2010 Outlook Guide

November 2013

Create an Email Message

- Click into Outlook and your Mailbox will open.
- Click New E-mail.
- In the To section, type the email address of the person you are sending the message to. You can click on To to use the Graham directory which includes addresses arranged by name of everyone in the Graham System with an email address. If you type in the letters SON in the To field, a dropdown menu will display all of the SON distribution groups available to use.
- If you would like a copy of the message to also be sent to someone else, or multiple recipients, add their email address(es) to the Cc section.
- Type a short, succinct title for your message that briefly describes the topic of the message in the Subject field.
- Type your message into the open area of the message box.
  When you are finished, check to make sure your message is addressed to, and only to, the recipients you intend to receive it and Click Send. A copy of the message will be saved in your Sent box in the left hand column of you Mailbox.

Create a Distribution List

- Open your Mailbox.
- Click on Contacts in the left hand column.
- Click on New Contact Group.
- In the Name field, type the name of your group, such as Library Committee.
- Click on Add members. From here you can add member email addresses from your own Outlook Contacts, from the Global (Graham) Address Book or by creating a new individual email contact.
- Click OK after adding each new member to your group.
- Click Save and Close.

Clean Up Your Mailbox

You have a limited amount of space in your Mailbox. Cleaning it up and organizing your files can save you time in the long run.

- You can right click on Arrange By at the top of the middle column of your Inbox and select Size. By doing that, all of your biggest messages taking up the most space, will start at the top. You can then delete any you know longer need. You can open those large messages, open their attachments and then save them elsewhere on your computer, such as to your desktop or personal drive on the network, if you want to keep them. (By right clicking on Arrange By, you can reorganize your messages by any of the means in the dropdown menu.)

- You can do the same thing with your Sent Items.

- You can move messages from your Inbox and Sent Items into Archive folders in the left hand column. (If you don't see any Archive Folders, ask for assistance). The contents of the Archive folders do not count toward the size of your Mailbox. By moving your messages to Archive folders you not only organize them more efficiently, but free up space in your Mailbox.

- To create an Archive folder, right click on the term Archive folder in the left hand column of your Mailbox. Click on New Folder. Type in a title for your folder, such as Blackboard. Select Archive Folder underneath Select where to place the folder.

- Click OK.

- You can now Click and Drag a message from the center column and Drop it into the folder you created in the right hand column.

- Once you delete messages, they go to the Deleted Items folder in the left hand column of your Mailbox and they continue to take up space there. They are only really ever gone from your Mailbox when you right Click on Deleted Items and then Click on Empty Folder.

Send an Invitation to a Meeting

- Click on the New Items tab.
- Click on Meeting.
- In the To field, you can add the individual email addresses of the people you want to invite to your meeting or you can add a distribution group(s).
- Complete both the Subject and Location fields to let the recipients know the meeting title and where it will be held.
- Select the Start and End dates and times for the meeting.
- Click Send.
- Invitations to the meeting will be send to everyone in the To field and the meeting information will be added to each of their individual Outlook calendars at the appropriate date and time.

Schedule a Room or Equipment in the SON Outlook Calendars

- In the bottom, left hand column of your Mailbox, click on Calendar.
- Below that Calendar button, is a folder titled Folder List. Click on it.
- Scroll down to the very bottom of the Archive folder list and click on the arrow to the left of Public Folders.
- Scroll down and click on the arrow to the left of All Public Folders.
- Scroll down and click on the arrow to the left of Calendars.
- Scroll down and click on the arrow to the left of SON Calendars.
- Select the room or the equipment that you would like to reserve and double click on it.
- Find the date you would like to make the reservation and double click into the appropriate time field.
- Add the Subject and Location and exact Start and End times.
- Click Save and Close.

Message Alerts

- Click the File tab.
- Click Options.
- Click Mail.
- Under the Message Arrival.
- Check those alerts that would be most helpful to you and Click OK.

Add a Signature

- Within a new email message, Click on Insert.
- Click on Signature and then Signatures in the drop down menu.
- Make sure your correct email address is in the box under Choose Default Signature
- Choose the font, size, color, etc. from the options provided.
- Type in your signature information,
- If you would like to add an image to your signature, Click on the Picture icon. (a light blue square with two mountains and a sun). Then browse until you find the JPEG picture file you want. It must have already been saved to your computer.
- Click OK.

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Create an Automatic Reply

- You can let people know that you will be out of the office and/or not answering emails for a specific amount of time by creating an automatic reply.
- Click on the File tab.
- Click on Info.
- Click on Automatic Replies..
- You can manually turn automatic replies on and off by choosing either Do not send automatic replies or Send automatic replies and then Send only during this time range, selecting the date and time for the automatic reply to begin and then to end.
- In the open box, you can add whatever information you would like people to see, such as:

    I will be out of the Library until Wednesday, October 8. If you need immediate library assistance, please contact Lynette Murphy at library@grahamhospital.org (309-647-5240 x2343) or Lori Bell at lbell@grahamhospital.org (309-647-5240 x2669).

- Click OK.
- You can create a specific in-house automatic reply and also a same or different message for automatic replies going outside your organization.