



FastCourse Series

Chapter 2: Working with Email



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Learning Objectives

- After studying this chapter, you will be able to:
 - Set email options
 - Send messages
 - Handle incoming messages
 - Organize messages

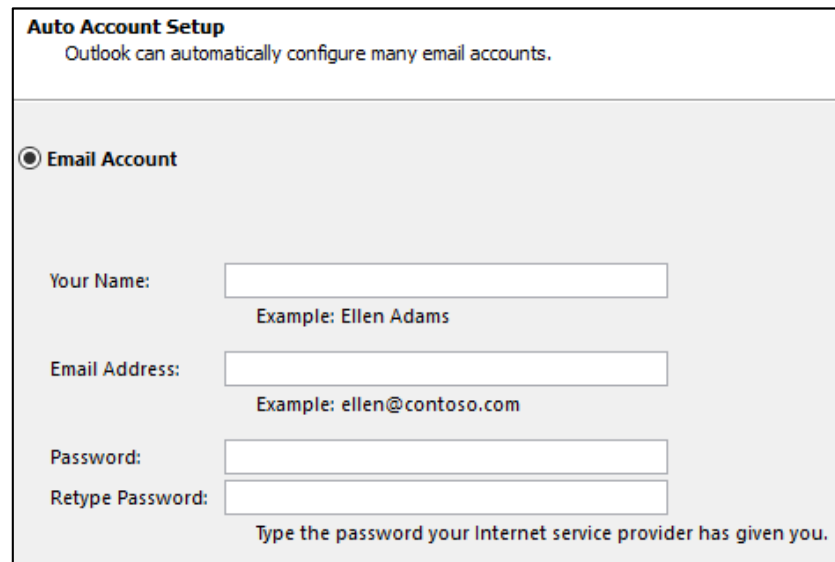
Getting Started with Outlook Email

■ Sources for email accounts

- Internet service provider (ISP)
- Company/corporate email servers
- Webmail: Outlook.com, Gmail, Yahoo!

■ Email settings required

- User information
- Server information
- Logon information



The screenshot shows the 'Auto Account Setup' window in Outlook. At the top, it says 'Auto Account Setup' and 'Outlook can automatically configure many email accounts.' Below this, the 'Email Account' option is selected with a radio button. There are four input fields: 'Your Name:' with an example 'Ellen Adams', 'Email Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:'. A note at the bottom says 'Type the password your Internet service provider has given you.'



Sending Messages

- All email addresses follow the same format
 - No spaces
 - Username and domain name separated with @

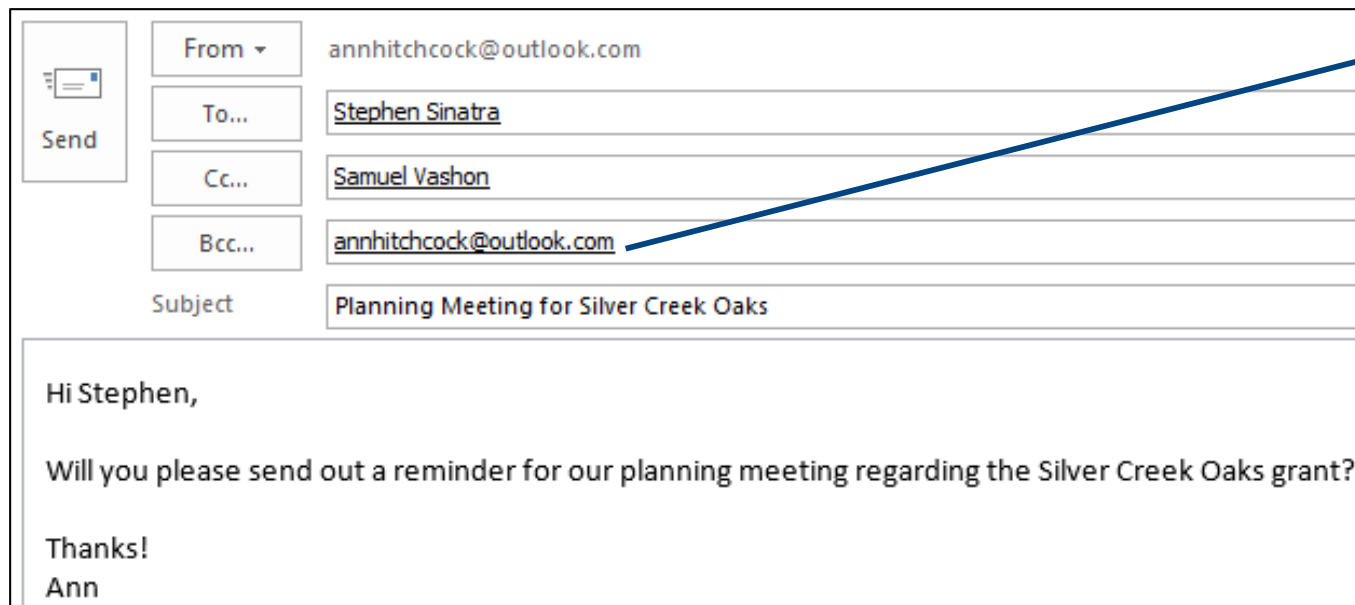
annhitchcock@outlook.com

Username

Domain name

Sending Messages

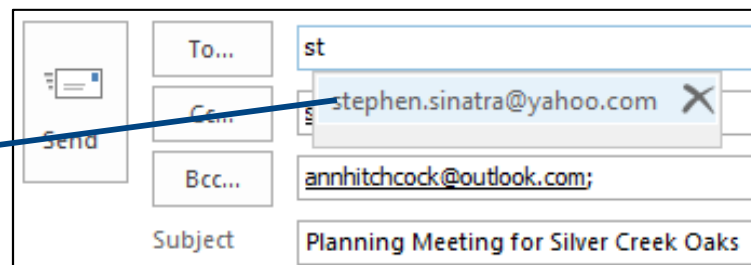
- Separate multiple recipients' email addresses in the same box with semicolons



The screenshot shows an email composition window. On the left is a 'Send' button with an envelope icon. The header fields are: 'From' (annhitchcock@outlook.com), 'To...' (Stephen Sinatra), 'Cc...' (Samuel Vashon), and 'Bcc...' (annhitchcock@outlook.com). The 'Subject' is 'Planning Meeting for Silver Creek Oaks'. The email body contains the text: 'Hi Stephen, Will you please send out a reminder for our planning meeting regarding the Silver Creek Oaks grant? Thanks! Ann'.

Bcc field recipients cannot be seen by others

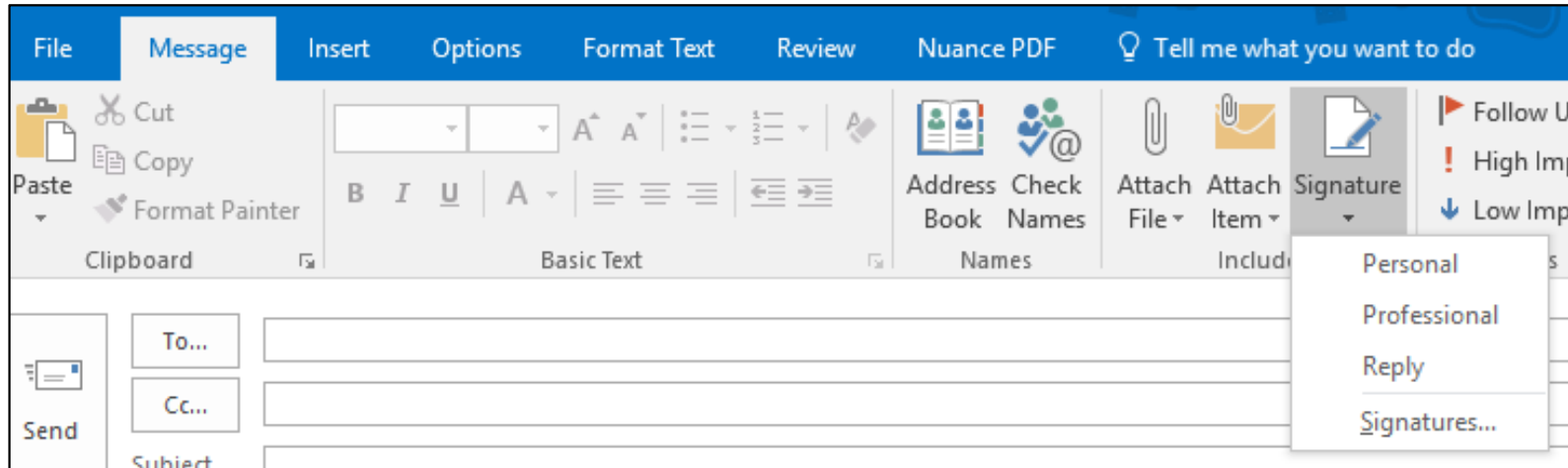
Previously learned email list



The screenshot shows an email composition window. The 'To...' field has a dropdown menu open, showing a list of email addresses. The first address is 'stephen.sinatra@yahoo.com' with a close button (X) to its right. Below the dropdown, the 'Cc...' field is empty, and the 'Bcc...' field contains 'annhitchcock@outlook.com;'. The 'Subject' is 'Planning Meeting for Silver Creek Oaks'.

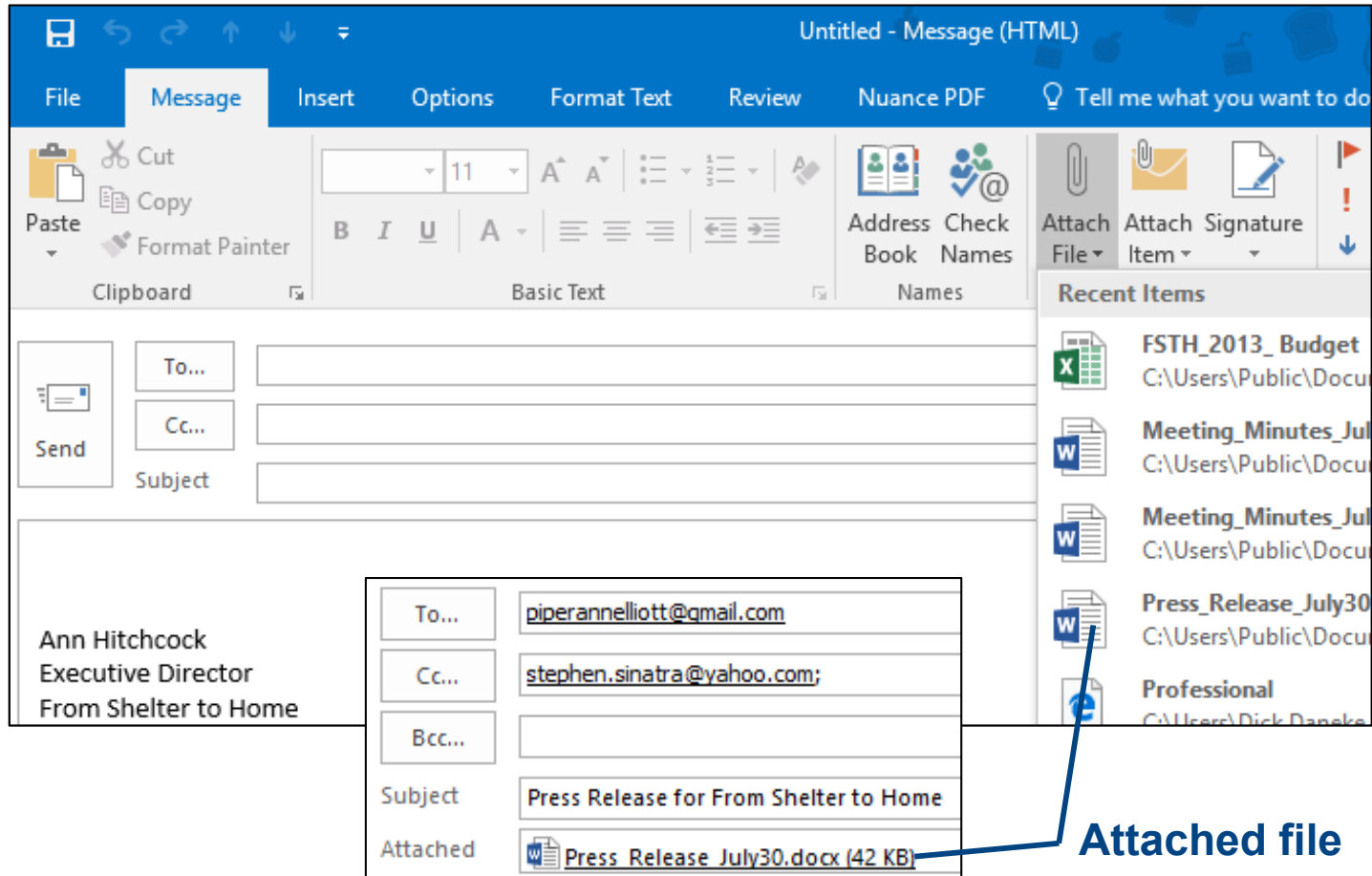
Sending Messages

- Use signatures to save time



Attach Files to Messages

■ Send files with email messages



Tip! If you use a form of the word “attach” in your email text but don’t attach a file, Outlook will remind you to do so when you send.

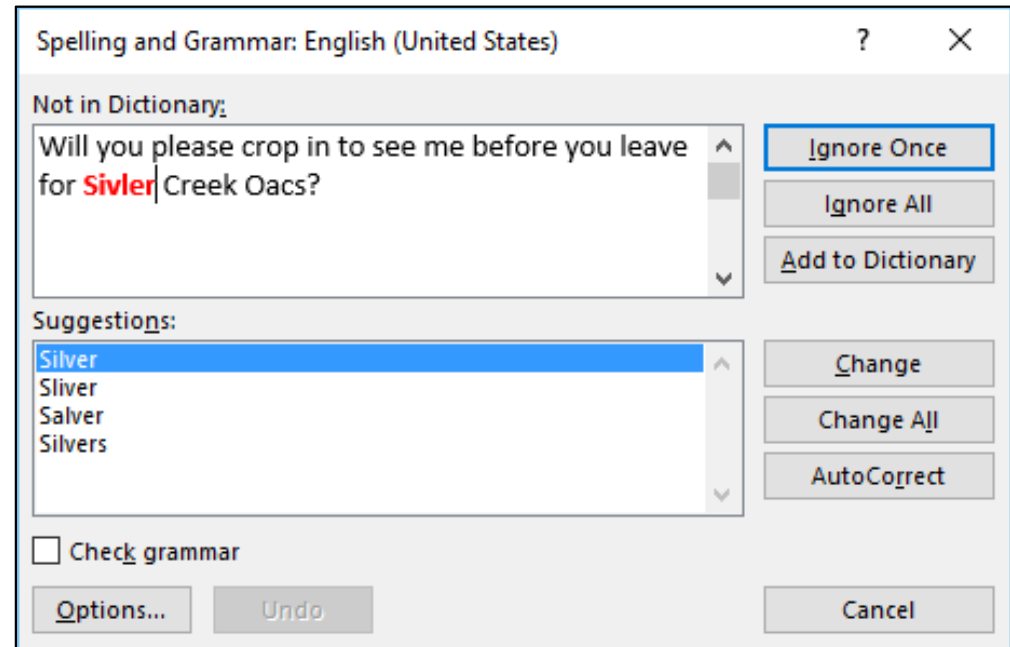
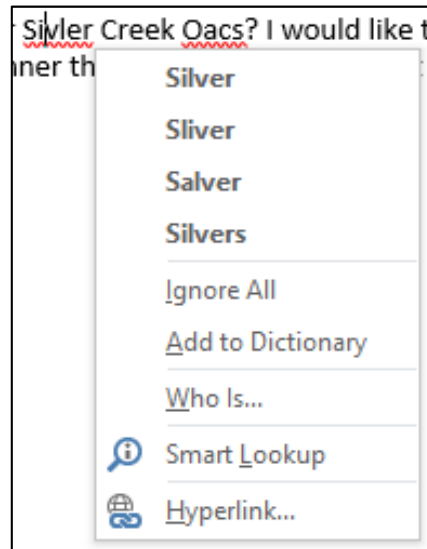


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Sending Messages

■ Proof your emails before sending

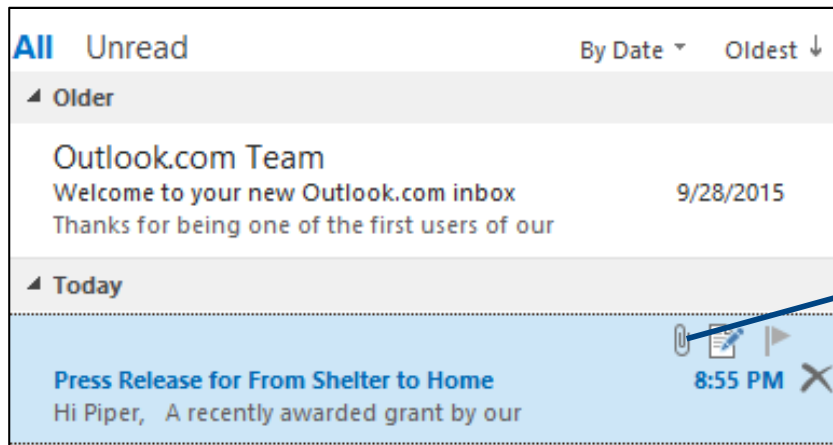
Right-click a potential spelling error to display options to correct



Spell Check dialog box

Handling Incoming Messages

- You can set Outlook to for messages automatically
 - Set a time interval
 - Send/Receive > Send/Receive Groups
- New messages appear in the Contents pane with icons next to them
 - Subject line is bold and blue to indicate new/unread



Attachment included

Handling Incoming Messages

■ Saving attachments

- Right-click and choose to save it

■ Replying to emails

- Automatically adds the sender's email address to the To box
- Subject line text shows "RE:"

Subject	RE: Please Review the Minutes
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- Reply All automatically sends to all the original recipients



Handling Incoming Messages

■ Forwarding emails

- Sends a copy of it to new addressees
- Attachments are forwarded with the message
- Subject line text shows “FW:”

Subject	FW: Review of Annual Budget
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Handling Incoming Messages

■ Printing messages

- Prints the sender's and recipient's name, subject, date, and message

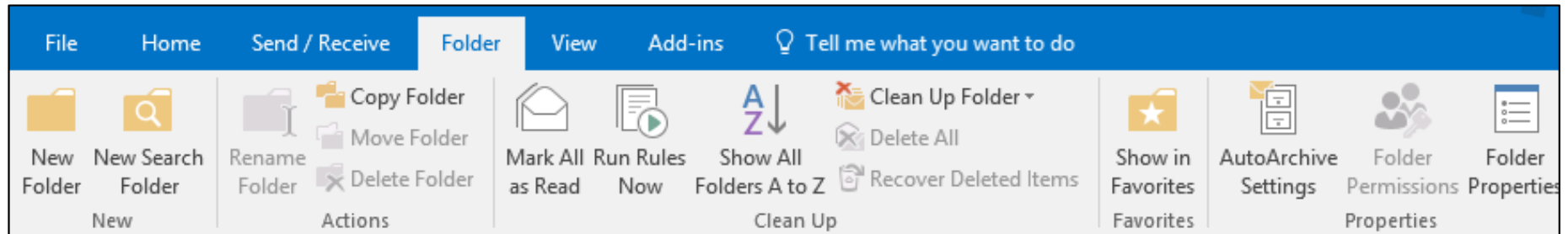
■ Printing attachments

- Print an email message from Outlook and its attachments from their associated programs (e.g., print a Word doc from within Word).



Organizing Your Messages

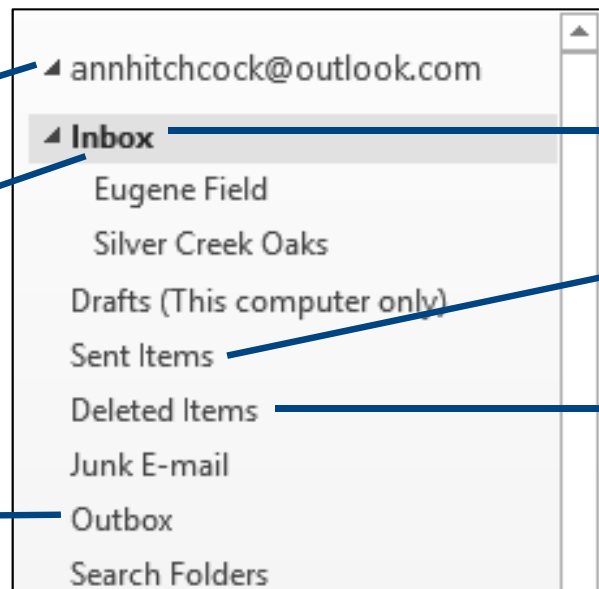
- Folders and subfolders keep messages organized



Triangle indicates subfolders within

Bold folder name indicates subfolders displayed

Holds sent messages until the process is completed



Holds all incoming messages

Keeps a copy of all sent messages

Holds a copy of deleted messages until emptied



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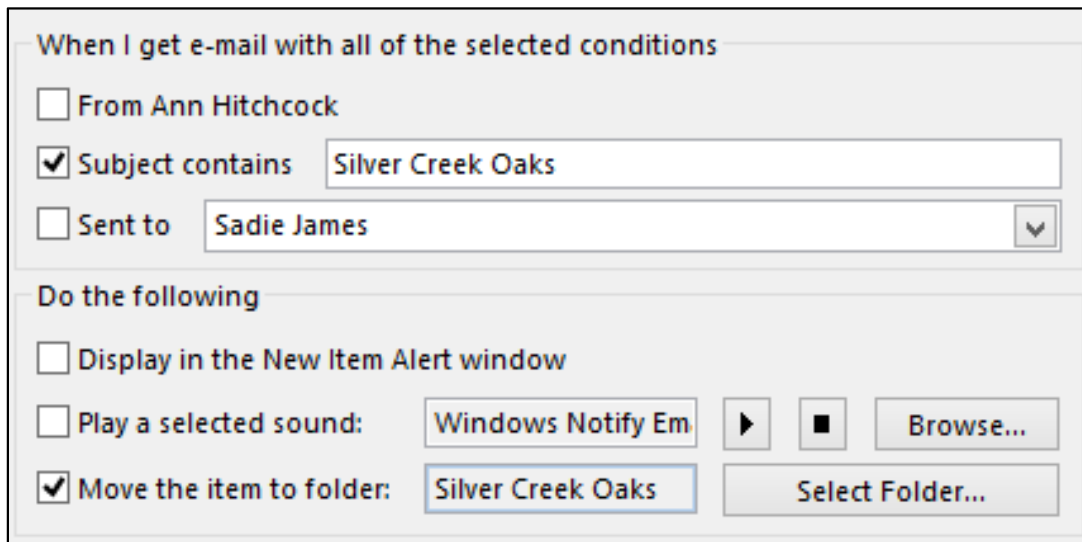
Organizing Your Messages

- Move a message to a folder
 - Drag the messages over the desired folder
 - Choose Home > Move > Move
- Select multiple messages to move
 - Hold down [Ctrl] and click individual messages
 - Hold down [Shift], click the first message, and then click the last message (selects the entire group)

Organizing Your Messages

■ Rules

- Tell Outlook what to do with certain messages
 - ◆ Move it to a certain folder
 - ◆ Play a selected sound



When I get e-mail with all of the selected conditions

- ☐ From Ann Hitchcock
- ☒ Subject contains
- ☐ Sent to ▼

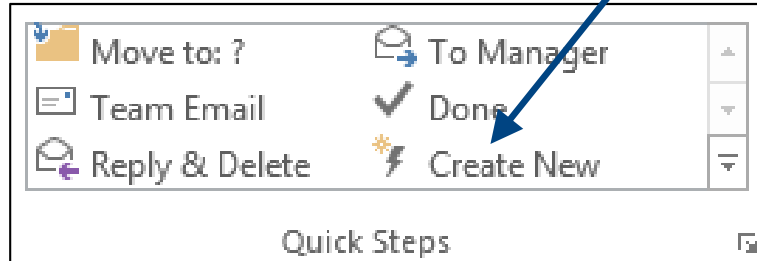
Do the following

- ☐ Display in the New Item Alert window
- ☐ Play a selected sound: ▶ ■ Browse...
- ☒ Move the item to folder: Select Folder...

Organizing Your Messages

■ Quick Steps

- Automate repetitive tasks
- Use built-in ones as is or customize
- Create your own

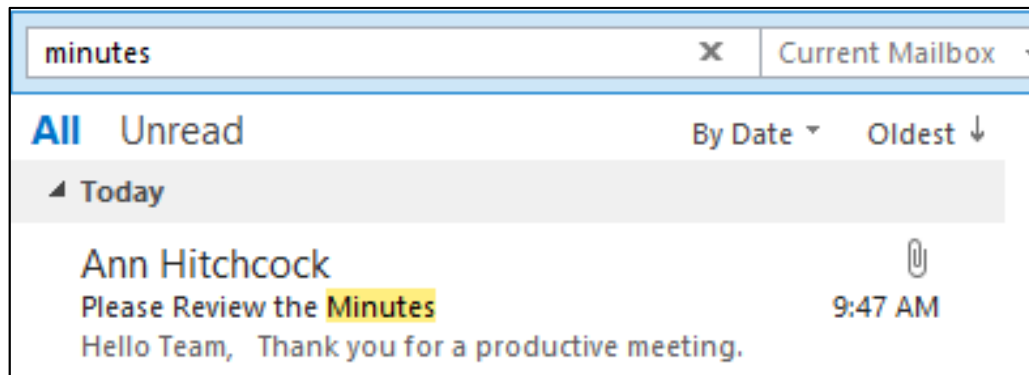


Home tab

Organizing Your Messages

■ Search for messages

- In a selected folder
- All mail folders



Showing a result of a search on “minutes”

Organizing Your Messages

■ Deleting messages

- Moves a message to the Deleted Items folder
- Undelete: Drag the message out of Deleted Items into the desired folder
- Empty Deleted Items: Messages are permanently removed from the computer

Organizing Your Messages

■ Archive folder

- Retain emails you may need later but prevent them from cluttering your Inbox
- Create subfolders for better organization
- Home > Delete > Archive

