

# Microsoft Outlook 2003

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## I did this in groupwise, how do I do it in outlook

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## STUDY COMPONENT

## MICROSOFT OUTLOOK 2003

TIME FRAME: 1day

## SPECIFIC OUTCOMES

At the end of this module, the learner should be able to:

- Launch Microsoft outlook
- Identify the program window
- Switch the reading pane on and off
- View Outlook today (summary of the day)
- Activate Outlook today
- Customize Outlook today
- Get help
- Getting help typing a question
- Getting help with the office assistant
- Getting help using the help task pane
- E-mail messages
- Use the inbox
- Read messages
- Create a message
- Automation features
- Reply to a message
- Format messages
- Check spelling and grammar
- Attach files
- Save attachments
- Save messages
- Forward messages
- Delete messages
- Restore messages
- Use the message options effectively
- Set the importance and sensitivity setting
- Use the voting and tracking options
- Respond to a message with voting buttons
- Set delivery options
- Search for folders
- Create a search folder
- Flag messages
- Create read receipts
- Print messages
- Address books

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- Find a contact in the address book
- Send a mail from the address book
- Add a contact to an address book
- Edit a contact
- Add contacts from the same company
- Utilize distribution lists
- Create a distribution list
- Send a message to a distribution list
- Create a personal address book
- Add external contacts to a personal address book
- Utilize categories
- Categorize contacts
- Create a category
- Find a category
- Use the mail merge wizard
- Utilize tasks
- Create tasks
- Edit a task
- Delete a task
- Create recurring tasks
- Mark tasks as complete
- Insert tasks into messages
- Assign categories to a task
- Assign tasks to others
- Accept or decline assigned tasks
- Send a task status report
- Track a task
- Utilize appointments (the calendar)
- Create appointments
- Add recurring appointments
- Show different calendar views
- Set up multiple time zones
- Create multiple time zones
- Change the time interval
- Categorize appointments
- Use colours to distinguish appointments
- Modify appointments
- Delete appointments
- Restore appointments
- Create multi-day events
- Add annual events
- Create meeting requests
- Organize meetings
- Respond to meeting requests
- Read and accept a meeting request
- Cancel a meeting

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- Move messages between folders
- Organize messages using colours
- Filter junk e-mail
- Set the options for filtering junk e-mail
- Create signatures
- Edit a signature
- Set a signature for messages, replies and forwards
- Assign hyperlinks to buttons or menus
- Integrate Outlook with Internet Explorer
- Create custom toolbars
- Delete custom toolbas
- Search and filter messages
- Use the find feature
- Use the advanced find
- Use filters
- Clear filters
- Create and use message stationery
- Assign groups to messages
- Remove groups
- Utilize rules
- Creating rules for messages
- Set the Out of office assistant
- Manage a mailbox
- Use the Mailbox cleanup
- Use the automatic archiving
- Restore archived messages
- Utilize notes
- Create notes
- Share notes
- Customize notes
- Understand the Journal folder
- Record journal entries automatically
- Share outlook folders
- Grant permission to view your inbox
- Access a shared inbox
- Remove inbox permission
- Access your e-mail from another venue





## MICROSOFT OUTLOOK 2003

## 1 WHAT IS MICROSOFT OUTLOOK 2003

Outlook is a Microsoft mail application. You use it to send and receive e-mail. You also use it as an organizer (diary) to schedule meetings, appointments and tasks.

## 2 LAUNCH MICROSOFT OUTLOOK 2003

To launch Outlook 2003, double-click on the Outlook icon on the desktop. OR

Double-click on the icon on the TASKBAR



## 3 THE PROGRAM WINDOW

WHAT IT IS?	WHAT IT DOES?			
Control menu icon	Displays commands used to work with the main			
	program menu			
Menu bar	Contains menus such as FILE, EDIT VIEW, GO, etc.			
Title bar	Displays the name of the folder currently active			
Standard toolbar	Contains buttons that you can use instead of menu			
	options to perform common tasks.			
Status bar	Shows info about the current state of what is being			
	viewed in the window			
Navigation pane	Provides centralized navigation to all parts of			
	Outlook			
Pane-switching buttons and	Displays panes that are used often with one click			
icons				
Configure buttons icon	Shows commands used to change the way the			
	Navigation pane looks			
Folder pane	Displays the name of the active folder			
Folder contents list	Displays the contents of the active folder			
Reading pane	Displays the contents of the selected e-mail message			











The Reading Pane works when a mail-related pane or folder is active. You can choose to have the reading pane on the RIGHT or the BOTTOM of the screen or you can have it OFF.

Click VIEW Click READING PANE Select RIGHT, BOTTOM or OFF

Eile Edit	View <u>Go T</u> ools <u>A</u> ctions <u>H</u>
🛐 <u>N</u> ew 👻	Arrange By
: 🧐 🚱 <u>B</u> ac	Navigation Pane
Back	Reading Pa <u>n</u> e
Mail	AutoPreview
Eavorite Folde	Expand/Collapse Groups 🕨 🔲 Off
	Reminders Window
For Fol	Refresh
Cont Ite	Toolbars
All Mail Folder	✓ <u>S</u> tatus Bar



## 3.2 OUTLOOK TODAY (SUMMARY OF THE DAY)

This is a summary of everything that is happening for the day.

If you ADVANCED toolbar is not activated then do the following: Click VIEW Click TOOLBARS Click ADVANCED OR Right-click in the grey toolbar area Select the ADVANCED toolbar





## 3.2.2 CUSTOMIZING OUTLOOK TODAY

Click CUSTOMIZE OUTLOOK TODAY

#### Cus<u>t</u>amize@utilaak taalay....

Messages	
Inbox	2
Drafts	0
Outbox	0





When you have customized your OUTLOOK TODAY, click SAVE CHANGES

## 3.3 GETTING HELP

## 3.3.1 GETTING HELP TYPING A QUESTION

Type a question the box Press ENTER

Choose ONLINE or OFFLINE HELP (Online takes you to the Internet)

Select OFFLINE HELP Click on the GREEN ARROW

Click on the topic you want help on





Search		
Offline Help	-	
calendar 🔁		
20 results		
Print a calendar	-	
Add Windows SharePoint Services data to your Calendar		
🔞 About Calendar		



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Print a calendar
 Print a calendar with all my appointments in it
 Print a blank calendar

A separate window opens with an explanation of what to do

## 3.3.2 GETTING HELP WITH THE OFFICE ASSISTANT

To show the OFFICE ASSISTANT, click HELP Click SHOW THE OFFICE ASSISTANT Click on the OFFICE ASSISTANT for the "WHAT WOULD YOU LIKE TO DO" balloon to open Type a question in the balloon Click SEARCH



## 3.3.3 GETTING HELP USING THE HELP TASK PANE

Click HELP Click MICROSOFT OFFICE HELP In the SEARCH FOR box, type in the subject you want help on Click on the GREEN ARROW Choose ONLINE or OFFLINE HELP A separate window opens with an explanation of what to do Click on the to turn off the HELP PANE

## 4 E-MAIL MESSAGES

## 4.1 THE INBOX

The Inbox is used to read and create messages. The header of an e-mail message has the following information: Who the MESSAGE is from, the SUBJECT and the TIME received.



The header also contains an icon.



## ICON DESCRIPTION A new and unread message A message that has already been read A message that has been read and replied to A message that has been read and forwarded A message with a file attachment A flagged message 4.2 **READING MESSAGES** 🖂 Corporate UNREADe-TUTor 16 January 2006 Unread messages appear in bold. 🙈 michelle@umalusi.org.za READ -Read messages appear in regular text Language Dynamics Double-click the unread message Read the message



Examine and make use of the tools on the Standard toolbar



#### 4.3 CREATING MESSAGES

```
Click FILE, NEW, MAIL MESSAGE
OR
Click on the STANDARD TOOLBAR
OR
Press CTRL + N
```

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	Standard toolbar	Formatting toolbar
	File Edit View Joseft Format	
Contains the e-mail address of the person the message is been sent to $\checkmark$		Image:
Contains the e-mail addresses of the people your want to send a copy of the	Ш то	
	Subject:	
Contains a word/s that describes the 🗲 message	🗄 🖼 🎒 👗 🖷 🛃 Tahoma	
Contains the contents of the message	<u> </u>	
	1	
		T
		* •
	<u> </u>	Ŧ

Type in the recipient's e-mail address

If you don't know the address, click on Then follow the following steps:

Cutlook	< =	Select Names		×	
GroupW	Vise Step 2	Type Name or Select from List	: Show Names from th	ne:	Step 1
	Type surname	masina	Global Address List	-	(Internal address book)
$\searrow$		Name	Business Phone	Office	
140	J	MasinamelaMM	012 799 9202 9247		
	Step 3	🕼 MasinaPN	+27-12-318-5899		
X	Click on person's name	MasingiN	(012) 318 5148		
		MasipaNB	(012) 799-9000		
N .	*	Masipase Masitis	(012) 799-9000		
		MasombukaEN	(012) 318 4297		
		Masombuka]]	(012) 799-9000		
		MasombukaW	318 4122		
		Mason JJ	012 318531		
		MasonR	+27-12-318-5139	<u> </u>	
	Step 3			-	
	Click To->	Message Recipients			
		To -> MasinaPN			
	Step 4 + 5	- (co)			
	If necessary, click				
	CC-> and/or Bcc->	Bcc ->			
				,	
		Advanced -		Cancel	
		Auvanceu		Cancer	
				11.	
			Step 6		
			Click OK		

Equivalent of GroupWise in Outlook 2 - Frequent Contacts



## 4.4 AUTOMATION FEATURES

When you manually enter names in the TO or CC or BC boxes, Outlook checks the address book for the names. The address book contains the names of people with whom you frequently have contact.

Type the first letter of a person's name

A dropdown box appears with a list of names

If the recipient's name does not appear, click on CHECK NAMES button on the STANDARD TOOLBAR OR Press CTRL + K after typing a few characters in the To-> box.

## 4.5 REPLYING TO A MESSAGE

Open the message to which you want to reply Click REPLY (replies only to the sender) OR REPLY ALL (replies to the sender and everyone else who received the original message) Type the reply message Click SEND Close the message window



#### Tip 1 - AutoComplete

The AUTOCOMPLETE feature prompts you to complete the word. So instead of typing out a whole word or phrase, you type the first part of it. AutoComplete prompts you to complete it.

- \* Type 'Thank' and press the space bar
- \* Type 'Yours' and press the space bar
- \* Start typing today's date and press the space bar

To see a list of words in the AUTOCOMPLETE feature, do the following:

Create a new mail Click inside the area where you want to type your message Click TOOLS Click AUTOCORRECT Select the AUTOTEXT tab









## 4.5.1 FORMATTING MESSAGES

The FORMATTING toolbar has the same functionality as in Word.



Create a new message Enter the recipient's name Type a subject Type a short message Apply the formatting changes, for e.g. Font type, font size, font colour, bold, italics, underline, alignment, bullets and numbering, indentation, translation.



Tip 2 - Default font
Click TOOLS
Click OPTIONS
Click MAIL FORMAT
Click FONTS
Apply the necessary changes
Click OK

#### 4.5.2 CHECKING SPELLING AND GRAMMAR

Create a new message
Enter the recipient's name
Type a subject
Type a short message
Click TOOLS
Click SPELLING AND GRAMMAR
Either IGNORE or CHANGE



A message box will appear telling you the spelling and grammar check is complete Click OK









#### Tip 3 - QuickCorrect

Right-click on an underlined word (this indicates an incorrect spelling) When a menu pops up, select the correct spelling

## 4.6 ATTACHING FILES

Create a new mail Click on the INSERT FILE button OR Click INSERT Click FILE Select the items you want to send The ATTACH... box shows under the subject box Click SEND





## Tip 4 - Attaching more than one document

Open the folder you want to choose your attachments from Hold your CTRL key Click on the documents you want to send Click INSERT



## 4.6.1 SAVING ATTACHMENTS



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#### OR

Click FILE Click SAVE Select a place you would like to save to Give the item a name Click SAVE OR Double-click the attachment Click SAVE Select a place you would like to save to Give the item a name Click SAVE OR Double-click the attachment Click OPEN Click FILE Click SAVE AS Select a place you would like to save to Give the item a name Click SAVE





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## 4.6.2 SAVING MESSAGES

Open a message you want to save Click FILE Click SAVE AS Select a place you would like to save to Give the item a name From the SAVE AS type list, choose the type of file Click SAVE

	,	_	. L	2010
Save as type:	Word Document Format	-		Cancel
	Text Only Rich Text Format Outlook Template Outlook Message Format Outlook Message Format - Unicode Word Document Format	<b>▲</b>	* ± 0 *	

RE EPONTRACE

#### 4.6.3 FORWARDING MESSAGES

Open the message you want to forward Click FORWARD Type the recipient's name Click SEND

#### 4.6.4 DELETING MESSAGES

Select the message you want to delete Click the DELETE button on the STANDARD toolbar OR Click EDIT Click DELETE OR Press DELETE on your keyboard

#### 4.6.5 RESTORING MESSAGES









## 4.7 MESSAGE OPTIONS

## 4.7.1 IMPORTANCE AND SENSITIVITY SETTING (MESSAGE SETTINGS)



## 4.7.2 VOTING AND TRACKING OPTIONS

You might want your recipients to respond to a message with a short 'yes' or 'no'. You can create such a message by using voting buttons.

Create a new mail	Voting and Tracking options			
Click in the message area	C	Approve;Reject		•
Type your message	Request a delivery re	ceipt for this message		/
(E.g. Will you be there?)	🔽 Request a read receip	pt for this message	/	
Click OPTIONS				-
Click in the checkbox next to			Approve;Reject	
USE VOTING BUTTONS: to			Yes;No	
activate it			[tes;N0;Maybe	v.
Click on the dropdown arrow				
Select the option most appropria	te to your question			
If you want a DELIVERY AND/OR	READ RECEIPT, you	nuch tick th	iose checkboxes	
as well		Yes	No	
Click CLOSE				
Click SEND		Vote	e by clicking the buttons above.	_
			,	
When the recipient receives the n	nail, there will be a	Minut		
YES/NO option for them to click	on	MICroson	t Office Outlook	
Another box will appear		· · · · · · · · · · · · · · · · · · ·	You have chosen to respond: Yes.	
Select the appropriate option		<u> </u>	Send the response now	
Click OK			C Edit the response before sending	
			OK Cancel	



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Tip 5 - Creating your own voting buttons
Create a new mail
Click in the message area
Type your message
(E.g. Will you be there?)
Click OPTIONS
Click in the checkbox next to USE VOTING
BUTTONS: to activate it
In the VOTING BOX, type the different choices, but
separate them with a semi-colon
Click CLOSE
Click SEND

15 Feb   16 Feb   17 Feb   18 Feb	Ŧ
Vote by clicking the buttons above.	_

Recipient's voting choices

## 4.7.3 RESPONDING TO A MESSAGE WITH VOTING BUTTONS

Open the message

Notice the voting buttons under the Standard toolbar Click on the most appropriate option

😭 Untitled Message	🔀 Untitled - Message (HTML)
<u>Eile Edit View Insert Format Tools Table Window Help</u>	Eile Edit View Insert Format Iools Actions He
i 🔓 🚰 📙 🕒 🤮 🔍 📖 🛍 👘 📽 🔊 • (* • ) 😣 🔳	🛛 🚑 Reply   🚑 Reply to All 🚔 For <u>w</u> ard   🎒 🐚   😼   🔻
🗄 🖃 Send   🌒 👻 🛄 🍇 🕴 🖊   🗶   🔯 🔤 Options 👻	
Charmaine Morris;	Yes   No   Sometimes
Subject:	Vote by clicking the buttons above. This message was sent with High importance.
🛛 🛃 🛃 🐘 🚵 Tahoma 🔹 12 🔹 🗛 🔹 🖪 🖌 1	
Is Charmaine a bright blonde?	🖂 No: - Message (HTML)
Is Charmaine a bright blonde?	No: - Message (HTML)
Is Charmaine a bright blonde? Sender's question	No: - Message (HTML)
Is Charmaine a bright blonde? Sender's question	No: - Message (HTML) File Edit View Insert Format Reply   Reply to All   Reply to All   Format

## 4.7.4 DELIVERY OPTIONS

Create a new mail Click OPTIONS Tick the checkboxes most appropriate to your requirements Click CLOSE Click SEND ഹ-----Centre for Continuing Professional Development-----രം



Delivery options						,
📺 🗌 Have replie	s sent to:					Select Names
💙 🔽 Save sent r	message to:	Sent Items				Browse
🔲 Do not deliv	ver before:	None	▼	12:00 AM	7	
🔲 Expires afte	er:	None	-	12:00 AM	Ψ.	

## 4.8 SEARCH FOLDERS

You can create a folder for saving message in a certain category or based on a specific condition.

#### 4.8.1 CREATING A SEARCH FOLDER

Right-click on the SEARCH FOLDER in your CABINET Click NEW SEARCH FOLDER Select the SEARCH FOLDER appropriate to your need If necessary, click the CHOOSE button Make your choice Click OK A new search folder will appear under SEARCH FOLDERS Inside the new folder, it will show the items pertaining to that search





New Search folder	Results of the searc	ch
Containing software assessme	Charmaine Morris Results of software assessment	2005/10/11 👳
For Follow Up [3]	Software assessment:	2005/08/11 👻
🕰 Large Mail	Software assessment:	2005/08/11 Ø



## 4.9 FLAGGING MESSAGES

A flag means that you need to take further action on a message. When you flag a message, you can specify the action that has to be taken, the date it is due and the time.

## ACTIONS THAT CAN BE TAKEN

#### Flag for Follow Up

Flagging marks an item to remind you that it needs to be followed up. After it has been followed up, you can mark it complete.

×

Flag to:	Follow up	•	Flag color:	-
Due by:	Call Do not Forward Follow up For Your Information Forward		None	-
Clear f	No Response Necessary	<b>_</b>	Car	ncel

Follow up	For your information	Forward	No response necessary
Read	Reply	Reply to all	Review

Create a new mail Enter the recipient's name Type the subject and message Click the MESSAGE FLAG button From the FLAG TO list, click the action From the DUE BY list, click the date and time by which you have to take action Click OK Click SEND

When the recipient opens the message, it will look like the one displayed below. The recipient/s can then reply or forward the message

🔀 Flagged	message	- Mess	age (HTM	1L)									×
Eile Edi	t <u>V</u> iew	Insert	F <u>o</u> rmat	<u>T</u> ools	<u>A</u> ctions	Help							
Reply	🛛 🙈 Reply	to All 🗍	🙈 For <u>w</u> ai	rd   🛃	🖻   😼	۳	🔌   [	<u>}</u> ×	4		∙ A <sup>‡</sup>	0	1 1 ₩
1			• [ <u>]</u>	<u>A</u>   B	ΙU		≣ ≡	* 4 * 3	-		Ţ		
Follow up	by 20 Janu	iary 2006	5 12:30 AM	ı.									
From:	Charmaine	e Morris		_			Sent:	Wed	2006/0	1/18 02:	53 PM		
To: Cc:	Charmaine	e Morris											
Subject:	Flagged m	iessage											

## 4.10 READ RECEIPTS

There are times when you want to know if a recipient has read your message. You can check when the messages that you send, are read.

Create a new mail Enter the recipient's name Type the subject and message Click OPTIONS Tick the checkbox REQUEST A READ RECEIPT FOR THIS MESSAGE Click CLOSE Click SEND





When the recipient opens the message, he/she is notified that you have requested a read receipt. HOWEVER, the recipient has the option of sending or denying a read receipt.

Voting a	nd Tracking options	
<b>V</b> É	Use voting buttons:	
0	Request a delivery receipt for this message	
	Request a read receipt for this message	

## 4.11 PRINTING MESSAGES

Click FILE Click PRINT Specify the number of pages and the number of copies Specify the print style Specify the print options Click PAGE SETUP and the PAPER tab to indicate LANDSCAPE or PORTRAIT Click OK or PRINT Click OK again

Print				? ×
Printer	HP DeskJet 670C		▼ P	roperties
Status: Type: Where: Comment:	HP DeskJet 670C			Print to file
-Print style	Table Style Memo Style	Page Setup Define Styles	Copies Number of pages: Number of copies:	
-Print option Start e Print a defaul	ns each item on a new page ttached files. Attachment t printer only.	s will print to the	11 22	33
		ОК	Cancel	Preview



## 4.12 ADDRESS BOOKS

There are 3 address books in Outlook.

- <u>Global</u>: This is the internal address book of all TUT staff and maintained by TUT's e-mail administrator. This address book can NOT be edited.
- <u>Contacts</u>: This is also referred to as a PERSONAL ADDRESS book. This address book is private for each user.

<u>Outlook address book</u>: This address book also contains a private list of e-mail addresses and is automatically created from the contacts you create in the Contacts folder. When you update the contact information, the Outlook address book is automatically updated.

## 4.12.1 FINDING A CONTACT IN THE ADDRESS BOOK

Step 1: Open the CONTACTS folder



## 4.12.2 SENDING A MAIL FROM THE ADDRESS BOOK

Follow the previous steps to find the person Double-click on the person's address Click ACTIONS Click NEW MESSAGE TO CONTACT



## 4.12.3 ADDING A CONTACT TO AN ADDRESS BOOK

Open the address book by clicking on the address book on the toolbar Click FILE Click NEW ENTRY Click NEW CONTACT Select PUT THIS ENTRY IN THE option Select CONTACTS Add the person's details Click SAVE AND CLOSE

## 4.12.4 EDITING A CONTACT

Open the address book by clicking on the address book on the toolbar Go to the CONTACTS ADDRESS BOOK Find the person's address Double-click the person's name Edit the details Click SAVE AND CLOSE

## 4.12.5 ADDING CONTACTS FROM THE SAME COMPANY

Activate the CONTACTS folder Select a person's name Click ACTIONS Click NEW CONTACT FROM SAME COMPANY Complete the details Click SAVE AND CLOSE



Outlook = GroupWise

4.13 DISTRIBUTION LISTS

## 4.13.1 CREATING A DISTRIBUTION LIST

Equivalent of GroupWise in Outlook 3 - Groups







## 4.13.2 SENDING A MESSAGE TO A DISTRIBUTION LIST



## 4.14 CREATING A PERSONAL ADDRESS BOOK

Click TOOLS Click E-MAIL ACCOUNTS Click ADD NEW DIRECTORY OR ADDRESS BOOK Click ADDITIONAL ADDRESS BOOKS Select PERSONAL ADDRESS BOOKS Give the address book a name Click OK Close OUTLOOK Launch OUTLOOK again to activate the address book

## 4.14.1 ADDING EXTERNAL CONTACTS TO YOUR PERSONAL ADDRESS BOOK

Open the address book by clicking on the address book on the toolbar Click FILE Click NEW ENTRY Click NEW CONTACT w Entry 8 Select your personal address book from PUT New Contact Typ THIS ENTRY IN THE option Select your address book Na Select INTERNET ADDRESS Click OK Add the person's details 3 Click OK





## 4.15 CATEGORIES

A category is a word, phrase or term that is assigned to Outlook items so that items that relate to each other can be grouped. This makes it easy to organize and find items. This can be used in the calendar, messages and contacts.

## 4.15.1 CATEGORISING CONTACTS

Activate the CONTACTS folder Find a contact to categorize Click EDIT Click CATEGORIES OR Right-click the contact Click CATEGORIES Tick the appropriate category Click OK

## 4.15.2 CREATING YOUR OWN CATEGORY

Click EDIT Click CATEGORIES Click MASTER CATEGORY LIST Give the new category a name Click ADD Click OK

## 4.16 FINDING A CATEGORY

Activate the CONTACTS folder Select the BY CATEGORIES VIEW If you cannot see all the items under a category, click on the + to expand the view











## 4.17 MAIL MERGE WIZARD

If you would like to send the same letter to a group of people, you can use the mail merge wizard.

Activate the CONTACTS FOLDER

Create a NEW FOLDER by right-clicking on the CONTACTS FOLDER and selecting NEW FOLDER Give the folder a name

Click OK

Drag the contacts that you need from the CONTACTS FOLDER to your folder



Create new mail 🔄 😔 🚮 . Type the letter in the message area Select document type Click FILE What type of document are you working on? Click SAVE AS Letters Give the document a name 🔿 E-mail messages Click TOOLS Envelopes ⊖ Labels Click LETTERS AND MAILINGS Directory Click MAIL MERGE to switch the mail merge task pane on Letters Select E-mail messages from document type Send letters to a group of people. You can personalize the letter that Click NEXT each person receives. Select USE THE CURRENT DOCUMENT Click Next to continue. Click NEXT Click SELECT FROM OUTLOOK CONTACTS Select CHOOSE CONTACTS FOLDER Click OK Select the CONTACTS Step 1 of 6 Next: Starting document Click OK

• x





Select the fields you want to use by clicking either on the ADDRESS BLOCK or MORE ITEMS Click NEXT: PREVIEW YOUR E-MAIL MESSAGES Click NEXT to complete the merge Click ELECTRONIC MAIL Click OK Click SAVE Click CLOSE





Saturday, January 21, 2006 Marina Le Grange PERSONNEL DEVELOPMENT





Make changes

 ✓
 Le Gra...
 Marina

 ✓
 Botes
 Maryke

 ✓
 Botes
 Herman

 ✓
 Claassen
 Rohan

4

You can also change your recipient list: 📝 Edit recipient list...

Exclude this recipient

Merge to E-m	ail 🔀
Message option	ns
T <u>o</u> :	Email Address
<u>S</u> ubject line:	Promotion
<u>M</u> ail format:	HTML
Send records	
C Curr <u>e</u> nt re	ecord
C Erom:	<u>I</u> o:
	OK Cancel



## Tip 6 - Mail merge in Word

This feature can be used in MS Word using the same principle.



## 4.18 TASKS

A task is something that must be completed within a certain period of time. Tasks can also be categorized.

Tasks view ∎

Tasks	Look for:		✓ Search In ▼ Tasks	Find Now Cla	ear
My Tasks	Tasks				
Tasks Tasks in Archive Folders	📥 🖸 🗹 Start Da	ite Subject		Du	je Date 🛛 🗸
Current View		Click here t	o add a new Task		
	💛 📄 🖓 🔁 🔁	/06/01 Trade in ca	r	Fri	i 2007/06/01
<ul> <li>Simple List</li> </ul>	🎅 🗖 Mon 200	)7/04/02 Think abou	t trading in car	Mo	on 2007/04/02
O Detailed List	🎅 🔲 Tue 200	6/01/03 Finish Fron	tPage, Internet manuals	Sa	it 2006/11/18
O Active Tasks	🍠 👿 Fri 2006	/08/25 Check with	Esme at Tutor Trust of payments are fir	hished 3322324	i-2006/08/25
O Next Seven Days	🏹 👿 <del>Tue 200</del>	6/07/25 Last paym	ent for Tutor Trust	Ŧŧ	<del>ie 2006/07/25</del>
() Overdue Tasks	🎅 🔲 Thu 200	6/04/13 Prepare m	anuals for Johan's students on Thesis	Th	iu 2006/04/13
O By Category	🌍 🔲 Mon 200	)6/03/06 Return libr	ary books	Mo	on 2006/03/06
<ul> <li>Assignment</li> </ul>	🌍 🔽 Wed 200	36/03/01 Pay R96 U	I <del>F for Jane</del>		ed 2006/03/01
<ul> <li>By Person Responsible</li> </ul>	🌍 🔲 Fri 2006	/01/27 Wanya bre	akdancing 012-6532426	Mo	on 2006/02/13
<ul> <li>Completed Tasks</li> </ul>	📕 🍞 🔽 Tue 200	6/01/31 Check who	re the WEBCT training is taking place an	d how long it is Tu	i <del>c 2006/01/31</del>
🔿 Task Timeline	🌍 🔲 Fri 2006	/01/27 Ask Marthi	e if money was paid already x5410	Fr	i 2006/01/27
Open Shared Tasks	🖵 📝 🔲 None	Schedule a	meeting with Lindie & Paul regarding Int	ro to PCs for illite Fr	i 2006/01/27
	🚽 🚽 📄 Fri 2006	/01/20 Get manua	Is and disks ready for drama students	Th	iu 2006/01/26
🔁 Mail	🎅 🔲 Mon 200	)6/01/23 Pick up CD	player	Mc	on 2006/01/23
	🌍 🔽 Thu 200	6/01/19 Fax the F1	2 for payment to Marthie	Ŧŧ	u 2006/01/19
Lalendar	🍞 🔽 Thu 200	6/01/19 Phone Mar	thie to see if she received the computer	manuals Th	<del>w 2006/01/19</del>
Secontacts	🍞 🔽 Thu 200	6/01/19 Manuals fo	<del>r Rachie</del>	Ŧ	<del>w 2006/01/19</del>
	💙 🗖 Mon 200	)5/11/28 Write outle	ok test for webct and update other test	s to 2003 Mr	on 2006/01/16
🏹 Tasks	🌍 🔽 Mon 200	36/01/09 Beryl moet	sertifikate druk	Se	xt 2006/01/14
Tasks folder Co	ompleted or not ompleted	Start date	<b> </b> Task	C	)ue date

## 4.18.1 CREATING TASKS

Click NEW Enter a subject Select a DUE DATE and a START DATE Select a STATUS Select a PRIORITY Select a COMPLETION % Click on the check box to set a reminder if you want to Type a message Click SAVE and CLOSE

## 4.18.2 EDITING A TASK

Open the task Do the necessary editing Click SAVE AND CLOSE

Start date:	4	J	anu	ary	200	6	
	S	М	Т	W	Т	F	S
4.04T	25	26	27	28	29	30	31
Reminde	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4

Status <u>:</u>	Not Started
Priority:	Not Started
	Completed
None	Waiting on someone else Deferred

Priorit <u>y</u> :	Normal 💌	% Complete:		0%	+
	Low			17. 	
None	High	Owner:	Cha	rmaine	Morris





### 4.18.3 DELETING A TASK

Select the task Press DELETE on the STANDARD TOOLBAR

## 4.18.4 RECURRING TASKS

Open a new task window Type in the required information Click **RECURRENCE** to open the dialog box Specify the options for the recurrence pattern, for e.g. daily, weekly, monthly, yearly, range of recurrence, end. Click OK Click SAVE AND CLOSE



2 🗆

2 🔽

2 🔽

2 🖂

Mon 20

Thu 20

Thu 20

Thu 200

1

X

COMPLETE box

the STATUS LIST

CONTENTS LIST

OR

OR

OR

Delete

Assign Task

Categories...





## 4.18.6 INSERTING TASKS INTO MESSAGES

Open a new message window Click TO and put in the recipient's name Click the dropdown arrow to the right of the paper clip (this is the INSERT FILE option) Select ITEM Open the TASKS folder Select a task Click OK The task is inserted in the attachment box Click SEND

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sert	Item					
.ook ir	ר: יי					
	ia Outbox.dup7			<b></b>	ОК	
	Dutbox.dup8				Canad	
					Cancer	
	a quarantine					
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## 4.18.7 ASSIGNING CATEGORIES TO A TASK

Activate TASKS Open a task Click CATEGORIES Select a CATEGORY Click OK Click SAVE AND CLOSE

## 4.18.8 ASSIGNING TASKS TO OTHERS

Create a task Click ASSIGN TASK BUTTON The TO box appears Enter the recipients address If you want to keep a copy, check the KEEP AN UPDATED COPY OF THIS TASK ON MY TASK LIST If you want to be notified when the recipient marks the task completed, check SEND ME A STATUS REPORT WHEN THIS TASK IS COMPLETE Click SEND



To <u>.</u> Subject:				
Due date:	None	<b>_</b>	Status <u>:</u>	Not S
Start date:	None		Priority:	Norm

## 4.18.9 ACCEPTING OR DECLINING ASSIGNED TASKS

To accept a task request, open the task request message Click ACCEPT To decline a task request, open the task request message Click DECLINE





## 4.18.10 SENDING A TASK STATUS REPORT

Activate tasks Switch to BY PERSON RESPONSIBLE view Open the assigned task Make the report Click SEND STATUS REPORT to open the REPLY MESSAGE WINDOW Click SEND



## 4.18.11 TRACKING A TASK

Activate TASKS Open the assigned task Change the status to COMPLETED Close the task window Activate MAIL Click SEND/RECEIVE to send and receive a final status report

## 4.19 APPOINTMENTS (THE CALENDAR)





## 4.19.1 CREATING APPOINTMENTS

Click ACTIONS		
Click NEW APPOINTMENT		
OR		
Click the NEW BUTTON on the STANDARD	and have	
TOOLBAR	Actions Help	
OR	New Appointment	Ctrl+N
Click CTRL & N		cann
OR	New All Day Event	
Double-click on the calendar		
Indicate the subject, time, duration and	* 0000000	
location	: 🔤 New 👻	
You can set a reminder if you want to	·	
An appointment can also have an		
availability status of Free Tentative Busy or C	)ut of Office There is a colour	

availability status of Free, Tentative, Busy or Out of Office. There is a colour associated with each status.

Click SAVE and CLOSE

Untitled - App	pointment	_ [] ×
Eile Edit Vie	ew Insert Format Iools Actions Help	
Eave and Clos	se   🎒 🕕   🕂 Recurrence   🎆 Invite Attendees   🕴 🌲   🗙   🐟 - 🔹 -   🦓   🞯 💂	
System	▼   9 ▼   A   B Z U   事業書注葉課	
Appointment	Scheduling	
This appointmen	nt occurs in the past.	
Subject:		1
Location:	Label: None	•
Start time <u>:</u> End_time: IT Reminder:	Sat 2006/01/21 <ul> <li>08:00 AM</li> <li>All day event</li> <li>Danuary 2006</li> <li>S M T W T F S</li> <li>25 26 27 28 29 30 31</li> <li>1 2 3 4 5 6 7</li> <li>8 9 10 11 12 13 14</li> <li>11 12 13 14</li> <li>10:00 AM (2. hours)</li> <li>Do: 00 AM (3 hours)</li> <li>Free</li> <li>Do: 00 AM (3 hours)</li> <li>Do: 00 AM (3 hours)</li></ul>	4
Contacts	Categories	Private





## 4.19.2 ADDING RECURRING APPOINTMENTS

Click ACTIONS Click NEW RECURRING APPOINTMENT OR Click ACTIONS Click NEW APPOINTMENT Click RECURRENCE Set the APPOINTMENT TIME Set the RECURRENCE PATTERN Set the RANGE OF RECURRENCE Specify the LOCATION and SUBJECT Click SAVE AND CLOSE

## 4.19.3 CALENDAR VIEWS

Click on the STANDARD TOOLBAR to select one of these views

1 Day	5 Work Week
21 January	23 Jan 24 Jan 25 Jan 26 Jan 27 Jan
Register at Soshanguve campus for studies	08 am 09 00 09 00 10 00 11 00 00 00 00 00 00 00 00 00 00
7 Week	31 Month
Calendar	Calendar
	Incary Mon Tue Wed Thu Fri Sat/Sun (Charr 30 January MS Word 201 MS Word 201 MS Word 201 MS Outlook 2 MS Outlook 2 MS Word 201 MS Word 201 MS Outlook 2
24 January 08:45am 03:00pm බරුණ Intro to PCs (Chame) 08:15am 12:15pm බරුණි CCPD meeting	Relationship WebCT - cre- Brelationship WebCT - cre- WebCT - core Brelationship WebCT - cre- Brelationship BrowerPoi Brower BrowerPoi BrowerPoi Brower Brower Brower B
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25 January 28 J 08:45am 12:00pm 込だ Whats new on WebC 05:00pm 05:30pm 込だ Marietjie at church	anuary 20 21 22 23 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 25 24 25 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 24 25 25 24 25 25 24 25 25 25 25 25 25 25 25 25 25 25 25 25
29 3	anuary MS Publisher MS Access 21 MS Access 21 5



## 4.20 SETTING UP MULTIPLE TIME ZONES

This option is good for when you have to schedule activities with people located around the world.

## 4.20.1 CREATING MULTIPLE TIME ZONES

Right-click on the time area Click on CHANGE TIME ZONE Click the SHOW AN ADDITION TIME ZONE box Give your time zone labels (for e.g. mine, client's) Select the client's time zone Click OK



## 4.20.2 CHANGING THE TIME INTERVAL

Right-click in the time zone Select the option you would like to use





## 4.20.3 CATEGORIZING APPOINTMENTS

You can categorize new appointments as well as appointments that have already been made

Open a new appointment or a previously created appointment Click CATEGORIES Select the category Click OK Click SAVE and CLOSE

## 4.20.4 USE COLOURS TO DISTINGUISH APPOINTMENTS

Open a new appointment or a previously created appointment From the LABELS list, select a label Click SAVE AND CLOSE

## 4.20.5 MODIFYING APPOINTMENTS

Double-click an appointment to open it Make the necessary changes Click SAVE and CLOSE

## 4.20.6 DELETING APPOINTMENTS

Right-click an appointment Click DELETE



#### Tip 7 - Deleting appointments

If it is a recurring appointment, it will first ask if you want to delete this occurrence or the whole series

## 4.20.7 RESTORING APPOINTMENTS

Select the appointment you want to delete Change to DAY VIEW Delete the appointment Activate the FOLDERS LIST Open the DELETED FILES FOLDER Drag the appointment back to the CALENDAR FOLDER Activate the calendar to verify if it has been restored







#### Tip 8 - Deleting items permanently

Select the items you want to delete Press SHIFT and DELETE This works for all types of items

## 4.20.8 MULTI-DAY EVENTS

These are events that last for more than one day.

Click ACTIONS Click NEW ALL DAY EVENT Indicate the START and END dates, the subject and a reminder Click SAVE AND CLOSE

## 4.20.9 ADD ANNUAL EVENTS

These are events that occur once a year on a specific day. For e.g. birthdays, anniversaries, Valentine's Day.

Click ACTIONS Click NEW ALL DAY EVENT Enter the subject, location and date Click RECURRENCE Select YEARLY Click OK Click SAVE AND CLOSE

## 4.21 MEETING REQUESTS

#### 4.21.1 ORGANIZING A MEETINGS

Click ACTIONS Click PLAN A MEETING Click ADD OTHERS and specify the attendees you want to invite to the meeting Under OPTIONS, AUTOPICK, click REQUIRED if the attendees have to attend Specify the START and END times Click MAKE MEETING Don't forget to put the SUBJECT and LOCATION in Click SEND



## 4.22 RESPONDING TO MEETING REQUESTS

When you receive a meeting request, you can either accept or decline it or keep it as tentative.

## 4.22.1 READING AND ACCEPTING A MEETING REQUEST

Active your INBOX Double-click on the meeting request Click ACCEPT or TENTATIVE or DECLINE or PROPOSE NEW TIME depending on what your schedule If you ACCEPT, TENTATIVE OR PROPOSE NEW TIME, Outlook enters it as a meeting in your Calendar If it conflicts with another meeting, it warns you If you decline, it will not enter it into your calendar

## 4.22.2 CANCELLING A MEETING

Select the meeting you want to cancel Delete the meeting A warning box appears with 2 options Select the top option





Click OK Click SEND Activate MAIL Open the message that says CANCELED: <xx> Click REMOVE FROM CALENDAR Activate the calendar The meeting should be removed

## 4.22.3 MOVING MESSAGES BETWEEN FOLDERS

You can drag and copy messages from one folder to another folder.

To move a message: Click on the message and hold your mouse button down. Drag the message to another folder. To copy a message: Repeat the above step, but hold your CTRL key down.

## 4.23 ORGANIZING MESSAGES USING COLOURS

Select the FOLDER for MESSAGE Click TOOLS Click ORGANIZE Click USING COLOURS Click APPLY COLOUR

Ways to Organize	e Alta	Automatic Formatting 🛛 🗙
🔁 Using Folders	Color messages from      Alta De Beer in Red      Apply Color	
Using Colors	Show messages sent only to me in Blue     Turn on	
💐 Using Views	To view or edit your coloring, and for more advanced options, click on "Automatic Formatting" above:	

## 4.24 FILTERING JUNK E-MAIL

When you receive offensive or unwanted junk e-mail, you can send it to the JUNK E-MAIL FOLDER.

## 4.24.1 TO SET THE OPTIONS FOR FILTERING JUNK E-MAIL

Click ACTIONS Click JUNK E-MAIL Set the relevant options Click OK





## 4.25 SIGNATURES

A signature is personalized text and/or pictures that can be added to the end of a message.

Click TOOLS Click OPTIONS Click the MAIL FORMAT tab Click SIGNATURES Click NEW Enter a name for the signature Click NEXT Enter the text for the signature in the box Click FINISH



#### Tip 9 - Creating more than one signature

Unlike GroupWise, you can create more than one signature Follow the above steps for as many signatures as you like

## 4.25.1 EDITING A SIGNATURE

Click TOOLS Click OPTIONS Click the MAIL FORMAT tab Click SIGNATURES Select the signature to edit Click EDIT Make the necessary changes Click OK

Intions ? X	
Preferences   Mail Setup   Mail Format   Spelling   Security   Other   Delegates   Create Signal	ure X
Message format Choose a format for outgoing mail and change advanced settings. Compose in this message format: HTML Compose in this message for a set in the se	hal Edit
Stationery and Fonts     Preview:       Image: Stationery to change your default font and style, change colors, and add backgrounds to your messages.     Preview:       Use this stationery by default:     None>       Signatures     Fonts       Stationery Picker       Stationery Picker       Select signatures for account:     Microsoft Exchange Server       Signature for new messages:     Char friends	X
Signature for representation orwards: Internal Signatures	OK Cancel



E-mail Signature...

## 4.25.2 SETTING SIGNATURE FOR MESSAGES, REPLIES AND FORWARDS

You can set a message window so that the signature automatically appears in the message box.

Signatures Click TOOLS Select signatures for account: Microsoft Exchange Server -Click OPTIONS 4 Click MAIL FORMAT tab Char friends -Signature for new messages: Click on the dropdown arrows next Signature for replies and forwards: Char friends • to the appropriate boxes Signatures... Select the signatures you want to set



Tip 10 – Working with multiple signatures	Friendly greeting	16
Create the new message	Charmaine	Afrikaans
Right-click on the signature currently displayed	CCPD	Char formal
Select another signature by clicking on it	x5448	Char friends
	V	Internal

## 4.26 ASSIGNING HYPERLINKS TO BUTTONS OR MENUS

If the WEB toolbar is not visible, then do the following Click VIEW, TOOLBARS, WEB Click TOOLS, CUSTOMIZE Select the COMMANDS tab Right-click the START PAGE (little house) (This will not work if the CUSTOMIZE DIALOG BOX is not open) Click ASSIGN HYPERLINK, OPEN Assign a document link or a web address Click OK Click CLOSE

Eile Edit View Go Too	ols <u>A</u> ctions <u>H</u> elp	
🗄 <u>N</u> ew 🕞 🎒 🎽 🗙	Reply 🆓 Reply to All 🖂 Forward	📑 Send/Receive 👻 🎲 Fir
🗄 🧐 🕲 Back 🕲   🍱 📄	💁   🍘   🚵   Messages	- 🔚 🗗 🍕 💂
🕲 Back 🕲 🖹 📄 🚮	🕄 🛛 outlook:Cabinet\chameleon	• -
Web toolbo	ar	
3		







## 4.27 INTEGRATING OUTLOOK WITH INTERNET EXPLORER

Start INTERNET Click MAIL BUTTON on the toolbar Select one of the options Whichever option you select will open up OUTLOOKS



## 4.28 CREATING CUSTOM TOOLBARS

Click TOOLS Click CUSTOMIZE Select the TOOLBARS tab Click NEW Give the toolbar a name Click OK Select the COMMANDS tab Click on a CATEGORY Select an item Drag the item onto the new toolbar

## 4.28.1 DELETING CUSTOM TOOLBAS

Click TOOLS Click CUSTOMIZE Select the TOOLBARS tab Select the new toolbar Click DELETE Click CLOSE



#### Tip 11 - Customizing toolbars

You can customize and delete other toolbar as well Follow the same steps as above but apply the steps to the other toolbars

## 4.29 SEARCHING AND FILTERING MESSAGES

You can use the FIND and ADVANCED feature to search for Outlook items such as messages, contacts, etc. You can also customize your Outlook folders to show only those items that meet a certain criteria. This is known as filtering.



## 4.29.1 FIND FEATURE

Click MAIL to activate the mailbox Click on your INBOX Click FIND on the standard toolbar to display the FIND BAR In the LOOR FOR box, indicate the key words or phrase to search for In the SEARCH IN LIST, indicate the FOLDER to search for Click FIND NOW to begin the search When the search is finished, click CLEAR to clear the search



#### 4.29.2 ADVANCED FIND

Click OPTIONS Click ADVANCED FIND Select the appropriate criteria Click FIND NOW

Look for:	- Sea	rch In - Inbox	Find Now Clear	Options • ×
				Search All Text in Each Message
				Sav <u>e</u> Search as Search Folder
				Advanced Find
	😫 Advanced Find			
	Eile Edit View 1	jools		
	Look for: Messages	▼ In:	Inbox	Browse
	Messages More Choic	es Advanced		Find Now
	Search for the word(s		•	Stop
	Īt	subject field only	•	New <u>S</u> earch
	F <u>r</u> om			
	Sent T <u>o</u>			
	└── <u>W</u> here I am:	the only person on the	e To line 💌	Q
	Ti <u>m</u> e	none	anytime 💌	





### 4.29.3 FILTERS

Click VIEW Click ARRANGE BY Click CUSTOM Click FILTER Select the appropriate criteria Click OK Click OK

Customize View: Message	5	Filter	×
Description	Hander Chatric Toop Attachment Impertance From Subia	Messages More Choices Advanced SQL	
Group By	Needer Status, Iton, Actachment, Importance, Prom, Subjetti	Search for the word(s):	]
Sort		In: subject field only	2
Filter	Cefe Content (descending)	From	-1
Other Settings	Easts and other Table View settings	Where I am: the only person on the To line	
Automatic Formatting	User defined fonts on each message	Time: none 💽 anytime	
Format Columns	Specify the display formats for each field		
Dearb Commerch Ularry		OK Cancel Clear	All
	OK Cancel		

## 4.29.4 CLEARING FILTERS

Click VIEW Click ARRANGE BY Click CUSTOM Click FILTER Click CLEAR ALL Click OK Click OK

## 4.30 MESSAGE STATIONERY

Click TOOLS Select the MAIL FORMAT tab Click on the dropdown arrow next to USE THIS STATIONERY BY DEFAULT Select the stationery you want to use Click OK When you next open your new mail message, the stationery will be visible

	perch	sinning [	condy   outer   beiege
Message format	-		
Choose	a format for outgoing ma	and cha	nge advanced settings.
Compos	e in this message format	HTML	
Use	Microsoft Office Word 2 Microsoft Office Word 2	003 to edi 003 to rea	t e-mail messages ad Rich Text e-mail mess
10 000	Internet Form	nat	International Option
Stationery and Fo	onts		
A Use state and add	tionery to change your d d backgrounds to your me	efault foni issages.	t and style, change cold
Use this	s stationery by default:	<none< td=""><td>&gt;</td></none<>	>
	E	<none< td=""><td>&gt;</td></none<>	>
Signatures	F	None Blank Citrus P	> Punch
Signatures —	F	Citrus F Clear D	> Punch ay
Signatures —	Fi	Kone Blank Citrus F Clear D Curren Fiesta	> Punch ay cy
Signatures — Z Select s Sie	ignatures for account: gnature for new message	Citrus F Ciear D Curren Fiesta Glacier	> Punch ay cy
Signatures — Z Select s Si	ignatures for account: gnature for new message gnature for replies and fo	Citrus F Clear D Curren Fiesta Glacier Ivy Jungle	> Punch ay cy
Signatures — Kalect s Si Si	ignatures for account: gnature for new message gnature for replies and fo	Citrus F Clear D Current Fiesta Glacier Ivy Jungle	> Punch ay cy
Signatures — Silect s Sil Sil	ignatures for account: gnature for new message gnature for replies and fo	Kone Blank Citrus F Clear D Curren Fiesta Glacier Ivy Jungle	> Punch ay cy Signatures





Example of "Leaves" Stationery

Example of "Paw Print" Stationery





Tip 12 - Create your own stationery
Click TOOLS
Click OPTIONS
Click MAIL FORMAT tab
Click STATIONERY PICKER
Click NEW
Give your stationery a name
Click NEXT
Decide on a BACKGROUND
Click OK
Click OK

## 4.30.1 ASSIGNING GROUPS TO MESSAGES

By default, messages are arranged in descending order of the received date. Recent message on top. Oldest at the bottom. However you might want to view messages from a specific person.

Make sure that your ADVANCED toolbar is on Click VIEW Click READING PANE, OFF Right-click on any column heading Click on the GROUP BY BOX button OR Click GROUP BY box on the advanced toolbar	Subject Arrange By Sort Ascending	
Advanced toolbar I	Group By box	
: 🧐   🕲 Back 💿   🔰 📄 🕰   🍠   🎉   Messages	<ul> <li>I III (2000)</li> <li>I III</li></ul>	



Drag the field you want from the column headings to the Group by pane

Drag the column heading you want to sort by onto the Group By pane

Group by					
pane ——	Inbox				2
	Drag a column header here to	o group by that column. Received	****		<u> </u>
Column	🗟 🛔 🖸 🕼 From	Subject	Received	Size	8
headina	📄 🔘 Anna-Marie Ha	FW: Soul Food	Fri 2006/01/20 12:17 PM	186 KB	14
nedding	🖂 GopaneBE	Re: Comments about the physio on the SMALLS portal	Fri 2006/01/20 09:26 AM	5 KB	7
	የ 📄 ()) PGoodacre@cs	RE: MS Publisher 2003	Thu 2006/01/19 12:41 PM	18 KB	7
	📄 🛛 Hans van Heer	SharePoint Training	Tue 2006/01/17 09:49 AM	8 KB	8
	🙈 🛛 SBaker@cs.co.za	Invoice # 12000	Mon 2006/01/16 04:28 PM	70 KB	7

#### 4.30.2 REMOVE GROUPS

Drag the field from the GROUP BY pane back to the COLUMN HEADINGS

## 4.31 RULES

This feature helps you to manage items in your INBOX.

## 4.31.1 CREATING RULES FOR MESSAGES

Click TOOLS, RULES AND ALERTS Click NEW RULE Select START CREATING A RULE FROM A TEMPLATE Select a condition Click NEXT Select an action Click NEXT Select any exceptions to the rule Click NEXT Follow the instructions of the wizard until you see FINISH Click FINISH





Outlook =

Centre for Continuing Professional Development-------<u>-----</u>

Equivalent of GroupWise in Outlook 4 - Setting a rule while on holiday



X

Move Down

Cancel

Find...

AutoArchive

Empty

Delete

Close

×







Click OK again Click FILE Click ARCHIVE Select ARCHIVE ALL FOLDERS ACCORDING TO THEIR AUTOARCHIVE SETTINGS Click OK Expand the ARCHIVE folder Click FILE Click CLOSE ARCHIVE FOLDERS

## 4.32.3 RESTORING ARCHIVED MESSAGES

Click FILE Click IMPORT AND EXPORT Make sure that IMPORT FROM ANOTHER PROGRAM is selected Click NEXT Under OPTIONS, choose ALLOW DUPLICATES TO BE CREATED Click BROWSE and go to the desired folder Select the folder and click OPEN Click NEXT Click FINISH

## 4.33 NOTES

Notes can be used as reminders for things you have to do.

## 4.33.1 CREATING NOTES

Active NOTES Click NEW OR Press CTRL & N Type your note Click on the close button

#### 4.33.2 SHARING NOTES

Right-click on the note Click FORWARD Type in the recipient's name Click SEND Click on this option to change the colour of the note





## 4.34 JOURNAL FOLDER

The Journal is used to manage, document, and tract your communication related to your contacts. It helps you to record the times and dates of your communications. For e.g. you can find out when you received a request for a meeting with a client. It also helps record documents in applications such as Word or Excel.

## 4.34.1 RECORDING JOURNAL ENTRIES AUTOMATICALLLY

Activate JOURNALS Tick all the items and files you want to record Select the contacts Click OK







## 4.35 SHARING OUTLOOK FOLDERS

### 4.35.1 GRANTING PERMISSION TO VIEW YOUR INBOX

Right-click INBOX Choose PROPERTIES Activate the PERMISSIONS tab Click ADD Select the person's name you want to share with Click ADD Choose the PERMISSION LEVEL (For e.g. If you select PUBLISHING AUTHOR, your partner has permission to create and read items) Click OK

## 4.35.2 ACCESSING A SHARED INBOX

Click FILE Click OPEN Click OTHER USER'S FOLDER Enter the name of the person whose folder you want to access Click OK You will be able to view the other person's INBOX To go back to your inbox, just click on it To view the other person's inbox again, click FILE, OPEN Click on the other person's name

## 4.35.3 REMOVING INBOX PERMISSION

Right-click INBOX Choose PROPERTIES Activate the PERMISSIONS tab Click REMOVE



#### Tip 13 - You can also share calendars, tasks and contacts

You can also share calendars and contacts Follow the steps for sharing an inbox Apply the appropriate calendar and contact options





## 5 ACCESSING YOUR E-MAIL FROM ANOTHER VENUE

Open the Internet In the address line, type in 'exchange.tut.ac.za' Press ENTER This activates your Outlook





DELICIOUS COMPUTER QUOTES TO MAKE YOUR SMILE

Those parts of the system that you can hit with a hammer (not advised) are called hardware; those program instructions that you can only curse at are called software. ~Author Unknown

Computers have lots of memory but no imagination. ~Author Unknown

The problem with troubleshooting is that trouble shoots back.  $\sim\!\!Author$  Unknown

I just wish my mouth had a backspace key. ~Author Unknown





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