

Using Microsoft Outlook

Drew McNeely

Clarke County School District

General Email

- Be Aware – Any email you send at work is subject to open records act.
- Assume anything you put in email might end up in the newspaper. (Some information would be blacked out.)
- If it is appropriate, work-related content, don't worry about it.

Topics to Cover

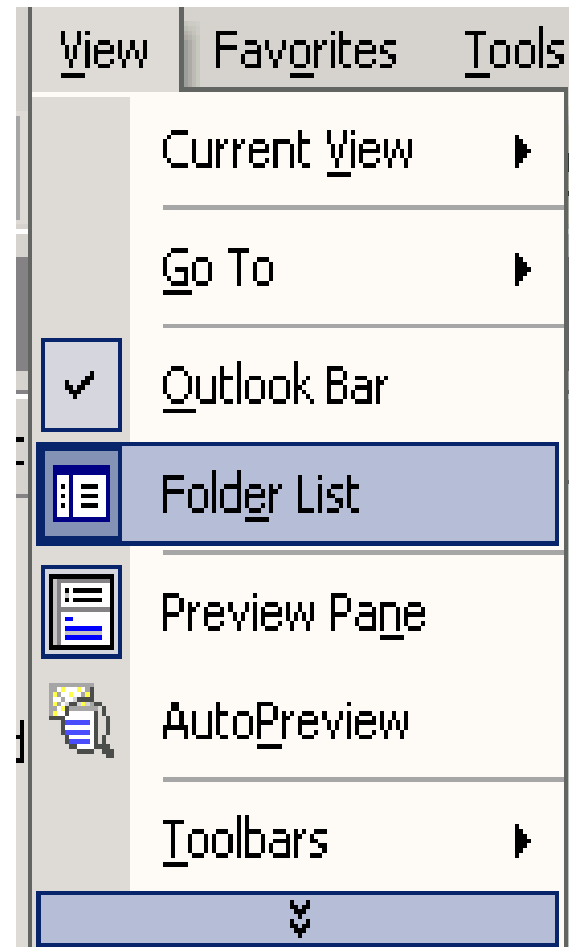
- View
- Folders
- Calendar
- Tasks
- Contacts
- Rules
- Signature
- Searching
- Q & A

GOAL – An Empty Inbox!

- ONE TOUCH EMAIL
- You wouldn't open letters and put them back in your mailbox, would you?
- OK – Maybe you would, but let's try anyway.

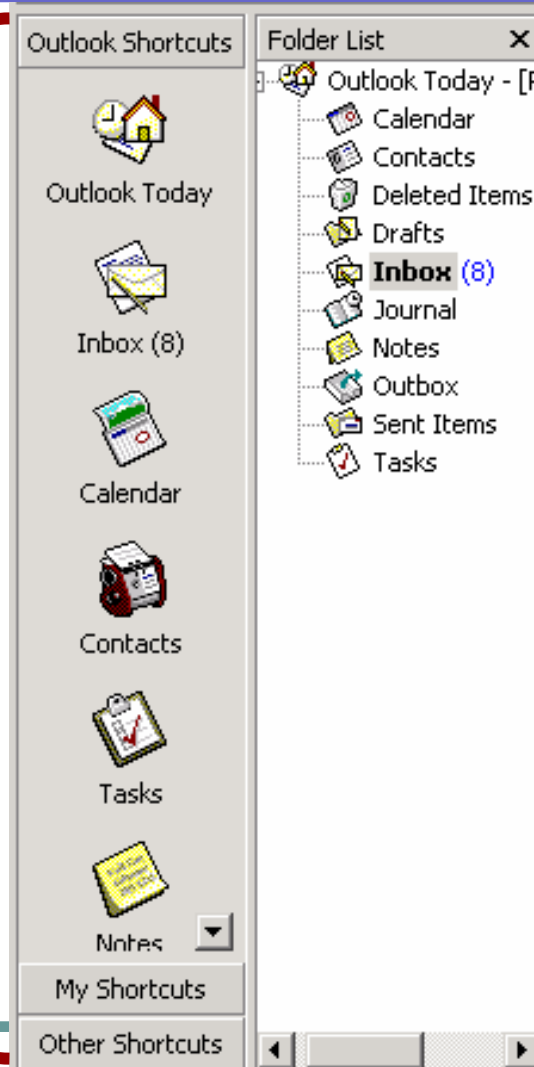
Views

- The default view is usually Outlook Bar
- I prefer to have the folder list showing instead
- You can have both – it is a matter of preference



View

Outlook
Bar



Folder
List

View – Folder List

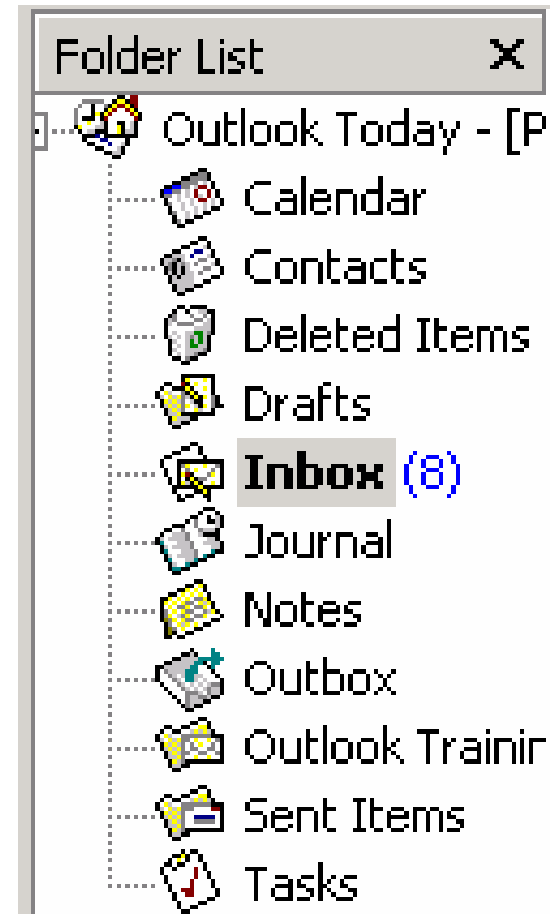
- Displaying the folder list gives the drag and drop functionality I will use today

Easy Messages

- If you can, delete a message after you read it
- If you reply, you can also delete the message because you have a copy (including your reply) in your Sent Items
- If you can't delete it, file it in a folder

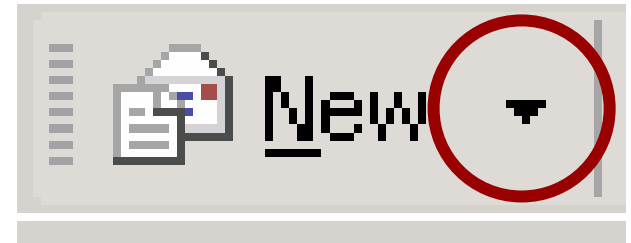
Folders

- Think folders just like you use to organize your files.
- Naming
 - Names are for you
 - Don't overcomplicate things

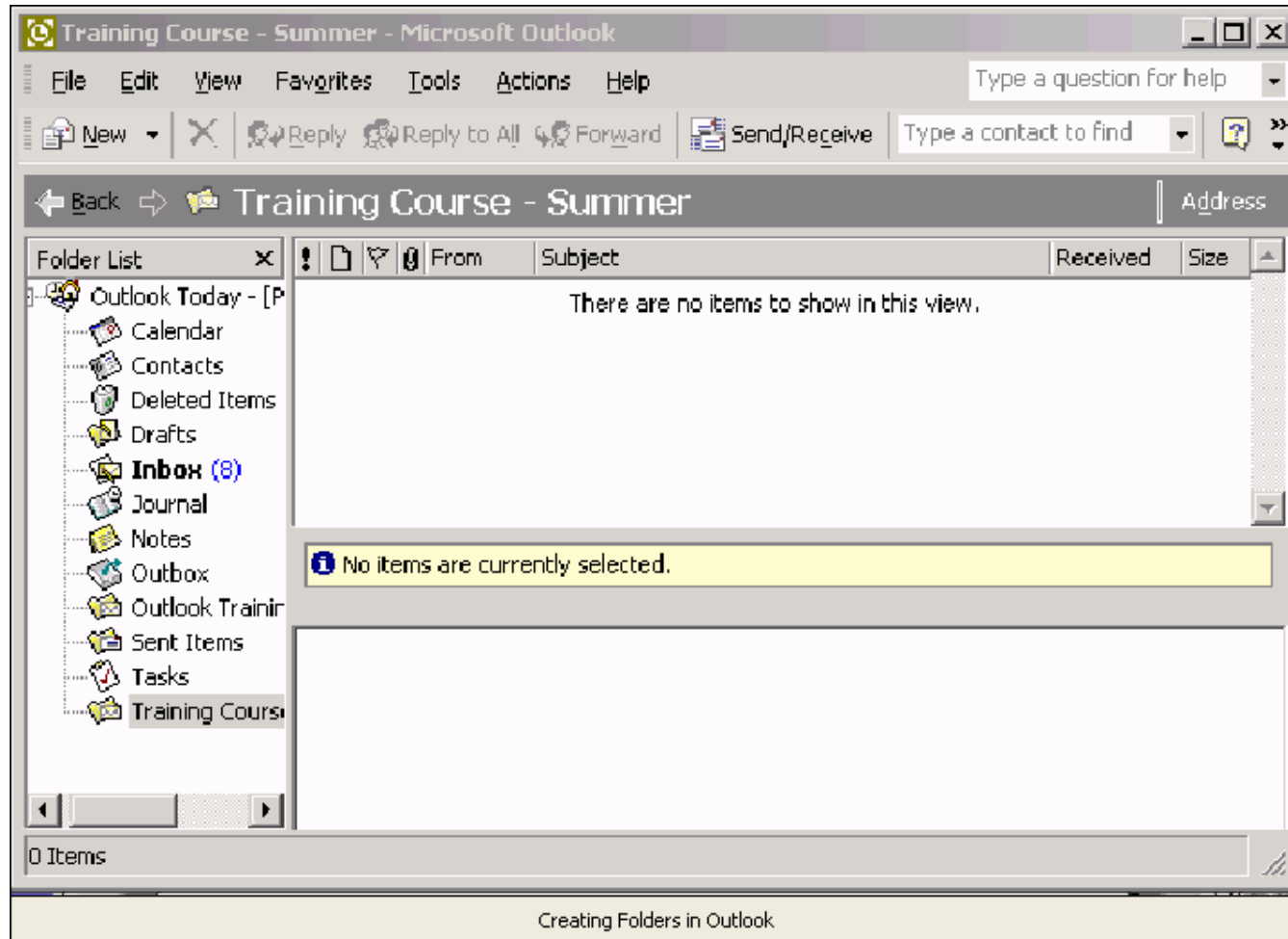


Folders – Creating them is easy

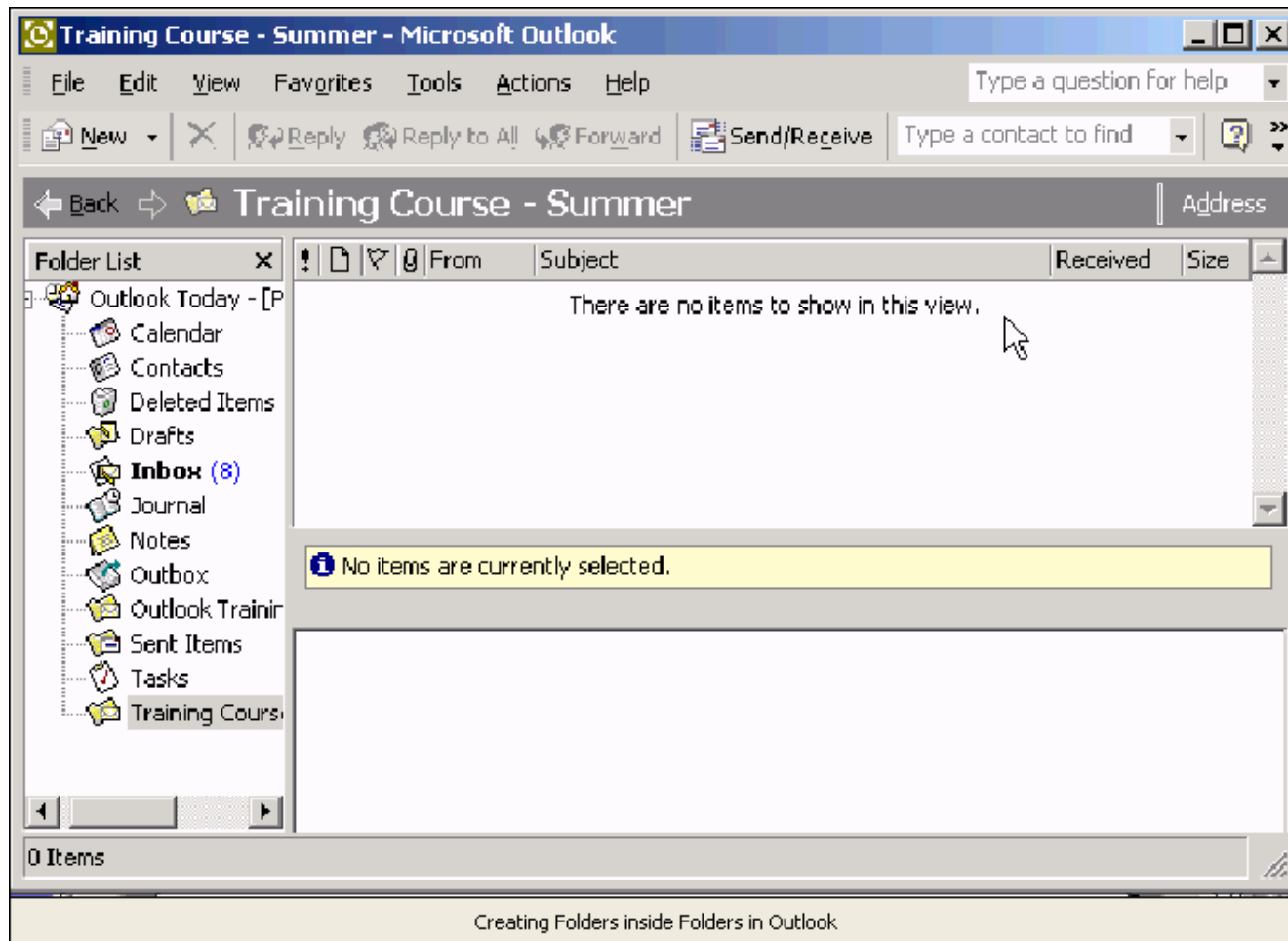
- Click the small drop-down arrow beside New
- Click on Folder
- Type a name for your folder
- Click on the location
- Click OK
- For instance....



Folders



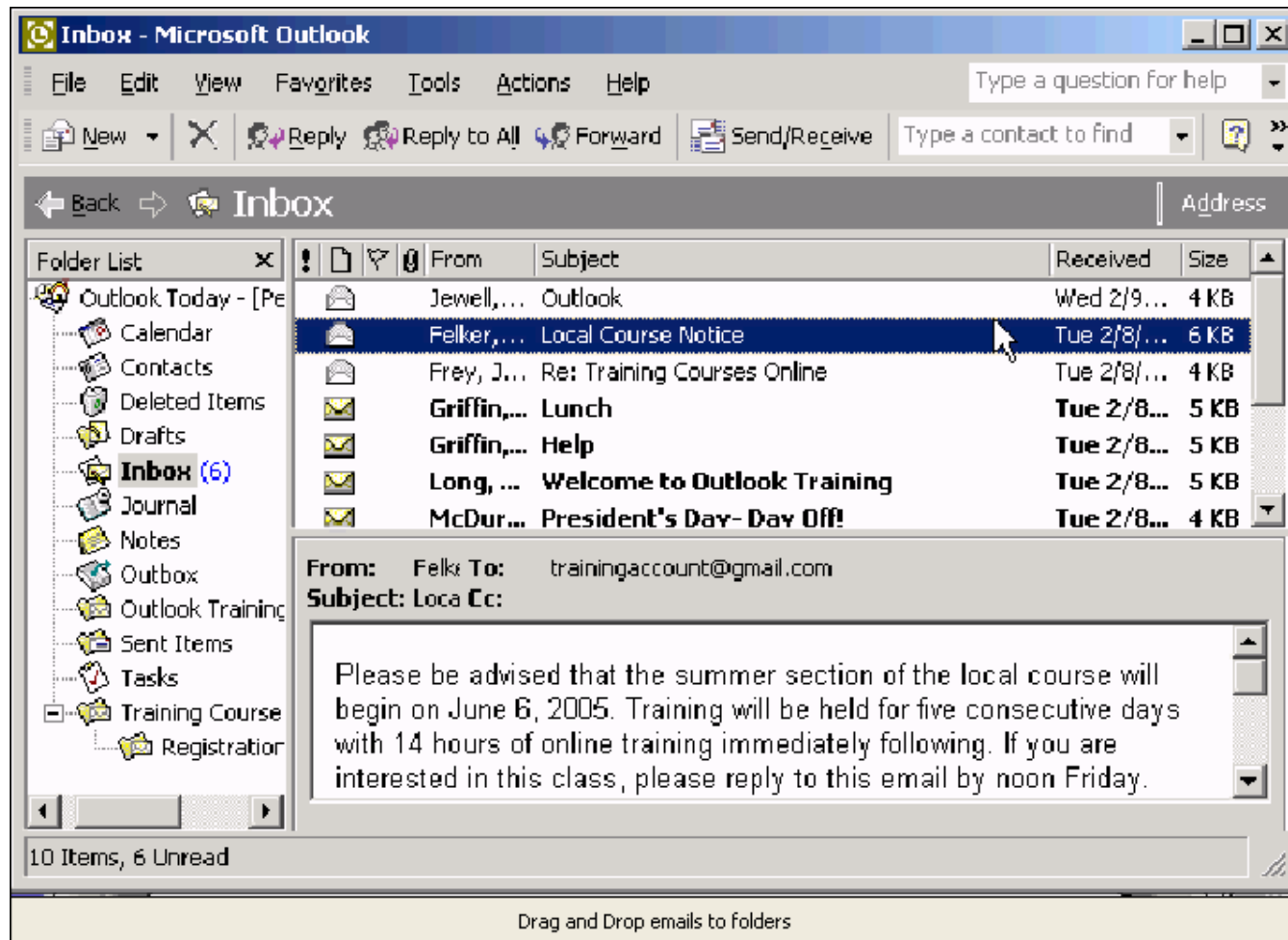
Folders inside of Folders



Folders

- If the message is informational, put it in an appropriate folder
- Drag and drop messages
- File them right away

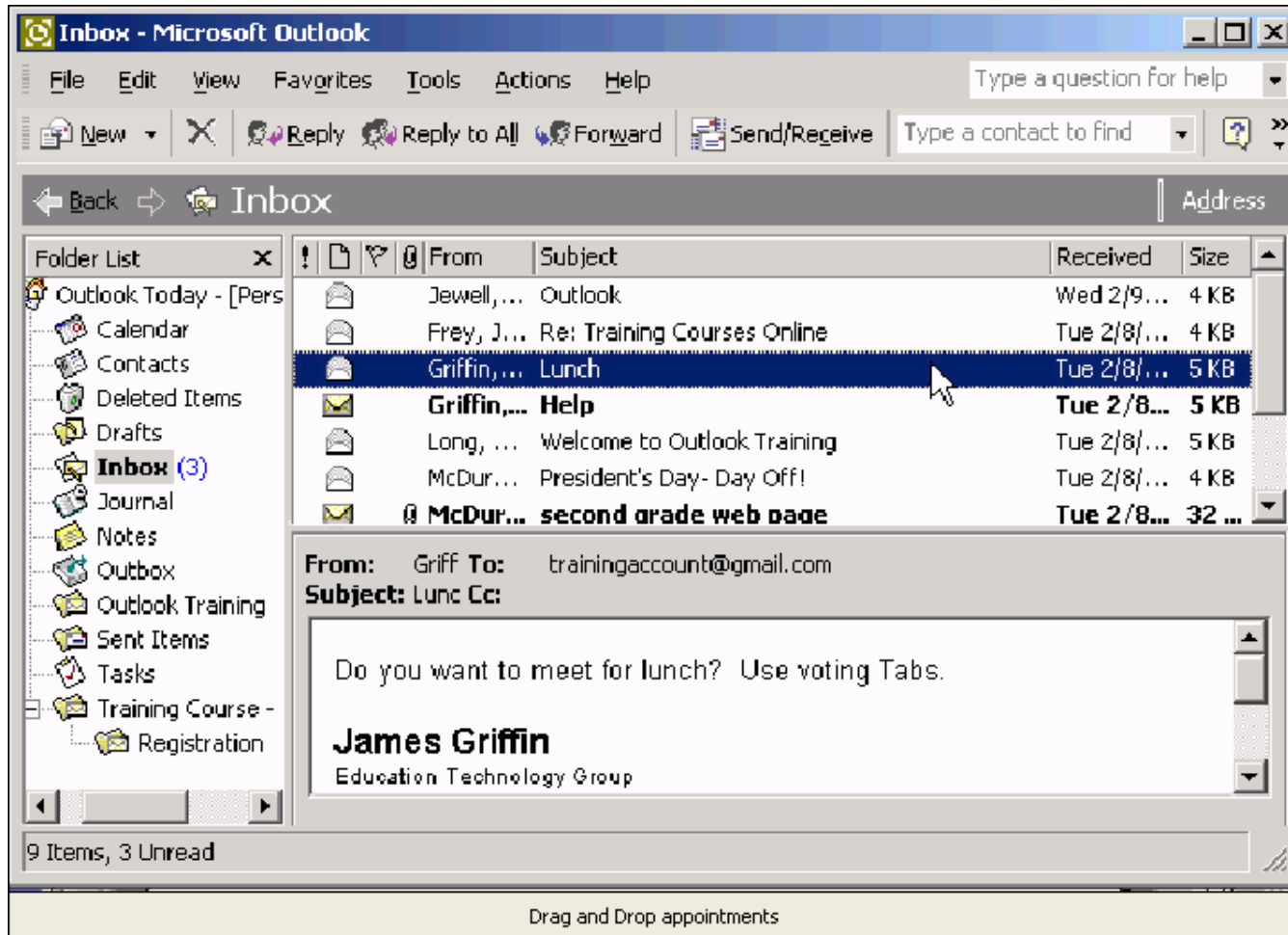
Folders – Drag and Drop



Calendar

- If you message requires a meeting or something similar, drag it straight to your Calendar.
- That will create an appointment
- Set the appropriate information (time, day, location, reminder...)
- Then Delete the message
- For instance...

Calendar



The screenshot shows the Microsoft Outlook interface. The title bar reads "Inbox - Microsoft Outlook". The menu bar includes File, Edit, View, Favorites, Tools, Actions, and Help. The toolbar contains icons for New, Reply, Reply to All, Forward, and Send/Receive, along with search fields. The main window is titled "Inbox" and displays a list of emails. The selected email is from James Griffin with the subject "Lunch". The email body contains the text: "Do you want to meet for lunch? Use voting Tabs." and the signature "James Griffin, Education Technology Group".

From	Subject	Received	Size
Jewell, ...	Outlook	Wed 2/9/...	4 KB
Frey, J...	Re: Training Courses Online	Tue 2/8/...	4 KB
Griffin, ...	Lunch	Tue 2/8/...	5 KB
Griffin, ...	Help	Tue 2/8/...	5 KB
Long, ...	Welcome to Outlook Training	Tue 2/8/...	5 KB
McDur...	President's Day- Day Off!	Tue 2/8/...	4 KB
McDur...	second grade web page	Tue 2/8/...	32 ...

From: Griff To: trainingaccount@gmail.com
Subject: Lunc Cc:

Do you want to meet for lunch? Use voting Tabs.

James Griffin
Education Technology Group

9 Items, 3 Unread

Drag and Drop appointments

Tasks

- If you message requires you to take some action, drag it straight to your Tasks
- That will create a new task
- Set the appropriate information (time, day, location, reminder...)
- Then Delete the message
- For instance...

Tasks

The screenshot shows the Microsoft Outlook interface. The title bar reads "Inbox - Microsoft Outlook". The menu bar includes File, Edit, View, Favorites, Tools, Actions, and Help. The toolbar contains icons for New, Reply, Reply to All, Forward, and Send/Receive, along with search fields for help and contacts. The main window is titled "Inbox" and displays a list of emails. The "Folder List" on the left shows various folders, with "Inbox (2)" selected. The email list has columns for From, Subject, Received, and Size. The selected email is from "Griffin, ..." with the subject "Help", received on "Tue 2/8/...", and is 5 KB. The details pane below shows the email content: "My computer fails to turn on. Do I need to plug power into it?" followed by the sender's name "James Griffin" and affiliation "Education Technology Group". The status bar at the bottom indicates "8 Items, 2 Unread" and "Drag and drop tasks".

From	Subject	Received	Size
Jewell,...	Outlook	Wed 2/9...	4 KB
Frey, J...	Re: Training Courses Online	Tue 2/8/...	4 KB
Griffin, ...	Help	Tue 2/8/ ...	5 KB
Long, ...	Welcome to Outlook Training	Tue 2/8/...	5 KB
McDur...	President's Day- Day Off!	Tue 2/8/...	4 KB
McDur...	second grade web page	Tue 2/8...	32 ...
McNee...	Planning Session	Tue 2/8...	5 KB

From: Griff **To:** trainingaccount@gmail.com
Subject: Help **Cc:**

My computer fails to turn on. Do I need to plug power into it?

James Griffin
Education Technology Group

8 Items, 2 Unread

Drag and drop tasks

Contacts

- If you need the contact information from the person who sent you a message, drag the message into Contacts
- Fill in all of the information you have
- For instance...

Contacts

The screenshot shows the Microsoft Outlook interface. The title bar reads "Inbox - Microsoft Outlook". The menu bar includes File, Edit, View, Favorites, Tools, Actions, and Help. The toolbar contains icons for New, Reply, Reply to All, Forward, and Send/Receive, along with a search box for contacts. The main window displays the "Inbox" folder, with a "Folder List" on the left showing folders like Outlook Today, Calendar, Contacts, Deleted Items, Drafts, Inbox (2), Journal, Notes, Outbox, Outlook Training, Sent Items, Tasks, and Training Courses. The email list shows several messages, with the selected one from "Frey, J..." having the subject "Re: Training Courses Online". The details pane below shows the email's header and body text.

From	Subject	Received	Size
Jewell, ...	Outlook	Wed 2/9...	4 KB
Frey, J...	Re: Training Courses Online	Tue 2/8/...	4 KB
Long, ...	Welcome to Outlook Training	Tue 2/8/...	5 KB
McDur...	President's Day- Day Off!	Tue 2/8/...	4 KB
McDur...	second grade web page	Tue 2/8...	32 ...
McNee...	Planning Session	Tue 2/8...	5 KB
Gmail T...	Gmail is different. Here's what you need to kn...	Tue 2/8/...	5 KB

From: Frey **To:** trainingaccount@gmail.com
Subject: Re: **Cc:**

Drew,

Thanks for your help with the online training event last week.

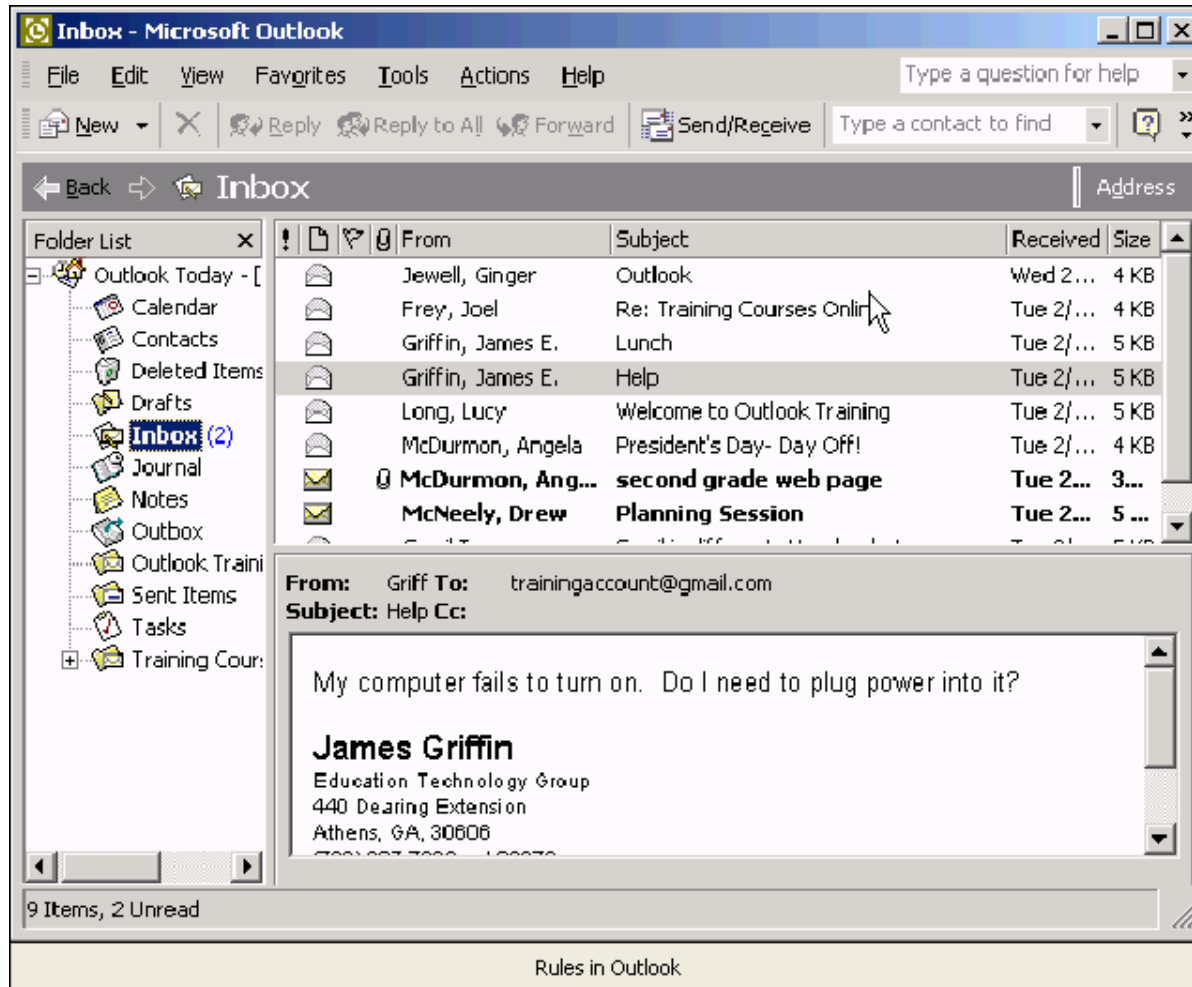
7 Items, 2 Unread

Drag and drop contacts

Rules

- You can create rules to handle messages
- You have many options, but one of the basic ones is to move a message from a person
- Assume we want all mail from Joel (who I just added to contacts) to be moved to the Training Course folder
- I will use the Rules Wizard under Tools

Rules



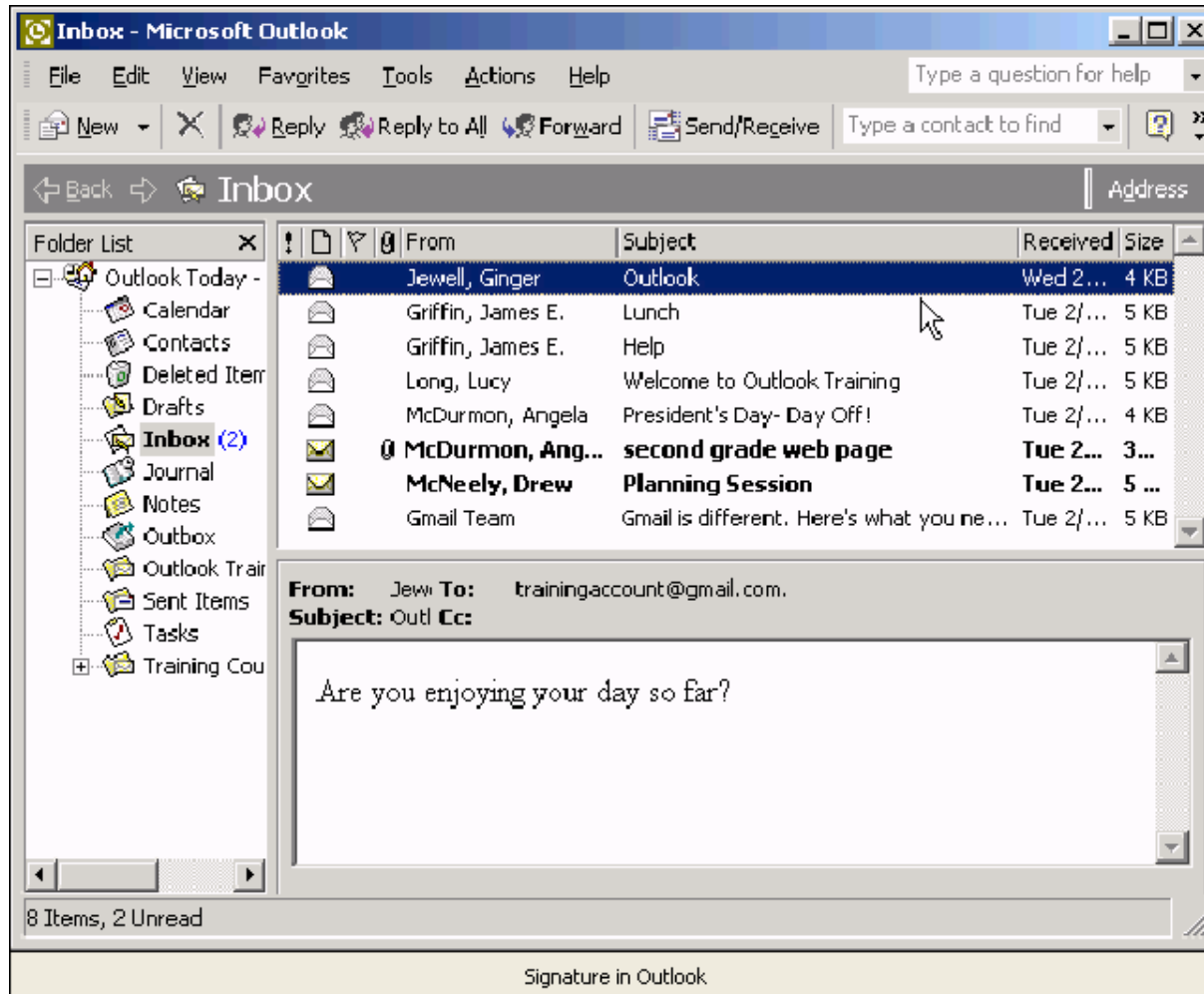
Rules

- There is much more to rules than I can show today
- Experiment with them
- Just read each step carefully and remember you can delete any rule that doesn't work!

Signature

- You can easily add a “Signature” to the bottom of each email message
- Make sure it is something you want on **EVERY** message you send

Signature



Searching

- Outlook will search all messages for key words
- This is particularly nice because you can search the body of the message, not just the subject
- If the Look for: box is not showing, click the Find button

Searching

The screenshot displays the Microsoft Outlook interface. The title bar reads "Inbox - Microsoft Outlook". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", "Actions", and "Help". The toolbar contains icons for "New", "Reply", "Reply to All", "Forward", "Send/Receive", and "Find". A search box is visible with the text "Type a question for help" and "Type a contact to find".

The main window shows the "Inbox" folder selected. A table of search results is displayed:

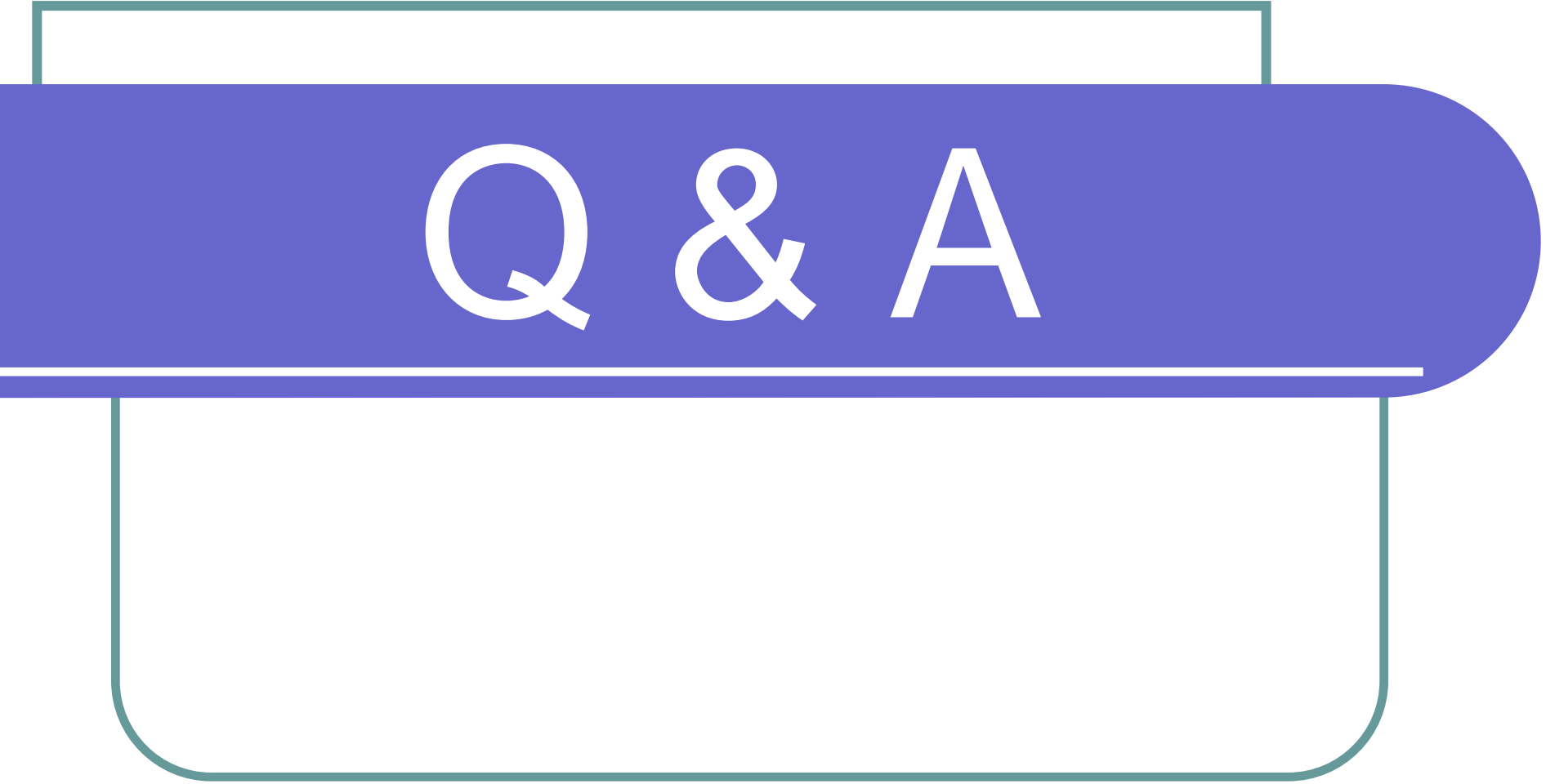
From	Subject	Received	Size
Jewel, Ginger	Outlook	Wed 2/9/...	4 KB
Griffin, James E.	Lunch	Tue 2/8/2...	5 KB
Griffin, James E.	Help	Tue 2/8/2...	5 KB
Long, Lucy	Welcome to Outlook Training	Tue 2/8/2...	5 KB
McDurmon, Angela	President's Day- Day Off!	Tue 2/8/2...	4 KB
McDurmon, Angela	second grade web page	Tue 2/8/...	32 KB
McNeely, Drew	Planning Session	Tue 2/8/...	5 KB
Gmail Team	Gmail is different . Here's what you need to know.	Tue 2/8/2...	5 KB

The selected email from Jewel, Ginger is shown in detail below the table:

From: Jewel, Ginger [jewellg@clark...]
To: trainingaccount@gmail.com.
Subject: Outlook
Cc:

The email body contains the text: "Are you enjoying your day so far?"

At the bottom of the window, it says "8 Items, 2 Unread" and "Searching in Outlook".



Q & A

Thank You!

- Thanks for coming!
- I hope everyone learned something today.