

# 2010 Outlook Guide

November 2013

## ATTACH A FILE TO YOUR MESSAGE

- Your file must be saved to your computer or flash drive.
- Click on the paper clip icon.
- Browse to find the file that you have saved and double click on it. It will be added to your message.

## CHANGE MAILBOX APPEARANCE

- Hover over the inside border of the column until you see this icon:



- Click and Hold, adjusting the border wider or narrower.

## Create an Email Message



- Click on the Explorer  to get to the internet.
- Go to the Graham Hospital School of Nursing website: <http://www.grahamschoolofnursing.org/>
- Click on GH Email in the dropdown menu under Current Students and Faculty or under Quick Links.
- Login with your Graham username and password.
- Click New.
- 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.

## Create a Distribution List

- Open your Mailbox.
- Click on Contacts in the left hand column.
- Click on New.
- Click on Distribution List.
- In the List field, type the name of your group, such as Library Committee.
- In the Members field, add member email addresses, manually or from the Global (Graham) Address Book.
- After each email address, Click Add to List.
- Click Save and Close.



*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.*

## Clean Up Your Mailbox

- 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 create subject folders in the left hand column to organize your emails.
- To create a Subject folder, right click on the term Inbox in the left hand column of your Mailbox. Click on Create Folder. Type in a title for your folder, such as Blackboard, and Enter.
- 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 Deleted Folder.

## Send an Invitation to a Meeting

- Click on the New ▼ tab.
- Click on Meeting Request.
- In the Required 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 sent 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 Public Folders.
- Click on the plus sign + to the left of the calendar folder.
- Scroll down and click on the plus sign to the left of the SON Calendars folder.
- 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 on the Options tab.
- Under Message Options, choose those that would be helpful to you.
- Click Save

## Add a Signature

- Within a new email message, Click on Options tab.
- Choose the font, size, color, etc. from the options provided.
- In the email signature box, type your signature.
- Check Automatically include my signature in outgoing messages.
- 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 Save.



## 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 Options tab and then on the Put of Office Assistant button.
- 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](mailto:library@grahamhospital.org) (309-647-5240 x2343) or Lori Bell at [lbell@grahamhospital.org](mailto:lbell@grahamhospital.org) (309-647-5240 x2669).*

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