

# Outlook 2003

Workbook - Foundation Level



SAMPLE

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#### **Contact Information**

##### **Australia / Asia Pacific / Europe (ex. UK) / Rest of the World**

Email: [info@cheltenhamcourseware.com.au](mailto:info@cheltenhamcourseware.com.au)

Web: [www.cheltenhamcourseware.com.au](http://www.cheltenhamcourseware.com.au)

##### **USA / Canada**

Email: [info@cheltenhamcourseware.com](mailto:info@cheltenhamcourseware.com)



Web: [www.cheltenhamcourseware.com](http://www.cheltenhamcourseware.com)




##### **UK**


Email: [info@cctglobal.com](mailto:info@cctglobal.com)

Web: [www.cctglobal.com](http://www.cctglobal.com)

 **CHEL TENHAM**  
COURSEWARE  
**SAMPLE**

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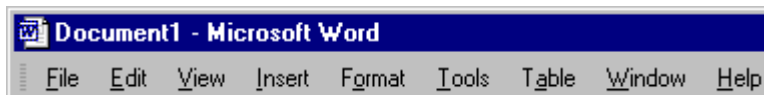
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## Course Basics

### Toolbars

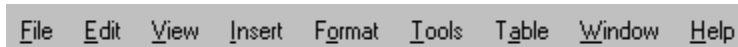
#### The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



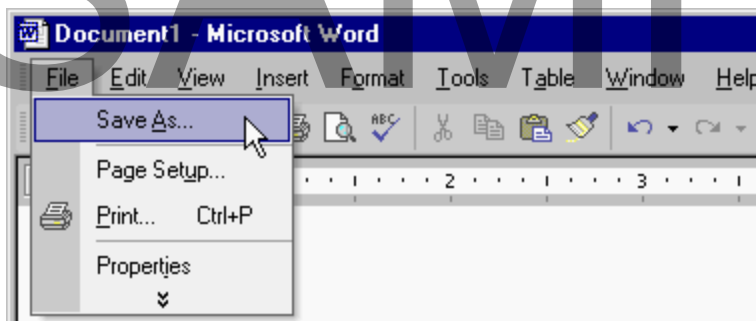
#### The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



#### To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



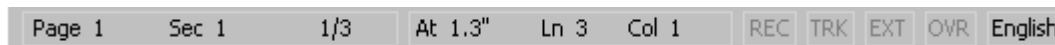
## The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



## The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:



## The Scroll Bar



- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical

screen size.

### To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

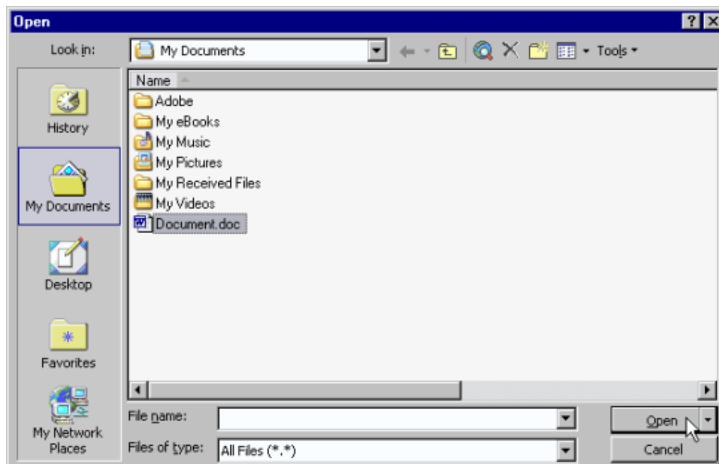
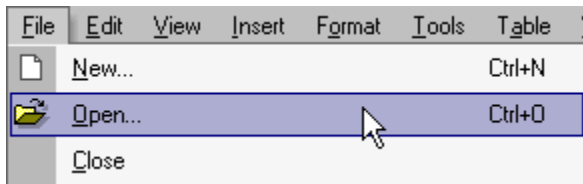
### To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

## File Management

### Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

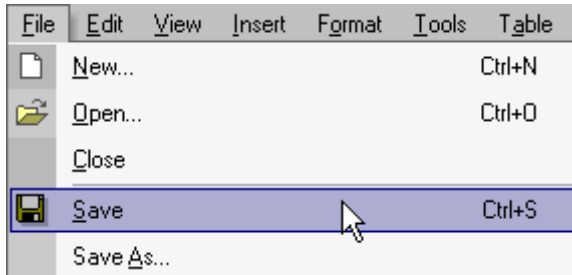


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

### Saving Files

#### To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

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### To save a document under another name and/or location

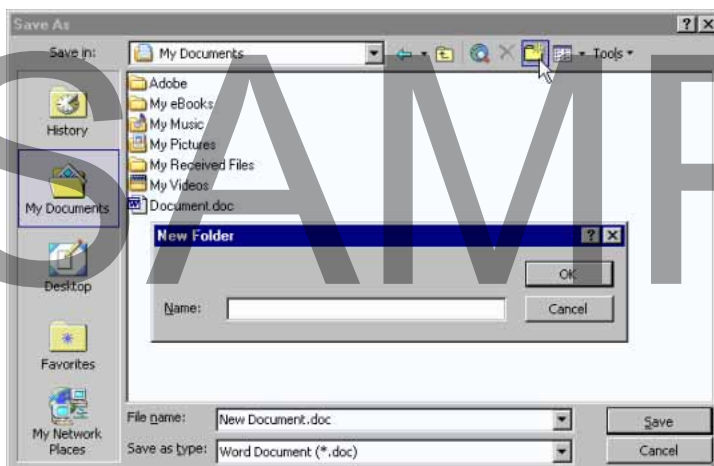
- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

**Note:** The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

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### To create a new folder in which to save your document

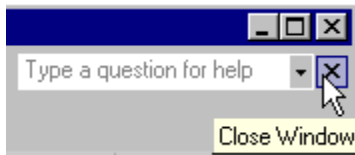
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



**Note:** The folder will be created under the current folder.

## Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



## Installing the Sample Files

- Use Windows Explorer to create a folder called **Outlook 2003 Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Outlook 2003 Foundation Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

SAMPLE

# Introduction to Outlook 2003

## Outlook 2003 Workspace

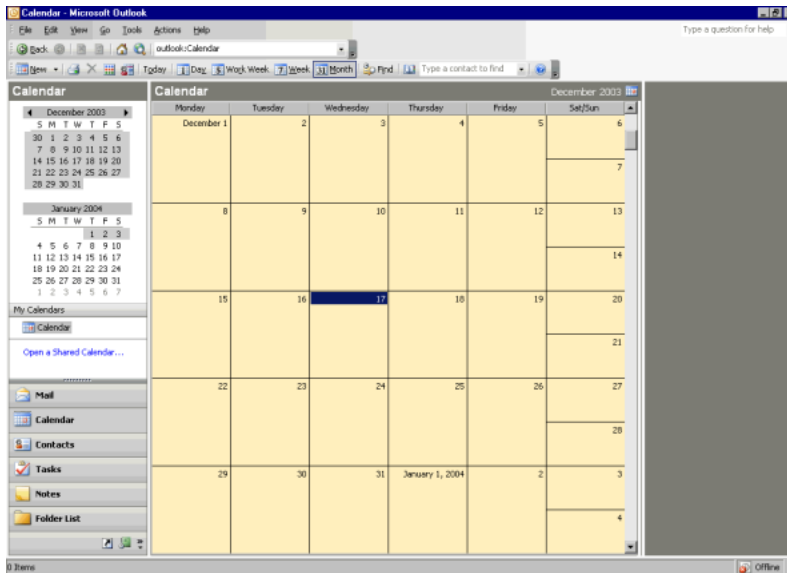
### Exploring the Outlook 2003 Environment

- Start Outlook 2003.
- The Outlook Bar has been replaced by the **Navigation Pane** in Outlook 2003:



- Click on **Calendar** to display the calendar:

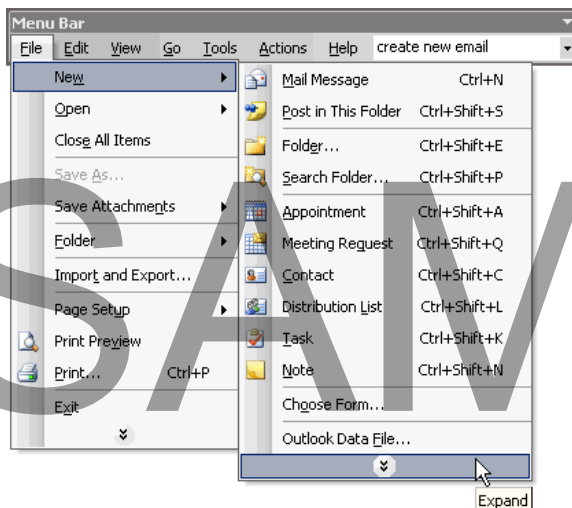
SAMPLE



- Click on **Contacts** to display your contacts.
- Click on **Tasks** to display your tasks.

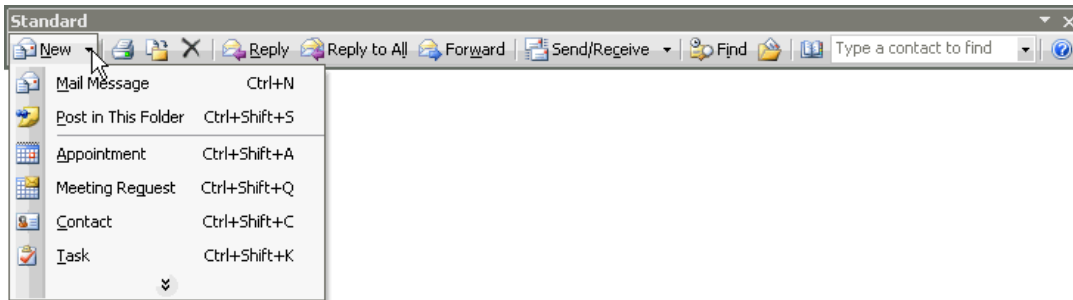
### Using the Main Menu

- Experiment with the **Main Menu** by clicking on the various options, and expanding the menus. Notice the down arrows at the bottom of the menu. Click on the arrows to fully expand the menu:

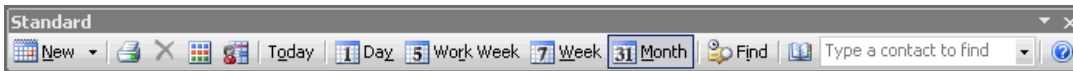


### Using the Standard Toolbar

- Experiment with the **Standard Toolbar** by clicking on the various menu options:



- Select **Calendar** in the Navigation Pane and notice how the toolbar changes:



- Select **Contacts** in the Navigation Pane and notice how the toolbar changes:



## Using the Advanced Toolbar

- Click on **Mail** in the Navigation Pane.
- From the main menu, choose **View > Toolbars > Advanced** to open the **Advanced Toolbar**:

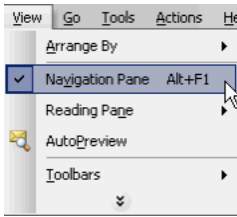


- Select **Tasks** in the Navigation Pane and notice how the toolbar changes:

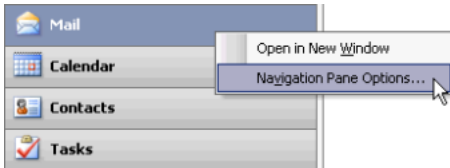


## Using the Navigation Pane

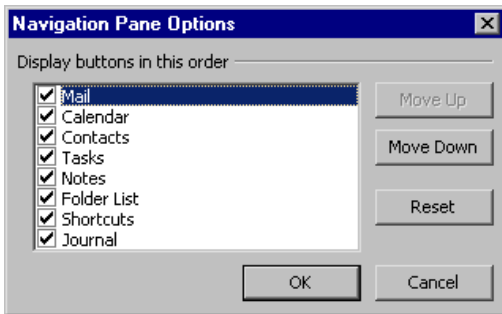
- If the Navigation Pane is not already open, from the main menu, choose **View > Navigation Pane**:



- Right click on any of the icons in the Navigation Pane to display a pop-up menu:



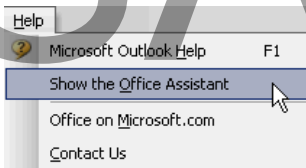
- Select **Navigation Pane Options**. This will open the **Navigation Pane Options** dialog box:



- Check all the options to display all of the buttons in the Navigation Pane.
- Click **OK** to close the **Navigation Pane Options** dialog box.

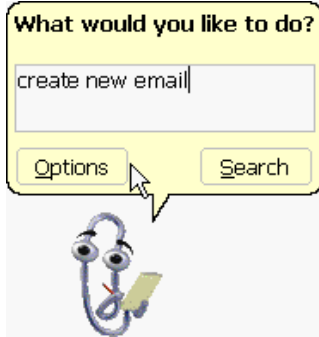
## Using the Office Assistant

- Click on the **Mail** button in the Navigation Pane.
- From the main menu, choose **Help > Show the Office Assistant**:

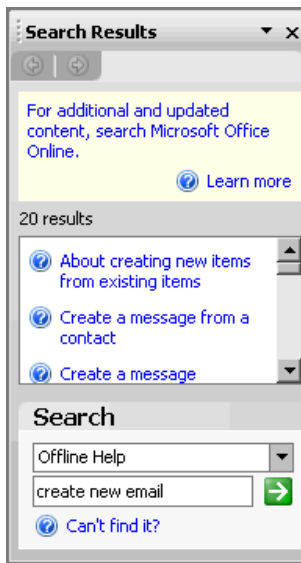


- This will open the familiar Microsoft paperclip **Office Assistant** program.
- Click on the Office Assistant to display the balloon in which you can type a question.

- Type *create new email* in the balloon. Click **Search**:



- The help results will be displayed in the **Search Results** Task Pane:



- Click on a topic to read the Help content.

**Customize Outlook Today**

SAMPLE

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### Customizing Outlook Today

- Click on the **Shortcuts** icon in the **Navigation Pane** and click on the **Outlook Today** link.
- Select the **Customize Outlook Today** button:



- In the **Customize Outlook Today** folder, select the following options:

**Startup** - Checked.

**Messages** – Click on the **Choose Folders** button to open the **Select Folder** dialog box. Check off **Drafts**, **Inbox** and **Outbox**. Click **OK** to close the dialog box.

**Calendar** – Click on the down arrow and select **3** from the drop down menu.

**Tasks** – Leave all options as the default settings.

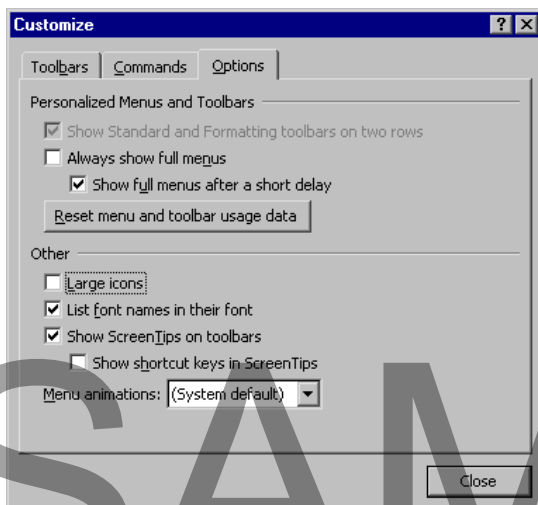
**Styles** – Click on the down arrow and select **Winter** from the drop down menu.

- Click on the **Save Changes** button at the top of the panel.

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## Customizing the Toolbar

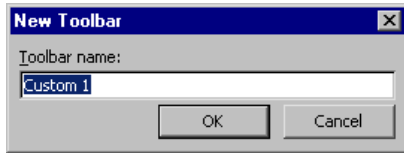
- From the main menu, choose **Tools > Customize** to open the **Customize** dialog box. Select the **Options** tab:



- Check off **Always show full menus**.
- Click **Close** to close the dialog box.
- Click on any of the options on the main menu and notice how the menus are fully expanded now.

## Creating a new Toolbar

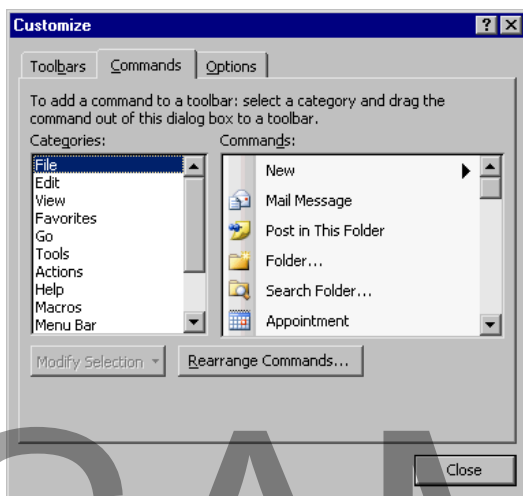
- From the main menu, choose **Tools > Customize** to open the **Customize** dialog box. Select the **Toolbars** tab.
- Click the **New** button to open the **New Toolbar** dialog box:



- Type **Example of New Toolbar** in the **Toolbar name** field and click **OK**.
- The new toolbar will now be listed in the **Customize** dialog box's **Toolbars** list, and a prototype toolbar will have been created beside the dialog box:



- Select the **Commands** tab in the **Customize** dialog box:



- Select **File** from the **Categories** list on the left.
- Click on **Mail Message** from the **Commands** list on the right. Drag and drop it onto the prototype toolbar:



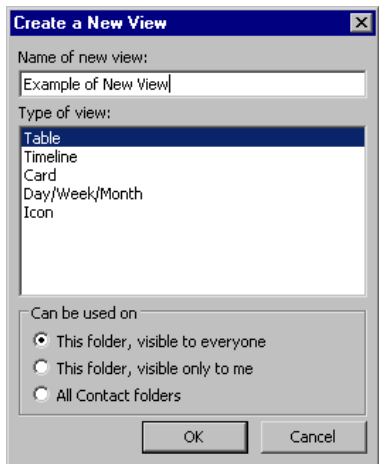
- The icon will appear on the new toolbar. Add another button to the toolbar by dragging and dropping **Post in This Folder** from the **Commands** list onto the prototype toolbar.
- Click **Close** to close the **Customize** dialog box.

- Click on the “x” on the top right corner of the **Example of New Toolbar** to close it.

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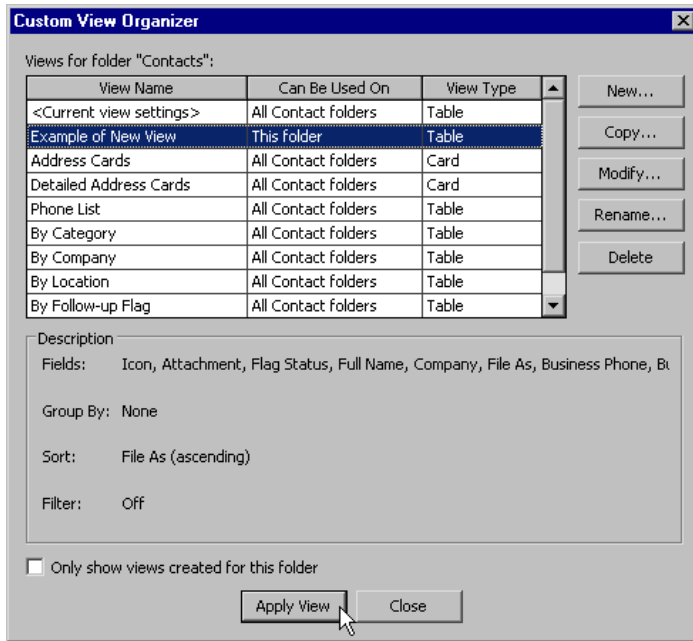
## Creating Custom Views

- Click on **Contacts** in the Navigation Pane.
- From the main menu, choose **View > Arrange By > Current View > Define Views** to open the **Custom View Organizer** dialog box.
- Click the **New** button to open the **Create a New View** dialog box:



- Type **Example of New View** in the **Name of new view** field.
- Select **Table** from the **Type of view** list.
- Select **This folder, visible to everyone** from the **Can be used on** section
- Click **OK** and the **Customize View** dialog box will open.
- Leave all settings as the default in the **Customize View** dialog box.
- Click **OK** to close the dialog box and return to the **Custom View Organizer** dialog box.
- Be sure **Example of New View** is highlighted and click on **Apply View**:

SAMPLE

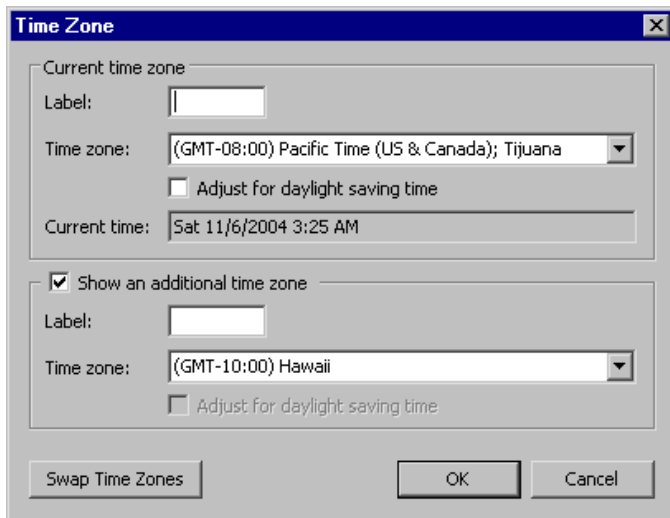


- The **Contacts** folder will now be displayed in a table format:

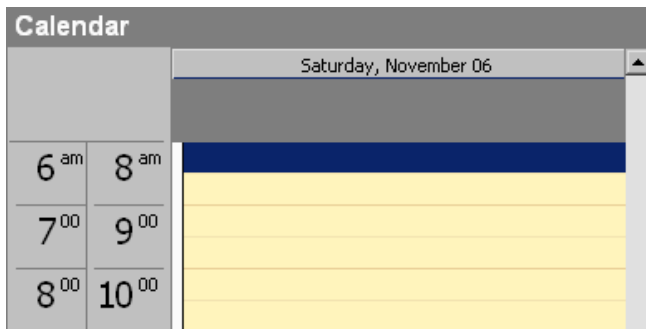
Contacts				
	Full Name	Company	File As	Business Phone
Click here to add a new C...				
	Jane Doe	XXXX	Doe, Jane	(123) 456-7890

## Adding Additional Time Zones

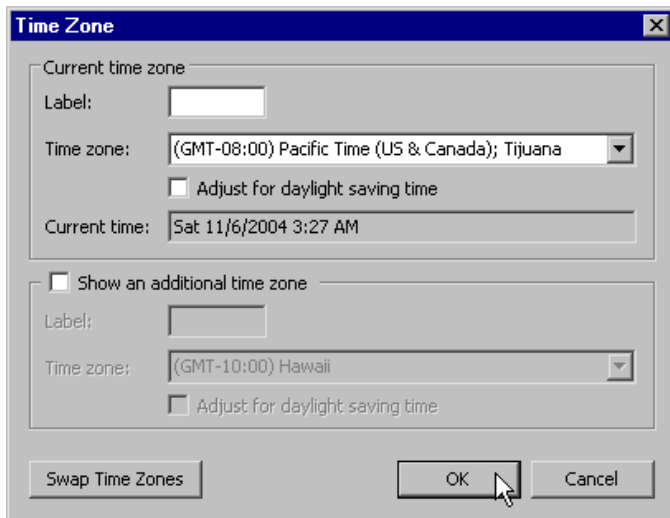
- Open the **Calendar** Pane, by clicking on the **Calendar** button in the Navigation Pane, or in the list of folders.
- From the main menu, choose **View > Day**.
- From the main menu again, choose **Tools > Options** to open the **Options** dialog box.
- In the **Preferences** tab in the **Calendar** section, click the **Calendar Options** button to open the **Calendar Options** dialog box.
- In the **Advanced options** area, click the **Time Zone** button to open the **Time Zone** dialog box. Select the **GMT-08:00** option from the **Time Zone** drop menu:



- Select the **Show an additional time zone** check box. Choose **GMT-10:00** from the Time Zone drop down menu.
- Click **OK** to close the **Time Zone** dialog box.
- Click **OK** to close the **Calendar Options** dialog box.
- Click **OK** to close the **Options** dialog box and see the two time zones displayed:



- From the main menu again, choose **Tools > Options** to open the **Options** dialog box.
- In the **Preferences** tab in the **Calendar** section, click the **Calendar Options** button to open the **Calendar Options** dialog box.
- In the **Advanced options** area, click the **Time Zone** button to open the **Time Zone** dialog box. Deselect the **Show an additional time zone** option:



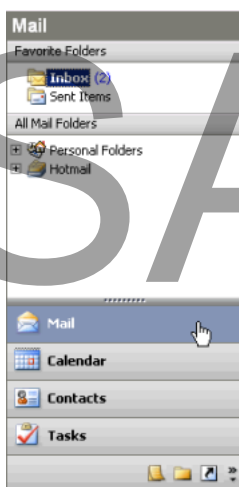
- Click **OK** to close the **Time Zone** dialog box.
- Click **OK** to close the **Calendar Options** dialog box.
- Click **OK** to close the **Options** dialog box.

## The Navigation Pane

---

### Using the Mail button

- Click on the **Mail** button. Your mail folders are made visible in the Navigation Pane:



### Using the Calendar button

- Click on the **Calendar** button, the buttons to access all available calendars and open a shared calendar are displayed.

---

### Using the Contacts button

- Click on the **Contacts** button.
- Click on **Address Cards** to view your contacts as address cards in the Reading Pane.
- Click on **Phone List** to view your contacts as a phone list in the Reading Pane.

---

### Using the Tasks button

- Click on the **Tasks** button, and select **Detailed List** to view a detailed listing of your tasks.
- Click on **Task Timeline** to view a time line of your tasks.

---

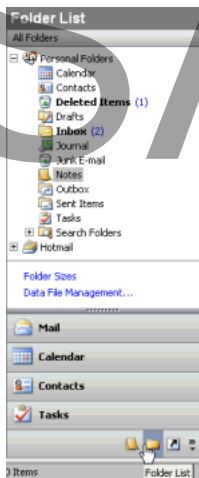
### Using the Notes button

- Click on the **Notes** button at the bottom of the Navigation Pane.
- Select **Icons** from the **Current View** section to see your notes represented by icons.
- Select **By Color** to see them organized by color.

---

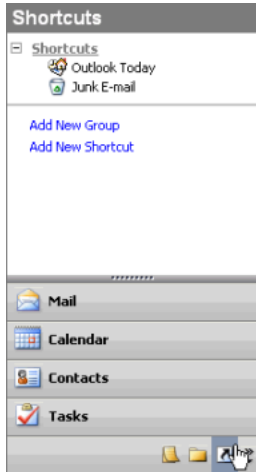
### Using the Folder List button

- Click on the **Folder List** button, to display all folders available in Outlook:



## Using the Shortcuts button

- Click on the **Shortcuts** button to display a list of all shortcuts you may have created as well as options for **Add New Group** and **Add New Shortcut**:



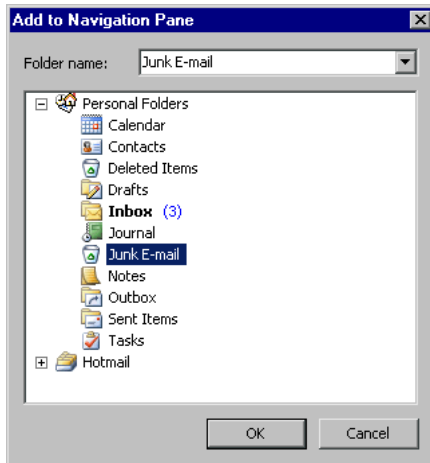
## Adding New Shortcuts

- Click on the **Shortcuts** button in the Navigation Pane.
- Click on **Add New Shortcut**:



- This will open the **Add to Navigation Pane** dialog box:

SAMPLE



- Select the **Junk E-mail** folder and click **OK**.
- The new shortcut will now be listed:



SAMPLE

## The Toolbars

### The Standard Toolbar

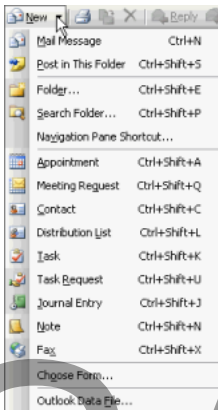
---

#### Using the New Pull-down Menu

- Select **Mail** in the Navigation Pane.
- Place the cursor over the **New** button on the Standard toolbar, and click to create a new message:



- Close the new message without saving.
- Click on the down arrow beside the **New** button to expand the drop-down menu:

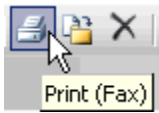


- Select **Mail Message**.
- Close the new message without saving.

---

#### Using the Print button

- Select **Mail** in the Navigation Pane.
- Select a mail message.
- Click on the **Print** button:

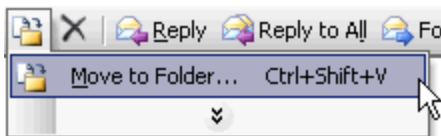


- The mail message that is selected will be printed on the default printer.

---

### Using the Move to Folder button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Move to Folder** button and select **Move to Folder**:



- Select **Deleted Items** in the **Move Items** dialog box and click **OK**.
- Click on **Deleted Items** in the **All Mail Folders** section of the Navigation Pane. Your message will now be in that folder.

---

### Using the Delete button

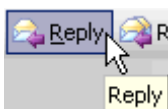
- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Delete** button to remove the message to the **Deleted Items** folder:



---

### Using the Reply button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Reply** button:

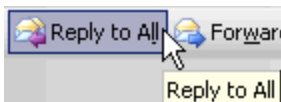


- Notice how the sender's address is already in the **To** field. Close the new message without saving.

---

### Using the Reply to All button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Reply to All** button:



- Notice how *all* of the addresses the email was originally sent to are already in the **To** field. Close the new message without saving.

---

### Using the Forward button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Forward** button:

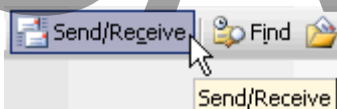


- Notice how a new mail message is created with the original content already in the body. Close the email without saving.

---

### Using the Send and Receive button

- Select **Mail** in the Navigation Pane.
- Click on the **Send/Receive** button to send or receive any email messages:

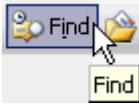


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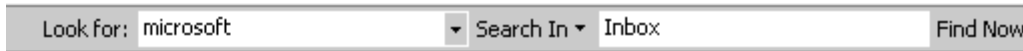
### Using the Find button

- Select **Mail** in the Navigation Pane.

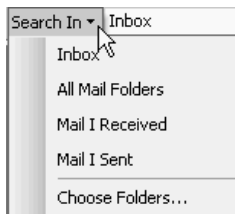
- Click on the **Find** button:



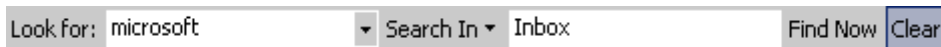
- Type **microsoft** in the **Look for** field:



- Click on the down arrow by **Search In** and select **Inbox**:



- Click on **Find Now**.
- All emails that contain “microsoft” in the Inbox will be displayed in the Folder Pane.
- Click on **Clear** to clear the search results:



- Click on the “x” at the right to close the **Find** toolbar.

### Using the Create Rule button

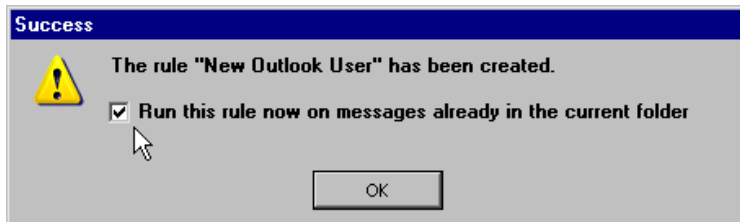
- Select **Mail** in the Navigation Pane.
- Click on the **Create Rule** button:



- If a warning dialog box is displayed, check **Please do not show me this dialog again** and click **OK**.
- Check the **Sent to** option and select **me only** from the drop down menu.
- Check **Play a selected sound** from the **Do the following** section:



- Click **OK** to close the dialog box.
- Check **Run this rule now on messages already in the current folder** and click **OK**:



### Using the Address Book button

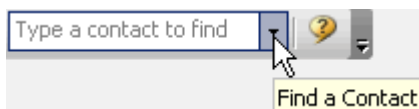
- Select **Mail** in the Navigation Pane.
- Click on the **Address Book** button to open the Address book:



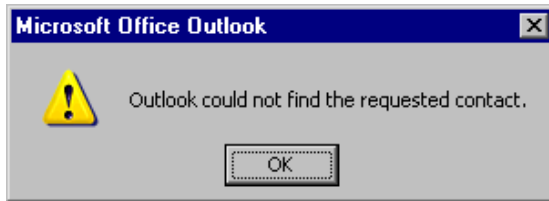
- Select **File** > **Close** to close the Address book.

### Using the Find a Contact field

- Select **Mail** in the Navigation Pane.
- Click on the **Find a Contact** field:



- Type **Michael** and press **Enter**.
- If there is no contact by that name found, a dialog box will be displayed:

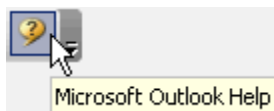


- If there is a contact by that name, then their contact information will be displayed.

---

### Using the Help button

- Select **Mail** in the Navigation Pane.
- Click on the **Microsoft Outlook Help** button:



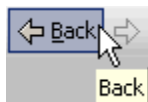
- This instantly opens the **Outlook Help** task pane.
- Close the task pane.

### The Web Toolbar

---

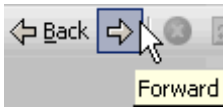
#### Using the Back button

- Select **Calendar** in the Navigation Pane.
- Select **Shortcuts** in the Navigation Pane.
- Click on the **Outlook Today** shortcut.
- Click on the **Back** arrow button to return to the **Calendar**:



### Using the Forward button

- Click on the **Forward** arrow button to return to **Outlook Today**:



### Using the Web Search Feature

- Type `www.microsoft.com` into the web search field and press **Enter**:



- Microsoft's main page will be displayed in the Outlook window.

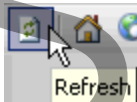
### Using the Stop button

- Type `www.microsoft.com` into the web search field and press **Enter**.
- Click on the **Stop** button to stop the search for the page instantly:



### Using the Refresh button

- Type `www.microsoft.com` into the web search field and press **Enter**.
- Click the **Refresh** button to refresh the page:



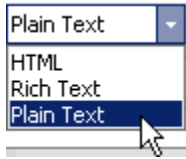
## The Message Toolbars

---

### Using the Plain Text Message Toolbar

- Create a new mail message.

- Select **Plain Text** from the Email toolbar:

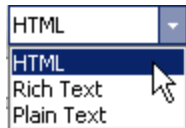


- Notice how the toolbar changes to show only the basic toolbar shortcuts: Save, Print, Send, Accounts, Insert File, Address Book, Check Names, Permission, Importance, Message Flag, Create Rule, Options and Message Format.

---

### Using the HTML Message toolbar

- Create a new mail message.
- Select **HTML** from the Email toolbar:

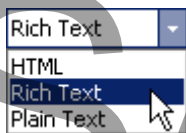


- Notice how the toolbar changes. **Paragraph** style, including header and titles, can be inserted; **Fonts**, **Font Size** and **Color** can be set. **Alignment**, **Spacing** and **Horizontal Bar** insertion can all be applied to the HTML message text.

---

### Using the Rich Text Message toolbar

- Create a new mail message.
- Select **Rich Text** from the Email toolbar:



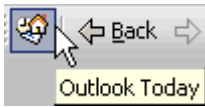
- Notice how the toolbar changes. The only difference is that **Paragraph** style with headers and titles cannot be inserted, and **Horizontal Bars** are also not available for a **Rich Text** message.

---

## The Advanced Toolbar

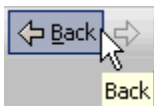
### Using the Outlook Today button

- Click on the **Outlook Today** button to quickly open the **Outlook Today** pane in the main viewing area:



### Using the Back button

- Click on the **Calendar** button in the Navigation Pane.
- Now click on the **Outlook Today** button.
- Click on the **Back** arrow button to move back to the **Calendar** view:



### Using the Forward button

- Click the **Forward** arrow button to return to the **Outlook Today** view:



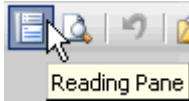
### Using the Up One Level button

- Click on the **Contacts** button in the Navigation Pane
- Click on the **Up One Level** button to move one level up (to the Outlook Today view):



### Using the Reading Pane button

- Click on the **Mail** button in the Navigation Pane.
- Click on the **Reading Pane** button to quickly close the **Reading Pane**:



- Click on it again to reopen the **Reading Pane**.

---

### Using the Print Preview button

- Click on the **Mail** button in the Navigation Pane
- Select a message from the Folder pane.
- Click on the **Print Preview** button to open the **Print Preview** dialog box:



- Click **Close** to close the Print Preview dialog box.

---

### Using the Undo button

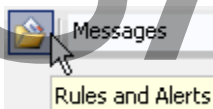
- Click on the **Mail** button in the Navigation Pane
- Select a message from the Inbox in the Folder pane.
- From the main menu, choose **Edit > Delete**.
- Click on the **Undo** button to undo the message deletion:



---

### ⚠ Using the Rules and Alerts button

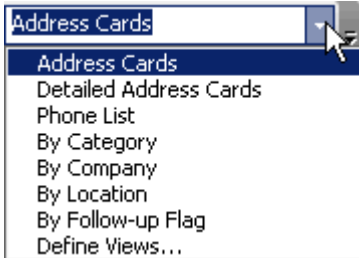
- Click on the **Rules and Alerts** button to open the **Rules and Alerts** dialog box:



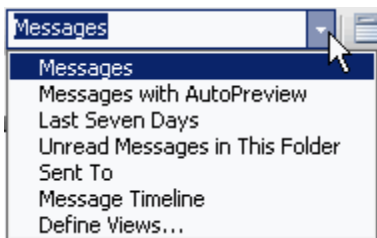
- If you see a warning dialog box, click **OK**.
- Click **Cancel** to close the **Rules and Alerts** dialog box.

### Using the Current View field

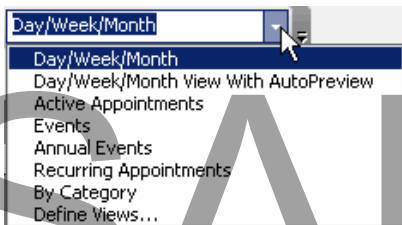
- Click on the **Contacts** button in the Navigation Pane.
- Click on the down arrow beside the **Current View** field and experiment with choosing various views:



- Click on the **Mail** button in the Navigation Pane.
- Click on the down arrow beside the **Current View** field and experiment with choosing various views:



- Click on the **Calendar** button in the Navigation Pane.
- Click on the down arrow beside the **Current View** field and experiment with choosing various views:



---

### Using the Group By Box button

- Click on the **Mail** button in the Navigation Pane.
- Click on the **Group By Box** button to display the **Group By Box** in the Folder pane:

SAMPLE

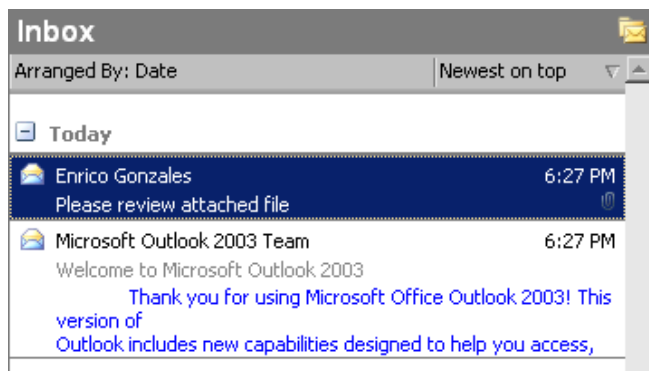


- Click on it again to remove the Group By Box.

---

### Using the AutoPreview button

- Click on the **AutoPreview** button to open the **AutoPreview** function:



- Click on it again to remove the **AutoPreview**.

SAMPLE

## Mail

### Creating Messages

#### Creating a Message

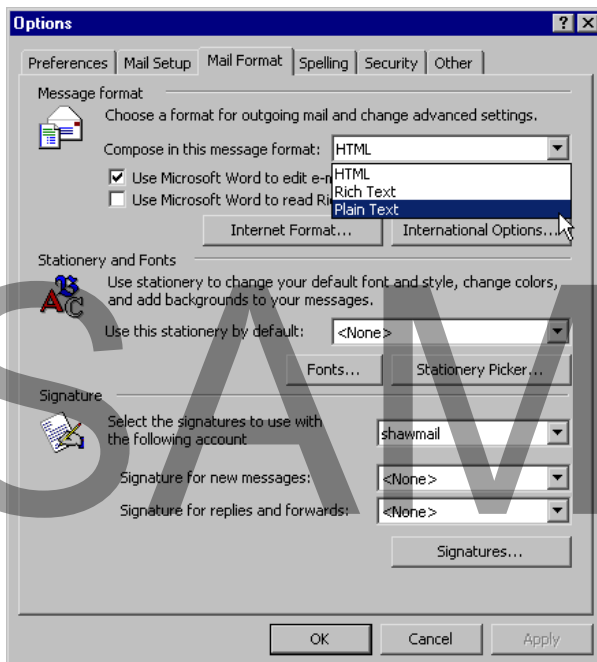
- Click on **Mail** in the Navigation Pane.
- Click the **New** button in the **Outlook** toolbar to open a new message

*OR* click on the arrow beside the **New** button to open the full drop-down menu, and select **Mail Message**.

- Close the new message without saving.

#### Setting Message Formats

- From the main menu, choose **Tools > Options** to open the **Options** dialog box, and click on the **Mail Format** tab:

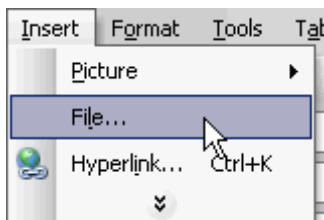


- In the **Message format** section, choose **HTML** from the **Compose in this message format** drop down list.
- Click **OK** to close the dialog box.

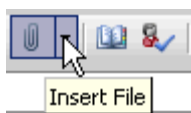
---

## Attaching a File to a Message

- Create a new mail message.
- From the message's menu toolbar, choose **Insert > File**:



**OR** click on the **Paperclip** icon within the message menu bar:

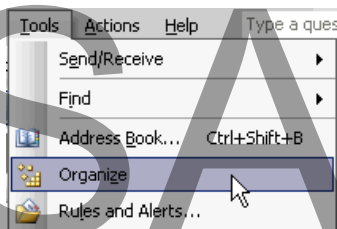


- In the **Insert File** dialog box, browse to the **Outlook 2003 Foundation Samples** and select the **tele\_booth.jpg** file. Click on **Insert**.
- Close message without saving.

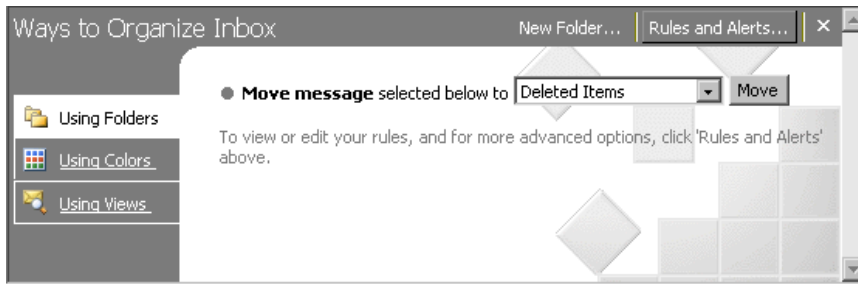
---

## Using Rules

- Select **Mail** in the Navigation Pane.
- Click on **Inbox**.
- Choose **Tools > Organize**:



- This will open the **Ways to Organize Inbox** area in the top portion of the **Message Information** panel:



- Select a message in the Inbox that you would like to delete.
- Select **Deleted Items** from the drop down menu.
- Click on **Move** to move the message.
- Click on the "x" to close the Ways to Organize Inbox area.

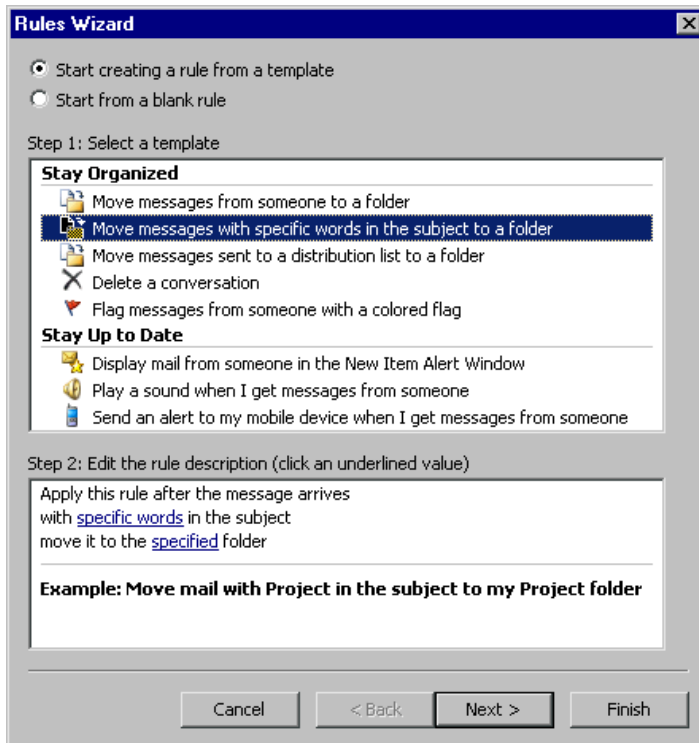
### Using the Rules and Alerts Dialog Box

- Select **Mail** in the Navigation Pane.
- From the main menu, choose **Tools > Rules and Alerts** to open the **Rules and Alerts** dialog box.
- If you see a warning dialog box, check **Please do not show me this dialog again** and click **OK**.
- Click on **New Rule**:



- This opens the next **Rules Wizard** dialog box, where a new rule can be created:

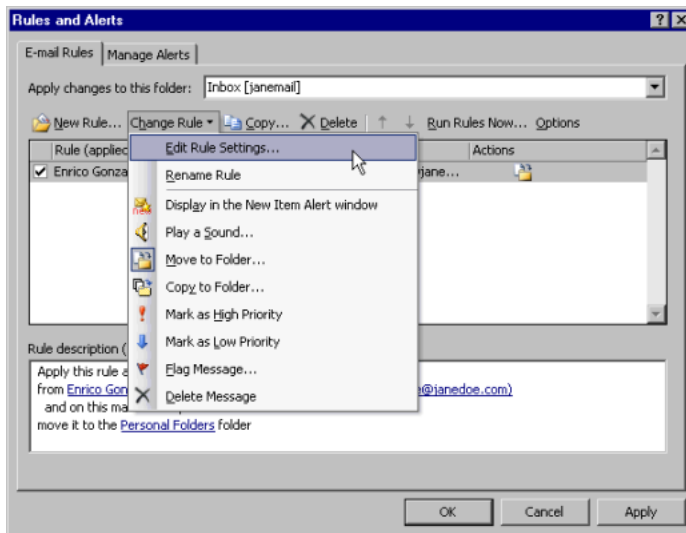
# SAMPLE



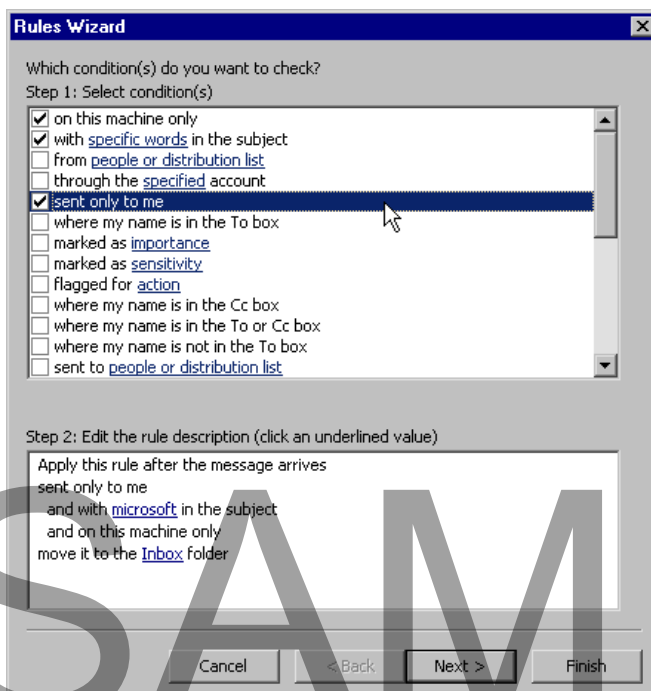
- Select **Move messages with specific words in the subject to a folder** from the **Step 1** section.
- Click on **specific words** in the **Step 2** area.
- In the **Search Text** dialog box, enter **microsoft**. Click on **Add**, then **OK** to close the dialog box.
- Click on **specified** in the **Step 2** area.
- Select **Inbox** from the list of folders. Click **OK**.
- Click on the **Next >** button to open the next window. You'll be asked to select your choice of conditions that apply to the new rule. Leave all options as the default.
- Click on the **Next >** button, and again, leave all options as they are.
- Click on the **Next >** button again, and leave all options as they are.
- Enter **Example of a Rule** in the **Specify a name for this rule** field.
- Click on **Finish** to save the rule.
- Click on **OK** to close the **Rules and Alerts** dialog box.

## Modifying a rule

- Select **Mail** in the Navigation Pane.
- From the main menu, choose **Tools > Rules and Alerts** to open the **Rules and Alerts** dialog box.
- Highlight **Example of a rule**, and click the **Change Rule** button. From the sub menu, select **Edit Rule Settings**:



- Select **sent only to me** from the **Step 1: Select condition(s)** area:

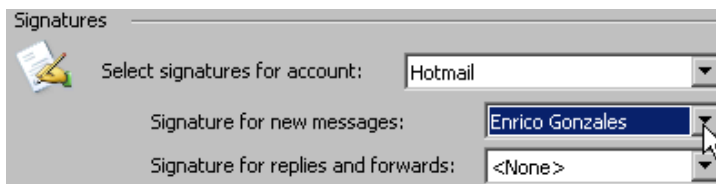


- Click **Finish** to save the changes.
- Click **OK** to close the **Rules and Alerts** dialog box.

## Adding a Signature to a Message

- Select **Mail** in the Navigation Pane.
- From the main menu, choose **Tools > Options** to open the **Options** dialog box.

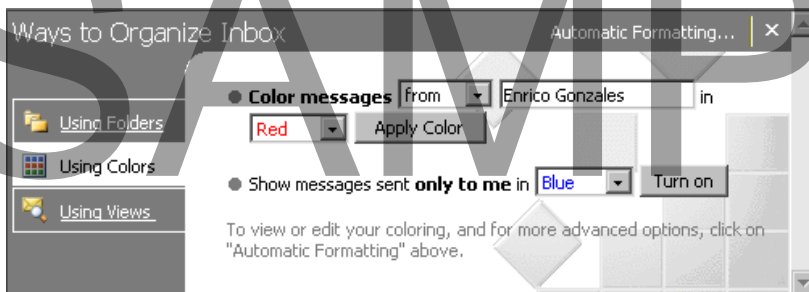
- Select the **Mail Format** tab.
- Select the **Signatures** button at the bottom of the tab to open the **Create Signature** dialog box.
- Click the **New** button to open the **Create New Signature** dialog box, and follow the steps to create a personal signature.
- Enter **Enrico Gonzales** in the **Enter a name for your new signature** field.
- Click on **Next**.
- In the next step, type **Enrico Gonzales** in the **Signature text** field.
- Highlight the entry and then click on **Font** to open the **Font** dialog box.
- Select **Times New Roman** from the **Font** options and **Italic** from the **Style** options.
- Click **OK**.
- Click **Finish** to close the **Edit Signature** dialog box.
- Click **OK** to close the **Create Signature** dialog box.
- Click on the down arrow for **Signature for new messages** option and select **Enrico Gonzales**:



- Click **OK** to close the **Create Signature** dialog box.

## Organizing Messages with Color

- From the main menu, choose **Tools > Organize** to open the **Ways to Organize Inbox** pane within the Inbox information area of Outlook.
- On the left side of the **Organize** pane, select **Using Colors**:



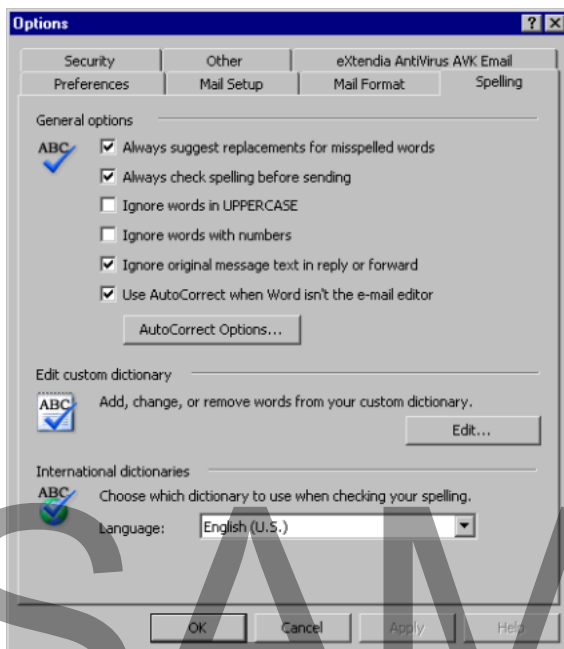
- In the first field select **from**.
- In the second field, type **Enrico Gonzales**.
- Select **red** from the color drop-down menu:



- Select **Apply Color** to apply the rule.
- Click on the "x" to close the Ways to Organize Inbox area.

## Checking the Spelling and Grammar

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Spelling** tab:

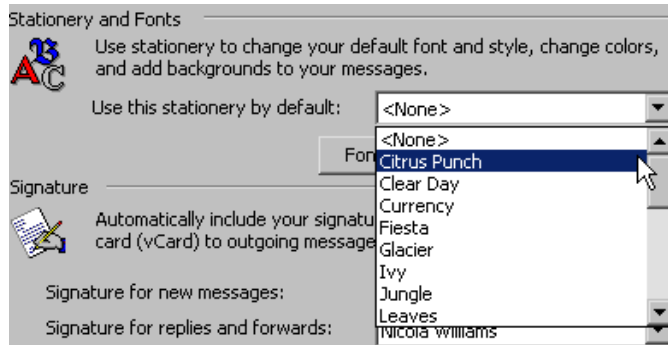


- Check the **Always check spelling before sending** option.
- Click **OK** to close the dialog box.

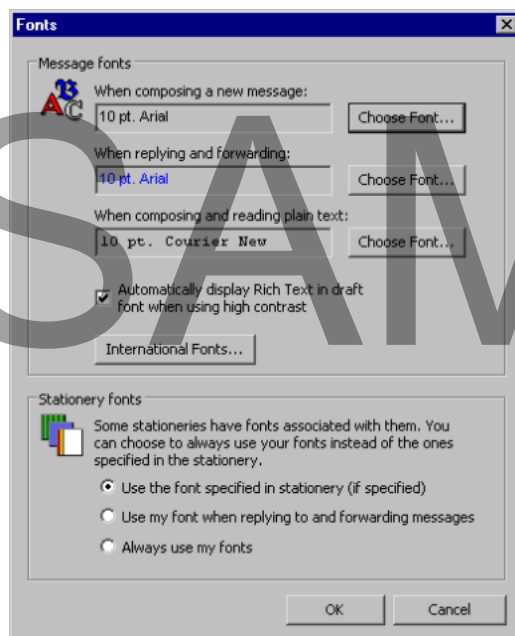
## Mail Customization

## Using Message Stationery

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Select **Citrus Punch** from the **Use This Stationery by default** drop-down menu:



- Click on **OK** to close the dialog box.
- Create a new mail message and note the lovely stationery. Close the message without saving.
- Return to the **Options** dialog box and select **<None>** from the **Use This Stationery by default** drop-down menu.
- Click **OK** to close the **Options** dialog box.
- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Click on the **Fonts** button to open the **Fonts** dialog box

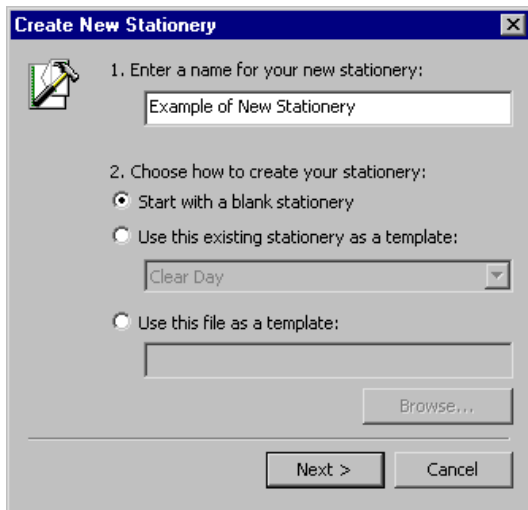


- Click on the **Choose Font** button for **When composing a new message**.
- Select **Times New Roman** from the **Font** options.
- Click **OK** to close the **Font** dialog box.
- Click **OK** to close the **Fonts** dialog box.
- Click **OK** to close the **Options** dialog box.

---

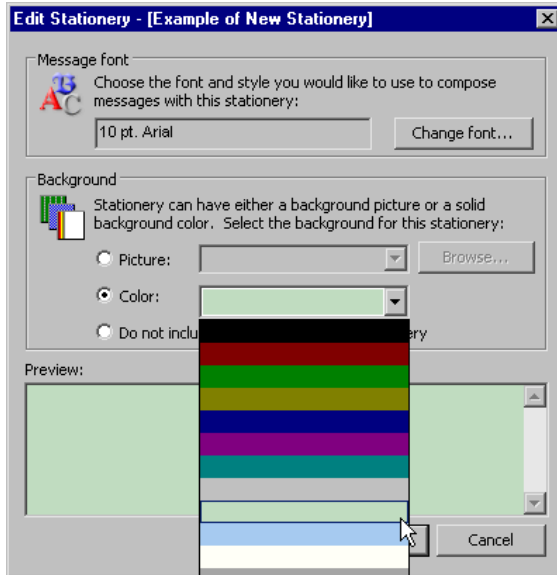
## Customizing Stationery

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Click on the **Stationery Picker** button.
- Click on the **New** button.
- Type **Example of New Stationery** in the **Enter a name for your new stationery** field:



- Click **Next** to open the **Edit Stationery** dialog box. Click on the **Color** radio button and select light green as a background color:

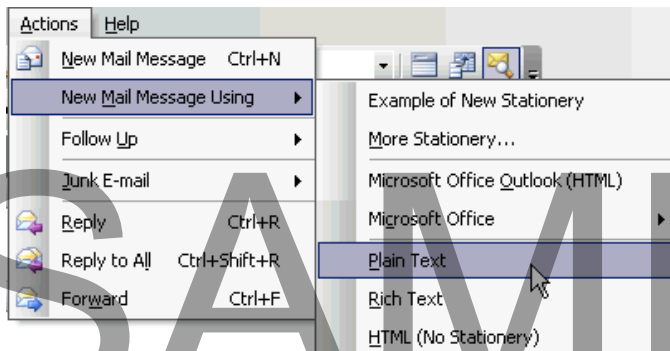
SAMPLE



- Click **OK** to save the changes
- Click **OK** to close the **Stationery Picker** dialog box.
- Click **OK** to close the **Options** dialog box.

## Modifying Message Formats

- From the main menu, choose **Actions > New Mail Message Using** and select **Plain Text** from the list provided:



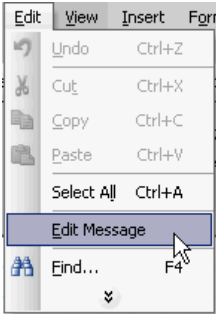
- Close the new mail message without saving.

## Altering the format for a message already sent

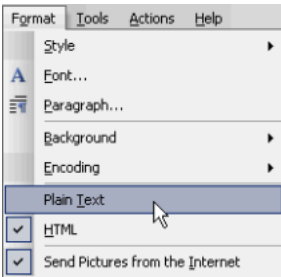
- Open a message from the **Sent Items** box.

**Note:** The sent message has to already be in a rich text or a plain text format prior to editing for the menu selection to present all three formats.

- In the menu bar of the Sent message, choose **Edit > Edit Message**:

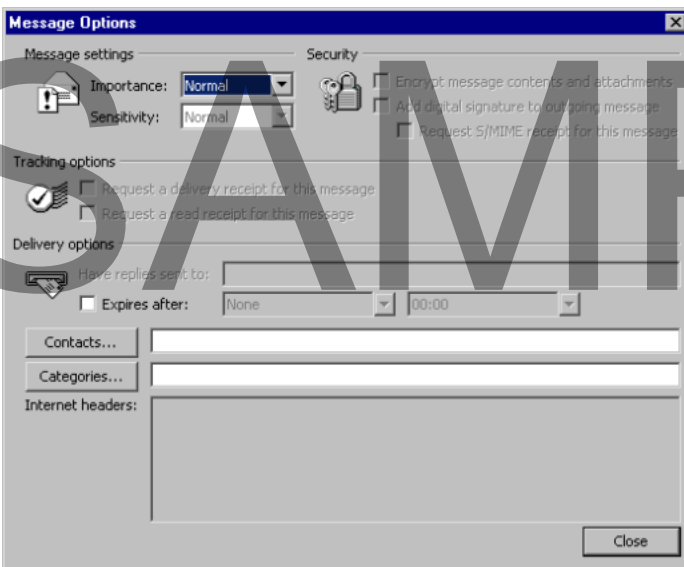


- Choose **Format** and select from **Plain Text**, **HTML** or **Rich Text** to alter the message's format:

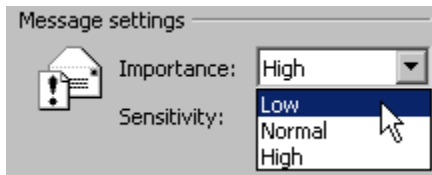


## Modifying Delivery Options

- Open a sent item. From the message's menu bar, choose **View > Options** to open the **Message Options** dialog box:



- Select **Low** from the **Importance** drop down menu in the **Message settings** area:



- Click on **Close** to set the delivery options.
- Close the mail message without saving.

## Opening and Replying

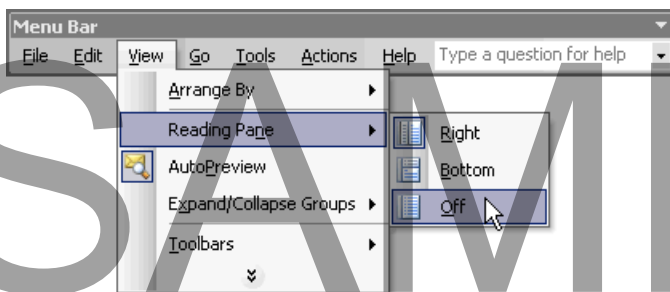
### Opening and Reading a Message

- Select **Mail** in the Navigation Pane.
- Double-click on the header line of a mail message in the **Folder** pane, and the message box will open in a new window

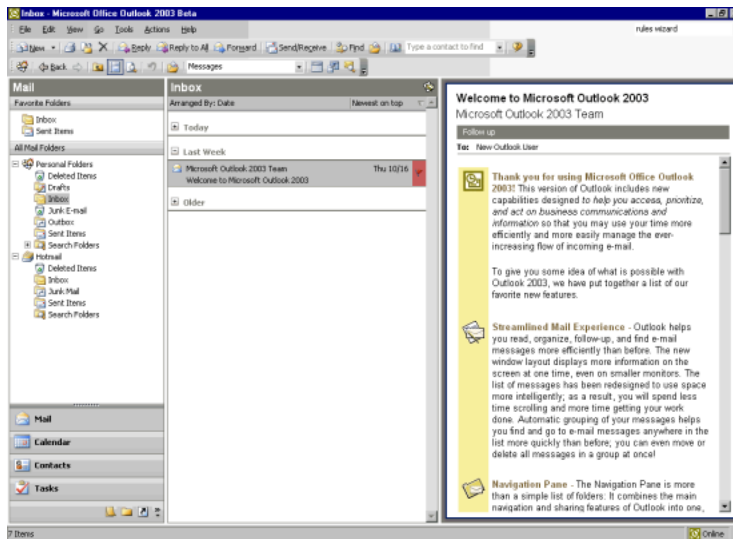
**OR** read the message in the **Reading** pane.

### Opening the Reading pane

- From the main menu, choose **View > Reading Pane > Off**:

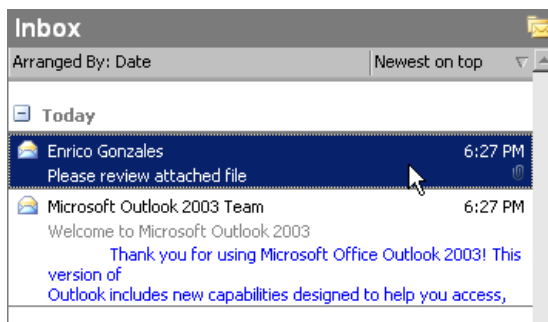


- The reading pane will be removed.
- From the main menu, choose **View > Reading Pane > Bottom**. The message is now displayed at the bottom of the screen, reminiscent of the preview pane in earlier versions of Outlook.
- From the main menu, choose **View > Reading Pane > Right**. This will return the view to the default setting:

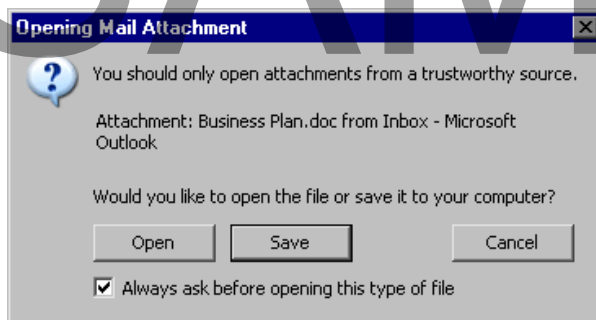


## Opening an Attachment

- Select **Mail** in the Navigation Pane.
- Select a message from the Folder Pane that has an attachment:



- Open the attachment by double-clicking on the name of the attachment in the **Reading** pane.
- Click on **Open** in the **Opening Mail Attachment** dialog box:

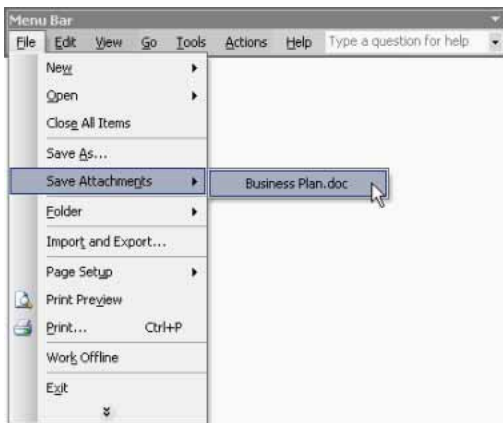


- Close the attachment.

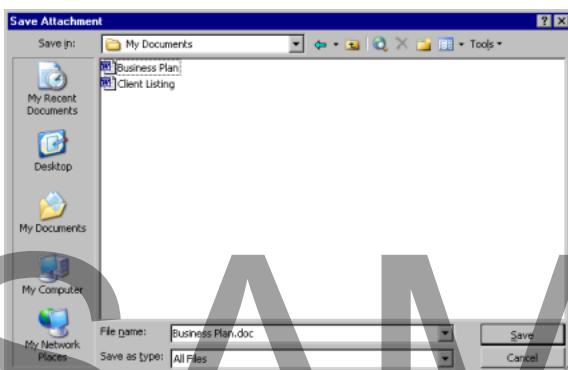
---

## Saving an Attachment

- Select a message in the **Folder Pane** that has an attachment.
- From the main menu, choose **File > Save Attachments**.
- Select the specific attachment you would like to save:



- In the **Save Attachment** dialog box, locate the **Outlook 2003 Foundation Samples** folder using the **Save In** drop-down menu:

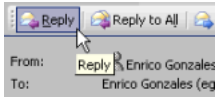


- Click on **Save** to save the attachment.

---

## Replying to a Message

- Double-click on a message header in the **Folder** pane to open a message.
- Click on the **Reply** button in the message box menu:

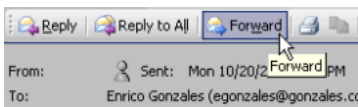


- This will open a reply message, with the sender from the original message in the **To** field. Close the mail message without saving.
- Close the original mail message.

---

### Forwarding a Message

- Open a message and click on the **Forward** button in the message's menu bar:

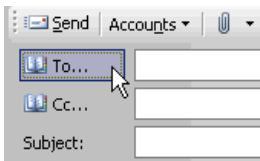


- This will create a new message box, with the original email contained in the body text. Close the mail message without saving.
- Close the original message.

---

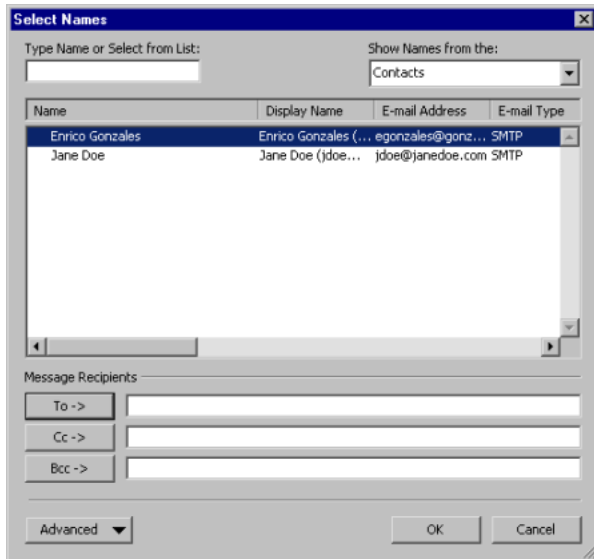
### Selecting a Message Recipient

- Create a new message and type an email address directly into the **To** field:



*OR* click on the **To** button to open the **Select Names** dialog box:

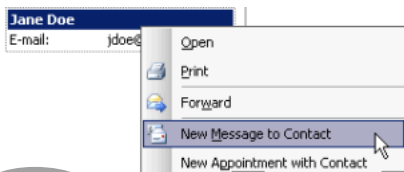
SAMPLE



- Select a recipient name from the **Name** column, and click the **To ->** button to add the name to the **Message Recipients** area on the lower portion of the screen.

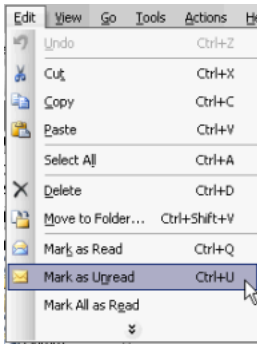
**OR**

- Click on **Contacts** in the Navigation Pane to display your contacts in the Folder pane.
- Right-click on a contact, and select **New Message to Contact** from the pop-up menu:



### Marking Messages Unread

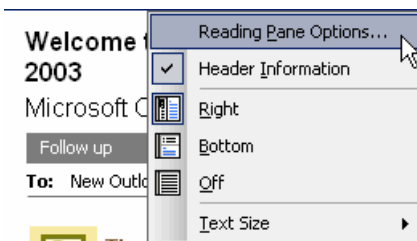
- Select a mail message that has been read. From the main menu, choose **Edit > Mark as Unread:**



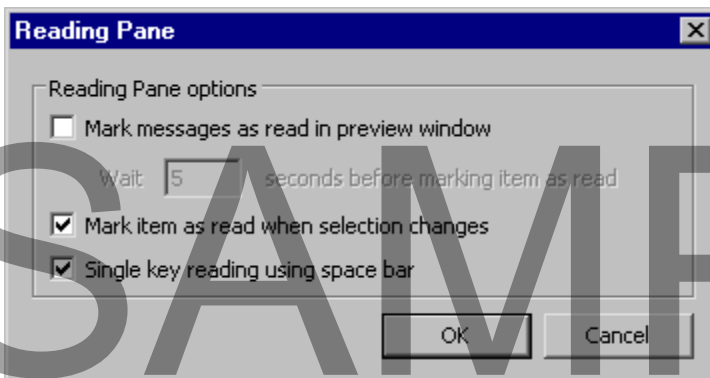
- Notice that the mail message is now bolded in the Folder Pane.

### Using the Reading pane Options – Marking Messages Read

- Move your cursor to the top of the **Reading** pane until the cursor arrow appears (outside of the email), and right-click:



- Select **Reading Pane Options** to open the **Reading Pane** dialog box:



- Check the **Mark item as read when selection changes** checkbox.
- Click **OK** to close the dialog box.

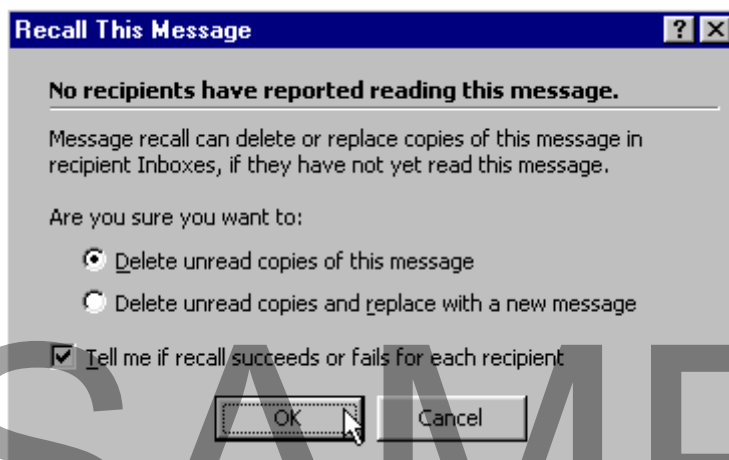
### Recalling a Message

- Select **Mail** from the Navigation Pane.

- Select an email from the **Sent Items** folder.
- Double-click on the message to be recalled to open it.
- From the message's menu bar, choose **Actions > Recall This Message**:



- This will open the **Recall This Message** dialog box:



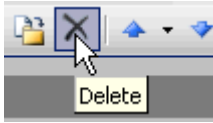
- Leave all options as the default.
- Click **OK** to close the dialog box.
- Close the mail message.

---

## Deleting a Message

- Select **Mail** from the Navigation Pane.
- Select a message in the Inbox.

- Click on the **Delete** icon, and the message will be moved to the **Deleted Items** folder:



SAMPLE

## Contacts

### The Contact List

#### Adding a Contact

- From the main menu, choose **File > New > Contact** to open a new **Contact** information box:

The screenshot shows the 'Jane Doe - Contact' dialog box in Outlook 2003. The 'General' tab is selected, and the following information is entered:

- Full Name: Jane Doe
- Job title: Administration
- Company: XXXX
- File as: Doe, Jane
- E-mail: janedoe@xxxx.com
- Display as: Jane Doe (janedoe@xxxx.com)
- Web page address: <http://www.cctglobal.com>
- IM address: (empty)
- Business Phone: (123) 456-7890
- Home Phone: (empty)
- Business Fax: (empty)
- Mobile: (empty)
- Business Address: (empty)
- This is the mailing address

- Enter the following information:

**Full Name** – Jane Doe  
**Job title** – Administration  
**Company** – XXXX  
**Business Phone number** - (123) 456-7890  
**Email** – janedoe@xxxx.com

- Click **Save and Close** to close the contact and have it entered in the contact list.
- Press the **Ctrl + Shift + C** key combination.
- Enter the following information:

**Full Name** – Enrico Gonzales  
**Email** – egonzales@gonzales.com

- Click **Save and Close** to close the contact and have it entered in the contact list.

---

### Finding a Contact

- Type **Jane Doe** in the **Find a Contact** field on the **Standard** toolbar.
- Press **Enter** to open the contact's information box.

---

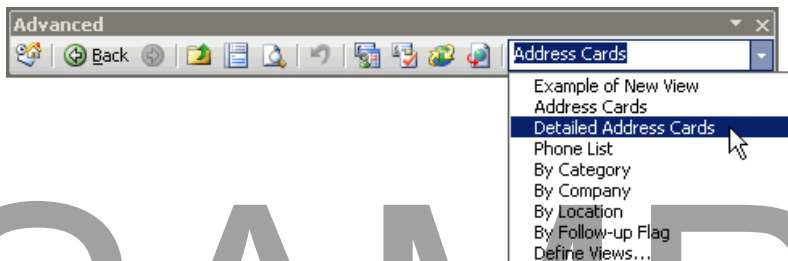
### Editing a Contact

- Select **Contacts** in the Navigation Pane.
- Double click on the **Jane Doe** contact in the Folder Pane.
- Enter **www.cctglobal.com** in the **Web page address** field.
- Click **Save and Close**.

---

### Sorting Contacts

- Select **Contacts** in the Navigation Pane.
- If not already visible, from the main menu, choose **View > Toolbars > Advanced Toolbar** to open the **Advanced Toolbar**.
- Select **Detailed Address Cards** from the **Current View** field:

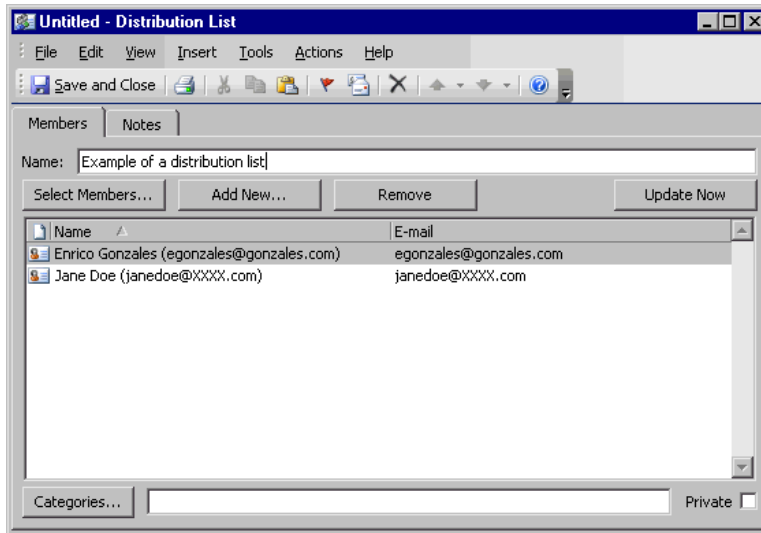


---

### Creating a Distribution List

- Select **Contacts** in the Navigation Pane.
- From the main menu, choose **Actions > New Distribution List** to open the **Distribution List** dialog box.
- Click the **Select Members** button to open the **Select Members** dialog box.
- Double click on the **Jane Doe** contact from the **Name** list in the middle to place it in the **Add to distribution list** on the bottom.
- Double click on the **Enrico Gonzales** contact from the **Name** list in the middle to place it in the **Add to distribution list** on the bottom.

- Click **OK** to return to the **Distribution List** dialog box.
- Type *Example of a distribution list* in the **Name** field:



- Click **Save and Close**.

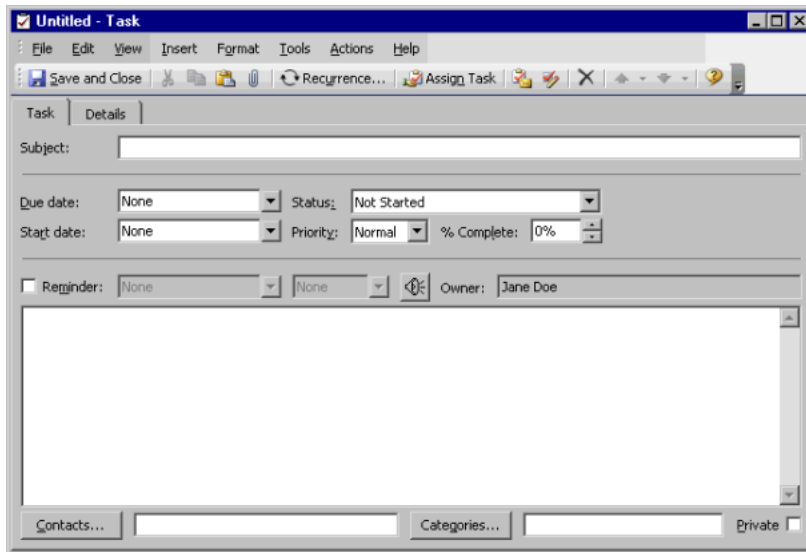
SAMPLE

# Tasks

## Task Management

### Adding a Task

- From the main menu, choose **File > New > Task** to open a new **Task** form:



- Enter the following information into the Task dialog box:

**Subject** – Example of New Task

**Due Date** - Mon 11/10/2003

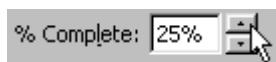
**Start Date** - Mon 11/10/2003

**Status** – Not started

- Priority** - Set the priority of the task, to **Low**:



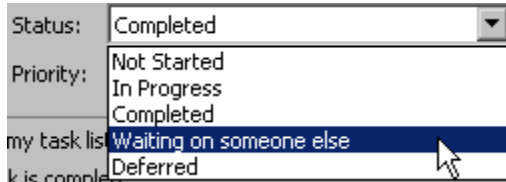
- % Complete** – Set the % complete to **25%**:



- Click on **Save and Close** to save the task.

## Update a Task

- Click on the **Tasks** button in the Navigation Pane.
- Click on the **Simple List** button in the Navigation Pane.
- Double-click on the **Example of New Task**.
- Update the **Status** field to **Waiting on someone else**:



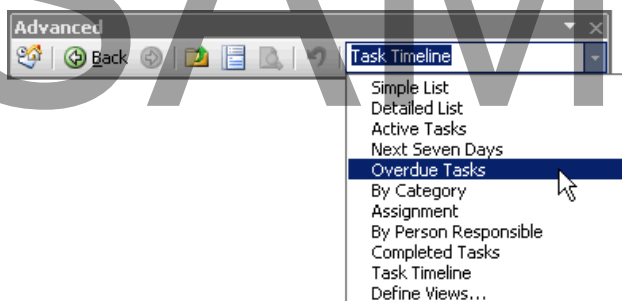
- Click **Save and Close**.

## Editing a Task

- Click on the **Tasks** button in the Navigation Pane.
- Double-click on the **Example of New Task**.
- Change the priority to high.
- Click **Save and Close**.

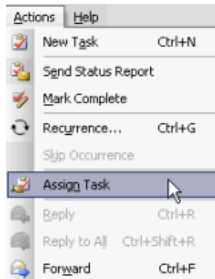
## Sorting Tasks

- Click on the **Tasks** button in the Navigation Pane.
- If not already visible, from the main menu, choose **View > Toolbars > Advanced Toolbar** to open the **Advanced toolbar**.
- Use the **Current View** field and select **Overdue Tasks** from the drop-down menu:



## Assigning a Task

- Click on the **Tasks** button in the Navigation Pane.
- Double-click on the **Example of New Task**.
- From the main menu of the Task form, choose **Actions > Assign Task**:



- Enter the Enrico Gonzales in the **To** field.
- Select the **Keep an updated copy of this task on my task list** option.
- Select the **Send me a status report when this task is complete** option.
- Click the **Send** button.
- Click **Yes** to clear any dialog box that may appear.

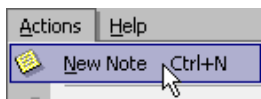
SAMPLE

# Notes and Journal

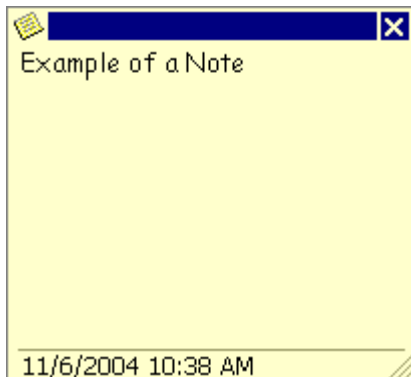
## Notes Development

### Creating a Note

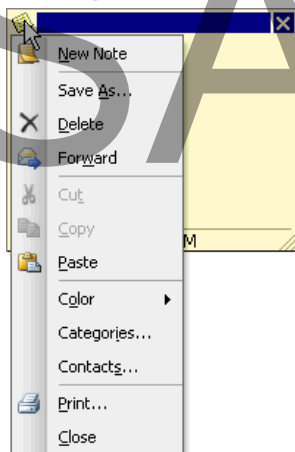
- Click on the **Notes** icon in the **Navigation Pane** to open the **Notes** view in the main viewing area. If there are no notes, the viewing area will be empty.
- From the main menu, choose **Actions > New Note**:



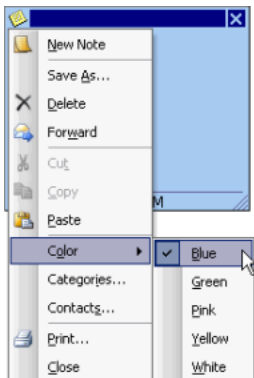
- Type *Example of a Note* in the newly created note:



- Select the icon in the top left corner the note to open the options available for editing the note:



- Select **Color > Blue** to change the background color of the note:

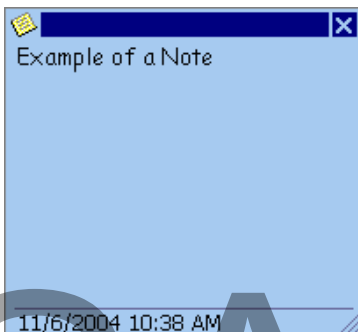


- Click on the "x" in the upper right-hand corner to save and close the note.

---

### Moving a Note

- Double-click on **Example of a Note** to open it.
- Place the cursor arrow over the blue bar at the top of the note.
- Click and drag the note to move it:



- Close the note.

---

### Assigning Contacts to a Note

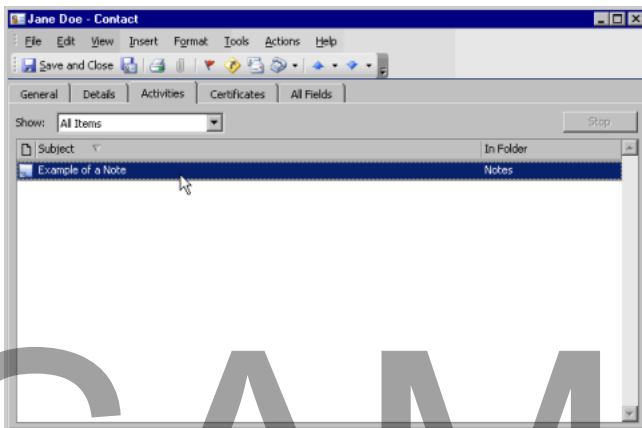
- Open **Example of a Note**.
- Click on the **Note options** icon in the top left hand corner of the note to open the drop-down menu.
- Select **Contacts**:



- This will open the **Contacts for Note** dialog box:



- Type **Jane Doe** in the field.
- Click **Close**.
- Confirm that the note has been attached to the contact by opening the contact's information box. The note will appear in the contact's **Activities** tab:

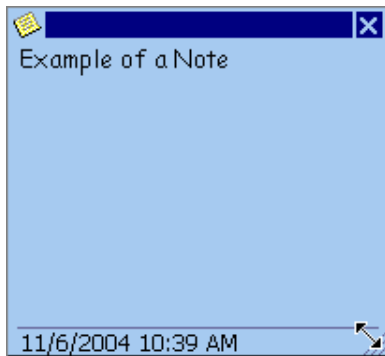


- Click **Save and Close**.
- Close the note.

---

## Resizing a Note

- Open **Example of a Note**.
- Click on the bottom right hand corner marker and drag to alter the size of the note's appearance:

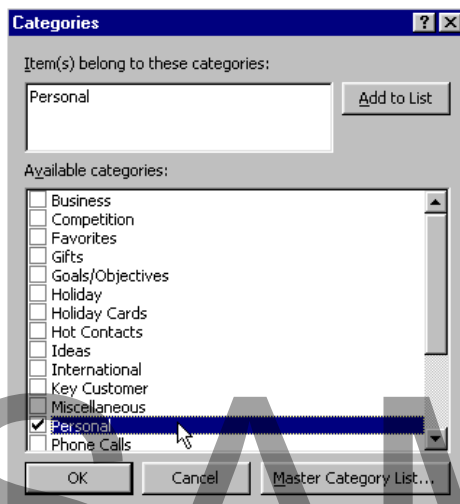


- Close the note.

---

### Assigning Categories to a Note

- Open **Example of a Note**.
- Click on the **Note options** icon in the top left hand corner of the note to open the drop-down menu.
- Select **Categories** to open the **Categories** dialog box:



- Select **Personal** from the **Available categories** area.
- Click **OK**.
- To check that the category has been applied to the note, use the **Current View** drop-down menu in the **Advanced Toolbar**, and select **By Category**.
- Close the note.

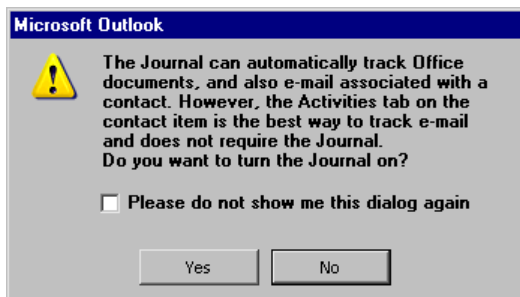
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## The Journal

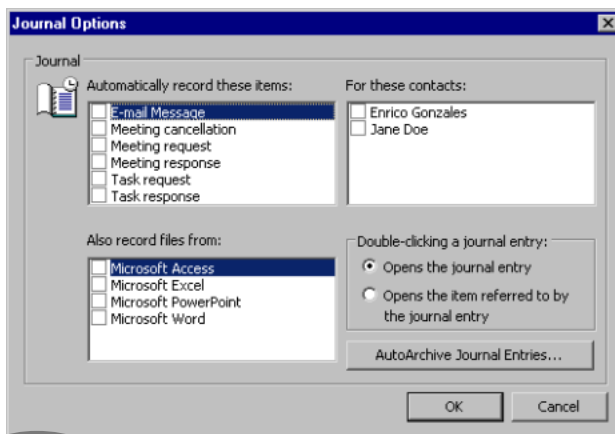
## Using the Journal

- Open the **Journal** by selecting from the main menu, **Go > Journal**:

**Note:** If this note dialog box opens, check **Please do not show me this dialog box again** and then click **Yes**:



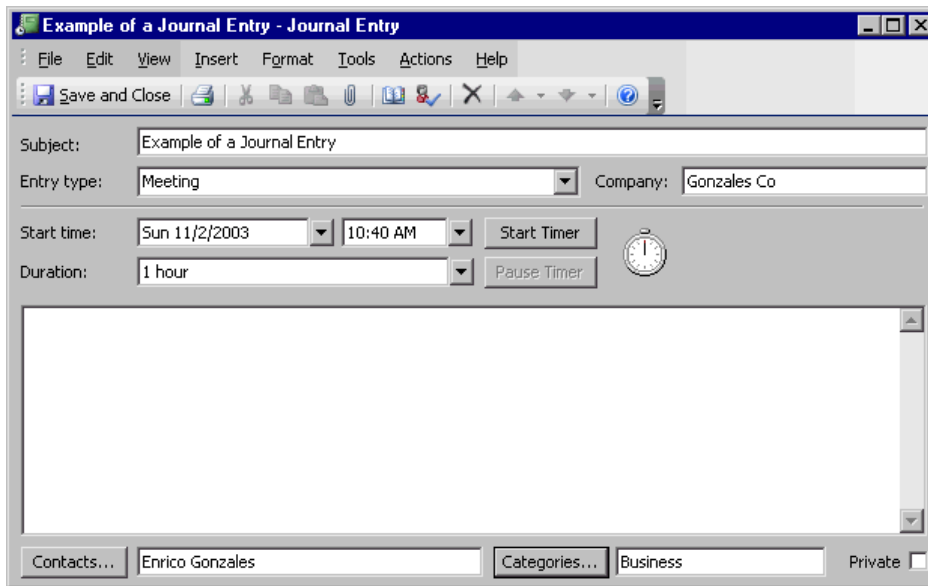
- In the **Journal Options** dialog box, click **OK** without checking any of the options:



## Creating New Journal Entries

- From the main menu, choose **File > New > Journal Entry**.
- The **Journal Entry** window opens:

SAMPLE



- Enter the following information:

**Subject** - Example of a Journal Entry

**Entry Type** – Select **Meeting** from the drop down menu

**Company** - Gonzales Co.

**Start time** - Sun 11/2/2003

**Start Timer** – Do not click on this

**Duration** – Select 1 hour from the drop down menu

**Contacts** – Enrico Gonzales

**Categories** – Business

- Click **Save and Close**.

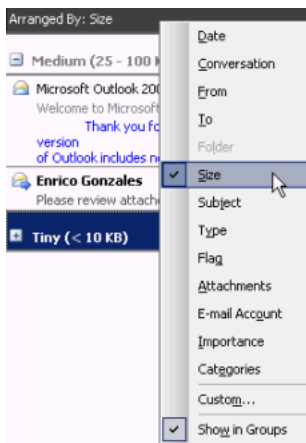
SAMPLE

# Management

## Message Management

### Sorting Messages

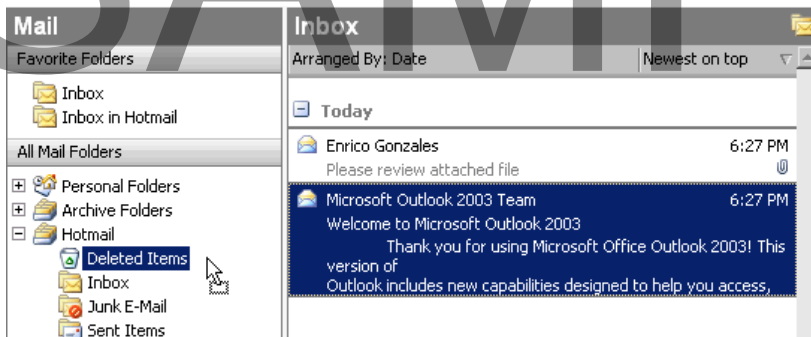
- Click on the **Mail** button in the Navigation Pane.
- Select the **Inbox** folder.
- Click on **Arranged By** and select **Size**:



- Experiment by selecting various options.

### Moving Messages between Folders

- Select a mail message from the **Inbox**,
- Drag the selected message from the **Folder Pane** over top of the **Deleted Items** folder:



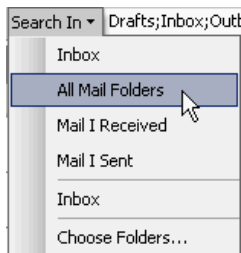
- Release the mouse button.

## Searching for Messages

- Click on the **Find** icon in the **Standard** toolbar to open the **Find** feature above the Folder Pane viewing area:



- Enter **Gonzales** in the **Look for** field.
- Click on **Search In** and select **All Mail Folders** from the drop down menu:



- Click on **Find Now**.
- All mail messages in all folders that contain "Gonzales" will be displayed in the Folder pane.
- Close the **Find** feature to remove the filter.

## Using Search Folders

- Click on the **Mail** button in the Navigation Pane.
- Notice the **Search Folders** listed in the **Folders List** in the **Navigation Pane**.
- Right click on **Search Folders** and select **New Search Folder**:

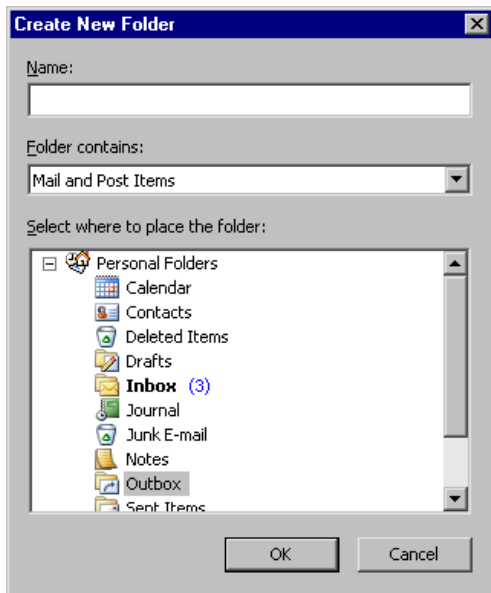


- In the **New Search Folder** dialog box, choose **Mail with attachments** from the **Organizing Mail** section.
- Click **OK**.
- Click on the **Mail with attachments** search folder to display all messages that have attachments.

## Folder Management

### Creating a New Folder

- From the main menu, choose **File > Folder > New Folder**.
- This will open the **Create New Folder** dialog box:



- In the **Name** field, type *Example of New Folder*.
- In the **Folder contains** drop-down menu, choose **Mail and Post Items**.
- In the **Select where to place the folder** area, select **Personal Folders**.
- Click **OK**.
- The new folder will be visible from the **Folders List**.

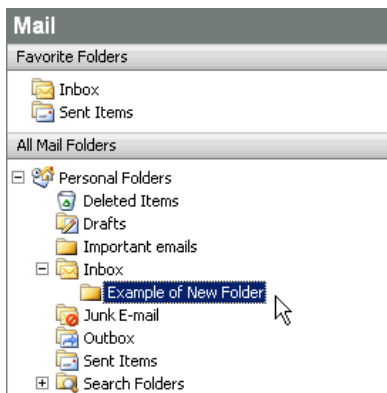
### Moving Folders

- In the **Folders List**, select the **Example of New Folder** folder.
- From the main menu, choose **File > Folder > Move "Example of New Folder" ...**:



- This will open the **Move Folder** dialog box.
- Select **Inbox** from the list.
- Click **OK**.

- The folder will now be visible in its new position in the **Folders List**:



---

### Deleting a Folder

- In the **Folders List**, select the **Example of New Folder** folder.
- Right-click on the selected folder and select **Delete "Example of New Folder"**:



- Click on **Yes** in the **Microsoft Office Outlook** dialog box to confirm the deletion.

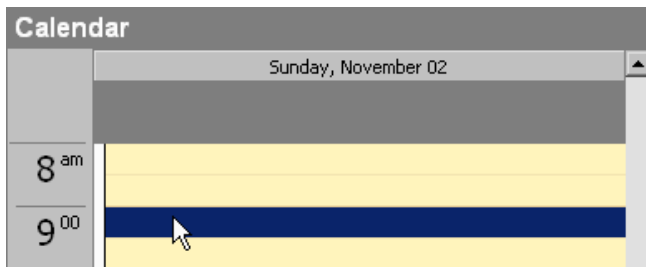
SAMPLE

## Meetings, Appointments and Events

### Appointments

#### Adding an Appointment to the Calendar

- Open the **Calendar** view by clicking on the **Calendar** icon in the **Navigation Pane**.
- Use the arrows in the **Date Navigator** until **November 2003** is showing.
- Select **Sunday Nov 2 2003** from the **Date Navigator**.
- Click on the **9:00** time slot:



- Right-click to open the **Calendar** popup menu, and select **New Appointment**.
- Enter the following information:

**Subject** -. Example of New Appointment

**Location** -. Boardroom

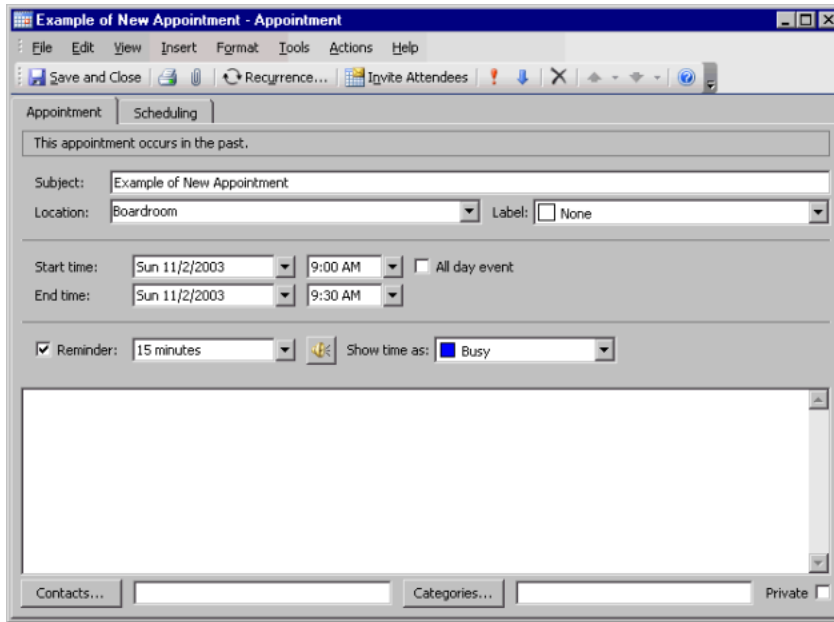
**Start time** – Leave as default

**End time** – Leave as default

**Reminder** – Leave as default

**Show time as** – Select **Busy** from the drop down menu

SAMPLE



- Click **Save and Close**

**Note:** Click on **Dismiss All** if the **Reminder** dialog box is displayed. Click **Yes** to confirm the dismissal.

## Inviting Attendees

- Click on the **Calendar** button in the Navigation Pane.
- Select **Nov 2 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- From the toolbar, click the **Invite Attendees** button:



- In the **To** field enter **Enrico Gonzales**.



- Click **Send**.

## Editing an Appointment

- Click on the **Calendar** button in the Navigation Pane.
- Select **Nov 2 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- Change the end time to **10:00**:

The screenshot shows the 'Appointment' form in Outlook. The 'Start time' is set to 'Sun 11/2/2003' at '9:00 AM'. The 'End time' is currently 'Sun 11/2/2003' at '9:30 AM'. A dropdown menu is open for the end time, showing options from '9:00 AM (0 minutes)' to '12:00 PM (3 hours)'. The '10:00 AM (1 hour)' option is highlighted with a mouse cursor. A 'Reminder' of '15 minutes' is checked.

- Click **Save and Close**.

## Setting Recurring Appointments

- Click on the **Calendar** button in the Navigation Pane.
- Select **Nov 2 2003** from the **Date Navigator**.
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- In the appointment toolbar, click on the **Recurrence** button.
- Enter the following information:

The screenshot shows the 'Appointment Recurrence' dialog box. Under 'Appointment time', Start is '9:00 AM', End is '10:00 AM', and Duration is '1 hour'. Under 'Recurrence pattern', 'Monthly' is selected with 'Day 2 of every 1 month(s)'. Under 'Range of recurrence', 'Start' is 'Sun 11/2/2003', 'End after' is '12 occurrences', and 'End by' is 'Mon 8/2/2004'. The 'OK' button is highlighted with a mouse cursor.

**Appointment time options** – Leave as Default  
**Recurrence pattern options** –Monthly

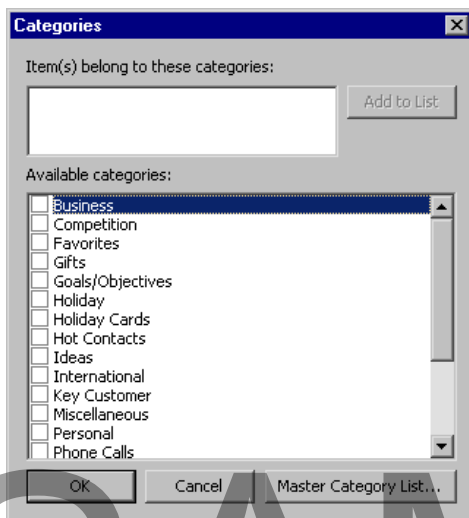
**Range of recurrence** options –End after 12 occurrences

- Click **OK**.
- Click **Save and Close**.
- If prompted, click **Yes** to send an update to all attendees.

---

## Assigning a Category to an Appointment

- Click on the **Calendar** button in the Navigation Pane.
- Select **Nov 2 2003** from the **Date Navigator**.
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- Select **Open the series** in the **Open Recurring Item** dialog box.
- Click **OK**.
- Select the **Categories** button at the bottom of an Appointment information box to open the **Categories** dialog box:



- Select **Business** and **Key Customer**.
- Click **OK**.
- Click **Save and Close**.

---

## Deleting an Appointment

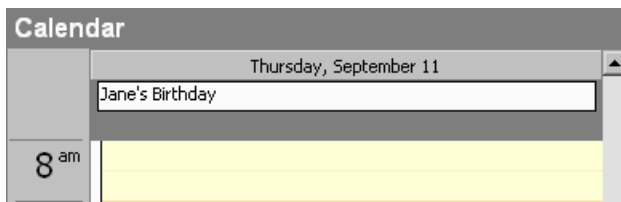
- Click on the **Calendar** button in the Navigation Pane.
- Select **Nov 2 2003** from the **Date Navigator**.
- Right click on **Example of New Appointment** and select **Delete** from the drop down menu.
- Select **Delete the series** in the **Confirm Delete** dialog box and click **OK**.

## Events

---

### Scheduling an Event

- Open the **Calendar** view in the main viewing area.
- Select **September 11 2003** from the **Date Navigator**.
- Click on the grey area at the top of the **Appointment** area, under the current date header.
- Type *Jane's Birthday*:



- Click outside of the **Event** area to add the bell icon, and add the event to the calendar.

**Note:** Click on **Dismiss All** if the **Reminder** dialog box is displayed.

---

### Removing an event

- Select the **Jane's Birthday** event.
- Click the **Delete** button in the **Standard** toolbar.

## Using Permissions

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### Setting Permissions

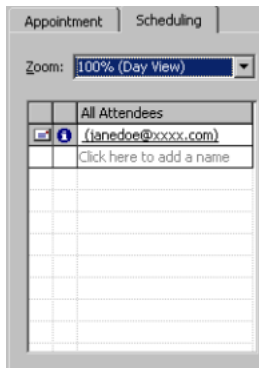
- Select a public folder.
- Right-click on the name of the folder to view the context menu.
- In the context menu, select **Properties** to open the folder's **Properties** dialog box.
- Select the **Permissions** tab. The **Permissions** tab is only available if you own the public folders, and will only show those that you own.

- Use the **Add** and **Remove** buttons to add new names and assign their permission level, or remove names that no longer need access to the public folder.
- Once all options have been set, click **OK**.

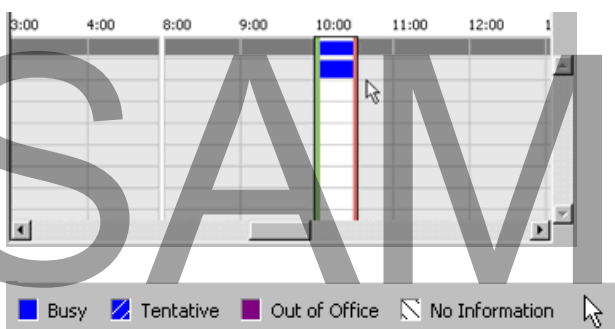
---

### Viewing Other User's Calendars

- To be able to view other users' calendars, the Outlook system must be connected through an Exchange server.
- Create a new appointment, or open an existing one.
- Select the **Scheduling** tab.
- Enter the users' name in the **All Attendees** section, either by clicking on a blank field, or by selecting the **Add Others** button, and choosing names from the **Address** book:



- Once the name is entered, the calendar beside the **Name** field will show if the time is blocked off or if the user is available:



---

## Meetings

## Scheduling a Meeting

- With the **Calendar** view open, from the main menu, choose **File > New > Meeting Request** to open a new **Meeting** form:

- Enter the following information:

**To** - Jane Doe and Enrico Gonzales

**Subject** - Example of New Meeting

**Location** - Boardroom

**Reminder** – checked

**Start time**– Mon 11/3/2003, 9:00

**End** – Mon 11/3/2003, 12:00

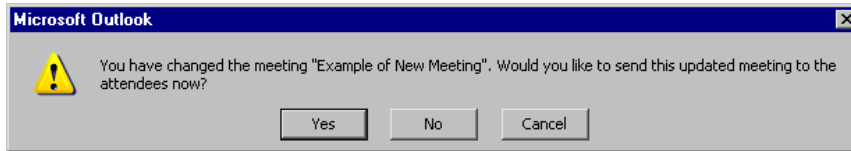
- Click **Send**.

**Note:** Click on **Dismiss All** if the **Reminder** dialog box is displayed.

## Changing an Existing Meeting

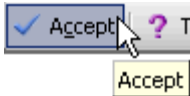
- Open the **Calendar** view in the main viewing area.
- Select **November 3 2003** from the **Date Navigator**.
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Change the **End time** to **10:00**.
- Click **Save and Close**.

- If prompted, click **Yes** in the query dialog box asking if the updated meeting should be sent again to invited attendees:

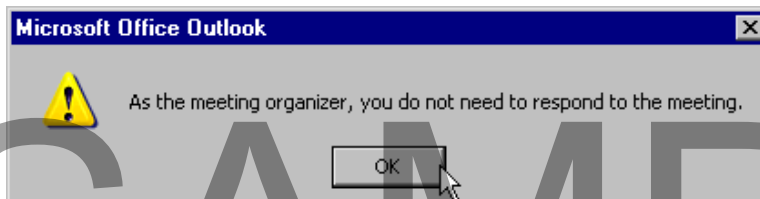


## Replying to a Meeting Request

- Open the **Calendar** view in the main viewing area.
- Select **November 3 2003** from the **Date Navigator**.
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Enter your own email address in the **To** field.
- Click on **Save and Close**.
- Click on **Mail** in the Navigation Pane.
- Click on **Send/Receive** on the Standard Toolbar.
- When you receive the invitation in your Inbox, click on **Accept**:



- Because you are the organizer of the meeting, a dialog box will appear to let you know that you do not need to respond to the meeting. Click **OK**:



## Tracking Meeting Responses

- Open the **Calendar** view in the main viewing area.
- Select **November 3 2003** from the **Date Navigator**.
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Select the **Tracking** tab.

## Updating a Meeting

- Open the **Calendar** view in the main viewing area.
- Select **November 3 2003** from the **Date Navigator**.
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Change the **Location** to **My Office**:



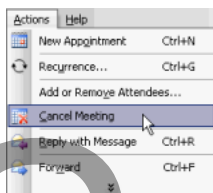
- Click the **Send Update** button on the box's toolbar to send the update and close the form:



**NOTE:** If the **Send Update** button is not visible, maximize the meeting window.

## Canceling a Meeting

- Open the **Calendar** view in the main viewing area.
- Select **November 3 2003** from the **Date Navigator**.
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- From the form's toolbar, choose **Actions > Cancel Meeting**:



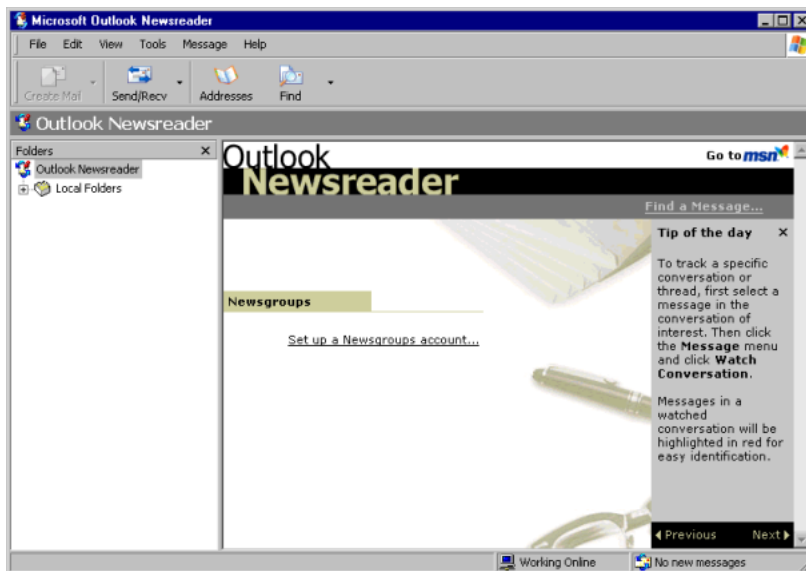
- If the Microsoft Outlook dialog box is displayed, select **Delete without sending a cancellation** and click **OK**.

# Outlook and the Web

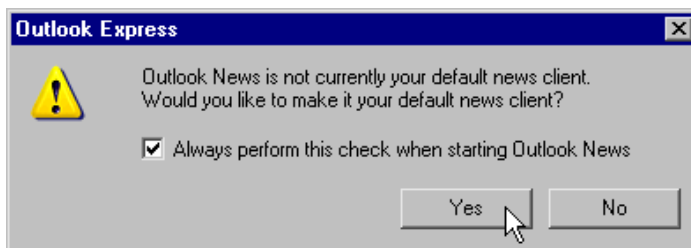
## Newsgroups

### Using Newsgroups

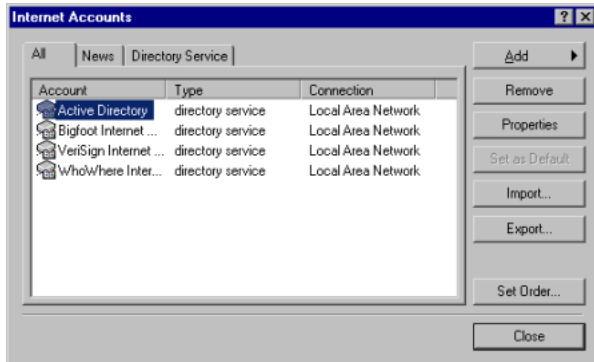
- From the main menu, choose **Go > News** to open the **Microsoft Outlook Newsreader** window:



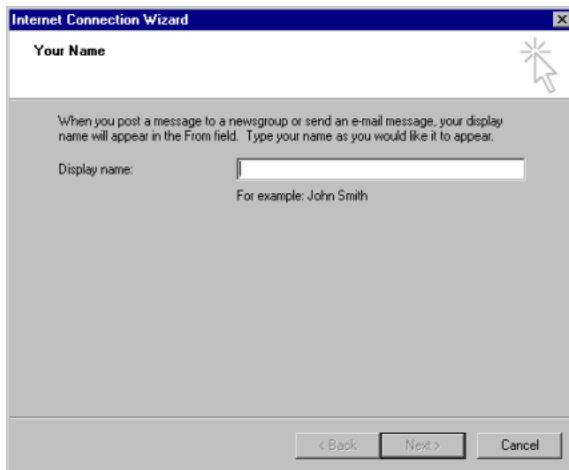
- If the **News** option is not in the **Go** menu, complete the following steps. Click the down arrow on the **Standard** toolbar. Select **Add or Remove Buttons > Customize**. In the **Customize** dialog box, click on the **Commands** button. Select **Go** in the Categories list, then scroll down and find **News** in the Commands list. Click on **News** in the Commands list and drag it up to **Go** in the main menu. When the drop down menu displays the list of commands, select where you would like to place the **News** item and release the mouse button.
- If this warning box is displayed, click **Yes** to make Outlook News your default news client:



- In the Microsoft Outlook Newsreader dialog box, from the toolbar, choose **Tools > Accounts** to open the Internet **Accounts** dialog box:



- Select the **News** tab to view a list of news accounts.
- To add a news account, click the **Add** button, select **News** to open the **Internet Connection Wizard**:

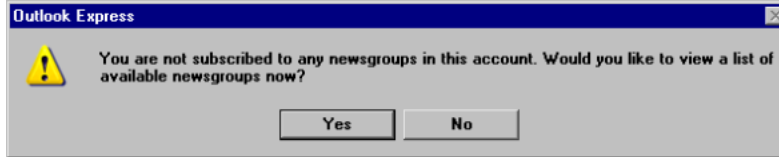


- Follow the directions through the Wizard to set up a new news account.
- In the last window, click **Finish** and the Wizard window will close and return you to the **Internet Accounts** dialog box, with the new news server listed.
- Click **Close** to return to the **Microsoft Outlook Newsreader** window.

## Subscribing to a Newsgroup

- In Outlook 2003, from the main menu, choose **Go > News** to open the **Microsoft Outlook Newsreader** window.
- In the left pane of the window, click on the name of a news server that shows access to newsgroups you want to subscribe to.
- If this selected news server has not been accessed by you before, **Outlook** will open a message telling you that you are not subscribed to any newsgroups, and

ask if you want to view a list of newsgroups:



- Click **Yes**.
- Outlook will start downloading a list of available newsgroups, and depending on the size, this may take some time.
- After the list of newsgroups has been downloaded, scroll until you find the first one to subscribe to.
- Select the newsgroup, and click **Subscribe**. An icon will appear to the left of the newsgroup name to show that you have subscribed to it.
- Once done subscribing, select the **Subscribed** tab at the top of the newsgroup list.
- A list of newsgroups that you are subscribed to will appear.
- Click **OK** to close the list.

---

### Reading Newsgroup Messages

- Select a newsgroup in the **Folders** pane of the **Newsreader** window to access that group's messages.
- After the newsgroup is selected, a list of message headers will appear in the top pane on the right.
- Select a message header.
- If the message was downloaded earlier, the text appears in the lower-right pane of the window.
- If the message has not been downloaded yet, the bottom pane will state this.
- Double-click the message header and the message can be viewed in a separate dialog box. This is considered downloading, so the next time this message is accessed, it can be viewed in the bottom pane of the window.

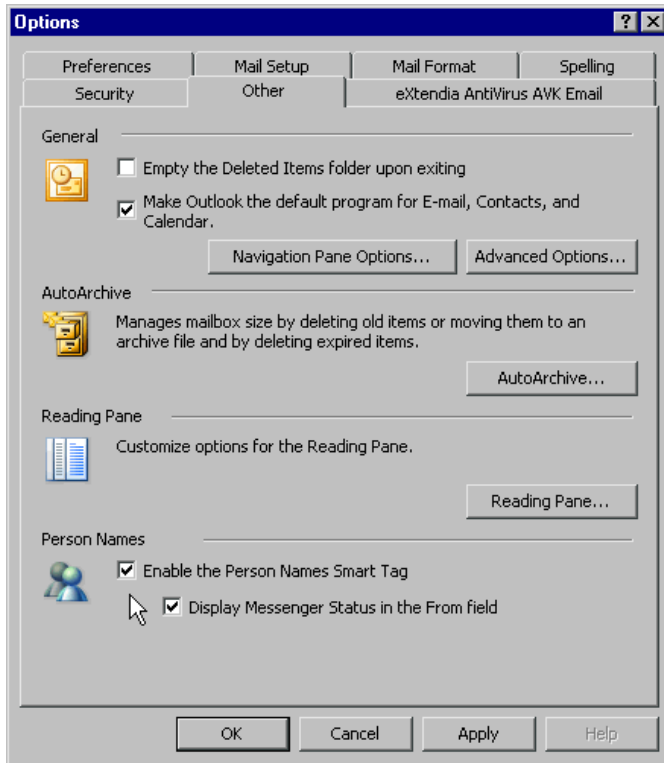
### Instant Messenger

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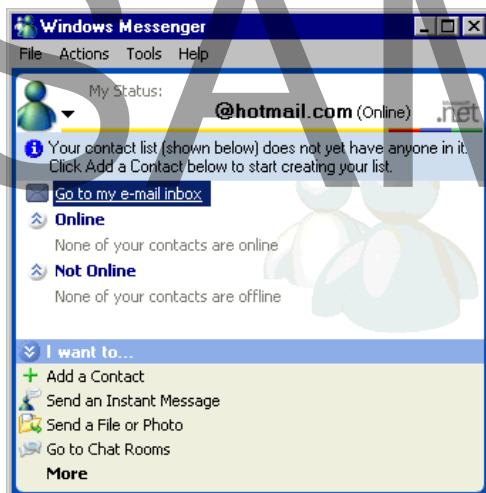
#### Using Instant Messenger

- The **MSN Messenger Service** is available through Outlook for the **Instant Messaging** capability.
- To be able to use **Messenger** through Outlook, you must have a **Hotmail** or **Passport** account.

- From within Outlook, from the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Other** tab.
- Select the **Enable the Person Names Smart Tag** checkbox as well as the **Display Messenger Status in the From field** checkbox:



- Once **Messenger** is installed, the **MSN Messenger Service** icon can be seen at the right end of the Windows desktop taskbar beside the clock.
- Double-click on the icon to open the **MSN Messenger Service** sign-in dialog box:



## NetMeeting

### Setting up NetMeeting

- From within Outlook, from the main menu, choose **Go > Internet Call > Internet Call** to open the **NetMeeting Wizard**:



- If the **Internet Call** option is not in the **Go** menu, complete the following steps. Click the down arrow on the **Standard** toolbar. Select **Add or Remove Buttons > Customize**. In the **Customize** dialog box, click on the **Commands** button. Select **Go** in the Categories list, then scroll down and find **Internet Call** in the Commands list. Click on **Internet Call** in the Commands list and drag it up to **Go** in the main menu. When the drop down menu displays the list of commands, select where you would like to place the **Internet Call** item and release the mouse button.
- Follow through the Wizard steps and dialog boxes. Any other programs that play or record sound must be closed to go through the Wizard.

## Calendar

### Saving a Calendar as a Web Page

- From the **Navigation Pane**, select the **Calendar** button to show the **Calendar view**.
- From the main menu, choose **File > Save as Web Page** to open the **Save as Web Page** dialog box.

- Enter the following settings into the **Save as Web Page** dialog box:

The screenshot shows the 'Save as Web Page' dialog box with the following settings:

- Duration:** Start date: Sat 11/1/2003, End date: Sun 11/30/2003
- Options:**  Include appointment details,  Use background graphic
- Save as:** Calendar title: Appointments and tasks for This Month, File name: C:\Documents and Settings\Melissa\Desktop\Calendar\
- Open saved web page in browser

Start Date - **11/01/2003**

End Date - **11/30/2003**

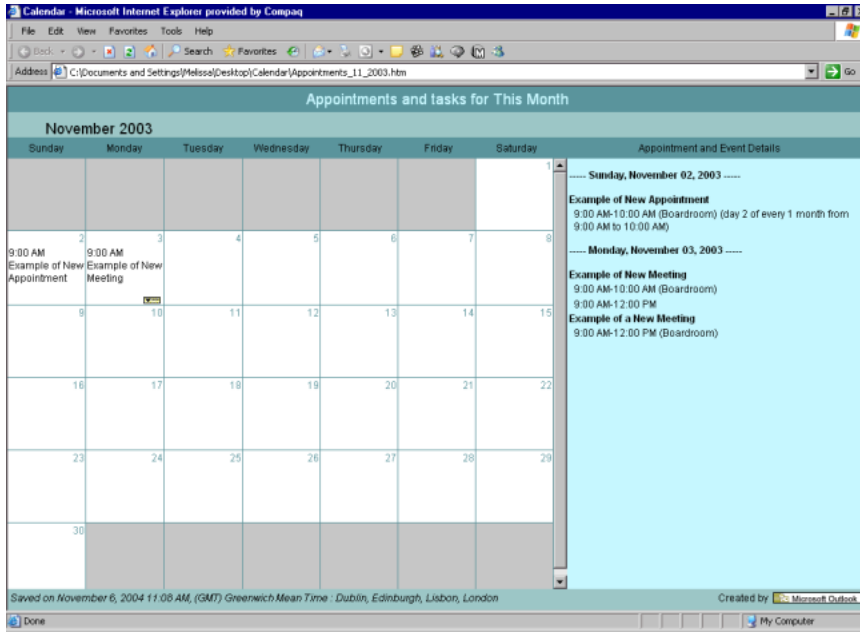
Include appointment details - **Checked**

Calendar title - **Appointments and Tasks for This Month**

Open saved web page in browser - **Checked**

- Press the Browse button and navigate to the **File name > Outlook 2003 Foundation Work Folder**
- Enter ***Appointments\_11\_2003.htm*** into the name field and press the **Select** button.
- Click the **Save** button to generate the **Calendar** (it will take a few minutes, so be patient):

# SAMPLE



**Note:** To see an example of the calendar, open the *Appointments\_11\_2003.htm* file from the **Outlook 2003 Foundation Samples** folder.

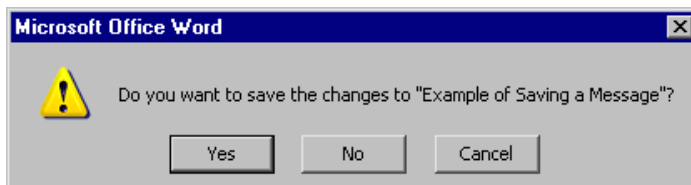
SAMPLE

## Saving and Archiving

### Save

#### Saving Messages

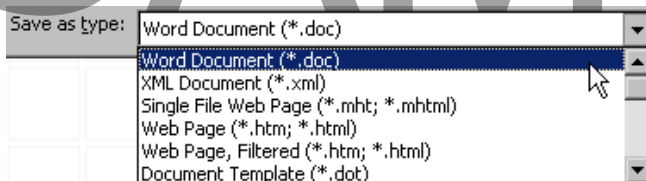
- Create a new mail message.
- Type **Example of Saving a Message** in the Subject field.
- Type **This is an example of how to save a message** in the body of the email.
- Click on the **X** icon in the top right hand corner of the message box to close the message. **Outlook** will respond with a query dialog box:



- Click on **Yes** to save a copy of the message to the **Drafts** folder.

#### Saving in Alternate File Formats

- From the **Navigation Pane**, select the **Mail** button.
- Click on **Drafts** to show the **Draft** view.
- Double-click the email with the **Example of Saving a Message** subject line from the **Drafts** area.
- From the main menu in the message window, choose **File > Save As**.
- In the **Save In** drop down list, navigate to the folder **Outlook 2003 Foundation Work Folder**.
- From the **Save as Type** drop down list, select the **Word Document (\*.doc)** file type and click **Save**:

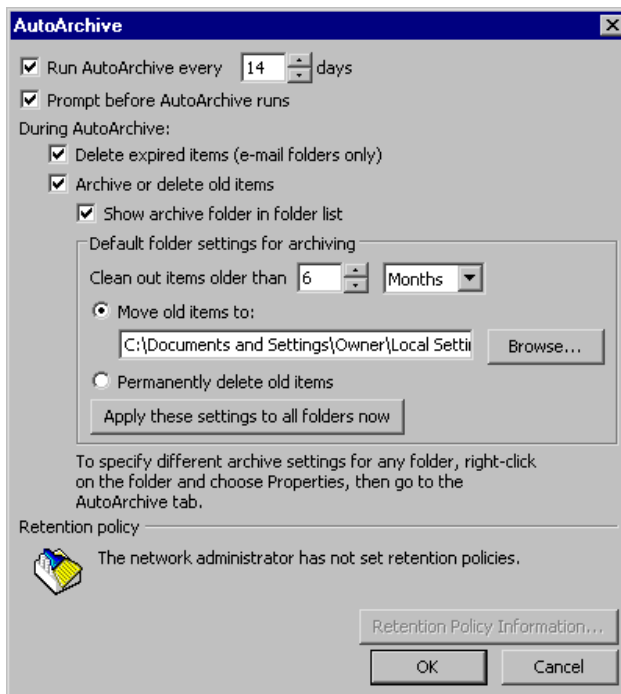


**Note:** To see an example of the Word Document, open the **Example of Saving a Message.doc** file from the **Outlook 2003 Foundation Samples** folder.

## Archive

### Setting AutoArchive options

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Other** tab, and select the **AutoArchive** button.
- This will open the **AutoArchive** dialog box:

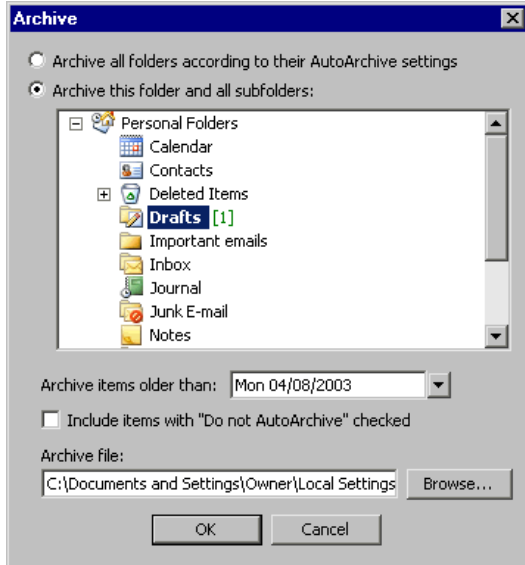


- Change the **Run AutoArchive every** option to **7** days.
- Click **OK**.
- Click **OK** to close the **Options** dialog box.

### Archiving Messages Manually

- Select the **Drafts** folder in the **Folders List**.
- Select **Example of Saving a Message**.
- From the main menu, select **File > Archive**.

- Leave all settings as the default and click **OK**:



SAMPLE