MICROSOFT OUTLOOK INSTRUCTIONS

Address a message
To quickly address a message, type the names of the recipients in the To, Cc, and Bcc boxes of a message. Separate names with a semicolon (;). If the box you want is not displayed, select the box name on the View menu. Outlook will try to match what you type with entries in the Address Book and will accept entries in standard Internet e-mail address format; for example, jim255@msn.com.

Check recipient names before sending a message
Outlook automatically checks the names you type in the To, Cc, and Bcc boxes against the names in the Address Book before you send a message. If an exact match is found, the name is underlined. If multiple names are found that match what you type, a red, wavy line appears under the name. Right-click the name to see the other names found to choose from.
If multiple names are found that match what you type, and you have used the address before, the name you chose previously from the multiple names found is selected with a green, dashed underline to remind you that there are other choices. Right-click the name to see the other names found to choose from.

Insert a file into a Message
1. Open a new message that you want to insert a file into.
2. On the insert menu, click File.
3. Locate and click the file you want to insert.
4. Under Insert as, click an option.

Delete messages
1. Click Inbox.
2. Select the messages you want to delete.
3. Click Delete or hit delete on your keyboard.

Reply to a message
1. Open the message you want to reply to.
2. To reply to just the sender of the message, click Reply.
   To reply to all recipients in the To andCc boxes, click Reply to All.
   DO NOT "REPLY TO ALL" TO A MESSAGE SENT TO "SHREVEPORT EXCHANGE RECEIPIRANTS!

Close a Message
- On the File menu, click Close.
Open a message

1. Click Inbox.
2. In the message list, double-click the message you want.

Add a personal folder file to a user profile

1. On the Tools menu, click Services.
2. On the Services tab, click Add.
3. In the Available information services box, click Personal Folders.
4. Click OK.
5. Specify the file name and location for your personal folder file.
6. Click Open.
7. In the Name box, enter a name for the personal folder file.
8. Select the options you want.
   For Help on an option, click Help.

Note: To add a personal folder file to a different user profile, double-click the Mail icon in Windows Control Panel. On the Services tab, click Show Profiles. On the General tab, click the profile you want in the Profile box, click Properties, and then perform steps 2–8 above.

Receive a notification when sent messages are read

1. On the Tools menu, click Options, and then click the Sending tab.
2. Select the Tell me when all messages have been read check box.

Note: To receive a notification for a single message, click the Options tab in the message, and then select the Tell me when this message has been read check box.

Create a Personal folder for Messages

1. On the File menu, point to New, and then click Folder.
2. In the Name box, enter a name for the folder.
3. In the Folder contains box, click the type of items you want the folder to contain.
4. In the Make this folder a subfolder of box, click the location for the folder.
Add a Personal Address Book to a user profile

1. On the Tools menu, click Services.
2. On the Services tab, click Add.
3. In the Available information services box, click Personal Address Book.
4. Click OK.
5. On the Personal Address Book tab, enter a name for the Personal Address Book in the Name box.
6. In the Path box, enter the path of the Personal Address Book.
7. Click OK twice.
8. Exit and restart Outlook.

Note To add a Personal Address Book to a different user profile, double-click the Mail icon in Windows Control Panel. On the Services tab, click Show Profiles. On the General tab, click the profile you want in the Profile box, click Properties, and then perform steps 2–8 above.

Schedule an appointment

1. On the File menu, point to New, and then click Appointment.
2. In the Subject box, type a description.
3. In the Location box, enter the location.
4. Enter start and end times.
5. Select other options you want.
6. Click Save and Close.

Tip In Calendar, you can also create an appointment by selecting a block of time, right-clicking, and then clicking New Appointment on the shortcut menu.

Retrieve a deleted item

1. Click Deleted Items.
2. Select the items you want to retrieve.
3. Right-click the selection, and then click Move to Folder on the shortcut menu.
4. In the Move the selected items to the folder box, click the folder you want to move the items to.

Edit a recurring appointment

1. Open the recurring appointment you want to change.
2. To change the appointment time, recurrence pattern, or range of recurrence for all instances of an appointment, click the Actions menu, click Recurrence, and then select the options you want.
3. To change all other options, such as location or subject, for all instances of an appointment, select the options you want to change on the Appointment tab.

Tip If you only want to change one instance of a recurring appointment, open the appointment, click Open this occurrence, and then make your changes on the Appointment tab.
Delete a Calendar item

1. Select the item you want to delete.
   To delete more than one Calendar item, press and hold down CTRL and click the items you want.

2. Click Delete  

Move messages

1. Click Inbox 

2. Select the messages you want to move.

3. Click Move to Folder , and then click the name of the folder you want to move the messages to.
   To move to a folder not listed, click Move to Folder, and then under Move the selected items to the folder, click the folder you want the messages moved to.