## 0

## Quick Reference: Communication & Organization

Outlook Main Window	3
Outlook Tools and Terms	4
Quick Access Toolbar	5
Customizing Quick Access Toolbar	5
Add a Button to the Quick Access Toolbar	5
Ribbon	6
Sorting Column in the Folder Content List	6
Working with Email	6
Reading with E-Mail	6
Sending E-Mail	7
Replying to an E-Mail	9
Forwarding an E-Mail	9
Checking Sent Items	9
Resending E-Mail	10
Recalling an E-Mail	10
Deleting an E-Mail	11
Undelete an Item	11
Recover Deleted Items	12
Working with Attachments	13
Opening or Previewing Attachments	13
Saving Attachments	14
Attaching a File to an A-Mail	14
Email Options	15
Voting Buttons	15
Visual Impact	16
Read and Delivery Receipts	17
Printing Items	18
People/ Contacts	19
Change the Contacts View	19
Use the Address Book	21
Folders	21
Create a Folder	22
Calendar	22
Change the View	23
Personalizing and Organizing	23
Color Categories	23



## 0

## Quick Reference: Communication & Organization

Assign a Category to Anthem	23
Follow Up	24
Mark an Item for Follow Up	24
Importance	25
Outlook Options (Default)	25
Setting Options	25
Create a Signature	
Creating an out of Office Reply	29
View Three Time Zones	
Quick Parts	31
Create Quick Parts	31
Use Quick Parts	32
Change a Quick Part	32
Delete Quick Parts	





## **Outlook Main Window**

Outlook 2019 has a **Tell Me what you want to do...** feature on the right of the **Ribbon Bar**. Q Tell me what you want to do...

When the user types a word, options appear, and **Get help** is offered for what is typed. The last 5 searches appear, also.

♀ share a calendar	
Calendar	
📙 Share This Folder	
Get Help on "share a calendar"	
Smart Lookun on "share a cal	
Smart Lookup on snare a cal	
🗟 🆘 🔻 🛛 Navigation Pane	Inbox - i - Outlook Ribbon 🔍 – 🔍
File Home Send / Receive Folder View Help Acrobat	🖓 Tell me what you want to do
New New Wetex Wetex Delete Archive Vetex Delete Archive Respond	Move to: ?       Image: P       <
▲ Favorites	rent Mailbox 🔹 🕒 Reply 🕼 Reply All 🔒 Forward 🖓 IM
Inbox 1 Focused Other	✓ ↓ Tue 5/24/2022 1:14 PM Reading Pane
Sent Items	
Deleted items 7	🐥 🗊 🔲 то 💻 у
4 f	3:27 AM () Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
⊳ Inbox 1	
Drafts [1]	Get a brighter smile
Sent Items	from University Dentists
Archive	8:02 AM
Conversation History	a start to
Junk Email Tue	1:14 PM
Outbox	
Resources	945 AM
RSS Subscriptions	
Search Folgers	
▷ Groups Switch to Mail, Mon !	5:16 PM
Calendar, People, or Tasks Mon 3	9 3:49 PM
Mon 2	Join Dr. Pia Chatterjee Kirk and learn how to get a dazzling smile. She'll tell you if teeth whitening will work for you, other ways to brighten your teeth, and how much you can expect to pay.
Items: 147 Unread: 1	All folders are up to date. Connected to: Microsoft Exchange 🐺 Display Settings 🔲 🗐 – — 🕂 100%

**Inline replies** allow the user to type directly in the Reading Pane using tools at the top of the Reading panel:



Marking for follow-up, deleting, or marking an e-mail as unread (using blue bar on left) can be done within the message list.

Click to delete the item		Click the flag a do item. Clic arrow for all o	as a to- k the options		•
© ► ► Delete Archive	♀ Reply     ₽       ♀ Reply All     ♀       ♀ Forward     ₽	Move to: ? G To Manager Team Email	*	Move	Tags
Delete	Respond	Quick Steps	E.		





Filtering the message list to show only un-read messages is easily done by clicking the down arrow at the top of your messages and selecting **unread mail.** 



### **Outlook Tools and Terms**

RIBBON	The Ribbon was first introduced in Outlook 2007 in o windows. Now the Ribbon completely replaces the m As in other applications, the Ribbon contains differen divided into groups with related commands	only certain nenu and toolbar. nt tabs. Each tab is
NAVIGATION PANE	Far left pane lists e-mail folders. If the pane is collapsed, click the > to expand and click the pin to pin the pane to the left. There are pane switching buttons across the bottom. The collapse button is at the right of the active pane and looks like a less than sign:	vorites Pi ox o-Do
FOLDER PANE	Found at the bottom for switching to mail, calendar, peop	ole, or tasks:
READING PANE	Shows the contents of the active e-mail message. You can reply, type, and send the reply in the reading pane. Click the <b>View</b> tab, and click <b>Reading</b> <b>Pane</b> in the <b>Layout</b> group to turn the reading pane on or off or move it from the right to the bottom.	der Reading To-Do People Pane Pane Pane Pane Pane Pane Pane Pane
TO-DO BAR	When the To-Do bar is turned on, it can show the <b>Calendar</b> , upcoming appointments, <b>People</b> , if selected, and tasks marked for <b>Follow Up</b> (default), and a <b>Task</b> input section. Turn these options on or off by clicking the <b>View</b> tab and <b>To-Do Bar</b> in the Layout group.	To-Do Bar - People Pane - Calendar People Tasks Off
MAIL	Displays the <b>Inbox</b> , personal folders, <b>Sent Items</b> , <b>Outbox</b> , <b>Drafts</b> , etc.	Deleted Items,
CALENDAR	Displays the <b>Date Navigator</b> and personal and shared <b>Calendar folders</b> . There is now a pop- up window which appears when you point to Calendar at the bottom that gives you a quick look at your schedule. There is no need to leave your inbox.	C2           March 2014         A           SU MO TU WE TH FR SA         A           23 24 25 26 27 28 1         A           23 34 5 6 7 8         9           9 10 11 12 13 14 15           16 17 18 19 20 21 22           23 24 25 26 27 28 29           30 31 1 2 3 4 5           Today           You have nothing else scheduled today.           Tomorrow           9:00 AM           MS OneNote - Johnson DIS -2107 Training Room



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## Quick Reference: Communication & Organization

PEOPLE	Displays your <b>Contacts</b> folder, the different views available, etc.
TASKS	Displays tasks in your To-Do Bar.
NOTES	Displays notes you have written.
RSS	Really Simple Syndications. Use them to subscribe to data feeds from news sources/blogs
PEOPLE PANE	A feature that connects to social networking sites such as LinkedIn, Facebook, SharePoint and can display more information about the sender of a message.

### Quick Access Toolbar

Outlook only has one toolbar—the Quick Access Toolbar, which can be customized to add more buttons. Initially only the **Send/Receive All Folders** and **Undo** and **Redo** buttons are displayed.

#### Customizing Quick Access Toolbar

Access commands quickly by adding them to the Quick Access Toolbar, which is a part of the Microsoft Office Fluent user interface. You might want to add a button for printing and other functions.

#### Add a Button to the Quick Access Toolbar

1. <u>Right-click the button when you find it on the **Ribbon**.</u>



- 2. Click Add to Quick Access Toolbar on the shortcut menu
- 3. Customize the toolbar by clicking the **Customize** button on the far right of the

toolbar 🗾 and selecting command buttons from More Commands.

	Cus	tomize Quick Access Toolbar
2		Print
2		Save As
eı n:	$\checkmark$	Send/Receive All Folders
		Update Folder
Ξe		Reply
		Reply All
м		Forward
n		Delete
It	$\checkmark$	Undo
-		Empty Deleted Items
u		Touch/Mouse Mode
		Find a Contact
		More Commands





### Ribbon

The Ribbon contains the **File** tab, which is called Backstage View, plus **Home**, **Send/Receive, Folder**, and **View** tabs. A **Developer** tab can also be added, if needed. Adobe PDF appears if Adobe Pro is installed. Each tab is divided into groups with the name of the group in the middle, such as New, Delete, Respond, etc.

To minimize the Ribbon, double-click any tab or click the Minimize button on the right side of the Ribbon. Repeat the steps to re-display the Ribbon. Press **Alt** to display short-cut keys for Ribbon tabs.



### Sorting Column in the Folder Content List

- 1. Click the folder containing the items to sort.
- 2. Click the **View** tab and in the **Arrangement** group, click the button by which to sort.



3. Or, when showing, click the name of the column to sort on (From, Subject, Received, Size, Categories, etc.) in the heading above the list of all the items received/sent from other users. Note: to show all the column headings widen the item list by dragging the right edge to the right. A double- headed arrow should appear when you point just past the scroll bar.



4 . Click again to sort in the opposite order or click **Reverse Sort** on the **View** tab in the **Arrangement** group.



## Working with Email

### **Reading with E-Mail**

1. Click the **Mail** button ■ in the navigation pane, and click the **Inbox** folder, if necessary. Lines of the message preview in the folder contents window, or the entire message can be read in the reading pane.





2. Click the **View** tab and choose a view from the **Change View** button in the **Current View** group to change the view.



 Double-click the e-mail in the Folder Item List to open it in a separate window. Unopened/unread mail has blue font for the sender, subject, and date, and has a blue bar to the left in Compact view. Unopened/unread in Single view:

! ☆  <b>D</b>  @  FROM	SUBJECT	RECEIVED 👻 🛛	CATEGO 12
▲ Date: Today			
Test Account10 When are you taking vacation? TA10 <end></end>	I need an immediate response	Thu 8/4/2016 2:06 P	Þ

#### Opened/read:

Test Account12	U
Test Account12 Calendar	7/15/2016
Test Account12 Calendar TA12@umc.edu Friday, July 15, 2016 – Thursday, July 21, 2016	

#### Email window:

8 5 0 1	🕈 🕴 🔹 🔤 Quick Acces	s Toolbar		Please read the attack	hed document - Message	(HTML)								
File Message	e 🛛 🖓 Tell me what you want to do			Ribi	bon									
lgnore X	Reply Reply Forward More -	Move TA14 TA13	Move to Shared Move TA3 emails	Move TA10 Move to Shared.	Move TA4 emails To Manager Create New	Mov	Rules *	Mark Cat	tegorize Follow	Translat	P Find Related = Select =	Zoom		
Delete	Respond		Qui	k Steps		16	Move	'n	ags (		Editing	Zoom		
Please	e read the attached document AMC - Move All to Deleted Items - FAX 60 size in 29 days. To keep this item longer (	days) apply a different Rete	ntion Policy.		Expires 9/3/20	16								
Excel 2016 Es 2 MB	isentials.d													22
TA10,														
Please read this a	document and see if you see any ne	eeded changes.												
Thank you.														

Martha H. Johnson, CCP, MBA, MOSMI

#### Sending E-Mail

- 1. Click **Mail** and the **Inbox**.
- 2. Click the New E-mail button in the New group on the Home tab.

	File	Message	Insert	Options	Format Text	Review	♀ Tell me what ye	ou want to do		
	Paste	6 Cut ≧ Copy ≸ Format Painte	Calibr	ri (Вос т 11 Г <u>⊔</u> Р <u>⊻</u> -	• A* A* := •	• \$= •   <b>%</b>	Address Check Book Names	Attach Attach Signature	Attach File via Adobe Send & Track	<ul> <li>Follow Up *</li> <li>High Importance</li> <li>Low Importance</li> </ul>
	Cli	pboard	rs l		Basic Text	Es.	Names	Include	Adobe Send & Track	Tags 🕞
New New Email Items *	۲ Send	To Cc Subject								





Outlook uses Microsoft Word as the e-mail editor by default, and its features (**AutoCorrect, AutoComplete, Spell Check**, etc.) work in Outlook. HTML is the default, but the message format can be changed on the **Format Text** tab.

File	Message I	nsert Optior	s Format Text Review	${\mathbb Q}$ Tell me what you want to do	
-	X Cut	Aa HTML	Calibri (E + 11 + A* A* /	Aa - 🔌 🗄 - 🗄 - 🏣 - 🗺 🗃	AL T ARRECOR ARRECOR ARRECOR ARRECOR ARRECOR
Paste	Copy	Aa Plain Text	B I ∐ ala∈ x, x² al⊻	· A · 🔳 = = = 1= · [A	2 - 1 - 1 Normal 1 No Spac Heading 1 Heading 2 Title -
•	Clipboard	Format	Font	- Paragraph	Ta Styles

- a. Plain Text e-mails can be viewed by anyone.
- b. HTML view allows anyone to view e-mails composed in HTML from other people or Web based services. In HTML view, hyperlinks in the e-mail to go directly to the Web site when clicked.
- c. **Rich Text** allows formatting in the e-mail, but only Outlook or Exchange e-mails can see it.

Click in the To... box (or use the Address Book to select names instead of typing)

A drop-down list of previously used e-mail addresses may appear as you begin typing. You can select one of these by clicking it or press **Esc** to close the list. You can type an e-mail address, too.

Click **Cc**... to fill in the **Cc...** box by entering the e-mail address of someone who is receiving a copy of the e-mail.

Click **Bc**... to fill in the **Bcc**... for an e-mail address of someone who is receiving a copy of the e-mail, but whose name will be hidden from anyone else receiving the e-mail. If **Bc** is not showing, click the **Options** tab and click **Bcc**. Bcc will continue to show on the ribbon.



 Click Check Names in the Names group (or press Ctrl+K) to make sure the e-mail addresses are valid and appear in the Address Book. Valid addresses will appear underlined.



- 2. Type a **Subject**. The subject is the main idea and **most important** part of the e-mail.
- 3. Type a **Message**. Use the **Word Wrap** feature to type. Don't press enter until except to end a short line, put in a blank line or end a paragraph. Use a blank line between paragraphs to make the e-mail more readable.
- 4. Type a greeting and a closing and add a signature if it is not added automatically.
- 5. Click on the **Review** tab to spell-check if Spell check is not set as a default.
- 6. Click **Send**

Powered by

when you are ready to send the e-mail.



### Replying to an E-Mail

After reading an e-mail, you can reply, if necessary. Don't reply unless there is a good reason. **BE CAREFUL!** 

with **Reply to All**, because everyone who received the message will receive the reply.

1. Click the **Reply** button in the **Respond** group on the **Message** tab or click **Reply** in the Reading Pane. Reply

 Reply
 Reply All
 Forward

 Martha H. Johnson
 Test Account 10

 Please read the attached document

2. The **To**, **From**, and **Subject** boxes will be filled in with **Re**: in front of the subject. Reading panereply:

Pop	Pop Out 🗙 Discard							
	То	Martha H. Johnson						
Eend	Сс							
	Subject	RE: Please read the attached document						
Marth	a,							

Everything looks good to me.

TA10

3. Type a reply and click **Send**.

#### Forwarding an E-Mail

After reading an e-mail, you may wish to forward it to another person who did not receive the initial e-mail.

- 1. Click the Forward button forward in the Respond group on the Message tab or Softward in the reading Pane. The original message appears in the message window.
- 2. Enter an email address and a brief message to explain why you are forwarding. The rest of the message is done.
- 3. Click **Send** when done.

#### **Checking Sent Items**

After sending an e-mail, you can re-read it, resend it, recall it, etc.

1. Click **Sent Items** folder in either place in the **Folder List**.

▲ Favorites	
Inbox 4	
Unread Mail	
Sent Items	
Deleted Items 20	





2. Double-click the item to view the message. All options do not appear on the ribbon unless the message is opened and not by just using the reading pane.

<b>H</b> 5	J ↑ ↓	÷	Sending	you a file to review -	Message (H	ITML)	1			- (	) ×
File	Message	Q Tell me what you want to do									
ित्त्र Ignore 🎝 Junk र	Delete Reply	Reply Forward More +	Move to TA4 Move to Shared G	Move to Shared To Manager Done	Move	nules ▼ \$ OneNote Actions ▼	Mark Categoriz Unread	e Follow Up -	Translate	Zoom	
Delete		Respond	Quick St	eps	rs.	Move	Tags	Es.	Editing	Zoom	^
Test Account10 Test Account5 01 1 Sending you a file to review							0 1	12:17 PM			
Apa 6 54 KE	Apa 6th Word Templat  54 KB										
Please open the attached file to use to begin your dissertation.											
Thanks TA10											

3. Close when done.

### **Resending E-Mail**

- 1. Double-click the message in the **Sent Items** folder.
- 2. On the **Message** tab, in the **Move** group, click **Actions** and click **Resend This Message**.

2	;≕ R ФС	lules ▼ )neNote Actions ▼	Mark Categ	jori
		<u>E</u> dit Mes	sage	
	$\mathbf{N}$	Recall <u>T</u> ł	nis Message	
	: G	Re <u>s</u> end 1	This Message	
		<u>V</u> iew in E	Browser	
	2	Other Ac	tions	F

3. Complete the e-mail making any necessary changes and send.

#### **Recalling an E-Mail**

- 1. Double-click the message in the **Sent Items** folder.
- 2. On the **Message** tab, in the **Move** group, click **Actions** and click **Recall This Message**.





## Quick Reference: Communication & Organization

3. Click **OK** if you don't want to re-send another message.



- 4. Or, select **Delete unread copies and replace with a new message** to send another message and delete the old one.
- 5. Click OK. You will see in your Inbox a Message Recall Failure e-mail if the message was already read. You will see in a Message Recall Success e-mail if the message was recalled. It is very difficult to succeed in recalling a message because of cell phones, iPads, etc. Most people read an e-mail as soon as they see it.

### **Deleting an E-Mail**

Items can be deleted that are no longer needed. Deleted e-mail and other items are placed in the **Deleted Items** folder.

1. Select the e-mail to delete.

dragging to a folder.

2. Press **Delete** on the keyboard or click **Delete** group.



X on the Home tab in the Delete

#### Undelete an Item

1. Click the **Deleted Items** folder.

▷ Favorites	<
▲ Inbox	
▷ To-Do	
Drafts [1]	
Sent Items	
Deleted Items 8	
Archive	
Conversation History	
Junk Email	

- 2. Select the item.
- 3. Drag the item to another folder in the folder list.



## Quick Reference: Communication & Organization

4. OR, Right-click the item and click Move.



5. Click **Other Folder...** The list of folders appears to select one.



#### **Recover Deleted Items**

Deleted items can be recovered up to 30 days after they have been deleted.

- 1. Select the folder where the item should be recovered and click the Folder tab.
- 2. Click Recover Deleted Items in the Clean Up group.

A	🍋 Clean Up Folder -
Z↓	Empty Folder
Folders A to Z	🗟 Recover Deleted Items
Clean Up	0

3. Select the item to recover and click OK. The item is put in the selected folder.





## Working with Attachments

#### **Opening or Previewing Attachments**

If an e-mail has an attachment, it will display below the subject line of the e-mail. **BEWARE** opening attachments from persons you don't know that may have been missed by SPAM filters, because these can contain viruses. You can save, print, or open attachments:

- 1. Double-click to open the attachment or right-click and choose Open.
- 2. Click the attachment once to preview the attachment. You might have to enable preview—click **Preview File**.



Preview appears if the software which was used to create the attachment is installed.



3. Click Back to Message to exit preview.





### Saving Attachments

w

1. Right-click the attachment and choose **Save As** or choose **Save All Attachments** if there is more than one or click the drop-down arrow to the right of the message.

W 11	ord 20 VIB	019 Advanced v1.2.docx	-
		<u>P</u> review	
		Open	
	-	Quick Print	
	R	Save As	
	Ê	Save All Attachme <u>n</u> ts	
	â	<u>U</u> pload	•
	×	Remo <u>v</u> e Attachment	
	Ē	<u>С</u> ору	
	Ξß	Select A <u>I</u> I	

2. Open a folder and press Enter.

### Attaching a File to an A-Mail

- 1. Start a new e-mail.
- 2. Fill in all the boxes of the e-mail.

U

- 3. To attach a file that has been previously created and saved, click the
- paper clip icon Attach File
   in the Include group on the Message tab. A list of recently created/edited files now appears for quick selection or you can browse to find other files.

0 Attac	h File *
Recent	t Items
w	Outlook-2016-Communication-and-Organization v1.1 C:\Users\rholloway\Documents\Outlook2019\
POF	Outlook-2016-Communication-and-Organization v1.1 C:\Users\rholloway\Documents\Outlook2019\
POF	Outlook-2016-Time-Management-and-Sharing v1.1 C:\Users\rholloway\Documents\Outlook2019\

5. When using **Browse This PC...**, in the **Insert File** window, choose the folder where the file is located. Double-click the filename or click once and click **Open**. The attached file will appear at the top of the e-mail below the subject line.

-	To Cc Subject		Test Account6;	
send				
			Look at this picture	
	Attach	ed	Penguins.jpg 760 KB	-
Click	-	to	send the e-mail.	
	Send			



6.

## **Email Options**

### Voting Buttons

Voting buttons can be added to an e-mail for Yes/No type responses from users. Fill out the e-mail.

1. Click the **Options** tab and click **Use Voting Buttons** in the **Tracking** group.

Options	Format Te	kt Revie	w ♀Tell
			Request a
c From	Permission *	Use Voting Buttons <del>•</del>	Request a
now Fields	Permission	Appr	ove;Reject
		- Yes;N	lo
		Yes;N	lo;Maybe
		- <u>C</u> usto	om

- 2. Select a type of voting button or click **Custom** to create a new one.
- 3. Send the e-mail.

When the user receives the e-mail, a message appears just below the **Message** tab to remind them to Vote.

4. To vote, the user will need to click the **Vote** button on the **Message** tab in the **Respond** group.



5. Select an answer from the list of Vote choices.

Microsoft Outlook					
	You have chosen to respond: Yes.				
Send the response now					
O Edit the response before sending					
	OK Cancel				





#### 6. Click **OK** or click **Edit the response before sending** to add a message.

The message is sent. The user's vote displays above **From** below the **Message** tab in the response e- mail.



The sender can also open the e-mail they sent in the **Sent Items** folder to see the tally of responses. Click **Tracking** in the Show group of the **Message** tab. A tally of responses will be listed just below the Ribbon and a list of recipient responses displays by person.

File N	Nessage 🛛 🖓 Tell me what y	ou want to do				
ि X so → Delete	Reply Forward E	Message Tracking	Move TA14 Move to Shared Move TA10	4 F	Move	
Delete	Respond	Show	Quick Steps	E.	Move	
This messa Reply Tota	ge was sent on 8/4/2016 1:50 P Is: No 1; Yes 0; Maybe 0	М.				
Recipient			R	espon	se	
Martha H. Joh	nson (mhjohnson@umc.edu)		N	o: 8/4/	2016 1:53 PM	

When a user reopens the email where they voted, their previous response displays.



#### Visual Impact

Microsoft 365 subscribers can insert icons into Microsoft Office documents, workbooks, email messages, and presentations. You can rotate, color, and resize them with no loss of image quality. These icons are free to use; there's no royalty or copyright.

1. While in the message you are going to send, select **insert** on the **ribbon** > **icons**.







## Quick Reference: Communication & Organization

2. Scroll through the icons or jump to a category by choosing a name in the navigation pane at the left. You can also search by using the box near the top left corner.



3. Choose an icon and then select insert at the lower right corner.



4. Rotate, color, and resize your icon. By selecting the icon and then clicking **Format** on the **Ribbon**.



## Read and Delivery Receipts

You will not automatically be able to see when a message is delivered or read. When sending a message, you can request read receipts be sent when the message is read and delivery receipts sent to you when the message is delivered. However, the receiver does not have to send you a receipt. Also, this works well within the UMMC network, but some e-mail providers will not send delivery or read receipts.

- 1. Start a new message and fill out the message.
- 2. Click the **Options** tab and select **Request a Delivery Receipt** or **Request a Read Receipt** in the **Tracking** group.



3. Send the message.





4. The receiver of the message will receive a notice that you wish a read receipt if you select that option.

Micros	oft Outlook
	Rachel N. Holloway requested a read receipt be sent when message 'Can You Meet for Lunch? ' is read. Do you want to send a receipt?
	Don't ask me about sending receipts again
	Yes No

5. If they click **Yes**, you will receive a read receipt: Your message

> To: Subject: Can You Meet for Lunch? Sent: Wednesday, May 25, 2022 1:58:39 PM (UTC-06:00) Central Time (US & Canada)

was read on Wednesday, May 25, 2022 2:02:21 PM (UTC-06:00) Central Time (US & Canada).

6. If you select delivery receipt, no response is required from the recipient and you should receive a delivery receipt:

DELIVERY RECEIPT:

Your message has been delivered to the following recipients:

Subject: Can You Meet for Lunch?

Open the e-mail, appointment, etc.

### **Printing Items**

- 1. Click the File tab to go to Backstage view.
- 2. Select a printer.

Œ		lebos - TASIOQueroc.edu - Diabask
Info	Print	
Open & E	Sport Specify how you want the	<u></u>
Save As	term to be printed and then click Print.	
Save Atta	chements Priest	Test Account10
Pres	Printer	From: Matthe H. Johnson Sent: Thursday, October 20, 2016 12:41 PM Terr. Tet Macanthol.
Office Ac	Counts	Solgert Sangar Fa Attachments Suppt for Rusiness UABAC.pdf
Options	Settings	Thunk you,
5M	Table Style	Martha H. Johnson, CCP, MBA, MOSMI IT Training Specialist
	The Marrie Style	Technologi Laumin Caster University of University Multial Cintere 2000 Numin Stand Street 7. Tol 49: 445 Mar 2014 Al Al Rog 2 7. Tol 49: 445 Mar 2014 Al Al Rog 2 1. Tol 49: 445 Mar 2014 Al Al Rog 2 1. Tol 49: 445 Mar 2014 Al Al Rog 2 1. Tol 49: 445 Mar 2014 Al



## Quick Reference: Communication & Organization

3. Click **Print Options** to see the **Print dialog box** and make changes.



4. Click **Print** to print, or **Preview**.



5. To return to Outlook, click the arrow at the top left.



## People/ Contacts

The **Contacts List** is integrated with the **Calendar** and **Address Book**. If you add a contact, you will have their e- mail available and their birthday will be entered on the **Calendar**. Contacts will be covered more in-depth in Outlook Level II.

### Change the Contacts View

1. Click **People** at the bottom left of the Outlook window right above the **Status bar**.



2. On the **Home** tab, click a **View** in the **Current View** group. Business card is the default view.





## Quick Reference: Communication & Organization

**People** view shows a list of contacts with key details and with links to for scheduling a meeting, sending e-mail, using IM through Skype for Business, etc.



Business Card view shows the business card look for each contact.

New New Contact New Contact New New	Delete Delete	Email M Com	ecting More	People	Business C	Card Current Vie	Phone	List	4 1 1 2	Move	Mail Merge Action	OneNote	Forward Contact •	Share Contacts Share	Open Shared Contacts	Categoriz	e Follow Up * Tagi	Private	Search Pee	Book	
My Contacts															50	arch Contac	ts (Ctrt+B	Ð.			
Contacts		123	Account10, Te	st		Account	rti3, Test				Bailey, C	ilenda			Bou	ern, Mary				Class acco	ints
Skype for Business Contacts Imported		a b c	B Test Account10 D University Physician C TA20@umc.edu	ent10 hysicians	Test Account13 TA13@umc.edu						Glenda Baile University of N Is Training Spe SER-DIS-Core		ley Mississippi Medical ( pec-Senior		Mary I Univers Is Traini SER-DE	Mary Bourn University of Mississippi Medical Cen Is Training Spec-Intermed SER-DIS-Core	5	Class accounts Group			
Shared Contacts Test Account10		d e t	1									(601) 815-5 gbailey@u AMM, #13 \ 39216	402 Work nic.edu N. River Bird	h, Jackson	, MS	1601) 011 mbourn 350 W. V 39213	Sc92 W Sumc ad Voodrew	ork hu v Wilson, i	Jackson, M.,	6	3
			1.000																		

Card view shows limited information about a contact.

New New Contact New Contact Group Items *	Delete Delete	Email M	leeting More	People B	usiness C Curren	D Phon
<ul> <li>My Contacts</li> <li>Contacts</li> </ul>	<	123	A		hashe Cetterine	
Skype for Business Contacts Imported		a b	Full Name: Company: E-mail:	Test Uni TA1	Jacobs, Catherine Full Name: Job Title: Company:	Cat Is Tr Uni
▲ Shared Contacts Test Account10		c d e	Account13, Tes Full Name: E-mail:	t Test TA1	Department: Business: Business: E-mail:	SER 250 984 cjac
		f	Used for Outlo training enviror < end>	ok in a nment.	Jacobs, Elizabeth Full Name:	Eliz

Phone view shows the contact's name, company and phone numbers.

			10.00								1.32		-			12.5		-		
New New Contact New De	elete I	imail I	Meeting More	People	Business C	2 Card	S Phone	List	M	ove Ma	OneNote	Forward	Share	Open Shared	Categorize	Follow Priva	E Address Boo	ək		
New Dr	elete	Cor	mmunicate			Current View				Acti	je ins	Contact + C	Share	Contacts	. 1	ags	Find			
A My Contacts	<													Sea	irch Contacts	(Ctrl+E)				
Contacts		00	FULL NAME	c	OMPANY	FILE AS 🔺		COUNT	TRY/REGION	a BUS	NESS PHONE	BUSINESS F	AX H	IOME PHONE	MOBILE P	HONE E-M	IAIL	JOURN	CATEGORIES	12
Skype for Business Contacts Imported			Test Account10 Test Account13 Glenda Bailey	u new	niversity Physici.	Account10, Test Account13, Test Bailey Glenda		United	States of J	m #601	815.5402					TAJ TAJ	0@umc.edu 3@umc.edu			≜  ≜
<ul> <li>Shared Contacts</li> <li>Test Account10</li> </ul>		20	Mary Bourn Class accounts	U	niversity of Mis	Bourn, Mary Class accounts		United	States of A	um (601	815-5092					mb	ourn@umc.edu			*
		8	Julie Green	0	niversity of Mis	Green Julie		United	States of A	m. (601	815,9930					IG	een6@umc.edu	E1		De-

List view displays contacts in a columnar list arranged in groups.

New New Contact New Contact Group Items*	Delete	Email I	Meeting Mc	re	People	Business	C Ca	rd nt Vie	Phone	List	Mov	Mail Or Merge Actions	neNote	Forward Contact *	Share Contacts Share	Open Shar Contact	ed Categorize I
▲ My Contacts	<	Ĭ.															Search Contacts
Contacts		00	FULL NAME	-	JC	B TITLE	COMPANY		FILE AS		COU	NTRY/REGION	I DI	EPARTMENT	BUSINESS	5 PHONE	BUSINESS FAX
Skype for Business Contacts Imported Shared Contacts Test AccountI0			Click here to company: (nor Cheryl Hami Elizabeth Ja Vicki Stout Company: (nor Class accou Test Accoun testing shar TLC	ne): 3 II cobs nts t13 ing ing	a new item(s) item(s)				Hamill, Cheryl Jacobs, Elizabeth Stout, Vicki Class accounts Account13, Test testing sharing testing sharing TLC	1							





## Use the Address Book

Use the address book to select names for the **To**, **Cc**, or **Bcc** boxes. Set up **Groups** to include several user names so that an e-mail can be sent using one name to many different people.

- 1. Click in the **To**, **Cc**, or **Bcc** box of the e-mail. Start typing an e-mail address or name in the address book.
- 2. OR, click the **To**, **Cc**, or **Bcc** button or click **Address Book** in the **Names** group.

🔮 🧞	Add to Outlook Contacts
Address Check Book Names	Open <u>O</u> utlook Properties
Names	Open Co <u>n</u> tact Card

3. Select the correct address book by clicking the drop-down arrow. The Global Address List contains everyone who has an e-mail address at UMMC and is a query from the Lawson database. Using Name only, the list is sorted by first name. Click **More columns**, to search by last name, phone, departments, etc.

Select Names: Offlin	e Global Address List					X
Search:      Name o	nly OMore columns	Address Book				
	Go	Offline Global A	ddress List - rhol	loway@umc.eo	d 🗠 Advanced Fir	nd
Name	Title	Business Phone	Location	Department	Email Address	
A A Riverchase Psy A- Shift Personn AACN Competen Aakriti Bhusal Aaliyah A. Cain AAMC Faculty Sa AANP Presentati AARD Presentati Aarolyn A. Willia Aarolyn A. Willia Aaron A. Moore	chol el Emergency Room Student lary Instructor ms Reg Respiratory TI Assistant Professo	T (601)496-9600 (601)496-9600 (601)496-9600 h (601)984-2095 r (601)984-5185	" School of Denti " ;University Hos	Emergency DENTAL HY SOM-Ortho UH-Respira SOM-Surge	Planner_nS6Q@umc ARiverchasePsycholo A-ShiftPersonnel@um aacncompetencies-gr abhusal@umc.edu acain1@umc.edu AAMCFacultySalaryS AANPPresentations2 ajha@umc.edu aawilliams2@umc.edu amoore8@umc.edu	~
То						
Cc						
Bcc						
				Ok	Cancel	

**Contacts** has the name of anyone **you** have added to your Contact List (People). You can right-click a name in the Global Address List and add them to your Contacts to add additional information not found in the Address book, such as a cell phone.

Other address books you have created or those brought in from other e-mail may also appear.

- 4. Find a name and double-click to add it to the mail or click To->, Cc-> or Bcc->.
- 5. Click **OK** when done.

### Folders

Folders are used to store and organize incoming and sent items such as mail, meeting invitations, tasks, and notes.

Outlook Systems Information User Folders (pre-defined):



## Quick Reference: Communication & Organization

INBOX	Where all e-mail arrives
CALENDAR	Where meeting invitations, notes, and tasks appear
PEOPLE	Your Contacts address book list
DRAFTS	Where emails are saved to be sent later
DELETED ITEMS	Where deleted items go for 14 days
OUTBOX	Where items go as they are being sent
SEARCH FOLDERS	Folders that perform a search each time you select them

Sub-folders that are created by the user and can be personal or shared with other users. You can now drag folders in the order in which you would like to see them instead of in alphabetical order.

### Create a Folder

- 1. Select the **Inbox** or main folder where you want to create a sub-folder.
- 2. Click the **Folder** tab on the ribbon and click **New Folder** in the **New** group or rightclick the Inbox and choose **New Folder**.



- 3. Type a name for the folder. Folders will appear alphabetically, but just drag to rearrange as you would like or right-click to move up or down.
- Click OK. A list of folders will appear under a folder. Click the Expand triangle to the left of the Inbox (or folder used to create sub folder) to see them. The Collapse button Inbox 117 will hide the folders.
- 5. Drag an e-mail to move it to a folder or use a **Quick Step** or **Rule** to move items to folders.

### Calendar

The Calendar can be used to schedule appointments for yourself that occur during working hours, holidays, vacations, and meetings with other users. The Calendar will be covered in more detail in Outlook Level II, so this is just an introduction to the Calendar. Click Calendar at the bottom left of the window to view the calendar.





### Change the View

Change the view of the Calendar by clicking a view in the Arrange group.



- Day shows one day with half hour time segments by default.
- Work Week shows the days you have set for your default work week.
- Week shows all seven days of the week
- **Month** shows one calendar month, but you can choose three detail levels—Low, Medium, and High.
- Schedule View shows a horizontal view of the calendar for a selected time period.

## Personalizing and Organizing

#### **Color Categories**

**Categories** provide a way to organize items by color and can be assigned to messages, contacts, appointments, or other items.

#### Assign a Category to Anthem

- 1. Select or open the message or item.
- 2. In the Tags group of the Home tab, click Categorize.





# Microsoft Outlook 2019





6. Click New to create a new category.

7.	Click	Delete to	o delete a d	category	. A war	ning	ap	pears.	
	Microso	oft Outlook							×
		Are you sure you categorized items.	vant to delete the cate	gory "Yellow Cate	egory"? Deleting	this cate	egory re	removes it from your category l	ist but does not affect your previously

### Follow Up

Follow Up marks items and a time to follow up on them. Follow Up creates a task out of the item.

Flag messages for Follow Up, and they will be added in the To-Do List.

#### Mark an Item for Follow Up

- 1. Select or open the e-mail.
- 2. In the **Tags** group, click **Follow Up** to select a time.

Categorize	Follow Up •	Search People
Tags	▶ <u>⊺</u> ∘	day
d ⊊‡îM	▶ T <u>o</u>	morrow
Mart	► Th	is <u>W</u> eek
ow's One	<u>► N</u> e	ext Week
	🕨 No	D <u>a</u> te
	▶ <u>C</u> u	istom
	🐥 Ac	ld <u>R</u> eminder
	✓ <u>м</u>	ark Complete
	Cl	ear Flag
	Se	t <u>Q</u> uick Click



 $\times$ 



3. Click **Add Reminder** to set a time and add a reminder.

Flaggin you foll	g creates a to low up, you o Flag to	o-do item that reminds you to follow up. After an mark the to-do item complete.
Υ.	i lug to	
	Start date	Thursday, October 20, 2016 🔹
	Design data	
	Due date	Thursday, October 20, 2016
🔽 Rem	inder	
Thu	ursday, Octob	oer 20, 2016 💌 3:30 PM 💌 🐠
Clear	Flag	OK Cancel

A **Follow Up** flag appears to the right of the message, and a task is created for the flag.

UMMC Marketing	The truth about your stuffy nose	Thu 10/20/2	21

#### Importance

Importance to an e-mail you are sending, especially if message is very important. Begin the e-mail and click **High Importance** in the **Tags** group on the **Message** tab.

	Follow Up 👻	
!	High Importance	
Ψ	Low Importance	
	Tags	G,

A red exclamation point will appear next to a high importance e-mail in the items list.

! 🐥 🧰 🛛 DIS - Z107

### **Outlook Options (Default)**

#### **Setting Options**

- 1. Click the File tab and click Options.
- 2. Use General to set defaults for the user interface, user name, etc.

	General	General options for working with Outlook.	-
$(\leftarrow)$	Mail	liear Interface ontions	
$\smile$	Calendar		e
	Groups	Optimize for best appearance	
Info	People	<ul> <li>Optimize for compatibility (application restart required)</li> </ul>	
	Tasks	✓ Show Mini Toolbar on selection ①	
Once & French	Search	☑ Enable Live Preview ①	
Open & Export	Language	ScreenTip style: Show feature descriptions in ScreenTips	
	Ease of Access	Personalize your copy of Microsoft Office	
Save As	Advanced	User name: Rachel N. Holloway	
	Customize Ribbon	Initials: RNH	
	Quick Access Toolbar	Always use these values regardless of sign in to Office.	
	Add-ins	Office Background: Circles and Stripes 🔻	
	Trust Center	Office Iheme: Colorful 💌	
Print		Office intelligent services	
		Intelligent services bring the power of the cloud to the Office apps to help save you time and produce better results. To	
		provide these services, Microsoft needs to be able to collect your search terms and document content.	
		About intelligent services Privacy statement	
Office Account		Start up options	
Options		✓ Make Quttook the default program for Email, Contacts, and Calendar Default Programs	
		Attachment options	
Evit	L		× 1
EXIC		OK Ca	icer





3. Click **Mail** to set defaults for e-mail. It is a good idea to select under Compose Messages to **Always check spelling before sending**.



 When having difficulty noticing Desktop Alert when new e-mails arrive, change those settings by clicking Desktop Alert Settings under Message arrival. Increase the time and make Transparency more solid.



- 5. Click **OK** when done. General Options for working with Outlook. Mail 0 Outlook panes Calendar Customize Outlook panes. Navigation... People Reading Pane. Tasks Outlook start and exit Search Start Outlook in this folder: Indox Browse. Language Empty Deleted Items folders when exiting Outlook Fase of Aco AutoArchive Advanced Reduce mailbox size by deleting or mo Customize Ribbon Quick Access Toolba Reminders Add ins Show reminders Play reminder sou Browse... Export Export Outlook information to a file for use in other programs Export RSS Fe Any RSS Eeed item that is updated appears as new Send and receive
- 6. Click Advanced.



## Quick Reference: Communication & Organization



7. Click Reading Pane under Outlook Panes.

Reading Pane	$\times$		
Reading Pane options Mark items as read when viewed in the Reading Pane			
Wait       5       seconds before marking item as read         Mark item as read when selection changes         Single key reading using space bar			
Turn on automatic full-screen reading in portrait orientation	2		

- 8. De-select Mark item as read when selection changes so that you must open an item to show it read or select Mark Items as read when viewed in the Reading Pane and increase the number of seconds. If you don't change these settings, each time you move from one e-mail to another with the mouse, the email changes from Unread to Read even if you have not actually read the e-mail.
- Scroll and click Send/Receive under Send and receive.
   Send and receive

==•=	Set send and receive settings for incoming and outgoing items.	
	Send immediately when connected	

10. Change the default send/receive time to something less than 30 minutes.

Send	/Receive Groups		$\times$
2	A Send/Receive group You can specify the ta send/receive.	o contains a collection of Outloo sks that will be performed on th	k accounts and folders. e group during a
	Group Name	Send/Receive when	
	All Accounts	Online and Offline	New
			Edit
			Сору
			Remove
			Rename
Setting	g for group "All Account	S"	
	🗸 Include this grou	up in send/receive (F9).	
	Schedule an aut	omatic send/receive every 30	0 🚔 minutes.
	Perform an auto	matic send/receive when exiting	<b>j</b> .
,	When Outlook is Offline	2	
	🖌 Include this grou	up in send/receive (F9).	
	Schedule an auto	omatic send/receive every 30	0 🚔 minutes.
			Close
Click	<b>Close</b> when d	one.	

12. Click **OK** when done.

11



### Create a Signature

You can create custom signatures that can be applied automatically to your e-mails. Use the format in black or blue font as specified in New Employee Orientation and include the following:

- Your Name
- Your Title
- University of Mississippi Medical Center
- Your Mailing Address
- City, State Zip+4
- T: 000-000-000 | F: 000-000-0000
- yourusername@umc.edu
- <u>www.umc.edu</u>
- 1. Click the **File** tab and click **Options**.
- 2. Click Mail.
- 3. Under **Compose Messages**, click **Stationery and Fonts**. Click the **E-mail Signature** tab.

Signatures and Stationery	?	$\times$
E-mail Signature Personal Stationery		
Sele <u>c</u> t signature to edit Choose default signature		
E-mail account: @umc.edu		$\sim$
New messages:		~
Replies/forwards:		~
Delete New Save Rename		
Edi <u>t</u> signature		
Calibri (Body) V 11 V B I U Automatic V E Business Card	i 🕄	
Radial II Hollowsy		^
University of Mississippi Medical Center		
e 0		
<u>r@umc.edu</u>		
2500 North State Street, Jackson, MS 39206		
		~
ОК	(	Cancel

4. **OR**, start a new message and click **Signature** in the **Include** group and click **Signatures...** 









- 5. Click New.
- 6. Type a name for the signature and click OK.
- 7. Under **Edit signatures**, type your signature, title, department, address, phone, etc. Select any part of the signature and use the formatting buttons to format.
- 8. Select a signature for **New** messages and **Replies/Forwards** if you want a signature to be added automatically.
- 9. Click OK twice.

### NOTE

You could add a second, shorter signature to be used to automatically add to Replies/Forwards.

#### Creating an out of Office Reply

When you will be out of the office, you can create a reply that will be automatically sent when someone e-mails you, but just sends once. That way they know you are not in the office to respond right away. You can create a message just for people at UMMC or a different message for people outside UMMC. You can set a time frame in which the automatic reply will be sent so that you don't have to remember to turn the reply on and off.





- 2. Select Send automatic replies.
- 3. Select **Only send during this time range:** and set a start and end time.

Automatic Replies - I	, I	I	>
Do not send automa	itic replies		
Send automatic repl	ies		
Only send d	uring this time range:		
Start time:	Wed 5/25/2022 V	4:00 PM 🗸	
End time:	Tue 5/31/2022 V	4:00 PM ~	
🍇 Inside My Organiz Segoe UI	ation 💽 Outside My	Organization (On)	
BIUA			
Helle			
Hello,			





Microsoft Outlook 2019

In the message area, type a message that explains when you are leaving, when you will return, and list someone they can contact if they need immediate help. Give them another e-mail address and/or phone number.

4. Click **Outside My Organization** if you wish to type a different message to be sent if someone e-mails you from outside UMMC. This option is **Off** by default. You can use the same or a different message.

Automatic Replies -	×
O Do not send automatic replies	
• Send automatic replies	
Only send during this time range:	
Start time: Wed 5/25/2022 V 4:00 PM V	
End time: Tue 5/31/2022 V 4:00 PM V	
Automatically reply once for each sender with the following messages:	
🚳 Inside My Organization 🔍 Outside My Organization (On)	
Auto-reply to people outside my organization	
O My Contacts only  Anyone outside my organization	
Segoe UI 🗸 8 🗸	
B I U <u>A</u> ≔ ≟ ← →	

5. Click **OK** when done. Out of Office replies can also be created via Webmailaccess.

#### View Three Time Zones

At any time, you can change the time zone in Outlook so that it matches your current geographic location. Changing the time zone in Outlook is the same as changing it in the Windows Control Panel, and the change is reflected in the time displays in all other Microsoft Windows-based programs.

When you change the time zone setting in Outlook, all Calendar views are updated so that they display the new time zone, and all Calendar items reflect the new time zone.

- 1. Click the File tab.
- 2. Click **Options**.
- 3. On the **Calendar** tab, under Time **zones**, type a name for the current time zone in the **Label** box.

General	Automatically switch from vertical layout to schedule view when the number of	
Mail	displayed calendars is greater than or equal to:	5 📮
Calendar	Automatically switch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to:	1 ‡
Groups	Time zones	
People		
Tasks	Label:	
Search		
Language	Show a second time zone	
Ease of Access	Label:	
Advanced	<u>T</u> ime zone: (UTC-12:00) International Date Line West ▼	
Customize Ribbon	<u>S</u> wap Time Zones	



## Quick Reference: Communication & Organization



Time zo	nes		
:0	<u>L</u> abel:		
-9	Time zone:	(UTC-06:00) Central Time (US & Canada)	-
		(UTC-12:00) International Date Line West	^
	Show a se	(UTC-11:00) Coordinated Universal Time-11	
		(UTC-10:00) Aleutian Islands	
	<u>L</u> abel:	(UTC-10:00) Hawaii (UTC-09:30) Marquecas Islands	
	<u>T</u> ime zon	(UTC-09:00) Alaska	
	Sugar Time	(UTC-09:00) Coordinated Universal Time-09	
	<u>s</u> wap nme	(UTC-08:00) Baja California	
		(UTC-08:00) Coordinated Universal Time-08	
		(UTC-08:00) Pacific Time (US & Canada)	
		(UTC-07:00) Arizona (UTC-07:00) Chibushus La Das Massalar	
		(UTC-07:00) Chinuanua, La Paz, Mazatian (UTC-07:00) Mountain Times (US-8) Canada)	
		(UTC-07:00) Nountain Time (OS & Canada)	
		(UTC-06:00) Fukon (UTC-06:00) Central America	
		(UTC-06:00) Central Time (US & Canada)	
		(UTC-06:00) Easter Island	' I
		(UTC-06:00) Guadalajara, Mexico City, Monterrey	
		(UTC-06:00) Saskatchewan	
		(UTC-05:00) Bogota, Lima, Quito, Rio Branco	
		•	

- When you adjust time zone and daylight-saving time settings in Outlook, Windows clock settings are also adjusted.
- When Outlook is set to a time zone that observes daylight saving time, the clock adjusts for daylight saving time by default. You can turn off the adjustment. However, this is not recommended.
- Some time zones do not have daylight saving time. When Outlook is set to time zone that doesn't observe daylight saving time, such as Arizona in the United States, the daylight-saving time adjustment cannot be turned on.

#### **Quick Parts**

NOTE

Quick Parts can assist and save time when the same text is needed in multiple messages, such as when a message is sent once a week or on a regular basis.

#### **Create Quick Parts**

- 1. Click in the message area of the email.
- 2. Type the text for the first time.
- 3. Select the text.
- 4. Click the Insert tab on the ribbon and click Quick Parts.





## Quick Reference: Communication & Organization

- 5. Click Save Selection to Quick Part Gallery....
- 6. Type a name for the Quick Part.
- 7. Click OK

	<b>*</b> .		
Create New	Building Block	?	$\times$
<u>N</u> ame:	Hello everyone,		
<u>G</u> allery:	Quick Parts		$\sim$
<u>C</u> ategory:	General		$\sim$
Description:			
<u>S</u> ave in:	NormalEmail		$\sim$
Options:	Insert content only		~
	ОК	Ca	ncel

#### **Use Quick Parts**

- 1. Click in the message area of the new email.
- 2. Click the Insert tab on the ribbon and click Quick Parts.
- 3. Locate the Quick Part in the list and click it.

LOOG		ic guiu	in a		, not a		16.							
•	501	h ↓ ∓				Untitled	- Message (HTML	)					?	T
FILE	MESSAGE	INSERT C	PTIONS	FORMAT TEXT	REVIEW AD	OBE PDF			-					
Attach O File	utlook Busines	ss Calendar Signat	ture Table	Pictures Online Pictures	Shapes SmartArt	Chart Screenshot	Hyperlink Book	mark Te	xt Quick	A ™ WordArt	Drop Cap - Date & Time Object	π Ω Equation Symb	A A ool Horizontal Line	
	Include Tables Illustrations Links						Gene	General						
	To						-		Class e	email				
Send	Cc								The han attachin	eryone, dout you can to print	for class is attached, case you want to pra	but is mainly used as a n ctice after class.	eference after class. I	l am also
	Bcc								If you ca	innot attend, please le	et me know or go to	https://apps.umc.edu/at	tendance/home.action	on, dick
	Subject								I hope to	o see you in class!	one outcome denene			
									績 A	utoText				-
									EL S	ave Selection to	o Quick Part G			

4. The text will be inserted into the email.

#### Change a Quick Part

- 1. Click in the message area of the new email.
- 2. Click the Insert tab on the ribbon and click Quick Parts.
- 3. Locate the Quick Part in the list and click it.

	501	- ↓ =					Untitled	Message (H	(TML)							?	Æ
FILE	MESSAGE	INSERT	OPTIONS F	FORMAT TEXT	REVIEW AD	OBE PD	F										
Attach Or File	utlook Busines: Item Card *	s Calendar Signa	ture Table	Pictures Online Pictures	Shapes SmartAr	t Chart	Screenshot	Hyperlink	Bookmark	A Text Box *	Quick Parts •	A VordArt	Drop Cap - Date & Time	π Equation Sy	Ω /mbol Ho	A A orizontal Line	
	Incluc	le	Tables		Illustrations			Lir	nks		Genera	ıl					
	To								~		Class en	ail					
Send	Cc										Hello Ever The hando attaching t	yone, ut you can he practice ot attend.	to print for class is attached files in case you want to pra	, but is mainly used a actice after class.	is a reference	after class. L	iam also
	Subject										My Course	s, signin, a ee you in cl	nd click the button to delete assi	the course.			
											🌆 Au	toText					•
											Sav	re Selec	tion to Quick Part 0	Sallery			

- 4. Make any necessary changes to the Quick Part.
- 5. Select all the text again.
- 6. Click Save Selection to Quick Part Gallery....



## Quick Reference: Communication & Organization

7. Use the **same name** for the Quick Part.

Create New	Building Block	3	, ×
<u>N</u> ame:	Hi all, check-in		
<u>G</u> allery:	Quick Parts		,
<u>C</u> ategory:	General		,
Description:			
<u>S</u> ave in:	NormalEmail		
Options:	Insert content only		,
	ОК		Cancel

8. <u>Click **OK**</u>. A message will appear asking to redefine the building block entry.



9. Click Yes.

#### **Delete Quick Parts**

- 1. Click in the message area of an email.
- 2. Click the Insert tab on the ribbon and click Quick Parts.
- 3. Right-click the Quick Part to delete.
- 4. Click Organize and Delete...

Parts • •	Object	· .	Ŧ	Line	
Hello Everyone,					
Hello Everyone,					
The handout you can to attaching the practice fil	Insert at <u>C</u> u	rrent Docu	ument Pos	ition	
If you cannot attend, ple My Courses, sign in, and	Insert at <u>B</u> eg	jinning of	Documen	t	
You can find links to our	Insert at <u>E</u> nc	l of Docu	ment		
Microsoft Home	Edit <u>P</u> ropert	ies			
Microsoft Home Use P	Organize an	d Delete			
1. Go to http://ww	Add Gallery	to Ouick	Access To	olbar	
	•				
	<b>C</b> .				
Puilding Placks Organiz	ior.				2
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