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User Guide for Microsoft Outlook

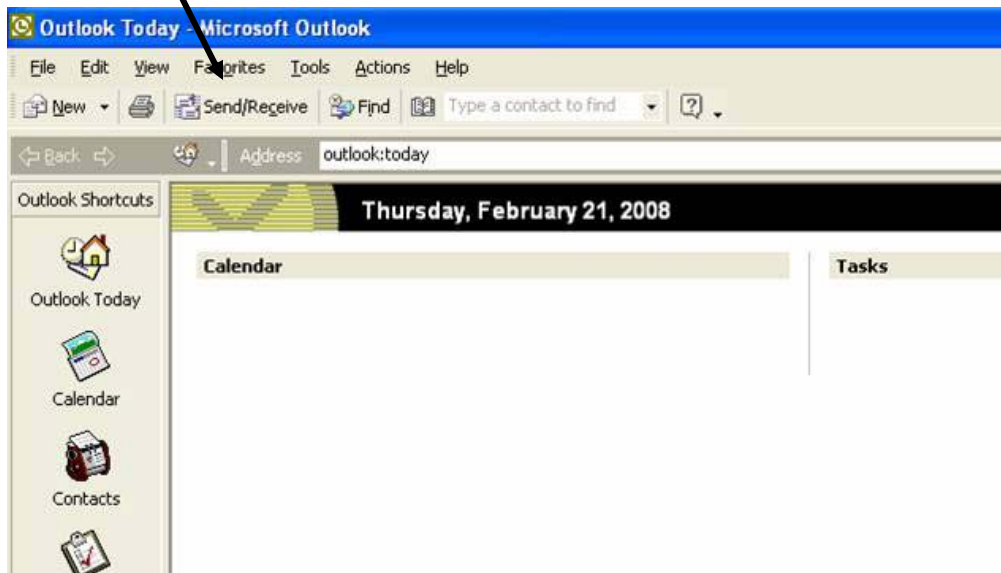
Opening Microsoft Outlook

Microsoft Outlook can be opened from the desktop by double-clicking on

the Outlook icon. 

Checking for New Messages

After Microsoft Outlook opens, the first thing you should always do is check for new messages. This can be done by clicking on the Send\Receive button.



Reading new messages

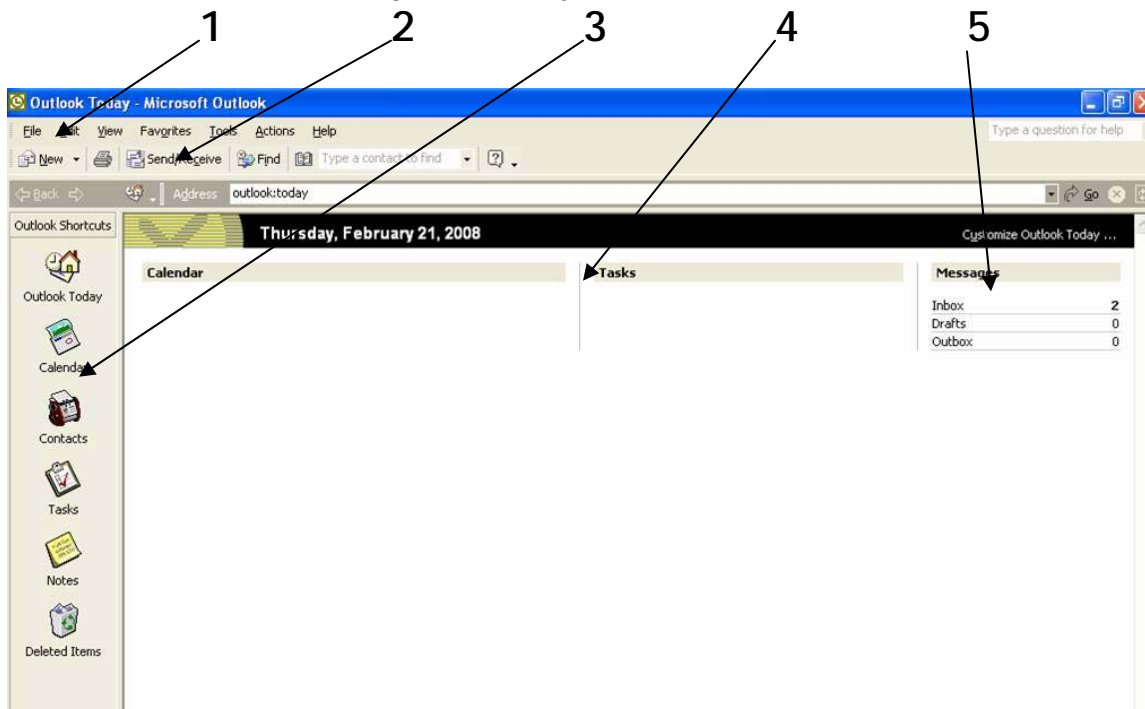
1. To read a mail message in a separate window, first click the **Inbox** shortcut in the **Email Overview**.
2. In the message list, double click the message you want to read.
3. To close the message, click the red button in the upper-right corner of the message window.

Creating a Message

1. On the **Standard Toolbar**, point to **New**, and then click **Mail Message**. Or you can use **Ctrl+N** on the keyboard.
2. Enter recipient names in the **To:** , **Cc:**, or **Bcc:** boxes. Separate names with a semicolon (;). Click the **To** or the **Cc** button to select a names from a list, such as **Contacts** or an address book.
3. In the **Subject** box, type the subject of the message.
4. In the message body, type the message.
5. Click the **Send** button.

The Microsoft Outlook Window

1. **Menu Bar** - Combine all tools for use with Outlook 2003
2. **Standard Toolbar** - Contains shortcuts for standard Outlook 2003 actions
3. **Navigation Pane** - Shortcuts to Folder List and all folders
4. **Outlook Today** - Overview of Calendar, Tasks and Email
5. **Email Overview** - Listing of mail in your account: **Inbox**, **Drafts**, and **Outbox**



Replying to a Message

1. Select the message that you want to reply to.
2. Do one of the following:
 - a. To reply to the sender, click the **Reply** button.
 - b. To reply to the sender and all recipients, click the **Reply to All** button.
3. Enter reply text content.
4. Click the button.

Attaching a file to your Message

1. Create a message (see Creating a message)
2. Click the Insert File button.
3. Locate and select the file that you want to attach.
4. Click the Insert button.
5. Click the Send button to send your message.

Forwarding a Message

1. Select the message to forward.
2. Click the Forward button.
3. Enter recipient names in the To and Cc boxes.
4. Click the Send button.

Printing a Message

1. Select or open the message that you want to print.
2. Select Print from the **File** menu, or press Ctrl + P.
3. Select a print style from the Print style box.
4. Optional: Select other print options.
5. Click the **OK** button to print.
6. Or, click on the Print button to print.

Deleting a Message

1. Select a message that you want to delete.
2. Click the Delete button to delete the message.
3. Or, press the Delete key on your keyboard.

Sending and Receiving Messages

To send mail from the Outlook and receive new mail in the Inbox, click the button, or press the F9 key.

Opening an Attachment

1. Right click the item that contains an attachment.
2. Select **View Attachments** from the list.
3. Select the attachment that you want to view.

Saving an Attachment

1. Select the message with an attachment.
2. Select **Save Attachments** from the File menu.
3. Select the location to save the attachment.
4. Click the Save button.