



Niagara
College
Canada
APPLIED DREAMS

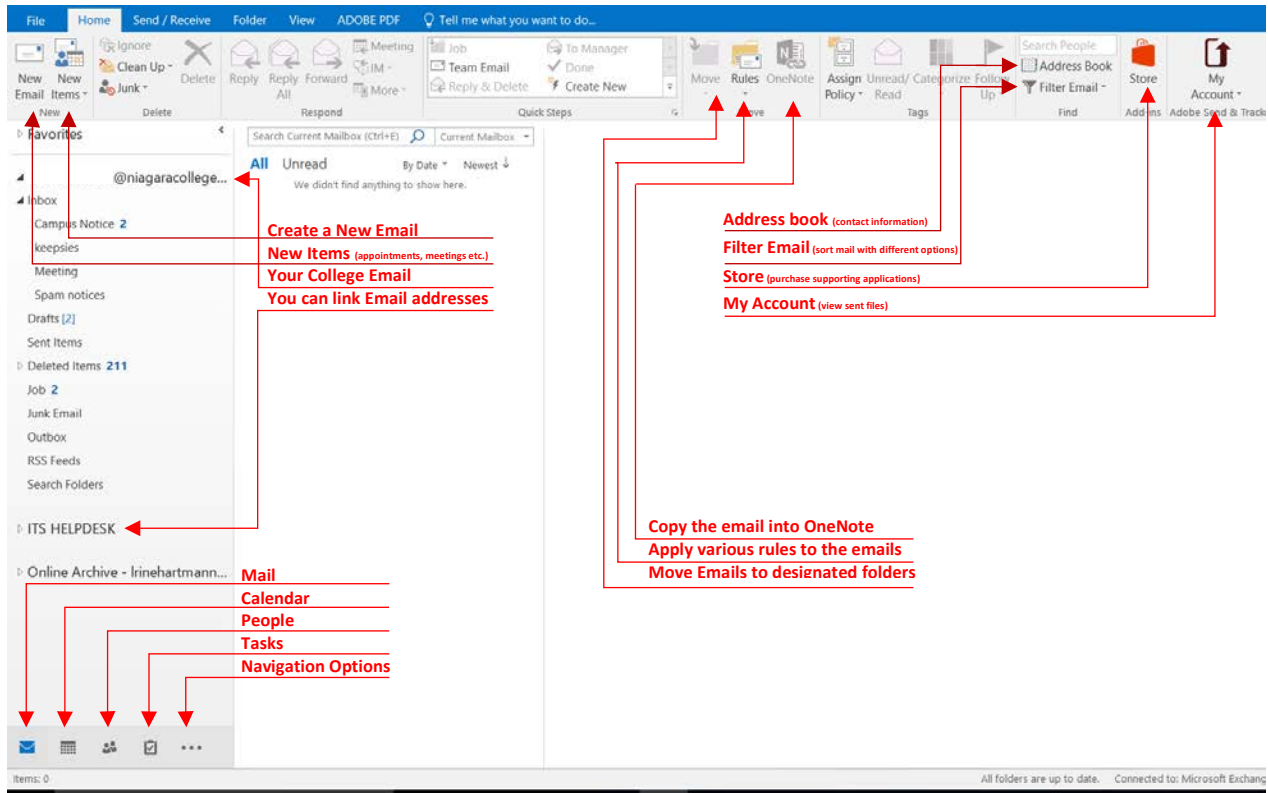
Outlook 2016

Where to find things

ITS (2017)

How to Use Microsoft Office Outlook

First Look:



Home

New

- New Email (Create a new email)
- New Items (Create new appointment, meeting etc)

Delete

- Ignore (moves this and future responses to the junk folder)
- Clean Up (cleans up folders, conversations etc.)
- Junk (send email to junk)
- Delete (delete the message)

Respond

- Reply (reply to the person who sent the message)
- Reply All (Reply to everyone in the chat)
- Forward (Forward the email to someone you specify)
- Meeting (Respond by setting up a meeting)
- IM (Reply with an instant message to one or all)
- More (forward all of the messages or call the person sending it)

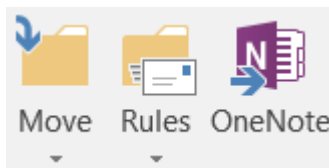
Quick Steps



- Job (moves it to the folder called Job, this folder will change depending on what you have your folders name set to)
- Team Email (like a custom group, sends email to set group of people without manually adding them every time)

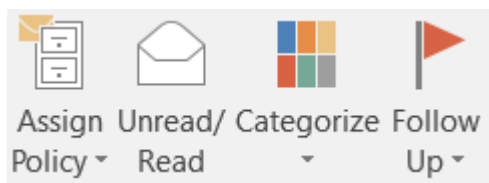
- Reply & Delete (Reply's to sender and deletes the original email)
- To Manager (Forward to your manager, you will have to set it up with the appropriate email)
- Done (Moves the email to a folder you specify and marks it as read)
- Create New (allows you to create your own quick step)
- Down arrow (gives you the option to create new quick steps and manage the ones you have)

Move



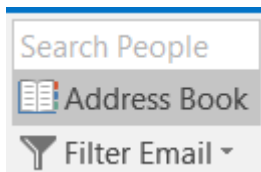
- Move (gives you options of folders to send it to)
- Rules (Create rules to alert you when certain conditions apply)
- OneNote (send the message to OneNote)

Tags



- Assign Policy (create Policy for automatically sorting mail into folders for you)
- Unread/Read (Mark it or unmark it as red)
- Categorize (color code it)
- Follow Up (flags it to remind you to tend to it later)

Find



- Search (allows you to search for specific people and pull up information on them, in that popup it will allow you to message, set up a meeting etc.)
- Address Book (Search your Address Book for specific people, pulls up their information)
- Filter Email (sort by date, category, etc.)

Add ins



- Store (directs you to the store for add-ins)

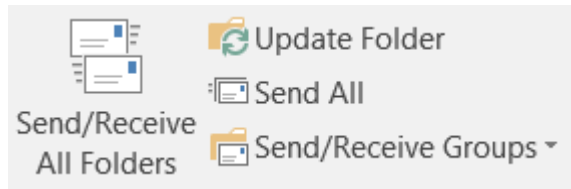
Adobe send & Track



- My Account (directs you to your account, displays your add-ins etc.)

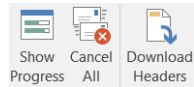
Send/Received

Send & Receive



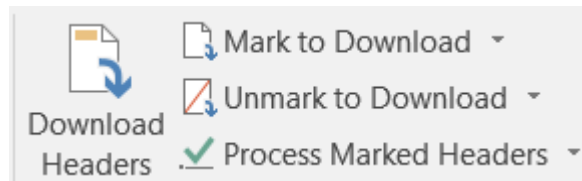
- Send/Receive All Folders ()
- Update Folder ()
- Send All (send all unsent emails)
- Send/Receive Groups ()

Download



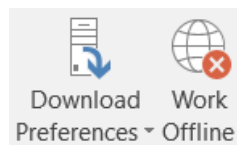
- Show Progress (shows your sent emails and if they have been received)
- Cancel All (Cancels all pending sent receive email requests)

Server



- Download Headers ()
- Mark to download ()
- Unmark to Download ()
- Process Marked Headers ()

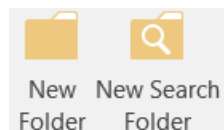
Preferences



- Download Preferences (gives options for downloading mail to work offline)
- Work Offline (disconnect form the server to not receive new mail)

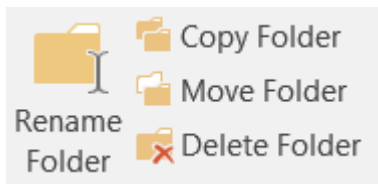
Folder

New



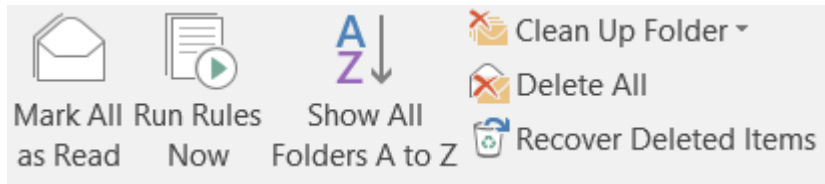
- New Folder (creates a new folder to sort your mail into)
- New Search Folder (a folder which automatically sorts through specific criteria)

Actions



- Rename Folder (allows you to rename the selected folder)
- Copy Folder (copy the folder to a new location)
- Move Folder (move the folder to a new location)
- Delete Folder (removes the folder)

Clean Up



- Mark all as Read (marks all the emails in that folder as read)
- Run Rules Now (apply all the rules you have in your mailbox)

- Show All Folders A-Z (displays folders alphabetically)
- Clean up Folder (removes redundant messages to save space)
- Delete All (deletes all items in a specific folder)
- Recover Deleted Items (recovers deleted emails)

Favorites

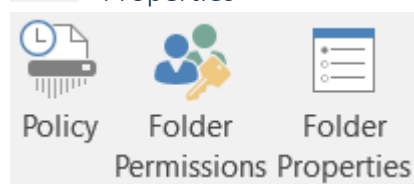


- Show in Favorites (Puts a link to the folder you are in in the top left favorites options)

Online View



[View On Server](#) (view archived emails, you set when they are archived using Policy)



- Policy (sets when emails are sent to the online archive can be viewed using the View On Server button)
- Folder Permissions (edit sharing permissions)
- Folder Properties (change the name, what it displays, permissions etc.)

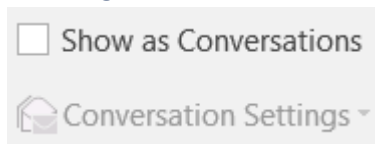
View

Current View



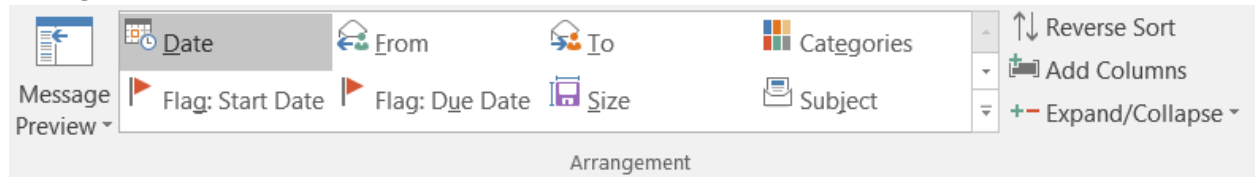
- Change View (manage if you view one message or multiple)
- View Settings (advanced settings, more details to change)
- Reset View (revert to default view settings)

Messages



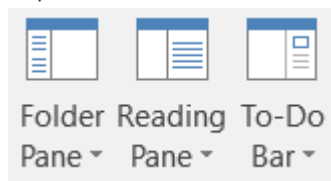
- Show as Conversations (messages are arranged by conversation)
- Conversation Settings (change how the conversation is displayed)

Arrangement



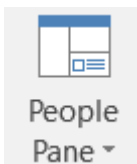
- Message preview (allows you to preview messages before clicking on them, up to 3 lines of text)
- Date, From, To, categories, Flag: Start Date, Flag: Due Date, Size, Subject (group by and sort options)
- Reverse Sort (reverse the settings for how you are viewing messages)
- Add Columns (choose more fields to display)
- Expand/Collapse (expands or collapses groups)

Layout



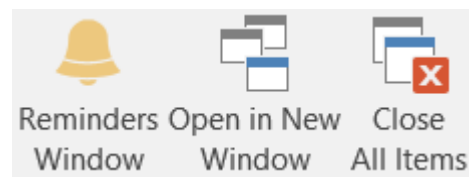
- Folder Pane (shows more or less of folder column)
- Reading Pane (shows more or less of folder column)
- To-Do Bar

People Pane



- People Pane (Displays information about the person sending the email in the bottom right, it also shows attachments and previous emails exchanged)

Window



- Reminders Window (displays alarm for meetings and tasks)
- Open in New Window (opens a new window)
- Close All Items (closes all additional windows)

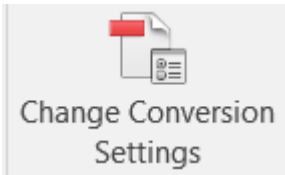
Adobe PDF

Convert



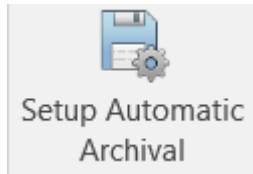
- Selected Messages (converts the open message into a PDF)
- Selected Folders (converts selected folder to a PDF, you select what folders you want in a window that pops up)

Preferences



- Change Conversion Settings
(Opens a window which allows you to change compatibility, page set up etc.)

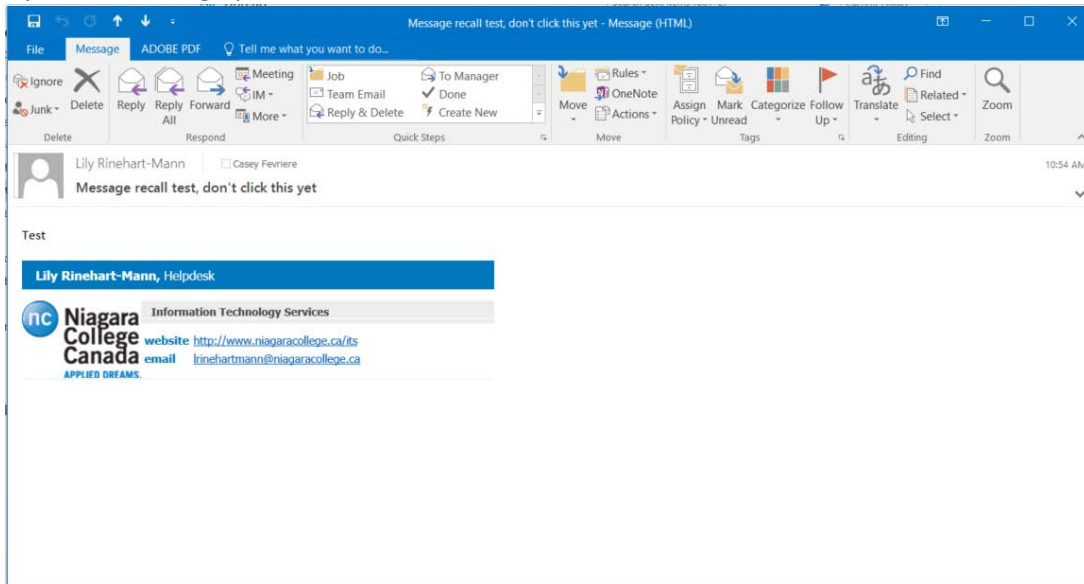
Archive



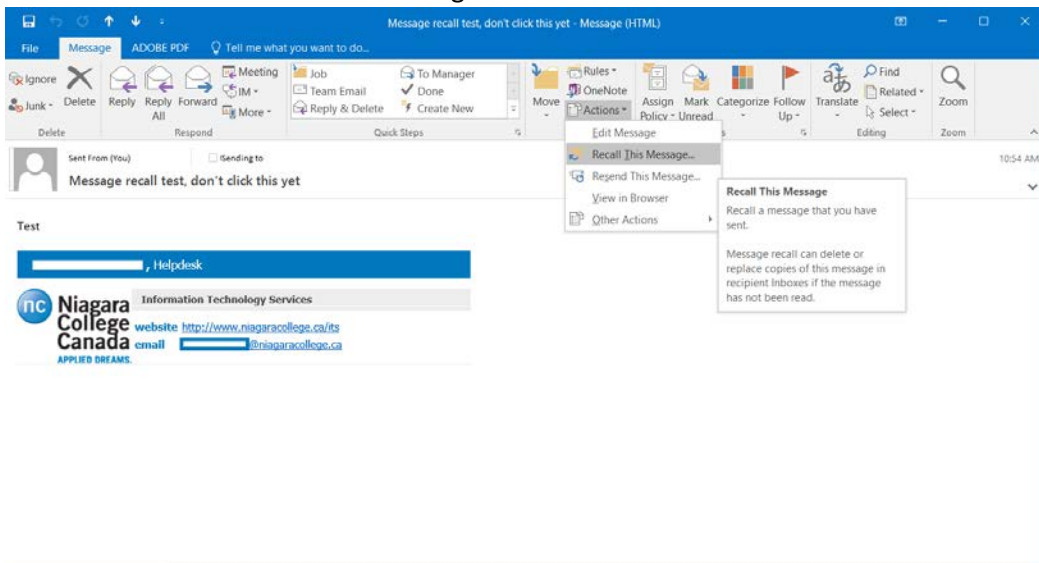
- Set up automatic Archival
(Sets the emails to be saved as PDF for archiving, this will clear up space in the inbox)

Recall email:

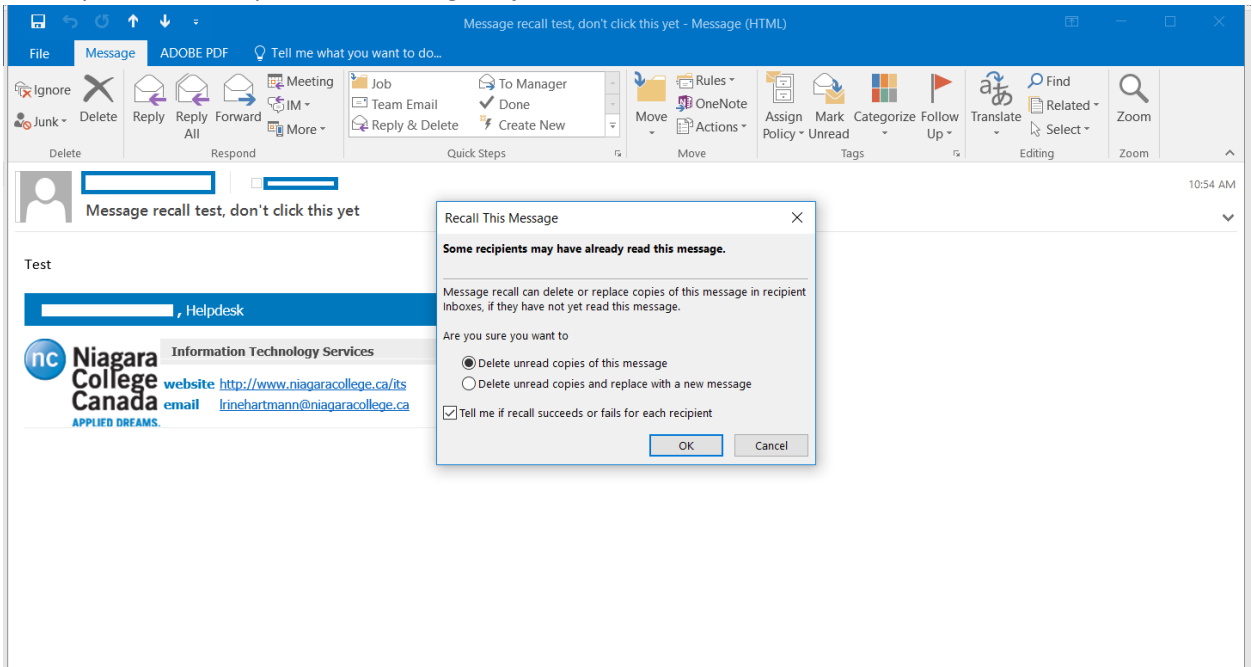
1. Open the message you want to recall



2. Click actions: select Recall This Message



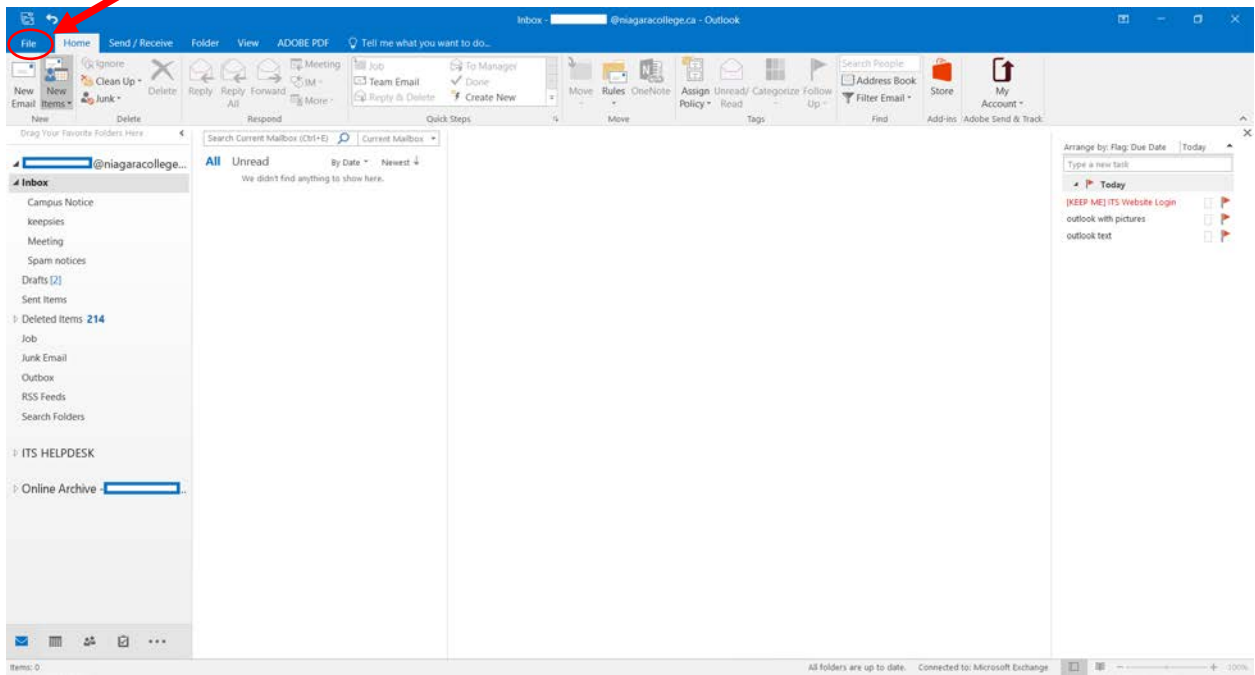
3. Pick if you want to replace the message or just delete it



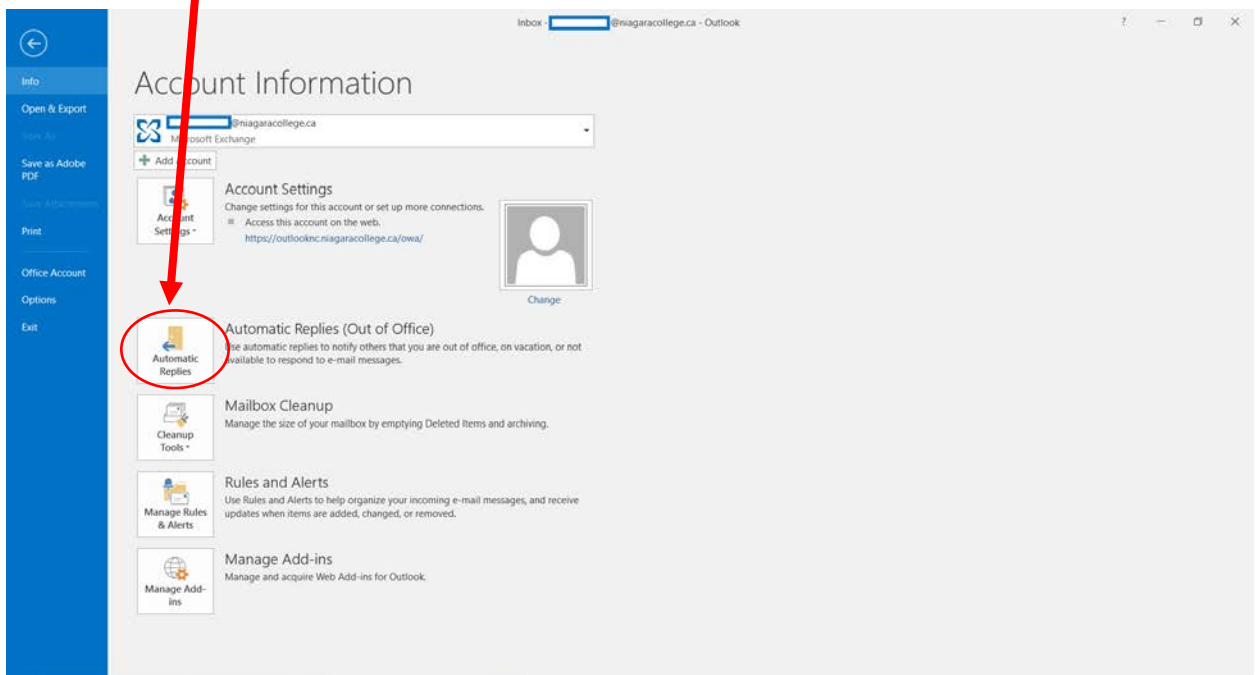
[Recall-or-replace-an-email-message-that-you-sent](#)

Set up automatic reply:

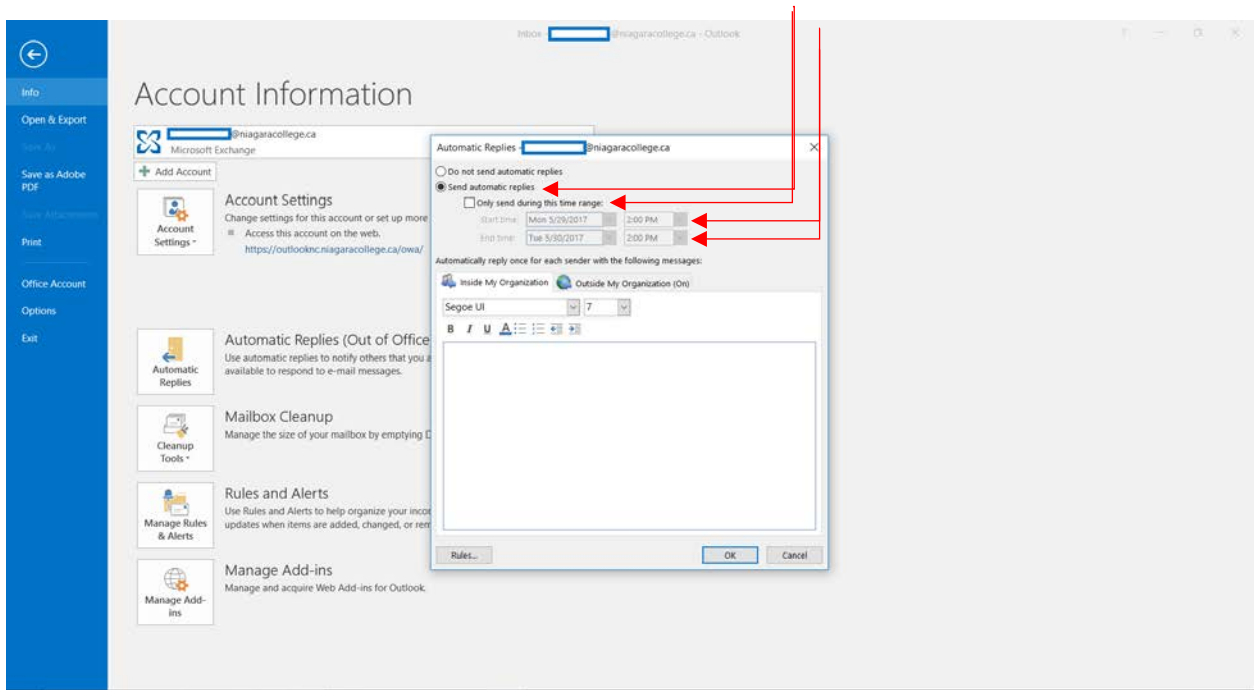
1. Click File



2. Click Automatic Replies



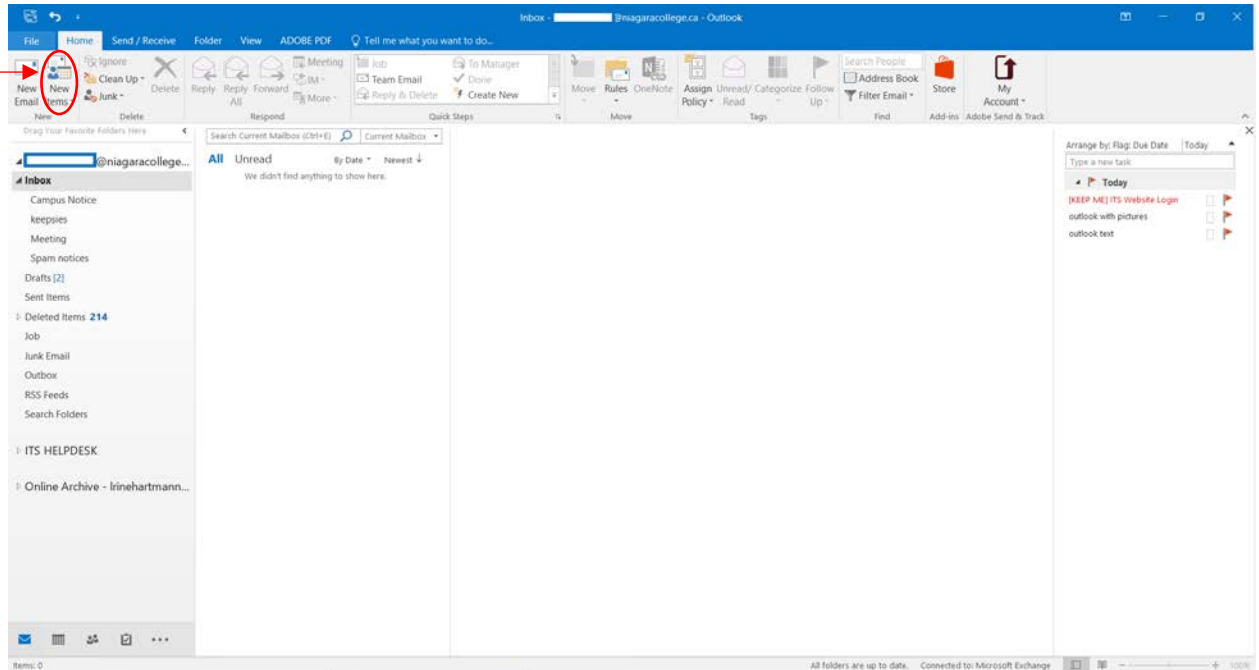
3. Select: Send Automatic Replies
 - You can choose to have it send all the time or for a certain duration.
 - Insert your text into the white box



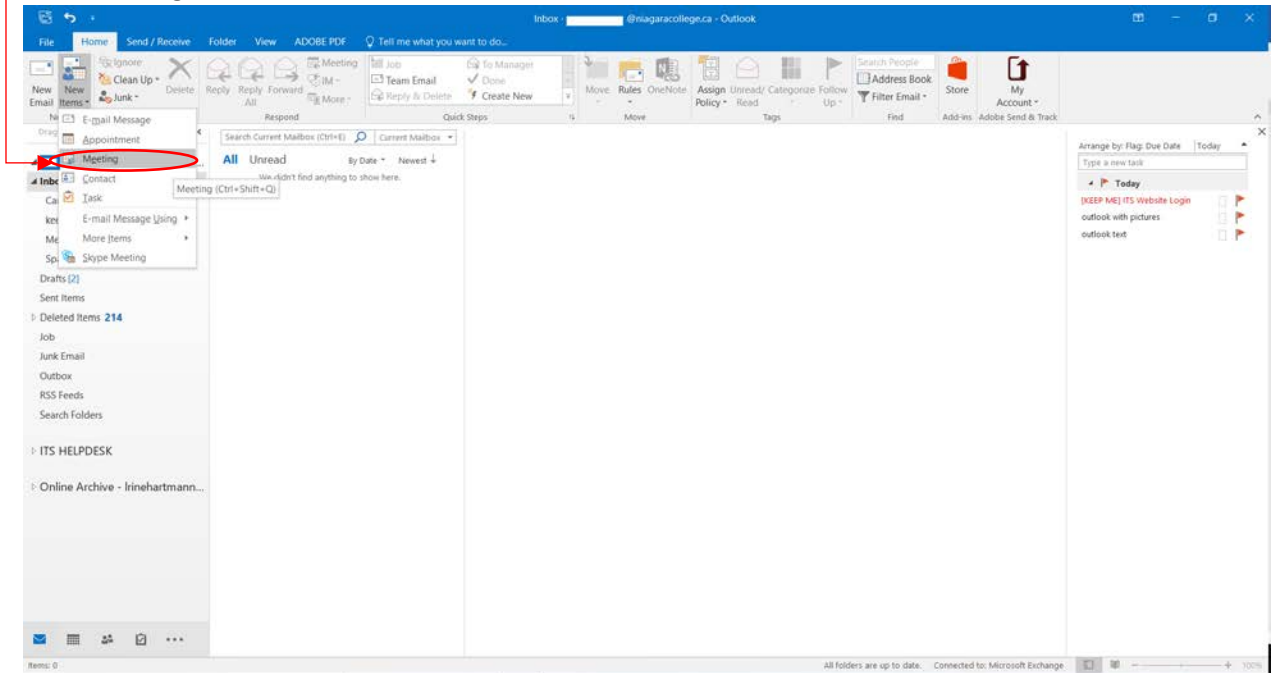
[how-to-use-the-out-of-office-assistant-in-outlook](#)

Set up meeting:

1. In the home tab click New Items

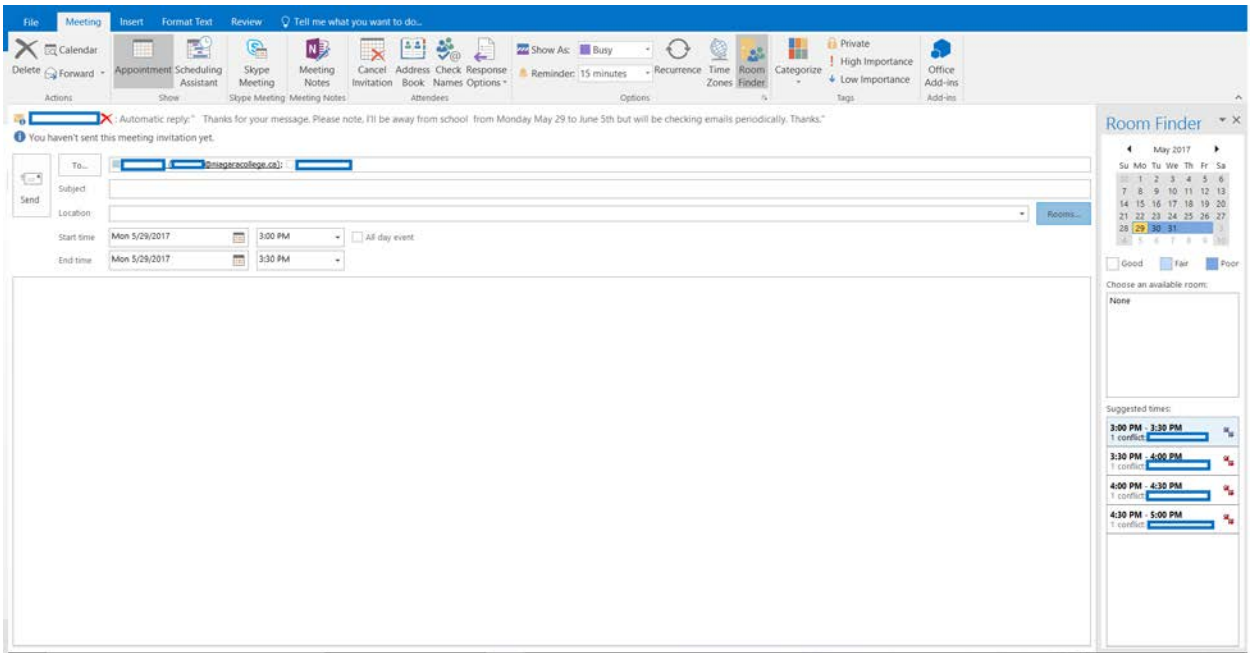


2. Click Meeting

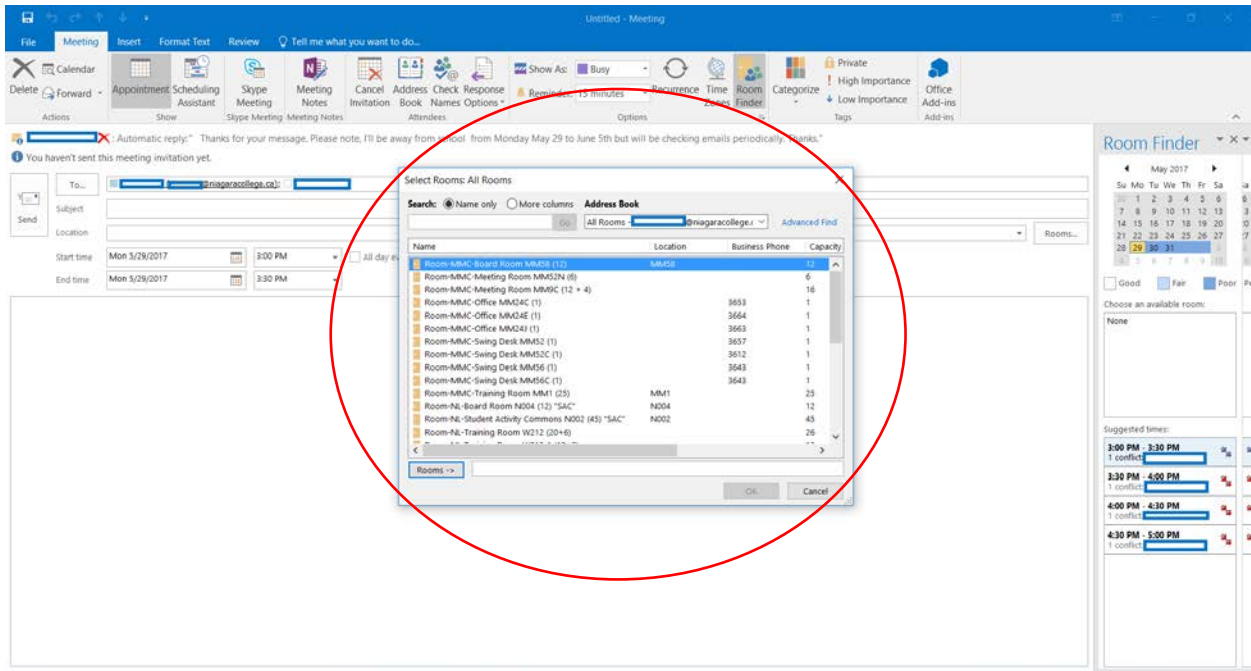


3. Type in the names you want to be in the meeting

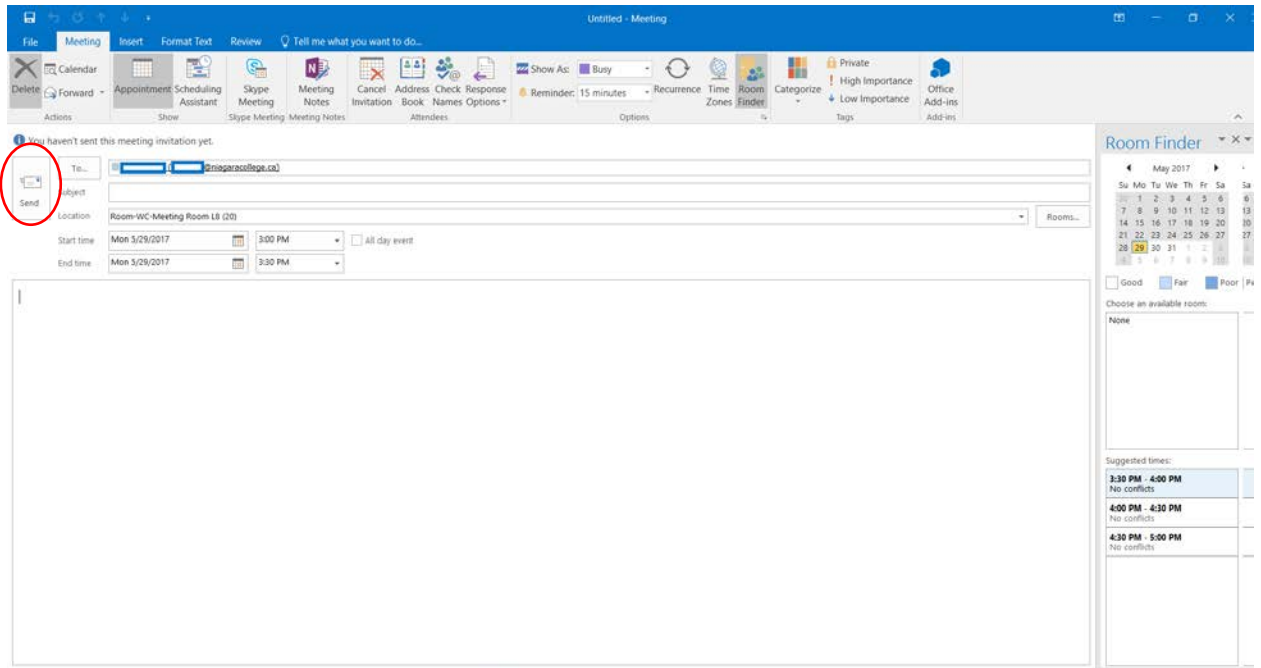
- Under suggested times on the bottom right you can view conflicts
- Fill out the appropriate fields



4. Select a Room and press OK



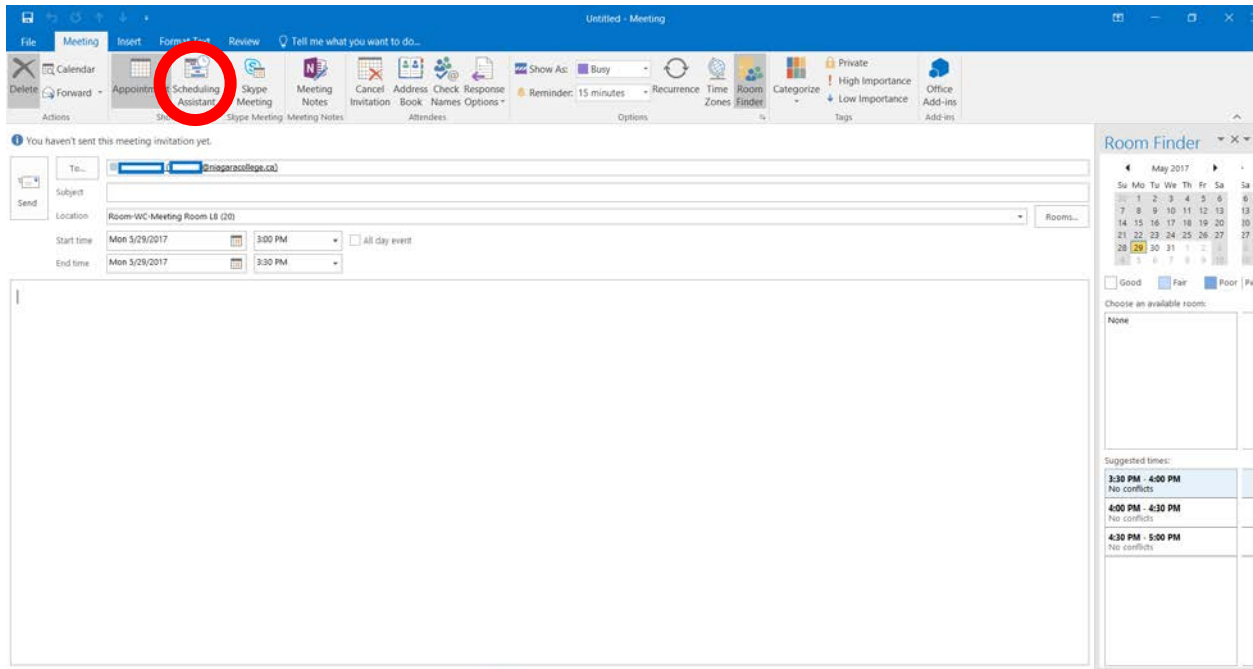
5. Click Send



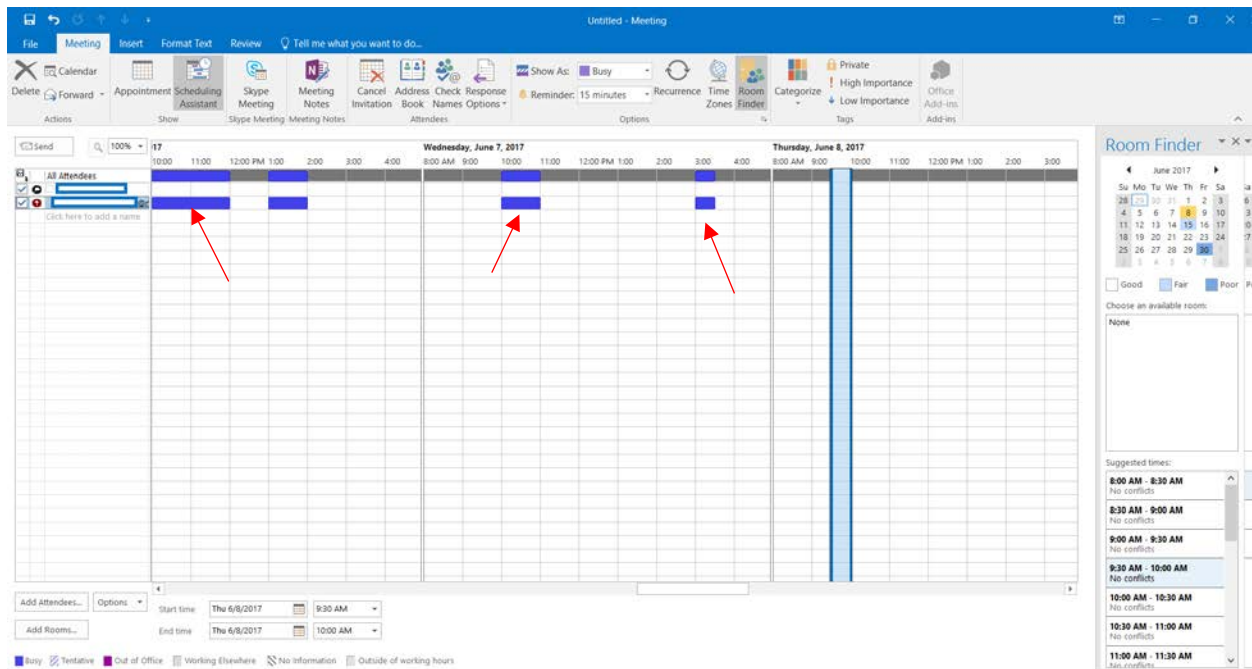
[Schedule-a-meeting-with-other-people](#)

How to use the schedule assistant

1. Click Scheduling Assistant while setting up the meeting



2. Blocks filled with color indicate that that person is not available, the top column displays everyone's availability for easy reference.



3. Click on the Appointment button to get back to typing the meeting up.
4. Click send when you have completed setting it up