



Introduction to Microsoft Outlook New Mexico State University @ Carlsbad

Quick Reference Card - Manage the size of your mailbox

Size up your mailbox

Review your company's internal Web site or your Internet service provider's Web site or contact your system administrator to find out the following:

- Maximum storage amount allowed for e-mail messages stored on the server.
- Maximum size allowed for an outgoing e-mail message.
- Maximum size allowed for an incoming e-mail message.

Use Mailbox Cleanup

Click **Mailbox Cleanup** on the **Tools** menu to: see the size of your mailbox and its subfolders, run AutoArchive, or empty the **Deleted Items** folder.

Size up messages in your mailbox

Show folder size

To see the sizes of your e-mail folders, click **Folder List** on the **Go** menu, and click **Folder Sizes** on the Navigation Pane.

Group messages by size

On the **Go** menu, click **Mail**.

On the **View** menu, point to **Arrange By**, and click **Size**.

Note Make sure **Show in Groups** is selected on the **Arrange By** submenu of the **View** menu.

Control outgoing message size

See outgoing message size

On the **Standard** toolbar, click **New** to start a new e-mail message.

In the **To** box, type your own e-mail address (so that you don't accidentally send this test message to someone else). In the **Subject** line, type the subject of your message. Type the contents of the message.

Save the message and then press **ESC** to close it.

In the **Folder List**, locate the **Drafts** folder. Note the file size.

Reduce the file size of outgoing e-mail by filtering HTML

In Microsoft Word, on the **Tools** menu, click **Options**,

and then click the **General** tab.

Click **E-mail Options**, click the **General** tab, and under **HTML filtering options**, select **High**.

Archive basics

Turn AutoArchive on or off

On the **Tools** menu, click **Options**, click the **Other** tab, and then click **AutoArchive**.

Select or clear the **Run AutoArchive every** check box and specify the number of days that you want AutoArchive to run.

Run AutoArchive at any time

On the **Tools** menu, click **Mailbox Cleanup**.

Click **AutoArchive**.

Archive a single folder

Select the folder that you want to archive.

On the **File** menu, click **Archive**.

Personal Folders file (PST) basics

Create a PST

On the **File** menu, point to **New**, and then click **Outlook Data File**.

Under **Types of storage**, click **Personal Folders File (.pst)**, and then click **OK**.

In the **File name** box, type a name for the file, or leave the default, and then click **OK**.

In the **Name** box, type a display name for the PST folder, or leave the default.

Move messages to a PST

Right-click the message or folder that you want to move.

On the shortcut menu, click **Move to Folder**.

In the **Move Items** dialog box, select the PST folder to which you want to move the message or folder, and click **OK**.

Four quick tips

Empty deleted items

Automatically, every time you exit Microsoft® Outlook®: On the **Tools** menu, click **Options**, and click the **Other** tab. Under **General**, select the **Empty the Deleted Items folder upon exiting** check box.

Manually: Right-click the **Deleted Items** folder and click **Empty "Deleted Items" Folder** on the shortcut menu or click **Empty "Deleted Items" Folder** on the **Tools** menu.

Save attachments to your local computer

Before you start saving attachments to your hard disk, make sure you have a location in mind that you'll remember later. For example, if the attachment is a photo, you may want to save it in the **My Pictures** subfolder of **My Documents**. Also, when you save the attachment,

make sure you give it a name that will help you remember its contents and context.

To save an attachment, open the message that contains the attachment and click **Save Attachment** on the **File** menu.

Once you've saved the attachment, delete or archive the message. Some attachments can be removed by right-clicking them and clicking **Remove**.

Archive Sent Items regularly

To specify archive settings for AutoArchive, right-click the **Sent Items** folder, click **Properties**, and select the **AutoArchive** tab. Use this tab to specify how often **Sent Items** is archived. You can run AutoArchive at any time from the **Mailbox Cleanup** tool.

If you prefer to archive manually, click **Archive** on the **File** menu, and scroll to select the **Sent Items** folder.

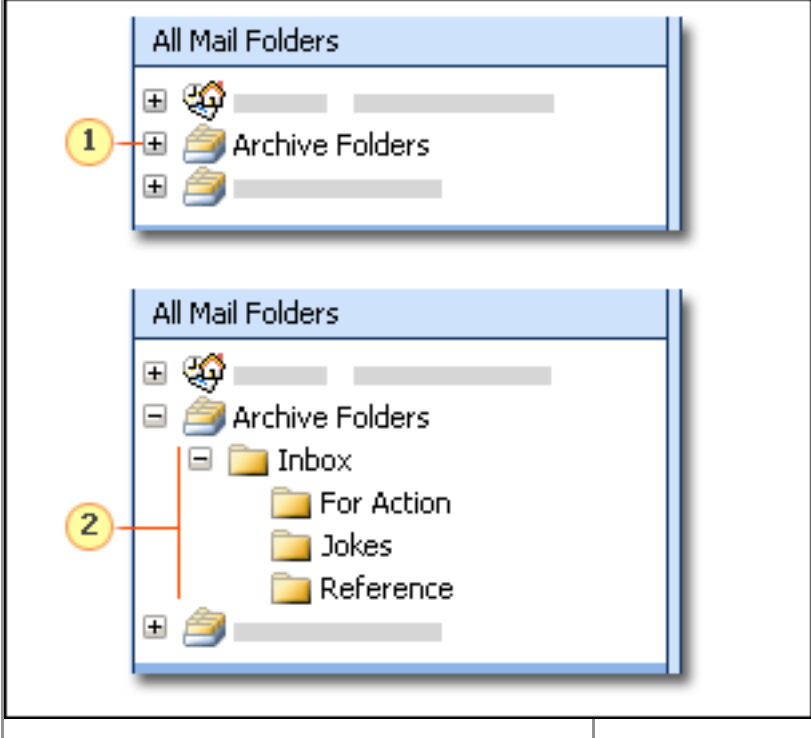
Don't respond to unwanted e-mail

Don't respond to junk messages or chain letters. Also, don't click links within this type of e-mail that say things such as "Click here to remove yourself from this mailing list." When you respond to these "remove me" links, you're letting the sender know that there's someone at home at your e-mail address, and you're likely to encourage more of this type of junk e-mail.

Quick Reference Card - File or archive your e-mail on your own computer

Manage stored Microsoft® Outlook® e-mail folders

Note that these procedures can be used with either **Archive Folders** or **Personal Folders**.

| | |
|---|--|
| Read Messages | In the Folder List , click the plus sign next to the folder that contains the messages that you want to |
|  <p>ns and the subfolders appear. er to see the messages in it.</p> | |

Change the name of an e-mail storage folder

On the **File** menu, click **Data File Management**.

From the list in the dialog box, select the data file for which you want to create a new name, and click **Settings**.

Select the text in the **Name** box and replace it by typing the new name that you want to use.

Click **Apply** and then click **OK**.

Create a password

On the **File** menu, click **Data File Management**.

Select an Archives Folders or Personal Folders file in the dialog box and click **Settings**.

Click **Change Password**.

Type a password in the **New Password** and **Verify Password** boxes.

Hide an e-mail storage folder from the Folder List

To keep **Archives Folders** or **Personal Folders** (or whatever name you have given one of those) from

showing up in the **Folder List** on the **Navigation Pane**, right-click it and click **Close**.

Re-open a hidden e-mail storage folder

On the **File** menu, point to **Open**, and click **Outlook Data File**.

Select the file that you want to show on the **Navigation Pane**, then click **OK**.

See the last modified date of a message

Messages are archived based on the date when they were last modified. To create a custom view for messages that shows you the **Modified** field, follow these steps:

On the **View** menu, click to close **Reading Pane** and **Navigation Pane**.

Right-click the gray area at the top of the list of messages (where the **From** field appears), and click **Field Chooser**.

Click the arrow next to **Frequently Used Fields** and select **All Mail Fields**.

Scroll to and select the **Modified** field. Then drag it next to **Size** in the gray top area.

Manage AutoArchive

Check that AutoArchive is turned on

On the **Tools** menu, click **Options**.

Click the **Other** tab, and click **AutoArchive**.

If the **Run AutoArchive every** check box is selected, AutoArchive is active.

Customize archive settings for a folder

Right-click the folder for which you want to create custom archive settings.

Click **Properties** on the shortcut menu.

Click the **AutoArchive** tab.

Click **Archive this folder using these settings**. Specify the settings that you want to use for the folder.

Run AutoArchive at any time

Use this procedure to archive messages before the next scheduled AutoArchive operation.

On the **Tools** menu, click **Mailbox Cleanup**.

Click the **AutoArchive** button.

Click **Close** to close **Mailbox Cleanup**.

Manage Personal Folders

Create personal folders

On the **File** menu, point to **New**, and click **Outlook Data File**.

Select **Microsoft Outlook Personal Folders File (.pst)**, or, if you will be using these folders in an

earlier version of Outlook, select **Microsoft Outlook 97-2002 Personal Folders File (.pst)**. Click **OK** three times.

Create subfolders in Personal Folders

Personal Folders appears in the **Folder List**.

Right-click **Personal Folders**, then click **New Folder**.

In the **Name** box, type the name that you want to give the subfolder, and click **OK**.

Click the plus sign next to **Personal Folders** to see the new subfolder.

Quick Reference Card - So that's how! Great Outlook features to organize your Inbox

Color code with automatic formatting

Color code messages

Select one message from the person whose messages you'd like to see in a different color.

On the **Tools** menu, click **Organize** to display the Organize pane.

In the **Organize** pane, click **Using Colors**.

In the first bulleted item, you should see the words **From** and the name of the person who sent you the message. Then you should see the word **in** and a drop-down list box.

Click the box to select a color (or keep the default).

Click **Apply Color**.

Turn off color coding, change the color, or delete the color coding rule

In the upper-right corner of the **Organize** pane, click **Automatic Formatting**.

Note This button is available only when **Using Colors** is selected in the left portion of the Organize pane.

In the **Automatic Formatting** dialog box, select the rule you want to turn off, change, or delete, and then do one of the following:

To turn off the rule, clear the check box for the rule, and click **OK**.

To change the color, click the **Font** button under **Properties of selected rule**. In the **Font** dialog box, select the new color and click **OK** twice.

To delete the selected rule, click the **Delete** button, and click **OK**.

Use flags

Add flags to messages

When you're looking at a list of messages

Right-click the **Flag Status** column for the message and click the flag that you want to use.

If you don't see the **Flag Status** column, you may be using a custom view. To see **Flag Status**, you'll need to reset your current view. To do this, click the **Arranged By** heading at the top of the list of messages and click **Custom**. Click the **Reset Current View** button.

When you're looking at a single, open message

Attach a flag by clicking the **Follow Up** button on the **Standard** toolbar. Click the **Flag Type** drop-down box, select the desired flag color, and click **OK**.

Add a reminder

Right-click the **Flag Status** column and click **Add Reminder**.

The **Flag for Follow Up** dialog box is displayed.

Select a date by clicking the **Due by** drop-down arrow. You can specify a time in the next box to the right.

Sort messages according to their flags On the **View** menu, point to **Arrange By** and click **Flag**.

Note In this arrangement, a message with a follow-up flag that was added by the *sender* will appear at the top of the Unflagged category. To sort the message along with those *you* have set flags for, right-click its **Flag Status** column and select a flag.

Use folders

Create and use a folder

Note that you can create folders anywhere in the Navigation Pane, not just in the Inbox.

To create a folder in your Inbox, do either of the following:

Right-click **Inbox** and click **New Folder** on the shortcut menu.

Point to **New** on the **File** menu and click **Folder**.

In the **Name** box, type the name for the new folder. Verify that **Mail and Post Items** is selected in the **Folder contains** box, and that **Inbox** is selected in the **Select where to place the folder** box. Click **OK**.

To move a message into a folder, drag it to the folder or right-click it and click **Move to Folder**.

See the contents of built-in Search Folders

In the **Navigation Pane**, under **All Mail Folders**, click the plus sign next to **Search Folders**.

Click a specific Search Folder to reveal its contents.

Create your own Search Folder

On the **File** menu, point to **New**, and click **Search Folder**.

In the **New Search Folder** dialog box, select the Search Folder type you want, customize the folder, and click **OK**.

To see the results, look toward the bottom of the Folder List in the Navigation Pane, and click the plus sign next to **Search Folders**.

Add a folder to the Favorite Folders Drag a folder to the **Favorite Folders** pane of the

pane

Navigation Pane, or right-click a folder, and click **Add to Favorite Folders**.

Remove a folder from the Favorite Folders pane

In the **Favorite Folders** pane, right-click the folder and click **Remove from Favorite Folders**.

Find it fast with arrangements

Switch between arrangements

Depending on how your messages are being displayed, you can use the **Arranged By** shortcut menu shown here. Or, point to **Arrange By** on the **View** menu, and click the arrangement that you'd like to switch to.

Change the sort order of an arrangement

Click the top of the list of messages. For example, if you're looking at messages arranged by subject, click **A on top**. The message order changes to **Z on top**, so that subjects are now ordered from Z to A.

Show or hide a conversation

Show the whole conversation by clicking the arrow at the top of a conversation.