Outlook 2040 Mai

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on Pane, (Chick) Main or press -ciClini-Ton. 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 B ROCKET 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 seest. 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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