

Using Microsoft Outlook

Sending and receiving email

To send and receive email, you need an email program. Microsoft Outlook does the job – and a lot more besides.

You will learn how to use Microsoft Outlook to manage important email tasks:

- Compose a message
- Send a message
- Attach a File
- Other features of Outlook

Launch Outlook

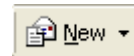
Connect to the Internet. Double click the outlook icon on your desktop.



Press the F5 key on your keyboard and new messages in your mailbox will be downloaded and any unsent messages in your Outbox will be transmitted automatically.

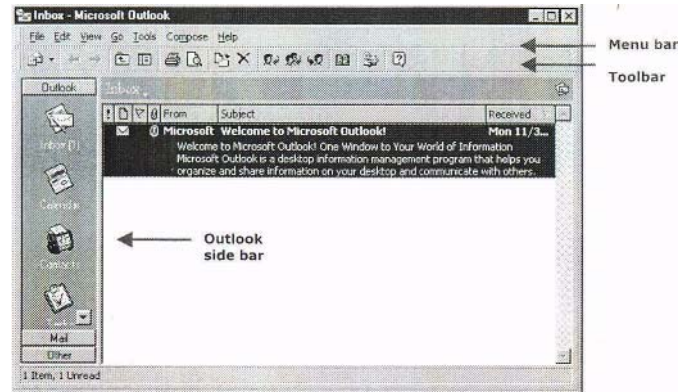
You can launch Outlook and compose your emails before you log on to the network:

- Open Outlook
- Click the **New** button at the left of the toolbar
- Compose your message (see below, Page 3)
- Click **Send**
- The message will be stored in your **Outbox** until you log on to the network – then it will be forwarded automatically.



The Outlook Screen

The opening view in Outlook is the Inbox screen, used for sending and receiving email. There is the usual menu bar and toolbar at the top of the screen. On the left side of the screen is the vertical Outlook side bar with quick links to Outlook's Personal Information Management features.



Inbox

The large window on the Inbox screen shows any messages you have received. If the message is unread, it will appear in **bold**.

Note the details of messages that are shown in the Inbox view.

To Receive Mail

To receive messages, once you are connected to the Internet click on **Tools**, then **Check for New Mail**. Alternatively, you can simply press **F5**.

To Read a Message

To read a message, **either**:

Click once on the message in the message list; it will appear in the lower pane (use the scroll bar to view all of the message); **or**

In the message list **double-click** the message you want to read. It will appear in a new window.

Receive and read a message

Connect to the server and check for new mail. Open and read the Welcome message.

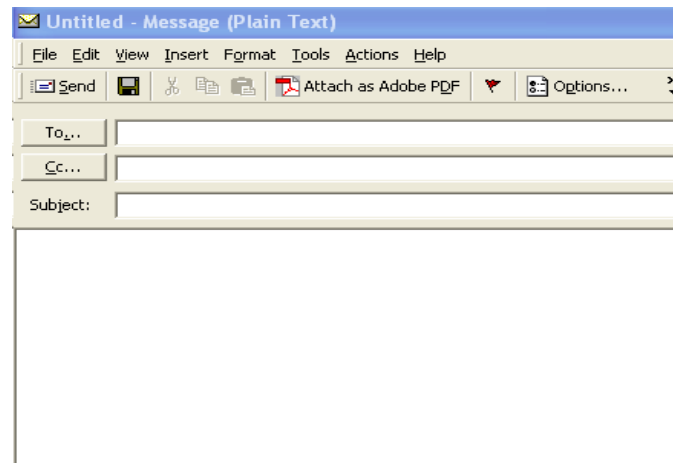
To Compose a New Message

To compose a new message:

Click on the **New Mail** button (shown on the far left below)

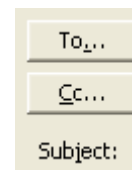
A new message form appears, as shown below.

The following window appears:



The main steps in composing a new message are:

- 1 Click the **To** button. The address book list appears automatically. Select the name of the recipient from the list by double-clicking it.
- 2 To send the same message to more than one person, **either** click the **To** button again and select more names (you can select as many names as you like), **or** click the **Cc** button and select additional names.
- 3 Click **OK** to return to the **New Message** window.
- 4 In the **Subject** box, type the subject of the message.
- 5 In the text box type the message
- 6 To send the message, click **Send**.



Practise

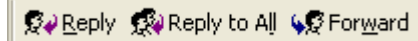
Compose a new message

- 1 Send a message to a friend or colleague and ask them to reply immediately.
- 2 Send the message
- 3 Check your mail for the reply.

To Reply to a Message

This method is handy if you want to respond immediately to an email you have received. Outlook automatically inserts the recipients address and attaches a copy of the original message to your reply.

- 1 Open the message you want to reply to
- 2 To reply to just sender of the message, click the **Reply** button
- 3 To reply to all recipients in the **To** and **Cc** boxes, click **Reply to All**. To **Forward** the message to other recipients, click the **Forward** button.
- 4 Compose your reply and send as before.

**Practise**

Reply to the message you received in the previous exercise.
Send the message.

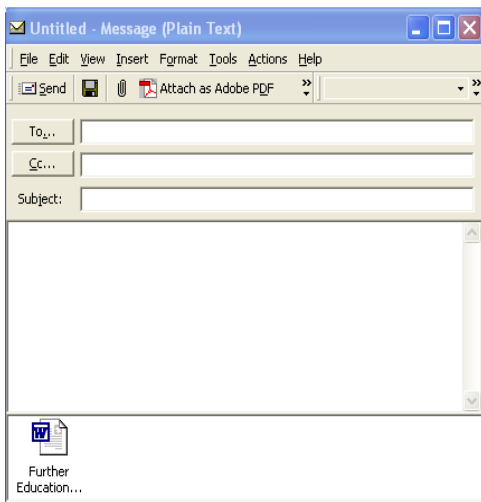
To Attach a File to a Message

You can attach any file to a message and send it with the message – it could be a report saved as a Word file, an Excel spreadsheet file, or a picture file.

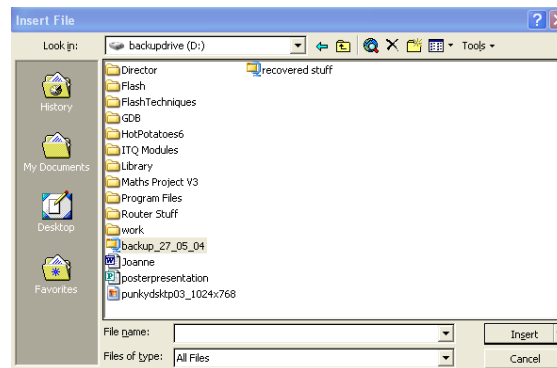
In the example below an eight page report in Word format has been attached to the message.



Insert File button



- 1 Open the message that you want to attach a file to.
- 2 Either on the menu bar, choose **Insert**, then click **File**; or click the **Insert File** button.
- 3 The **Insert File** window appears (see below). In the **Look in** bar, select the drive where the file is located. This might be on your hard drive or on a floppy disk. In the pane below, select the folder where the file is stored.
- 4 Double click the file., It will then be attached to your message (as indicated by the icon that appears below the message)



Practise

Send a message with an attachment

- 1 Compose a new message and address it to a friend or colleague. Ask them to reply – also with an attachment.
- 2 Attach a file that you want to share (such as a Word document, PowerPoint file, or image).
- 3 Send the message
- 4 Check your own mailbox for the reply with attachment
- 5 Open the attachment by double-clicking the icon.