

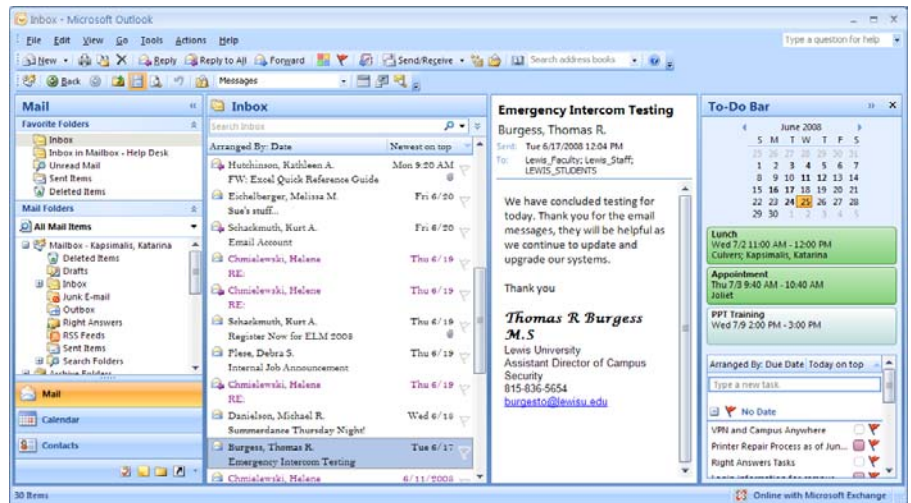
OUTLOOK 2007 EMAIL

OPENING YOUR INBOX

To open your Inbox from within Outlook, you can click on the Navigation Button **Mail** located and click on the **Inbox** icon, click on the Navigation Button **Folder List** and click on the **Inbox** icon, **Go-Mail**, **Ctrl-1**, or **Ctrl-Shift-I**.

READING MESSAGES

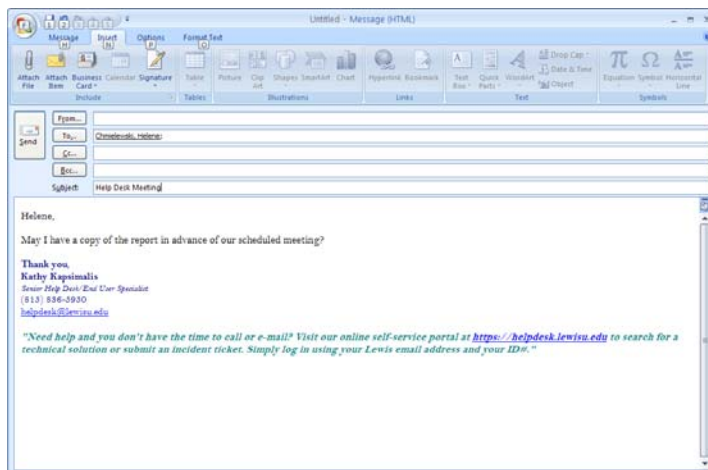
The default view for your Inbox displays the Navigation Pane with the Navigation Buttons. Messages are displayed with a split screen: the middle lists Message headings in your Inbox, and the Reading Pane (by default on the right) shows the content of the Message that is highlighted. The Reading Pane can be turned off or viewed either on the bottom or to the right of the messages.



You can read long Messages by using the scroll bar at the right of the screen. Or, you can open the Message by clicking to select it, then hitting **File-Open-Selected Items** (or **Ctrl-O**) or by double-clicking the heading. If you open the Message, you can return to the Inbox by closing the Message: **Microsoft Office Button-Close** (or **Alt-F4**, or the X in the upper right-hand corner of the message window - don't click the Delete X, or you will move the message into the Deleted Items folder).

SENDING MESSAGES

CREATING A NEW MESSAGE



It is easiest to initiate a new Message from one of the Message folders: Inbox, Sent Items, or Drafts. From here, you can click **File-New-Mail Message** (or **Ctrl-N** or **Actions-New Mail Message** or just double-click the Message window or click on the New icon). This will open a new Message window.

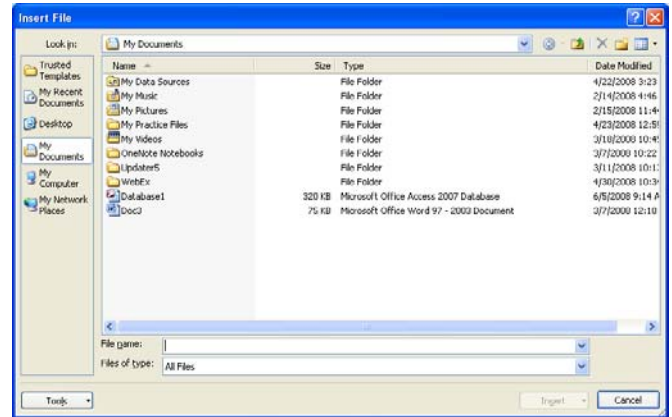
You will need to complete the To: field. The fields for Cc:, Bcc:, and Subject are optional. If the Bcc field

isn't visible, while in the message field click on View, Bcc field. You may type an email address in the To: field, or choose from a list (click on the To: button, or use your Address Book - see below). To send your Message to several people, enter each address separating them with a semi-colon (;). [If you are choosing from a list or the Address Book, it will automatically insert the semi-colon for you.]

When you have finished, click on File-Send (or Ctrl-Enter or the Send icon). When the Message is sent, this window will automatically close, and a copy of your response will be put in your Sent Items folder.

CREATING A MESSAGE ATTACHMENT

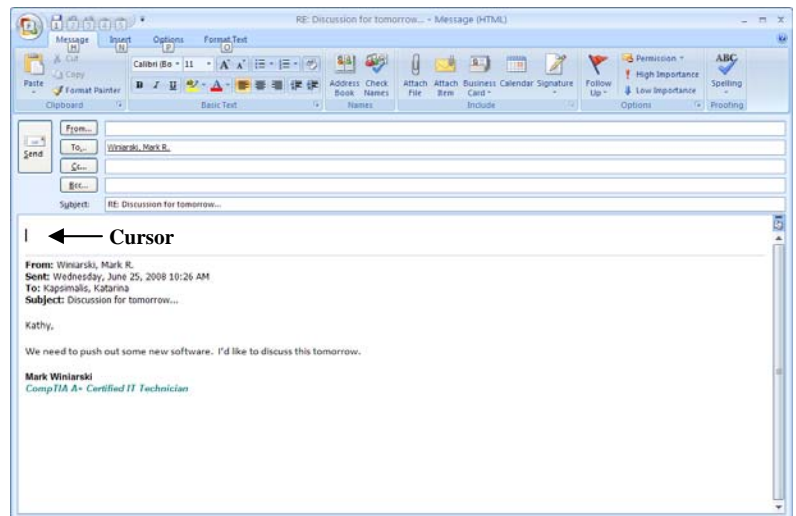
To add an Attachment to your Message, click on **Attach File**, **Attach Item**, or **Object**. [If you are only going to insert a file, you can click on the icon that looks like a paper clip.] A file can be inserted as text within the Message or a separate file shown as an icon. An item is something from within Outlook (like an Event, a Contact, a Note, etc.) that is sent as an icon with the Message. Or, you can choose from the drop down list of types for attaching an Object. When finished, Send as usual.



REPLYING TO A MESSAGE

If you wish to reply to the sender of a Message, all you need do is select or open the Message and click on the **Reply Button** (or **Ctrl-R**). This will open a Reply window, with the sender's name (and email address) and the subject line already filled in. You may edit any of these fields.

If you made no changes, your cursor will be at the top of the Message area and you may begin typing your response. [If your cursor is not there, just click in the Message area and it will move there.] The reply window will also show a copy of the original Message at the bottom of the screen. This is a system default that you may change. When you are done with your response, click on Send Button (or Ctrl-Enter or Microsoft Office Button - Send). When the Message is sent, this window will automatically close, and a copy of your response will be put in your Sent Items folder.

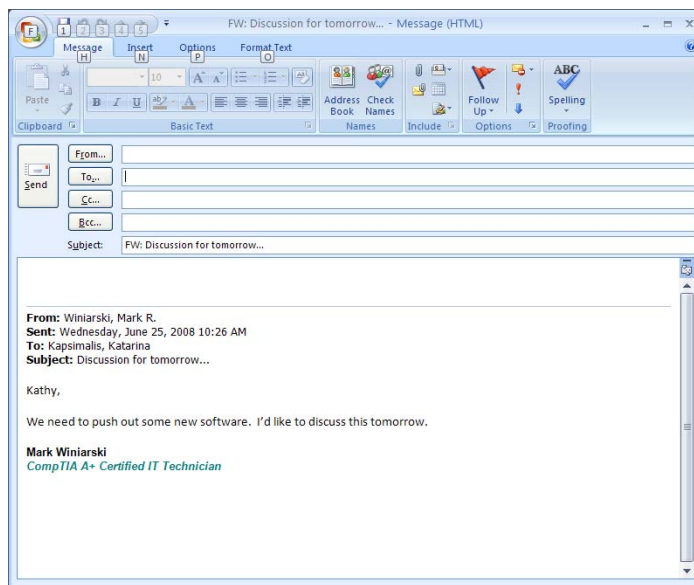


If an incoming message was sent to multiple recipients (in the To:, Cc:, or Bcc: fields), you may want to send your response to all of them. To do so, use the process above by clicking on the Reply to All Button (or Ctrl-Shift-R).

FORWARDING MESSAGES

To send a copy of a Message to another person, either select or open it and click on the **Forward Button** (or **Ctrl-F**). A Forward window (FW: in the Title Bar) will open, and your cursor should be in the “To:” dialog box. You may either type in an email address, or click on the To: button to select from a list (or you may use your Address Book - see below).


To add your comments at the beginning of the Message, click in the top of the Message field and type. When done, click on the Send Button (or **Ctrl-Enter**). When the Message is sent, this window will automatically close, and a copy of your response will be put in your Sent Items folder.



USING THE ADDRESS BOOK – GLOBAL ADDRESS LIST


The Address Book actually contains several books from which to access names and addresses: Global (includes all people and resources in system), Lewis University (all employees, resources, and student who have a login), Personal (in which you can store specific users - like your department), and Contacts (generated from your Contact List).

ACCESSING THE ADDRESS BOOK

The Address Book contains addressing information for various entities in Outlook. To access the Address Book from any screen, click on **Tools-Address Book** (or **Ctrl-Shift-B**). It is also available from any Message window (like Inbox, Sent Items, Deleted Items) by the icon , which looks like an open book.


Once in Address Book, you can select from the available books by clicking on the down menu for “Show Names from the:” box. As you choose different books, their lists will appear. You can either select from the list, or start typing the name you are looking for and it will move to that point in the list. When you have selected the person or resource you are seeking, use the To:, Cc:, or Bcc:, buttons to move the name to the appropriate position. When done, click OK.

ADDING NAMES TO YOUR CONTACTS LIST

To add a new name to your Contact List, click on **File, New-Contact** (or **Ctrl-Shift-C** or click on the Contacts icon  located in the Navigation Pane). To add the address of a Message in your Inbox to your Contacts List, right-click the “From:” name, and choose Add to Contacts.

MANAGING MESSAGES

DELETING MESSAGES

Messages will stay in your Inbox until you delete them (unless an auto-delete feature has been activated). To do so, select the message(s) you wish to delete, and click on Edit-Delete (or Ctrl-D or the Delete icon ). This will move them into your Deleted Items folder.

DELETING ITEMS IN THE SENT ITEMS FOLDER

Whenever you send out a message, a copy of your message will be saved in your Sent Items folder. These messages will stay in your Sent Items folder until you delete them (unless an auto-delete feature has been activated). To do so, select the message(s) you wish to delete, and click on Edit-Delete (or Ctrl-D or the Delete icon). This will move them into your Deleted Items folder.

DELETING ITEMS IN THE DELETED ITEMS FOLDER

Messages will stay in your Deleted Items folder until you delete them (unless an auto-delete feature has been activated). To do so, select the message(s) you wish to delete, and click on Edit-Delete (or Ctrl-D or the Delete icon or right click on the message and select Delete). If you want to purge all the deleted items at once, you can right click on Deleted Items and select Empty Deleted Items Folder (or Tools-Empty Deleted Items Folder).

AUTO-COMPLETE FEATURE:

“The AutoComplete feature is on by default, and it will suggest names as you type in the following boxes:

- **To**, **Cc**, and **Bcc** boxes in an e-mail message.
- **E-mail** field in a contact card.

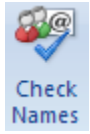
When you type the first letter of a name in one of these boxes, AutoComplete begins to suggest possible matches based on names you have typed before. The more letters you type, the greater the possibility of AutoComplete finding a match.

Names that you use less frequently will move lower in the list over time, and eventually will no longer appear.

Click the name you want to enter in the box. If you are using the keyboard, select the name using the UP ARROW or DOWN ARROW keys, and then press ENTER (or TAB). If no suggestion matches what you are typing, continue typing. The AutoComplete feature will remember what you typed the next time you type that name” (Microsoft Help File).

Outlook also automatically Checks Names you type in the To:, Cc, and Bcc boxes against the Address Book and the Contacts Folder before sending a message. If an exact match has been detected, the name will be underlined. If there are multiple matches, a drop-down menu will be displayed where you can choose the correct name.

Another option is by manually checking names in messages by clicking the Check Names button



on the message toolbar (or Ctrl-K).

If you wish to turn off this feature, do the following:

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, click **E-mail Options**, and then click **Advanced E-mail Options**.
3. Select or clear the **Suggest names while completing To, Cc, and Bcc fields** check box.

ACCESSING YOUR ACCOUNT OFF CAMPUS

To access your Lewis E-mail off campus via the Internet, do the following:

1. Go to <http://webmail.lewisu.edu>
2. Enter your email address for the username.
3. Enter your Employee ID number for the password.
4. Click **on Log On** or **hit Enter**.