

BASIC FEATURES OF OUTLOOK (EMAIL):

Creating Messages:

- 1) On the **File** menu, point to **New**, and then click **Mail Message**.
- 2) Enter recipient names in the **To: , Cc:, or Bcc: boxes**. Separate names with a semicolon (;).

To select recipient names from a list in the Address Book, click the **To** or **Cc** button.

- 3) In the **Subject** box, type the subject of the message.
- 4) In the message body, type the message.
- 5) Set message options, if you want. Do one or more of the following:

Change the importance level


Make a message unavailable after a specified date

Delay delivery of the message

Save a copy of this message to a folder other than **Sent Items**

- 6) Click **Send**.

Attach a file or message to an email message:



- 1) Create or open the item in which you want to insert a file attachment. For messages, you must be creating a new message to insert an attachment.
- 2) Click in the body of the item, and then click **Insert File** .
- 3) Select the file that you want to attach, and then click **Insert**.
- 4) In a new message, click **Send**, and in any other type of item, click **Save and Close**.

NOTES

- ↓ By default, Microsoft Outlook blocks potentially unsafe attachment files (such as .bat, .exe, .vbs, and .js) that can contain viruses. If you attach such a file to an e-mail message, you will be asked whether you want to send a potentially unsafe attachment. If you answer Yes, Outlook will send the attachment.

- ↓ You can also insert attachments by dragging a file from your computer to an Outlook item or by copying and pasting a file into an Outlook item as an attachment.
- ↓ A safer way to share files is to post the files to a secure network share. In an e-mail message, you can include a link to the share that you have given the recipient access to.

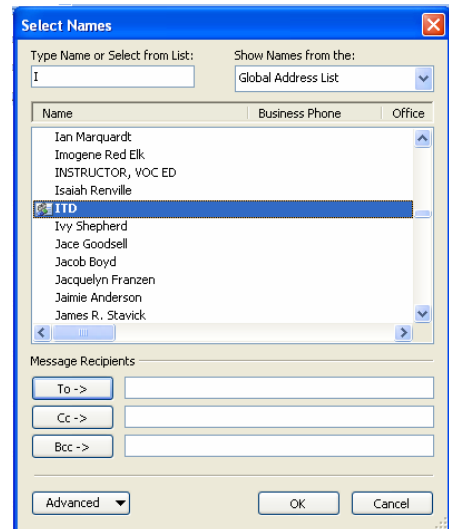
Attaching a Message

- 1) In the new message you are composing, click anywhere in the message.
- 2) If Microsoft Word is your e-mail editor, click the down arrow  next to the paper clip icon , and then click **Insert Item**. Otherwise, on the **Insert** menu, click **Item**.
- 3) Select the message or other Outlook item that you want to attach, and then click **OK**.
- 4) In a new message, click **Send**. In any other type of item, click **Save and Close**.

NOTE If your message format is HTML or Plain Text, the attachment will appear in the **Attach** line below the **Subject** line. If your message format is Rich Text, the attachment will appear in body of the message.

When sending an email to staff and faculty within the college:

- 1) Create new message
- 2) Click on your address book
 - a. Scroll and find **ITD**



Create a distribution list using names in the Address Book

1. In Outlook, on the **File** menu, point to **New**, and then click **Distribution List**.
2. On the **Members** tab, in the **Name** box, type a name for the list.

NOTE The recipients don't see the name you give the distribution list; they see the individual names in the **To** field of the message.

3. Click **Select Members**.
4. In the **Select Members** dialog box, click the drop-down arrow next to **Show names from the**, and select the address book that contains the e-mail addresses you want in your distribution list.
5. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Members**. Do this for each person you want to add to the distribution list, and then click **OK**.
6. If you want to add a longer description of the distribution list, click the **Notes** tab, and then type the description.

The distribution list is saved in your **Contacts** folder by the name you give it.

Create a distribution list by copying names from an e-mail message

1. In the e-mail message you want to copy the names from, select the names in the **To** or **Cc** box.
2. On the **Edit** menu, click **Copy**.
3. On the **File** menu, point to **New**, and then click **Distribution List**.
4. In the **Name** box, type a name for the distribution list.
5. Click **Select Members**.
6. Right-click **Add to distribution list**, and then click **Paste** on the shortcut menu.

Add or delete a name in a distribution list

1. In your **Contacts** folder, open the distribution list.

Distribution lists are marked with .

2. Do one or more of the following:

- To add an address from an address book or a contacts folder, click **Select Members**.
- To add an address that is not in a contacts folder or an address book, click **Add New**.
- To delete a name, click the name, and then click **Remove**.

Save and attachment from within an item:

- 1) Open (or preview) the item that contains the attachment you want to open.
- 2) In the item, right-click the icon for the attachment, and then click Save As.
- 3) In the Save Attachment dialog box, choose a folder location.
- 4) In the File name box, you can type a new name for the file, then click