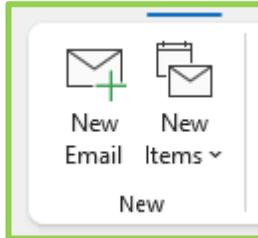




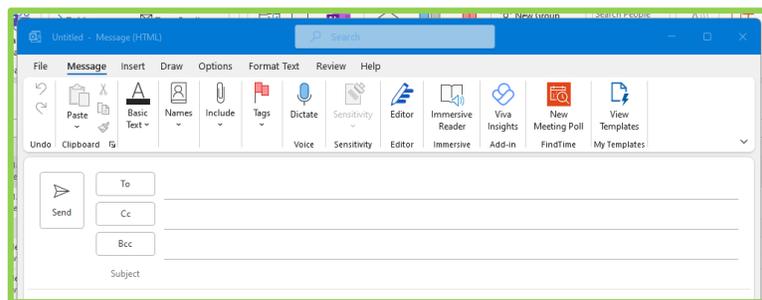
## Creating a new Email

1. Click **New Email** in the upper left corner.



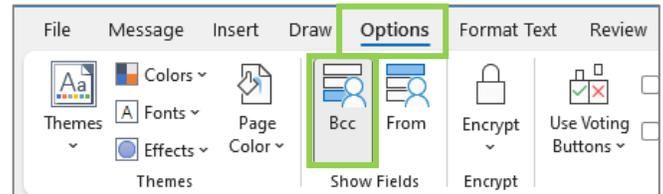
- or -

2. Press **Ctrl + N** on your keyboard.

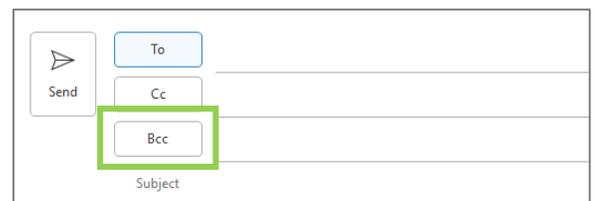


## Enabling CC & BCC

1. If you do not see your Bcc field, navigate to **Options** and click **Bcc** in the Show Fields area.

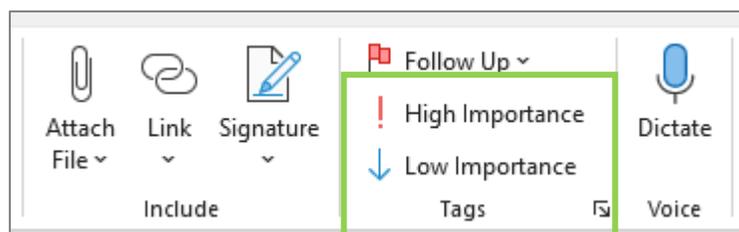


2. Once complete, the Bcc field displays in email message window.



## Priority Options

1. To set the priority of your message, click the either **High Importance** or **Low Importance** in the **Tags** section of the ribbon.



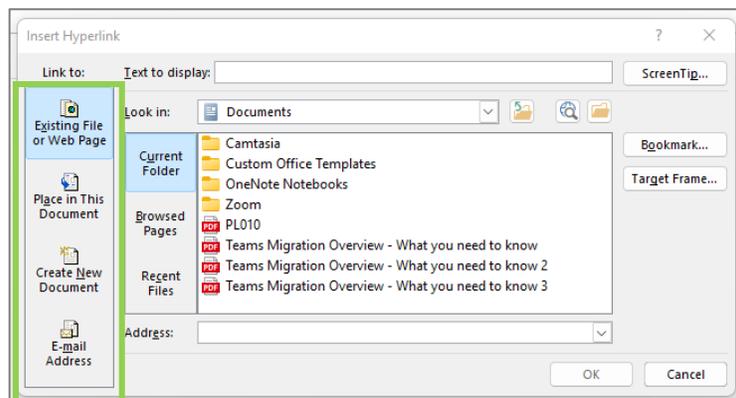
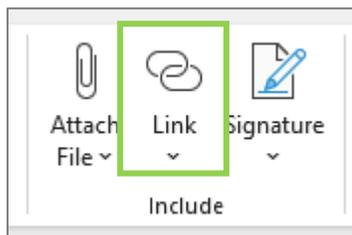
- A message sent with **High Importance** will be accompanied by a red exclamation mark .
- A message sent **Low Importance** will be accompanied by a blue down arrow .

# Attaching Files & Hyperlinks



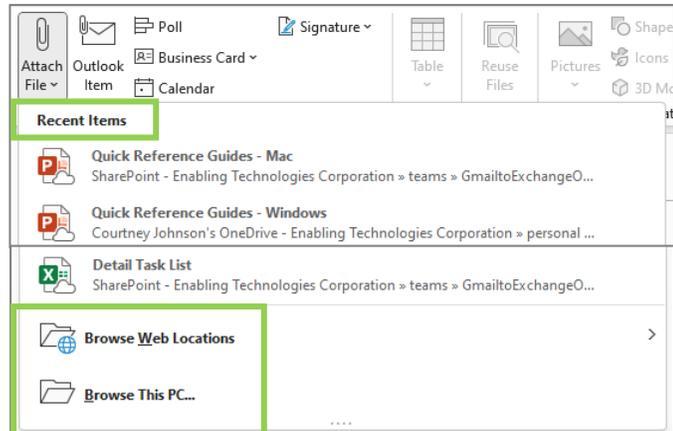
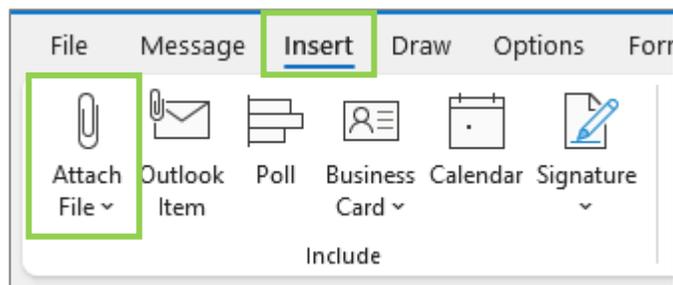
## Attaching a Hyperlink

1. Within a new email, click the **Hyperlink button** in the **Include** group of the message ribbon.
2. The **Insert Hyperlink** dialog box opens, you have four options available for hyperlinks.
  - a. **Existing File or Web Page.** Allows linking to a web page or file of your choosing.
  - b. **Place in This Document.** Allows you to link back to certain areas within your email.
  - c. **Create New Document.** Allows you to create a brand-new document and then link that new document in your email.
  - d. **Email Address.** Allows an email link to be placed. Along with the link opening a new email, you can also input a predetermined subject line.
3. Once complete, click the **OK** button.



## Attaching a File

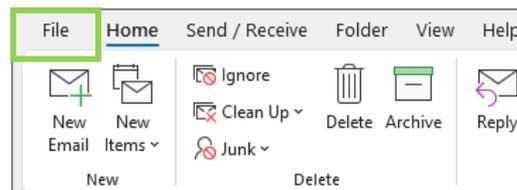
1. Select the **Insert ribbon** at the top of the New Message window.
2. Locate the **Include** group and click **Attach File**.
3. Locate the file to attach using the **Recent Items**, **Browse Web Locations** or **Browse this PC** options.



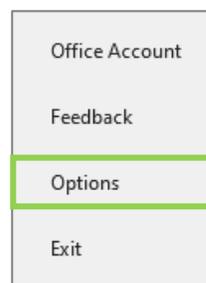
# Creating Your Email Signature



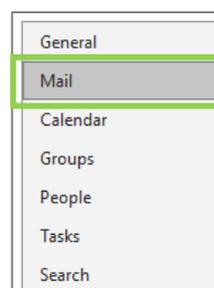
1. Within your Outlook app, click **File** at the top toolbar. The Account Information window displays.



2. Locate and select **Options**, found in the bottom, left corner. The Outlook Options window displays.



3. Select the **Mail** tab from the left menu. The Change the settings for messages you create and receive window displays.



4. Locate the Create or modify signatures for messages option and click the **Signatures** button. The Signatures and Stationery dialog window displays.

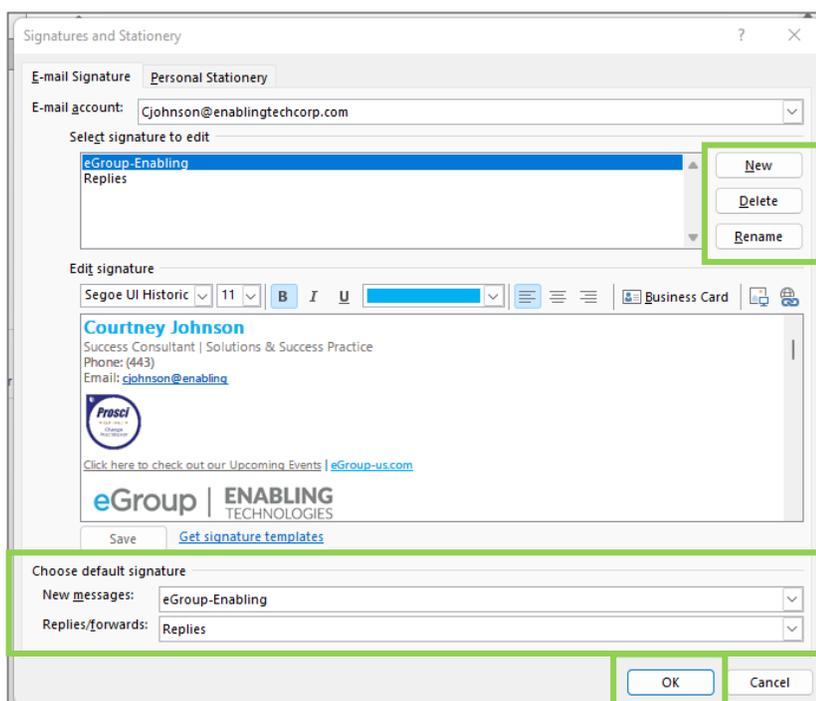


5. Use the button on the right side of the screen to:

- Create a **New** signature.
- **Delete** an existing signature.
- **Rename** a signature.

6. You can create separate signature for replies/forwards. To do this, create two new signatures, and select each style desired in the bottom of the window.

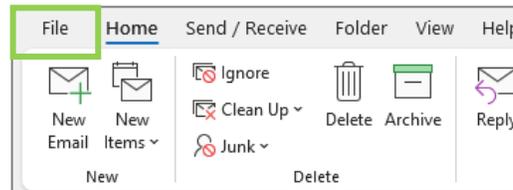
7. Once complete, click **OK**.



# Automatic Replies



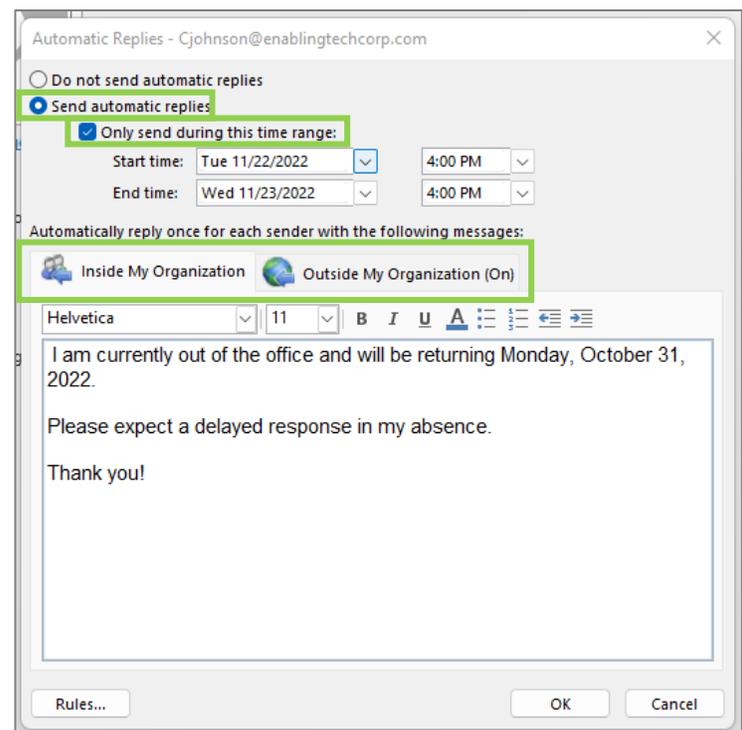
1. From your Outlook Inbox, select the **File** ribbon. The Account Information window displays.



2. Click **Automatic Replies**. The **Automatic Replies** window displays.



3. Click the **Send automatic replies** radio button.
4. Check the **Only send during this time range:** check box as needed.
5. You can opt to send different automatic replies to those inside and outside your organization.



6. When you choose to reply differently to those outside your organization, you can elect to send this custom reply to all external email addresses or only to those individuals save in your Contact list.

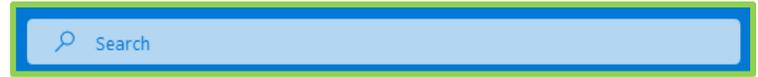


7. Once complete, click the **OK** button.

# Using the Search Bar



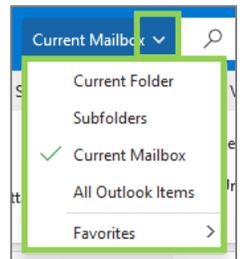
1. To search, click the **Search Bar** at the top of your Outlook application.



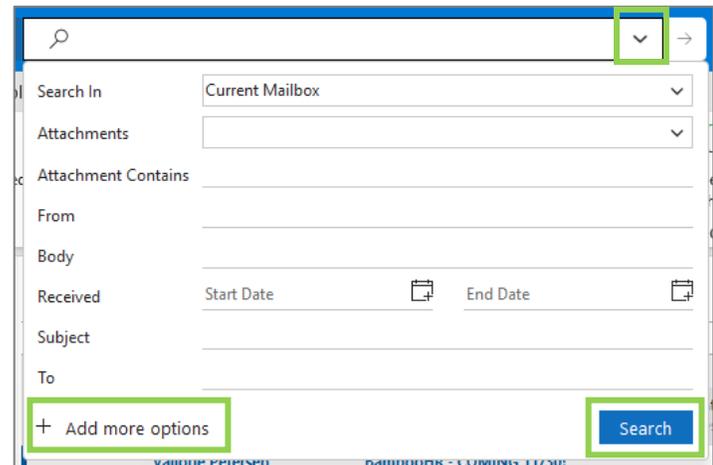
2. Place your cursor in the search bar, **Suggested Searches** populate below the field.



3. Click the Current Mailbox **drop down carat** to search the Current Folder, Subfolders, Current Mailbox, All Outlook Items or Favorites.

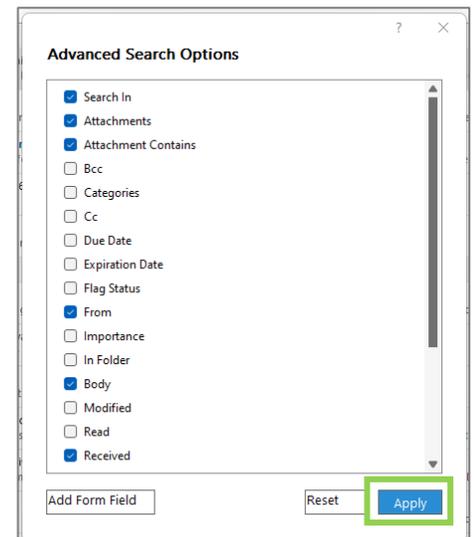


4. Click the Search field drop down carat to initiate an advanced search.



5. Click the **Add more options** link to view the Advance Search Options dialog and additional search options. The Advance Search Options dialog displays.

5. Use the check boxes to add additional search criteria. When finished adding criteria, click the **Apply** button. The Advance Search Options dialog closes and returns you to the search screen.



6. Click **Search**.

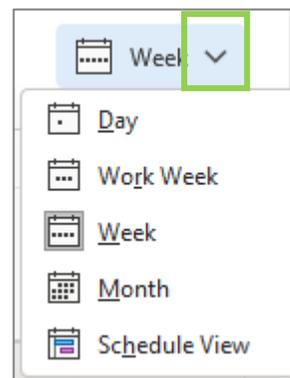
# Calendar Views



To open your calendar, click the **Calendar Icon** in the top left of your Outlook application.

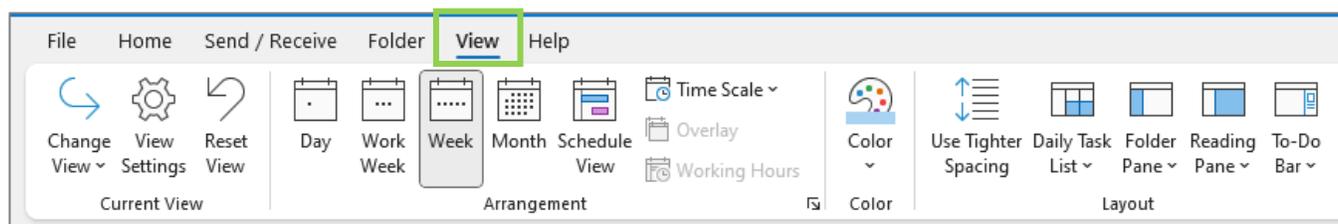


1. To change your calendar view, click the **down arrow** next to your current view in the top right of your calendar window.



- or -

2. Click the **View** tab in the top toolbar



- **Day:** Displays one day at a time separated into half-hour increments
- **Work Week:** Displays only the days of work
- **Week:** Displays all days of the week
- **Month:** Displays entire month
- **Schedule View:** Displays your calendar and other calendars shared with you in a view that is easier to navigate and compare.

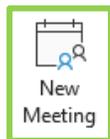
In the **Views Tab**, you can also:

- Change the color of your calendar
- Use tighter spacing
- Change the layout

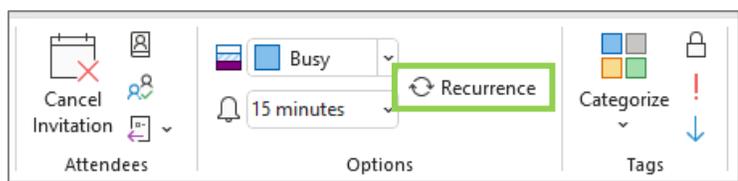
# Calendar: Scheduling Meetings



1. Click **New Meeting** in the top left corner.



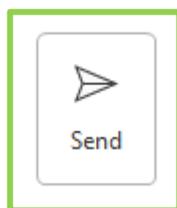
2. The **Meeting Dialog Box** will open.
3. Next you will fill out details pertaining to your meeting.
4. To view or change time zones, click the **drop-down arrow**, next to the current time zone.



5. To make your meeting recurring, select **Recurrence** in the Options section of our Outlook Ribbon.

6. Select your recurrence options and click **OK**.

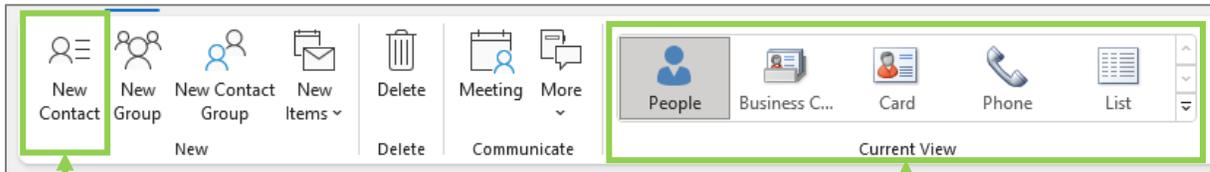
7. Once you have completed all desired information for your meeting, click **Send**.



# Contacts Navigation & Filtering

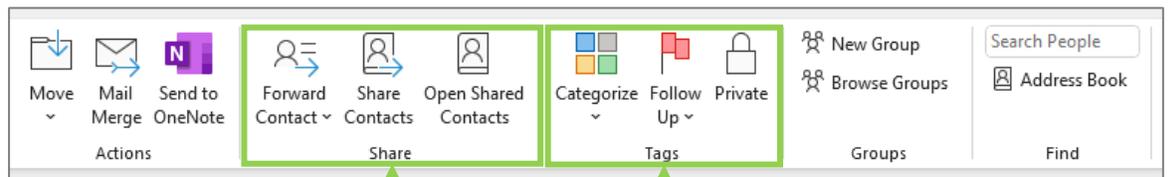


To open your contacts, click the **Contacts Icon** in the top left of your Outlook application.



To create a new contact, click **New Contact** in the top left corner of your ribbon.

To change your contact list view, select an option in the **Current View Section**.



Forward a contact, all your contacts or Open other shared contacts, click the icons in the **Share Section**, respectively.

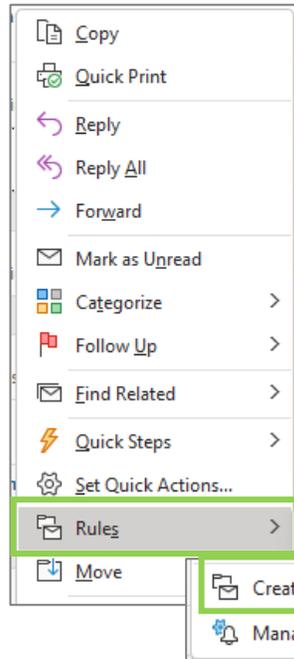
Categorize, mark a contact for Follow Up, or mark a contact Private by using the icons in the **Tags Section**, respectively.

When adding a new contact, fill out all pertinent information. Once complete, click **Save & Close**.

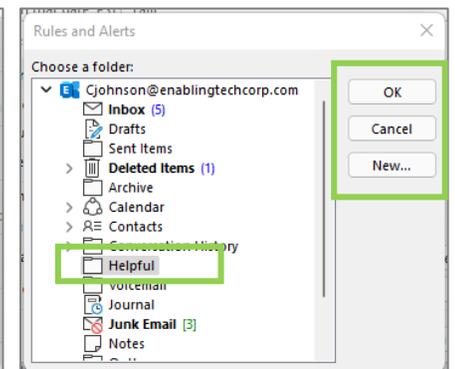
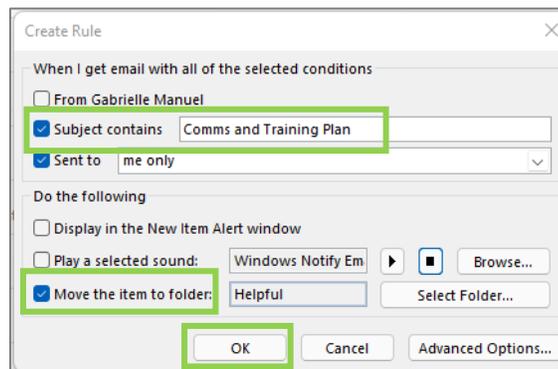
# Creating Rules



## Create a Rule from an Email Message

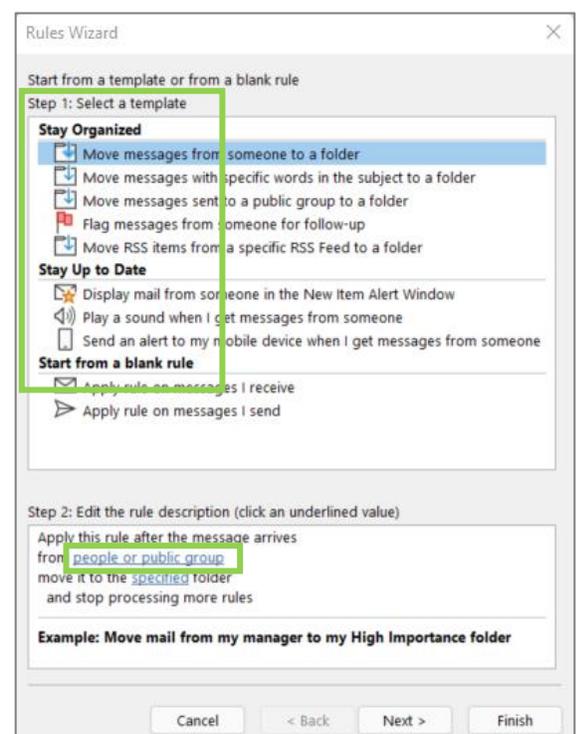
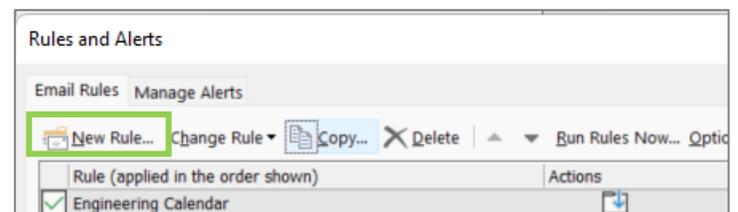


1. Right-click an existing email that already meets the conditions for the desired rule.
  - For example, to create a rule that automatically moves emails from a specific sender to a folder, start by right-clicking an email from that sender.
2. Mouse-over **Rules** and select **Create Rule**. The Create Rule window displays.
3. The displayed conditions closely align with the email selected (Sender, Subject, Recipient) – Confirm and/or adjust the conditions of the rule as needed.
4. Click the OK button when finished.



## Create from a Rule Manually

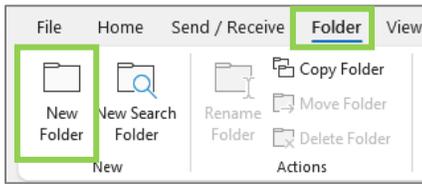
1. From the Inbox select **File**. The Account Information window displays.
2. Click the **Manage Rules & Alerts** button (fourth tile to the right under Account Information). The Rules and Alerts window displays.
3. Click **New Rule**. The **Rule Wizard** screen displays.
4. Click **Step 1: Select a template** (if one applies) or **Start from a blank rule**.
5. Click **Next** to begin formatting the rule features.
  - **Conditions** determine the trigger the rule is looking for to complete the desired action.
  - **Actions** determine how Outlook will handle a message that meets the defined conditions.
  - **Rule Exceptions** will exclude messages that meet this criteria from the action defined in the rule.
  - Click any item in blue underlined text to define the value that matches your scenario.
6. When finished, click the **Finish** button.



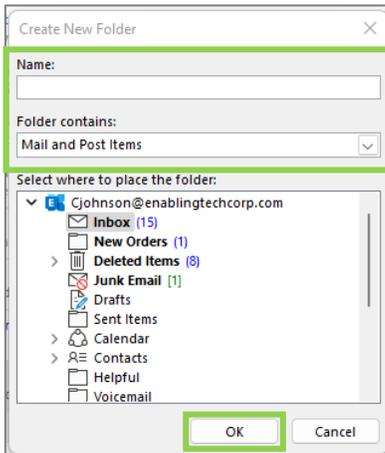
# Creating, Renaming, Moving & Deleting Folders



## Creating a New Folder (Option 1)

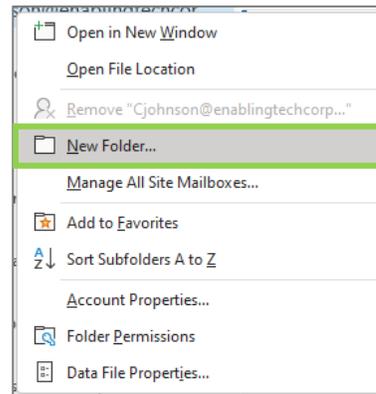


1. Click the **Folder Tab** in your top toolbar, then select **New Folder**. The Create New Folder window displays

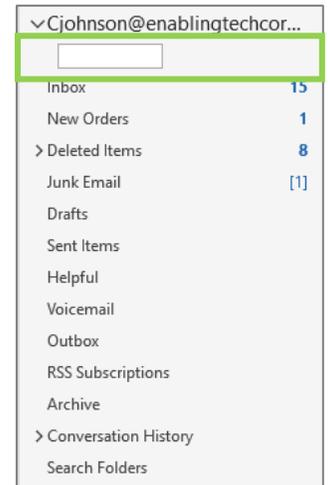


2. Enter a Name.
3. Use the Folder contains drop-down carat as needed.
4. Click the **OK** button.

## Creating a New Folder (Option 2)



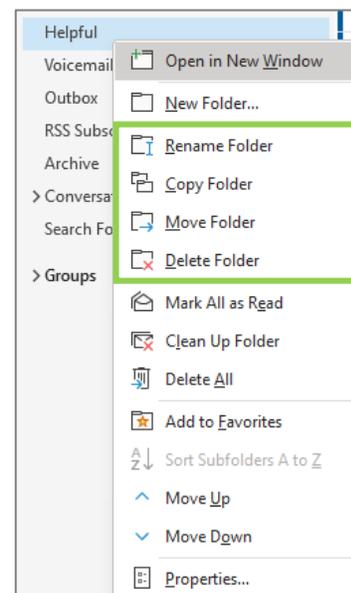
1. Right-click your Inbox and select **New Folder**. A dialog displays a blank field directly below your Inbox.
2. Enter the desired folder name and click anywhere outside the menu to close the menu.



## Renaming, Moving & Deleting Folders

1. Right-clicking on any folder will bring up the options to **Rename, Copy, Move, and Delete a Folder**.
2. You can also move a folder by clicking and dragging it to the desired location within the folder pane.

**Note:** You cannot rename, move or delete default folders, i.e., Inbox, Drafts, Deleted Items.



# Managing Categories



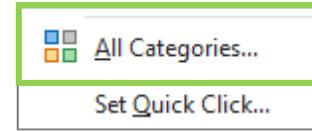
1. From Inbox, click **Categorize** from the toolbar in the **Tags** group and select **All Categories**.
2. From Calendar, select a calendar event and click **Categorize** from the toolbar in the **Tags** group and select **All Categories**. The **Color Categories** window displays.



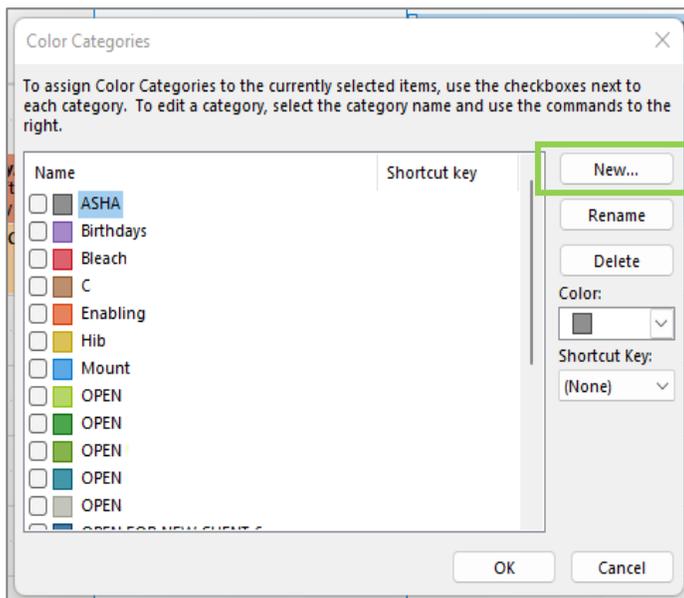
From Inbox



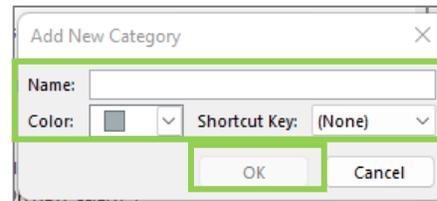
From Calendar



## Adding a New Category



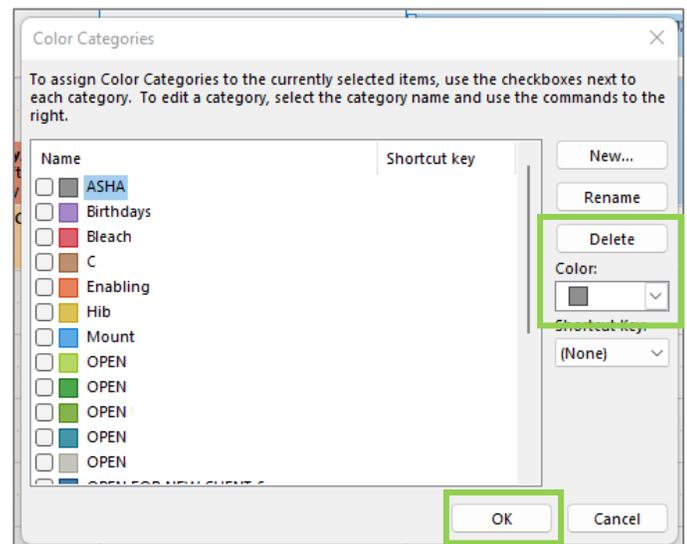
1. Click the **New** button. The Add New Category window displays.



2. Name the new category, select a color and choose a shortcut key if desired.
3. Click the **OK** button to add the new category.

## Changing a Category Color and Deleting a Category

1. Changing The Color: Select the category to change and click the **drop-down arrow** next to color and choose the desired color.
2. Deleting The Category: Select the category to delete and select **Delete** on the right-hand side.
3. Click **OK**.



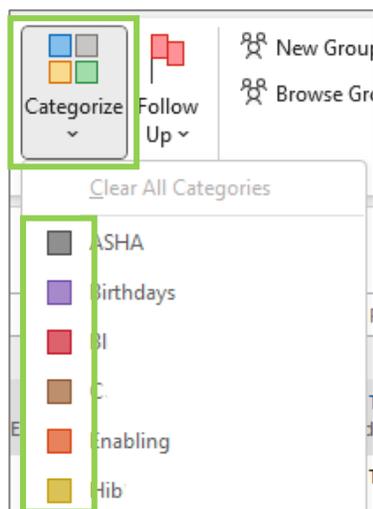
# Adding a Category Tag to Emails & Calendar Events



Categories let you tag, label and group emails and calendar events. You can choose from default categories or create your own, and then assign one or more categories to your emails or calendar events.

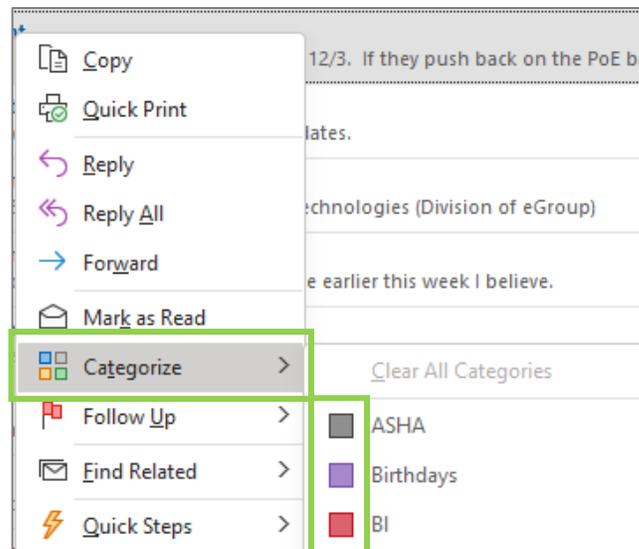
## Adding a Category Tag to an Email – Method 1

1. Select the email you want to categorize.
2. Click **Categorize** on the top toolbar in the Tags group and then select a **category**.



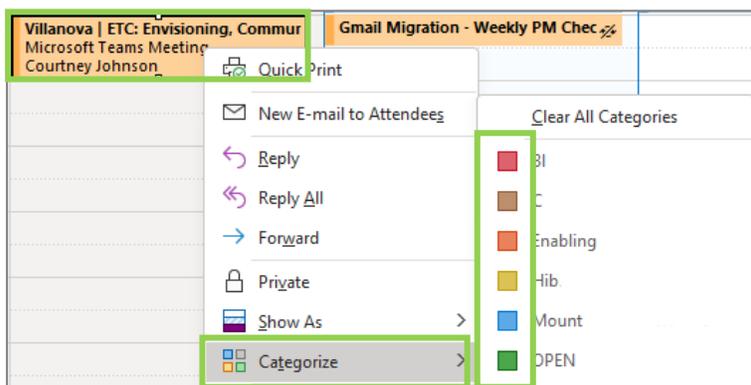
## Adding a Category Tag to an Email – Method 2

1. Right-click the email you want to categorize, then hover over **Categorize** and choose a **category**.



## Categorize a Calendar Event – Method 1

1. Right-click the calendar event to categorize.
2. Hover over **Categorize** and select the desired category.



## Categorize a Calendar Event – Method 2

1. Click the calendar event to categorize.
2. Select **Categorize** in the top ribbon and select the desired category.

