

The View From Outlook

Folder List vs. Outlook Bar (Outlook 2000-2002)

The left side of the screen displays your choice of the folder list or the Outlook Bar. To change the view, from the menu bar, select View.

You will see a checkmark next to the Outlook Bar or the folder list if they are displayed. To turn one off or on, simply click on the option.

In Outlook 2003, the folder list and Outlook bar are replaced by the Navigation pane, which combines some features of each. The navigation pane can also be turned off and on under the view menu.

Customizing the View

From the menu bar, select View, Current View, Customize Current View (Outlook 2000)
View, Arrange By, Custom (Outlook 2003)

Many view options can be set from this menu including which fields are displayed, multi-value sort options, special formats, filters and grouping.



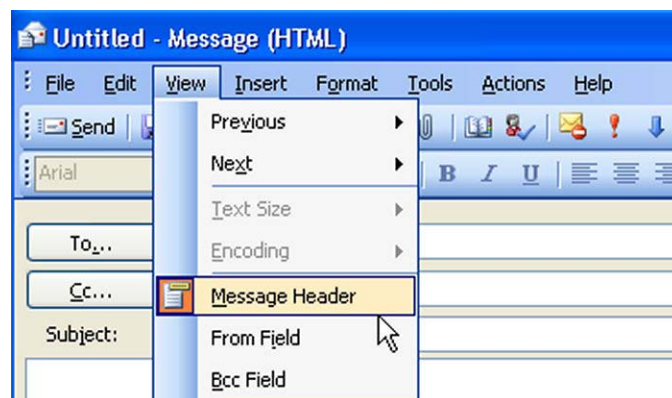
Addressing a Message

Field Options: In an Outlook e-mail message there are a few fields that can be displayed or not, based on your selections under the view menu:

Message Header: determines whether the CC: and Subject field is displayed. Since messages with no subject can be an indicator of viruses, it is recommended that you always use a brief but relevant subject in your messages.

From field: if you have permission to another e-mail account besides your own, you can add the from field to a message and send it from someone besides yourself

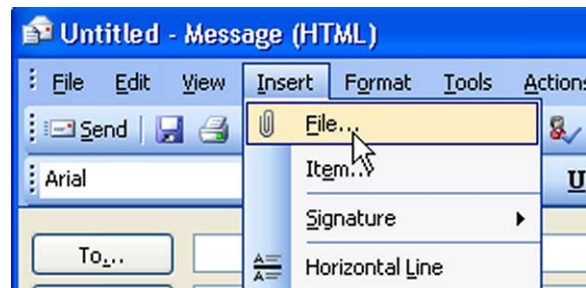
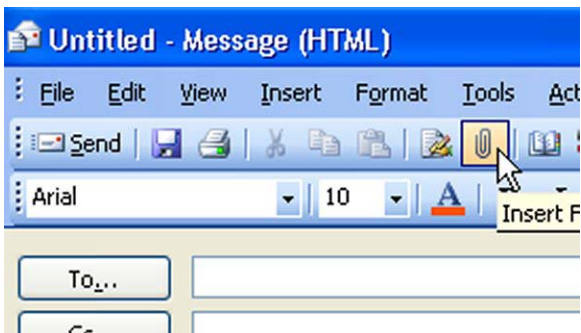
Bcc field: Including someone in the Bcc field means they will get a copy of the message, but others receiving the e-mail will not know that party received it



Attachments

Attachments should be used when the content of the message cannot be conveyed without using another software program. Since many e-mail viruses come via attachments, people are naturally leery of opening attachments. If you must include an attachment, be sure to tell people in the message body what it is and why you are sending it. Be mindful that there is a size limit on messages sent through Hartwick's mail server (5MB). One or more attachments, especially photos or graphics, can cause your message to reach the size limit. Even when messages do not exceed the size limit, people using dial up internet service may have difficulty downloading large messages.

To send an attachment, inside the message, click the paperclip icon, or select Insert file from the menu bar. Navigate to the file you wish to attach and click Insert.



Mail Formats

A common question about e-mail formatting is why an e-mail message looks perfectly formatted when I send it, but looks different, and even badly formatted when someone opens it. The answer is in the mail format. Outlook provides 3 options for mail formats:

Plain Text: The plain text format does not allow pictures, colors or any formats. This is the most universally readable mail format. You can rely on it to be readable from almost any computer or mail program a recipient of the message might be using

Rich Text: allows basic text formats such as bold, underline, bullets and alignment

HTML: html allows an array of formats, web pages, pictures and stationery

How a message is seen by the receiver is determined by their computer, their e-mail program and their mail format. You cannot be certain that anyone will see your message exactly as you send it, unless you use plain text. If you are sending specially formatted e-mails, keep in mind the following:

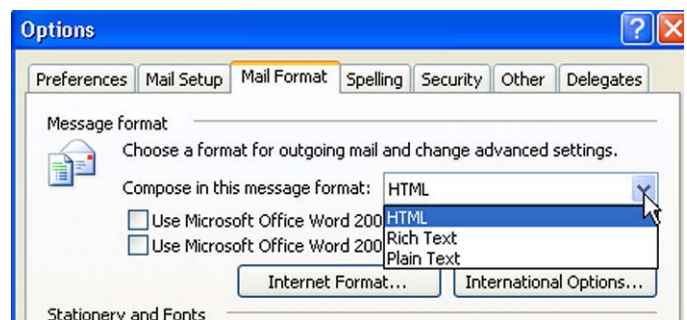
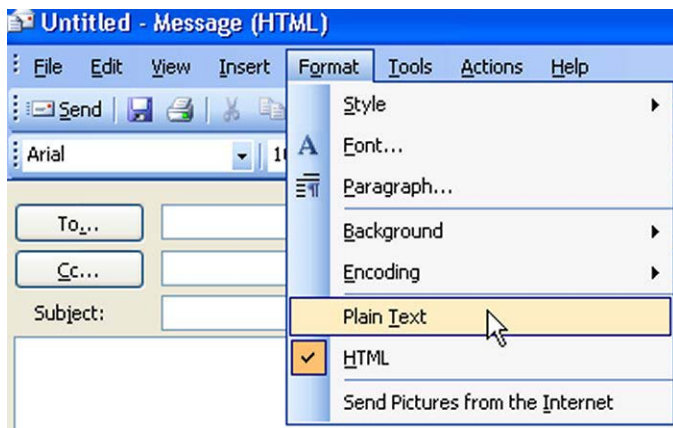
- For security reasons, some people choose to view all their mail in plain text format, since html messages can contain scripts that contain viruses or malicious code
- For security and privacy reasons, some e-mail programs (including Outlook) are set to block pictures unless the recipient specifically chooses to view them

To set your mail format for a specific message:

1. Start a new message
2. Click the format option and select the format you would like

To set your default mail format for all new messages

1. Go to the main Outlook window
2. From the menu bar, select Tools, Options
3. On the mail format tab, select the format you would like, and click OK



Using Word as your E-mail Editor

Outlook includes an option on the mail format tab that allows you to use MS Word to edit e-mail messages. This means that all of MS Word's options are available to use from inside your e-mail messages.

Advantages:

Word's automatic spell checking
Word's text editing and formatting tools

Disadvantages:

Word will have to launch every time you use your e-mail
Your Word formats may not be viewable by people using other mail formats

To turn Word on or off as your e-mail editor:

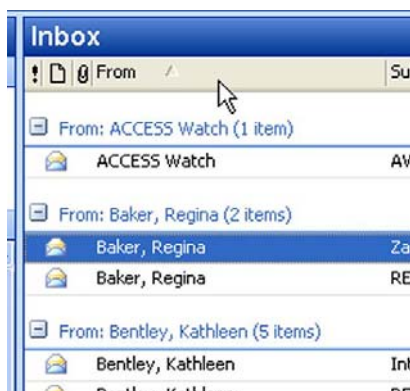
1. From the menu bar, select Tools, Options
2. On the mail format tab, check or uncheck the box for using Word as your e-mail editor.

Organizing E-Mail

There are several ways to organize your e-mail to assist you in cleanup, or in finding a particular message:

Sorting

To sort the e-mail based on who it is from, or any other single field heading you are displaying, simply click the field heading and the list will be sorted on that field. Repeated clicks will change the sort from ascending to descending on that field.

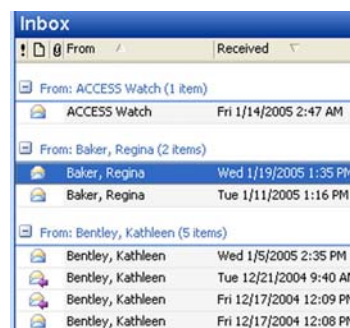
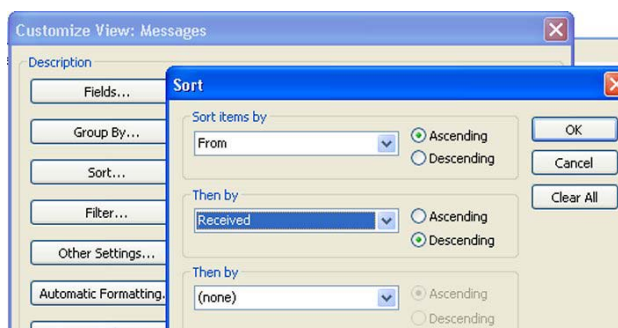


To sort on multiple fields (first on the sender and then on the date received), use the sort button in the custom window:

Outlook 2000-2002 – View, Current View, Customize Current View

Outlook 2003 – View, Arrange By, Custom

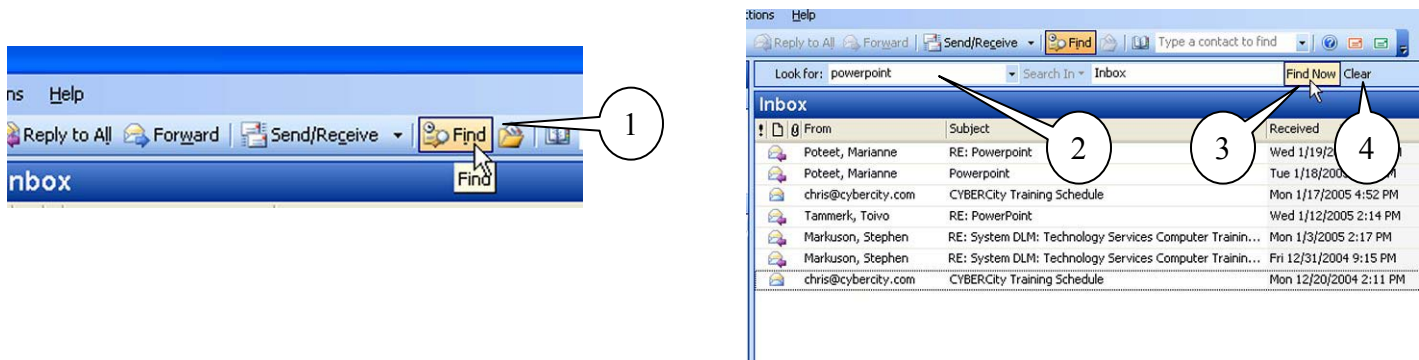
Select the sort order you wish and click OK twice.



Find

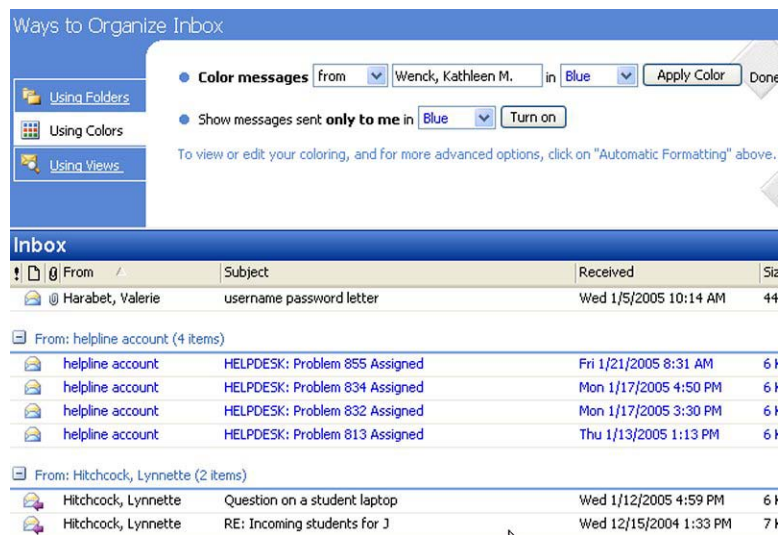
Outlook's find feature helps to filter your mail based on search words set by you.

1. To display the find toolbar, click the find button on the Outlook toolbar
2. Enter the search words you would like in the look for box
3. Click find now
4. After the results are displayed and you have found the item(s) you were looking for, click the clear button to return to a normal view of your mail



Organize

Click the organize button on your Outlook toolbar, or select Tools, Organize to display the organize window. You can choose to organize your mail by placing it in special folders, by displaying certain colors for certain people or subjects, or by changing your view.



Outlook also contains a rules wizard which allows you to automatically act on certain messages (move them to a folder or delete them) based on who the message is from or specific text in the subject line. If your e-mail set up contains rules already, be sure any new rules you make do not conflict with those.

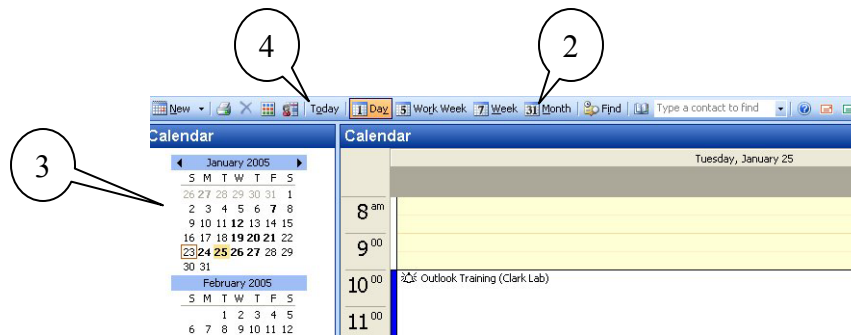
Using the Outlook Calendar

The calendar can assist you in tracking appointments electronically, including issuing reminders for some or all appointments and events.

Viewing the Calendar

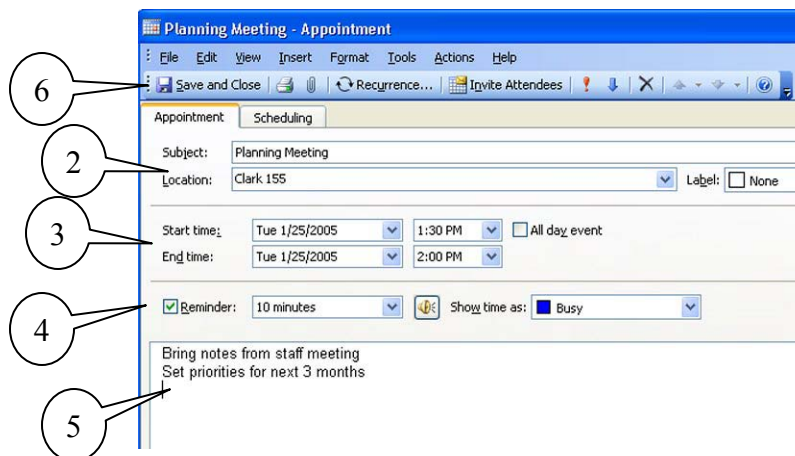
To display the calendar, click the calendar button (Outlook 2003) or click the calendar in the folder list or Outlook Bar (Outlook 2000-2002)

1. The default view of the Outlook calendar is to show today's date
2. The view can be changed to display a 5 or 7 day week or to show the entire month
3. Click the date on the small calendar to change the date you are viewing
4. Click the "today" button to return to today's calendar



Making an Appointment

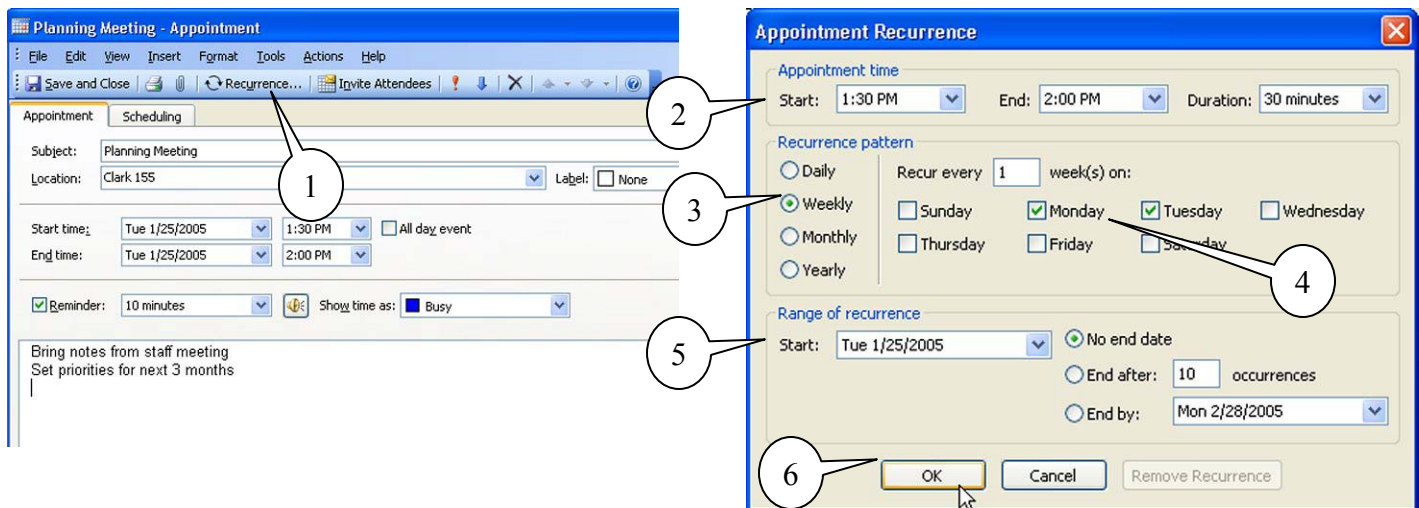
1. Double click the time slot for the appointment you wish to set
2. In the appointment window, complete the subject and location fields
3. Verify the start and end time for the appointment
4. Verify the reminder time
5. Enter any agenda or other information that may help you with the appointment
6. Click the save and close button to save the appointment to your calendar.



Recurring Appointments

If an appointment is recurring, such as a weekly staff meeting, you can use the recurrence button to schedule all the appointments.

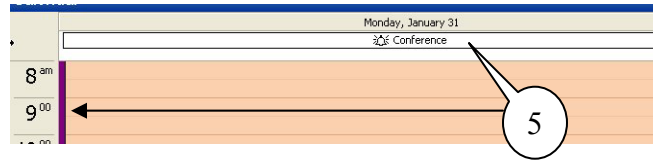
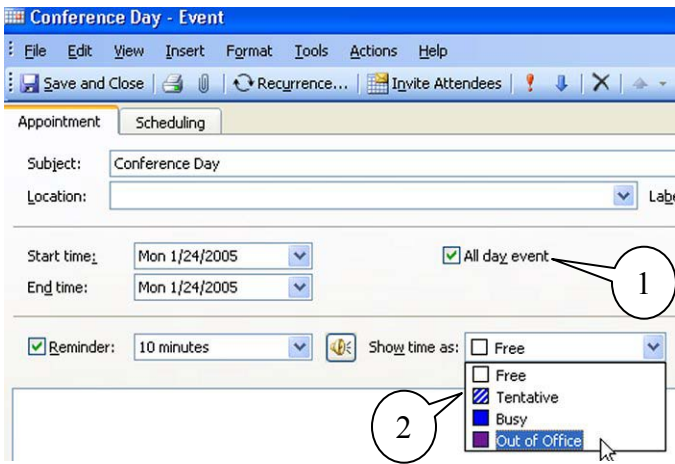
1. In the appointment window, click the recurrence button
2. Verify the start and end time of the meeting
3. Enter the frequency (daily, weekly, monthly)
4. Enter the day of week if appropriate
5. Enter the range of recurrence
6. Click OK.



Events

Outlook has an events option for all day appointments, or if you wish to display an event that is taking place which you do not want to block appointment time for.

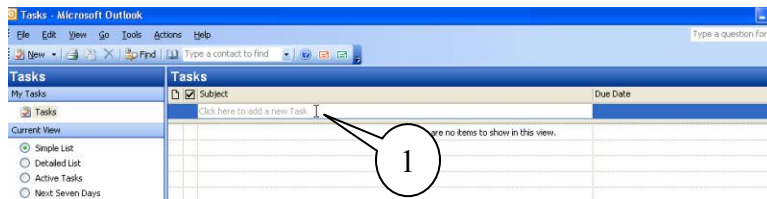
1. To schedule an event, click the "all day event" checkbox in the appointment window or double click the gray heading area for the date when scheduling the appointment
2. Set the show time as drop down box to either show you calendar as busy or available, based on the nature of the event.
3. Enter any other details for the event
4. Save and close the appointment
5. An event displays at the top edge of the daily calendar. The day shows a different colored vertical bar based on your choice of busy, free, tentative or out of office for the event.



Tasks

Outlook provides a task option for you to keep a to-do list, with reminder options available. Click the task folder in your folder list or Outlook bar (Outlook 2000-2002), or click the task button (Outlook 2003)

1. Double click the area designated for adding a new task



2. Type in the task subject
3. Add a due date, status, start date, priority and % complete
4. Set a reminder date and time if you wish
5. Add any task details that will be helpful to you
6. Click the save and close button

