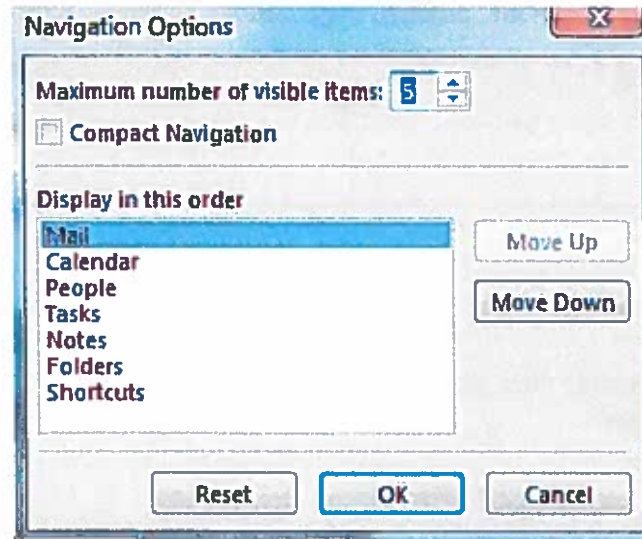


# Outlook Seminar

## Overall

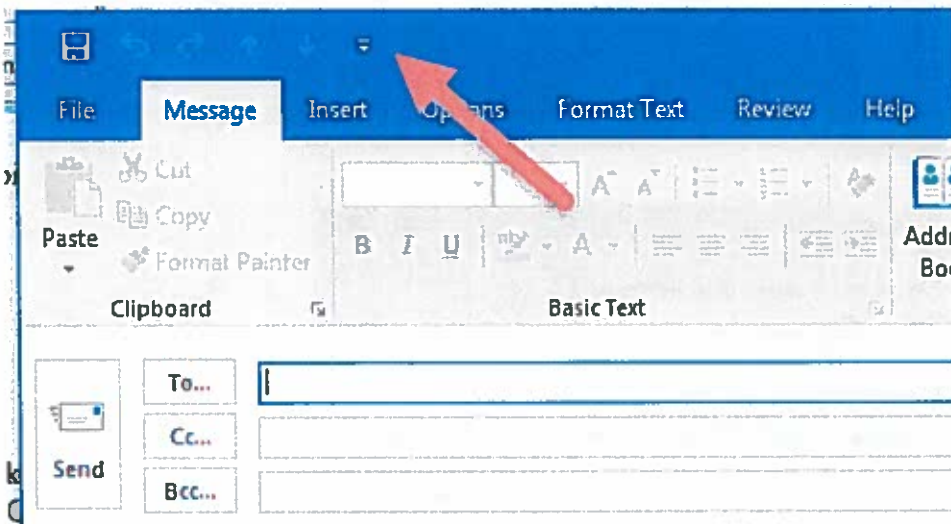
- “Plan your work, and work you plan”
- Icons on bottom left can be changed (Click on 3 dots and then Navigation Options) and then Compact Navigation



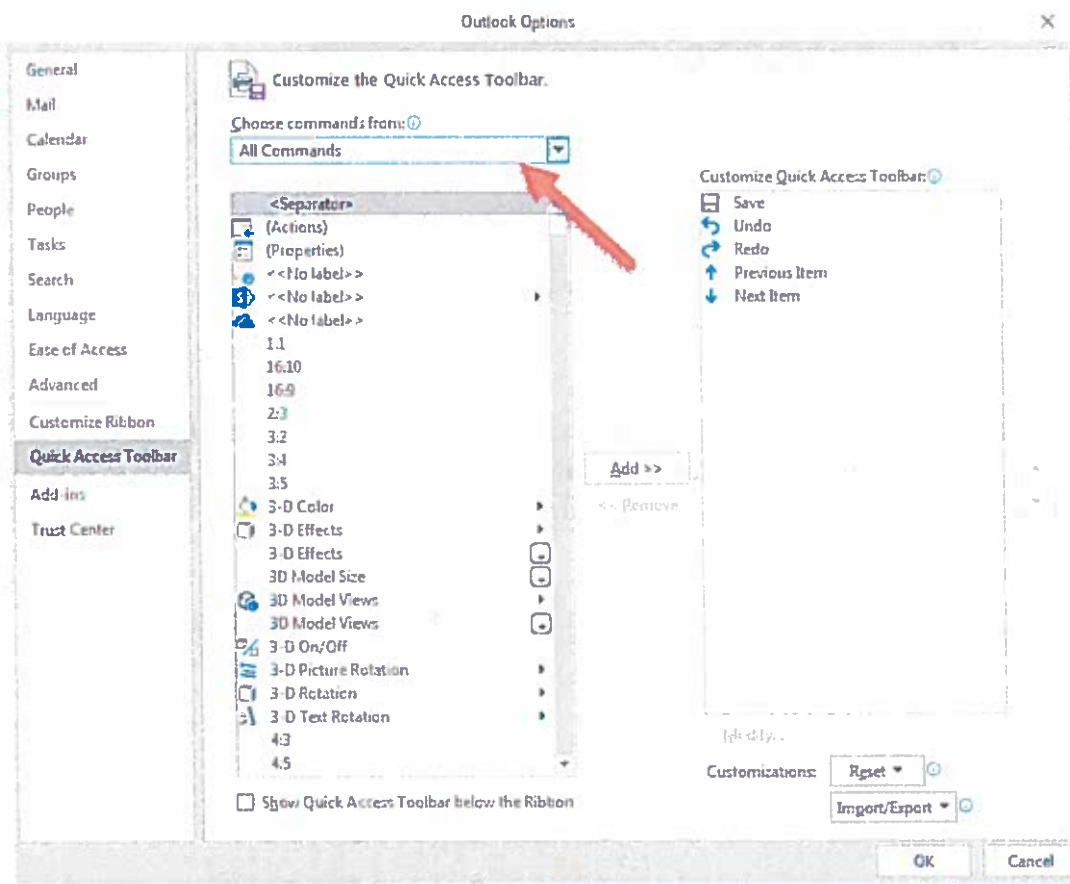
- Hover over Calendar and Tasks (this is also how you can pin those to the screen too)
- Can Pin Calendar and Tasks to the right
- File Options
  - Mail
    - Customize Alerts the way you want
    - Delivery options (receipt)
  - Calendar
  - Tasks
  - You can set Outlook to open Calendar view or Task View rather than email (Advanced and instead of opening at Inbox, select Calendar)
- Can Right click on the Outlook icon to create a new email, appointment, or task

## Mail

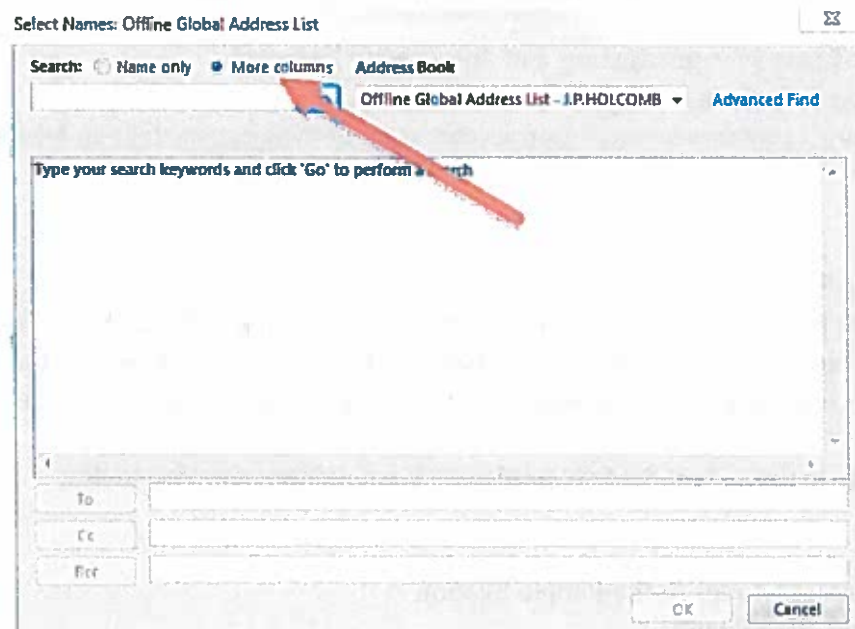
- Customize the title bar of a new email window with quick links for attachment and attach item, etc.



Then click on More Commands then change Popular Commands to All Commands and chose Attachment and Attach Item



- Can decide if you want the ribbon to appear. (Right click with mouse pointing to ribbon)
- Love the attach file option and how it lists recently used files
- Folders – a mixed blessing (Archive with the app with a swipe)
  - Can make a folder a favorite by right clicking
- Make sure Search options are working (Can use To: or From: option and Search all Outlook Items and then sort by date) – see below if not working
- Can take an email and embed it in an appointment or a task by using the icons in the ribbon or right clicking.
- Can create rules for automatically moving messages to folders
- Can block senders and automatically move to junk
- Can do CSU ID number with **global address list**
- Can also use the **@Check Names** in the ribbon next to Address Book to get the right person with a partial name.
- Looking for an email address, click the To: box, and make sure you have “more columns” selected



- Change the format of a reply or a forwarded message (usually if the Bold, italics option is not available when you reply).
  - For example, you can change a plain text message to HTML. Here's how:
    - In the message, click Reply, Reply All, or Forward.
    - If you're working in the Reading Pane, click Pop Out. (If you aren't working in the Reading Pane, you don't need to do this.)
    - In the message window, click Format Text > HTML.
    - Other options:
      - If you want to change the message to Rich Text Format, click Rich Text.

- If you want to change a message from HTML or Rich Text Format to plain text, click Plain Text.
- Each message format has different benefits. For more information on when to use which format, see Differences between the message formats.
- Note: If you've chosen to read all email in plain text, your replies are also sent in plain text format. But you can change the format on individual-messages.

## Calendar

- Customize the title bar of a new email window with quick links for attachment and attach items and for bold, italics, etc if you don't have ribbon up – see above .
- Can set Reminders and Recurrences
- Invite Attendees – then it goes right into their Outlook Calendar
- Look at other people's calendars to determine an open meeting time with your Team or with "Open Calendar" in the ribbon
- With the Weekly View, you can have the scheduled Tasks appear below each day.
- You can share a calendar with your Admin Coordinator (on ribbon)
- In the text box for the appointment, you can put attachments, notes, emails, files for the meeting.
- Edit your Team by right clicking and then "Add Calendar"
- To sync your Outlook Calendar with Starfish  
<https://www.csuohio.edu/successprograms/starfish-syncing-starfish-and-outlook-calendars>

## Tasks

- This is the To-Do List
- Customize the title bar of a new email window with quick links for bold, italics, etc.
- Can set a reminder for a task minutes, hours, days, or weeks before it is due.
- In the text box for the appointment, you can put attachments, notes, emails, files for the meeting.
- Tasks that do not get marked "Completed" keep rolling over day to day

## People

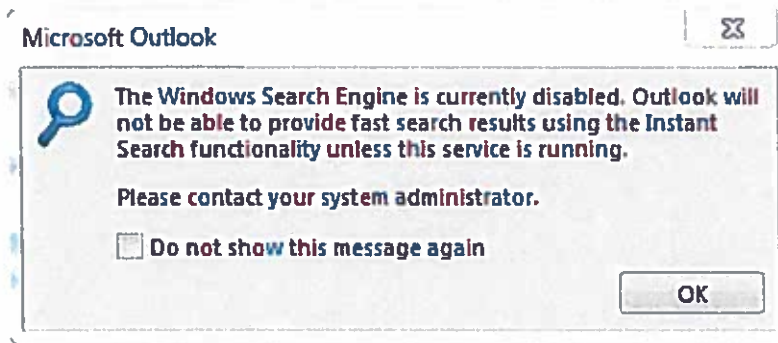
- Make Contact Groups in the People Section
  - Full-time faculty
  - Part-time faculty
  - Certain committees
  - Chairs/Deans in your college
  - It just saves time
- You can share lists of contacts by dragging the list to the right button.

## Notes

- Create Sticky Notes of things I can never remember
  - Fringe rate on grants
  - Part-time pay rates
  - Semester codes
  - How to make new autocorrects in Word
  - Keyboard shortcuts
  - Grant numbers

## Windows Search

If this error appears:



To fix windows search

- type in a run box: services.msc
- scroll down to Windows Search.
- Right click to Properties and then select turn on automatically

## On your phone

- Outlook App only runs email, calendar and people
- Microsoft To-Do App will do tasks and reminders

## On the web Outlook 365

- Notes can be found as a folder in the email
- Focused Inbox is available now only on the web version of Outlook 365

## Import Google Calendar to Outlook (with updating)

Here are directions to see a Google Calendar in Outlook:

- Go to left toolbar in Google Calendar where your calendars are listed
- Click triple dots (Options for 'whatever calendar')
- Click 'Settings and Sharing'
- Go to the Access Permissions section --> Click 'Make calendar public' and choose 'See only free/busy'
- Scroll down to the bottom of the settings page

- Copy link under "Public Address in iCal format"
- Send it in an email to the Outlook user you would like to share it with
- In Outlook, in Calendar, open Add Calendar\From Internet

Above seems to work only with Outlook desktop (not web). The web version only preserves "snapshot" and does not do updating. The above should work.

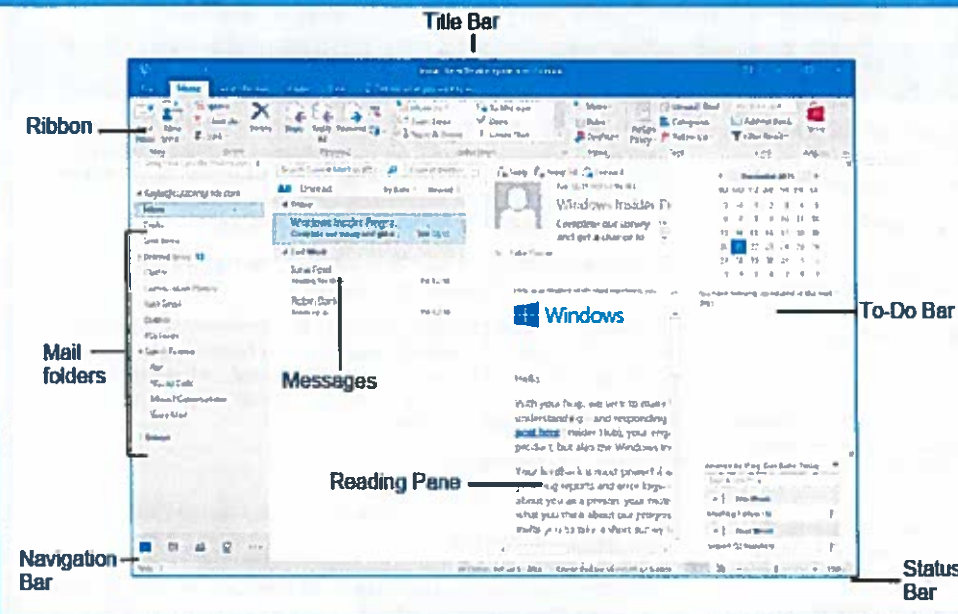
If the "From Internet" is grayed out, then save a google calendar as a file using the export option, then send that file through email. Double click and open that file and it will import into calendar. I don't think that version will update, but now the "from internet" should be available so you can actually add the link to the calendar you want.

**In general, try googling "how can I do ..... in Outlook" to learn what you need to get done!**

John Holcomb  
[j.p.holcomb@csuohio.edu](mailto:j.p.holcomb@csuohio.edu)  
687-5548



### Outlook 2016 Screen



### Navigation Pane

#### Mail

Contains mail-related folders like your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.

#### Calendar

Enables you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.

#### People

Use to store and keep track of addresses, numbers, and e-mail addresses.

#### Tasks

Use to organize to-do lists, track task progress, and delegate tasks.

#### Notes

Use like electronic Post-it® Notes to write down information.

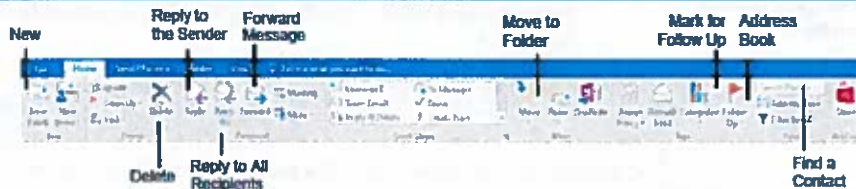
#### Folder List

Displays a list of all your Outlook folders in the Navigation pane.

#### Shortcuts

Add shortcuts to folders and locations in Outlook for quick access.

### Messages: Basic Tasks



- **To Access the Inbox:** Click the Mail button in the Navigation Bar.
- **To Check for New Messages:** Click the Send/Receive button on the Quick Access toolbar, or press F9.
- **Message Indicators:**
  - Message has not been read.
  - File is attached to the message.
  - Message has high or low importance.
- **To Open a Message:** Click a message to preview or double-click to open it.
- **To Reply to the Message Sender:** Click the message, click the Reply button, type your reply, and click the Send button.
- **To Reply to All Message Recipients:** Click the message, click the Reply to All button, type your reply, and click the Send button.
- **To Forward a Message:** Click the message, click the Forward button, enter e-mail addresses in the To box, enter comments in the text box, and click the Send button.

- **To Delete a Message:** Select the message and press the Delete key.
- **To Create a New Message:**
  1. Click the New button or press Ctrl + N.
  2. Enter the e-mail addresses in the To box, or click the To button to use the address book.
  3. Click the Cc button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
  4. Enter the subject of the message in the Subject box.
  5. Enter the text of your message in the text box.
  6. Click the Send button.
- **To Attach a File:** Create a new message, click the Attach File button in the Include group on the Ribbon in the Message window, select the file you want to send, and click Insert.
- **To Send a Blind Carbon Copy (Bcc):** In the message window, click the Options tab on the Ribbon and select Show Bcc in the Fields group. Click the Bcc button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- **To Open an Attachment:** Double-click the attachment at the top of the message window.

### Keyboard Shortcuts

Save	Ctrl + S
Print	Ctrl + P
Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Check Spelling	F7
Check for Mail	F9
Save, Close, and Send	Alt + S
Reply	Ctrl + R
Reply to All	Alt + L
Address Book	Ctrl + Shift + B
Help	F1
Switch Between Applications	Alt + Tab
New Item	Ctrl + N



## Message Window Features

Like in Outlook 2010, the File menu and Ribbon replace the Office button and Standard Toolbar in Outlook 2013.

Quick Access Toolbar

Ribbon



## Messages: Advanced Tasks

- **To Flag a Message as a To-Do Item:** Right-click the message, select Follow Up from the contextual menu, and select a flag. Or, click the flag icon on the message. Or, select the message, click the Follow Up button on the Ribbon and select a flag.
- **To Clear a Flagged Message:** Right-click the message, select Follow Up from the contextual menu, and select Clear Flag.
- **To Categorize a Message by Color:** Click the Quick-Click icon on the message. Or, right-click the message, select Categorize from the contextual menu, and select a color category. Or, select the message, click the Categorize button on the Ribbon, and select a flag.
- **To Recall a Message:** Open the Sent Items folder. Double-click the message, click the Actions button in the Move group on the Ribbon, and select Recall This Message. Choose to delete the message or replace the message with a new one in the dialog box and click OK. *You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.*
- **To Resend a Message:** Open the Sent Items folder. Double-click the message, click the Actions button in the Move group on the Ribbon, and select Resend This Message. Enter new recipients in the message window and click Send.
- **To Save a Message as a Draft:** Click the Save button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- **To Move an Item to a Different Folder:** Select the item, click the Move to Folder button and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- **To Create a Distribution List:** Click the New Items button arrow on the Ribbon and point to More Items and select Contact Group. Click Add Members in the Members group on the Ribbon, select the location of the contacts you wish to use and select a name in the list. Click the Members button and repeat for each name to be added. Click OK, then click Save & Close in the Actions group.
- **To Create a Signature:** Go to File, select Options and click the Mail tab. Click the Signatures button, and create the new signature.
- **To Change a Message's Options:** In the message window, click the Options tab on the Ribbon and click the More Options Dialog Box Launcher. Here you can specify the level of importance or sensitivity of the message, add voting buttons to the message, indicate where replies should be sent to, choose to receive read receipts and encrypt the message or delay its delivery.
- **To Use the Rules Wizard:**
  1. Make sure that you're in the Inbox.
  2. Click File on the menu bar, click the Info tab select Manage Rules and Alerts, and click the New Rule button.
  3. Select the type of rule you want to create and click Next.
  4. Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
  5. Specify the criteria—a person's name, a keyword, etc.—and click OK.
  6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
  7. Click Finish to complete the rule and click OK.

## Calendar



- **To View the Calendar:** Click the Calendar button in the Navigation Bar.
- **To Change Views:** Click the View tab on the menu bar and select the desired view. Or, click one of the Day, Week, or Month view buttons.
- **To Schedule an Appointment:** Click the New Appointment button or press Ctrl + N.
- **To Schedule a Recurring Appointment:** Click New Items on the Ribbon and select Appointment from the menu. Click the Options arrow and then the Recurrence button. Fill in the fields and click OK.
- **To Schedule a Meeting Request:** Click the New Meeting button on the Ribbon and in the To...field type the contact that you wish to include.
- **To Schedule an All Day Event:** Click New Items arrow on the Ribbon and select New All Day Event from the menu.
- **To Reschedule an Item:** Double-click the meeting, appointment, or event, make your changes and click the Save & Close button.

## Contacts

- **To View Your Contacts:** Click the People button in the Navigation Bar.
- **To Create a New Contact:** Click the New Contact button on the Ribbon.
- **To Edit a Contact:** Double-click the contact.
- **To Find a Contact:** Type words to search for in the Search Contacts box.
- **To Delete a Contact:** Select the contact and press the Delete key.
- **To Change Views:** Select the desired view in the Current View section of the Contacts Navigation pane.

## Tasks and To-Do Items

- **To View Your Tasks:** Click the Tasks button in the Navigation Bar.
- **To Create a New Task:** Click the New button, press <Ctrl + <N, or type a new task in the text box at the top of the window or in the "Type a new task" box in the To-Do Bar.
- **To Complete a Task:** In Simple List view, check the task's check box.
- **To Delete a Task:** Select the task and press the Delete key.
- **To Create a Recurring Task:** Double-click the task and click the Recurrence button on the Ribbon.
- **To Assign a Task:** Double-click the task, click the Assign Task button in the Manage Task group on the Ribbon, enter the person's name in the To box, and click Send.

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# Outlook 2016



## Quick Start Guide

New to Outlook 2016? Use this guide to learn the basics.

**Quick Access Toolbar**  
Keep the office commands you use most frequently visible.

**Explore the ribbon**  
See what Outlook can do by clicking the ribbon tabs and exploring a visible tool.

**Find whatever you need**  
Enter a keyword or phrase to look up Outlook commands; get help or search the Web.

**Customize the ribbon display**  
Choose what Outlook should feature ribbon commands after you use them.

**Show or hide the ribbon**  
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

**Read emails faster**  
Drag the reading pane on the side out to the bottom to view messages where you want to.

**View connection status**  
Outlook automatically displays your folder contents and server connection status here.

**Manage Outlook Groups**  
Communicate with teams and share conversations, messages, calendars, and events.

**Display what you need**  
Ribbon commands are updated automatically depending on what part of Outlook you're looking at.

**Navigate your mail folders**  
Click a folder to display its contents. To turn the pane on or off, click **View > Folder Pane**.

**Raymond Chasse**  
Expense reports are due this week. Key team, just a reminder to please submit your reports.  
Hi team,  
Zoe Burrows sent this weekend: 3 share point, server, timo tm, tom - cmi.  
Eva Charlton  
For immediate release  
The attention we announced plan of our upcoming  
Suzanna Acharya  
All teams Meeting  
Please submit your questions in advance of our upcoming  
Alaine Lang  
Action Item: Review the Status Meeting  
Hi team, if you missed the week 1 status meeting, please

Let's discuss the following items at our next team meeting:

- Hiring — got one more vendor in mind
- Vacations — need to confirm launch coverage
- Mobile Event — ideas for fun venues?

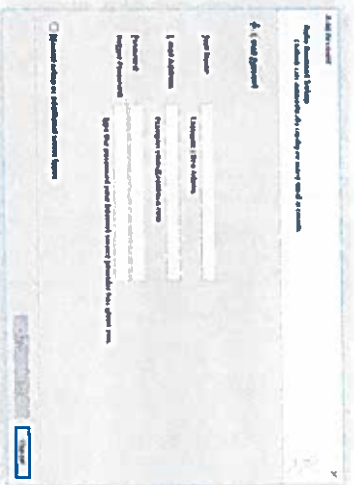
Thanks —  
Malerie

# Outlook 2016



## Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, click **File** > **Info** and then click the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



## Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Click the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



## Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

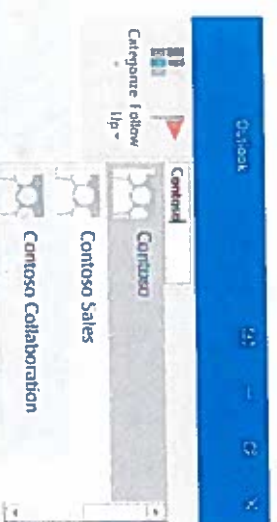


To create a new group in Outlook 2016, click the **Home** tab, and then click **New Items** > **Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the **Home** tab of the Outlook application window, enter a keyword or phrase into the **Search People** box, and then click to select the group you want to join.





# Outlook 2016



## Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

### Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

Click to see how busy your days, weeks, and months are.

### Look someone up before scheduling

Type a name and search to verify someone's availability before setting up a meeting.

### Sunshine required?

Check the weather forecast to make sure your agenda is event-proof for good weather.

### Search your calendar

Start typing in the Search box to instantly find meetings and appointments.

### Create new items in place

Right-click any where to create a new meeting, appointment, or calendar event.

### Navigate your schedule

While looking at the current day, week, or month, click the Back or Forward arrows to switch the current view.

### Look back — or way ahead

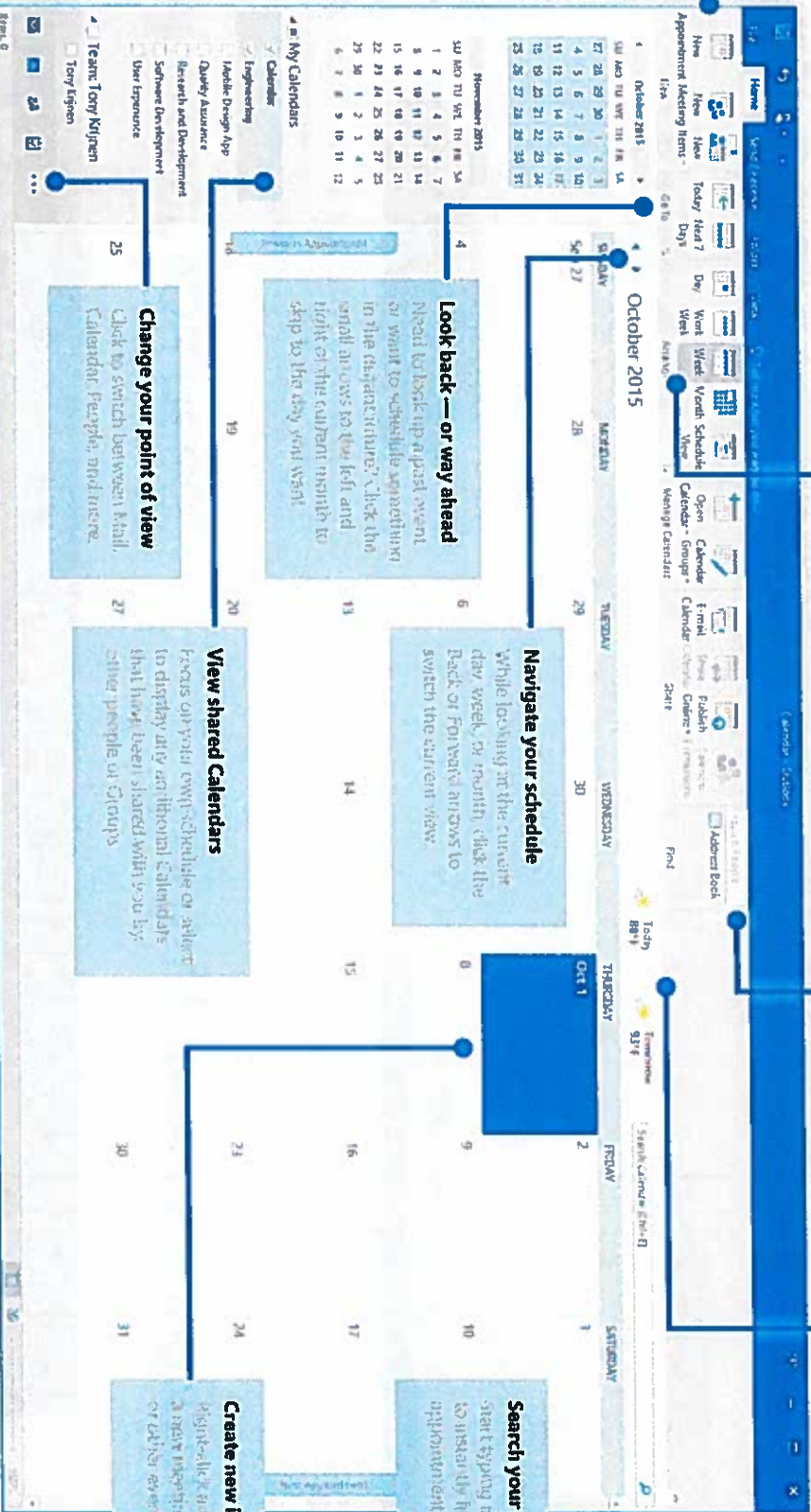
Need to look up a past event or want to schedule something in the future? Click the small arrows to the left and right of the current month to skip to the day you want.

### View shared calendars

Focus on your own schedule or select to display any additional calendars that have been shared with you by other people or groups.

### Change your point of view

Click to switch between Mail, Calendar, People, and more.



# Outlook 2016



## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online



## Get other Quick Start Guides

Outlook 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>



## Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people



## Next steps with Outlook

### See what's new in Office 2016

Explore the new and improved features in Outlook 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatsnew> for more information.

### Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that Outlook 2016 has to offer? Visit <http://aka.ms/office-2016-training> to explore our free training options.

### Send us your feedback

Love Outlook 2016? Got an idea for improvement to share with us? On the File menu, click **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!