

OUTLOOK 2010 TIPS

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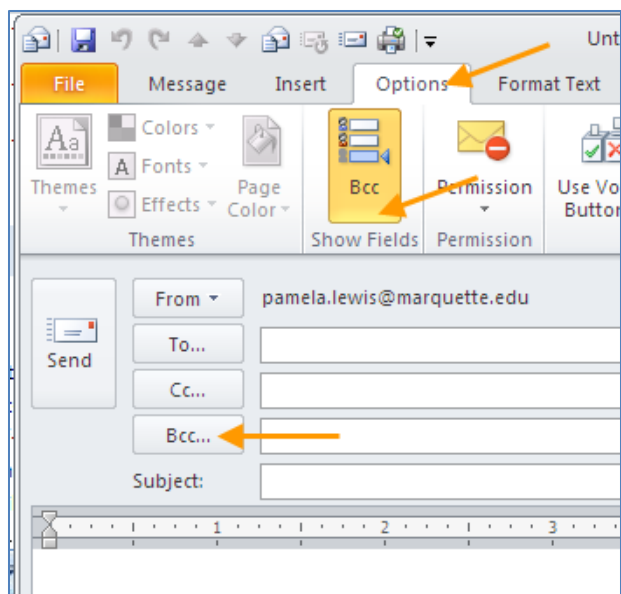
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1. SEND A BLIND CARBON COPY

Suggested Use:

Use **Bcc** to prevent the person who receives the email from seeing the other recipients of the message. When you send a message to a large group of people, you may want to keep the recipient list private by sending the message to yourself with a blind carbon copy to each of the recipients. That way the recipients' email addresses are not shared with every member of the group. This helps to curb the unnecessary use of **Reply All** and reduces the risk of the list of email addresses being used for Spam.

- Open the message you want to send with a blind carbon copy. Or, create a new message: Press **Ctrl** and **N**, or click on the **New** button and select **Mail message**.
- Click the **Options** tab > **Bcc** in the **Show Fields** group.
- Enter the email address of the person you want to send a blind carbon copy to in the **Bcc...** text field and recipients will not be able to see that a blind copy was sent.



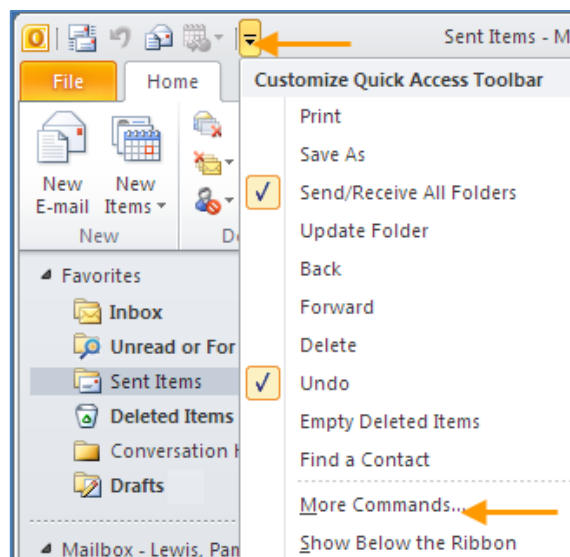
2. CHANGE THE VIEW OF THE OUTLOOK WINDOW

Suggested Use:

Outlook displays a large amount of information in a small space. Organize this space by minimizing or turning off the Navigation Pane and the To-do bar. Move or turn off the **Reading pane**, **Navigation Pane**, and the **To-Do List**. Customize the toolbar buttons so that the buttons you use frequently will show.

Although you have Antivirus software installed and you use a spam blocker, you can turn off the reading pane to ensure that email that may contain scripts that are harmful to your computer is not opened. This way you can delete mail that you think may be harmful without opening it at all.

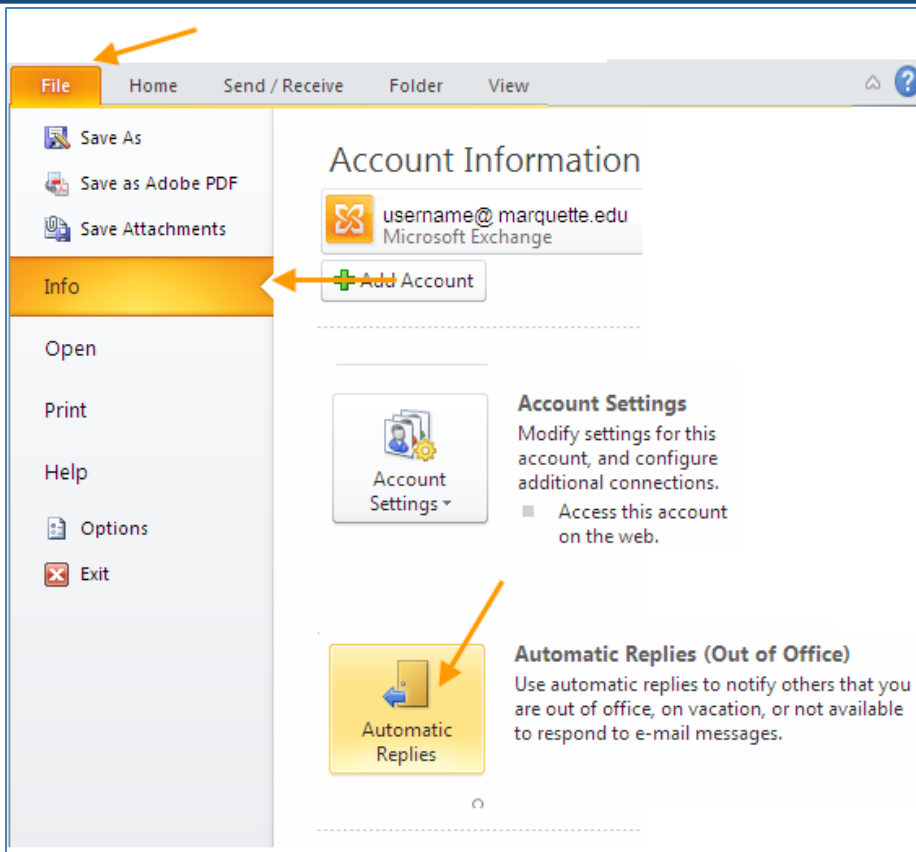
- To customize your view of Outlook, open the Inbox and click the **View** tab.
- Click the down arrow for the **Navigation Pane**, Reading Pane, **To-Do Bar**, or People Pane and make a selection for viewing that pane.
- Customize the quick Access toolbar by clicking the down arrow and checking a command that is listed to make it visible or click More Commands to find commands not listed..



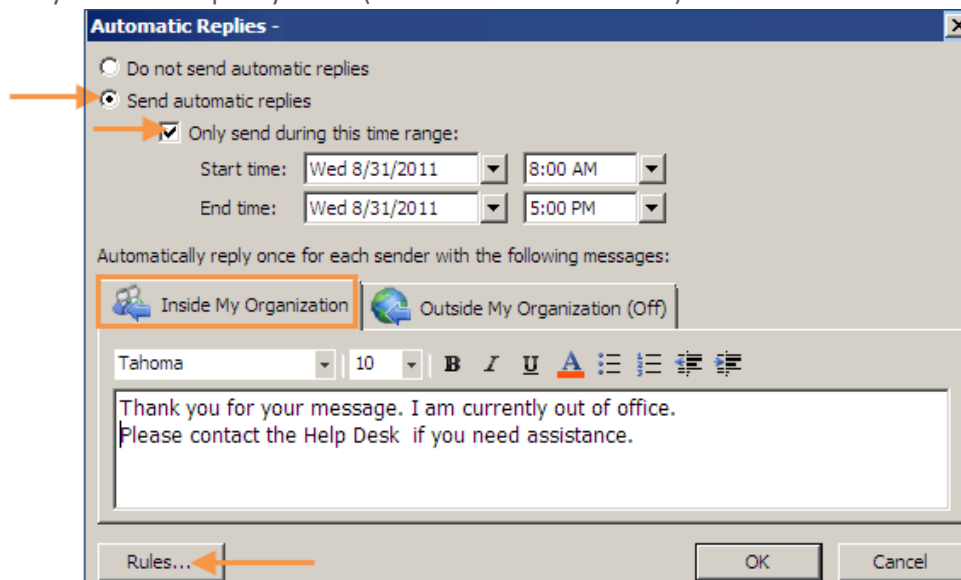
3. USE OUT OF OFFICE ASSISTANT

Suggested Use:

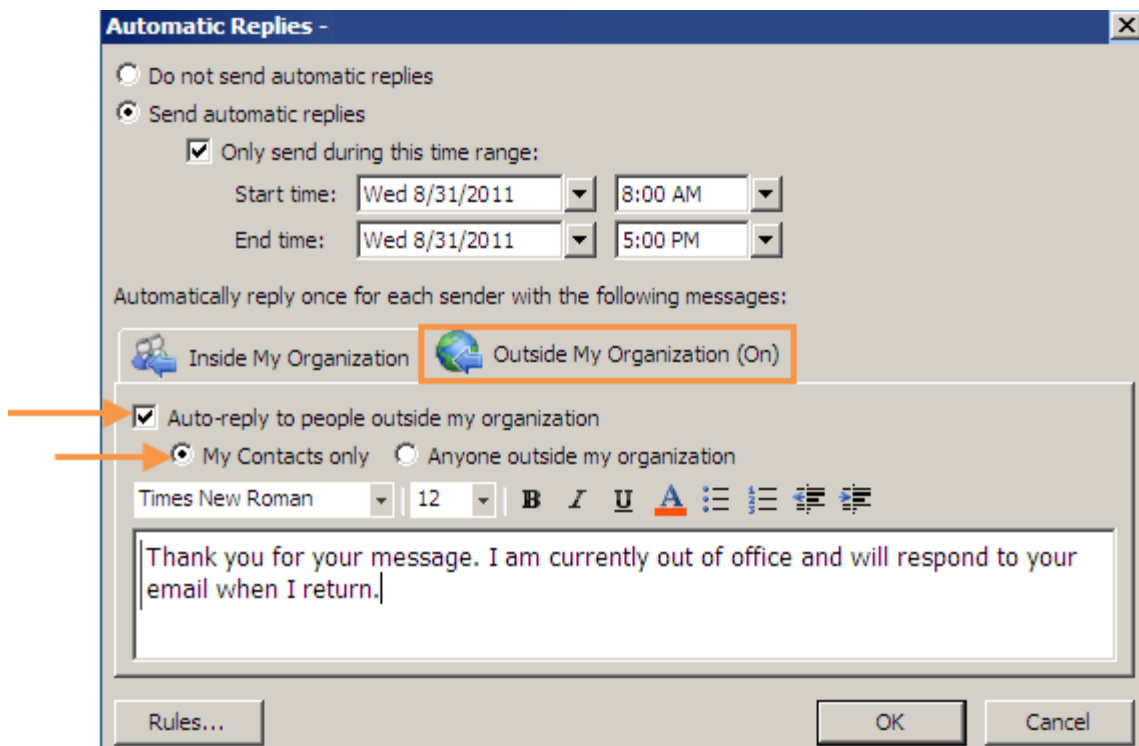
- You may want to send automatic responses to incoming email messages when you are out of the office. Click **File > Info > Automatic Replies**



- The default screen shows automatic replies for **Inside My organization**. To turn on the **Out of Office Assistant**, check **Send Out of Office auto messages**.
- Enter the message you want to send as a reply to incoming messages. You can compose one message for people inside Marquette University and a different one for people outside the organization, by clicking on the appropriate tab.
- Click **Rules** if you want to specify rules. (See more on rules below.)



- Click the **Outside My Organization** tab to set up automatic replies to emails received from outside Marquette, and you can select **My Contacts only** on the **Outside my Organization** tab. It is not recommended to respond to all out of office messages, as you will send automatic responses to Spam.
- You can enter a different message for people outside the organization.

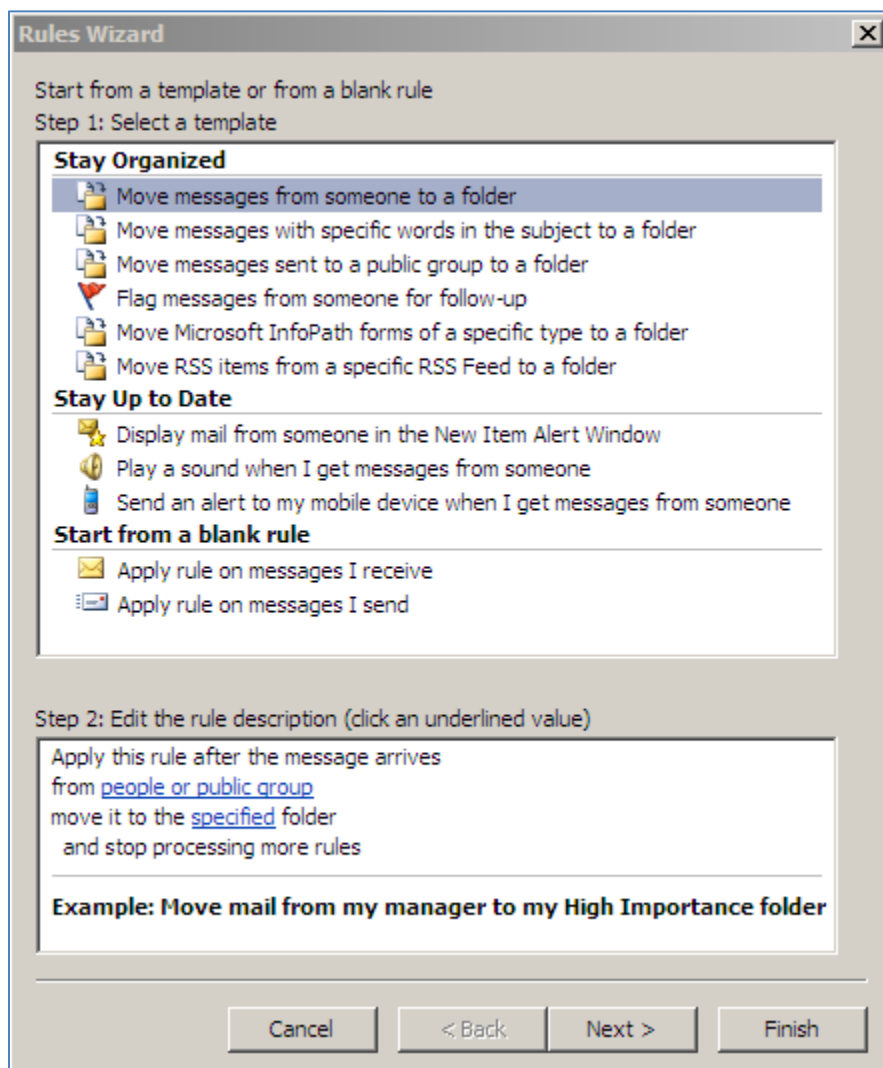


4. CREATE RULES

Suggested Use:

By default, Outlook sets up rules to block Spam and to allow messages from Safe Senders. You can [add a particular email address or a domain to the Safe Sender's List](#) so that mail from those senders does not get routed to the Junk email folder. Set up a rule for how Outlook deals with mail messages to automatically organize your mail: Move messages with a particular subject line into a specified folder, or to have Outlook alert you when you receive mail from a particular person or concerning a particular topic.

- Click File > Info > Manage Rules and Alerts, and New Rule.
- Select the type of rule you want to make in Step 1.
- Specify the criteria in Step 2, and click Next.
- Select the conditions you want to apply and proceed with the wizard.
- Click Finish and the rule will be applied.



5. USE AUTOCOMPLETE

Suggested Use:

As you begin typing an address, **AutoComplete** finds a match and suggests names or email addresses as you begin to type them. This allows you to quickly enter an address you use frequently. All names beginning with that letter will appear. You may want to remove a name that you used once, but no longer want to show as an option on the list of suggested names.

- When the shortcut menu displays, use the arrow key to select the one you want and press Enter on the keyboard.

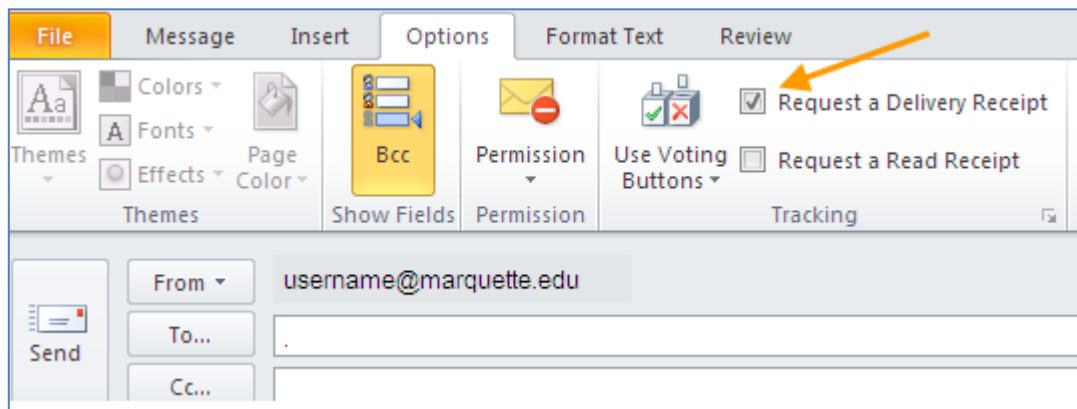
- Use the down arrow to select a name you want to delete. Press Delete on the keyboard to delete an entry from the AutoComplete Cache.

6. REQUEST A DELIVERY OR READ RECEIPT

Suggested Use:

You may want confirmation that a message has been read by the person that you send it to. You cannot know for sure, as they have the option of declining to send a read receipt, but you can request notification that it has been delivered to their mailbox.

- On a new message, click the **Options** tab, click **Request a Delivery Receipt** on the **Tracking** group, and select to request a delivery receipt or a read receipt for the message.

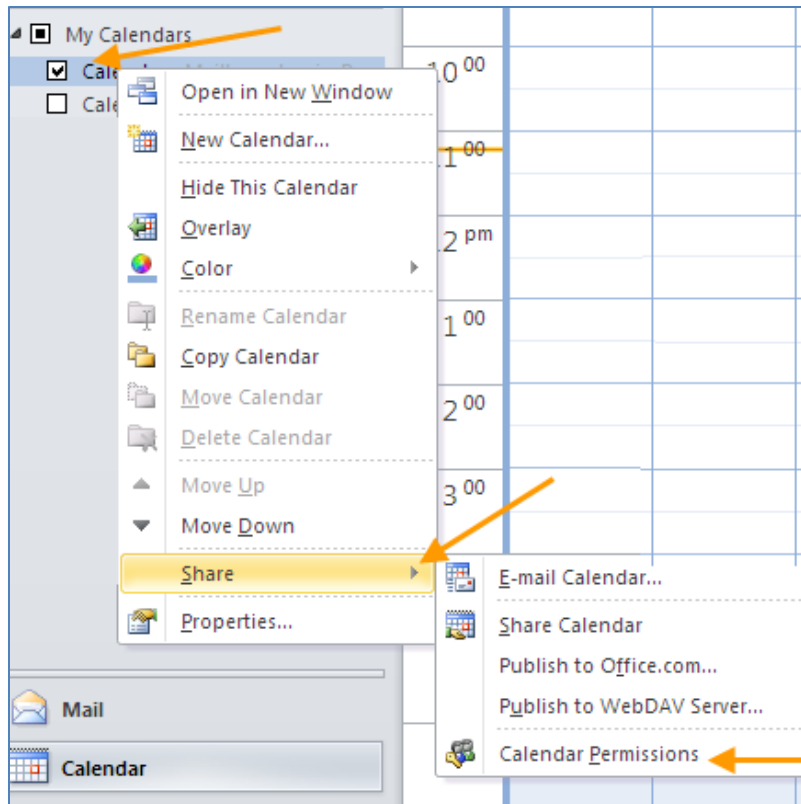


7. DELEGATE ACCESS TO YOUR CALENDAR OR MAIL FOLDER

Suggested Use:

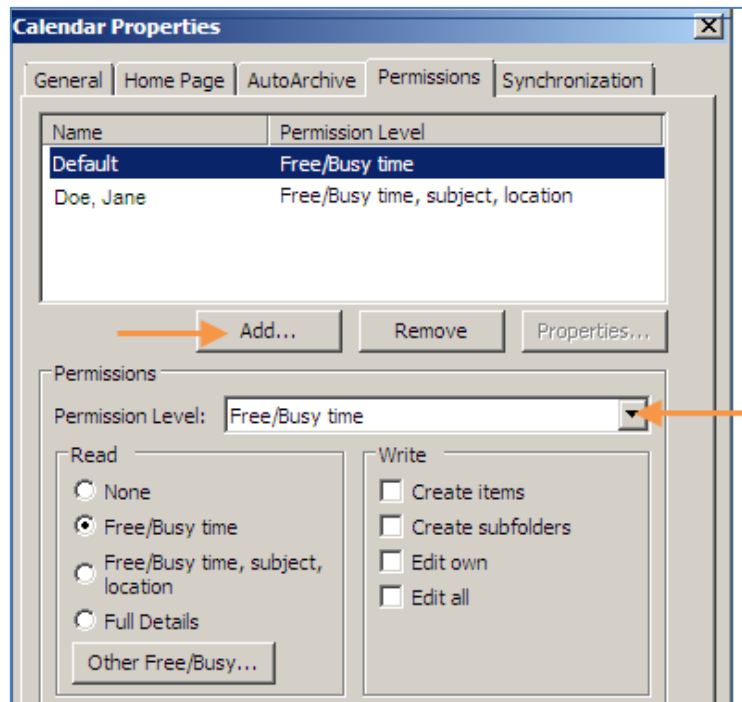
You can share your default Outlook calendar with other people, or you can create a calendar folder with additional calendars you want to share. You can give other users permission to modify events and appointments in the calendar.

- Under **My Calendar** in the Navigation pane, click to select the calendar you want to share.
- Right-click and select **Share > Calendar Permissions**.



Add or remove users, and determine their permission level.

- To add a delegate, click **Add**. A global address listing will appear. Type in the person's name, click **Add**.
- Select the permission level you would like the individual to have.
- Click **OK** to save.

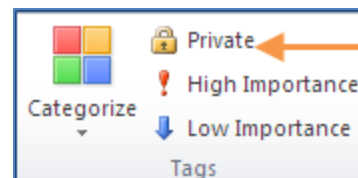


8. MARK AN ITEM ON YOUR CALENDAR AS PRIVATE

Suggested Use:

You can mark an item on your calendar as private so that other people who have permission to access the calendar cannot see the details of a particular event.

1. Open your calendar in Outlook.
2. Double-click an event or meeting on the calendar to open it.
3. Click the **Private** button in the **Tags** group on the ribbon.
4. Click **Save** and **Close**.



9. MANAGE FOLDER SIZE

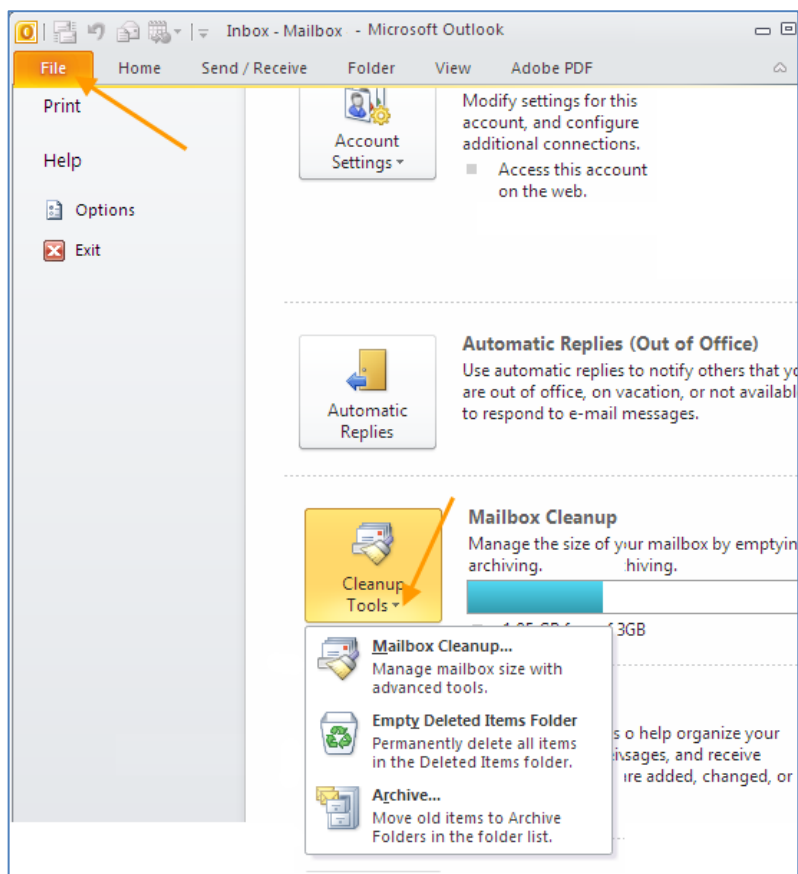
Suggested Use:

The size of your mail folder is limited to 1 gigabyte for students and 3 gigabytes for faculty and staff. You might inadvertently accumulate mail in the **Deleted Items** folder, which needs to be emptied periodically, and in the **Sent** folder.

- To view the size of your mailbox and its folders, click **File** and click the down arrow beside **Cleanup Tools** and click **Mailbox Cleanup**.

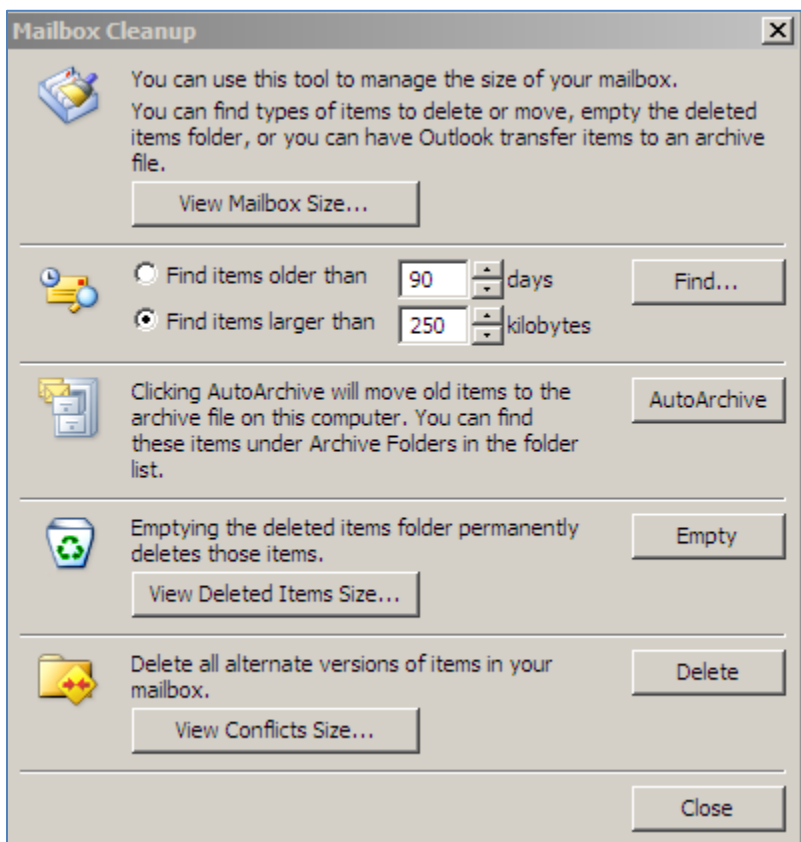
Click to:

- View Mailbox Size
- Find items larger than a certain size. Then sort these from largest to smallest and delete a message or open it and delete the attachment.
- You can also choose to save the attachment to **My Documents**, and then keep the message without its attachment. To do this, open the message, right-click the attachment, and click on **Save As**. Browse to where you want to save the document and click **Save**. To remove the attachment, right-click it



and click **Remove**. When you close the message you will be prompted to save changes – Choose **Yes** to save changes, and strip the attachment from **the message**.

- Emptying the **Deleted items** folder helps reduce the size of your mailbox.



- To keep the size of the **Sent** folder down, save **Sent items** directly to a specified folder. When you compose a **new** message, before you send the message, click on the **Options** tab, and, on the **More Options** Group, click **Save Sent Item To > Other Folder**. Select the folder where you want to save the email message. Send the message, and it will be saved in the folder you have specified.

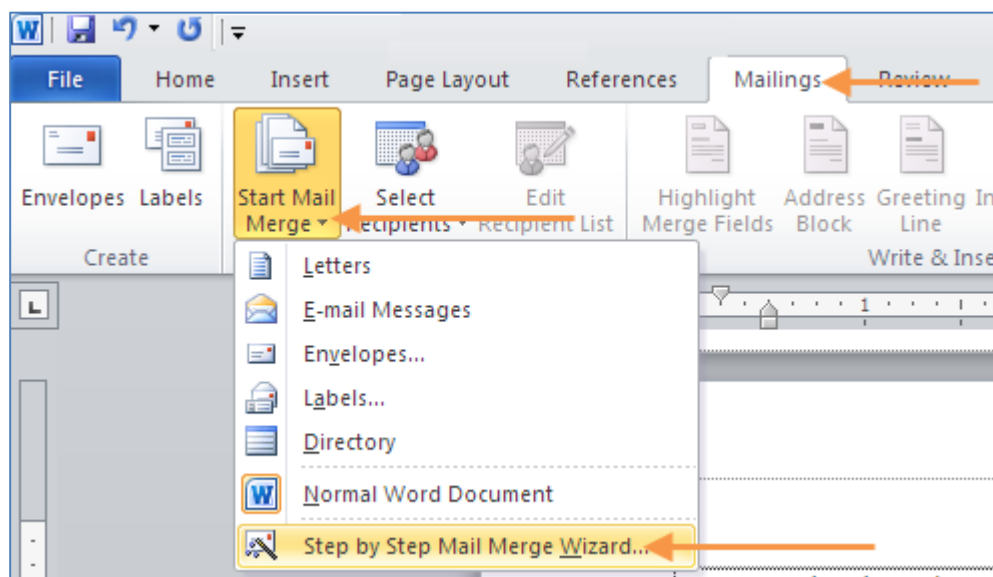


10. USE CONTACTS FOR A MAIL MERGE IN WORD

Suggested Use:

Use Microsoft Word to make a mail merge using a list of email addresses that you have saved in an Excel document. This will allow you to compose your message in Word and use the mail merge function to automatically send the same message to multiple addressees, and to speed up the process of entering email addresses that you already have in a document. Caution: Be careful not to send unnecessary emails and add to the junk-mail that people receive. Only use this feature if it is important that all recipients get this message.

- Save the Excel document that contains the list of email addresses that you receive, with a heading “Email Addresses” for the column containing email addresses.
- Open a new **Word** document.
- Click the **Mailings** tab, > **Start Mail Merge** > **Step by Step Mail Merge Wizard**.



- Use the wizard that will open up in a pane on the right side of the window to do an email merge.

Step 1: Select **E-mail messages** as the document type. Click **Next** at the bottom of the **Mail Merge** pane (right).

Step 2: Select **Use the current document** as the starting document. Click **Next** at the bottom of the **Mail Merge** pane (right).

Step 3: Select **Use an existing list** for the recipients to use a data source you have saved.

Browse to find the Excel document where you have the email addresses saved. Select Sheet 1 if the data is on the first worksheet in the Excel document. Click **OK** and **OK** again.

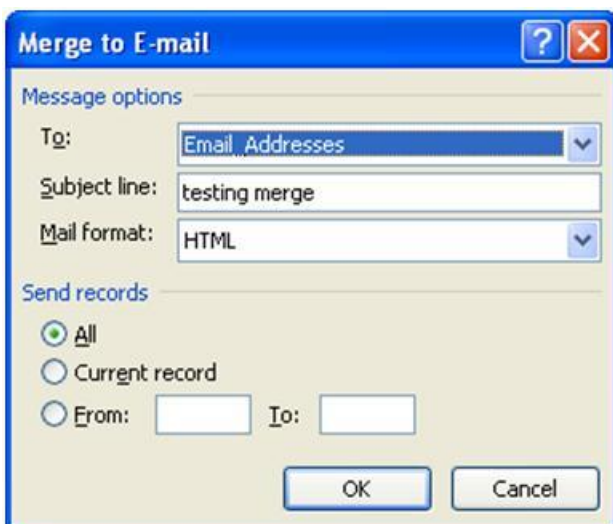
Click **Edit Recipient List** (on the **Mail Merge** pane, right) to select some of the addresses. Check only the users you want to include in the merge and click **OK**. Click **Next** at the bottom of the **Mail Merge** pane (right).

Step 4: Write your message on the Word document. To insert a field from the spreadsheet data, click **Insert Merge Field** in the **Write & Insert Fields** group on the **Mailings** tab. Click **Next** at the bottom of the **Mail Merge** pane (right).

Step 5: Click on the arrow on the **Preview Results** group on the **Mailings** tab to preview your message. You will see in the preview how the data in the field changes for each message, for example first name, last name. Click **Next** at the bottom of the **Mail Merge** pane (right).

Step 6: Click **Electronic mail** to complete the merge.

- When the **Merge to Email** window opens, select the column that contains email addresses, in this case **Email addresses**.



Enter a subject line for the messages you will send.

- Select **All** if you want to send the message to all email addresses listed on the Excel document.
- When you click **OK**, the message on the Word document will be sent to all recipients.