

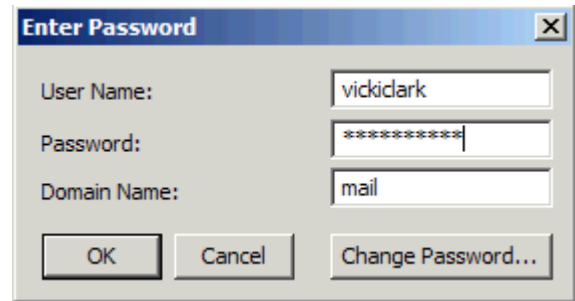
# OUTLOOK TRAINING

An individual Outlook account is normally associated with one work station. The web based e-mail may still be accessed through the LISD web site ([www.lisd.org](http://www.lisd.org)) under Employee Resources at any machine in any location.

E-mail is:

- Not private
- Quickly transmitted
- Not necessarily read immediately
- Easy to copy and paste into other documents
- Remarks can be recalled, re-sent, or copied to someone
- Misunderstandings can easily occur

To access Outlook on your staff machine, double click the Microsoft Outlook icon. You will be asked to login by typing your username, your password, and the domain name (mail). Click OK and your mail box should open showing all e-mails.



You may see Domain Name before Password in some versions of Outlook.

*The basic elements of Outlook required for technology proficiency IB are listed below.*

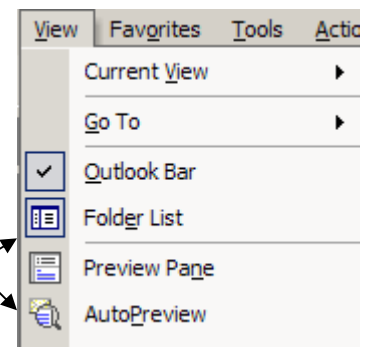
## Turn on/off AutoPreview and Preview Pane:

Go to View in the menu bar and come down to AutoPreview. If it is off, it will turn it on. If it is on, it will turn it off. It acts like a toggle switch. Preview Pane works the same way.

**Office 2000**-Same as XP

**Office 97**-Only AutoPreview available

The reason we don't want this option selected is because viruses are often attached to e-mails. If the preview or auto preview is on, you run a greater risk of getting a virus.



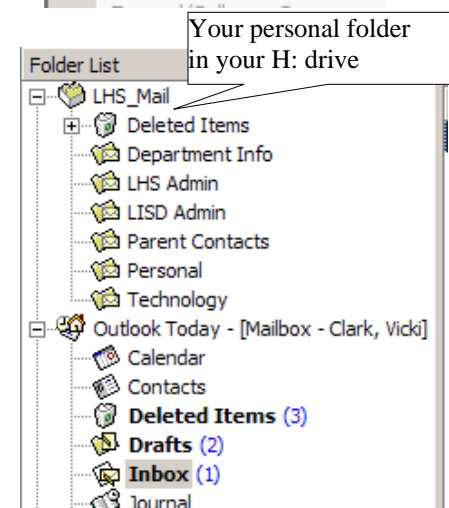
## Show the folder list (if hidden):

Go to View in the menu bar and come down to Folder List.

This also acts like a toggle switch.

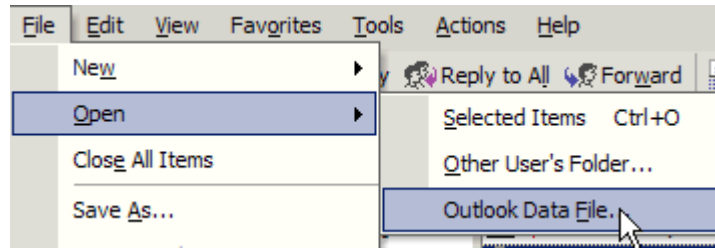
This feature allows you to view the Outlook email components in your LISD mailbox (LISD mail server) and your personal.pst email folder located in your H: drive.

Messages stored in the personal.pst folder and the sub-folders inside this folder do not count against your LISD mailbox.



## To view your personal folder located in your H: drive:



1. Office **XP**-Go to File in the menu bar and come down to Open, then over to Outlook Data File (Personal Folder)



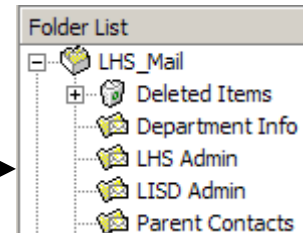
**Office 2000**-Go to File in the menu bar and come down to Open then over to Personal File Folders (.pst)

**Office 97**-Go to File in the menu bar and come down to Open Special Folder, Personal Folder in Office 97

2. Navigate to your H: drive and double click on your personal.pst folder.

(At LHS, it is  LHS\_Mail or  LHS\_Mail.pst ) (At other campuses it may have a special name such as LISD Saved Mail, etc. or be called personal folder OR personal folder.pst)

3. You should now see the personal folder listed in your folder list. If it is not expanded where you are able to see the sub-folder listing, click on the box to the left of your folder name (a – will be seen and the folder will expand to show all sub-folders.)



## Create a new folder in your personal.pst folder on your H: drive:

1. Left-click on your Personal Folder to select it.
2. Click File on the Menu bar, New, Folder **or** right-click on your Personal Folder and select New, Folder.
3. Name the folder and click OK
4. It may ask “Do you want to put a shortcut on your toolbar?” Answer is NO.
5. You will see the new folder placed in alpha order in your personal.pst folder list.
6. You may rename the new folder by right clicking on the folder and select Rename from the folder list.

## Move e-mail into another folder:

1. To move mail from the inbox into a another folder highlight the desired item(s)
2. Click and drag from the inbox into the desired folder.


**NOTE:** Any e-mail message moved to your personal.pst folder **will not** count against your memory in your Outlook account.

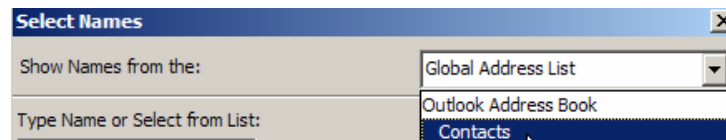
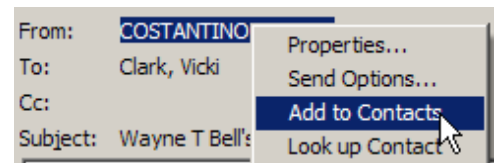
## Open an e-mail:

Double click on an e-mail in the received mail area.

	From	Subject	Received	Size
✉	<b>Clark, Vicki</b>	<b>LISD Email Training with Attachment</b>	<b>Fri 9/24/2004 10:54 ...</b>	<b>24 KB</b>
📧	COSTANTINO, JEAN M	Wayne T Bell's account	Thu 9/23/2004 3:15 PM	679 B
📧	LYLES, ALAN PAUL	Problem Printing	Thu 9/23/2004 9:20 AM	671 B
📧	WARD, KAREN WESLEY	Micro Error Checker	Wed 9/22/2004 4:26 PM	714 B
📧	ENEMAN, NANCY M	FW: WEB PAGE	Wed 9/22/2004 12:15 PM	2 KB
📧	Yoder, Chris M	Front Page	Wed 9/22/2004 10:19 AM	623 B
📧	Jackson, Madelline R	RE: Proficiency Test 1A Opportunity - LISD Network	Tue 9/21/2004 2:03 PM	1 KB

## Add an address to Contacts (Address Book) from an opened message:

1. Open an e-mail.
2. Right-click on the From name and select Add to Contacts
3. All information will automatically be entered into an electronic address card.
4. Click  Save and Close The address is now in your address book.



When you begin a new message, click on the To: and instead of Global List, select contacts, then double click on the contact name you want to be the recipient of the message. (If you do not see Contacts in your listing, inform your ITS).



In Office 97 adding the contacts will show in

## Open or Save an attachment:

1. Open your e-mail message.
2. The attachment should be located at the top to the e-mail window in XP. In Office 2000 & Office 97 it will show in your message as an icon either at the top or bottom of the message.



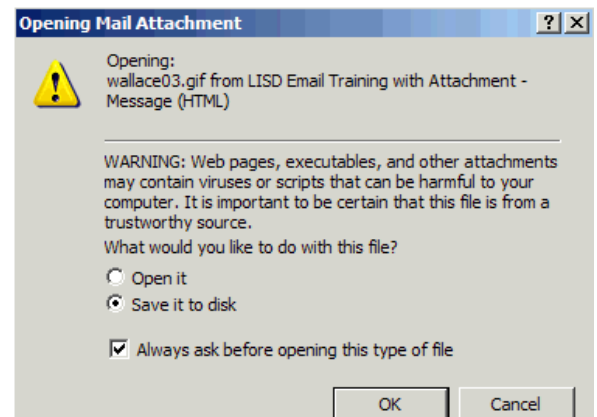
Notice the attachment has a file extension at the end of the file name. The file extension has a . plus 2,3, or 4 letters and this indicates the type of program (application) needed to open the file. (Example - .doc is opened by Microsoft Word.

3. Select Open it or Save to a disk but read the **WARNING!** Carefully.

If you choose Save it to disk, navigate to your H: drive and save the attachment for opening at a later date.

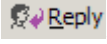

If you choose Open it, once it is opened and you want to save a copy, click File, Save As, and save it to your H: drive.

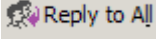
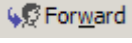
If someone sends you a file that was created by an application that you do not have on your computer, you cannot open it even if you




save it to your H drive. Look in **Appendix A** for a list of common applications and their file extensions. Also in **Appendix A** are the instructions for turning on viewing file extensions.

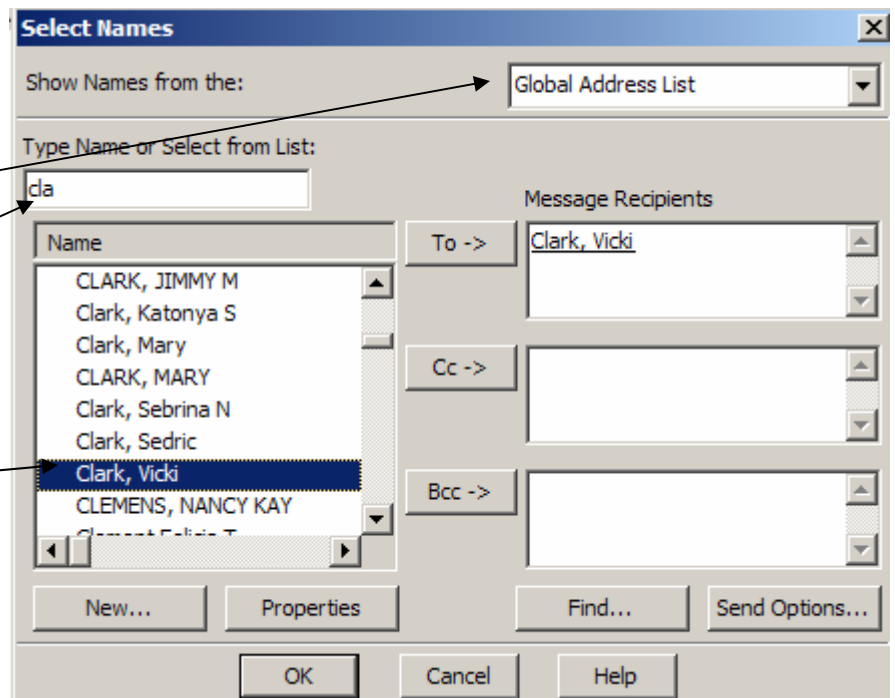
## To Reply to a message:

1. Open an e-mail message.
2. To reply to an e-mail you click the reply button . Type your message and then click send.
3. After the e-mail is sent you can click the  in the upper right hand corner of the window to close the original message.

Reply to all has a double face  (this replies to the individual who sent you the message and anyone carbon copied.) Forward has a single profile with the arrow toward the right  (this forwards the email to another recipient.) You will have to key in a full e-mail address for the forwarded e-mail.

## Create a new message:

1. Click  to begin a new email message.
2. Key in the proposed recipient's full e-mail address or if in district, click the **To...** button. It automatically defaults to the Global Address List (this list all LISD district employees).
3. Type in the first three letters of the last name in the Type Name or Select from List: box.
4. Double click on the selected name and press OK.



If you want the message to go to several individuals, you may click on the To: again and repeat the process.

When addressing e-mail Cc:, which stands for Courtesy copy, or Carbon copy, the understood intent is that the person receiving the e-mail is not the main recipient of the e-mail. It is understood that the e-mail being sent Cc: is for information-only purposes and that a response is not required.

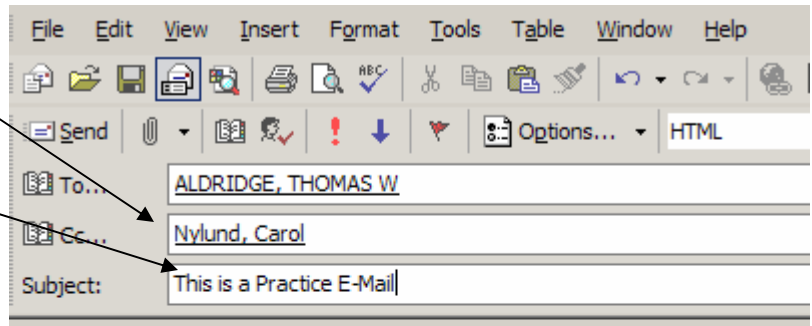
Bcc stands for Blind courtesy copy, or Blind Carbon copy, the understood intent is that the person receiving the e-mail is not the main recipient of the e-mail. It is understood that the e-mail being sent Cc: is for information-only purposes and that a response is not required. However, if the Bcc: recipient decides to reply or reply all, the identity will be shown.

5. Tab one time to send a copy (CC).

6. Tab again to enter the Subject (always enter something in the subject line relating to your message).

7. Tab to the message body and type your message.

8. Click the Send button .



Tommy,

This is a practice e-mail and I hope you receive my message.

Vicki

Vicki.Clark  
LHS Instructional Technologist

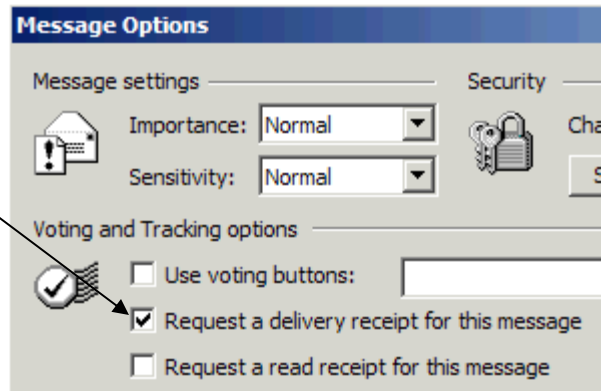
## Set up your account to request a READ RECEIPT on a new message:

1. Click on New message. 


2. Click on the Option button.  for Office 2000 & XP. For Office 97, click on Option Tab.

3. Click the box next to “Request a read receipt for this message”.

4. Once the recipient has read the e-mail, you will receive a read receipt message.




## Send an e-mail attachment:

1. Click  to begin a new email message.

2. Key in the recipient's full e-mail address.

3. Enter something in the subject line.

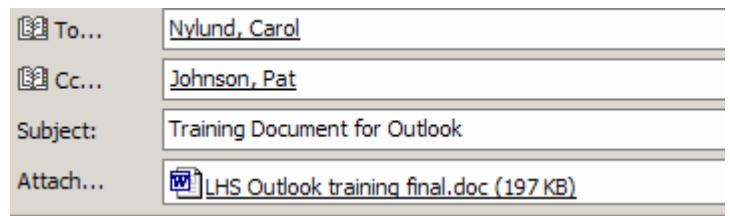
4. Type your message.

5. Click on the paper clip symbol .

6. Click on the browse button and navigate to your H: drive

7. Double click the file you would like to attach to your e-mail.

8. You will see it listed below your subject line in the Attach box on Office XP and in the body of the e-mail in Office 2000 and 97.





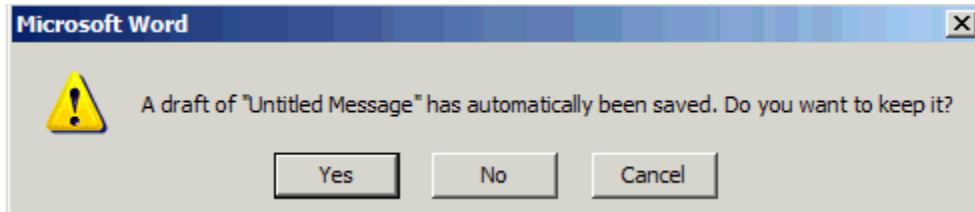
Here is the attachment for the training document for Outlook

Vicki.Clark  
LHS Instructional Technologist

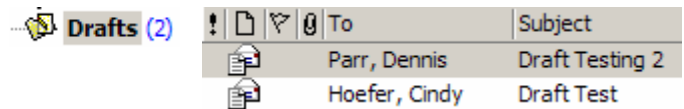
## Work with DRAFT e-mail:

### To Save a Draft:


1. Click  **New** to begin a new email message.
2. Key in the recipient's full e-mail address.
3. Enter something in the subject line.
4. Begin typing a message. Something has interrupted your ability to finish this e-mail. Click the Save button on the standard toolbar  in the upper left-hand corner **OR** you can click the X in the upper right-hand corner. You will receive the following message.




5. Click Yes
6. You will see the message listed in your Folder list in the Draft folder in 2000 and XP. It is placed in the Inbox in Office 97.




### To retrieve an e-mail from the draft folder and send:

1. Open Outlook.
2. Double click on the draft folder  **Drafts** and double click on the draft message to re-open in 2000 & XP but in the Inbox in 97.
3. Type in the rest of your message and click Send.

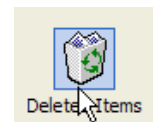
### Delete an e-mail message(s):

To delete a message from your inbox, just single click on the message to select and then click the delete button .


Remember, the delete button  does not permanently delete the message and it is still taking up space in your mail box until you empty the trash.


Once you have clicked the X to delete the mail, it is moved to the deleted items folder.

When you have deleted all desired emails, right click on the trashcan on the left and come down to empty deleted items. Click Yes.





*Using your file management skills, you may delete more than one at a time by one of two methods:*


- A. Single click on the first e-mail to select, then hold down the Shift button on your keyboard and click on the last e-mail in a group you want to delete. A list will be selected and you may click the delete button  or press the Del key on your keyboard.

B. Single click on the first e-mail to select, then hold down the CTRL button on your keyboard and click on each e-mail you would like to delete. A list will be selected in random order and you may click the delete button  or press the Del key on your keyboard.

### **Retrieve a deleted e-mail message before you empty the trash:**

Double Click on the  Deleted Items folder and click to select the e-mail you want to keep and drag it back to the  Inbox folder.


### **Delete an e-mail message from sent items folder:**


Double click on the Sent Items folder  Sent Items in your Folder List and follow the above steps to delete messages from your sent items and empty your Trash.

### **Print Screen is a required element in every proficiency test. These are instructions for a print screen:**

1. Press the PrtScrn (Print Screen) Key at the top of the keyboard.
2. Open a Word document and type your name at the top of the page and press enter twice.
3. Press Ctrl, V to paste the image taken by PrtScrn
4. Save the document to your H: drive
5. Print the document to turn in to your test instructor.

### **Designate the importance of an e-mail:**

After composing a new message, you may elect to let the recipient know the message is of high importance and should be read immediately. Just click on the .

After composing a new message, you may elect to let the recipient know the message is of low importance and should be read at their convenience. Just click on the .