

## Navigation Pane

### Mail

- Contains everything mail related (folders, creating etc.)

### Calendar

- View and schedule appointments, events, meetings etc.




### People

- Store and manage contacts

### Tasks

- Organize to do and keep track of tasks

### More

- Navigation Options
  - You can adjust how things are viewed (order of folders etc.)
-  Notes: like Post It notes
-  Folder List: list of Outlook folders
-  Shortcuts: use to add shortcuts



## Keyboard Shortcuts

Keys	Task
Ctrl + S	Save
Ctrl + P	Print
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
F9	Check spelling
F9	Check for Mail
Alt + S	Save, Close, Send
Ctrl + R	Reply
Alt + L	Reply to All
Ctrl + N	New Item

# Outlook 2016

*This Pamphlet Online*

<https://its.niagaracollege.ca/>

## How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

### Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm

Friday 8:30am to 4:30pm

Phone: 905-735-2211 ext. 7642

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# Outlook 2016

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- Messaging
- Calendar
- Contacts
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## Messaging





### Access Inbox

- Click the  **Mail** button

### Check for New Messages

- Click the **Send / Receive** button, then  **Send/Receive**
- Or Press **F9**

### Message Indicators:

-  Not been read
-  File is attached
- Message  High or  Low importance


### Open a Message

- Double click to open it in a new window
- Click it once for a preview to the right

### Reply to Message Sender

- Click the  **Reply** button

### Reply to All Message Recipients

- Click the  **Reply to All** button



### Forward a Message

- Click the  **Forward** button

### Delete a Message

- Click the Message, press **Delete**

### Create a New Message

1. Click  **New** Button (or Ctrl + N)
2. Enter emails in the **To:**
3. Enter emails to receive a copy in the **Cc:**
4. Enter Title of email in the **Subject**
5. Enter text in the big text box
6. Click **Send** 


### Attach a File

- Create the message, click **Attached Files**. Select the file, click insert

### Open an Attachment

- Double click the attachment

### Flag a Message as To-Do



- Right click and select **Follow Up**,
- Or Click the Flag Icon 

## Messaging Continued

### Categorize Message by Colour

- Click the message and use the  **Categorize** button

### Recall a Message

- Open sent items, double click the message, click  Actions button and select  **Recall This Message**. Follow the prompts

### Create a Signature

- Click **File, Options, Mail click Signatures**

## Calendar

### View Calendar

-  Click the **Calendar** button

### Change Views




- Click the **View** tab and choose a view




### Schedule an Appointment

- Click the  **New Appointment** button
- Or **Ctrl + N**



### Make a Recurring Appointment

- Click  **New Items** and select  **Appointment** **New Appointment**. Click Options and then  **Recurrence** button


### Meeting Request

- Click  **New Meeting** Type in the  **To:**

### Schedule an All-Day Event

- Click  **New Items** and select the  **All Day Event** **New All Day Event**

### Reschedule an Item


- Double Click the meeting, appointment or event, make changes and  save

## Contacts

### View Contacts

- Click the  **People** button

### Create a Contact

- Click  **New Contact**

### Edit a Contact

- Double click the contact

### Find a Contact

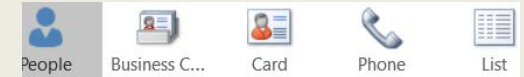
- Type the name in the  **Search People** **Search People**

### Delete a Contact

- Select the contact and press **Delete**

### Change views

- Select a preferred view



## Tasks and To-Do Items

### View Tasks

-  Click the **Tasks** button

### Create a New Tasks

- Click  **New** button


### Complete a Task

- Check the  box →


### Delete a Task

- Select the task and press **Delete**

### Create a Recurring Task

- Double Click the task and select the  **Recurrence** button

### Assign a Task

- Double click the  **Assign Task** and enter the person's name in the  **To:** box

