



Introduction to Microsoft Outlook



Objectives:

When you complete this workshop you will be able to:

- Know how to open Outlook;
- Understand the use of the Outlook short cut bar;
- Read Outlook mail;
- Know how to send e-mails;
- Know how to use the Outlook folders, and
- Understand how to manage folders;

Getting Started with Microsoft Outlook



Microsoft Outlook® 2000 provides a single location for sending and receiving e-mails, organizing and managing all your day-to-day information, from e-mail and calendars to contacts and task lists. This workshop will help you master the basics of using Outlook. Once you complete this workshop and you want to learn more about Outlook Calendar and Outlook contacts please click on the following workshops:

- [Using Outlook Calendar](#)
- [Using Outlook Contacts](#)

Starting Outlook

To start your Outlook 2000 follow the following instructions:

1. Choose **Start → Programs → Microsoft Outlook**.
2. Microsoft Outlook will launch, and display your Inbox.

Overview of The Outlook Shortcut Bar

When you start up Outlook, you will see the Outlook Shortcut Bar, with shortcuts to various Outlook features.



Outlook Today. This feature displays an overview of your day, including tasks, appointments, and number of unread e-mail messages.



Inbox. Clicking this icon activates your Inbox, where your mail is stored. All messages you've received that you haven't filed into a different folder are stored in your Inbox. This includes both read and unread messages.



Calendar. Your calendar shows your meetings and appointments, and provides the tools for scheduling. You can set an appointment to alert you with a reminder message so you don't forget the meeting.



Contacts. The Contacts list is sort of like an electronic Rolodex—you can use it to store names, addresses, phone number, e-mail addresses, and notes about each person.



Tasks. The Tasks feature allows you to track and prioritize your tasks.



Journal. (May not be visible.) The Journal is an advanced feature that lets you log the things you do in Outlook. Most people do not use the Journal.





Notes. The Notes feature lets you create electronic notes to yourself. They even look like yellow sticky notes, but you don't have to worry that they'll fall off your monitor and get swept under your desk.



Deleted Items. The Deleted Items folder holds messages, appointment requests, tasks, and so on that you've deleted.

Reading Mail in Outlook

1. To read a message, double-click on it.
2. To close the message, click the  in the right-hand corner of the message window.
3. To delete the message, click the  on the tool bar.

Exiting Outlook

To exit Microsoft Outlook, choose **File** → **Exit**. Any open mail messages will stay open until you close them individually.

The Outlook Default Folders

Outlook starts out with five mail folders by default: the Inbox, the Outbox, Deleted Items, Sent, and Drafts.



Inbox. The Inbox holds all messages you have received that have not been filed into a different folder. This includes both read and unread messages.



Outbox. The Outbox holds messages that you have created and sent, but have not yet gone out. (This folder is mainly used when you are using Outlook offline, or over a modem.)



Sent Items. The Sent Items folder holds a copy of each message you have sent.



Deleted Items. The Deleted Items folder holds messages that you have deleted but which have not yet been emptied out of the Deleted Items folder.



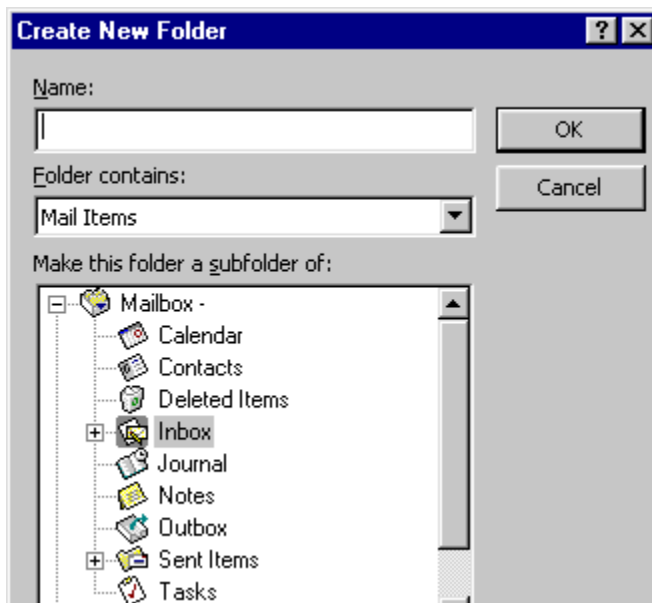
Drafts. The Drafts folder holds messages that you've started but haven't sent yet.

Managing Folders

Creating Additional Folders

You can create additional Outlook folders to organize your mail.

1. Right-click on the **Outlook Today - Mailbox** icon.
2. Left-click on **New Folder** on the pop-up menu. The **Create New Folder** box will appear.



3. Type a name for the folder.
4. Click **OK**.

The new folder will appear on the mail folder bar, under your **Outlook Today - Mailbox** icon.

Filing Messages


To move a message from the Inbox to one of the other folders, click the message and drag it to the folder you want to put it in.

Viewing the Contents of Other Folders



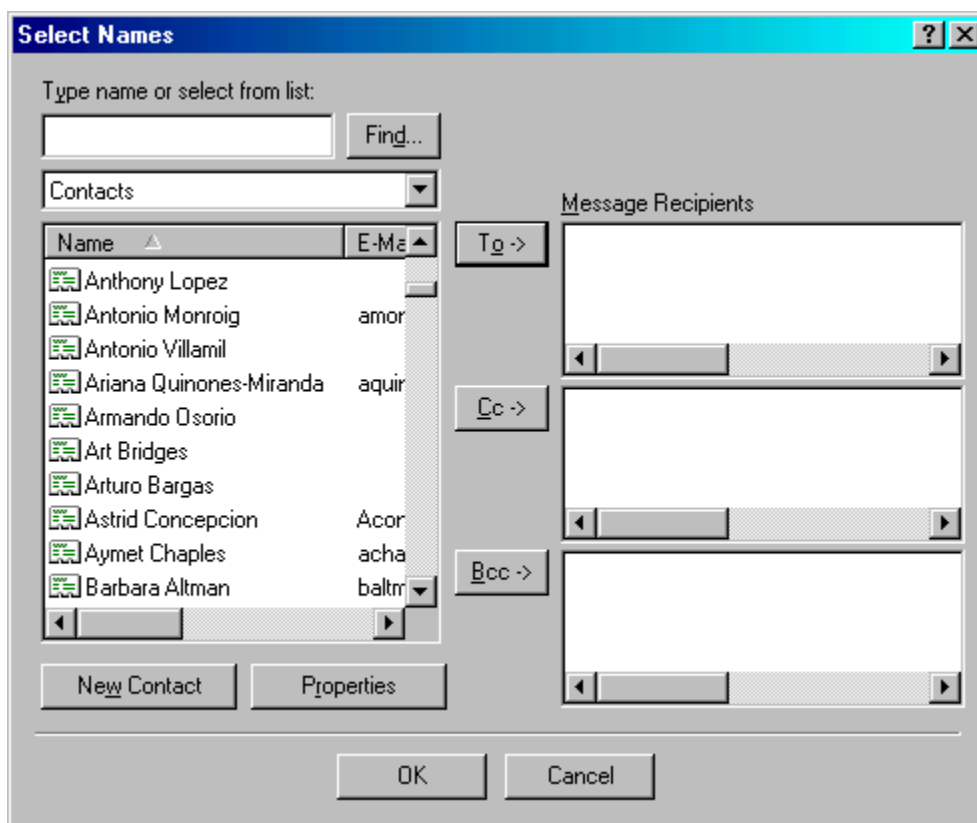
To view the contents of a folder, click that folder's icon. If it is not visible under **Outlook Shortcuts**, you can click **My Shortcuts** and see if it's there. Also, you can see all your folders listed out by selecting **View** **Folder List**.

Sending Mail in Outlook

1. Click the New Item icon  or choose **Compose** → **New Mail Message**.
2. In the **To:** field, enter the name of each recipient. You can do this several ways:

For other Aspira users, you can type either their username (e.g., **Rcasanova**) or their last name. Outlook will replace what you type with the recipient's full name. If you type a last name and Outlook underlines the name with a red wavy line, this means that there is more than one person with that last name. Click the right mouse button on the name and select the person you want from the pop-up list.

You can also enter all the names from the Outlook address book. Click the **To:** button on the Send Message screen to open the address book.




Type the first few letters of the person's last name in the **Type Name or Select from List** field. When the name of the person you want to send your message to is highlighted, click the **To ->** button to add that name to your Message Recipients list. Repeat this process for each person you want to send the message to, then click **OK**.

To send an e-mail message over the Internet to someone on another system, in the **To:** field, type their Internet address (e.g., **Cramirez@hotmail.com**).

3. When you have entered all your message recipients, click in the **Subject** field and type a subject line for your message.
4. Click in the message body area, then type your message.
5. When you're done, click the Send button on the toolbar or choose **File** → **Send** to send your message. If you'd rather save your message and work on it later, choose **File** → **Save**, and your message will be saved in your Drafts folder.

Sending Attachments

You can easily send attached files in Outlook. To send an attachment:

1. Start a new mail message and fill in the address, subject line, etc.
2. Click the Insert File icon  on the toolbar.
3. A standard Windows dialog box will appear to let you select the file to insert. Select the file and click **OK**.
4. An icon will appear inside the new message to show that the file has been attached.



Bear in mind that users on some other systems may not be able to retrieve attached files easily. Also, our e-mail system will not let you send out file types that pose a high risk of carrying viruses, including Microsoft Office files that contain macros.