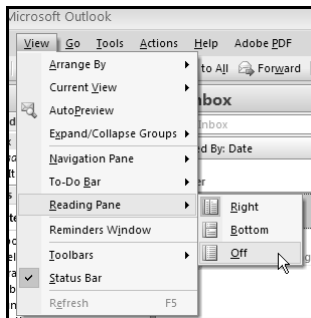


Microsoft Outlook Tips – Part 1

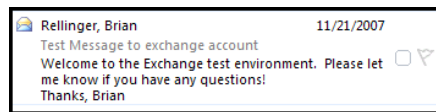
OUTLOOK READING PANE



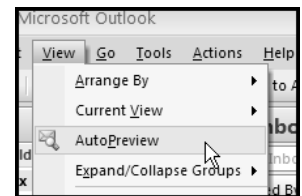
The reading pane appears whenever a mail-related pane or folder is active. The reading pane gives you a preview of the content of an item. **The reading pane can be shown, hidden, or moved.** All of these can be accomplished through the Outlook View menu.

Remember to activate the Mail area of Outlook before trying these adjustments!

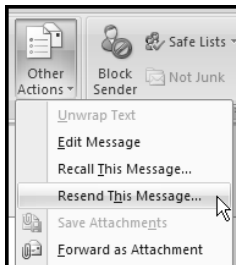
AUTOPREVIEW FEATURE



Some users enjoy the AutoPreview. With this feature active, you will observe each message in your Inbox shows the first few lines of the message content, even before you have selected or opened the message.



RE-SEND A MESSAGE



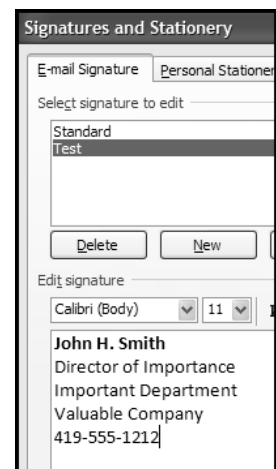
Sending the same message a second time is occasionally necessary.

1. Locate the previously sent message and OPEN it.
2. Look for the **Other Actions** button in the ribbon and click on it.
3. In the menu that appears, click on **Resend This Message**.
4. By default, the original recipient's address is listed, but you can delete this and enter a different contact's address if you wish.

CREATE SIGNATURES FOR OUTGOING MESSAGES

You can automatically add personalized text or images at the bottom of outgoing messages. This is typically used to identify your name, title, telephone number, etc.

1. In Outlook, open the **Tools** menu and click on **Options**.
2. Click on the **Mail Format** tab.
3. Click on the **Signatures** button.
4. Click on the **New** button.
5. Type a name for the signature and click on **OK**.
6. In the *Edit Signature* box at the bottom of the window, type in the personalized text you desire or insert a photo image from a file.
7. In the *Choose Default Signature* section in the upper right area of the window, confirm the e-mail account the signature will be used with...as well as which signature to use with new messages and replies.



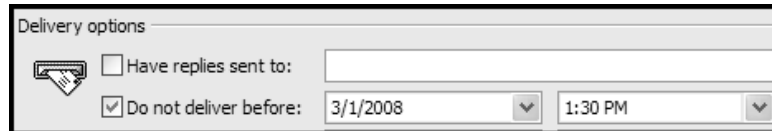
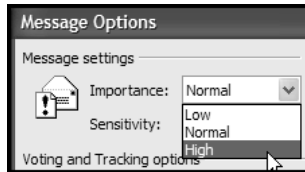
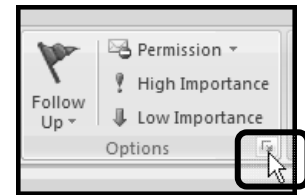
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OUTLOOK MESSAGE OPTIONS

These options allow you to set message sensitivity and importance, along with Tracking and Delivery options.

Access the Delivery Options Window as follows:

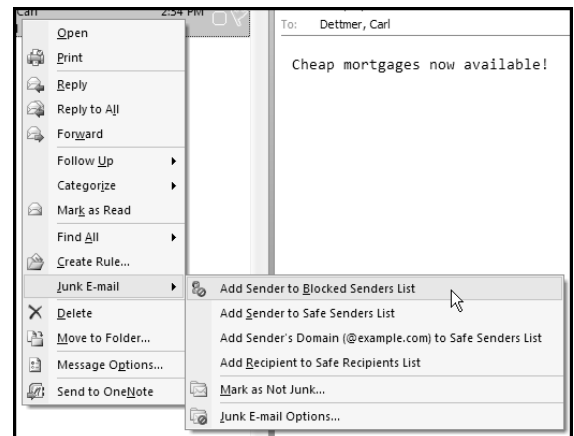
1. Create a new Mail Message
2. In the **Options** section of the ribbon, click in the area shown in the illustration to the right.
3. Note some of the popular options below: Message Importance and Delayed Delivery.



JUNK E-MAIL FOLDER

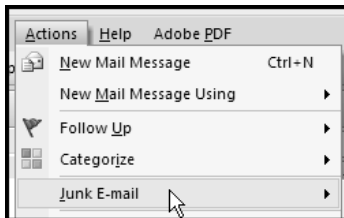
The Outlook Junk mail feature processes each incoming message. Those it deems Spam are moved to the Junk Mail folder. A Junk Mail Actions menu is available for every message, whether deemed Junk or not:

1. Right click on any message. In the menu that appears, trace to the **Junk E-mail** item.
2. Now trace over to the sub-menu.
3. Note that you can Add the message sender to the **Blocked** or **Safe** sender's list or flag as item for Outlook as "Not Junk."

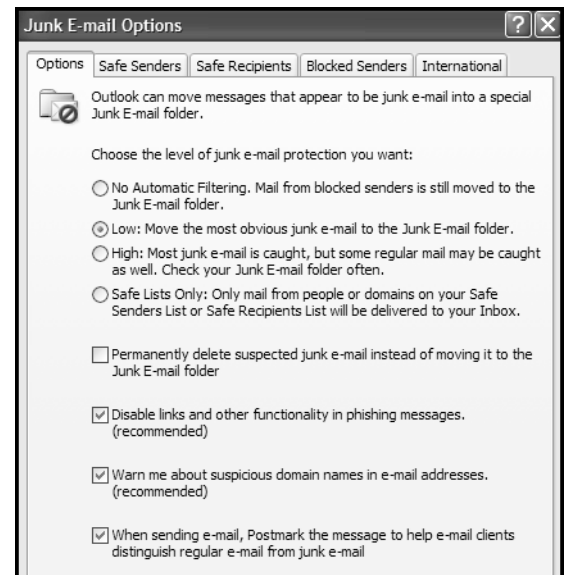


JUNK MAIL OPTIONS/SETTINGS

By opening Junk E-mail Options, you can adjust your Filter Sensitivity and various other behaviors. You can also view and change your Safe/Block Senders.

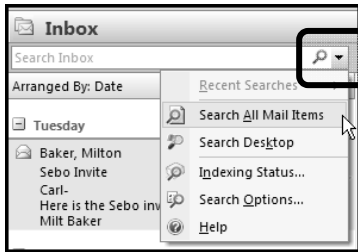


Access the Junk Mail Options by opening the **Actions** menu when Mail is the active area.



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SEARCH MESSAGES



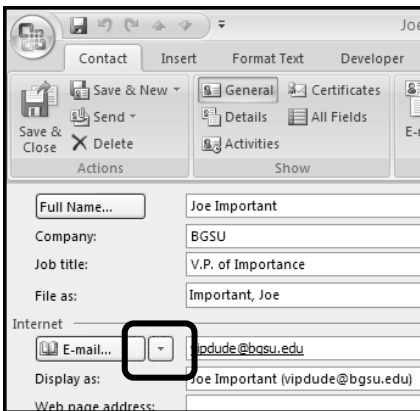
Each Mail folder contains a search box just below the name of the mail folder.

To search the active folder, type a search term and a search of that mail folder begins immediately.

You can also ask for a search of All Mail folders – click on the area shown in the illustration and in the menu that appears, click on **Search All Mail Items**.

Now, entering a search term causes Outlook to search items in all of your mail folders.

ADDING A CONTACT



In Outlook, the address book is called Contacts.

To add a contact, activate the **Contacts** feature.

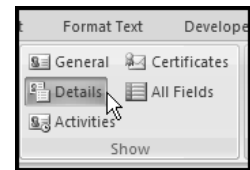
Click on the **New** button in the upper left corner of the active Contacts window.

The General section of the Contact card allows for key data like name, company, e-mail address, postal address, and telephone.

Note... some items can have multiples – like e-mail and phone. Click on the button shown in the illustration to the right... to add a second e-mail address.

Adding more Contact details

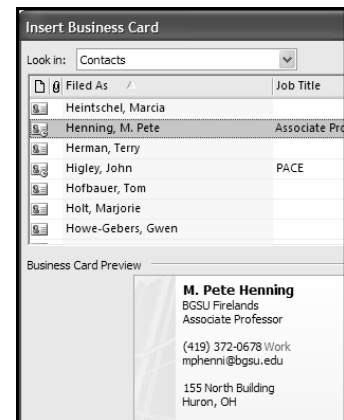
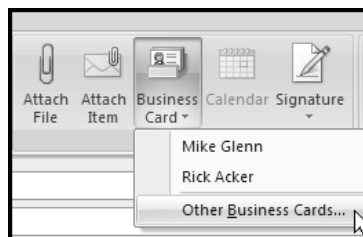
When adding a contact, the **Show** section of the Outlook ribbon offers a **Details** feature. Click here and you can add more information about your contact, such as Spouse name, birthday or anniversary.



SHARING A CONTACT'S INFO WITH A FRIEND

Send a contact's info to a friend via e-mail using Outlook's Business Card feature:

1. Create a new Mail message
2. In the **Include** section of the Outlook ribbon, click on **Business Card**.
3. A list of your Contacts appears. Click on the name of the Contact you wish to share.
4. Click the OK button and the contact's business card is pasted into the mail message.

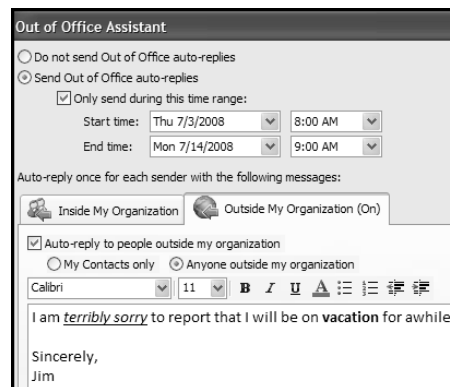


Microsoft Outlook Tips – Part 1

OUT OF OFFICE (aka “Vacation Message”)

The Out of Office Assistant allows you to set up automated replies to incoming mail messages when you are away.

1. Open the **Tools** menu and click on **Out Of Office Assistant**.
2. Click on the radio button to activate the *Send Out of Office auto-replies* feature.
3. If you wish to set a time frame for the auto-replies, fill in the check box and add a time range.
4. The bottom of the window allows you to type in a message that will be sent to anyone who sends a mail message to you while you are away.
5. You can set distinct replies for people within your organization and outside it, using the tabs.
6. When you are finished setting up your auto-reply, click the OK button to save.

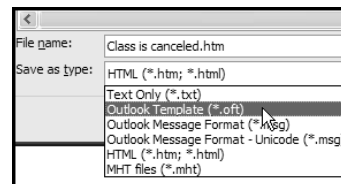


The auto-replies are managed by the Exchange Server, so it is not necessary for Outlook to be running while you are away.

CREATING A MESSAGE TEMPLATE

You may wish to use a mail message as a template for future messages:

1. Open a new Mail message and fill it in as needed for use as the template.
2. Click on the circular **Office** button in the upper left corner of the window.
3. Click on **Save As**.
4. In the dialog box that appears, type a name for the template in the **File Name** Field.
5. Open the **Save As Type** menu and click on the **Outlook Template (*.oft)** option.
6. Outlook automatically directs the template file to the appropriate template folder on your hard drive.



USING YOUR MESSAGE TEMPLATE

1. Open the **Tools** menu
2. Trace down the menu to **Forms**
3. In the sub-menu, click on **Choose A Form**
4. Open the **Look In** menu and click on **User Templates in File System**.
5. Observe the templates you have previously saved.
6. Double click on the desired template, which opens a new mail message using the template.

