

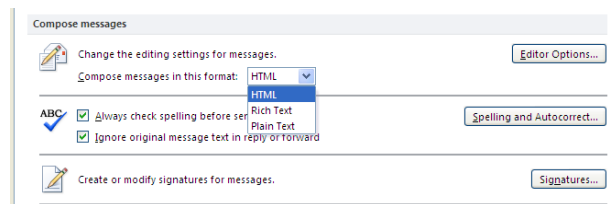
Outlook 2010

Email

Create a Signature Line

Information you might typically include in a signature line: your name, school name, job title, phone number

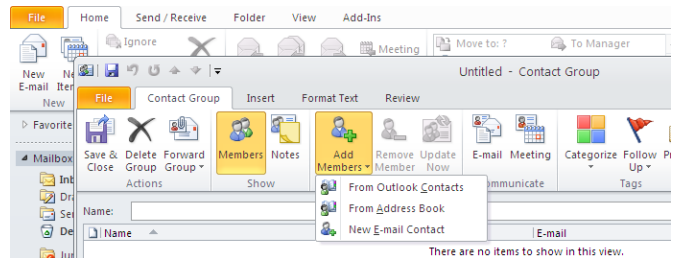
1. **File>Options,**
2. select **Mail** tab
3. Under **Compose messages** do not select Plain Text



4. Click **Signatures > New**
5. Title your signature > **Ok**
6. Click **“edit signature”** text box to enter desired text > **Ok**

Distribution List

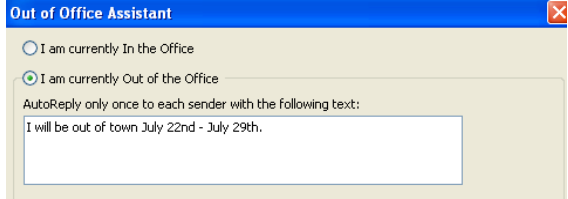
1. Select **Home** tab > **New items > More items > Contact Group**
(*Ctrl-Shift-L*)
2. Type group name
3. Click **Add New Members**



4. Select **address book** or **contacts**
5. Double click names
6. **Ok**
7. Click **Save& Close**

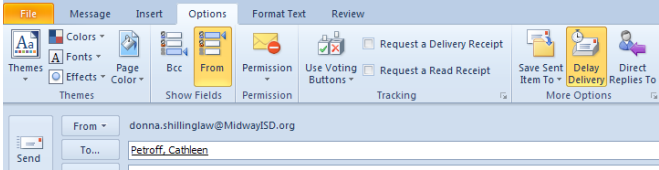
Out of Office Reply

1. **File** tab> **Info>Automatic Replies**
2. Click **I am currently Out of the Office**
3. Type the reply you would like someone to receive when they email you:

	 <p>The next time you open your Outlook, you will be asked if you want to turn Out of Office off</p>
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Email Delivery Options / Scheduling Email

1. Create an email
2. **Options** tab > **More Options** group



3. Select **Delay Delivery**
4. Check the box next to **Do not deliver before**
5. Use the drop down menu to select delivery date and time. Click **Close**.

Mailbox Over the Limit

To display you folders:
View tab>, layout check to make sure **Navigation Pane** is checked.

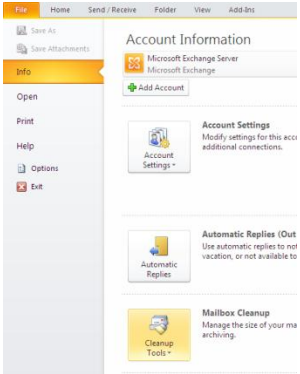
Delete Sent Items:

1. Right click on **Sent Items** in the folder list.
2. Select **Delete All**

Empty Deleted Items:

1. Right click on **Deleted Items** in the folder list.
2. Select **Empty Folder**

Not sure where the overload is:
File>Info>Cleanup Tools
 Select **Mailbox Cleanup**
 Select **View Mailbox Size**



Spell Check

Error messages:

Red line – spelling error
 Green line – grammatical error
 Blue line – contextual spelling error

Organizing with Color



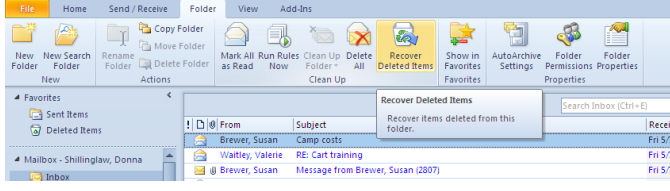
To assign color category to a project (applied to calendar activities, tasks & email)

1. Select **Home > Tags > Categorize**
2. Select **All Categories**
3. Select a color > click **rename**
4. **Ok**

FYI - You can also search by color category

Recover Deleted Items

1. Select **Folder** tab
2. Select **Clean up**
3. Click **Recover Deleted Items**



Recalling an Email Message

If you send a message and want to try to retrieve it before someone reads it, you can do the following:

1. Click **Sent Items** (left Navigation Pane)
2. Open the message you want to retrieve
3. Go to **Move** tab; click **Action** button
4. Click **Recall This Message**

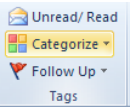
IMPORTANT: Recalling a message works very seldom, and there are times that you won't know for sure if it worked. So, **BE CAREFUL** before sending email!

Outlook Calendar

Adding Holidays to Your Outlook Calendar

You can add a variety of holidays and events to your Outlook Calendar by doing the following:

1. Click **File**, click **Options**, and then click **Calendar**
2. Under Calendar options, click **Add Holidays**.
3. Select the check box next to each country/region whose holidays you want to add to your Calendar, and then click **OK**. Your own country/region is automatically selected.

<p>Color Code Your Calendar</p> 	<p>To assign color category to a project (applied to calendar activities, tasks & email)</p> <ol style="list-style-type: none"> 1. Select Home > Tags > Categorize 2. Select All Categories 3. Select a color > click rename 4. Ok <p>Click to toggle quick color category off</p>
<p>Using Tasks</p>	<p>Creating a task from a message or a calendar appointment:</p> <ol style="list-style-type: none"> 1. Left-click and drag the email message or calendar item to the Tasks area in your Folder List on the navigation pane. 2. Once the task opens, on the Task and Details tabs, select the options you want, including: <ul style="list-style-type: none"> ▪ Change the Subject to reflect the task if necessary ▪ Click the drop menu by the Due Date to indicate the deadline ▪ Change the Priority status if you want ▪ Update task status by clicking the drop down menu 3. Click Save and Close to add it to your Tasks List 4. Click Tasks in the Folder List to view them 5. Double-click any task to open it and change the options
<p>Using Flags</p>	<p>Use flags to remind your to follow up on an issue or to indicate a request for someone else.</p> <p>You can also use flags to set a reminder for the message or contact.</p> <p>Quick Click flag default is set for today</p>
<p>Outlook Today</p>	<p>Allows you to view appointments, email and tasks at a glance</p> <ol style="list-style-type: none"> 1. On the navigation bar click on your personal mailbox folder. 2. On the Outlook Today page, click Customize Outlook Today. 3. Select the When starting, go directly to Outlook Today check box. 4. Click Save Changes