

Microsoft Outlook

Outlook is an email client that comes with Microsoft's Exchange Server and is a part of the Microsoft Office package. It is very similar to Eudora, but it comes with many add-ins such as the ability to read your mail with a web browser from home that make it a more robust package overall.

Your email account will be in the following format:

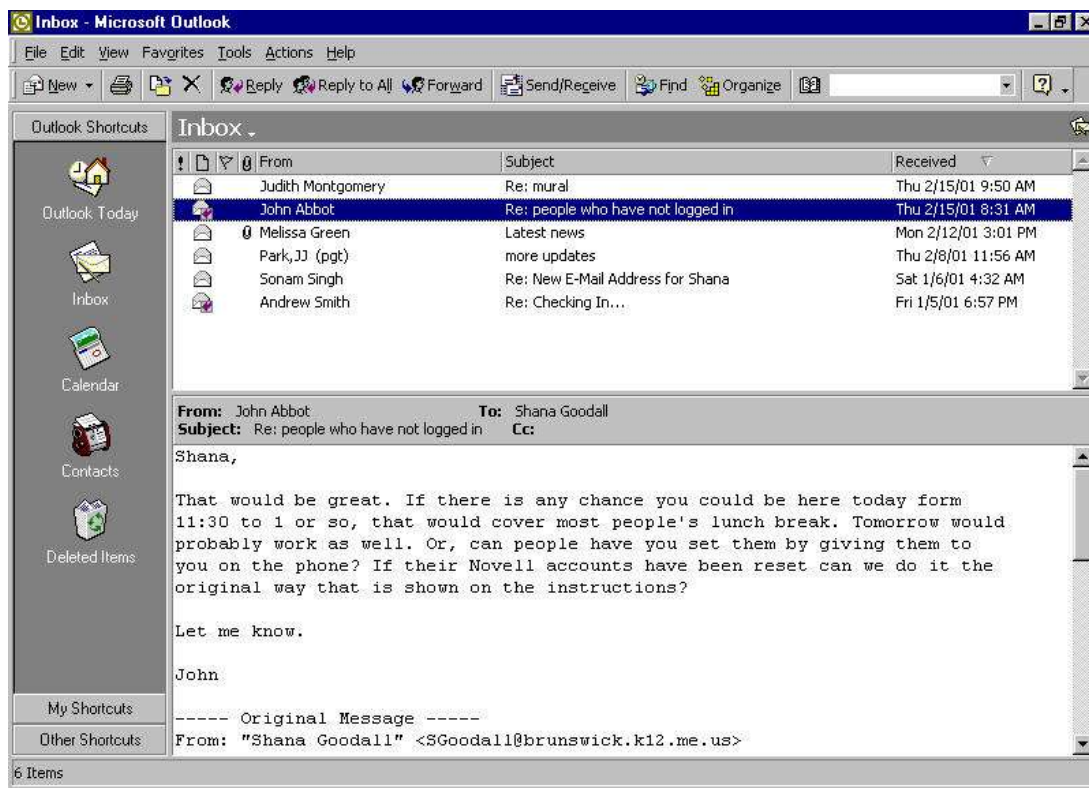
cfirth@brunswick.k12.me.us

the first initial of your first name and your full last name, no matter how long.

The last name can contain hyphens but not apostrophizes. Therefore, Jennifer Smith-Snow would work as jsmith-snow@brunswick.k12.me.us, but Robert O'Robert would be typed without the punctuation as rorobert@brunswick.k12.me.us.

Reading Messages

Although you can preview the message in the bottom half of the main window (see example below) to actually read a message, double-click on it in the index. The message will then appear in its own window.

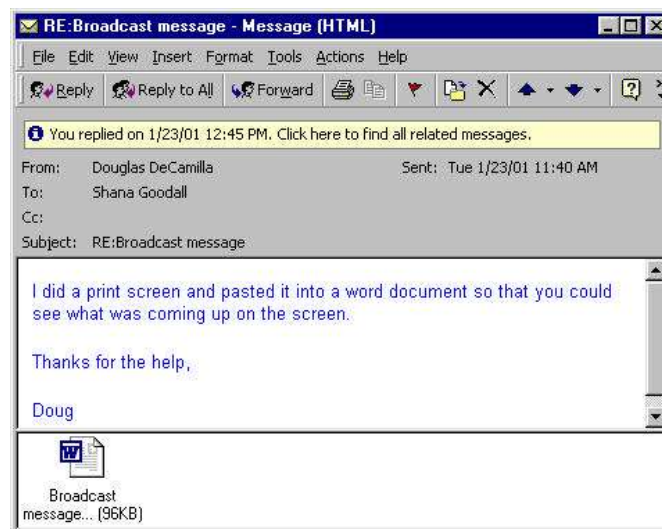


Opening/Viewing Attachments


A message with an attachment will be listed with a paperclip next to the senders' name. When you open the message, by double clicking on it in the index, you will see the attachment(s) listed at the bottom of the document. (See example below) To open the attachments simply double click on it.

You are probably familiar with attachments from using other email programs. Outlook makes opening those attachments simple. However, this convenience comes at a price - with attachments being so easy to open, they have become a major mode of virus transmission.

Unless you know specifics about what an attached file is intended to, do not open any attachments! Even if you know who sent the unknown attachment, do not open it! Many viruses are passed from person to person as curiosities, or are automatically mailed to everyone in a person's address book. If you have questions about a specific attachment, please call the School Department Help Desk (721-8398) before opening it.



Deleting Mail

There is a finite amount of storage on the mail server. From time to time, you will need to delete old messages to free up disk space. To delete a message highlight the message and then use the delete key or click on delete button in the toolbar. 

Sending Messages

To send a message, click on the **Compose Message** button in the Toolbar or choose **New Message** from the **Compose** menu.

In the New Message window, enter an address in the To: field; you can enter more than one address by typing an address and pressing Return .

Type in a Subject. Then proceed to type your message in the space below the subject line. (See example on the next page)


To Send the message click on the **Send** icon in  the upper left hand corner of the message window.



Sending Attachments

Attachments are a great way to do collaborative work or send people documents. To send an attachment:

Address a new mail message. Edit any comments you wish include.

Click on the **Attach File**  icon located in the toolbar.

Find the file that you want to attach.

Double click on the file.

The file is inserted into your document. A shortcut is to simply drag and drop a file from your desktop or the Windows Explorer into the message body.

Replying to Messages

Once you have read a message, you may want to reply to the user that sent you the message. To do this, perform the following steps:

Reply: (to the original sender of the message)

Click on the **Reply** button  on the toolbar.

The sender's e-mail address will automatically be entered into the "To..." section.

Type your comments in the message body.

Click on the **Send**  button.

Reply To All: (reply to all of the message recipients, except for individuals in the bcc section.)

Click on the **Reply to All** button .

All of the original "To..." recipients will be entered into the new "To..." section, and all of the "Cc..." recipients will be entered into the "cc..." section.

Type your comments in the message body.

Click on the **Send** button.

Forwarding a Message

After reading a message, you may decide to forward it to another person.

Select the message you would like to forward (highlight it)

Click on the forward shortcut button on the toolbar.



Address the message and add comments into the body of the text if you would like. Once you are done, click on **Send**.

Adding a Signature to Messages

A signature consists of some standard text lines included at the bottom of your messages. To create a signature:

Select the *Tools* menu

Then go to *Options*, and click the Mail Format tab. (see below)

Under Signature, click the Signature Picker button

Next click New.

Type a name for the signature, click Next,

In the Signature text box, type all the text you want to include at the end of each message.

Click Finish, click OK, and back on the Mail Format tab, you'll see the signature name next to "Use this signature by default."

Click OK if you want the signature to automatically appear on all new messages you compose. Choose <None> in the "Use this signature by default" dropdown if you don't want the signature to automatically appear.



Address Book

The Address Book has two sections: *Department Address Book* and the *Personal Contacts*. The *Department Address Book* is managed by the Technology Department, it includes the name and email address of department employees, you cannot add or delete people from this list. *Personal Contacts* are your individual addresses, you can add and delete people from this list.

To Add People to Your Personal Contacts

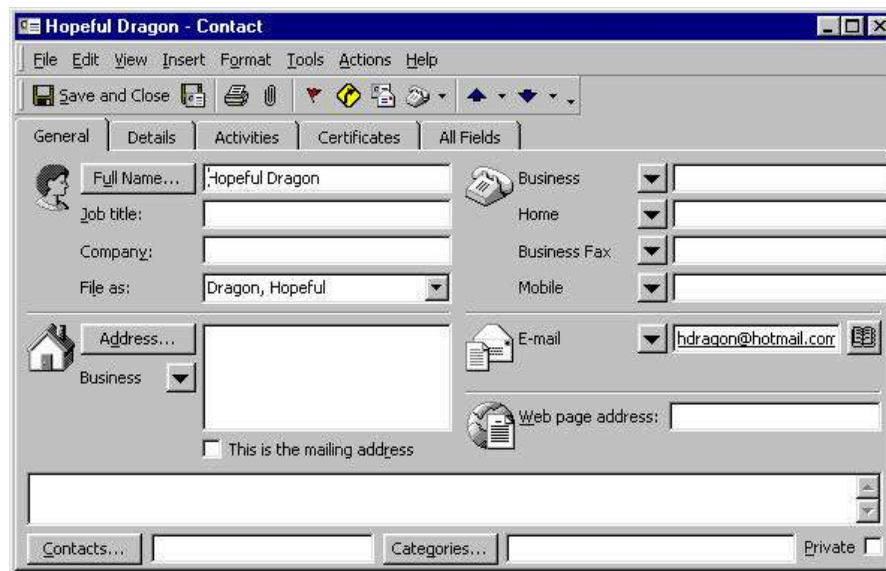
Click on the Contacts icon in the left hand toolbar.

Click on the **New** icon and select **Contact** from the drop down list.



You should now have a window with several editable fields labeled. In the "Name" section, type the name of the person. In the "E-mail Address" section, type the full e-mail address of the person (Please see the example on the next page.)

When you have entered all the information you wish you need to click on the **Save and Close** icon in the toolbar.



Adding a Contact from a Message

You can add an address to your contacts without typing that person's name and e-mail address. As long as you have a message in your Mailbox from that person, Outlook will enter it for you.

Open in a separate window the message that contains the address you would like to add. Right-click the address (even though it's in the gray, message header section) and select Add to Contacts. A new contact window appears with that address already entered. Complete the other fields as necessary and then click the Save and Close button.

Distribution Lists

Click on the Contacts icon in the left hand toolbar.

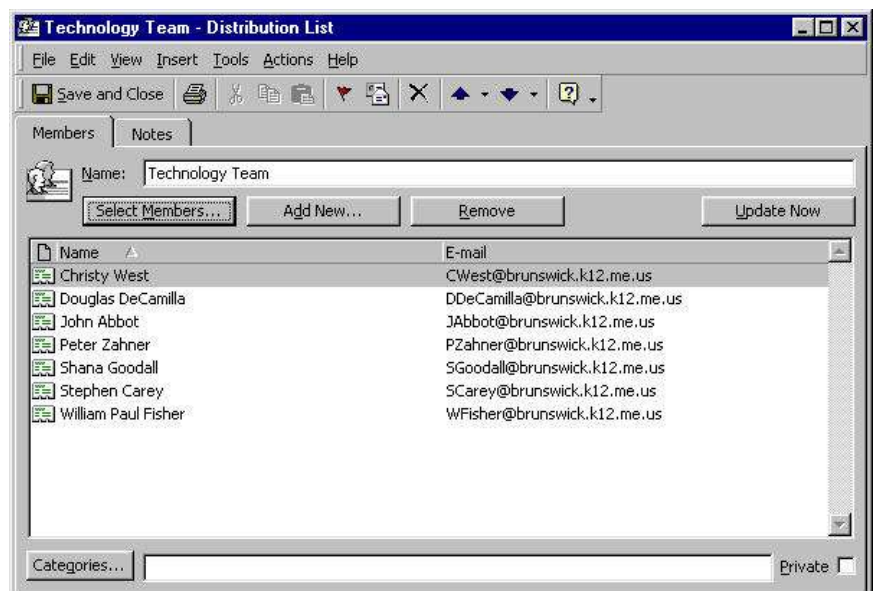
Click on the **New** icon and select **Distribution List** from the drop down list.

Give the list a name

Use Select Members to add members from the global address book or your Contacts

Use Add New... to add members by specifying their e-mail address rather than picking them out of the address book.

You can also create new contacts at this time, using the Add to Contacts checkbox. Once you save and close, a new contact with your Group name will be added to your Contacts folder. **To change members**, just double-click the contact, and you may add, delete, and edit members.



Microsoft Outlook Glossary

Address Book: A list of all the available addresses on your network. You can send email to any of the addresses listed in the address book

Archives: Use archives for storing messages within Microsoft Outlook. Archives are stored on your hard disk but the messages they contain are stored as messages, not as files. You cannot access archived messages outside of Microsoft Outlook unless you save them individually as files to a disk. Archives are useful for long-term storage of Microsoft Outlook messages. You can add messages to an archive at any time, but you cannot delete messages from an archive. You can have an unlimited number of archives.

Attachment: A file that has been attached to a Microsoft Outlook message. You can attach virtually any type of file to a message, including an executable file, a compressed file, or the Clipboard contents. You can save an attachment as a separate file to a disk. You can view virtually any type of attachment but you cannot edit an attachment unless you run the application in which the attachment was created.

Blind Carbon Copy (bcc): a copy of an email message that you send to an additional contact at the same time it is sent to the original contact. The additional contact 's name is *not* visible to other contacts receiving the message.

Carbon Copy (cc): a copy of an email message that you send to an additional contact at the same time it is sent to the original contact. The additional contact 's name is visible to other contacts receiving the message.

Contact List: A list of electronic mail addresses. You use a contact list to send messages to groups of people, such as "Sales Managers." Microsoft Outlook administrators create public mailing lists. You can also create your own private lists

Delivery Receipt: you will receive notification when your contact receives the email you sent.

Folders : Use folders as a personal filing system for storing messages that you have received, sent, or are composing. Folders are stored on the network, not on your hard disk so they do require sufficient network disk space. Use archives instead of folders for long-term storage of messages.

Inbox: The Inbox stores the messages you receive. To read a message, double-click the message in the Inbox. To find the Inbox, choose Window Go to Inbox.

Sent Items: Use the Sent Items to automatically store copies of messages you have sent. You can work with messages in the Sent Items just like any other messages. For example, you can open a message and forward it, or edit it.