

Outlook 2003: The Basics

Getting Started with Microsoft Outlook 2003

Microsoft Outlook is the preferred email software for faculty and staff at Northwest. It is the only email software that will work successfully with Northwest's Microsoft Exchange Server. To use Outlook, do the following:

1. Click the **Start** button, located on the left hand corner of the Windows taskbar at the bottom of the screen.
 - The Windows Start Menu will appear.
2. Move your mouse until the cursor points to All Programs.
 - A menu will appear on the right side of the All Programs menu.
3. On the All Programs menu, click **Microsoft Office Outlook 2003**.
 - The Outlook program screen will appear and you are ready to start using Microsoft Outlook.

Setting up Account and Server Information on Outlook 2003

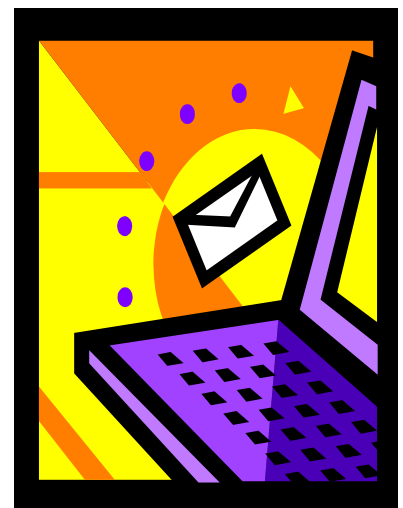
Outlook will **ONLY** connect to the Exchange Server from computers located on the Northwest Campus Network.

Off-campus user's **MUST** use Web Based Outlook to read their mail.

Be sure that you log on to the PC with your Northwest PC username and password.

1. Double-click the **Microsoft Outlook** icon on your desktop.
2. If **Outlook** gives you a message stating "The name could not be matched to a name in the address list," click **OK**.
 - You will see the Exchange Server Setup screen.
 - Make sure **Mail1.nwmissouri.edu** is listed as Microsoft Exchange Server.
3. Enter your username in Mailbox. Click the **Check Name** button.
4. By clicking the **Check Name** button your Last Name, First Name should now be displayed in the Mailbox textbox.
 - If it does not, double check to see if you are actually logged in to the network.

- Outlook may give you a list of names to choose from. Choose the appropriate name. The Mailbox textbox should then display your Last Name, First Name.
5. Click **OK**.
 6. Click **Yes** on the Location Message "Messages Delivery to has changed . . ."
- You should now be in your Microsoft Outlook Inbox. If not, contact the *Client Computer–Information Systems Help Desk* at 660-562-1634.



Parts of the Outlook 2003 Window and Compose New Mail Message Window

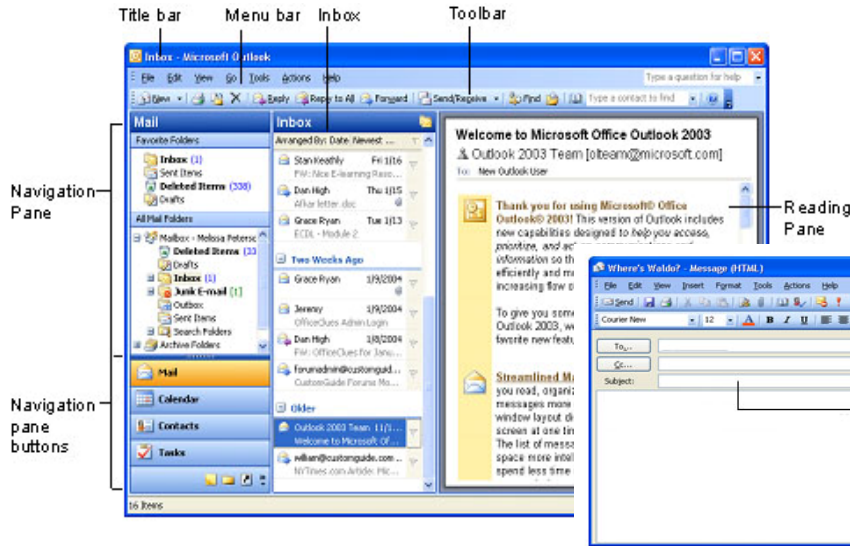


Figure 2. New Message window.

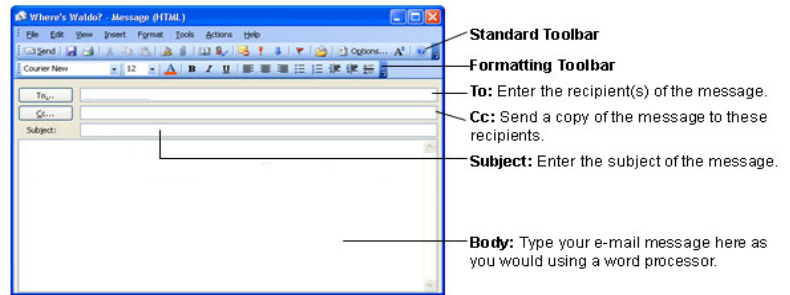
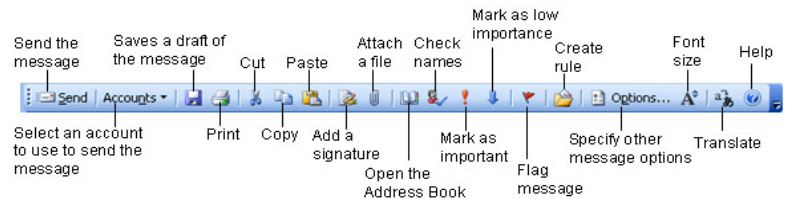
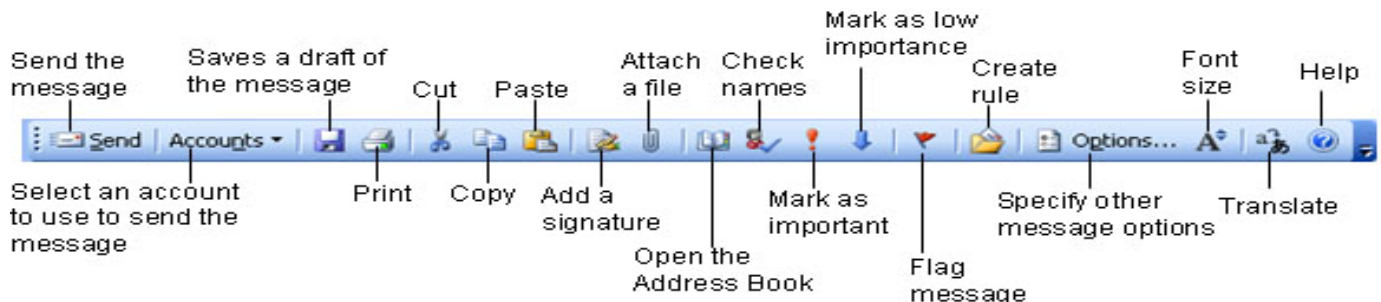
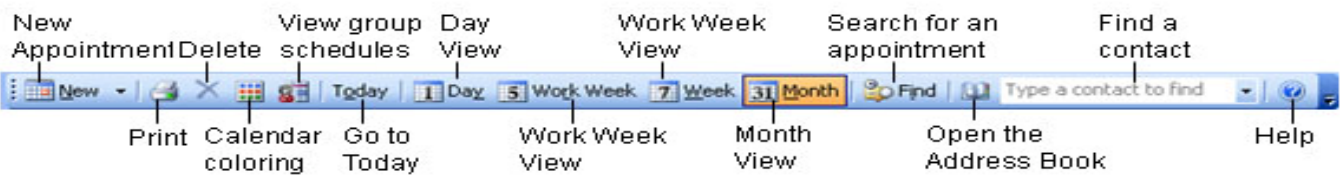


Figure 1. Outlook 2003 Window.



Outlook 2003 Toolbars (Figure 3)







Sending Email in Outlook 2003

To send email in Outlook 2003 is very simple. Please do the following:

1. Click the **Mail** button in the Navigation Pane.
2. The contents of the Inbox folder will appear.
3. Click the **New Mail Message** button on the toolbar. (See Figure 1)
4. An Untitled Message form will appear. You are now ready to compose your message. ready for you to enter a new message, but first, you need to specify the recipient's e-mail address in the To: field. There are two ways of doing this:
 - If you know the e mail address, you can type it into the To: box.
 - If you don't know the address, you can click the **To:** button and select the address from your list of contacts. (See Figure 2)
5. Type your e-mail address into the To: box.
 - If you need to send a message to more than one individual, simply place a semi-colon (;) between the recipients' email addresses. For example: JonQ@asde.net; BobbyJ@yahoo.com.
6. You can also, as mentioned above, use the address to add an email address to the To: box. To do this, please do the following:
7. Click the **To** button.
 - The Select Names dialog box will appear.
8. Click **Show Names** from the list arrow and select **Contacts**.
 - This will display the names and addresses in the Contacts folder.
9. Click the name of the recipient in the Name list, then click the **To** button.
 - Another way to send an email is by doing the following: Press [Alt] [S] on your keyboard. Repeat this step to add the other recipients.
 - When you're finished adding recipients, move on to the next step.
10. Click **OK**.
 - The Select Recipients dialog box will close and the recipients will now appear in the To: field.
11. To send a copy of a message to someone besides the main recipient, click the **Cc:** or **Bcc:** button and repeat steps 4 through 7 to enter e-mail addresses.
12. Next, enter the Subject of the message so your recipient will know what your message is about.
13. Click the Subject field and type **PROJECT ONE DISCUSSION**.
 - Now you are ready to type your email message.
11. Click the pointer in the body of the message, and type **THE PROJECT IS GOING AS PLANNED AND IS**

UNDER BUDGET.

12. Type the message as you would in a word processor and although, illustrated in all upper case, please use sentence case. All the Windows editing commands—such as cutting, copying, and pasting text—work the same in Outlook.
13. To check the spelling of your message, select **Tools** and then click **Spelling** from the menu.
 - Outlook checks the spelling in your message, flags each word it can't find in its dictionary, and suggests alternatives to the word in question.
14. To replace an unknown word with a suggestion, select the suggestion in the Change To list and click the **Change** button.
 - To ignore a word the spell checker doesn't recognize, such as the name of a city, click **Ignore All**
 - When you receive a message saying "The spelling check is complete" click **OK** and proceed to the next step.
15. When you're finished composing your email message, click the **Send** button on the toolbar. On campus with the Exchange Server, your message will automatically be sent to the recipient and you don't have to do anything else.
 - If you are using Outlook on your personal PC off-campus through your local Internet Service Provider (ISP), the message will initially be moved to the Outbox folder, and will be sent the next time you click the **Send/Receive** button. Outlook will send all the email messages that are stored in the Outbox folder and will retrieve any new e-mail messages it finds on the e-mail server when you click the **Send/Receive** button.

| Button | What it does |
|--|--|
|  | The New Mail Message button allows you to compose a new email. |
|  | The To: button allows you to select the individual or individuals you wish to send your email message to. |
|  | The Send button allows you to send your email to the recipients you have specified in the To: field. |
|  | The Send/Receive button allows you to Send new mail and Receive new mail from your local ISP. |

Sending and Opening an Attachment

Outlook allows you to send documents, images, zip files, etc., as an attachment to an email. Attaching a file to your email message is easy in Outlook.

To attach a file to an email, please do the following:


1. Click the **New Mail Message** button on the toolbar.
2. Create your message.
3. Click the **Insert File** button on the toolbar or click **Insert**.
4. Click **File** from the menu.
5. Browse to find the file you want, and then double-click the file to attach it to your email.

If you want to open an attachment that someone has sent to you, please do the following:

1. Open the email by clicking on it in the Inbox pane and then double-click the attachment you want to view.
2. Click on **Open**.

If you want to save an attachment to your hard drive, please do the following:

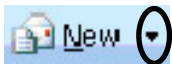
1. Open the e-mail by double-clicking on it and then right-click the attachment.
2. Click on **Save As** from the shortcut menu.
3. Type a file name and specify the location for the attachment to be saved in and click **OK**.

| Button | What it does... |
|---|---|
|  | Insert File allows you to attach a file, document, etc. to your email. |

Creating a Folder in Microsoft Outlook

To create a folder in Microsoft Outlook is simple. Here's how:

1. Click on the tiny black arrow next to the **New Mail Message** button on the toolbar and select **Folder**.
2. The Create New Folder dialog box will now appear, and you will be asked to create three fields: (See Figure 4)
 - The name of the new folder.
 - The type of item you want to keep in the new folder.
 - Where you want to place the new folder.
3. Type **TRAINING** in the Name textbox.
 - Next, you will need to specify what you want to keep in the new folder.
3. Select **Mail and Post Items** from the drop down list beneath the Folder contains heading.
 - Mail and Post Items will now appear in the Folder contains list.
3. Lastly, specify where you want to keep the new folder. For instance if you select **Inbox**, it will place the new folder as a sub-folder under **Inbox**.
4. Click **OK**.
 - Outlook will create your new folder in the area you selected.

| Button | What it does |
|---|---|
|  | By clicking on the black arrow on the New Mail Message button, a drop-down menu will appear with various functions, including Folder . Click Folder if you wish to create a new folder in Outlook. |

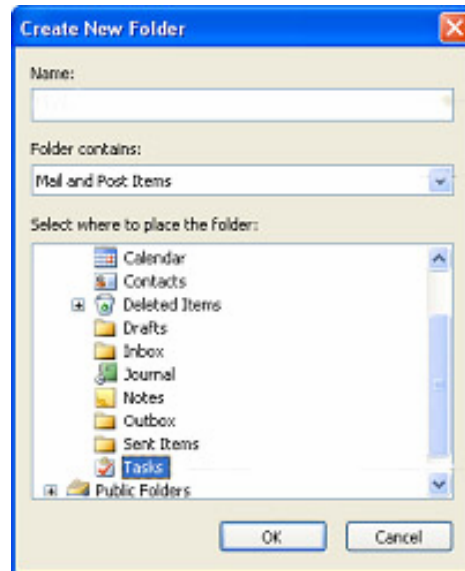


Figure 4. Create a New Folder window.

Moving Messages From one Folder into another Folder in Microsoft Outlook

To move a message from your Inbox (or other folder) into another folder, do the following:

1. Select the message that you want to move.
2. Click the **Move to Folder** button on the toolbar. (See Figure 5)
3. Select one of the folders where you want to house the message in the Move Items window, and click **OK**.
 - You can also move the messages to a folder by selecting the message you want to move and dragging it to the folder list and over the folder that you wish to place the message in using the standard Windows “drag & drop” method.
 - You can also right click on the highlighted email message, select the **Move to Folder** button from the drop-down menu, and then select the folder you wish to move the message into and click **OK**. (See Figure 6)



Figure 5. Move to Folder button on the Outlook Toolbar.

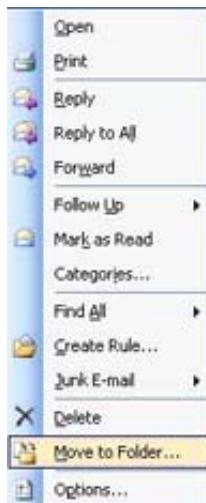


Figure 6. Move to Folder button on the Outlook drop-down menu.