

# Using Microsoft Outlook 2003 Mail

## Introduction

The infosheet has been written for Microsoft Outlook 2003 connected to Microsoft Exchange 2003.

## Composing a New Message

There are a number of ways to start a new message in Outlook.

- 1 By selecting **File | New Message** from the Menu toolbar



- 2 By clicking the **New** button on the Standard toolbar

- 3 By pressing **Ctrl + N**

Once one of the above methods has been used, a new message composition window opens.

The **To...** field must contain the email address of the recipient. This can be added manually by typing the address in the white text area, or by inserting an email address from Contacts.

Appropriate text should be added to the Subject text area.

## Inserting an attachment

Attachments can be added to the message by clicking the selecting **Insert | File** from the Menu toolbar or by clicking the **Insert File** icon. In the Insert File window, browse to the location of the file you wish to insert and either double-click the file or select the file and click the **Insert** button.



## Sending a message

To send a message, choose one of the following.



- 1 Click the **Send** icon
- 2 Select **File | Send**
- 3 Press **Ctrl + Enter**

## Adding a signature

You can choose to add a signature file to your message, if you haven't configured Outlook to add one automatically, by clicking the **Signature** icon and selecting one of the signature files list – if none are listed click the More option.



## Using Mail folders

Messages are initially stored in the Inbox. Once the messages have been read they should be acted upon e.g. replied to, deleted or filed for future reference.

New folders can be created in Outlook Mail by selecting **File | New | Folder** from the Menu Toolbar. Type a name for the folder, select where you wish the folder to be stored and then click the **OK** button.

Messages can be moved to folders by the drag and drop method.

## Outlook Today

Outlook today gives an overall picture of your data in Outlook

The view can be customised, with options for which email folders to display, how many calendar options are displayed and the number of tasks to display. The options available are accessed via the **Customize Outlook Today...** link in the bottom right of the Outlook Today window.

## Using the Reading Pane

This is a Mail feature and allows you to pre-view email messages without opening them. The body of a message is displayed by clicking the message header. The Reading Pane can be turned on and off by clicking the Reading Pane icon on the Standard toolbar.

It is also possible to preview items in the Inbox, Notes and Tasks folders. To turn this feature on or off select **View | AutoPreview** from the Menu toolbar

## Printing messages

Individual messages can be printed by selecting the message and clicking on the Print icon or by selecting **File | Print** from the Menu Toolbar. In the Print options dialogue box, choose Table Style and click the **OK** button.

Folder lists can be printed by clicking the required folder in the Folder Pane of Outlook (left window) and selecting **File | Print** from the Menu toolbar. In the Print options dialogue box, choose Memo Style and click the **OK** button.

## Using Rules

You can apply rules to message to automate how your messages are dealt with by Exchange. For example, you may wish to change the colour of messages from a specific person or move particular message to a special folder.

Please note: by default Rules are stored on the Exchange Server and will be applied even if you are logged into Exchange. If you create a Rule which cannot be stored on the Exchange server, it will be stored locally and will only run when the Outlook 2003 client is running.

- 1 From the Menu toolbar select **Tools | Rules and Alerts**

- 2 Click the **New Rule...** button
- 3 Using the Rules Wizard,, selecting the appropriate options to create a Rule e.g. you may wish to move messages from a specific person into a folder
- 4 Once you have made the appropriate selections and worked through the Wizards steps, click **Finish**.

*Or*

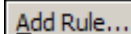
- 1 Right-click a message for which you wish to create a rule
- 2 From the options available choose **Create Rule**
- 3 From the options displayed, select the criteria you wish to apply to your rule
- 4 Click the **OK** button to apply the Rule.

## Using the Out of Office Assistant

The Outlook Office Assistant can be used to warn people who send you messages that you away.

- 1 From the Menu toolbar select **Tools | Out of Office Assistant**
- 2 Click the **I am currently Out of the Office** radio button
- 3 Add the required text to AutoReply text box

If you wish to apply Rules to messages while you are out of the Office, click the **Add Rule...** button and choose the appropriate options



- 4 Click the **OK** button.

If you have set an Out of the Office reply, you will be prompted to turn it off each time you log into Outlook.

## Viewing Images

By default the previewing of images in HTML messages is turned off (please note – Plain Text is the recommend message format).

To automatically view images in messages:

- 1 From the Menu toolbar select **Tools | Options**
- 2 Click the **Security** tab
- 3 Click the **Change Automatic Download Settings...** button
- 4 Uncheck the **Don't download pictures...** option
- 5 Click the **OK** button twice to apply the changes.

