



# Microsoft Outlook Tips

## Creating Folders

- Open Outlook
- Click on View and make sure that Folder List is highlighted. Selecting Folder List will toggle it On or Off.
- Highlight Inbox
- From the **File Menu** select **New and Folder**.
- A dialogue box called Create New Folder will open.
- Type in the name for your new folder in the Name area.
- Make sure that Inbox is highlighted below, and click OK.
- You can repeat this process to create more folders. The folders will be displayed in alpha order under your Inbox. Be sure to have Inbox highlighted each time you create a folder so that it will be created in the correct place.

If you don't see your folders displayed under the Inbox, you will need to expand the Inbox. To do this just click on the + sign in front of the Inbox. You can click on the minus sign in front of Inbox to collapse the list. You'll probably want to leave it expanded so that you can drag messages into the folders.

If you create a folder you don't want, you can delete it by highlighting the folder and tapping the delete key.

To rename a folder highlight it and click the right mouse button and select **Rename folder name**.

## Moving Messages from the Inbox into Folders

- Open your Inbox
- Expand your Inbox by clicking on the + in front of Inbox if you don't see the folders
- Click on a message you want to move and drag it into a folder, then let go.
- To drag several messages at once, you can select more than one message by holding down the control key as you click on messages. Then when you drag them they will all move at one time.
- To select a block of messages, click once on the top message, then hold the Shift Key down and click once on the last message in the block. They will all highlight, then you can drag them all to a folder. You can also use this process if you want to delete a group of messages quickly.

## Sorting Messages

- Select View – Current View – and move down to Customize Current View.
- This screen shows you which items are displayed in your Inbox message area. For example under **Fields** you will usually see *From, Importance, Icon, Flag Status,*

*Attachment, Received, Subject.* Under Sort you will probably see **Received** if your messages are sorted according to when they have arrived. It will say descending if the most recent messages are displayed first.

This is where you go to fix things if your messages aren't displaying properly, or aren't sorted the way you want.

## **Creating a Message & Extras**

### **Attaching Files**

- Create a new message
- Complete the addressing
- Make sure your cursor is in the Text area of your message
- Click on the Paper Clip in the toolbar, or select Insert-File
- Maneuver to the file you want to attach. Highlight it and click OK. The icon and file name should appear in the message. You can double click on it to have it open and check to see that is the correct file. Then close it.
- Add the text for your message and send it.

### **Return Receipt and other Options**

- Create your message
- When you are in the text area of the message, click on the Options... item in the toolbar.
- Click in the box in front of *Tell me when this message has been delivered* or *Tell me when this message has been read*.
- This is also where you would click the down arrow next to *Importance* and select **High** if you want an exclamation mark to appear next to your message when it is delivered.

### **Creating a Signature Block & Other Fancy Things**

- Go to Tools – Options and click on the Mail Format tab.
- Click on the arrow to the right of *Send in this Message Format* and select *Microsoft Outlook Rich Text*. It may be set to Microsoft Word.
- Click on Signature Picker
- Click on New
- Type in a name for your signature. It isn't the name that will appear in the signature. You can use any name for this.
- Click Next
- Click Font and select a Font – Style – Size – and Color, then OK.
- Type in what you want to appear as your signature. You can have several lines and change the size, font, or color for each.
- Click Finish – then OK when you are done.

**You can't use the Signature feature and Stationery at the same time.**

## **Selecting Stationery for your messages**

- Select Tools – Options – and Click on the Mail Format Tab.
- Click on the arrow to the right of *Send in this Message Format* and select *Microsoft Word*.
- Click on *Template Picker* in the Word MailTemplate area. Select one of the \*.dot files as your stationery.
- Click OK when you are done.
- Create a message and see if you like the template you chose. If not, go back and choose another one.

## **Adding Internet Addresses to Your Personal Address List**

- Open Outlook
- Click on the Address Book on your tool bar, or go the Tools Menu and select Address Book
- Click on the icon that is below the word File, it looks like a rolodex card and will say New Entry when you point at it with your mouse.
- Click on Internet Address, and OK.
- In the Display name area type in the name the way you want to see it in your Personal Address List. You will probably want to type it like this: Jones, John
- Click in the e-mail address area and type in the actual internet address. For example: susieQ@yahoo.com
- Click OK and it will add the address to your personal address book.

## **Sending a Message to someone on your Personal Address List**

- Click on the icon to create a new mail message.
- Click on TO
- Click the arrow to the right of Global Address List
- Drag the elevator to the very bottom and select Personal Address Book.
- Select the name(s) and click on To. When you are done addressing click OK.
- Complete your message and send it.

## **Creating a Personal Distribution List** (mailing list)

- Click the Address Book icon on the toolbar, or on the Tools Menu, select Address Book
- Click the Rolodex-looking icon for New Entry
- Select Personal Distribution List
- Click OK
- Type in the Name for your Personal distribution list. For example: Eighth Grade Team.
- Click on the Add/Remove Members button.
- Put in the names you want in your Personal Distribution List, just as you would when addressing a message. Click the Members button when you locate their name in the list.
- Click OK when you are done.
- Close your Address Book



## Addressing a Message to your Personal Distribution List

- Click on your new Message icon
- Click on the **To** button
- Click in the arrow to the right of Global Address List and drag the elevator box to the very bottom.
- Choose *Personal Address Book*
- You'll see the Internet Address names you entered and should also see your new Personal Distribution List. Highlight that name and click the **To** button, then click OK.
- You should see you're the name of your personal distribution list in the address area of the message. Continue your message and send it.

## Editing your Personal Distribution List

- Click on the Address Book Icon, or select Address Book from the Tools Menu.
- Click on the Arrow to the Right of the Global Address List, and drag the elevator down to Personal Address Book.
- Double Click the Distribution list you need to edit.
- Click on the Add/Remove button.
- Highlight a name you want to remove and tap your delete key.
- To add a name start typing it in and when it is highlighted click the Members button.
- Click OK when you're done, and then close your address book.