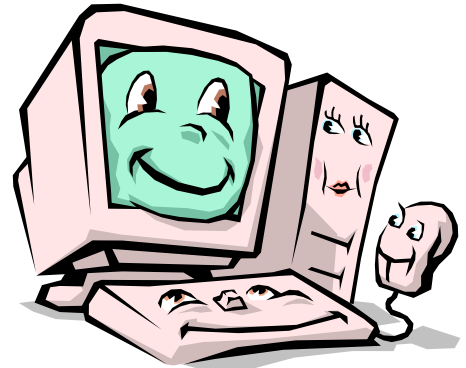


# INTRODUCTION TO MICROSOFT OUTLOOK

**Before**



**After**

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# MS OUTLOOK 98

## LOGGING ON

In the first box, you will need to enter your User Name.

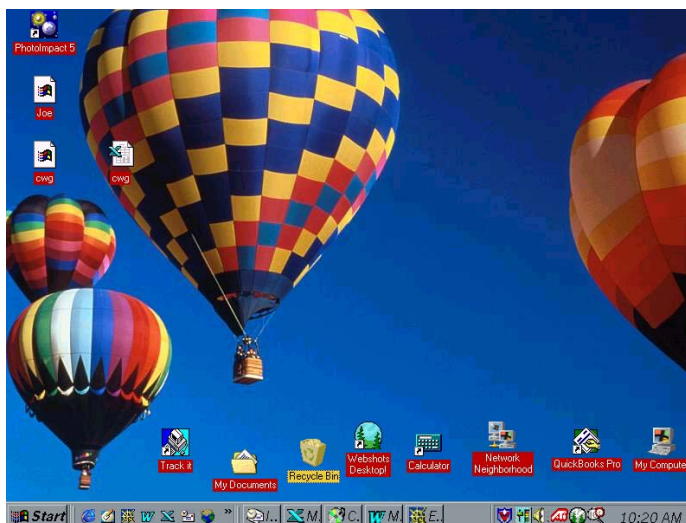
Your user name will be the first initial of your FIRST name and your ENTIRE LAST NAME. (ex. John Jones - user name will be JJones).

The next box asks for your Password. Use the password that you have either picked or has been assigned to you by Academic Computing. (\*\*Note - Passwords are "case sensitive", if you initially logged on with any capital letters in your password, then you'll have to enter them in the exact same way each time. Occasionally someone enters their password with the Cap Lock on unknowingly, and a message comes on saying that this isn't your password, or that you can't log on. If that occurs, general rule of thumb is to check that the Cap Lock is off and enter your password again before yelling for help!)

If you are a Faculty Member, your Domain Name will be sfcacad. If you are a Staff member or an Administrator, your domain name will be sfcadmin.

## The Desktop

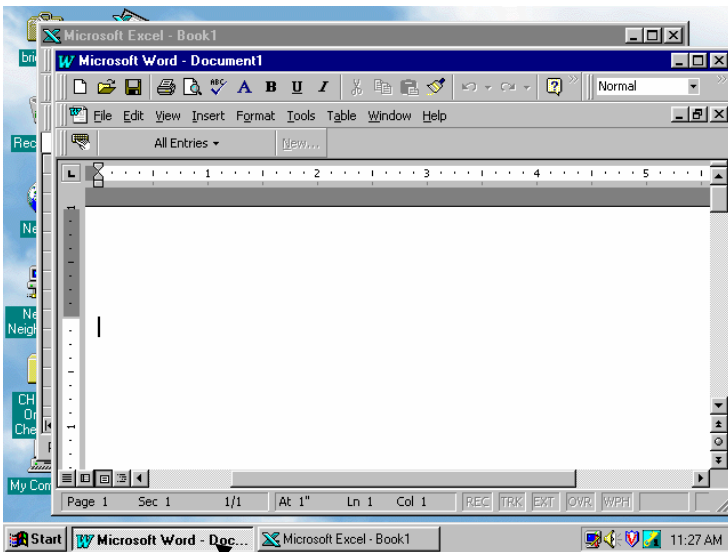
This screen, or something like it, will be the first image you see on starting your computer. It is known as the *desktop*, because it is the primary workspace in Windows 98. Distributed on the screen are pictures that represent different programs. These are known as *icons*, and by clicking twice (known as *double clicking*) on an icon you can open the program which it represents. You will find the icon for Microsoft Outlook located here.



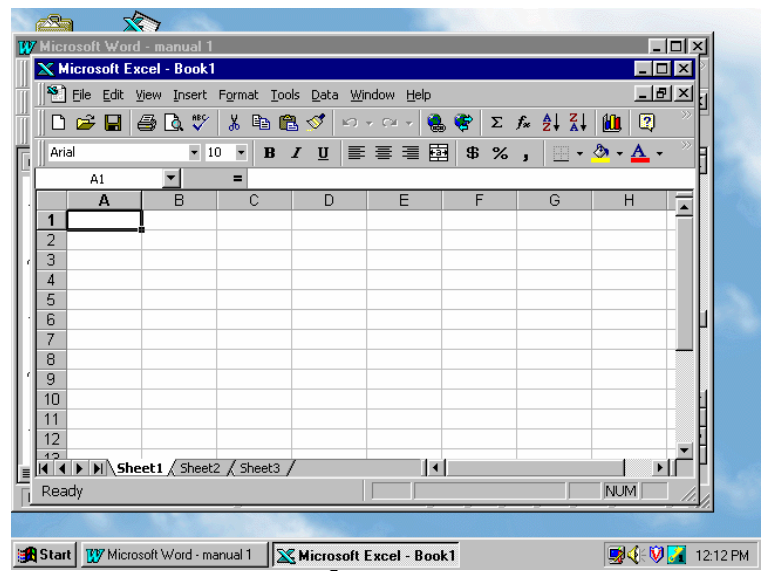
## THE TASKBAR:

At the bottom of the desktop is a dark gray area known as the *taskbar*. On the taskbar you can find the names of all of the programs which are currently open. The program which you are using, the one at the forefront, has its button on the taskbar highlighted and indented. For example, the screens below show the difference between what box is highlighted when I'm working in Word, and which is highlighted when I'm working on Excel.

In this way you can always look at the taskbar to see which program is being used, as well as any others which are open at the time. Of course, the chances are small that you will forget which program you are working with at any given time. This is not the primary purpose of the taskbar. Instead, it is meant to allow you to switch between programs with the ease that I mentioned earlier. By clicking on a button on the taskbar, you will switch that program to the front of the screen and make it available for use. For example, by clicking on the "Microsoft Word" button, I can now work in Word while keeping Excel handy in the background:



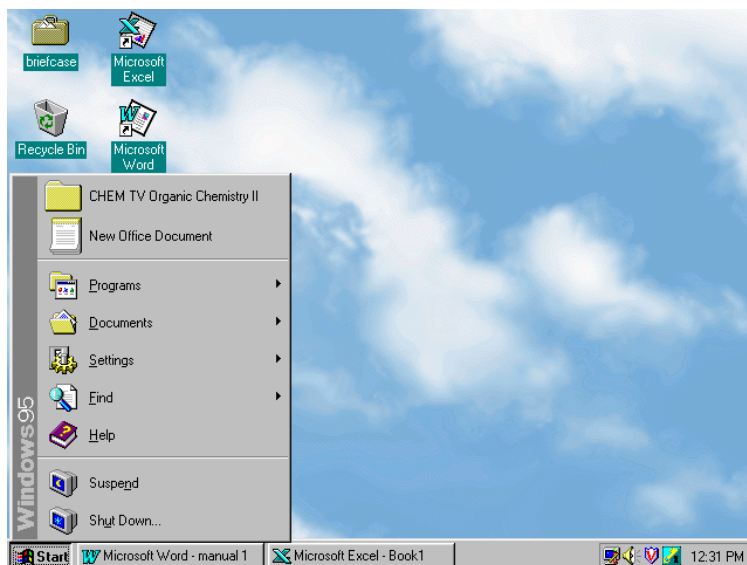
The Word box is highlighted, indicating that that's the application I'm working in.



Word is still open, but I'm working in Excel and so that box is highlighted

## The Start Button:

The Start button is located on the far left-hand side of the taskbar. This button also allows you to open programs, as well as ask Windows for help, search for files, and many other useful actions. This is very important because not all of the programs on your computer will have icons on the desktop. If that were true, the desktop would become extremely cluttered. Rather, the desktop should only have icons for frequently used programs, while all others should be accessed through the Start Button.



### Using the Start Button

Click on the Start Button

Click on either "Programs" or "Documents" (N.B. "Documents" only contains recently used files. If the file you want is not in there, open the program used to create that file and open the file from within the program).

Roll the mouse to the right. Try not to roll the mouse up or down until you have moved to the right.

Click on the program or document which you wish to open, or the folder which contains that program or document.

If you have clicked on a folder, a new menu will pop up either to the right or left. Roll the cursor into that menu and make your selection.

You may notice that it is not necessary to click on any selections once you have opened the Start menu. If you allow the cursor to rest on any folder long enough, that folder's menu will automatically open.

## Working With Windows

When you open a program, the computer places in a box called a window. In the upper right-hand corner of any window there are three buttons. From left to right, these buttons are *minimize*, *maximize/resize*, and *close*.

### Minimize

The minimize button (appearing as a small underline) allows you to hide that window so that your desktop does not become too cluttered. When you minimize a window, it will no longer appear on the desktop, but the program will still have a button on the taskbar. By clicking on the taskbar button, the window will return to the desktop.

### B. Maximize/Restore

The second button will appear in two different forms. When the program is in a medium size window, allowing other open windows to be seen (as in the illustration above), the maximize button will appear as a box with a darkened lid. By clicking this button, the window grows to fill the entire screen, blocking out any other windows that are open on the desktop. If the window is already maximized, the button will appear as two boxes overlapping. By clicking on this button at this time, the window will shrink to the medium size, allowing you to see other open windows on the desktop.

### C. Close

This third button appears as an "x" and by clicking on it, you will close the program that is in that window. **N.B.** Don't confuse this button with the minimize! By closing the program, you will have to reopen that program in order to keep working on it. The program will no longer appear in the taskbar.

**Now let's move on to Microsoft Outlook!**

# WELCOME TO MICROSOFT OUTLOOK!

Outlook is Microsoft's way of integrating e-mail, calendaring, and contact management. It can help users easily find and organize information so they can work with other Office applications, and it also helps them communicate and share information more effectively. Personal and group calendars, contacts, and tasks can be used to keep yourself incredibly organized, all in one spot!

For this introductory course, we will address:

The Outlook Today Page

Email Access - sending and receiving, the Global Address Book, sending email, internally to everyone in the college. We will also go into replying to an email, forwarding, attaching a file, looking at, and saving a file attached to an email.

You will also learn how to save mail to a folder (or folders) as a way of moving them out of your inbox, once they're read, and keeping them organized.

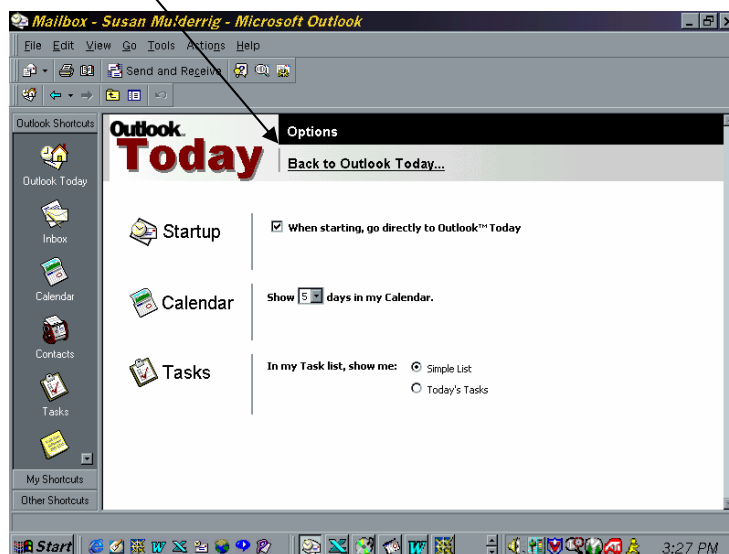
Let's get started!

## The Outlook Today page:

Outlook Today page gives you an overview of three key features in Outlook, namely, your Inbox (where you receive your mail), your Calendar (where appointments and other pertinent information for each day may reside), and your Tasks (a personal "to do" list which you can set up for yourself)

The "Today" page gives you an "at a glance" look of what is currently going on for the day, how many pieces of mail you have, and what tasks you've laid out for yourself.

If you wish to make your "Outlook Today" page the first thing that comes up when you open Outlook, you can do so by clicking on the "Options" link. Make sure the box indicating "go directly to my Outlook Today page" is checked. Then you can return to the Outlook Today page.



## The Inbox

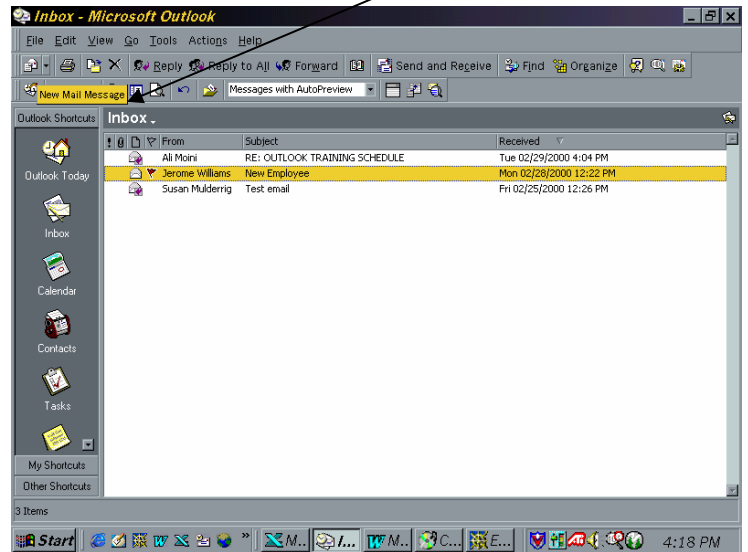
The inbox is where all mail is received and generated. The number (if any), underneath the Inbox icon, indicates how many unread emails you have received.

Clicking on the Inbox icon will open it up so that you can see your email.

Before we address reading your email, let's take a look at how to send an email.

## Sending An Email

There are several ways to open an email composer box. The easiest way is by going to the upper left hand corner, under the word "File" to the envelope icon. If you rest your cursor on the icon, you will see a pop up that says "New Mail Message". Double click on the icon and a composer box will open up.



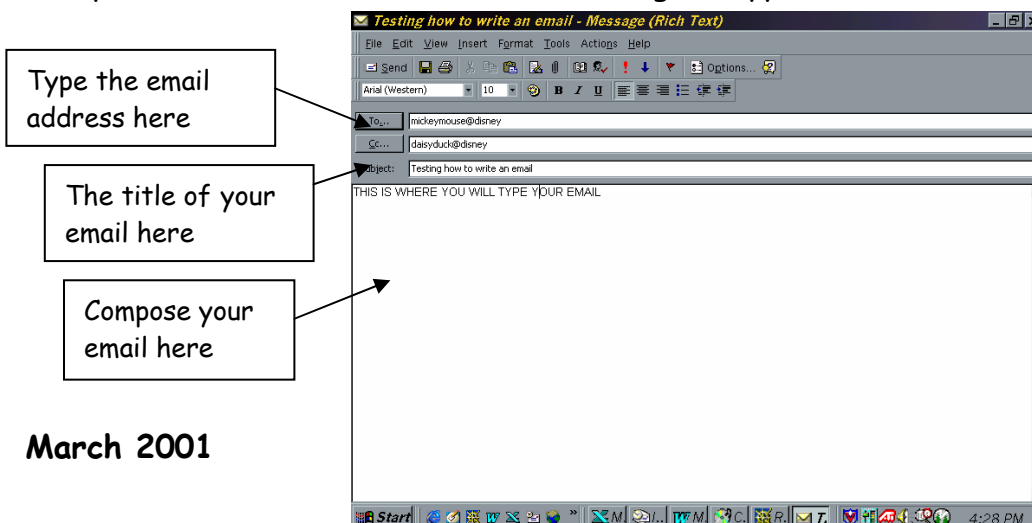
Once you've opened the composer box, you'll see a menu bar and two toolbars on top, as well as a place to type in:

Someone's email address (Next to the word "To")

The option to send a courtesy copy (Next to the "CC")

A subject line in which to title your email, if you so choose

An open box where the actual email message is typed



Once you've composed your email and are ready to send it, simply click on the box titled "Send" in the upper left of your composer box.



## Sending Email Internally

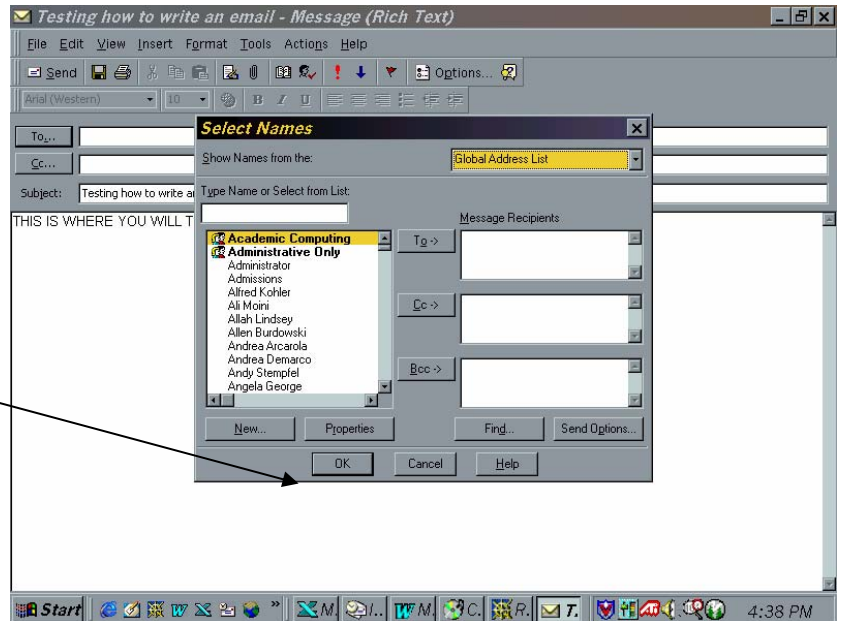
If the email you're sending is to someone here at SFC, you need not type their address on the address line. There is a "Global Address List" that has been created for this purpose and you can find it by either clicking on the word "To", or Opening the Address book on the tool bar. Regardless of which one you click on, the Global Address list will be displayed:

Each person in the college is listed, alphabetically, by first name, in The Global Address List.

Once you've found the name of the recipient, use your mouse to click on the name, then click on the word "To" and then click "OK".

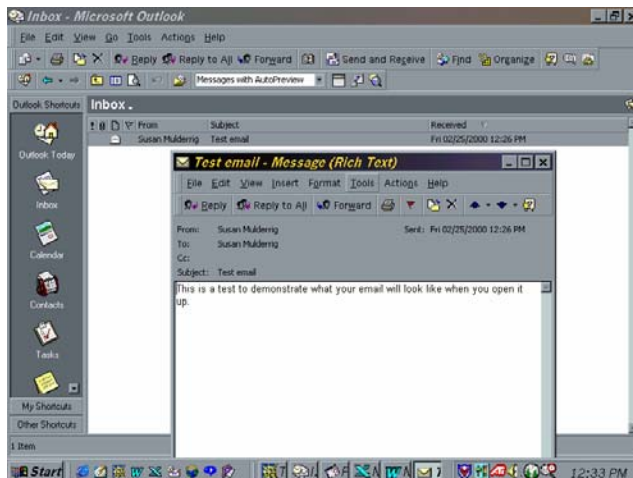
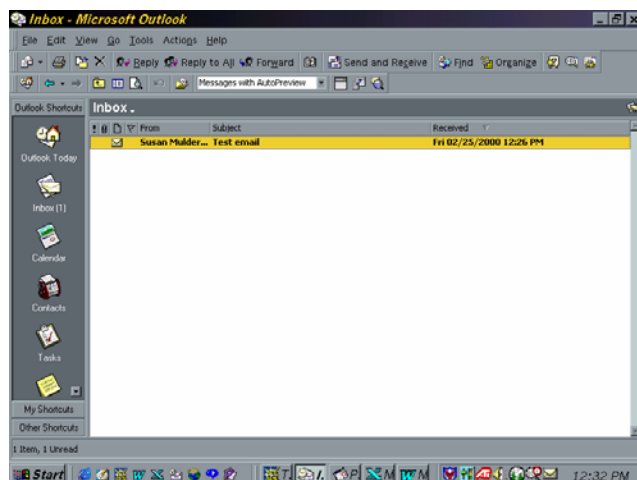
You will see the name appear in the Address portion of the composer box.

\*\*\*\*Note: you may click on multiple names in the Global Address List, if you wish to email several people at the same time.



## Opening An Email

To open an email, place your cursor on the line of the email you wish to read, and double click on it. This will open up the email sent to you.



After reading the email, you have a few choices:

Reply to it - responding back to the sender

Forward it - sending the entire email to someone else

Print it

Delete it

Save it - placing it in a folder to keep organized and get the "clutter" out of your inbox.

Let's take a look at each option:

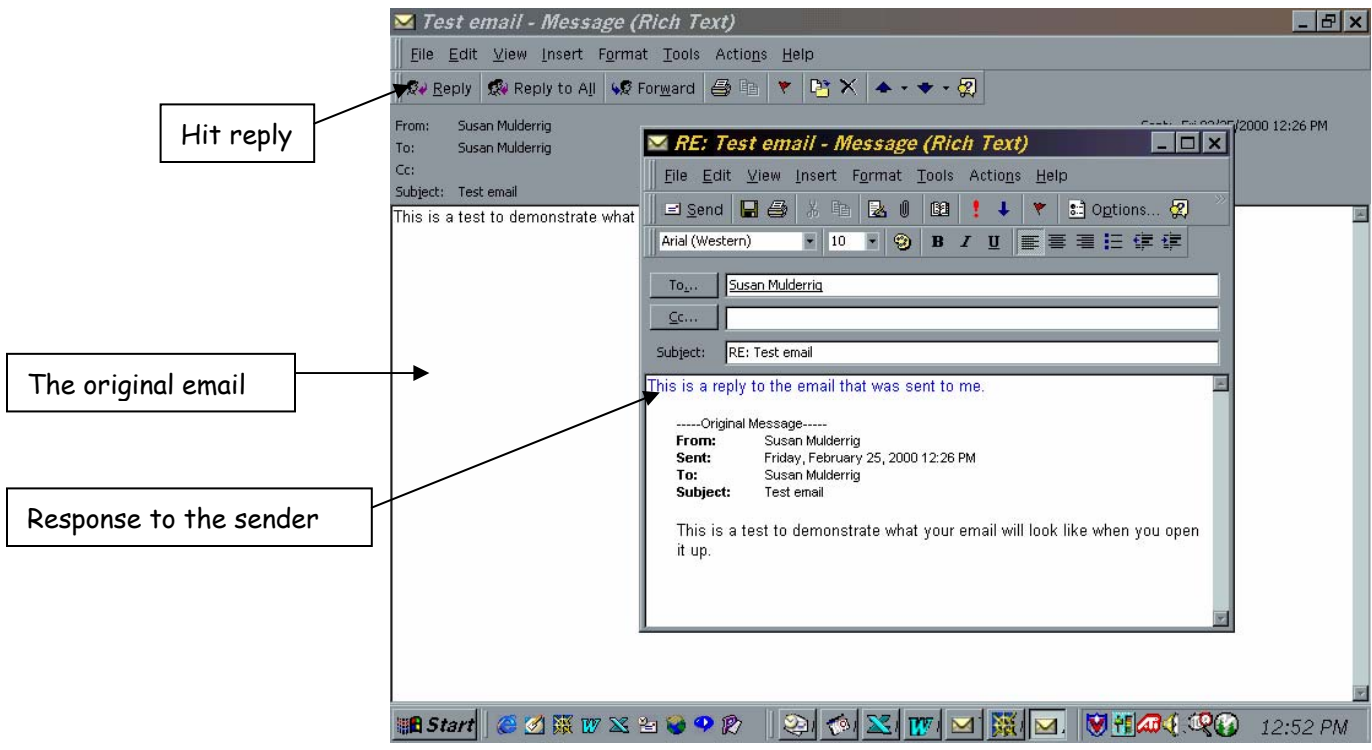
### Reply

At the top of the email (while you have it open) you will see the word "Reply".

If you click on this option, you will get a composer box, with the email address of the sender already appearing in the "To" box.

Simply compose your email, and click send, and the response will go back to the original sender.

**\*\*SEE ILLUSTRATION ON FOLLOWING PAGE**



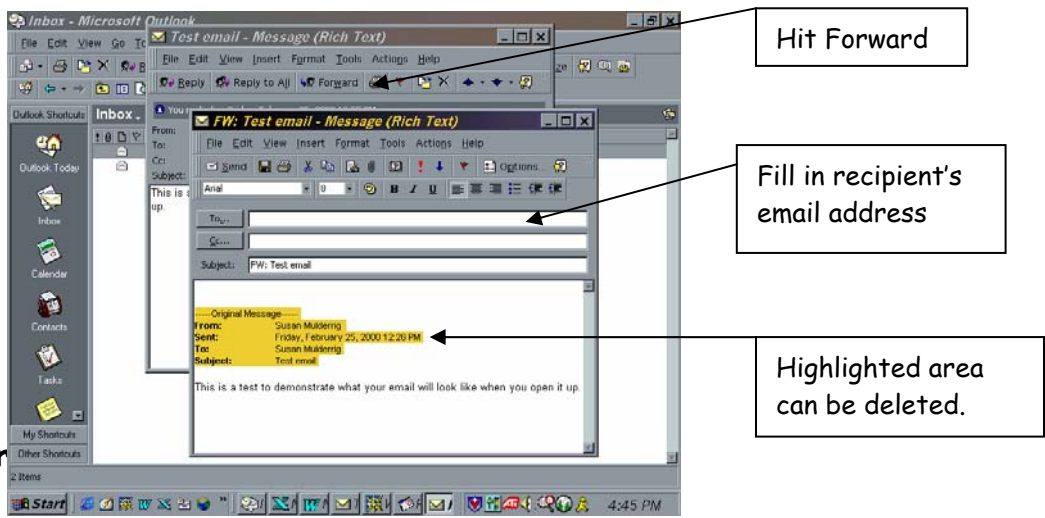
**Forward**

Perhaps the email you received would be of interest to someone else, or is something that you must make someone else aware of.

Click on the word "Forward". You will get a composer box with the original email you received, but the address line (next to the word "To") will be empty. You'll then type in the email address or addresses of whomever you'd like to forward the email to.

You also have the option of editing the content of the email. For instance, you might not wish to keep the "Original Message" information in the body of the email. You need only to highlight it and then hit the delete key.

You may also want to add a message of your own prior (or after) the message that you're forwarding. You can do so by clicking the cursor at whatever point you want to include the message, and then type it.



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## Attaching A File

There are two ways to attach a file to your email. If you are working in a Microsoft Application (such as Word or Excel), you can send the email directly from the application you're in.

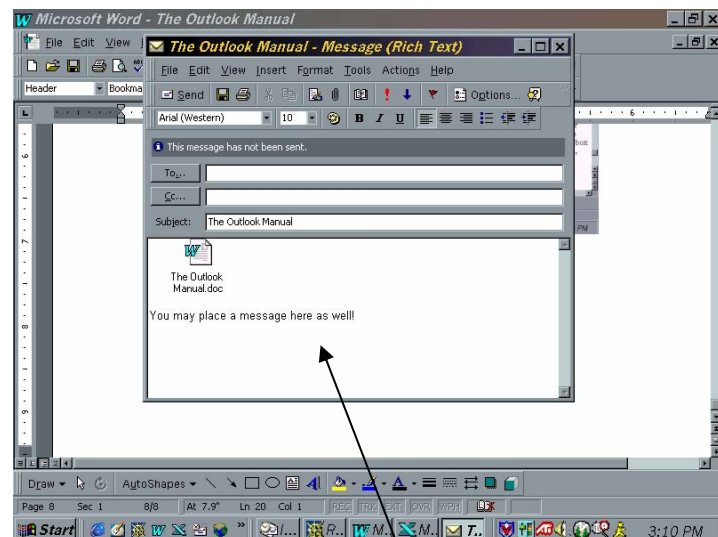
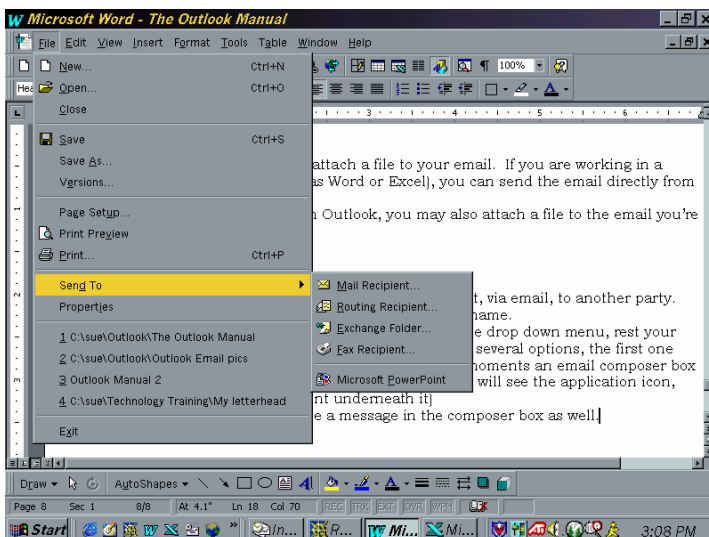
If you're currently working in Outlook, you may also attach a file to the email you're composing.

### From an MS Application.

You've created a document and would like to send it, via email, to another party. First make sure you've saved the document with a name.

After saving the document, click on "File" and on the drop down menu, rest your cursor on the line that says "Send to". You will see several options, the first one being "Mail Recipient", click on that line. In a few moments an email composer box will launch with the attachment already there. (You will see the application icon, and the name of the document underneath it)

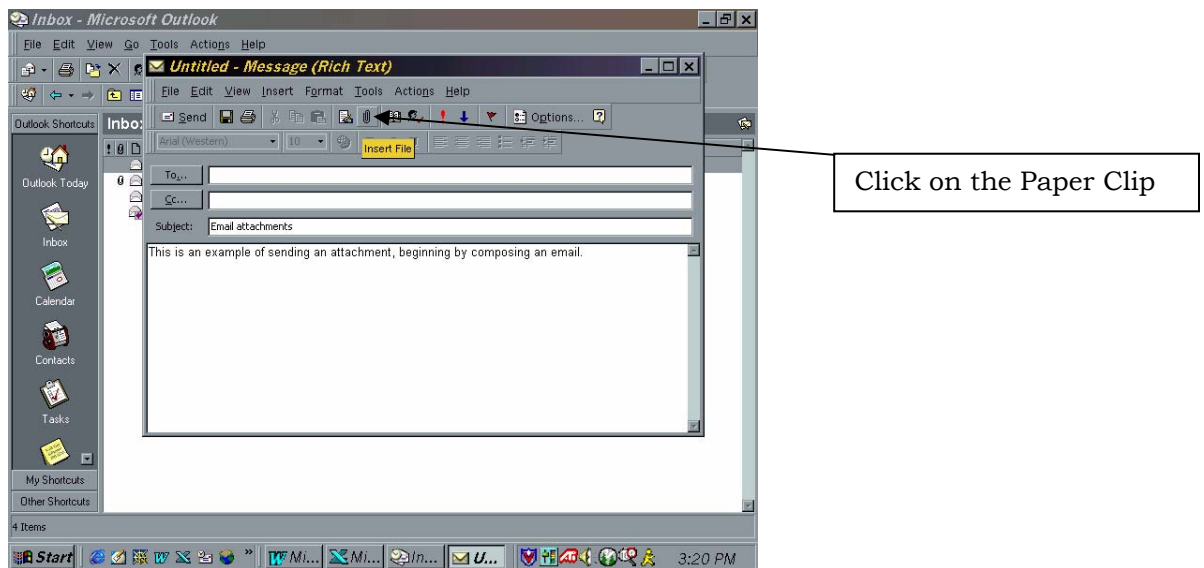
If you choose to, you can type a message in the composer box as well.



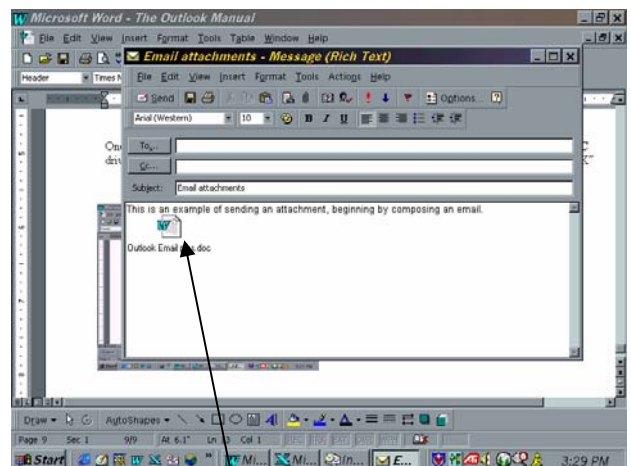
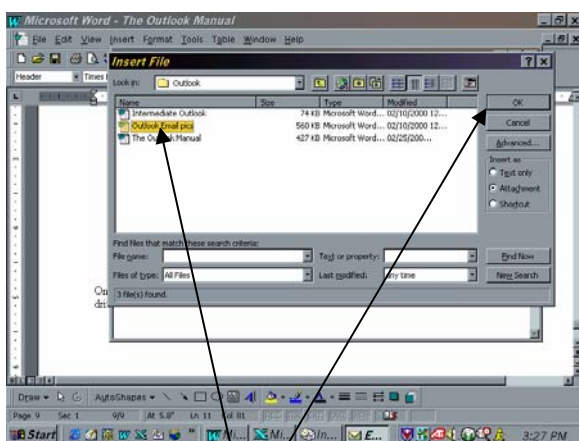
You may also include an additional message, if you choose

## Attaching a File while Emailing

If you are in MS Outlook and would like to create an email and attach a file to it, you will do so by initially opening a new email message. Once you've composed the email, and are ready to attach the file, you will click on the paper clip icon located on the toolbar at the top.

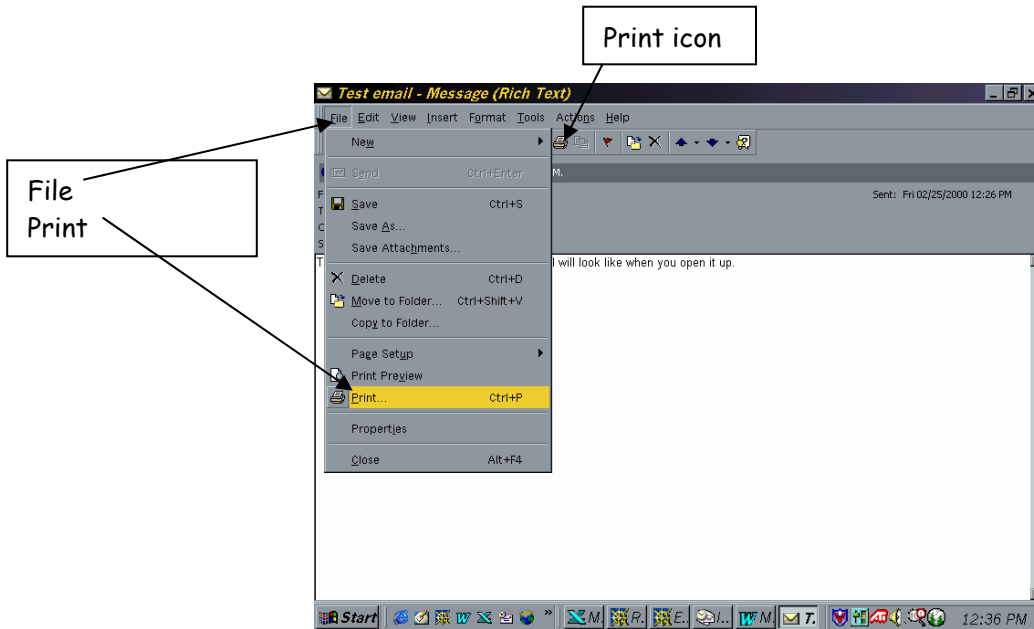


Once you click on the paper clip, you will see a list of the folders and files currently stored on your C drive. Go to the file you wish to attach (much the same way you'd open any file), and then click "OK"



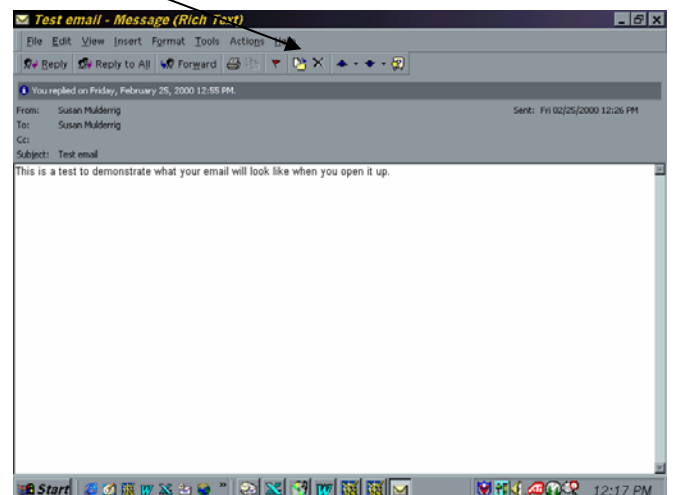
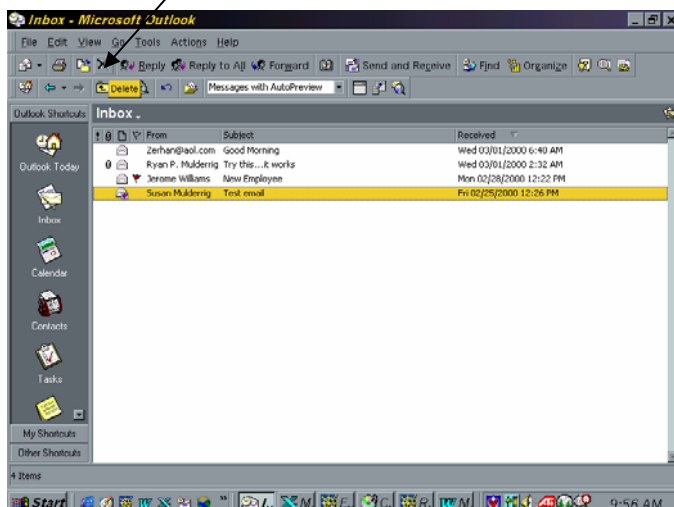
## PRINTING AN EMAIL

To print an email, once the particular email is open, you can either go to the print icon on the toolbar at the top, or click "File", "Print", and take it from there.



## Deleting an Email

To delete an email, highlight the email (in your Inbox) that you would like to delete, and click on the black X located under the word "view" on your toolbar. You may also delete an email, by clicking on the X on the toolbar WITHIN the email itself.



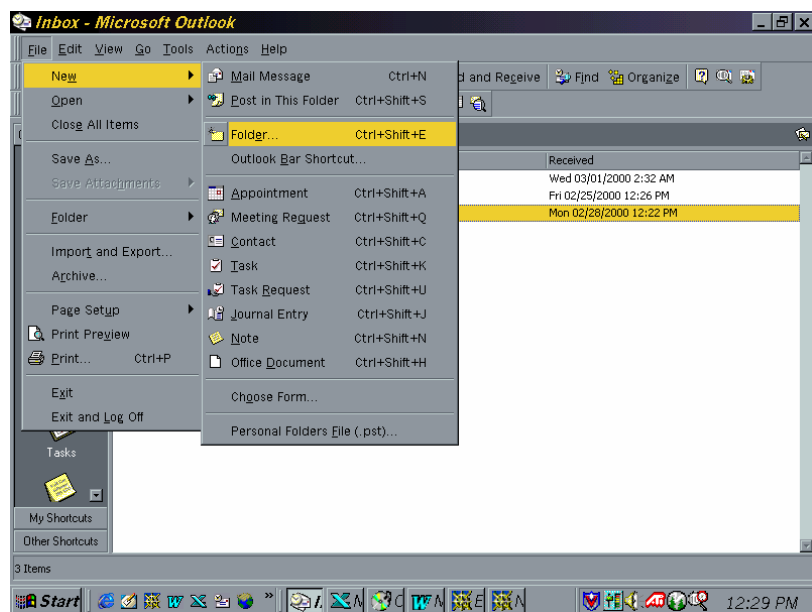
## CREATING A FOLDER TO SAVE YOUR MAIL:

Many of us leave all the mail we wish to save, after we've read it, right there in our Inbox, for lack of a better place to save it.

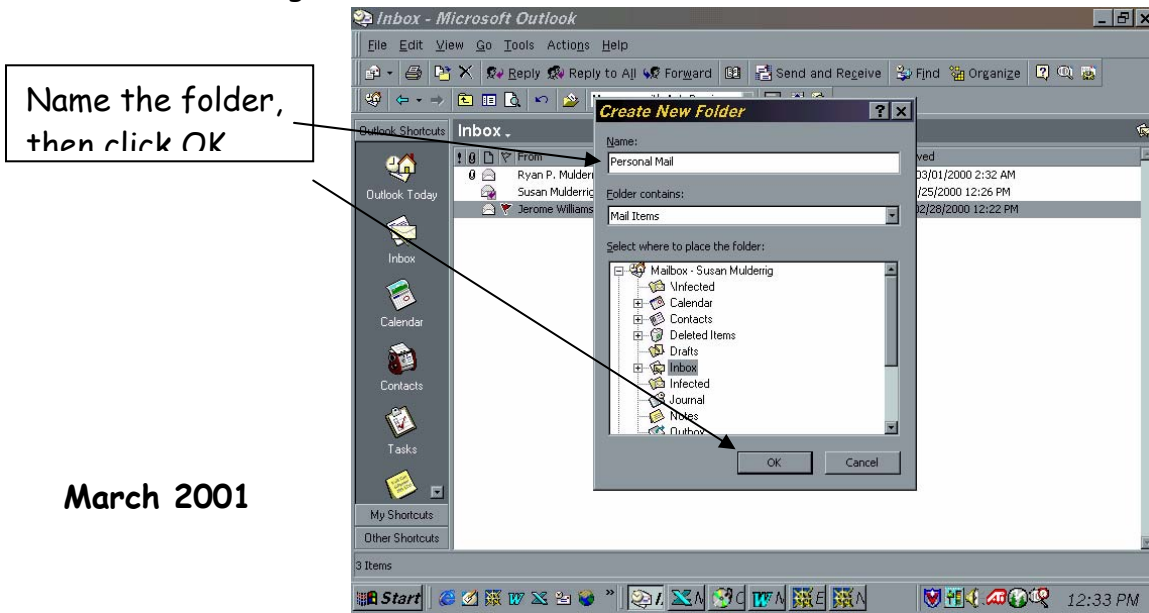
With a few simple steps we can create a folder (or folders) within the Inbox itself, where we can store our mail, as a way of keeping it organized.

### Creating the folder

With your Inbox open, go to "File", "New", and then "Folder". Once you've gotten to "Folder", click on it..

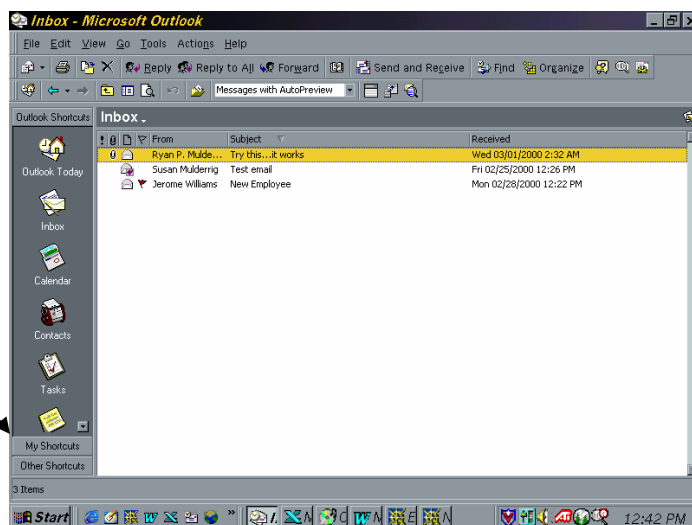


You will open a box that enables you to give your folder a name. Call it whatever will be most understandable for you. You will also notice that it also specifies that the folder will contain "mail items". (In later sessions of Outlook, we will learn to use these folders for other management as well).

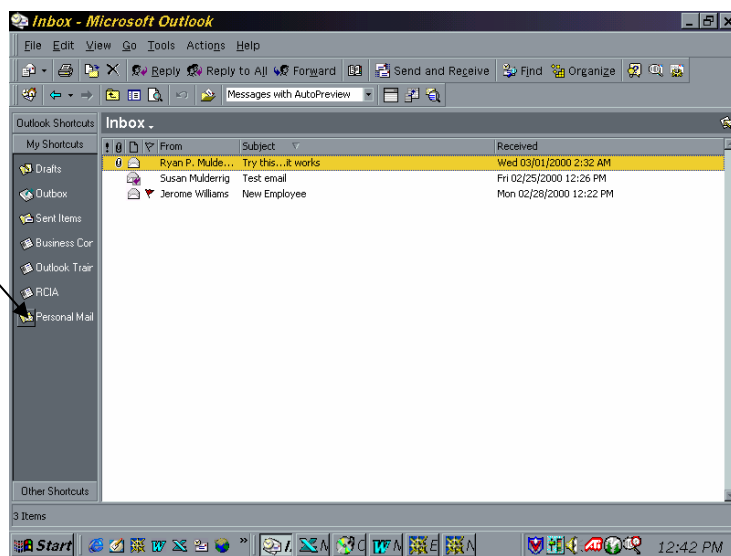


Once you've named the folder, and clicked OK, Outlook might ask you if you would like a shortcut to this folder added to your Outlook Bar. Answer yes.

You have now created a shortcut to your folder, which will appear, when you click on the "My Shortcuts" bar located beneath your Icons.



Here's your "Personal Mail" folder

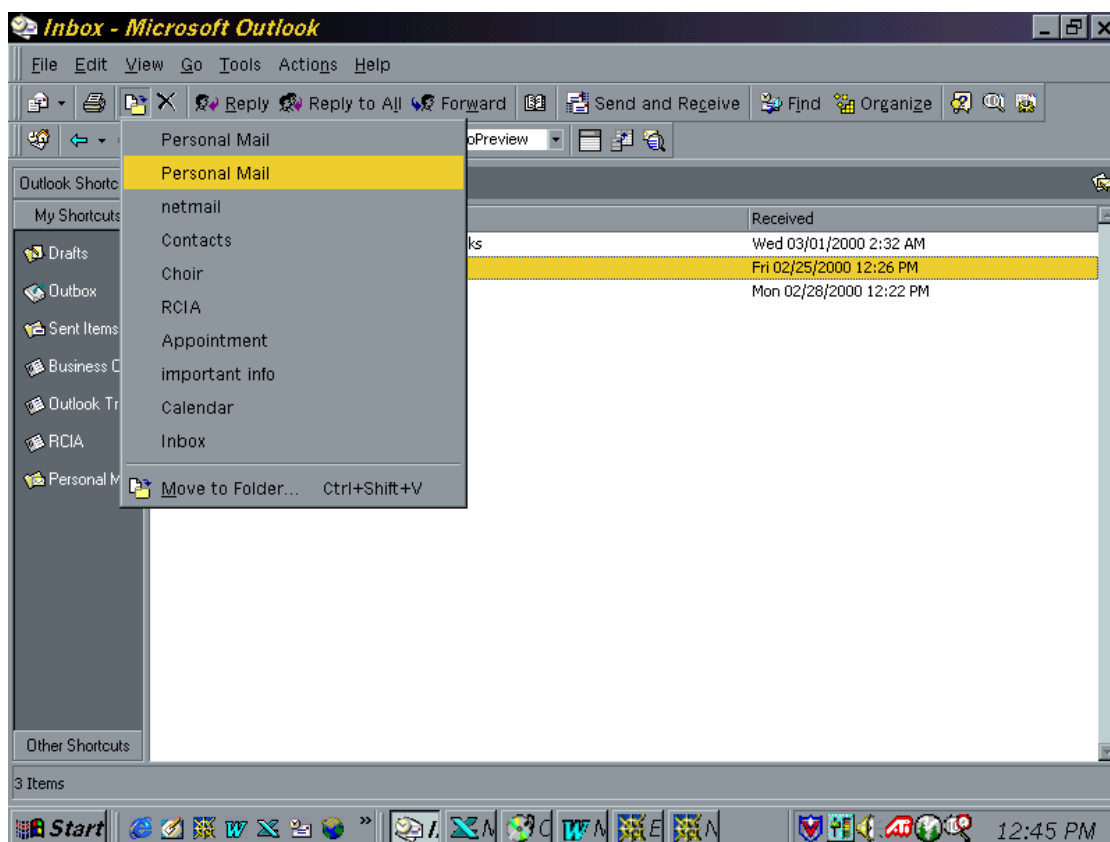




## MOVING MAIL TO THE FOLDER

If you've read an email and wish to save it, you may do so, by highlighting it, and then clicking on the "Move to Folder" icon, located next to the Delete Icon on the toolbar. Once you click on the icon, the name of the folder (or folders) you've created will appear. Click on the folder name you wish to save to and your email will be sent to that folder.

To retrieve that email, go to the "My Shortcuts", click on the appropriate folder name, and it will open that folder, so that you can view the emails you've stored there.



Well, there you have it! Believe me, there's an awful lot more to cover. In the months to come we'll be running Intermediate and Advanced Outlook - going into Calendar, Contacts, Tasks and Notes.

Keep this manual as a handy reference, and feel free to call me with any questions you might have. (xt 5319)