



Microsoft Outlook

Advanced Email 2007

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 - Setting Message Importance
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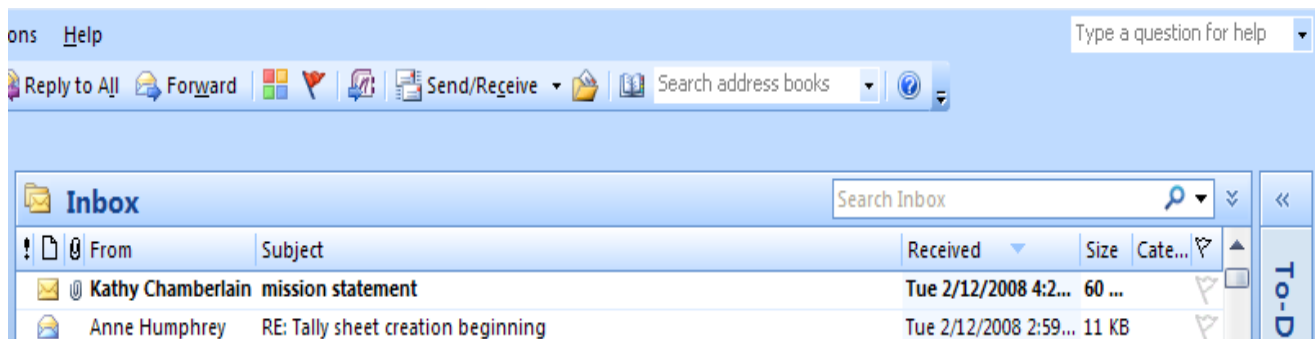
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McHenry County College, Professional Development x7768

Sorting Messages

1. Messages can be sorted in your Inbox not only chronologically by date, but also alphabetically by the name of the sender or the subject.

- A) By default, messages in your Inbox are sorted chronologically by date, with the most recent messages appearing at the top of the Inbox. To sort messages in reverse chronological order, simply click the **Received** heading in your Inbox.
- B) To sort messages alphabetically by the name of the sender, click on the **From** heading in your Inbox. To sort the messages in reverse alphabetical order, click the **Name** heading again.
- C) To sort messages alphabetically by subject heading, click on the **Subject** heading in your Inbox. To sort the messages in reverse alphabetical order, click the **Subject** heading again.

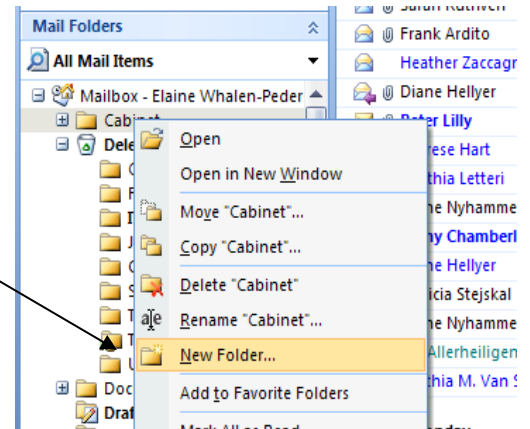


Organizing Messages in Folders

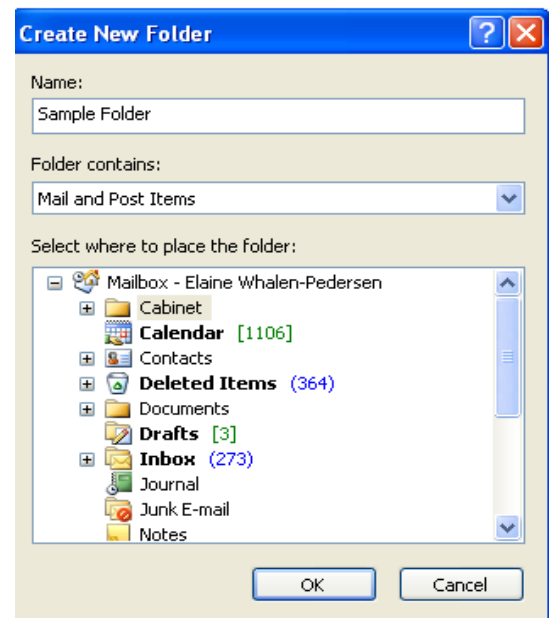
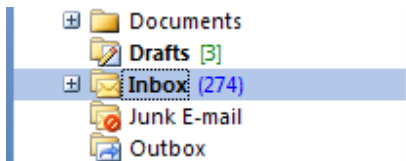
1. Folders can be created in the Outlook Cabinet for easy filing of email messages.

A) To create a new folder, **right-click** on the word **Cabinet** in the Navigation Pane and choose **New Folder**.

B) Enter a name for the new folder and click **OK**.



C) To move messages into the folder, simply click on a message and drag it into the folder. To view messages stored in the folder, simply click once on the folder to open it. To return to the **Inbox**, click on the **Inbox** icon in the Navigation Pane.



Setting Message Options

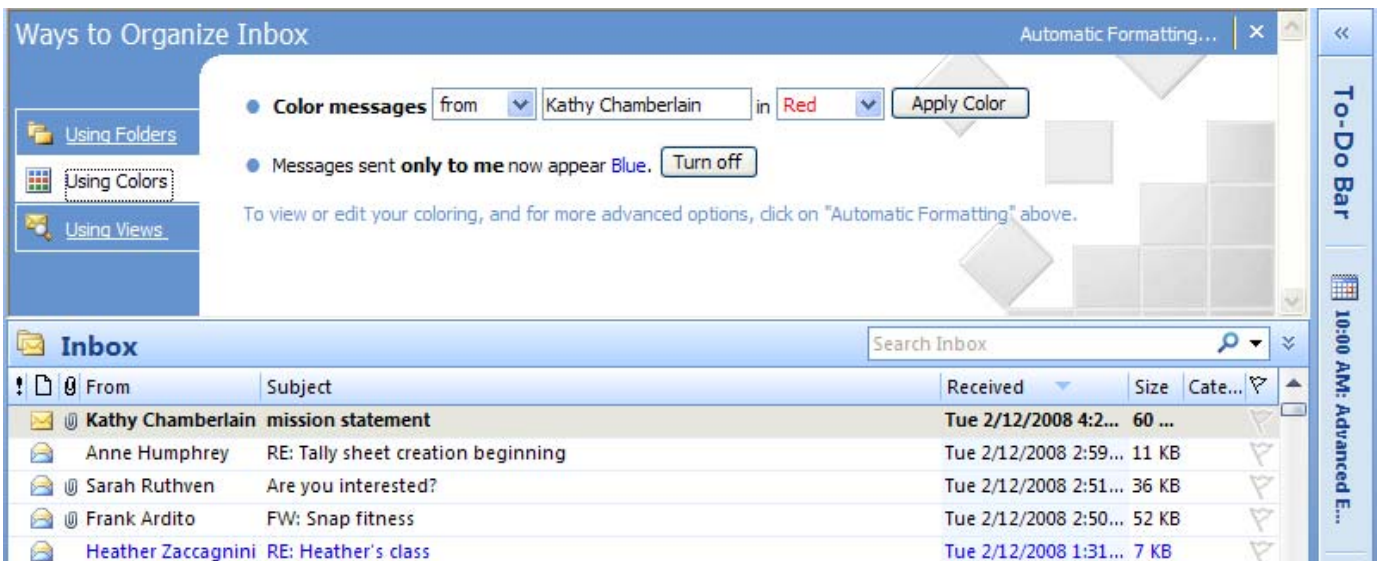
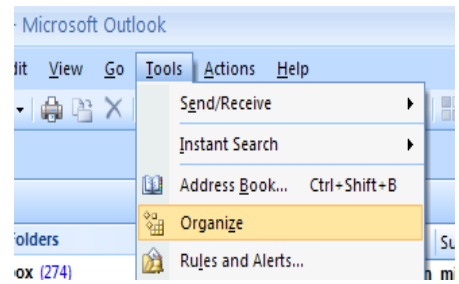
Color-Coding Your Messages

1. Outlook can color-code your messages based on the sender's name, recipient list, etc.

A) In the **Tools** menu select **Organize**.

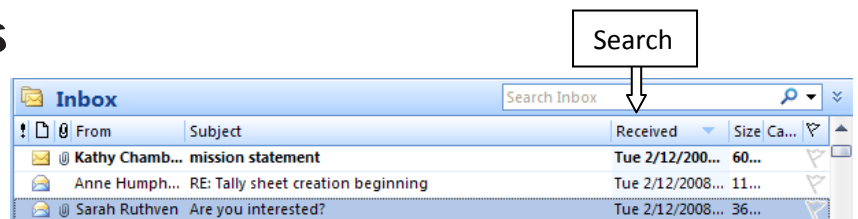
B) Click on the **Using Colors** tab to open the color coding options.

C) Select a message in your Inbox as a sample message from the sender for whom you wish to use color-coding. That sender's name appears in the **From** field. Finally, select the color you wish to use for that sender.

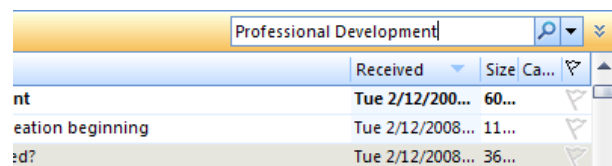


Searching for Messages

1. Click in the **Search** window in the toolbar.



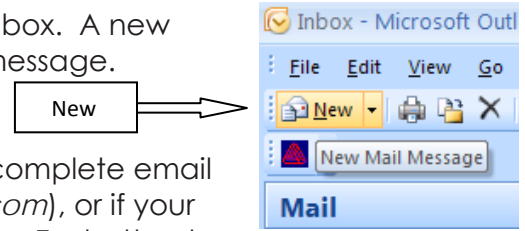
2. Enter the name of sender, recipient, or words in the subject line or body of the message for which you wish to search and then hit enter.



Composing a New Message

1. To compose a new email message:

- A) Click the **New** button on the toolbar above your Inbox. A new window will open where you may compose your message.

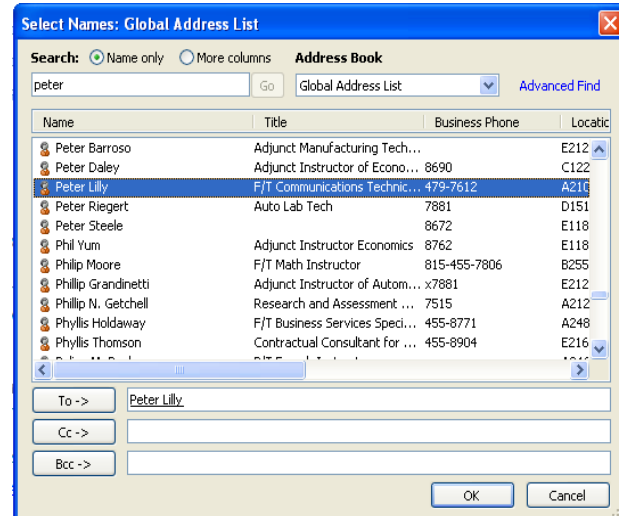


- B) To address your message, you may either enter a complete email address into the **To:** field (such as *rjohnson@bball.com*), or if your recipient is an MCC employee, you may click on the **To:** button to open the address book.

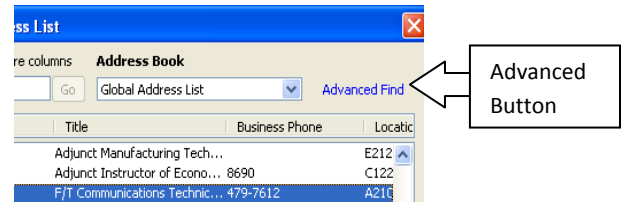
- C) When the address book opens, you may either select a name from the list or search for your intended recipient by entering his/her first name. Select your intended recipient by clicking on his/her name and then click on either:

- o **To:** (to send the message to that person)
- o **CC:** (to send a copy of the message to that person)
- o or **BC:** (to send a blind copy to that person).

When finished adding recipients, click the **OK** button.



- D) To search for an MCC employee in the Address book by last name, department, or office, click on the **Advanced** button at the bottom of the **Select Names** window and choose **Find**.

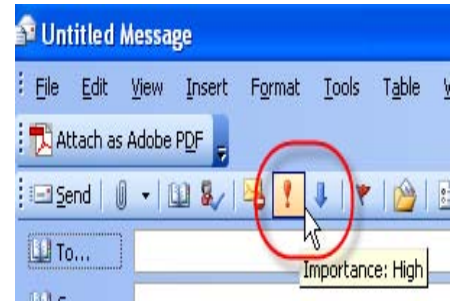


- E) Enter the subject and text of your message. You can modify the format and style of the text of your message by utilizing the formatting toolbar.
- F) You can also check the spelling of the text of your message by going to the Tools menu, and clicking on Spelling and Grammar or you can click on the ABC icon.
- G) At this point, you may either click the Send button to send your message, adjust the importance or sensitivity level of your message, or click the **Attachments** button to add an attachment.

Setting Message Importance

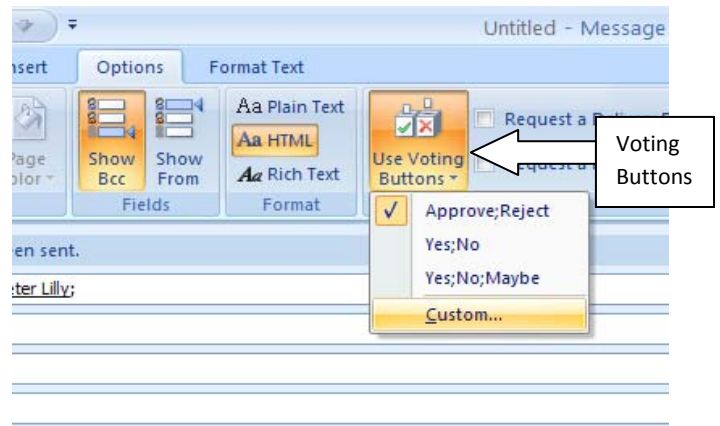
1. To adjust the importance of your message:

- A) In your new message, click on High Importance or Low Importance button in the toolbar.
1. Messages received that are of High Importance will display a red exclamation point.
 2. Messages received that are of Low Importance will display a blue arrow.



Adding Voting Buttons

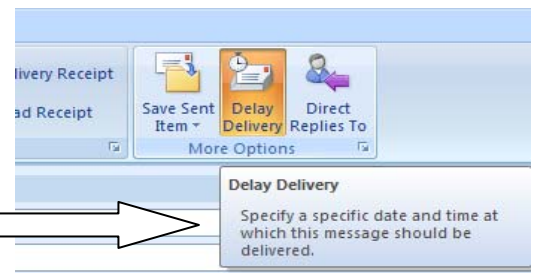
1. In your message, click on the Options Tab in the toolbar
2. Click on icon: Use Voting Buttons and choose the votes you wish to allow. Votes will be received as email replies.
3. You can open an email with voting and track through the tracking tab.



Delaying Your Message

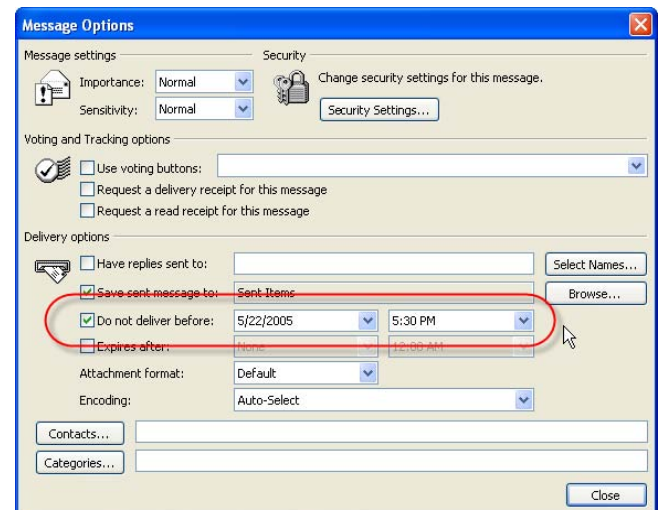
1. Outlook allows you to compose a message and set the message to be sent at a later date or time.

- A) In your new message, click on the **Options** tab. Click on **Delay Delivery** icon.



- B) Place a checkmark next to **Do not deliver before** and set the date and time when the message should be sent. Then, click the **Close** button.

- C) Finish composing your message. Click the **Send** button. The message will wait on the server until the date and time that you specified in the Options window.



Setting Your Message to Expire

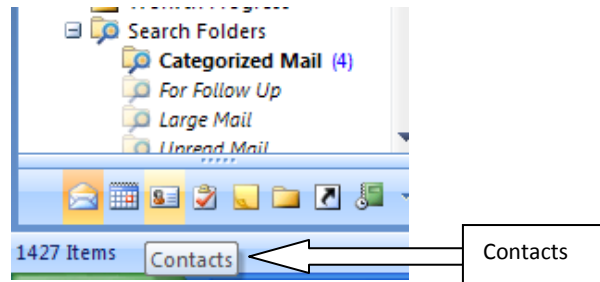
1. If you are sending a time-sensitive message (e.g., “Come to our office for bagels by 4:00pm,”) it is useful to set your message to expire after a certain time. After all, in this example, if the message is not read by 4:00, it’s of little value. Setting an expiration date/time will cause the message to delete itself if it is still unread at that date/time; if the email was opened, it will remain in the recipient’s Inbox but will be shaded in gray.

- A) In your new message, click on the **Options** button in the toolbar.
- B) Place a checkmark next to **Expires after:** and set the date and time when the message should expire. Then, click the **Close** button.
- C) Finish composing your message. Click the **Send** button.

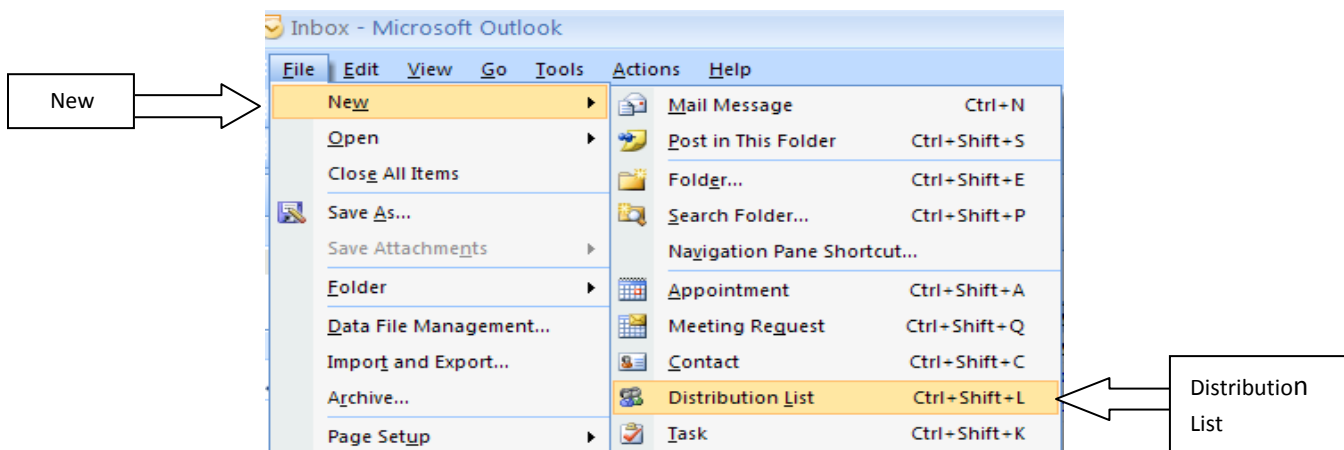
Creating and Using Distribution Lists

1. A distribution list is useful when you frequently send email messages to the same group of employees.

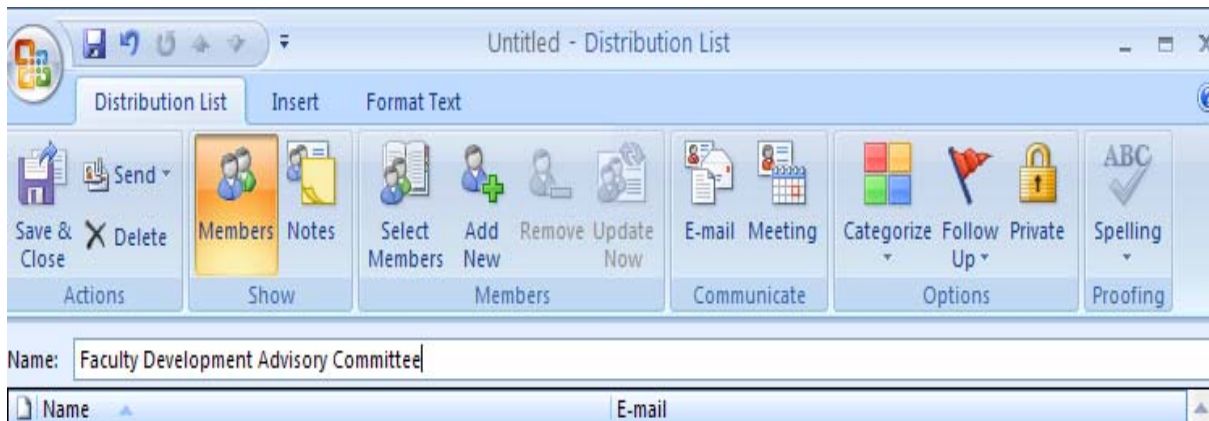
A) In Outlook, open your **Contacts**.



B) From the **File** menu, choose **New Distribution List**.



C) Enter a name for the distribution list or group.



D) Click the **Select Members** button to choose the employees that should be included in the distribution list. Then, click **OK**.

E) Finally, click the **Save and Close** button.

2. To use your new distribution list, from the Inbox, click to compose a new message. In the **To:** field, type in the first few letters of the name of the distribution list. Then, click the **Check Names** button. Outlook will automatically fill in the rest of the distribution list name and address the message to all members in the group.

Copying a Distribution List

1. If another employee addresses an email to a group of employees, and you would like to include that group on a distribution list, you do not need to re-type each of the employees' names!

A) If you have an email message addressed to the group you wish to include in your distribution list, open the message, highlight the names of the recipients by clicking three times on the first name in the **To:** section. Then hit **CTRL C** on the keyboard or right click on the mouse and select **Copy**.

B) Open your **Contacts**. From the **File** menu, choose **New** **Distribution List**.

C) Enter a name for the distribution list or group.

D) Click the **Select Members** button. Click in the **Members** field at the bottom of the window and hit **CTRL V** on the keyboard or right click on the mouse and select **Paste**. Then, click **OK**.

E) Finally, click the **Save and Close** button.