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Introduction

Welcome to Microsoft Outlook 2003, E-mail features and management. You may be an advent user of Outlook 2003 or a beginner. Either way this manual will provide step-by-step instruction as well as online resources to suite both levels. Steps that require an action such as clicking the mouse or highlighting text will be denoted by *italics* and text in **bold** denotes the name of item to be clicked. Each section provides a For Your Information paragraph (FYI), activities, and tips to enhance your learning experience.



This manual can be used as a desk reference by cutting along the solid line to form a small booklet.

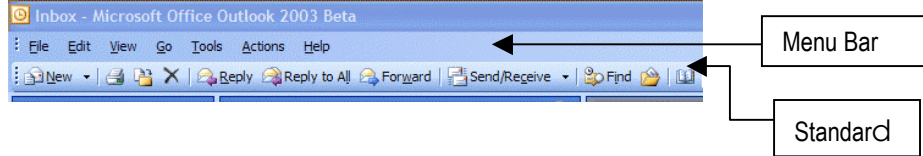
Microsoft Outlook 2003

E-mail Features & Management

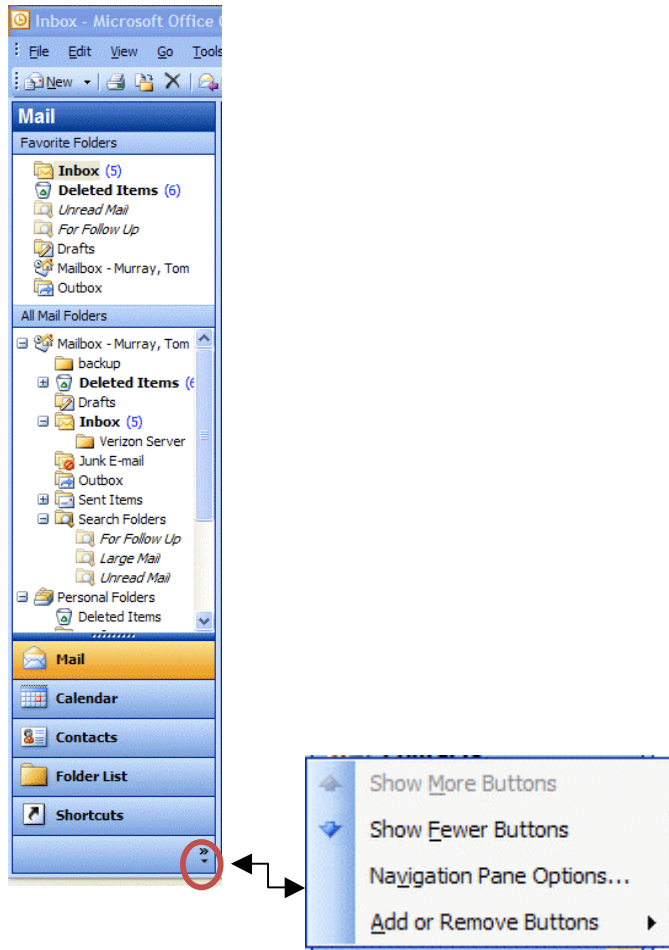


Outlook Screen

Menu Bar & Standard Tool Bar Figure 1A



Navigation Pane Figure 2B

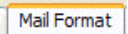
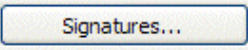
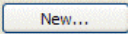
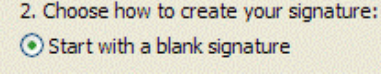


E-Mail Signature



Signatures are placed automatically at the end of outgoing emails and are used to inform e-mail recipient's information about the sender. Common signatures include the sender's job titles, addresses, phone numbers, and/or slogans.

Step-by-Step

1. Using Menu Bar (figure 1A), *Click Tools—Options.*
2. *Click Mail Format tab* 
3. *Click Signature tab* 
4. Signature windows open, *Click New tab* 
5. Create *New Signature Screen Appears; Type a name for your signature.*
6. *Select* 
7. *Click NEXT*
8. *Enter your choice of Text in box, change font by clicking Font's tab, Click Finish.*
9. *You are returned to the Mail Format window, Click OK.*



Activity (A)

Create an email entitled *My Signature*, and send to someone in this training.

- What was different about their E-Mail signature?

Tip

- Follow above steps to remove, edit, or create a new signature.
- You may also use the *Mail Format Tab* to change E-mail font and add stationary to your email.
- Click the *Spelling Tab* to set spelling options for Outgoing E-mail.

Creating Distribution List

F.Y.I.

A *Distribution List* is a group of people that you frequently send email to. You may have more than one list, for example you may create a distribution list for school administration, a particular group of teachers, and/ or parents for each class.

Step-by-Step

1. Using the Menu Bar (figure 1A), Click the **Address Book** icon.

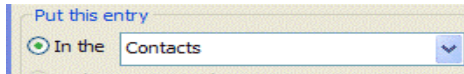


2. Address Book opens. Click **Calling Card**.



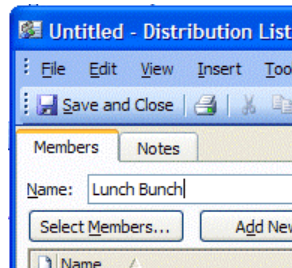
3. *New Entry* screen appears. Click **New Distribution List**.

4. Select



5. Click **OK**.

6. Distribution List window appears.

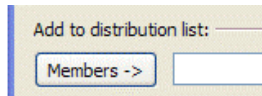


Figure

7. Under *Members Tab*, type a name for your list.

8. Click **Select Members**.

9. Search for Name, Click name, click **Members** button to add name to distribution list. Do until all members are added.



10. Click Ok when done. **Save and Close** (see figure 3C).

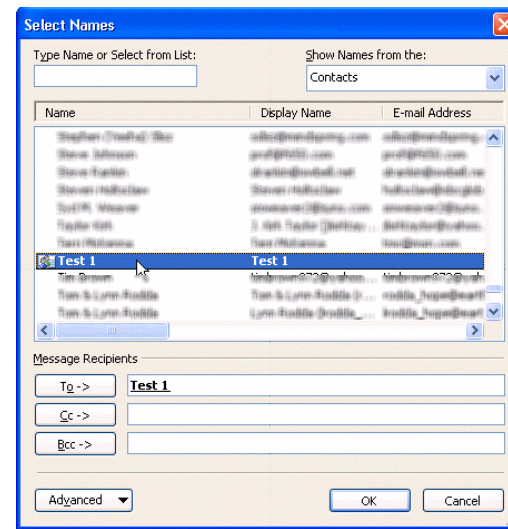
Tip

- Copy names from an email to add to list. In the To: field of the email, highlight names, click the left mouse button, and choose copy. Follow above steps for creating distribution list. Paste names in the Members field (step 9).

Sending E-Mail Using the Distribution List

Step-by-Step

1. Create a New E-mail.
2. Click **To:** and use the drop down arrow to *select Contacts*.
3. *Double click* on the **Distribution List** title in order to place in the **To** field, Click **OK** when done. Refer to figure 4D.



4D

E-mail → Me ←

Activity (B)

Create an e-mail Distribution List entitled “training” and include 3 individuals that are participating. Don’t forget to Save & Close list. Next send a new e-mail asking “Did this work?”

- Did it work?
- Were there any difficulties encountered when creating the Distribution list?

Tip

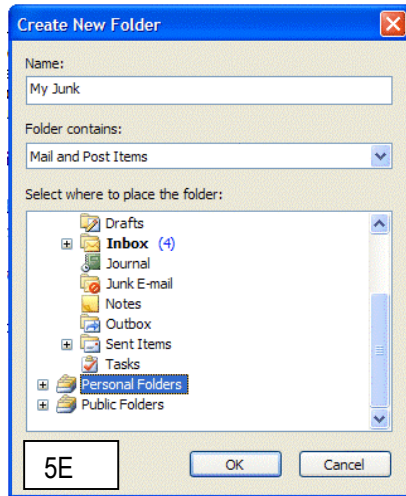
- Indicates a Distribution List.
- **Delete** a Distribution list by opening address book, select contacts, highlight List, right-click mouse, and choose Delete.

F.Y.I.

Folders are used to organize the Inbox by providing a place for messages that you want to keep or group together. Folders free up space for incoming E-mail, so does deleting messages. Truly deleting messages also resolves that common error message of "Mail Box Full, you may no longer receive E-mail".

Step-by-Step: Create Folders

1. Click **File** in the Menu Bar (figure 1A).
2. Click **New, Folder**.
3. Create New Folder window opens.
4. **Name** your new folder. Click **Personal Folders**. Click **Ok**. See figure 5E
5. Folder is added to personal folder area & folder list. See figure 2B



Step-by-Step: Moving E-mail to folder

6. Drag & Drop E-mail into personal folder by:
7. Place mouse pointer on E-mail, Click and hold LEFT mouse button, DRAG E-mail to personal folder. Release LEFT mouse button. See figure 6F

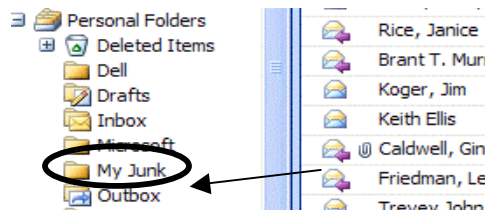


Figure 6F

To Do:

Activity (C)

- Create a New folder entitled "E-mail training". Place all E-mail received during training to this folder.
- Scan your **Inbox**; do you need to create additional folders? What will you title your folder?

Tip

Move several messages by holding down the **Ctrl** key and **click** the messages to be moved. Once all are highlighted, click on a message and **immediately** hold down the left mouse button and drag to folder. Practice with three at a time.

Step-by-Step: Deleting Mail Manually

F.Y.I.

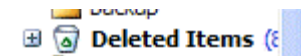
E-mail has to be deleted twice; once from the Folder (Inbox, Sent items, personal folders) and from the trash bin. Deleting mail from the trash bin permanently deletes E-mails.

Step-by-Step

1. Select message to be deleted by clicking once on Left mouse button.
2. Click the **X** in the Standard Toolbar (figure 1A) or Press **Delete Key** on keyboard.



3. E-mail is moved to Delete Items
4. To permanently delete, double click Trash bin (Deleted Items), highlight email and press delete. OR
5. Right Click on Deleted Items, and choose "Empty Deleted Items Folder".



Step-by-Step: Mail Box Cleanup

F.Y.I.

Mail box Clean up is a feature within Outlook that cleans your mailbox by finding and deleting old messages and/or auto archiving (moving older files to an archive folder).

6. Click **Tools** in the Standard Toolbar (figure 1A).
7. Click **Mail Box Cleanup**
8. Select any option provided based on your mailbox need.

To Do:

Activity (D)

Open "E-mail training" folder and **delete** messages received during training. Next, open "Sent Items" folder and **delete** E-mails you sent during the training. Finally, open E-mail's **trash bin** and **permanently delete** training E-mails. You may also delete or rename training folder.

- Do you have any additional E- mail to permanently delete from the trash bin & Sent Items folder?

Tip

- Always preview Trash bin before permanently deleting E-mail.
- Customize Auto archive by clicking **Tools....Options....Other Tab...Auto archive**.



Outlook 2003 will send an E-mail to your Inbox to remind you of a pre-scheduled meeting or appointment. Also, you can plan & schedule a meeting and send the notification to others using the “Plan A Meeting” feature.

Step-by-Step: Plan A Meeting

1. Click “Calendar” (see figure 2B).
2. Calendar opens. Click “Action” in Standard Menu bar (see figure 1A).
3. Click “Plan A Meeting”.
4. Click “Add Others”, add using Address Book.
5. Click Required or Optional. Choose a Time for the meeting.
6. Click “Make Meeting”. Complete Subject Field and Resource Field.
7. Click Send.



Step-by-Step: Schedule an Appointment

8. Click File...New...Appointment.
9. Subject Box: type a description for the meeting
10. Location Field: Enter location
11. Specify time & date.
12. Click OK & Save and Close. See figure 6F.

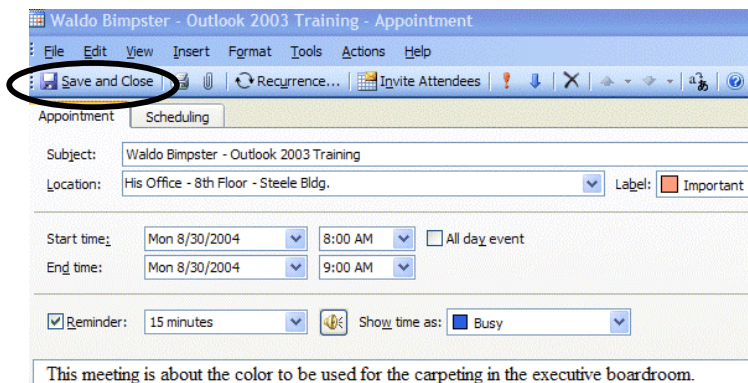


Figure 6F



Activity (E)

- Schedule your next training date & time or an important meeting.



Outlook 2003 Online Tutorials

- <http://www.officetutorials.com/outlooktutorials.htm>
- <http://www.csupomona.edu/~ehelp/email/outlook-tips.html>
- <http://www.howto-outlook.com/howto/icons.htm>
- <http://www.microsoft.com>
- <http://www.freeemailtutorials.com/microsoftOutlook2003/>
- <http://www.softwarepro.com/tips/outlook.htm>
- http://gemini.lib.purdue.edu/staffdev/handouts/email_Outlook2003_Manual.pdf