FastCourse Series

Chapter 2: 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

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Outlook Email

- Sources for email accounts
  - Company/corporate email servers
  - Internet service provider (ISP)
  - Webmail: Outlook.com, Gmail, Yahoo!
- Email account settings required
  - User information
  - Server information
  - Logon information

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Sending Messages

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

annhitchcock@outlook.com

Username **Domain name**

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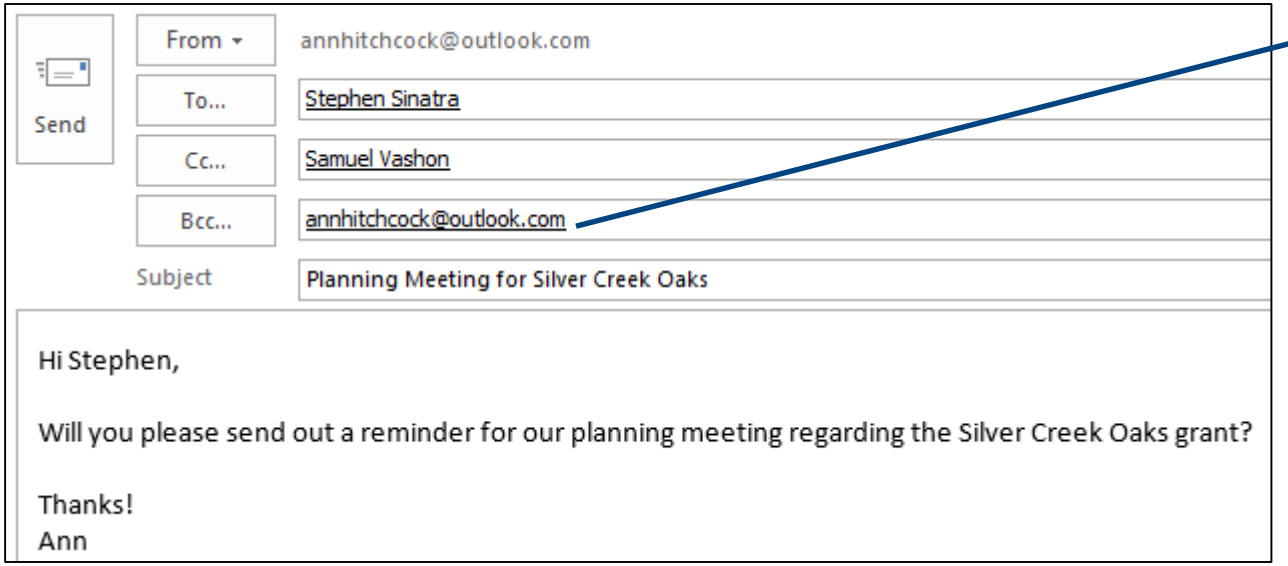
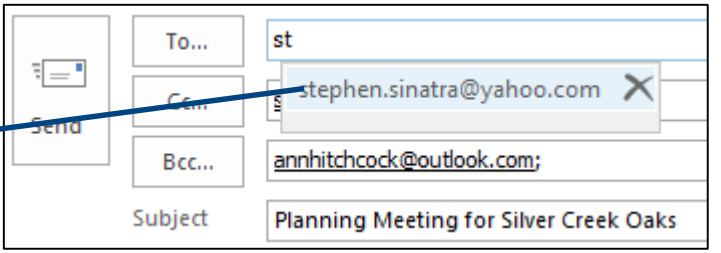
Sending Messages (cont.)

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



Bcc field recipients cannot be seen by others.

Previously learned email list



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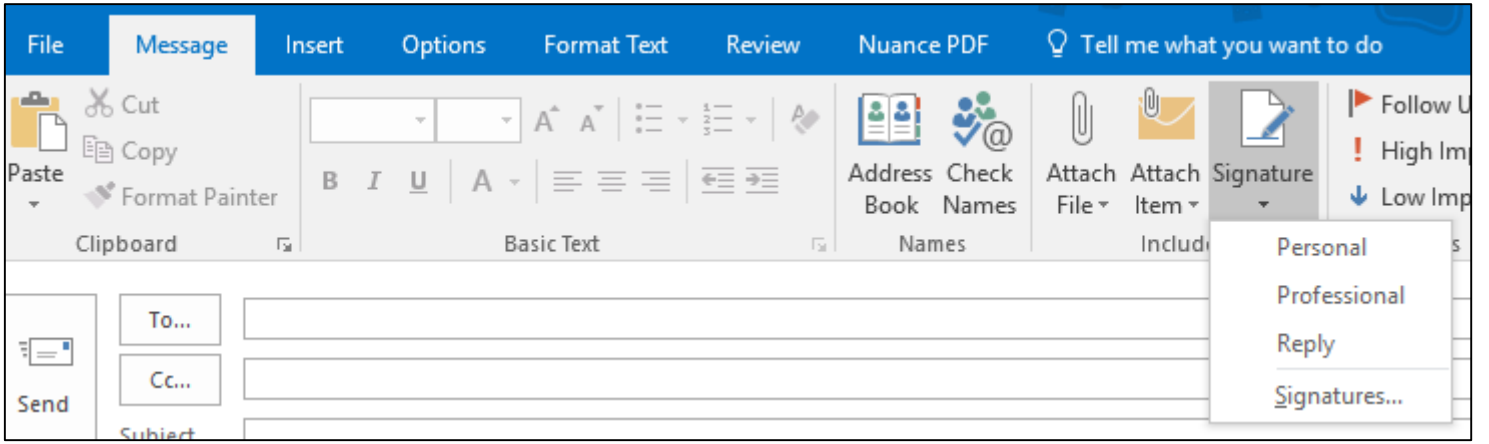
Sending Messages (cont.)

- Use signatures to save time



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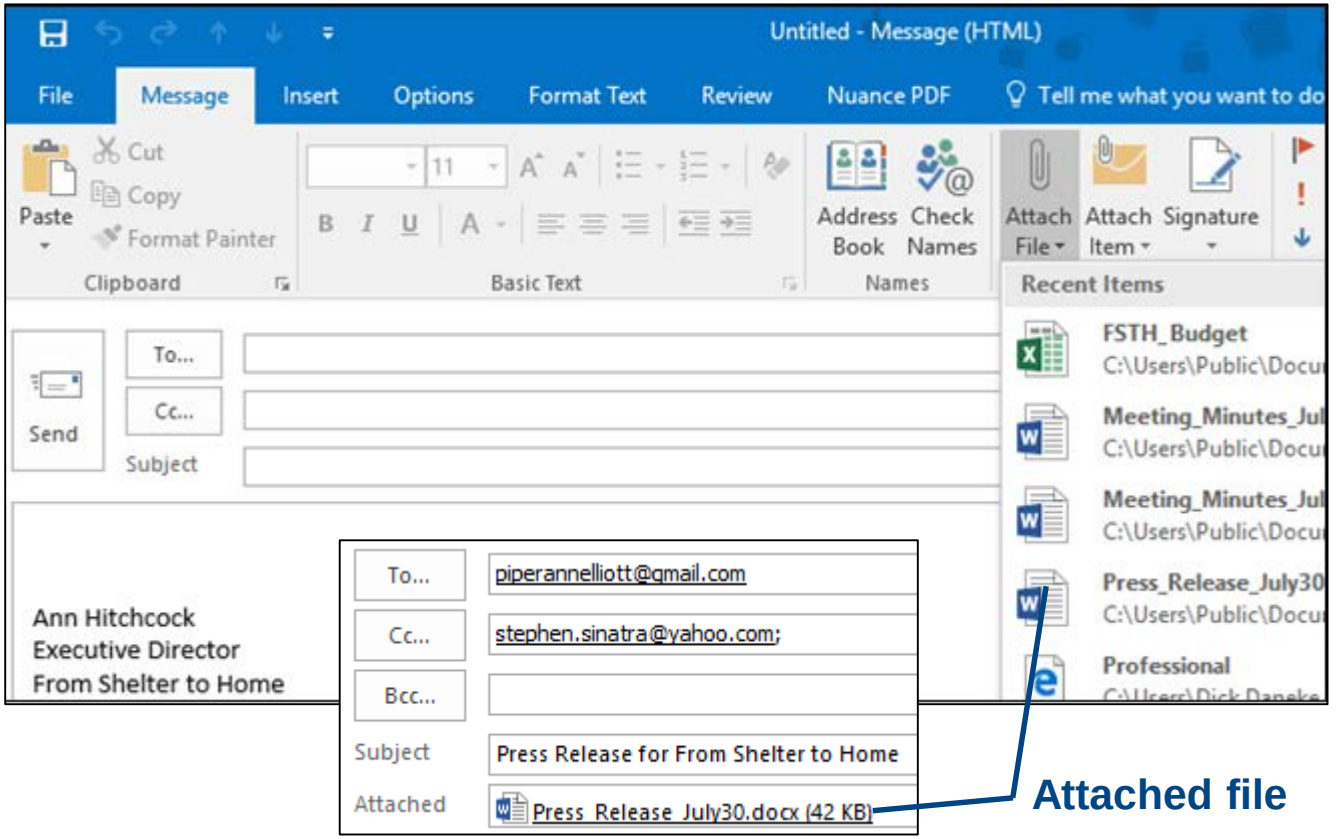
Attaching Files

- You can send files with email messages.



Attached file

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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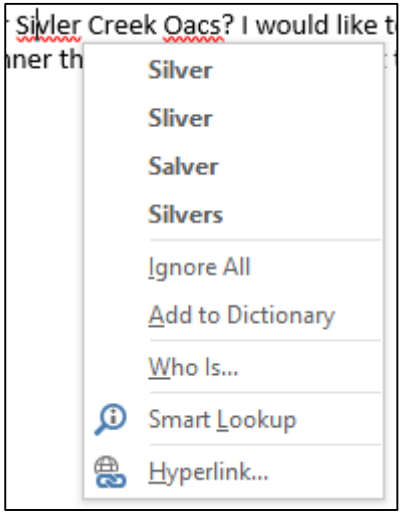
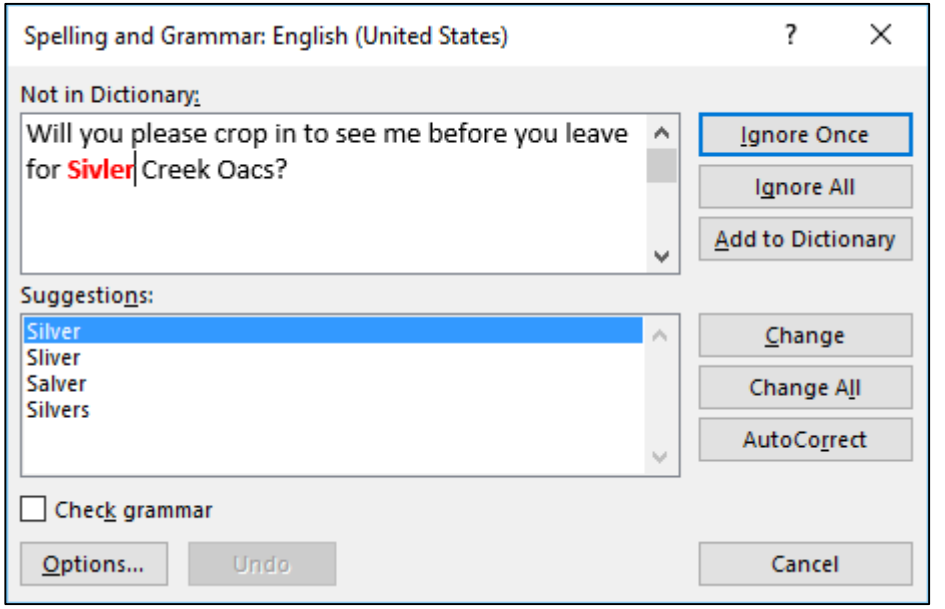
Sending Messages

- Proof your emails before sending them.

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





The Spelling and Grammar dialog box

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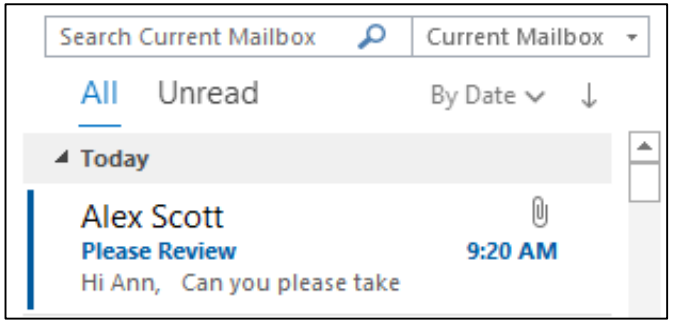
Handling Incoming Messages

- Outlook receives messages automatically.
  - Click Send/Receive→Send/Receive Groups.
- New messages appear in the Contents.
  - The subject line is bold and blue to indicate the message is new/unread.



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Handling Incoming Messages (cont.)

- Saving attachments
  - Right-click and choose to save it.
- Replying to emails
  - Replying automatically adds the sender's email address to the To box.
  - The Subject line text shows "RE:"

Subject	RE: Please Review the Minutes

  - Reply All automatically sends to all the original recipients.

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Handling Incoming Messages

- Forwarding emails
  - Forwarding sends a copy of it to new addressees.
  - Attachments are forwarded with the message.
  - The Subject line text shows “FW:”

Subject	FW: Review of Annual Budget

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Handling Incoming Messages (cont.)

- Flagging messages
  - Messages stand out.
- Printing messages
  - This 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 (for example, print a Word doc from within Word).

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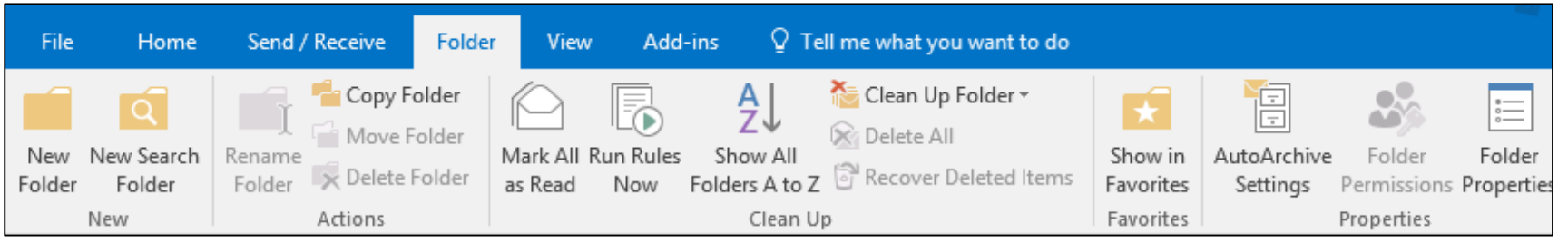
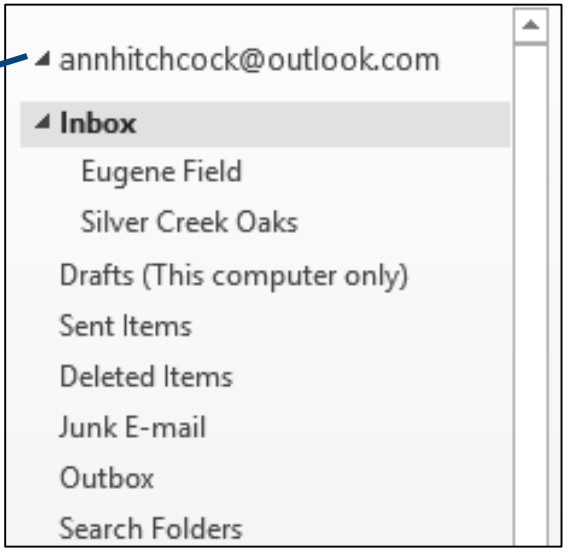
Organizing Messages

- Folders and subfolders keep messages organized.



This triangle indicates there are subfolders.



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Organizing 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 (this selects the entire group).
- Favorites

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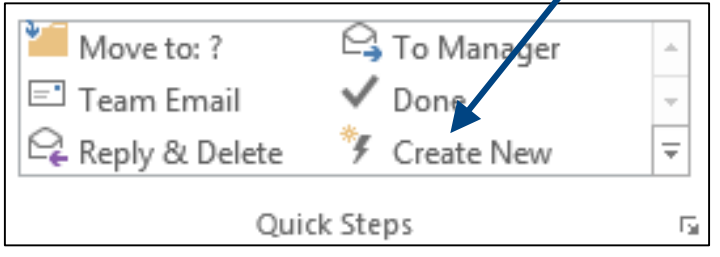
Organizing Messages (cont.)

- Quick Steps
  - These automate repetitive tasks.
  - Use built-in ones as is or customize them.
  - Create your own.



Home tab

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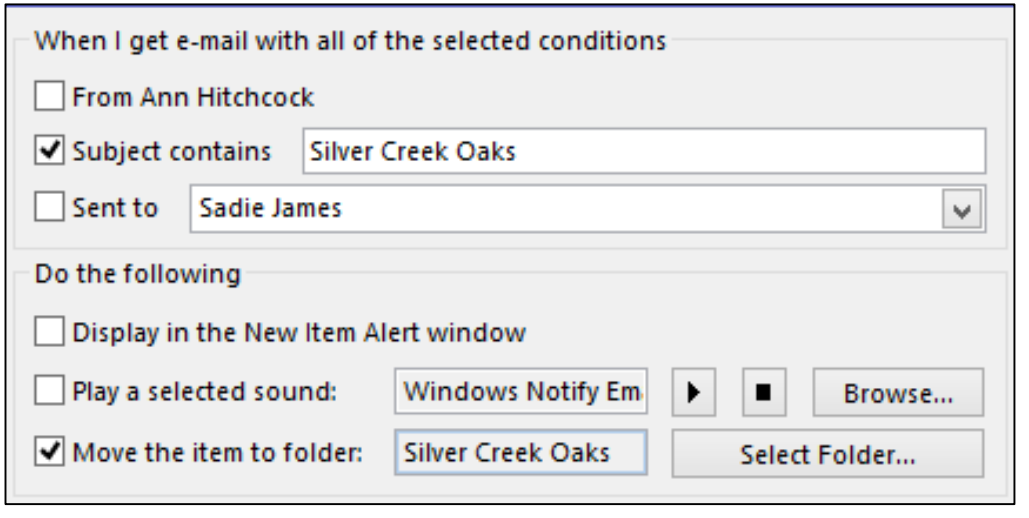
Organizing Messages (cont.)

- Rules
  - Rules tell Outlook what to do with certain messages.
    - Messages can be moved to a certain folder.
    - Outlook can play a selected sound when a message meeting the selected criteria arrives.



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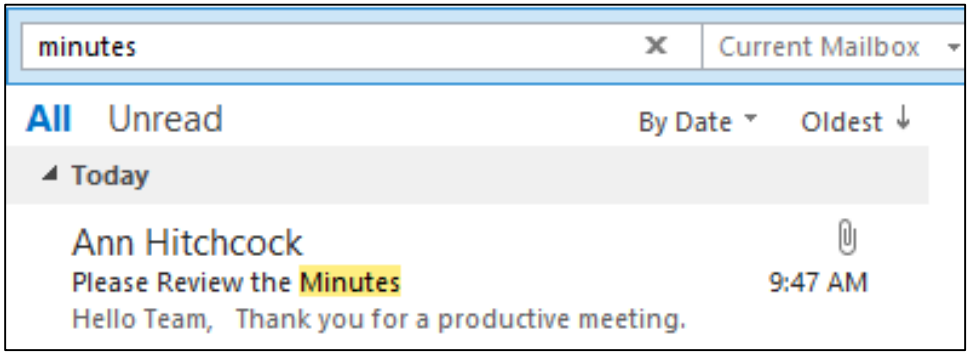
Organizing Messages (cont.)

- Sort messages
- Search for messages
  - In a selected folder
  - All mail folders



The results of a search for “minutes”

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Organizing Messages (cont.)

- Deleting messages
  - This moves a message to the Deleted Items folder.
  - Undelete drags the message out of Deleted Items into the desired folder.
  - Empty Deleted Items permanently removes messages from the computer.

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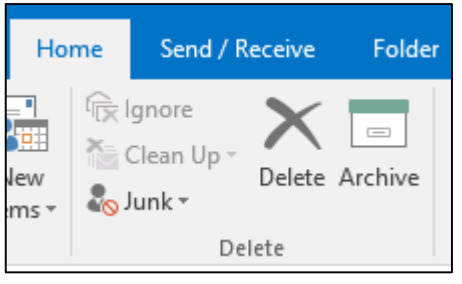
Organizing Messages (cont.)

- Archive folder
  - This allows you to retain emails you may need later while preventing them from cluttering your Inbox.
  - Create subfolders for better organization.
  - Choose Home→Delete→Archive.



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