



HILLSBOROUGH
Community College

Microsoft Outlook 2003
Module 1

<http://pds.hccfl.edu/pds>

Microsoft Outlook 2003: Module 1

October 2006

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Objectives

Upon completion of this module, participants will be able to:


1. Enable and disable the Standard and Advanced Toolbar;
2. Customize Outlook Today;
3. Send flagged messages;
4. Set a stationery to your outgoing messages;
5. Create and add a personal signature to outgoing messages;
6. Send attachments;
7. Recall an e-mail;
8. Add contacts;
9. Create a contact distribution list;
10. Send e-mail to contacts;
11. Access Public Folders;
12. Organize e-mail with folders;
13. Turn on and off AutoArchive;
14. Retrieve Archived files;
15. Log into Outlook Remotely.

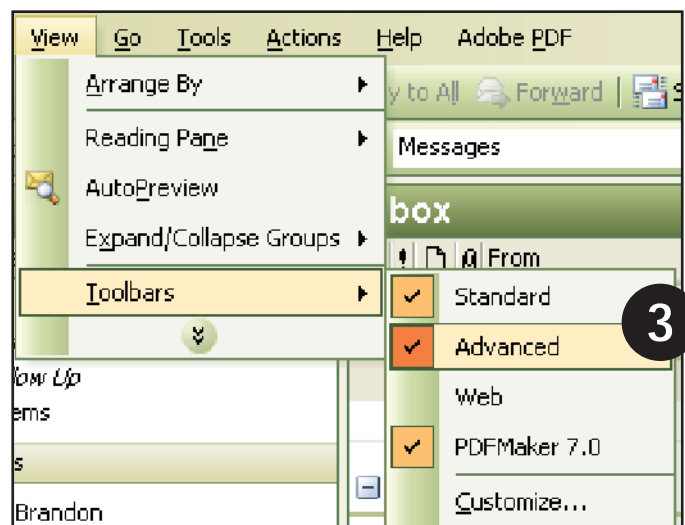
Overview

Shortcuts and Views

At first glance, Outlook 2003 may appear to be a completely new program, and in a sense it is. While the functionality is still the same (with a few new bells and whistles) the interface has been overhauled for this new version.

1. The icon-heavy Outlook bar has now been replaced by a more streamlined button bar.
2. You can also access the different functions of Outlook by clicking on the **Go** menu.
3. You can enable and disable the **Standard** and **Advanced Toolbar** at the top by clicking **View>Toolbars>Advanced**.

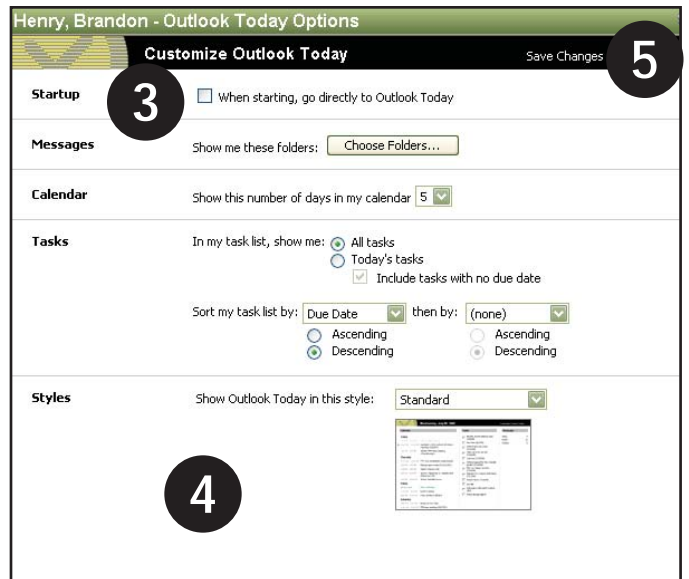
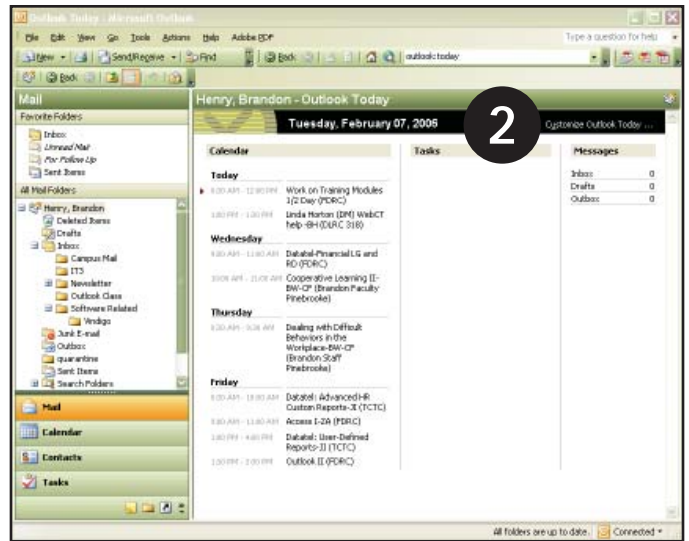
 Note: If you don't see certain tools during this tutorial, you may have to turn on the correct toolbar.



Outlook Today

Outlook Today is an at-a-glance view of your calendar, task list and E-mail. You can set up Outlook to default to the Outlook Today view.

1. To activate the **Outlook Today** window, click on the Outlook Today button on the **Advanced Toolbar** (see step 3 on previous page).
2. To set the default to Outlook Today, click on **Customize Outlook Today**.
3. Check the **Startup** box.
4. Change the rest of the settings to fit your preference.
5. Click **Save Changes**.




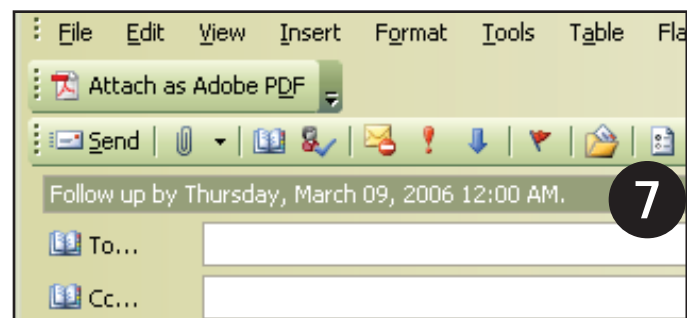
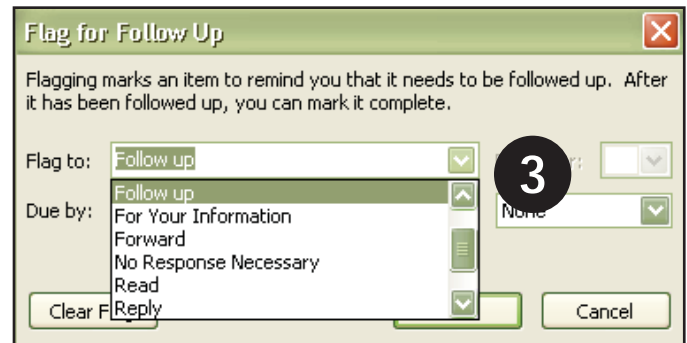
E-mail Options

Outlook offers a variety of options for sending and receiving messages.

Sending Flagged Messages

Flagging a message will allow you to draw the recipient's attention to the message as well as to inform recipients of any action that may be necessary

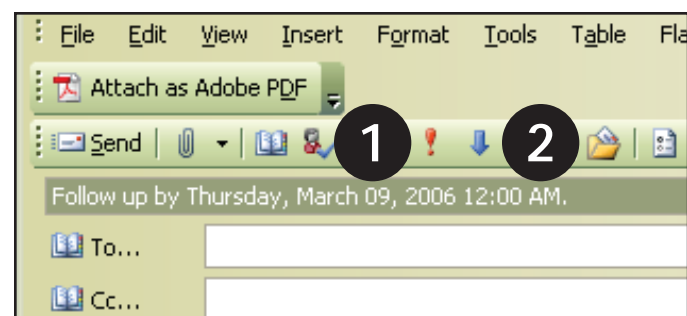
1. Click **New** to create a new message.
2. Click the **Flag** button .
3. A dialogue box opens. Click the **Flag to:** down arrow.
4. A drop-down menu appears. Select the action to be taken by the recipient of the message.
5. Click the **Due by** down arrow.
6. Select the desired date. Click **OK**.
7. Selected actions appear in the text line.
8. Create your message and click **Send**.
9. Flagged instructions will appear in the recipient's message.



Level of Importance

You can draw attention to your message without requiring an action by attaching an exclamation icon next to your message.

1. Click the exclamation point to set the level high.
2. Click the blue arrow to set the level low.



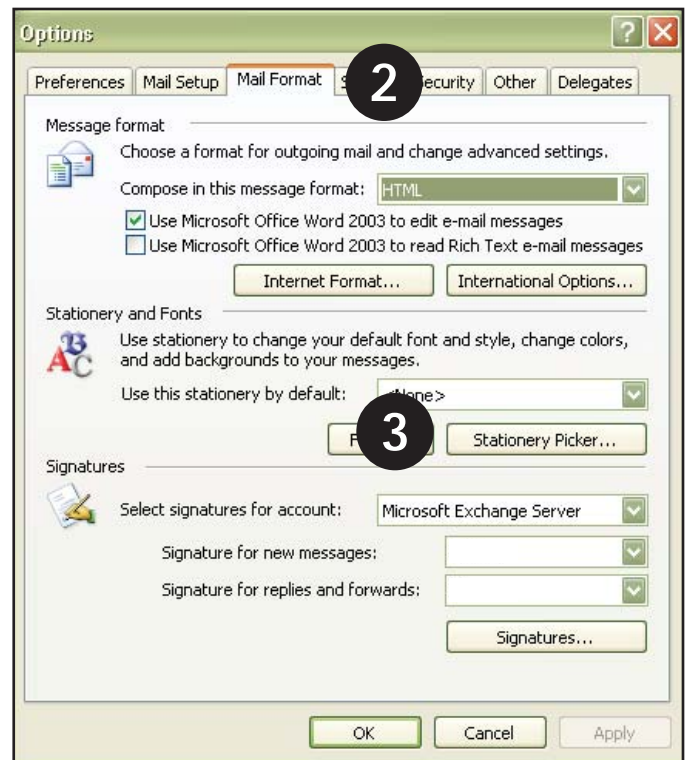
Stationery

You can change the background and style of your outgoing messages with built-in stationery.

1. Click **Tools>Options**.
2. Click the **Mail Format** tab.
3. Click on **Stationery Picker**.
4. The **Stationery Picker** dialogue box opens.
5. Click on the names of the stationery to view a sample in the preview window.
6. Click the **Edit** button to change the background color or font settings.
7. Click **OK** to finalize changes.



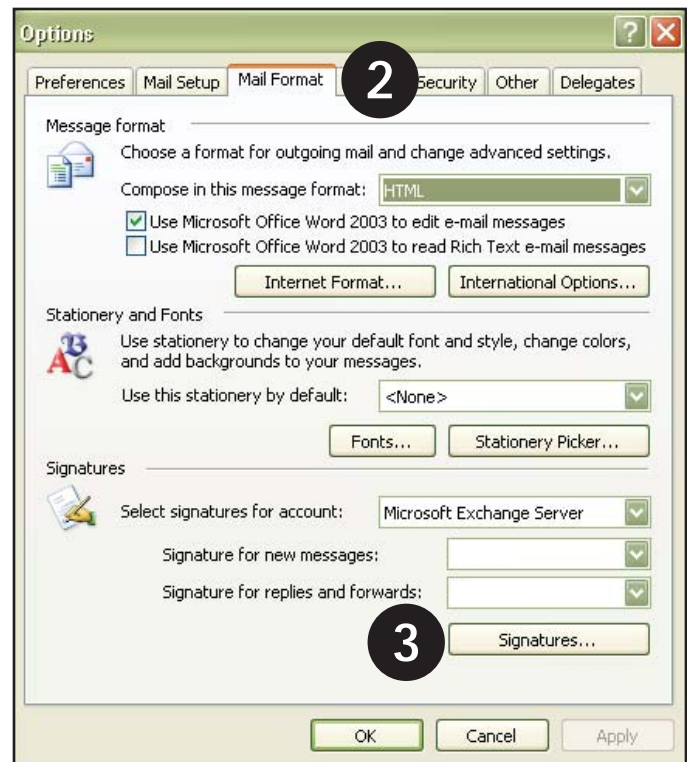
Note: You can change the stationery from within the message composition window; however, you will have to exit the message for changes to take effect.



Add Signature to E-mail

Outlook provides the ability to create a personal signature for new outgoing messages, replies, and/or forwarded messages.

1. Click **Tools>Options**.
2. Click the **Mail Format** tab.
3. Click the **Signatures** button.
4. Click **New** from inside the dialog box.
5. Enter a name for your new signature.
6. Click the **Start with a blank signature** radio button. Click **Next**.
7. Type in your signature in the text area.
8. To change the font or font color, click on the **Font** button.
9. Click **Finish** when you are done making changes.




Activity

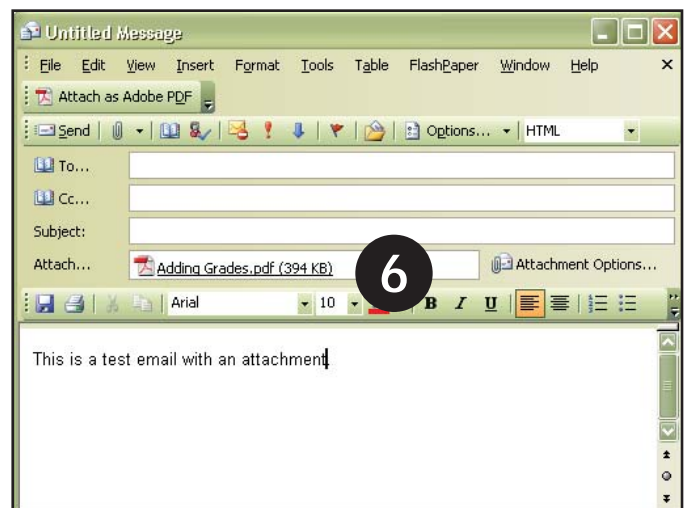
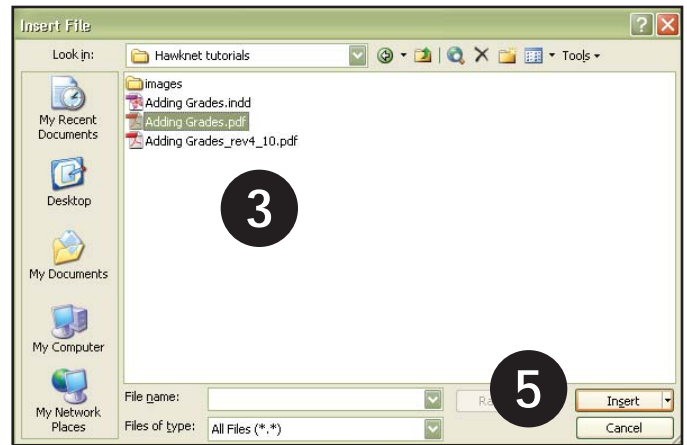
Try creating a signature to use for HCC E-mails. Include the following information:

- Name
- Campus Information
- Phone Extension

Send Attachments

A variety of documents and files may be sent as attach to an E-mail.

1. Click **New** to create a new E-mail message.
2. Click on the paperclip  button.
3. An **Insert File** dialogue box appears. Select the location of the file (Eg. Desktop).
4. Select the file to be attached.
5. Click **Insert**.
6. The attached file appears in the e-mail message to be sent.
7. If an e-mail has an attachment, a **paperclip** appears in the preview window.



Note: You can also create an attachment by dragging the file icon from your desktop into the message area of your E-mail.

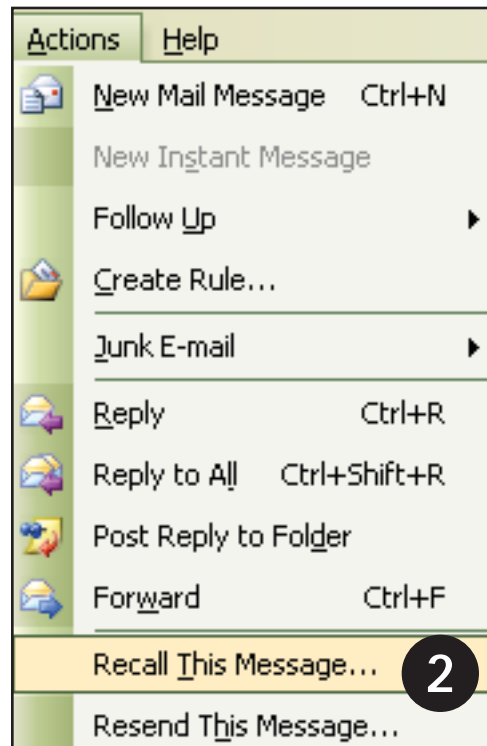
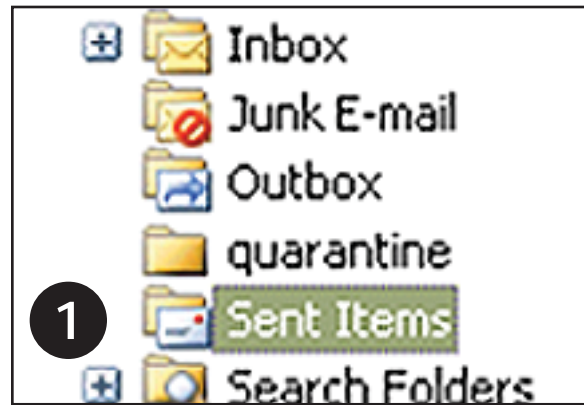
Activity

Create a new E-mail and practice sending an attachment by using the **File>Insert** method as well as the drag-and-drop method to see which method works best for you.

Recall E-mail

There may be a time when it is advantageous to recall an e-mail message after it has been sent.

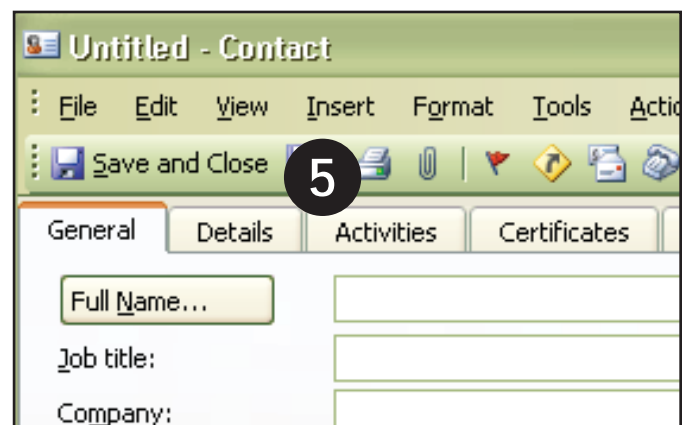
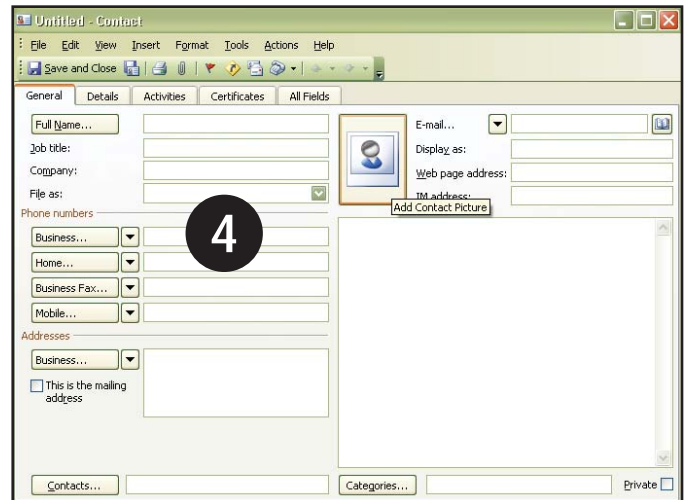
1. In the **Sent** folder, select the e-mail message to be recalled. Double click on the e-mail message to open it.
2. Select **Actions> Recall this message**.
4. A dialogue box appears. Select preferred recall options.
5. Select notification option.
6. Click **OK**.
7. **Recall message** appears in e-mail.



Contacts

The Contacts folder is an address book that contains information such as phone numbers, E-mail, addresses, etc.

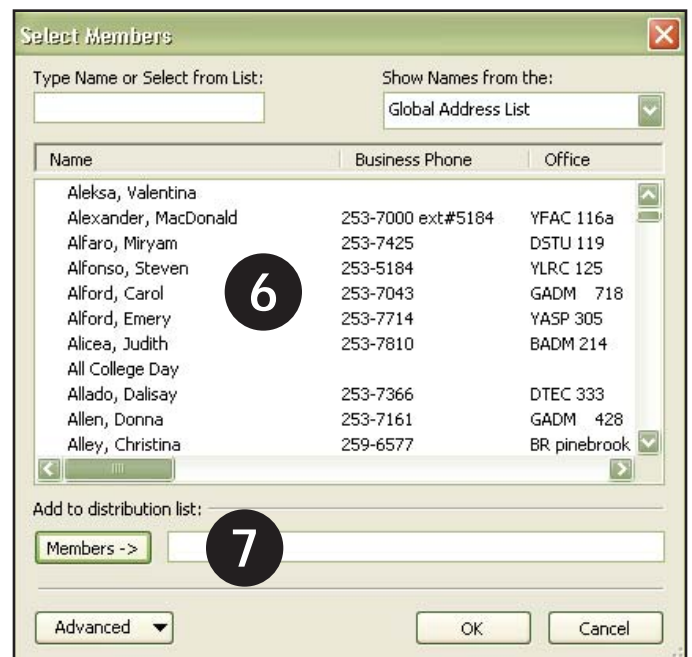
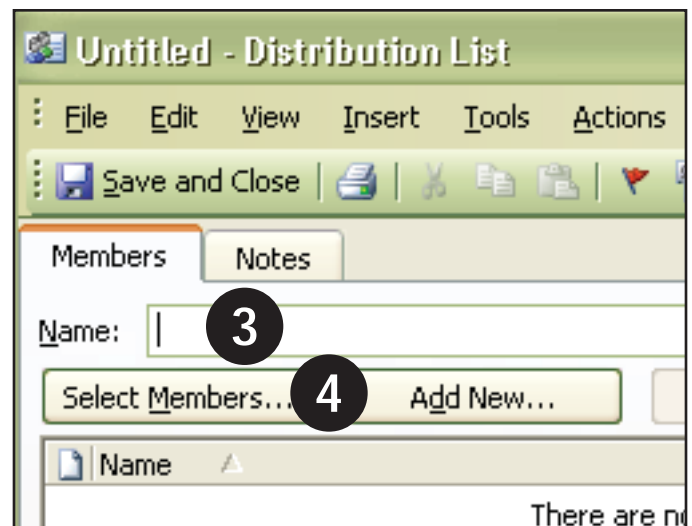
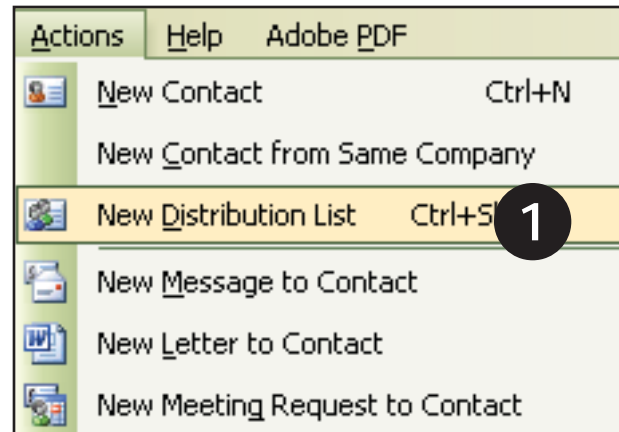
1. Click on **Contacts** in the Outlook Bar.
2. The **Contacts** folder opens. Click **New**.
3. The **Contact Card** opens.
4. Click in the text boxes and type information for name, address, phone number, etc.
5. Click **Save and Close**.



Contact Distribution List

A distribution list combines multiple contacts into one group list.

1. With the **Contact Folder** open, Click **Actions>New Distribution List**.
2. The **Distribution List** box opens.
3. Click inside the **Name** text box and type the name of the group.
4. Click the **Select Members** button.
5. The **Select Members** box appears.
6. Scroll and select name.
7. Click the **Members** button.
8. When all members are added to the group, click **OK**.

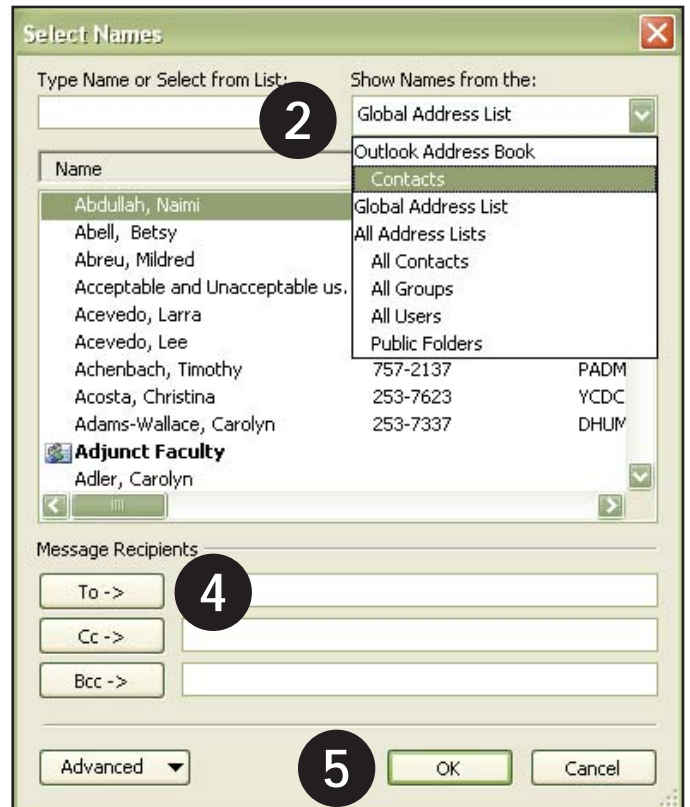
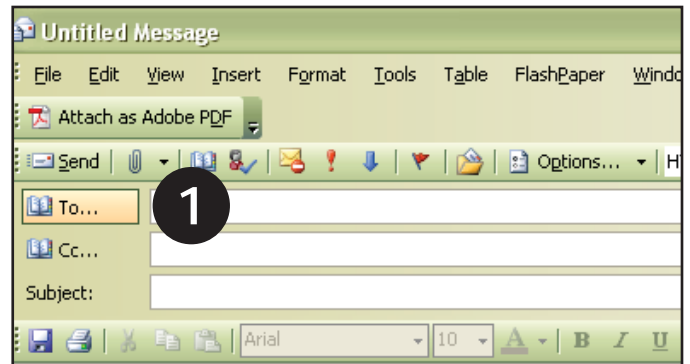


Activity

Create a Distribution List for the people in your department or office using the steps listed above.


Contacts and E-mail

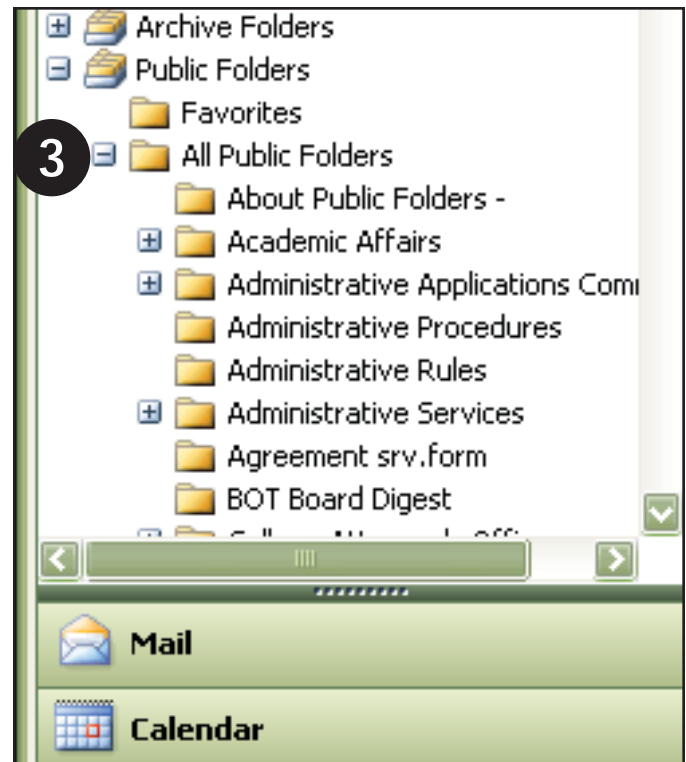
1. To send e-mail to contacts in the contact list, compose a new e-mail, then click **To**.
2. The **Select Names** box opens. Click the down arrow and select **Contacts**.
3. A menu of **Group lists** appears. Select preferred group.
4. Click **To** on the **Select Group box**.
5. Click **OK**.



Public Folders


Various departments within HCC place information and documents in the Public Folders for easy access.

1. Click the **Folder List** icon .
2. Click the + sign located to the left of **Public Folders**.
3. Click the + sign located to the left of **All Public Folders**.
4. The **Public Folder** list opens.
5. Select a folder.
6. The folder information is displayed in the preview window. Double click on the file to open.



Organizing E-mail with Folders

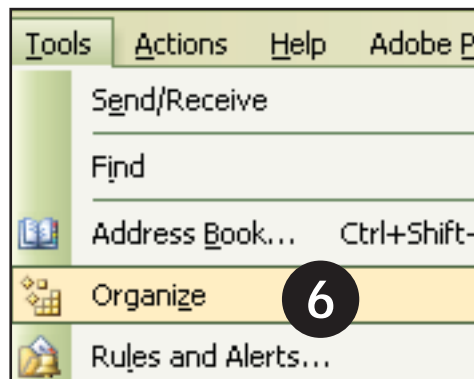
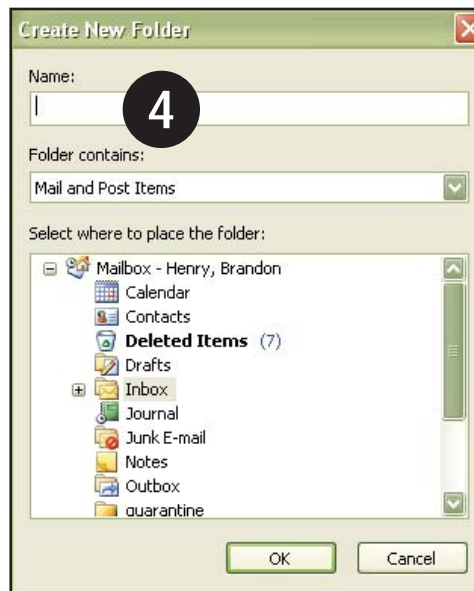
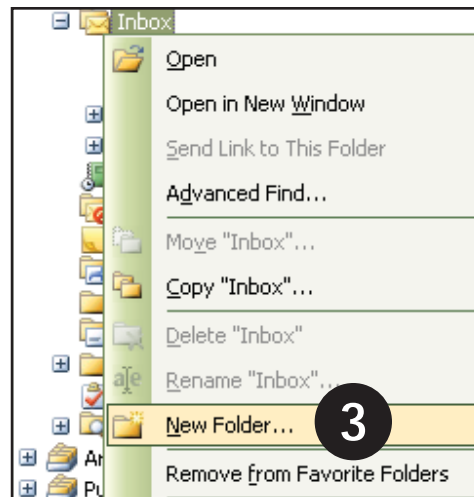
Creating folders within the Inbox and Sent folders helps to keep messages organized and easy to find.

1. If folders are not already in view, click on **Folder List** .
2. Right click on **Inbox**.
3. Click on **New Folder**.
4. Click inside the **Name textbox** and type the name of the new folder (Eg. Junk).
5. Click **OK**.
6. Click on a message in the inbox. Click on **Tools>Organize**.
7. Click down arrow to select folder.
8. Click **Move**.



NOTE: You can also arrange incoming e-mail by color to make it even easier to organize your inbox.

9. Select **Using Colors**.
10. Select e-mail (sender).
11. Click on arrow to select color.
12. Click **Apply Color**.



AutoArchive

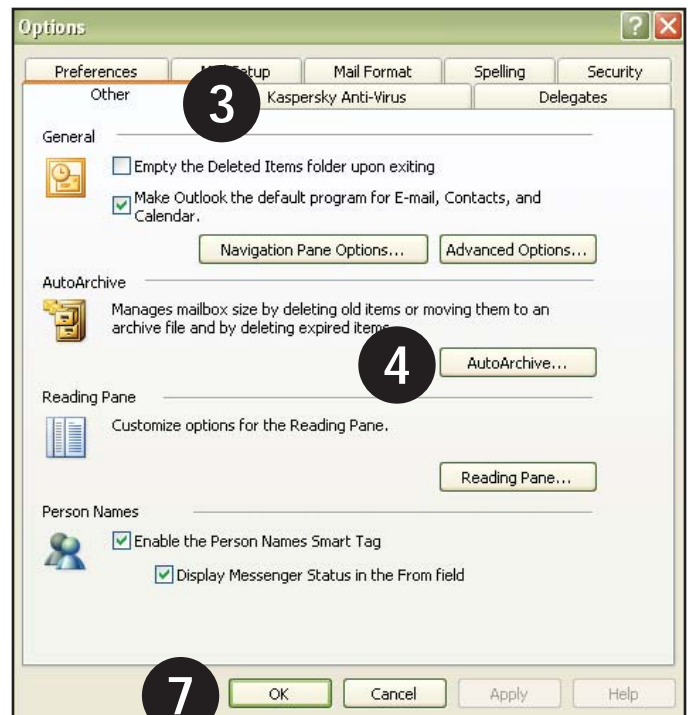
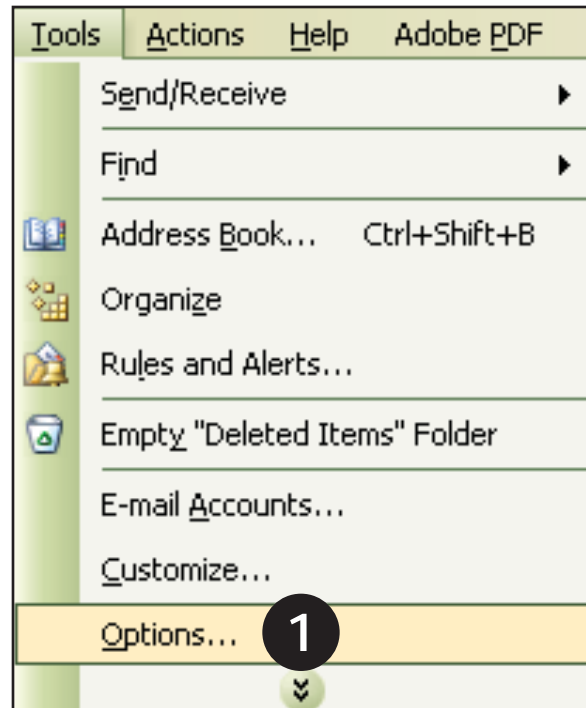
AutoArchive is turned on by default. The default settings can be changed.

1. With the inbox folder open, click **Tools>Options**.
2. The **Options** dialogue box opens.
3. Select the **Other** tab.
4. Click the **AutoArchive** button.
5. Select desired options.
6. Click **Apply These Settings To All Folders Now**.



NOTE: This does not override custom settings applied to specific folders.

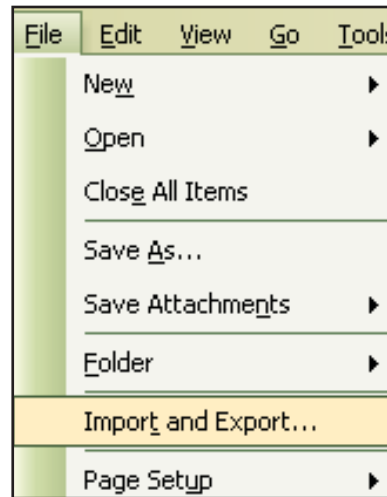
7. Click **OK**.




Retrieve Archived Files


Archived items may be restored to their original folders.

1. With Inbox open, click on **File>Import and Export**.
2. The Import and Export Wizard opens.
3. Select **Import** from another program or file.
4. Click **Next**.
5. Select desired options.
6. Click **Apply These Settings To All Folders Now**.

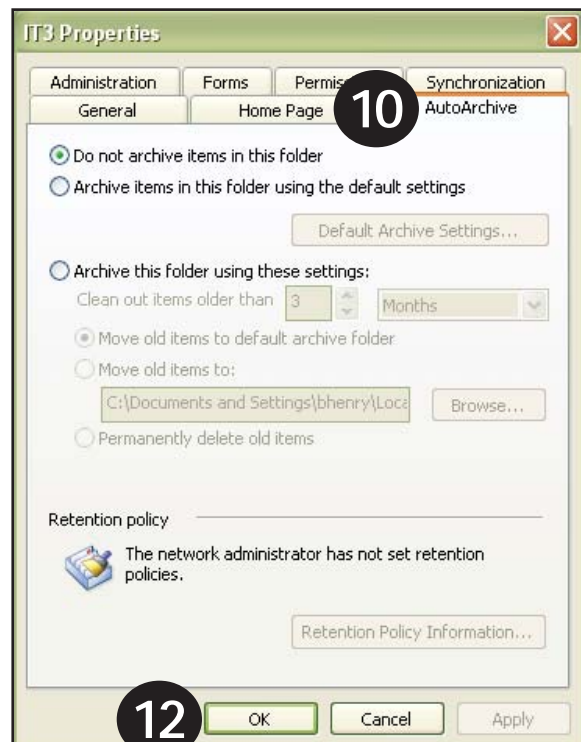


 **NOTE:** This does not override custom settings applied to specific folders.

7. Click **OK**.

 **NOTE:** Individual folders in the Folder List can be given different archive settings.

8. In **Folder List**, right click on desired folder.
9. The shortcut menu opens. Click **Properties**.
10. The file dialogue box opens. Click **AutoArchive**.
11. Change settings to your specifications.
12. Click **OK**.



Logging on from Home

You have full access to your E-mail and calendar from any computer with Internet access.

1. Log on to the main HCC website at **http://www.hccfl.edu**.
2. Click the **HCC E-mail** link at the bottom.
3. Type your username and password into the boxes and click the **Log On** button.
4. You now have access to your e-mail.

