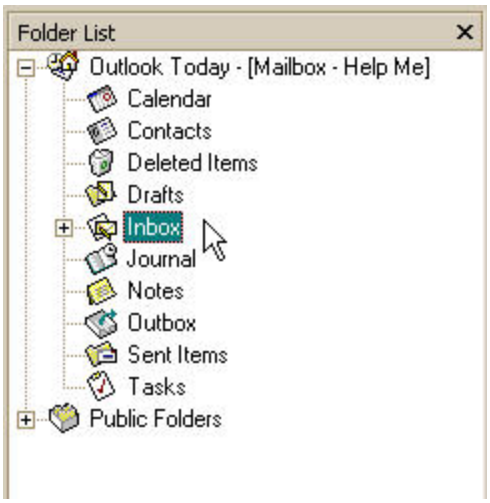
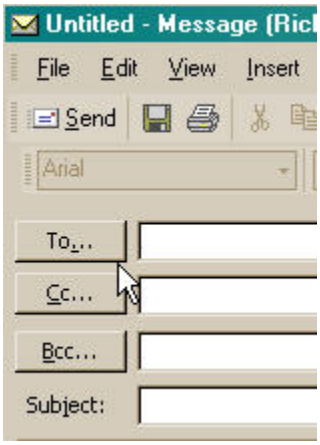
Outlook Email Tips



To Create a New Message

Using the folder list at the left, make sure that Inbox is selected. Click on the New button.



TO, **CC** and **BCC** are clickable buttons that will bring you to the Global Address and Contact Lists.

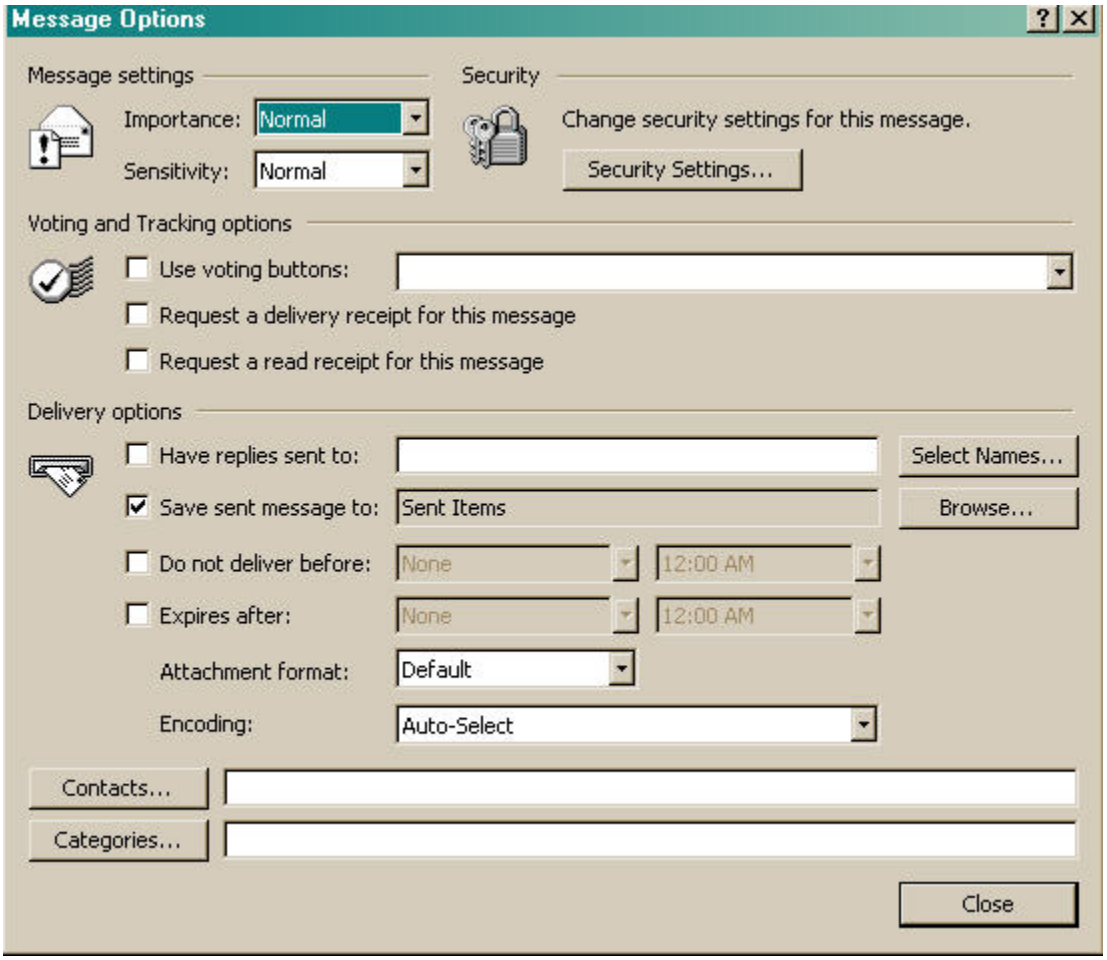
Attachment button.

Formatting buttons. *Caution*: formatting may or may not remain in place when sending to someone not on DU's Outlook server.

Brings up **Options** menu seen to the right.

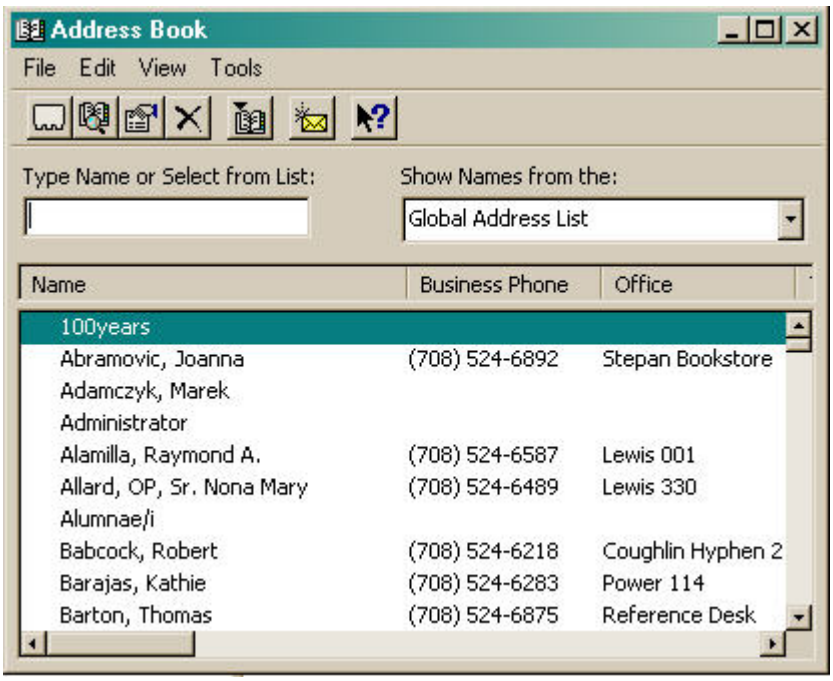
You can change the Importance settings on a message, request receipts*, change the reply to address , save a copy of the message, set a time delay or expiration on **this message only**.

(*Caution* –. This is NOT proof that someone did or did not read/receive your message.)



Saves message to Drafts folder by default.

This button brings up the **Address Book** seen to the right.



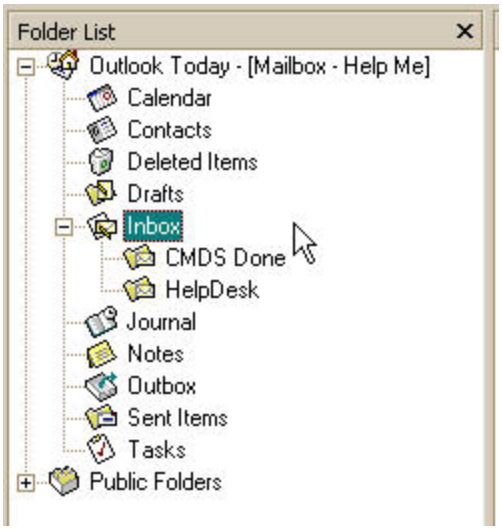
In this window, you can add a new contact, change which list you look at to choose names (by default, it is set to show you names from the Global Address list but you can change it to Contacts, or a more specific list like all Faculty, Staff or Students) do a search, delete entries, get **Help** and more.

Check Names. You can type in a partial name and, as long as there is a match in the Global Address list or any of your Contacts folders, clicking this button will put the complete address into the message.

You can either mark a message **Urgent** or **Low Priority** using the buttons found on the toolbar. *Note* This can also be done using the Options screen shown on the first page of this flyer.

This allows you to **Flag** the message for later follow up.

After receiving and opening a message, the above toolbar is available. **Reply** will auto fill in the sender's address. **Reply to All** will auto fill every recipient's address in the same context the original messages was addressed (i.e. **To**: or **CC:** fields.) **Forward** allows you to pass the message along to someone not contained in the original recipient list. Other options are **Print**, **Flag**, **Move**, or **Delete** the message, change the **Font Size** and get **Help**. The up and down arrows are for reading the preceding or proceeding messages in the list.



Filing Messages. With folder list showing and Inbox highlighted, right click on the Inbox and choose New Folder . Name the folder appropriately and click OK. You should now see the new subfolder under your Inbox like this:

With the subfolders showing, you can drag from the Inbox contents on the right to the folder on the left. *Tip* You can select contiguous messages by selecting the top message in the list, hold the shift key down, then click on the last message in the list. You can select non-contiguous messages by using the ctrl key. With the ctrl key pressed, click on any messages you want selected. When finished selecting, let go of the ctrl key before continuing