



WORKING WITH MICROSOFT OUTLOOK

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OVERVIEW

- ✘ About R. Craig Collins
- ✘ About TC
- ✘ Outlook Today
- ✘ The Ribbon
- ✘ Mail
- ✘ Calendar

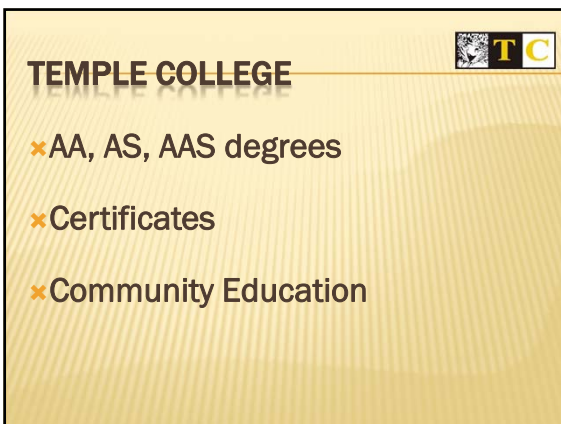


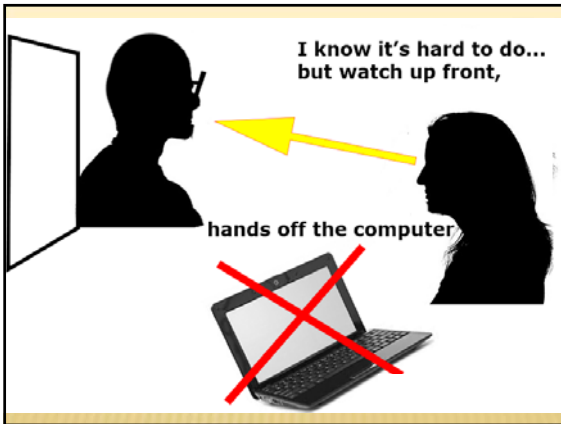
OVERVIEW, CONTINUED

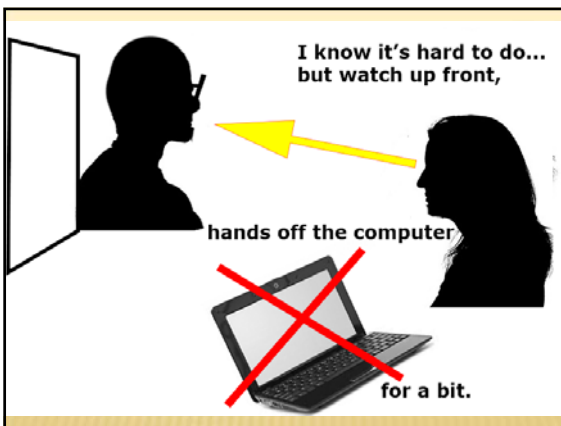
- ✘ Contacts
- ✘ Tasks
- ✘ Notes
- ✘ Rules
- ✘ Outlook with Exchange









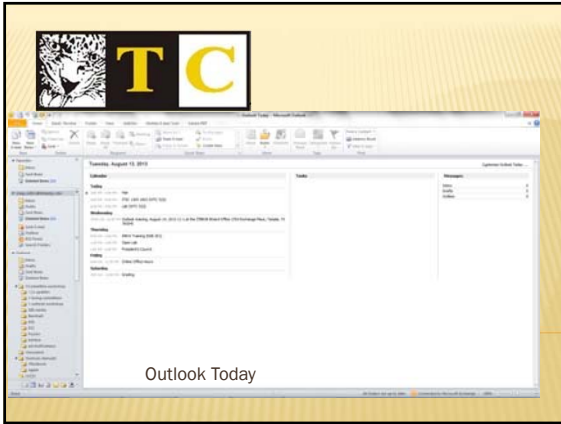








THE RULES 

- ✘ Watch
- ✘ I have notes for you*
- ✘ Tips   
Arrows mean more options ... means a dialog box will open
- ✘ A little time at the end on the computer

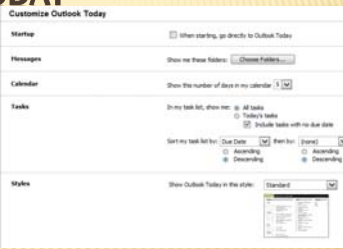


OUTLOOK TODAY 

- ✘ Outlook Today: snapshot of
- ✘ Calendar
- ✘ Tasks
- ✘ Messages

OUTLOOK TODAY 

✘ Customize



✘ I can't find Outlook Today, too bad

OUTLOOK TODAY

✕ **Customize**

✕ I can't find Outlook Today, too bad*

Ribbon

RIBBON

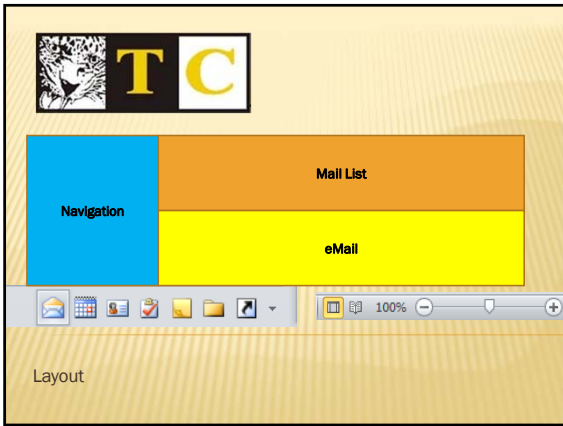
✕ **Ribbon Components**

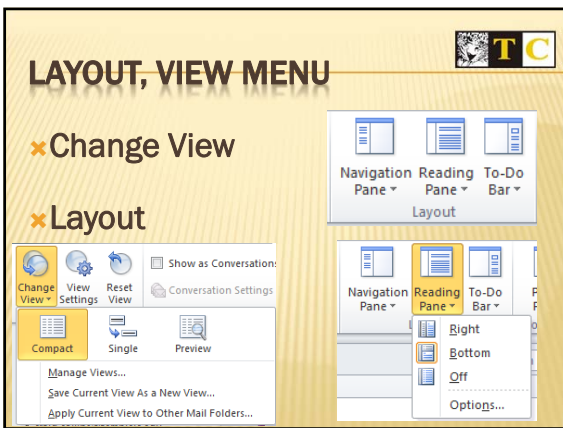
✕ **Navigation**

- ✕ Roll mouse wheel



✕ **Customization of Shortcut menu**

- + Such as Outlook Today






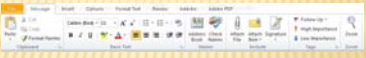



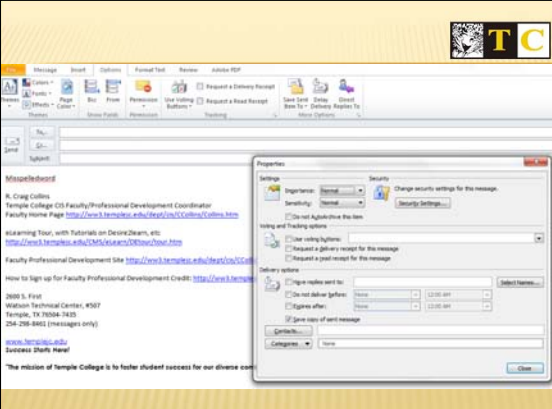
MAIL  

- ✘ Basics
 - + Send receive, CC, BCC
- ✘ Organization
 - + New Folder, Right click Parent folder
- ✘ Signatures (must be writing email)
- ✘ Search

MAIL, CONTINUED 

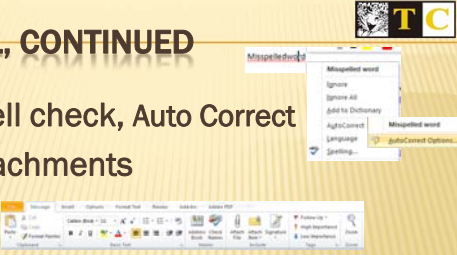
- ✘ Spell check, Auto Correct
- ✘ Attachments
- ✘ Send/Receive






MAIL, CONTINUED

- ✘ Spell check, Auto Correct
- ✘ Attachments
- ✘ Send/Receive
- ✘ Clean up



TC

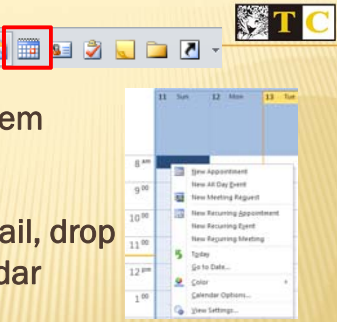


I only have enough room to go through 2012... surely by then they'll be advanced enough to figure that out.

Calendar; *my* Calendar starts with M, T, then it Goes W T F...

CALENDAR

- ✘ Create an Item
 - + Right click
- ✘ Drag an email, drop it on Calendar



CALENDAR  

- ✘ Reoccurring
- ✘ Categories



Outlook Appointment window for "Outlook training, August 14, 2013 11:1 at the". The window shows details such as Subject, Location (TBBOR Board Office 2769 Exchange Place, Temple, TX 76704), Start time (Wed 8/14/2013 10:45 AM), and End time (Wed 8/14/2013 12:45 PM). A "Tag" field is set to "High Importance".





Driver: I have Contacts
Officer: I don't care who you know...
Driver: No, I mean I wear contacts (donut breath)

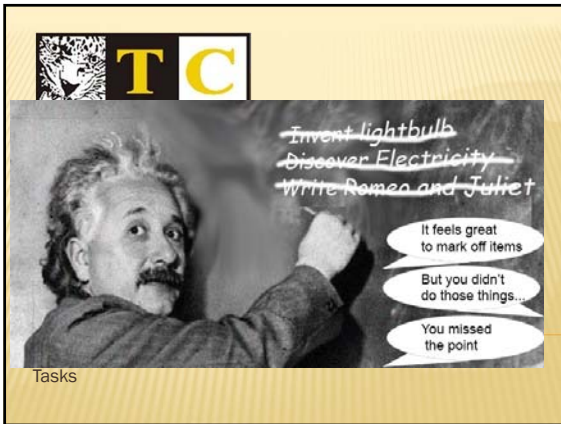
Contacts

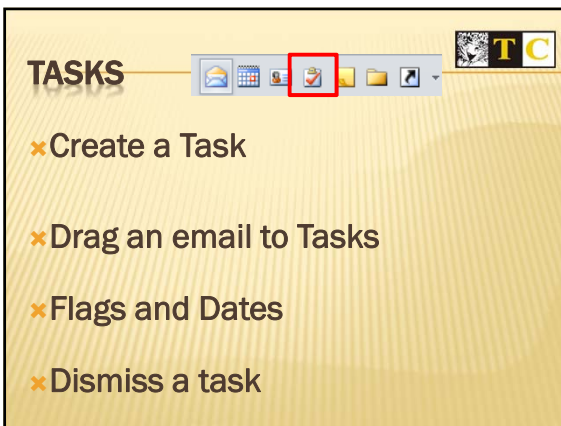
CONTACTS  

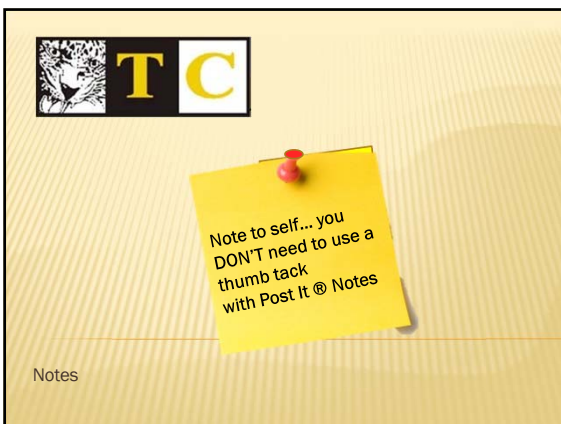
- ✘ New Contact
- ✘ New Group
- ✘ Using a Contact
- ✘ Managing Contacts



Outlook Contacts ribbon showing "File" and "Home" tabs. The "Home" tab is active, showing options for "New Contact" and "New Contact Group". A search bar at the bottom says "Search Contacts (Ctrl+E)".








NOTES

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper. You can leave notes open on the screen while you work. This is convenient when you are using notes for saving information that you might need later, such as directions or text you want to reuse in other items or documents.

You can create a note from any Outlook folder.

- In **Notes**, on the **Home** tab, in the **New** group, click **New Note**.



Keyboard shortcut To create a note, press CTRL+SHIFT+N.

- Type the text of the note. The note saves automatically.
- To close the note, click the note icon in the upper-left corner of the note window, and then click **Close**.

You can leave the note open while you work, and drag it to any location on your screen for easier viewing.

To read or change a note, in the **Notes** folder, double-click the note to open it. You can **customize notes** to make it easier to find and organize them.

TC

RULES/FILTERS GETTING ADVANCED



Don't worry, there are Wizards to help you

A rule is an action that Microsoft Outlook takes automatically on an arriving or sent message that meets the conditions that you specify in the rule. You can choose many conditions and actions by using the Rules Wizard.

Rules fall into one of two categories — organization and notification. Rules don't operate on messages that have been read, only on those that are unread.

Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a public group to a folder
- Flag messages from someone for follow-up
- Move Microsoft InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date


- Deliver mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

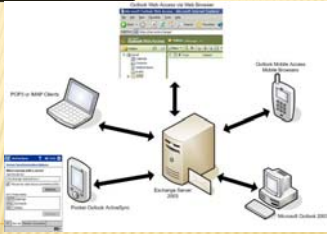
Start from a blank rule

- Apply rule on messages I receive
- Apply rule on messages I send


The Rules Wizard includes templates for the most frequently used rules, which include the following:

- Stay Organized** These rules help you file and follow up on messages. For example, you can create a rule for messages from a specific sender, such as Bobby Moore, with the word "sales" in the **Subject** line, to be flagged for follow-up, categorized as Sales, and moved to a folder named Bobby's Sales.
- Stay Up to Date** These rules notify you in some way when you receive a particular message. For example, you can create a rule that automatically sends an alert to your mobile device when you receive a message from a family member.
- Start from a blank rule** These are rules that you create without the aid of a rule template and that you can completely customize.



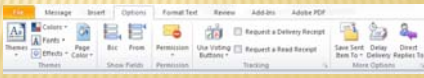



Exchange: Pay no attention to the man behind curtain...




EXCHANGE

- ✘ Sharing Calendars
- ✘ Access email anywhere via web
- ✘ Delegation
- ✘ Polls





QUESTIONS



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