# Outlook 2040 Mai

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on Pane, (Chick) Main or press -ciClini-Tox. To show the Inbox [Click] | Inbox

## Hiding/Displaying the Navigation Pane

- Choose VIEW, NAVIGATION PANE. NORMAL, MINIMIZED, or OFF, or
- press <:Alt-F1> to toggle among the modes. To display folders when minimized. IClick! FOLDERS.

## Hiding/Displaying the To-Do Bar

- . Choose VIEW, TO-DO BAR IN PROPERTY. MUNIMIZED or OFF, or press <Alt-F2> to toggle between the modes.
- To temporarily display when minimized, IClick! anywhere on the To-Do Bur.
- To change the display: ICE/RE VIEW, TO-OO BAR

## Creating and Sending a Message

- 1. Choose HOME, then NEW E-MAIL
- 2. In the TO or CC text boxes, type the names of the addressees. For an internet address, tupe the full address (e.g. info@beezix.com). As you type, Outlook presents previously used addresses.
  - Or to select names from the address book: a. Choose MESSAGE, then ADDRESS BOOK.
  - Select a different ADDRESS BOOK if desired.
  - c. Select the names. </bris- or <Shift>-(Click) to select multiple names.
- d. 1 Click! TO, CC or BCC, ! Click! OK. 3. If any names are not underlined. choose MESSAGE, then CHECK NAMES press -cCtrl-K> to validate them.
- 4. Type the SOBJECT and the message.
- S. ECHARD

## Attaching a File to a Message

- 1. Choose MESSAGE, ATTACH FILE
- 2. Select the file(s) to insert and [Click] INSERT.

## Showing BCC

In the message window, choose OPTIONS then SHOW BCC.

## Sending a Message with High or Low Importance

Choose MESSAGE then ! or # . To revert to normal importance, (Click) the button again.

## Requesting a Read or Delivery Receipt

in the message window choose OPTIONS, then check REQUEST A DELIVERY RECEIPT or REQUEST A READ RECEIPT, or both.

#### **Drafting a Message**

If you are not ready to send a message, you can draft it and save it in a special folder.

- 1. Create the message.
- 2. Instead of sending the message:
  - a. [Click] an the Quick Access Toolbar.
  - b. Close the message window. The message is automatically placed in a folder called Drafts.
- 3. When you are ready to send the message:
  - a. (Click) on the DRAFTS folder all in the Navigation Pane.
  - b. [Double Click] on the message to open it.
  - c. Edit the message as needed, then [Click] [Smell

## ivery of a Message

- choose OPTIONS, DELAY DELIVERY
- Change the DO NOT DELIVER BEFORE date and time.
- JCHokij CLOSE.

# Restricting Forwarding, Printing.

To prevent a recipient of an email message from forwarding, printing or copying the message, choose OPTIONS, PERMISSION

You and the recipient may be prompted to install Windows Rights Management software and configure a certificate to enable this feature.

### Reading Messages

An easy way to read messages is to use the Reading Pane.

- 1. If the Reading Pane is not already open, choose WIEW, READING PANE ■ PDC+01 or BOTTOM. You can change the size of the pane by [Dragging] the bar dividing the Reading Pane and the list of emails.
- 2. To read a message, [Click] on it to view it in the Reading Pane, or [Double Click] to open.
- 3. To preview an attachment:
  - a. IClick! the attachment in the reading pane, [Click] PREVIEW FILE if necessary.
- b. (Click) is Message to return to the message.
- 4. To read an attachment:
  - a. [Double Click] the attachment. When prompted, Click) OPEN. If you have the required program. for reading the file, Windows starts the program and displays the attachment.
  - b. When you have finished reading the attachment, close the program window to return to Outlook.

#### Using the People Pane

The People Pone shows information such as email history. RSS feeds, and social media updates about a person.

- To showthide, in a folder choose VIEW, PEOPLE PANE then an option.
- To view details and communications for a person, (Click) their picture.

#### Manual Send/Receive

Durlook can be setup to automatically send a message immediately or sendineceive periodically.

To manually sendireceive choose SENDIBECEIVE, SENDIBECEIVE ALL POLDERS or prims «Pit».

#### Using the Outbox

The Outbox contains emails that are going to be sent. To-edit or remove emails before they are sent:

- 1. [Click] a Outtoon in the Navigation Pane.
- 2. Delete as usual. Or to-edit, [Double Click] the message, edit as usual. [Click] | 1000

Messages that have been opened and closed with [Clicking] SENO will appear under DATE: NONE, and well most fee seent. To send, open the message then [Click] | pent

## Using Desktop Alerts

Whenever a new email arrives, Outlook displays a Desktop Alert over top of the application that is: currently being used. The Desktop Aliert is a bus which appears in the bottom right of the screen. It provides a brief summary of the email, and the ability to quickly open, flag, or delete the email.

- To open, [Click] on the email message.
- . To delete, [Click] X
- . To flag, [Click]

### Deleting Messages

- 1. Select or open the message(s) to delete.
- 2. Choose HOME or MESSAGE, then DELETE # The messages are moved to the Defeted Items folder.

Or to delete all messages in a folder. choose FOLDER, then DELETE ALL XI. (Click) YES.



### To empty the Deleted Items Folder:

Blight Click? the DELETED ITEMS folder, and choose EMPTY FOLDER, then [Click] YES.

Or, select the Deleted Items folder, then choose FOLDER, EMPTY FOLDER | 4704 SCHOOL YES.



## Saving an Attachment

- 1. Wew the message that contains the attachment(s).
- 2. [Kight Click] on an individual attachment and choose SAVE AS or to select multiple attachments, choose SAVE ALL ATTACHMENTS. [Click] or «Ctrl»-[Click] to select/de-select attachments and (Click) OK.
- 3. Select the folder in which you want to save the attachment and IClick! OK or SAVE.

### Removing an Attachment

(Right Click) the attachment, select REMOVE ATTACHMENT.

## Replying to a Message

- 1. Select the message.
- 2. Choose HOME or MISSAGE, then REPLY reply to the sender only, or REPLY ALL to neply: to all addressees.
- 3. Complete the message, then [Click]

### Forwarding a Message

- T. Select the message.
- 2. Choose HOME or MESSAGE, then FORMARD Or to forward as an attachment, choose HOME or MESSAGE, Parties - , FORWARD AS ATTACHMENT.
- 3. Complete the message then [Click]

## Printing a Message

- 1. Select or open the message.
- 2. Choose FILE, PRINT.
- 3. Make any necessary changes and (Click) PRINT | \*\*\*



## Keyboard Shortcuts

#### From anywhere in Outlook, create a:

Mail message Cold-Shills-Mil Contact Group: Christophille 4 **Finisher** Cod-Ship-II

Second Resources Swarch all address books. FULL Go to the search box. F3-or Ctrl-E Giro too is floider Chill-Y Show Imbox Chill Shifts 4 Place for follow up CHI-SHIP G. Add a Quick Flag (resg list only) Invest kery Reply to a message CMI-R Child Children Reply to all Forward a message CHIEF Showifelde command key tips AUTO

#### Selecting Multiple Messages

Several consecutive (Click) the first message PROPERTY. and «Shift» SCROOL the last message.

(Click) the first message Service of mon-consecutive and « Ctrl»-0Clicki mental approadditional overs.

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**Brendan G. Carr** 

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