



# Using Outlook 2000 (Windows)

Pitzer College Information Technology

## About this Help Sheet

This help sheet will help you get started in using Outlook 2000. It is designed for those that are new to Outlook 2000 and includes instructions on how to use some of the basic features of the e-mail software.

## Starting Outlook 2000

**In this lesson you will learn how to start Outlook 2000 and navigate through the Outlook viewer screen.**



1. On the Microsoft tool bar, click once on the Outlook icon to launch Outlook 2000.
2. Clear the “Show These Choices at Startup” check box then click OK. This will close the help balloon and keep this message from opening every time Outlook is launched.
3. Click the close button on the Office Assistant window.
4. You are now ready to use Outlook.

## Outlook 2000 Viewer Screen

Illustrations 1-1 and 1-2 are *QuickLook* Guides of the Outlook standard toolbar, short cut icons shortcut group buttons, outlook bar, folder banner and the information viewer.



## Outlook 2000 Viewer Screen (Continued)

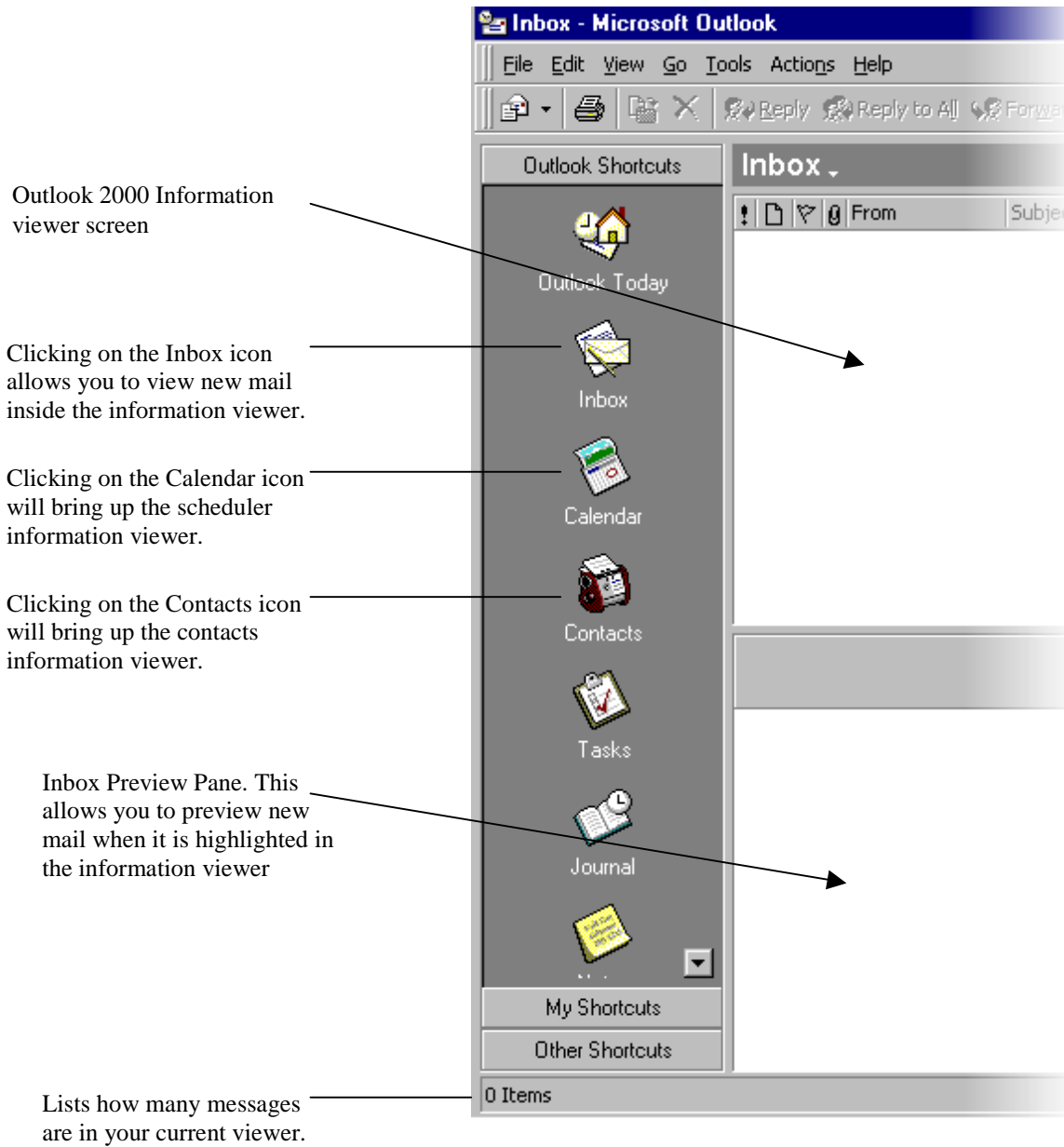



Illustration 1-2

## Reading New Mail Messages



In this lesson, you will learn how to open and read a new e-mail message

1. Click on the **Inbox** icon to view new mail (Refer to Illustration 1-3)

( New unread mail will be indicated by a closed envelope symbol in front of every new mail message in your Inbox.)

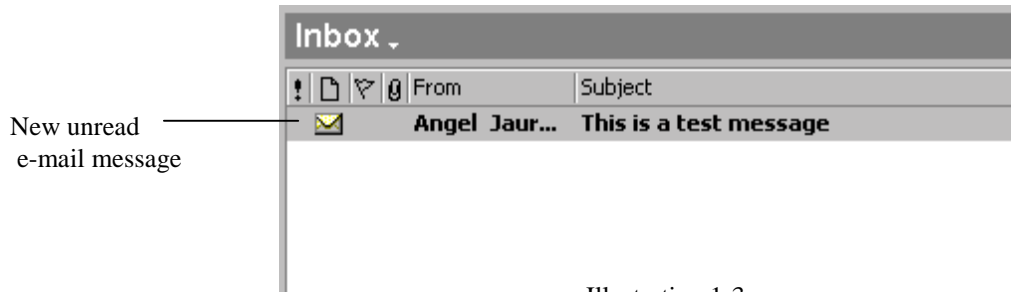


Illustration 1-3

2. Take your mouse pointer and double click on the new mail message inside the **Information viewer**.

A copy of the message is displayed. In the header, you can see the name of the sender, the date and time the message was sent, and the names of the message recipients (Refer to Illustration 1-4).

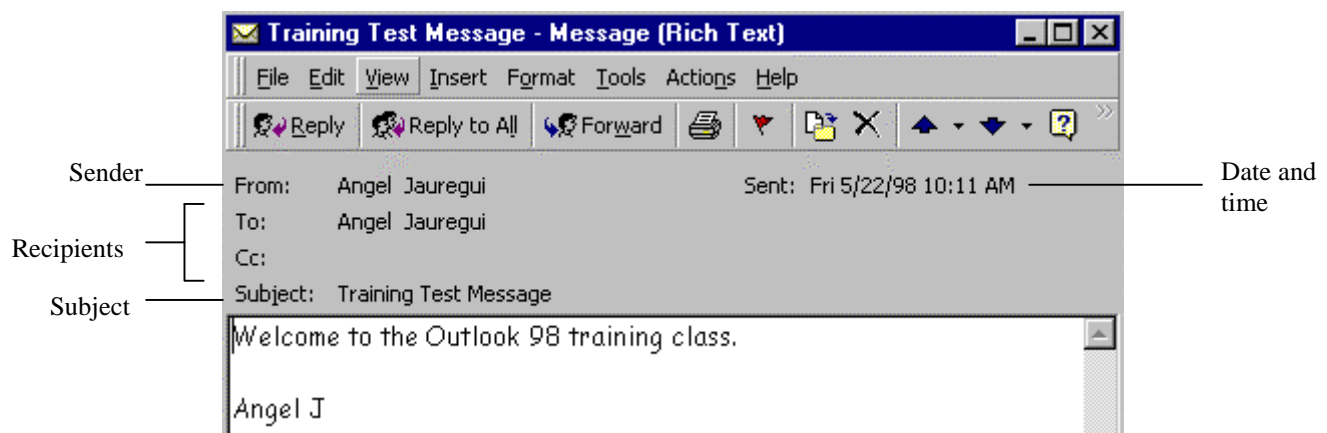


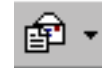
Illustration 1-4

3. When you are finished reading the message, drop down the **File** menu and choose **Close** and you will return to the **Inbox**.

## Sending an E-mail Message

In this lesson, you will learn how to send an e-mail message.

1. On the **Message toolbar**, click the **New Mail Message** button.



New Mail Message button

A blank message form appears (Refer to Illustration 1-5).

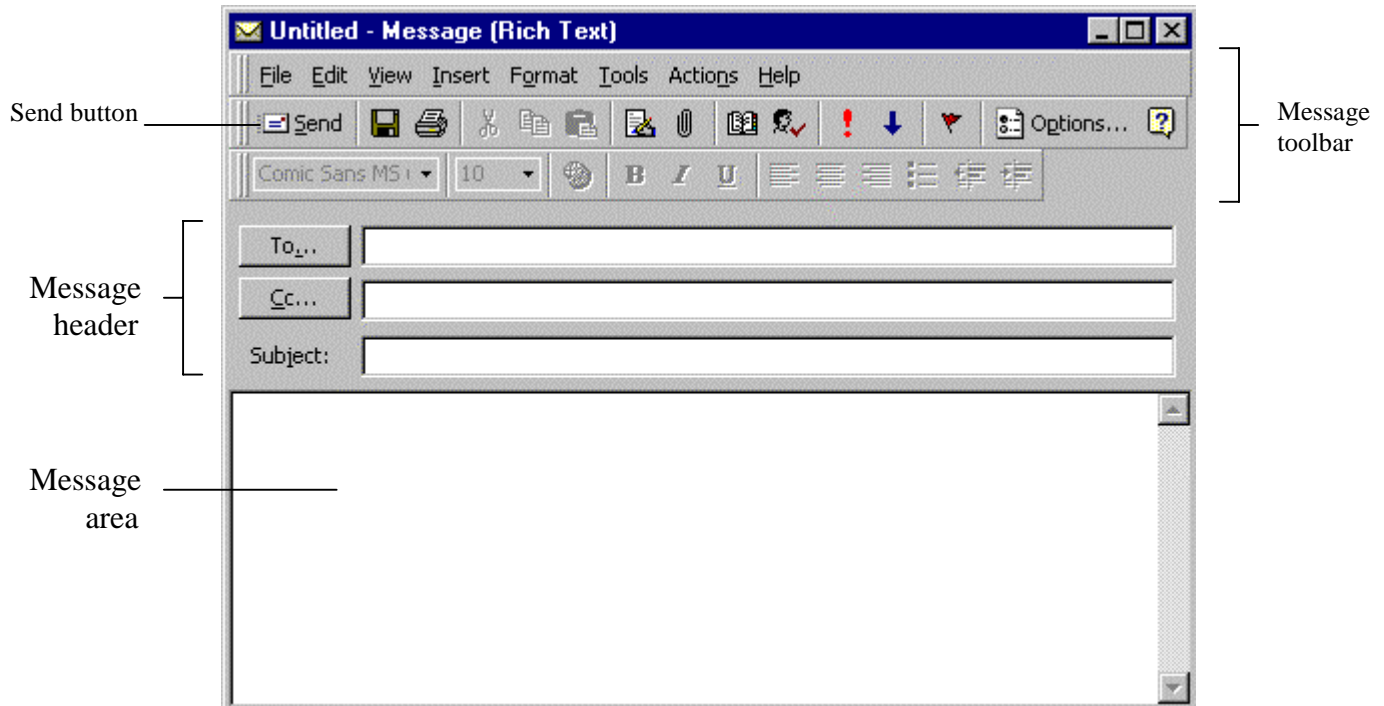


Illustration 1-5

1. In the **To:** box, type in the e-mail address of the person next to you, then Tab down to the **Subject:** box.
2. In the **Subject:** box, type this subject: Test message from Your Name Here
3. Tab down into the Message area and type this message:

Welcome to the Outlook 2000 training session for staff members at Pitzer College.

Sincerely,

**Your Name Here**

5. When your message is complete, click on the **Send** button and your message will be delivered to it's recipient.

## Mail Sending Options



You can define how e-mail is sent by setting the e-mail options before sending your message. To do that, simply click on the Options button on the Message toolbar and a dialog box with several options will open up (Refer to Illustration 1-6).

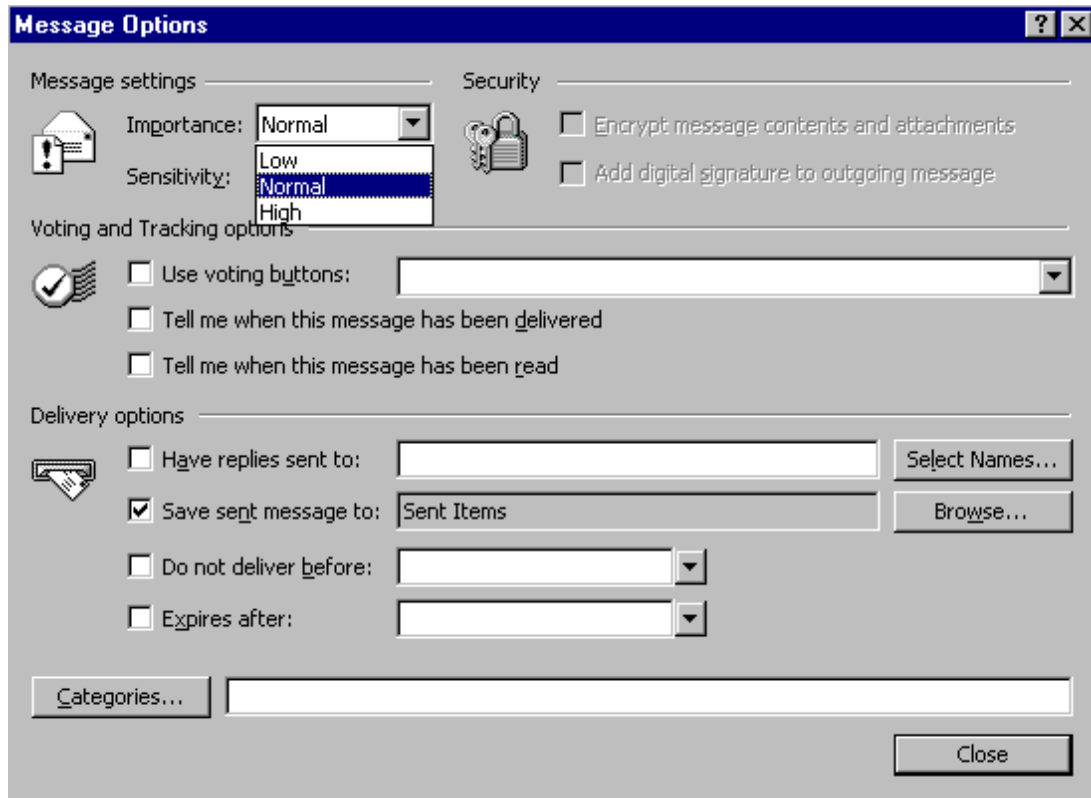


Illustration 1-6

Under the Message settings option, you can set the importance or sensitivity of your message to low, normal or high priority by dropping down the menu and clicking on one of the choices.

Under the Voting and Tracking options, you can put a check in the box by clicking in it with your mouse and set it so that you receive a notice that your message has been delivered and when it has been read.

Under the Delivery options, you can specify where you would like a copy of your sent messages to be filed. As a default, it is set to file your sent messages in a folder named Sent Items.

When you are satisfied with the settings, click on the close button and you will return to your message at which time you are ready to send.

## Replying to an e-mail message Reply

**In this lesson you will reply to an e-mail message that is currently in your Inbox.**

1. In the **Information viewer**, double click on the e-mail message that you wish to reply to so that a copy of the message is displayed.



2. On the **Message toolbar**, click on the **Reply** button.

A form will open listing the original senders name in the **To:** box, in regard to statement in the **Subject:** box and the original header and message is located in the **Message area**. (Refer to Illustration 1-7)

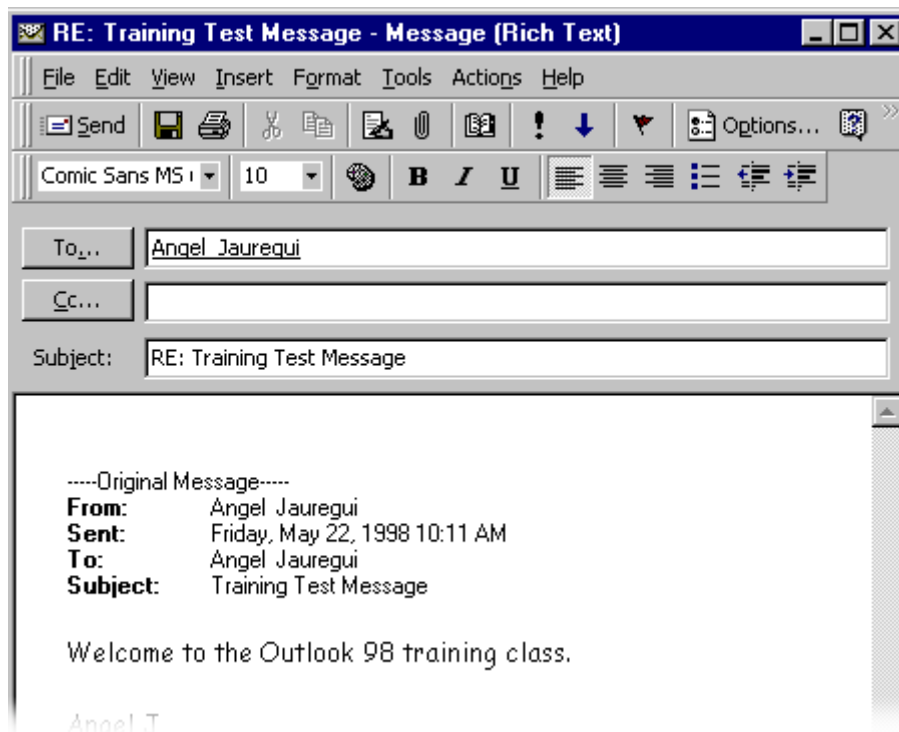


Illustration 1-7

3. At this point you can begin typing your reply to this message in the **Message area**.

4. When your reply message is complete, click on the **Send** button and your message will be delivered to the original sender.

## Forwarding An E-mail Message Forward

In this lesson, you will learn how to Forward an e-mail message to another recipient.

1. In the **Information viewer**, double click on the e-mail message that you wish to forward so that a copy of the message is displayed.
2. On the **Message toolbar**, click the **Forward** button.



Forward button

A form will open listing a forward indicator in the **Subject:** box and the original header and message in the **Message area.** (Refer to Illustration 1-8)

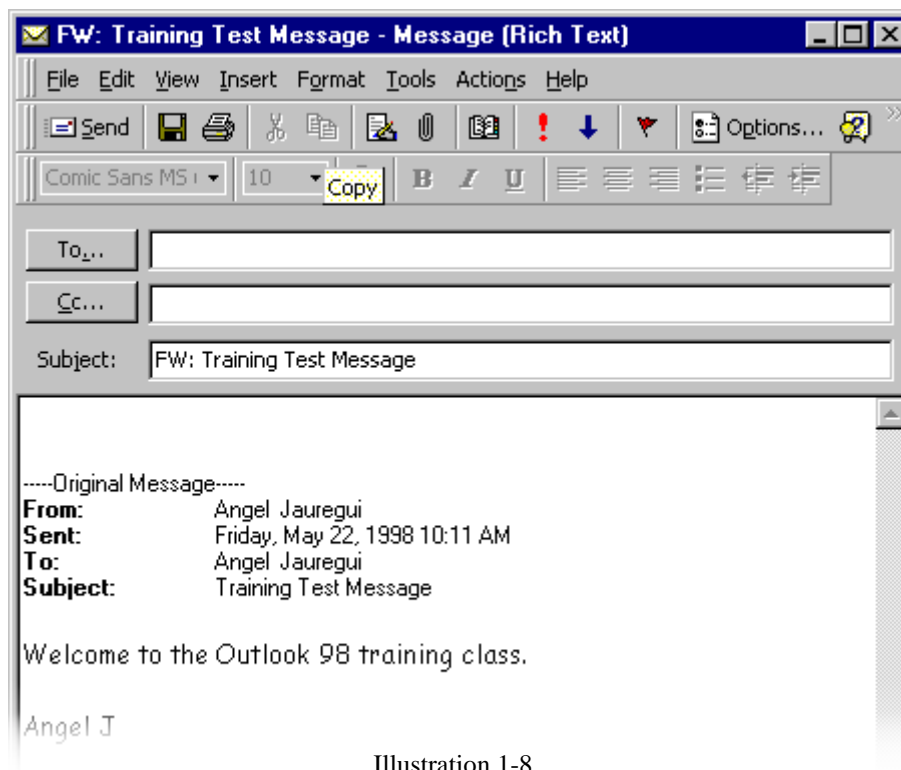


Illustration 1-8

3. Type the name of the recipient in the **To:** box then tab down to the **Message area.**
4. Start typing in anything you wish to add to the message prior to sending it.
5. When you've finished your additions to the message, click on the **Send** button and the message will be forwarded to the recipient.

## Organizing Messages In Folders



In this lesson, you will learn how to move read e-mail messages into specific folders that you create.

1. Take your mouse pointer and click once on a read e-mail message so that it is highlighted.
2. On the **Standard toolbar**, drop down the **Edit** menu and click on the **Move to Folder** command and a **Move Items** window will pop up like the one shown in Illustration 1-9.



Move to  
Folder  
icon

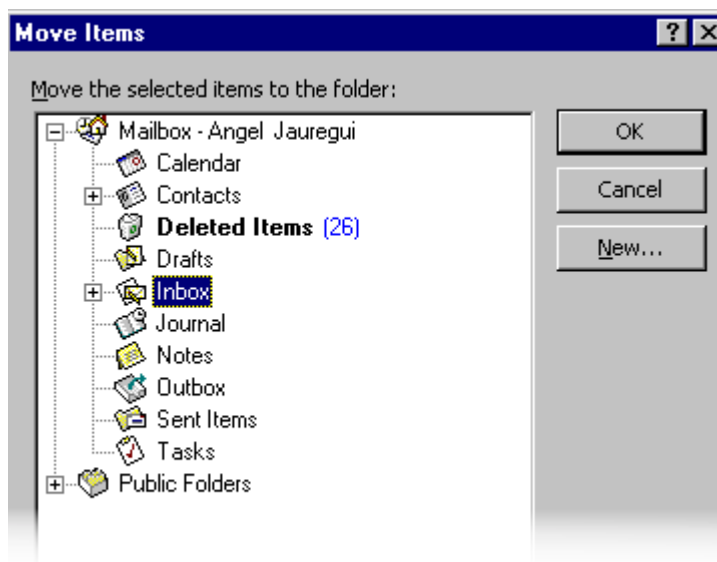


Illustration 1-9

At this point you will be creating a new sub folder inside the **Inbox** folder.

3. Click on the **New...** button to create a new sub folder and a **Create New Folder** window will pop up.
4. In the **Name** box, type in the word Test then click on the **OK** button. A message will pop up asking if you would like to add this folder to your **Short Cut** bar, click **No**. You will then be taken back to the **Move Items** window where you hit **OK** if everything is correct and your message is now moved to your new Test folder.

## How To View Archived Messages

In this lesson, you will learn how to locate filed messages using the **Folder List**.

1. Be sure the **Inbox** is displayed in the **Information viewer**.
2. On the **Folder banner**, click the arrow next to the word “**Inbox**”. The **Folder List** is displayed on the left side of the **Information viewer**.
3. Click the **Push Pin** icon in the upper-right corner of the **Folder List**. The **Push Pin** icon turns into a Close button, and the **Folder List** is temporarily fixed in place. (Refer to Illustration 1-10)

 Push Pin

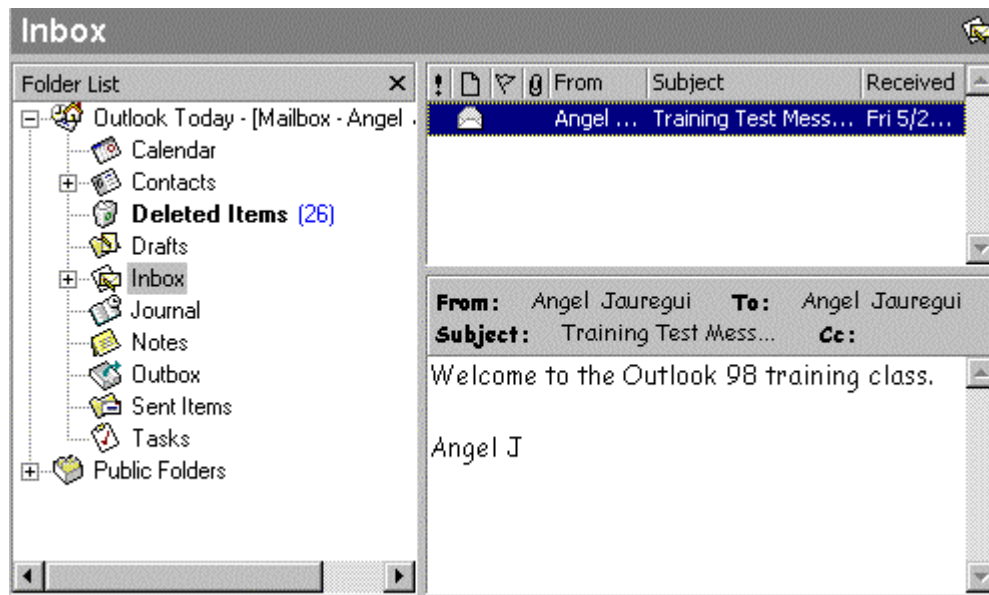


Illustration 1-10

4. Click once on the “+” next to the **Inbox** to display the subfolders within the **Inbox** folder. Click once on the subfolder that contains the message you would like to locate and notice that all the messages contained in that subfolder are now listed in the **Information viewer** on the right.
5. You can now open the message and read it, reply to it or forward it to someone else.
6. To close the **Folder list**, click on the Close button in the upper-right corner and then click on the **Inbox** icon in the **Short Cut bar**.

# Attachments

## Viewing An Attachment Message

**In this lesson, you will learn how to view an attachment. Messages with attachments have a paper clip symbol in front of them in the Information viewer. (Refer to Illustration 1-9)**

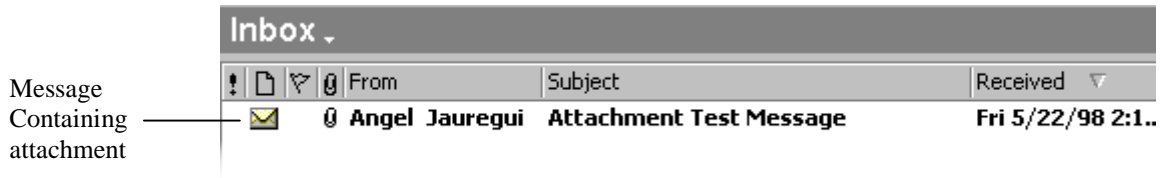



Illustration 1-11

  
Attachment  
symbol

1. Double-click on the message containing the attachment so that a copy of the message is displayed.
2. Double-click the attachment icon.

The document will open in a Microsoft Word window.

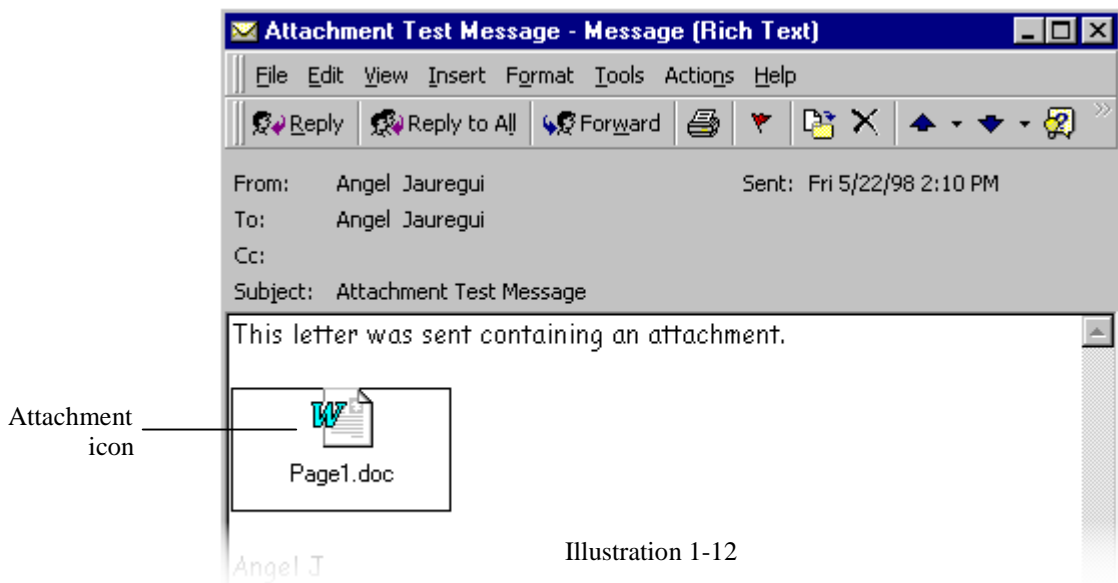
3. When you are done reading the attachment, close Word and then close the message window and you will return to your **Inbox**.

## Sending A Message With An Attachment

**In this lesson, you will learn how to attach a file to a message.**

1. Be sure that you have opened a blank message form and filled in the **To:** , **Cc:** and **Subject** boxes in the message header.
2. Click in the **Message area** type in a brief message that will accompany the attachment.
3. When you are done with your brief message, click the attachment icon on the Message toolbar.
4. An Insert File dialog box will open. Click the arrow in the Look In box and select the drive that your document is located in, then locate which folder it is filed in. When

you have found your document, highlight it and click OK and the document will be inserted into your letter as an icon. (Refer to Illustration 1-12)



5. Click the send button and your message, along with your attachment, will be sent to the recipient.

## Deleting An E-mail Message ✕

When you delete an e-mail message, it is taken from the folder it is located in and moved into the trash bin. This is meant as a security feature so that no messages are accidentally deleted and lost forever. The first lesson is deleting a message and the second is recovering it or permanently deleting it.

**In this lesson, you will learn how to delete an e-mail message.**



Delete icon

1. If you have a message that is opened, simply click on the delete icon on the Message toolbar and the message will be moved to the recycle bin.
2. If you are looking at the message in the Inbox Information viewer, click on the message once to highlight it and then click on the delete icon on the toolbar and it will be moved to the recycle bin.

**In this lesson, you will learn how to recover your deleted e-mail messages.**



Deleted items short cut

1. To retrieve a deleted message, open the Deleted items folder by clicking the Deleted items short cut on the Outlook bar. (Refer to Illustration 1-13)

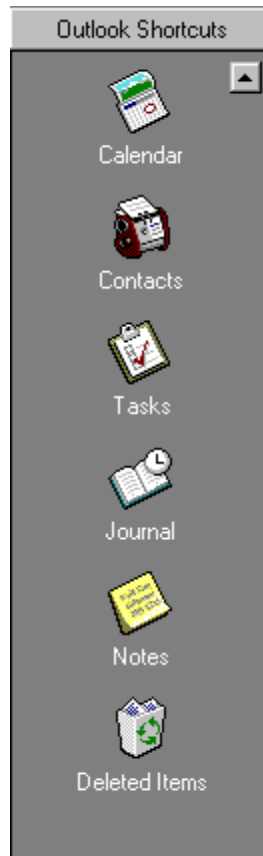


Illustration 1-13

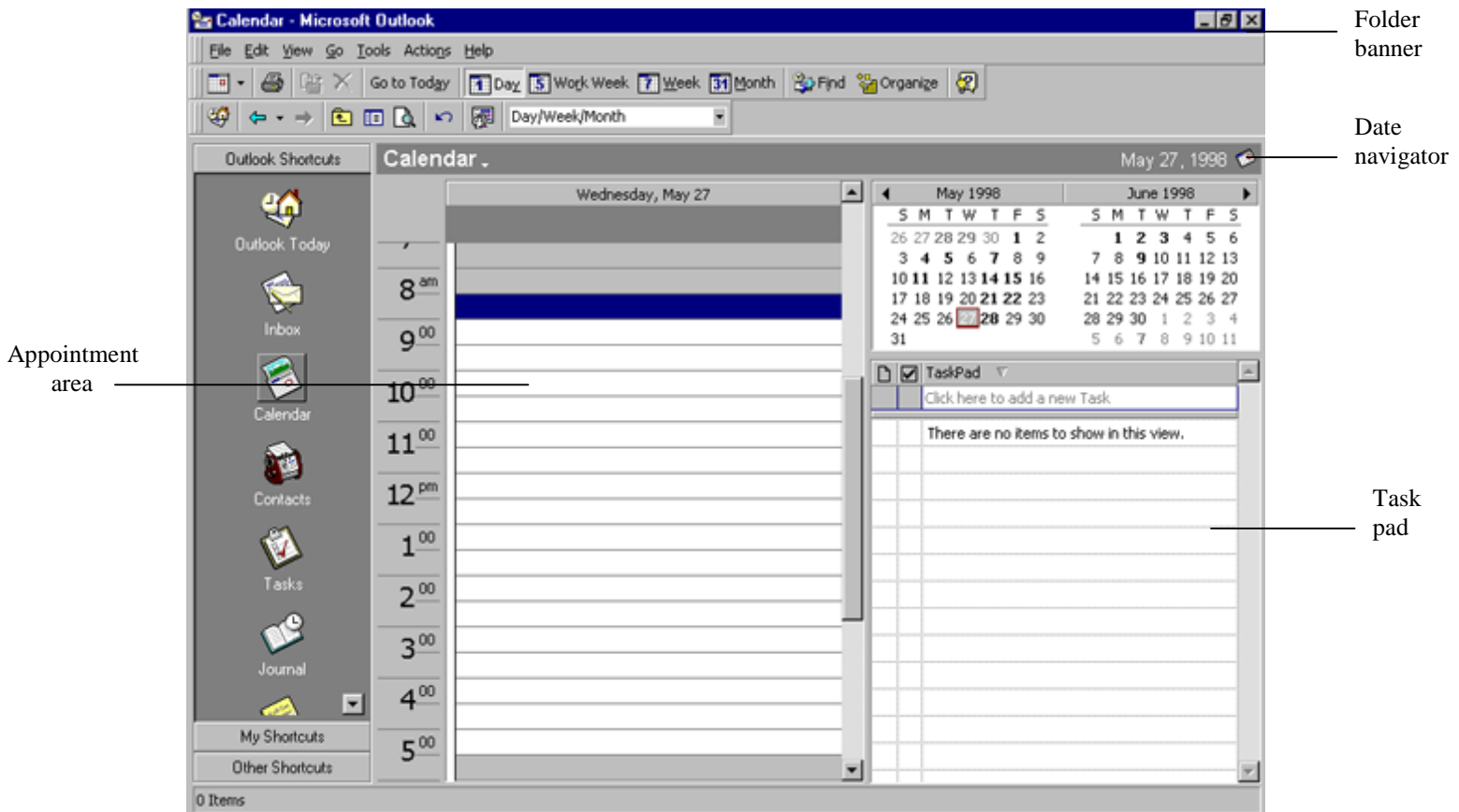
2. You are now inside the **Deleted items** folder. From here you can move messages to other folders or permanently delete messages by clicking on the **Delete** icon.
3. When you are finished viewing your **Deleted items** folder, scroll up the Short cut bar and click on your **Inbox**.

## Viewing your Calendar



In this lesson, you will learn how to view your Calendar, create appointments and how to share your Calendar with others.

1. On your Outlook Short cut bar, click on the Calendar icon and you will see the following window:



2. At this point, let's create an appointment three months from today and setup a reminder to notify you one hour prior to the start of the appointment. Click on the arrow in the Date Navigator to scroll to the upcoming month until you are three months from today.
3. In the Date Navigator, put your mouse pointer on the day that the appointment is on and click once on it. In the Appointment area, notice that the date at the top has now changed to the date that was chosen.

4. In the Appointment area, put your mouse pointer in the 10:00 am box and double click the your mouse button to open up a window similar to Illustration 1-14.

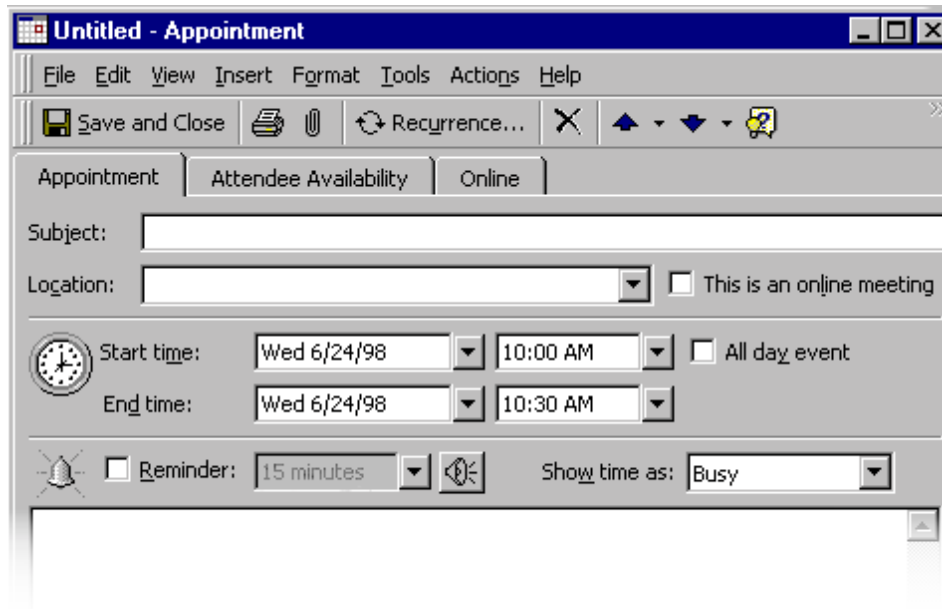


Illustration 1-14

5. In the Subject box, type in “ Meeting with department supervisor ” then tab down to the next line.
6. In the Location box, type in “ Conference room B ”.
7. Put your mouse pointer and put it in the Chime check box and click once on the mouse button putting a check mark inside it. The Reminder box to the right of it is now active.
8. Click on the down arrow in the Reminder box and choose “ 30 minutes ” . The reminder function has now been set and a message will pop up 30 minutes prior to your meeting reminding you of your scheduled appointment.
9. If everything looks correct, click on the Save and Close button on the tool bar and you will return to your Calendar viewer with your newly scheduled appointment showing on it.

## Setting Calendar Permissions



In this lesson, you will learn how to set the **Calendar permissions** so that you can allow other people to view or edit your personal calendar.



1. On your **Outlook Short Cut** bar, place your mouse pointer on the calendar icon and click on the right mouse button. A menu will appear, move your mouse pointer down to **Properties** and click your left mouse button so that the **Calendar Properties** dialog box is displayed.
2. Click on the **Permissions** tab to bring it forward. Click on the **Add** button, then highlight the name of the person you wish to make your calendar viewable to and click on the **Add** button to move them over to the column on the left. Then click **OK**.
3. Click once on the name you just added to your permissions list and then choose the type of permissions this person will have below.
4. You can drop down the menu and choose the type or you can specify the type by placing checkmarks into the boxes in the Permissions table.
5. When you have completed setting the permissions, click **OK** and then the person you added can now see your calendar.

## **Viewing another person's Calendar**

If you have been given permission to view someone's calendar, please follow these steps to open the calendar.

1. Click on the **F**ile menu and go to **O**pen, then click once on **O**ther User's Folder... to open the **Other User's Folder** dialog box.
2. Click on the **Name...** button to open the **Select Name** dialog box.
3. Highlight the name of the person who's calendar you wish to open and click on **OK**. You will return to the **Other User's Folder** dialog box with the name in the top box.
4. Drop down the menu in the **Folder** box and choose **Calendar** then click **OK** and the **Calendar** will open.

## **Setting Appointment Recurrences**

1. In the **Date Navigator**, click on tomorrow's date and in the **Appointment** area double click on the 12:00 P.M. block to open an appointment form.

2. Type Lunch in the **Subject** box and type your favorite restaurant in the **Location** box, then click on the **Recurrence** button on the tool bar.

An **Appointment Recurrence** dialog box appears.

You can set the recurrence to happen daily, weekly, monthly or yearly and you can set it up for specific days only and you can also set it up to start and end on a specified date.

3. After setting up your Recurrence box, click OK and then **Save and Close** your Appointment form and your recurrence is set.

## Personal Address Book

In this lesson, you will learn how to add contacts to your Personal Address Book.



1. On the Message toolbar, click the **Address Book** Button. The **Address Book** dialog box will appear.
2. Be sure the **Personal Address Book** appears in the **Show Names From The** box. (Illustration 1-15)

New Entry Button

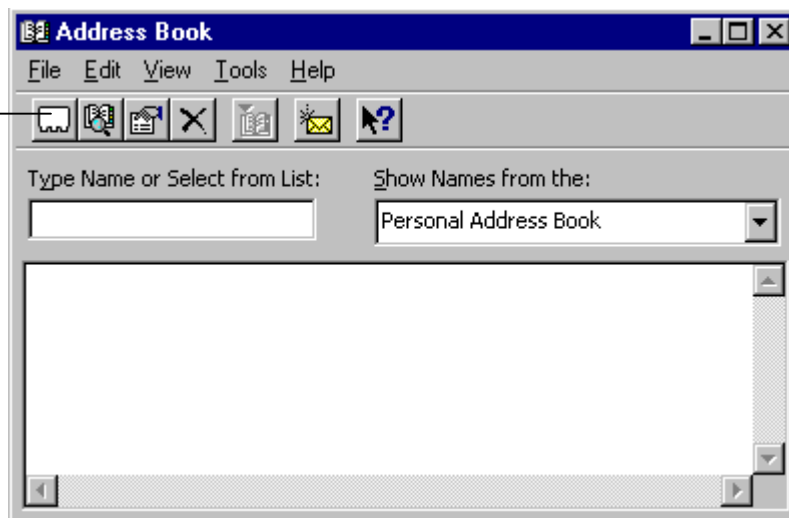


Illustration 1-15

3. Click on the **New Entry** button. In the New Entry dialog box click on the down arrow in the **Put this entry** box and select Personal Address Book and then click **OK**. Your screen should now look like Illustration 1-16.

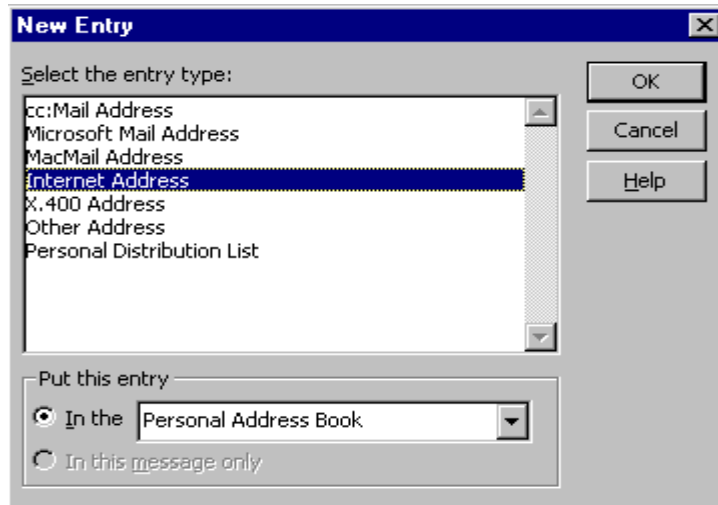


Illustration 1-16

4. Click **Internet Address** and click **OK**.
5. Add the **Display name** and **E-mail address** and then click **OK**. The name is added to your Personal Address Book.
6. Close the Address Book dialog box.

## **Personal Distribution Lists**

**In this lesson, you will learn how to create a Personal Distribution List and add it to your Personal Address Book.**

1. On the Message toolbar, click the **Address Book** Button.  
The **Address Book** dialog box will appear.
2. Click the **New Entry** button.  
The **New Entry** dialog box appears.
3. In the **Put this entry** box, use the drop down box to select **Personal Address Book** as shown in Illustration 1-17 and then click **OK**.

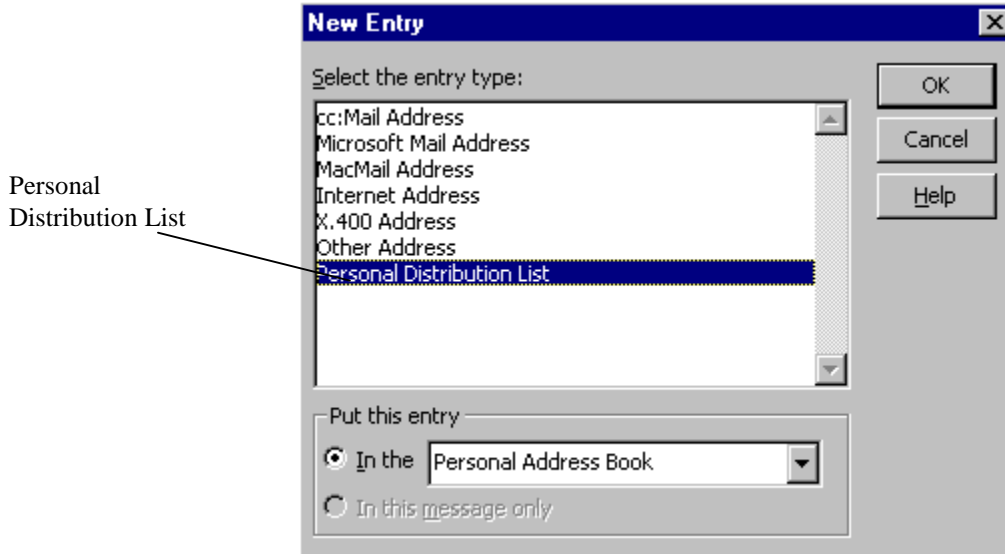


Illustration 1-17

4. In the **Name** box, type in what you wish this list to be named, then hit the Tab button.
5. Click on the **Add/Remove Members** button.  
The **Edit New Personal Distribution List Members** dialog box appears.
6. Click once on the person you wish to add, then click on the **Members** button to add them into the column on the left. Continue this step until you have added all the people you wish to be on this list on the column on the left. When you have added everyone, click **OK**.
7. In the **New Personal Distribution List Properties** dialog box, click **OK**.  
Your new distribution list has been added into your **Personal Address book**.

## Creating Signatures

**To create signatures, you must be in your Inbox.**

1. Using your mouse, click on the **T**ools menu and go down and select **Options...** so that the **Options** dialog box opens.
2. Click on the **Mail Format** tab to bring it forward. Your screen should now look like Illustration 1-18.

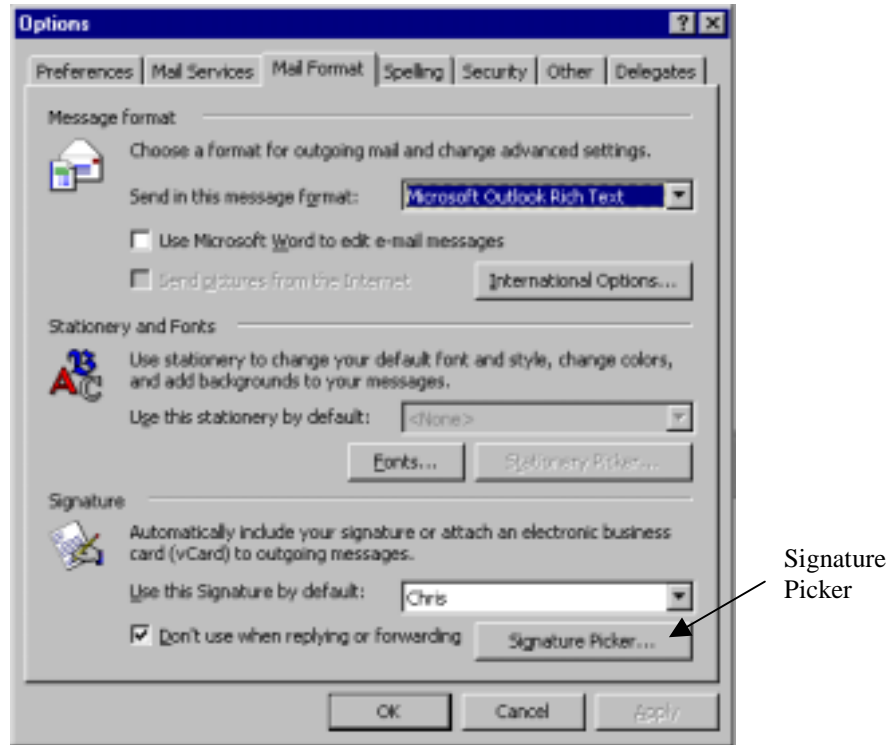


Illustration 1-18

3. Click on the **Signature Picker** button near the bottom of this dialog box.
4. In the **Signature Picker** dialog box, click on the **New** button.
5. Enter a name for your signature then click on the **Next** button at the bottom of the dialog box. Your screen should now look like illustration 1-19.



Illustration 1-19

6. Begin entering your name, title, phone number, etc.... When you have completed your signature click on the **Finish** button at the bottom. You will be taken back to the **Signature Picker** dialog box, click **OK** to close this box then click **OK** to close the **Options** dialog box.
7. To use the signature feature, open a new mail message form then click on the **Insert** menu and go to **Signature** then click once on the signature you created to add it into your e-mail.



## Using Contacts

In this lesson, you will learn how to add a contact to your Contacts list.

1. On the Standard tool bar, click the **New Contact** button (Illustration 1-20). A blank contact form appears.

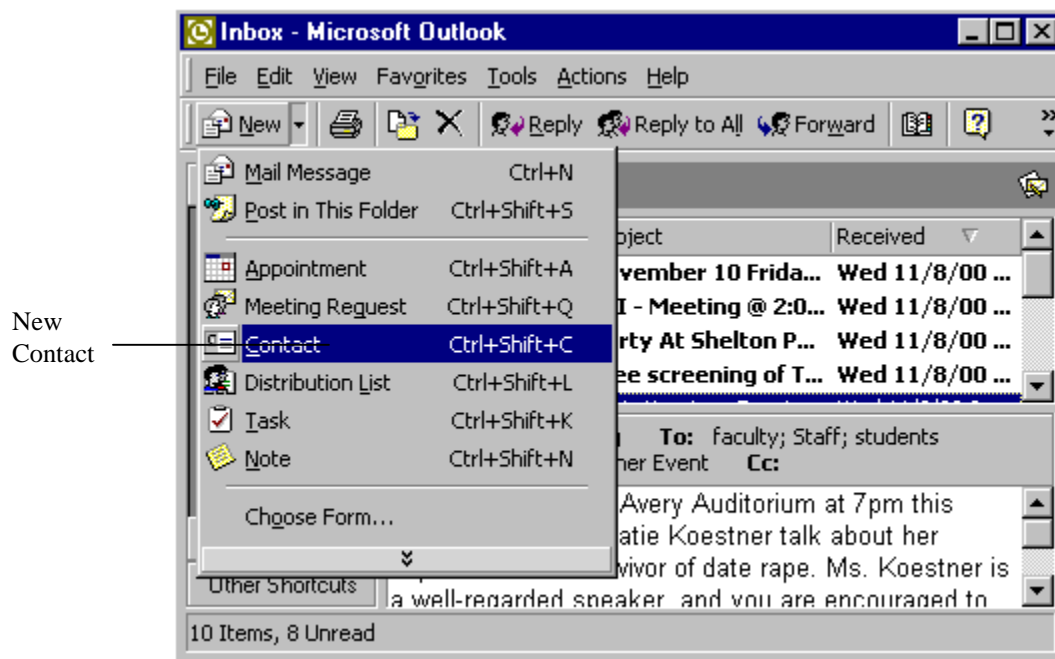


Illustration 1-20

2. In the **Full Name** box, type the name of the person you wish to add to your list, then press **TAB**. The insertion point moves to the job title box, and the name is automatically inserted in the **File As** box.
3. Fill in the Company, Phone numbers and E-mail boxes. When you've completed the form, click the **Save and Close** button on the tool bar and the form has now been added to your Contacts list.

Open a new mail form and click on the **To:** button then drop down the Global list and choose Contacts and the new contact can be inserted into your email message.

### Creating a Personal Distribution List in the Contacts address book

1. On the standard toolbar click the drop down arrow next to the **New** button (Illustration 1-21) and click on **Distribution List**.

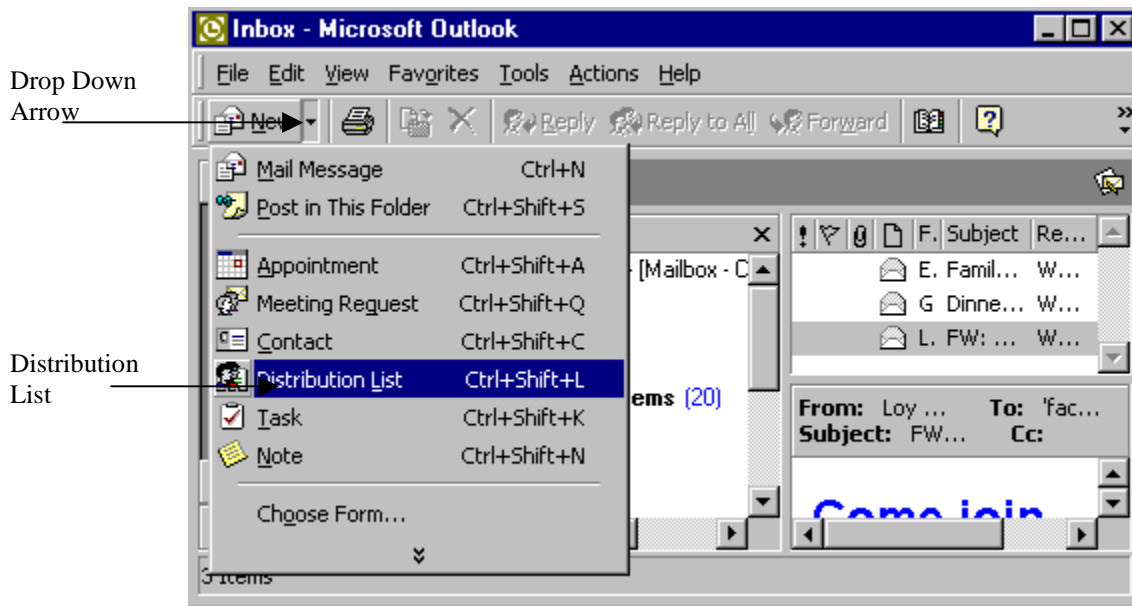


Illustration 1-21

2. The Distribution List dialog box opens. In the **Name** box type a name for your distribution list. The distribution list is saved in your Contacts by the name you give it.
3. Click **Select Members**. In the **Show Names from the list**, click the address book that contains the e-mail addresses you want in your distribution list.
4. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name and then click **Add**.
5. Click **Save and Close**.

## Out of Office Assistant

In this lesson, you will learn how to create an out of office message.

1. On the **T**ools menu, click **Out of Office Assistant**. The **Out of Office Assistant** dialog box opens (Illustration 1-22).

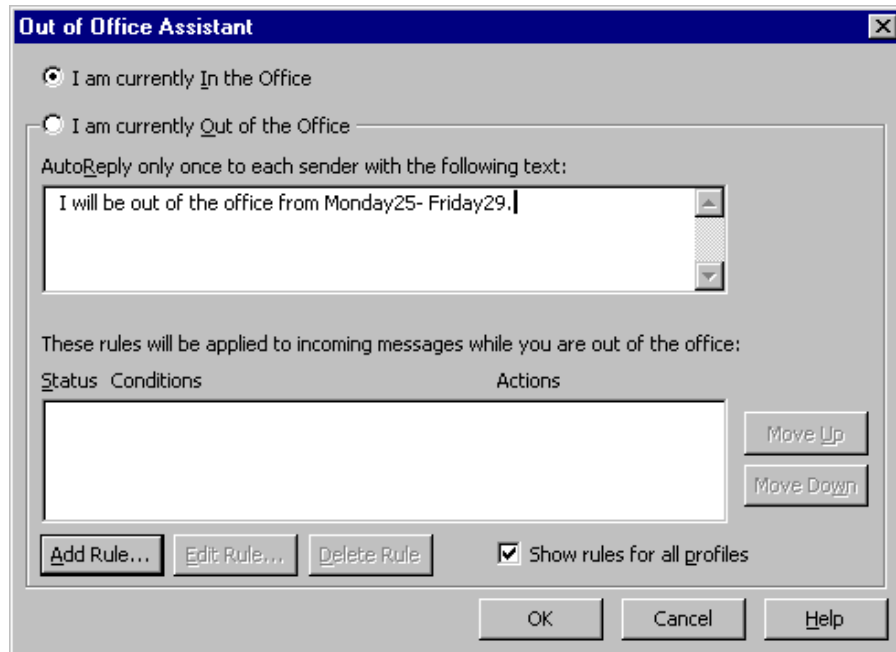


Illustration 1-22

2. Select the **I Am Currently Out Of The Office** option.
3. Click in the **AutoReply Only Once To Each Sender With The Following Text** box, and then type your message.
4. Click **OK**.

## Create Rules for the Out of Office Assistant

1. On the **T**ools menu, click **Out of Office Assistant**, and then in the **Out of Office Assistant** dialog box, click **Add Rule**.
2. In the **Edit Rule** dialog box, create the rule you want to add, and then click **OK**.
3. In the **Out of Office Assistant** dialog box, click **OK**.

## More Useful Features

## Notes

In this lesson, you learn how to create a reminder note.

1. On the Outlook Shortcut bar, click on the **Notes** shortcut icon.
2. On the Standard tool bar, click on the **New Note** button.  
A blank yellow note is displayed.
3. Type a brief message on the note then click on the X on the upper right corner to close.

The note closes and the note icon is displayed on the information viewer.

## Stationery

1. While viewing your Inbox, click on the **Actions** menu and choose **New Mail Message Using** and click on **More Stationery**.

The **Select A Stationery** dialog box will appear (Illustration 1-23).

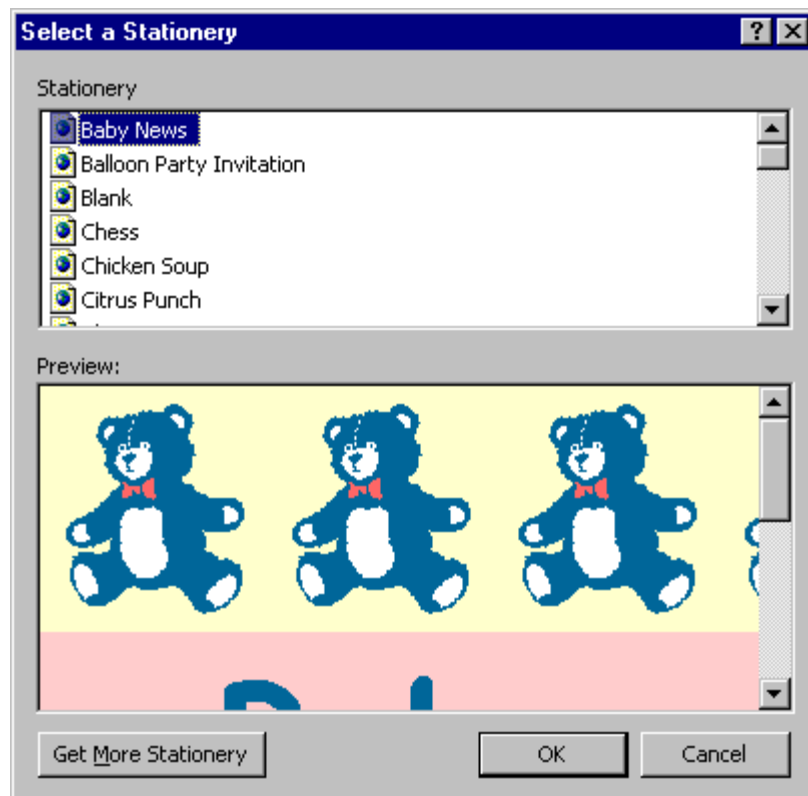


Illustration 1-23

2. Scroll through the different stationary forms and select one and click **OK**.
3. Complete as you would a normal mail form and send a fun letter to a friend.

## Advanced Find

**In this lesson, you will learn how to do a search for a specific email message.**

1. Click on the **Tools** menu and click on **Advanced Find**.

The **Advanced Find** dialog box will appear (Illustration 1-24).

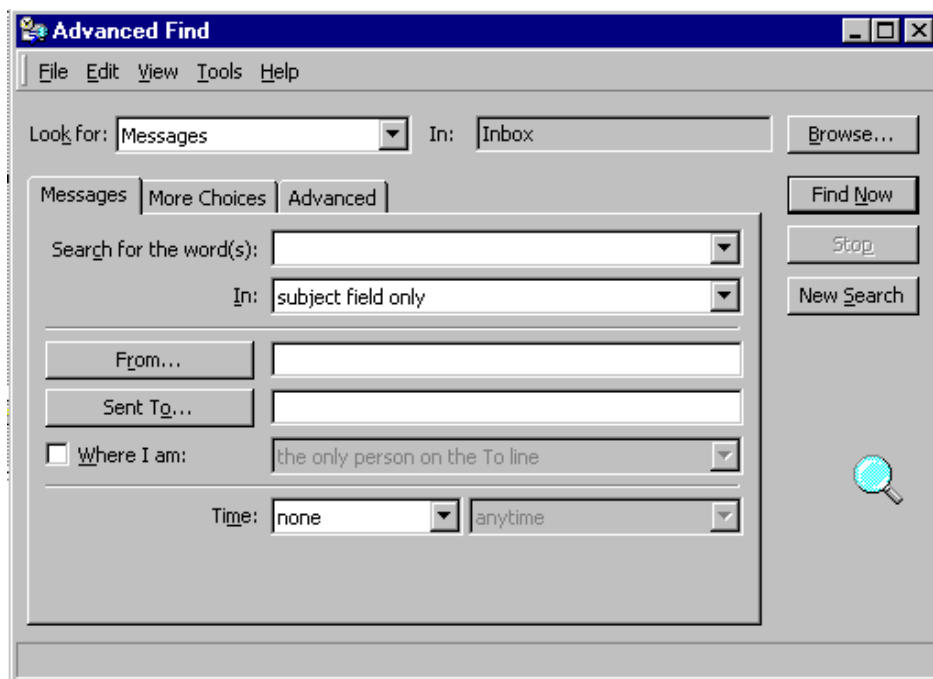


Illustration 1-24

2. Click on the **From** button and choose a name that you know you have received an e-mail from recently, then click on the **Find Now** button.
3. A list of all the e-mails sent to by this user will be displayed.

To narrow down the search you can type whom it is from and the subject or type in a key word in the Search For Words box.

## Recalling A Message

In this lesson, you will learn how to recall a message that you have sent out.

1. Open the **Sent Items** folder and then find the message you wish to recall and open it by double clicking on it.
2. Click on the **Actions** menu and click on **Recall This Message...**

The **Recall This Message** dialog box opens (Illustration 1-25).



Illustration 1-25

3. You have two options, Delete unread copies of this message or Delete unread copies and replace with a new message.

This feature will only recall a message if it has not yet been read by the recipient, otherwise be careful what you send!

## Outlook Today

By clicking on the **Outlook Today** button on the Outlook Shortcut bar, you will be presented with an itinerary of what your day consists of. Listed on this screen are your appointments for the day, any new unread e-mails and any uncompleted tasks. Everything displayed on this screen is a shortcut button and by simply clicking on something you can open mail, tasks, appointments or go to your calendar, inbox, or task list. This is a quick view of your busy day.

## **Remote Access to Outlook through a browser.**

**In this lesson, you will learn how to access Outlook through the Internet.**

1. Connect to the Internet and launch your browser.
2. In the **Location** box, type **http://www.pitzer.edu/email** then hit **Enter**.
3. You will now be at a site called: **Microsoft Outlook Web Access**. In the text box, type your user name then hit **Enter**. A **Username and Password Required** dialog box will appear, enter your username and password then hit **Enter**.

You should now have access to Outlook on the web.