

WILDERNESS COAST PUBLIC LIBRARIES

# Microsoft Outlook 2007

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( Level One )

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## WHAT IS OUTLOOK?

A program that helps you keep track of your business and personal activities, including appointments, contacts, tasks and email messages.

## ELECTRONIC MAIL

The email address consists for the username, the name of the server and the domain name separated by @ and periods.

Examples:

johndoe@aol.com

janedoe@comcast.net

johndoe@state.fl.us

Note: There is NEVER a space in an email address. Email addresses are not case sensitive i.e. it is NOT necessary to type it in capital letters. If you are sending an email to someone who is in your contacts or who you have previously emailed all you have to do is to type their name. If you are sending an email to an address you have not previously used then you will have to type the complete address.

## SOME EMAIL ETIQUETTE

The following are some guidelines on how to use etiquette in sending electronic mails:

- Do not get caught up in grammar and punctuation, especially excessive punctuation. You will see lots of email messages where people put a dozen exclamation points at the end of a sentence for added emphasis.
- Avoid all Caps. Use of upper-case words is the equivalent of SHOUTING in some one's ear. ONLY use upper-case words when trying to make a point. Even at that, you should be careful with who you are exchanging messages.
- Avoid repeating messages – give chance to respond
- Your email messages should be concise and to the point.
- Use signature by including some information at the bottom of your email messages. This will help the recipient to be clear on who the sender is.
- You can include your title, your extension, email address, the department name, a quote or even a picture.
- Always make sure to keep the total number of lines for the signature down to four or less.

### Using Symbols Helps To Express The Emotion Of The Writer Example:

<u>Symbol</u>	<u>Meaning</u>
: -)	Smiley Face
; -)	Wink (Light Sarcasm)
: -	Indifference
: ->	Devilish Grin (Heavy Sarcasm)
: -D	Shock Or Surprise
: -/	Perplexed
: -(	Frown (Anger Or Displeasure)

### Abbreviations Are Used To Save Keystrokes.

Some of the more common abbreviations are listed in the table below. I would recommend that you use abbreviations that are already common to the English language, such as 'FYI' and 'BTW'. Don't use them if you know that it will confuse your recipient.

<u>Acronym</u>	<u>Meaning</u>
BCNU	Be Seeing You
BTW	By The Way
FWIW	For What It's Worth
FYI	For Your Information
IMHO	In My Humble Opinion
LOL	Laughing Out Loud
OBO	Or Best Offer
ROTFL	Rolling On The Floor Laughing
TTFN	Ta Ta For Now
TTYL	Talk To You Later
TC	Take Care

## **OUTLOOK OPTIONS**

### Setting up Spell Check

1. On the Tools menu, click Options.
2. In the Options dialog box, on the Mail Format tab, click Editor Options.
3. Click "Always Check Spelling Before Sending"
4. Click Ok

## **SIGNATURES**

### Creating a Signature

1. In a new message, on the Message tab, in the Include group, click Signature, and then click Signatures.
2. On the E-mail Signature tab, click New.
3. Type a name for the signature, and then click OK.
4. In the Edit signature box, type the text that you want to include in the signature.
5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
6. After you finish creating the signature, click OK.

## RECEIVING AND SENDING EMAILS

### Send an Email

1. On the File menu, point to New, and then click Mail Message or click on New Message icon on the toolbar.
2. Enter recipient names in the To and Cc boxes. Separate names with a semicolon (;).
3. To select recipient names from a list in the Address Book, click the To or Cc button.
4. In the Subject box, type the subject of the message.
5. In the message body, type the message.
6. Set message options, if you want. Do one or more of the following:
  - Change the importance of the message.
  - Make the message unavailable after a specified date.
  - Delay delivery of the message.
  - Save a copy of this message to a folder other than Sent Items.
7. When you are done click on send.

### Open an Email:

1. The select the message you want to open.
2. Double click on it.

### Reply To an Email:

1. To reply to only the sender, click Reply.
2. To reply to all of the recipients, click Reply to All.
3. Type your message then click Send.

## RECEIVING AND SENDING EMAILS (Continued)

### Forward an Email:

1. Click Forward icon on the Toobar.
2. Enter recipient names in the To, Cc, and Bcc boxes.
3. To select recipient names from a list in the Address Book, click the To or Cc button.
4. If you are forwarding multiple messages, type the subject of the message in the Subject box.
5. Click Send.

### Attaching a File to an Email Message

1. Complete steps 1 – 6 under “Send an Email Message”
2. Click on the Attach File icon (paper clip)
3. Locate the file on your computer and double click
4. Click Send

### Saving an Attachment

1. Open the Email Message
2. Right click on the attachment
3. Choose Save As in the list
4. Select the folder in which you wish to save the file
5. Type a name for the file (OPTIONAL).
6. Click Save

## CONTACTS

Outlook supplies an address book where you can keep detailed information about your friends, family members, colleagues and clients.

### Populate Contact List

1. On the File menu, point to New, and then click Contact or double click on a blank part of the Contact pane
2. Type a name for the contact.
3. Enter the information you want to include for the contact.
4. You can also Update and add additional information to a contract in your list once you save you contact cards. In addition Outlook gives you the option to browse through contacts

### Change Views

1. Click Contacts
2. On the View menu, point to Current View, and then click a view that you like.

## NOTES

You can create electronic notes that are similar to paper sticky notes. They are ideal for storing bits of information such as reminders, questions, ideas and anything else you would record on note paper.

### Creating a Note

1. On the File menu, point to New, and then click Note or click on the Note icon on the Toolbar.
2. Type the text of the note.
3. To close the note, click the note icon in the upper-left corner of the Note window, and then click Close.

Note: You can leave the note open while you work. When you change the note, the changes are saved automatically.

### Forwarding a Note

1. Right click on the Note
2. Click Forward
3. Type the email address of the recipient
4. Click Send

### Saving a Note from an Email Message

1. Open the email message with the Note attached
2. Minimize the window
3. Right click and drag the Note icon to the Note icon on the Navigation Pane

## TASKS

You can create a list of personal and work related tasks that you want to accomplish. There is a small area in the Calendar that displays a list of your tasks.

### To Create a Task

1. To create a task from scratch do one of the following:
2. On the File menu, point to New, and then click Task or click on the Task icon on the Toolbar
3. In the Subject box, type a task name.
4. Complete any other boxes on the Task and Details tabs for information you want to record for the task.
  - a. To make the task recur, click Recurrence; click the frequency (Daily, Weekly, Monthly, and Yearly) at which you want the task to recur.
  - c. To make the task recur at regular intervals select options for that frequency. Do not click Regenerate new task, or the task will not recur at regular intervals.
  - d. To make the task recur based on completion date click Regenerate new task and then type a time frequency in the box.
5. If you want, set start and end dates for the task.
6. Click OK, and then click Save and Close.

## TASKS (Continued)

### Sort Tasks

1. Click Tasks.
2. On the View menu, point to Current View, and then click a view that you like.
3. On the View menu, point to Current View, and then click Customize Current View.
4. Click Sort.
5. In the Sort items by box, click a field to sort by. If the field you want is not in the Sort items by box, click a different field set in the Select available fields from box. If the field you sort by is the same as the field items are grouped by, Microsoft Outlook sorts the group headings instead of the items within each group. To sort the individual items in a group, click a field in the Sort items by box that is different from the Group by field you have chosen.
6. Click Ascending or Descending for the sort order.
7. If you are in a table view type, you can click a column heading to sort by that column.

### Prioritize Tasks

If you want to sort task in priority order, you first need to specify a priority level for each one. By default, tasks have a Normal priority level; however, you can change this level to Low or High.

1. Open the task you want to change the priority level for.
2. In the Priority box, click a priority level.
3. When you are done assigning priority levels, return to the task list, and then sort it by priority using the first procedure in this topic.

### Move Individual Tasks Up Or Down In The Task List

1. Click Tasks.
2. On the View menu, point to Current View, and then click Customize Current View.
3. Click Sort, click Clear All, and then click OK.
4. Click Group By, click Clear All, and then click OK twice.
5. Drag a task up or down in the task list, using the guide to position the task.
6. To save this order as the default, on the Actions menu, click Save Task Order.

### Mark The Task As Complete

1. Open the task you want to mark complete.
2. In the % Complete box, enter 100%
3. Or right click on the Task and click Mark Complete

Note: If the Complete field appears in the task list (as a check mark in the column heading), you can select the check box for the task to mark it complete. On the other hand, if the status field appears on the Task list, you can click complete in the list.

## CALENDARS

The Calendar helps you keep track of your appointments.

Outlook uses the date and time set in your computer to determine today's date.

### Add An Appointment

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources. You can set reminders for your appointments. You can also specify how your calendar looks to others by designating the time an appointment takes as busy, free, tentative, or out of office. You can schedule recurring appointments. You can view your appointments by day, week, or month. You can schedule an appointment in your own calendar, and others can give you permission to schedule or make changes to appointments in their calendars. Appointments can also be made private.

### Schedule an Appointment

1. On the File menu, point to New, and then click Appointment.
2. In the Subject box, type a description.
3. In the Location box, enter the location.
4. Enter start and end times.
5. Select any other options you want.
6. To make the appointment recur, click Recurrence.
7. Click the frequency (Daily, Weekly, Monthly, and Yearly) with which the appointment recurs, and then select options for the frequency.
8. Click OK.
9. Click Save and Close.

### Look Up Appointments

1. Click Find on the Standard Menu.
2. Type what you are searching for in the Look For box.
3. Day, Week and Month View
4. You can browse between calendar different views by clicking on Day, Work Week, Week and Month view on the Standard Menu.

## **JOURNALS**

The Journal feature helps you keep track of all your activities. You can easily view the activities you accomplished on any day. They keeps track of the documents you work with each day. If you cannot remember where you stored a document, you can locate the document by looking in the Journal.

### To Create A Journal

1. On the File menu, point to New, and then click Journal Entry
2. In the Subject box, type a Journal name
3. Complete any other boxes on the Journal and Details tabs for information you want to record for the Journal
4. When you are done click on Save and Close

### To Open a Journal Entry

1. Right click on the Journal you want to open
2. Click on open

### Delete a Journal Entry

1. Right click on the Journal you want to Delete
2. Click on Delete

### Printing

You can produce a paper copy of your email messages, contacts, task, notes, journal and calendar.