

OUTLOOK EXCHANGE EMAIL

Outlook Resources

- Enter Question in text box at top right
- Help Menu
- www.csueastbay.edu/training

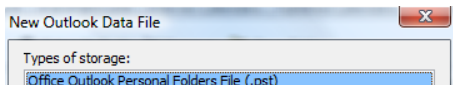
Type a question for help

Window Layout

1. Navigation Pane and Navigation Tabs
 - a. Folders
 - b. Searches – Favorites
2. Message Pane.
 - a. Click on Column Heading to Sort
 - b. To edit Column Headings:
Right-click on Column Heading > Customize Current View > Fields
3. Reading Pane - **View > Reading Pane > Right/Bottom/Off**
4. Status Bar. Connected? Off-Line?

Outlook Email

1. Composing in Word so you have the functionality of Word; formatting is within email window.
2. Address Book –vs- Check Names
 - Change default Address Book
 - a. **Tools > Address Book** will open Address Book
 - b. In the Address Book window: **Tools > Options**
 - Partially enter name and then click check names.
3. Organize Email
 - Searches -2007: Click on double-arrow located outside of the Search Box.
 - Click on Flag to set Follow Up.
 - Quota: 100 MB
 - Folders, Colors, Views - **Tools > Organize >**
 - Create Personal Folder
 - i. **Tools > Option**
 - ii. Click **Mail Setup Tab**
 - iii. Click **Data Files**
 - iv. Click **Add**
 - v. Select **“Office Outlook Personal Folders File (.pst)”**
 - vi. Click **OK**.
 - vii. Accept the file name of “Personal Folders” and click **OK**.
 - viii. In the Create Microsoft Personal Folders accept the name of “Personal Folders” and click **OK**.
 - ix. Click **Close**.



OUTLOOK EXCHANGE EMAIL

4. Change Font **View > Arrange By > Custom > Other Settings**
5. Signature Card **Tools > Options > Mail Format > Signatures**
6. vCard / Business Card
 - a. 2003 V-Card <http://office.microsoft.com/en-us/outlook/HA011127311033.aspx?pid=CH062556111033/>
 - b. 2007 Business Card
 - i. Create your Contact Card
 - ii. Signature Card **Tools > Options > Mail Format > Signatures > Business Card**
7. Vacation Message **Tools > Out of Office Assistant**
8. Distribution Lists - Distribution Lists are identified with a multi-head icon.
 - a. Create Distribution List
 - i. Click on **Contacts** in left navigation.
 - ii. Click on drop down arrow of "**New**" and select **Distribution List**.
 - iii. Select members
 - iv. Name your list.
 - v. Save & Close.
 - b. Share Distribution List
 - i. Create a new email and address it as usual.
 - ii. Click Attach Item
 - iii. In the top portion of the Insert Item window, select Contacts.
 - iv. In the bottom portion of the same window, select the distribution list that you want to share.
 - v. Send the email once you finished composing it.
 - vi. The recipient will open the email and drag the attachment onto the Contacts icon in the left folder menu.
9. Outlook Web Access <https://email.csueastbay.edu>
Screen Layout: <http://www.csueastbay.edu/its/exchange/owatips.pdf>
10. Manual Send/Receive: **Tools > Send/Receive F9**