

Part 4

Microsoft Outlook Tutorial

About Outlook

Microsoft Outlook can be used for a multiple of tasks:

1. To Send and receive email
2. A Calendar
3. To store names and other details
4. To Organise tasks
5. To make notes
6. To review your work history

As this tutorial is intended for the beginner, it only deals with the first task.

Start the Program

From the **Start** icon select **Programs** and **Microsoft Outlook**.

Creating a new e-mail

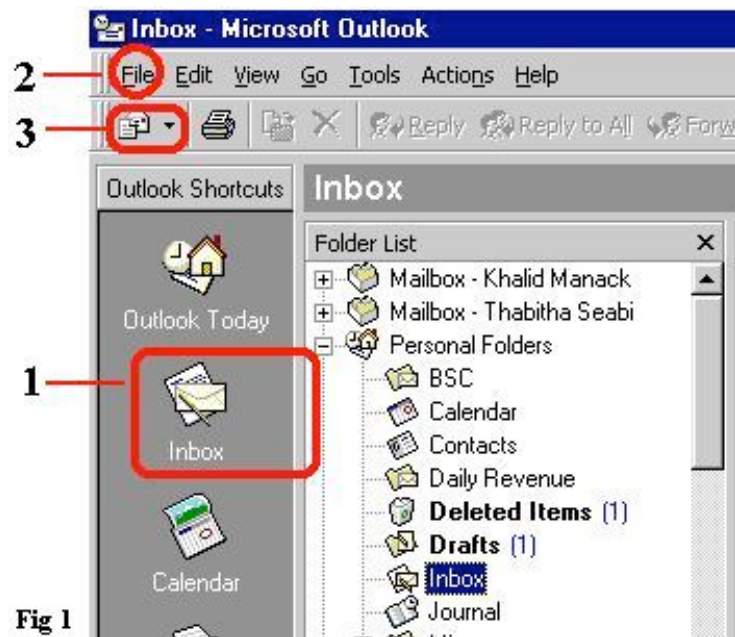


Fig 1

Referring to figure 1 above.

In the Outlook shortcuts **Inbox** (1). From the menu select **File** (2) - **New - Mail Message**

Alternatively click on the **New Mail Message** icon (3)

This will open a blank e-mail message.

Using an existing address book

If you want to use an e-mail address from an address book that exist click on the **To...** button this will open a **Select Names** dialogue box.

Clicking on the down arrow in the **Show Names from the** list you can choose which address book to use. Figure 3 below has the name "Recipients".

In the **Type Name or select from list:** you can type the persons name, whilst typing Outlook searches for that name by character. Once the name is found clicking on the **To, Cc or Bcc** buttons will copy the name into the Message Recipients boxes. Selecting the **OK** button will accept the names and return you to your mail message.

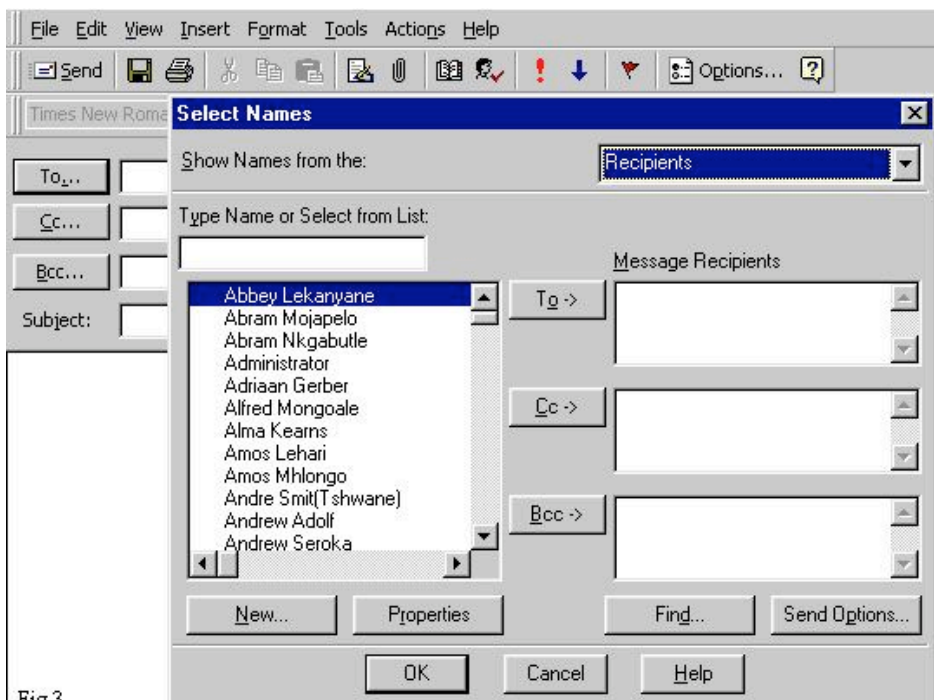


Fig.3

Opening an unread e-mail

Figure 4 below has a view of the **Folder list** in the left plane and the detail in the right plane (information viewer). What is selected in the left plane is detailed in the right plane. All new messages are mailed to the Inbox. The number next to inbox denotes one unread message has arrived in the inbox. The unread message is in bold, the message from Thabitha Seabi is the new e-mail. The paper clip next to the name indicates the message has an attachment. In the Inbox double clicking on the mail message will open the message. Double clicking on any e-mail in the Information viewer will open that email.

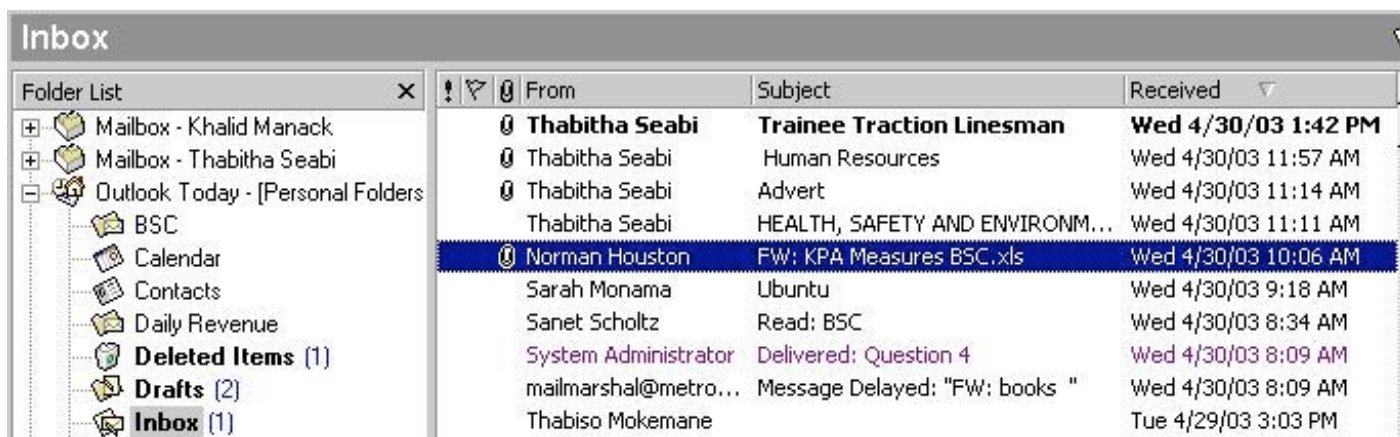


Fig.4

Replying and forwarding an e-mail



Fig.5

To reply to an e-mail sent to you
Open the specific e-mail and click on the **Reply** icon.
The sender's name automatically appears in the **To** field
The subject line is preceded with "RE:"
Any message typed in the message box will appear in a different color.
Click on the **Send** icon

To send an e-mail to other recipients.
Open the required e-mail and click on the **Forward** icon.
Complete the recipient's name(s)
The subject line is automatically preceded with "FW:"
Click on the **Send** icon

Deleting an e-mail

To delete the e-mail, select the message in the information viewer and click on the **Delete** icon.
After reading an e-mail, clicking on the Delete button will also delete the message.
