



Quick Reference: **Communication & Organization**

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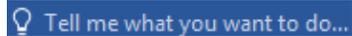
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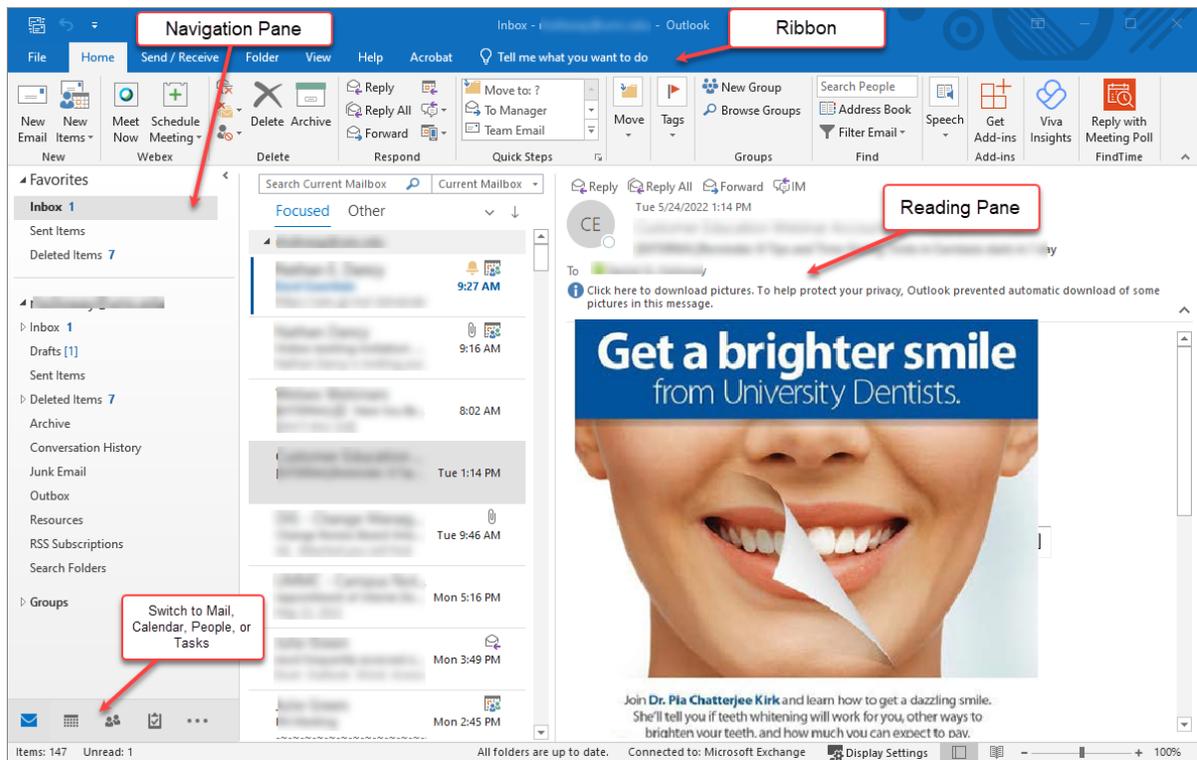
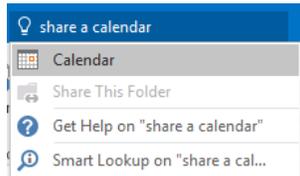
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Outlook Main Window

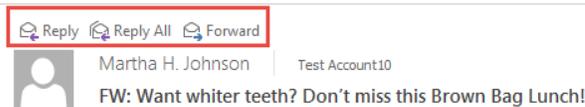
Outlook 2019 has a **Tell Me what you want to do...** feature on the right of the **Ribbon Bar**.



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



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



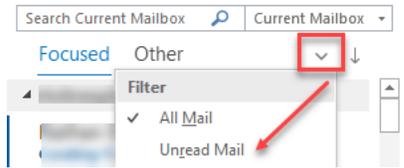
Marking for follow-up, deleting, or marking an e-mail as unread (using blue bar on left) can be done within the message list.





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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**.



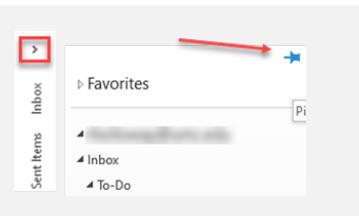
Outlook Tools and Terms

RIBBON

The **Ribbon** was first introduced in Outlook 2007 in only certain windows. Now the Ribbon completely replaces the menu and toolbar. As in other applications, the Ribbon contains different tabs. Each tab is divided into groups with related commands

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:



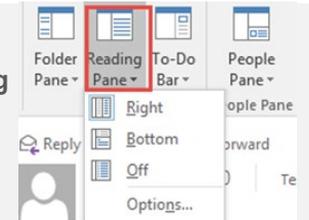
FOLDER PANE

Found at the bottom for switching to mail, calendar, people, or tasks:



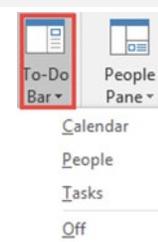
READING PANE

Shows the contents of the active e-mail message. You can reply, type, and send the reply in the reading pane. Click the **View** tab, and click **Reading Pane** in the **Layout** group to turn the reading pane on or off or move it from the right to the bottom.



TO-DO BAR

When the To-Do bar is turned on, it can show the **Calendar**, upcoming appointments, **People**, if selected, and tasks marked for **Follow Up** (default), and a **Task** input section. Turn these options on or off by clicking the **View** tab and **To-Do Bar** in the Layout group.

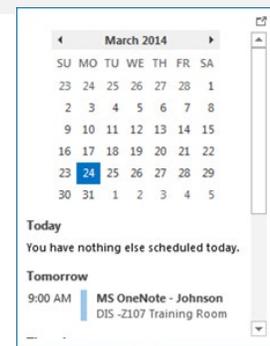


MAIL

 Displays the **Inbox**, personal folders, **Sent Items**, **Deleted Items**, **Outbox**, **Drafts**, etc.

CALENDAR

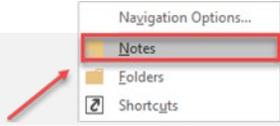
 Displays the **Date Navigator** and personal and shared **Calendar folders**. There is now a pop-up window which appears when you point to Calendar at the bottom that gives you a quick look at your schedule. There is no need to leave your inbox.





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PEOPLE		Displays your Contacts 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.



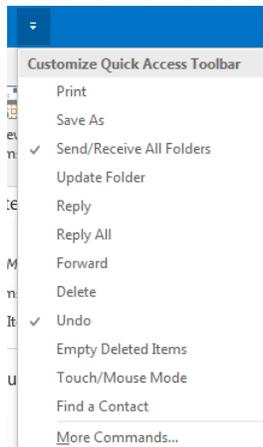
Customizing Quick Access Toolbar

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. Right-click the button when you find it on the **Ribbon**.
 - Add to Quick Access Toolbar
 - Customize Quick Access Toolbar...
 - Show Quick Access Toolbar Below the Ribbon
 - Customize the Ribbon...
 - Collapse the Ribbon
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**.



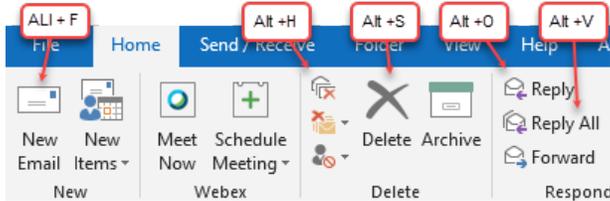


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Ribbon

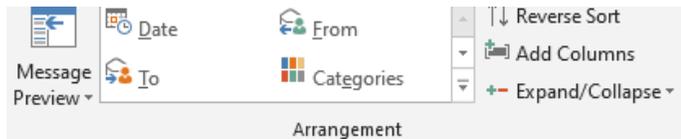
The Ribbon contains the **File** tab, which is called Backstage View, plus **Home**, **Send/Receive**, **Folder**, and **View** tabs. A **Developer** tab can also be added, if needed. Adobe PDF appears if Adobe Pro is installed. Each tab is divided into groups with the name of the group in the middle,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

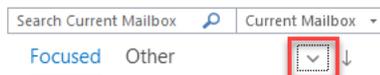


Sorting Column in the Folder Content List

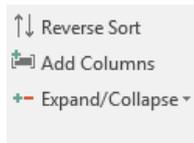
1. Click the folder containing the items to sort.
2. Click the **View** tab and in the **Arrangement** group, click the button by which to sort.



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.



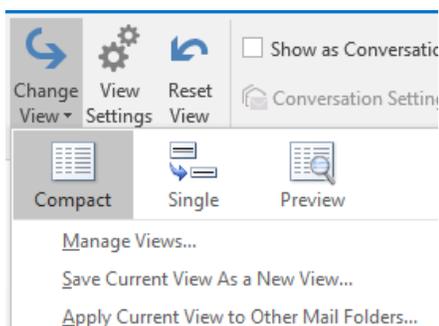
Working with Email

Reading with E-Mail

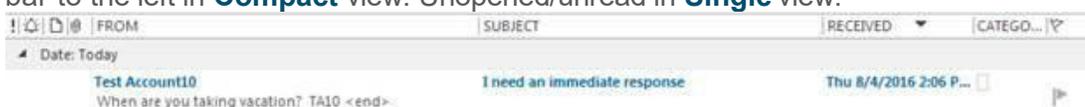
1. Click the **Mail** button in the navigation pane, and click the **Inbox** folder, if necessary. Lines of the message preview in the folder contents window, or the entire message can be read in the reading pane.

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



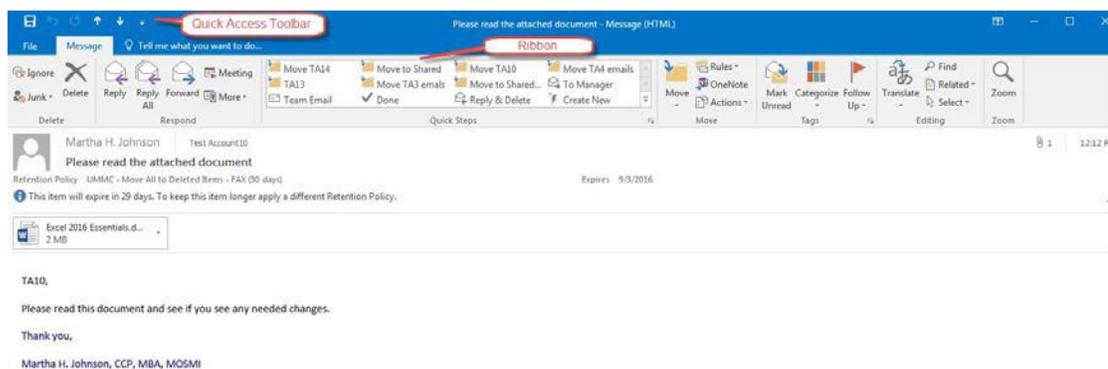
3. Double-click the e-mail in the **Folder Item List** to open it in a separate window. Unopened/unread mail has blue font for the sender, subject, and date, and has a blue bar to the left in **Compact** view. Unopened/unread in **Single** view:



Opened/read:

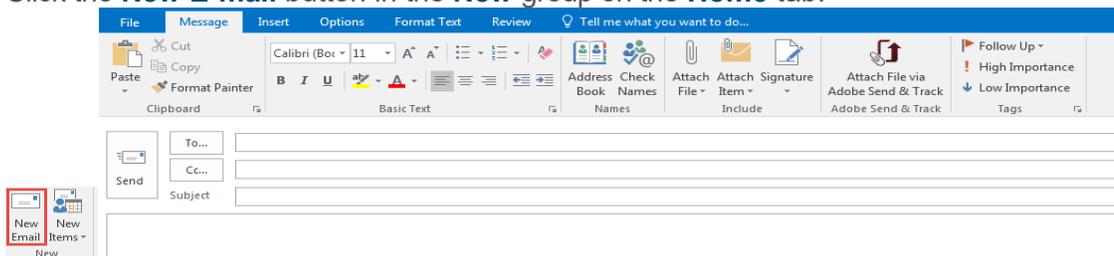


Email window:



Sending E-Mail

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



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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.



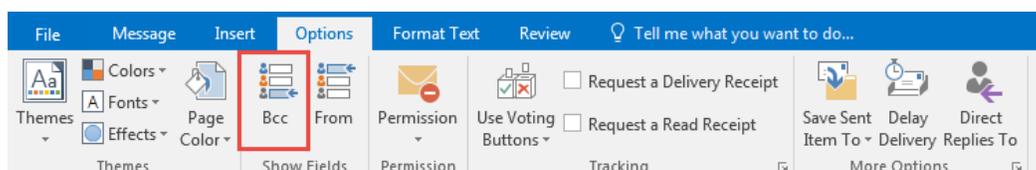
- Plain Text** e-mails can be viewed by anyone.
- HTML** view allows anyone to view e-mails composed in HTML from other people or Web based services. In **HTML** view, hyperlinks in the e-mail to go directly to the Web site when clicked.
- Rich Text** allows formatting in the e-mail, but only Outlook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

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

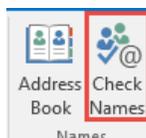
A drop-down list of previously used e-mail addresses may appear as you begin typing. You can select one of these by clicking it or press **Esc** to close the list. You can type an e-mail address, too.

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.



- Type a **Subject**. The subject is the main idea and **most important** part of the e-mail.
- 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.
- Type a greeting and a closing and add a signature if it is not added automatically.
- Click  on the **Review** tab to spell-check if Spell check is not set as a default.
- Click **Send**  when you are ready to send the e-mail.

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Replying to an E-Mail

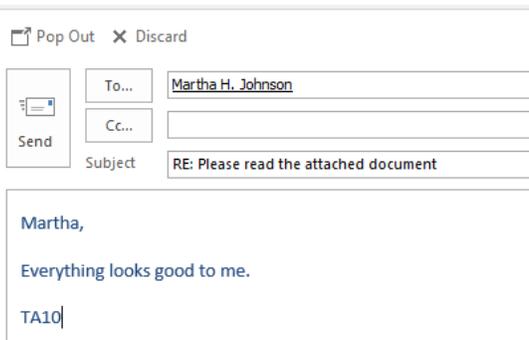
After reading an e-mail, you can reply, if necessary. Don't reply unless there is a good reason. **BE CAREFUL!**

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. 



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



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

Forwarding an E-Mail

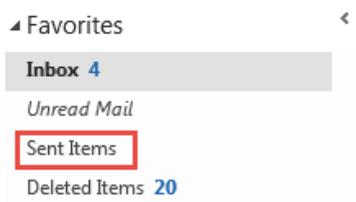
After reading an e-mail, you may wish to forward it to another person who did not receive the initial e-mail.

1. Click the **Forward** button  in the **Respond** group on the **Message** tab or  **Forward** 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

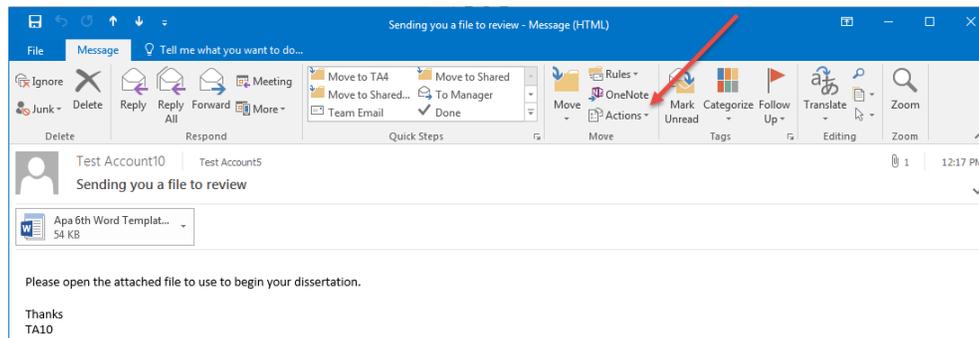
After sending an e-mail, you can re-read it, resend it, recall it, etc.

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



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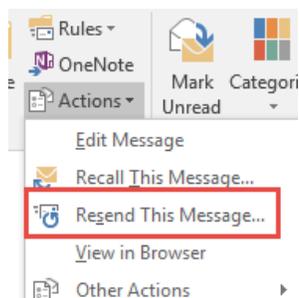
2. Double-click the item to view the message. All options do not appear on the ribbon unless the message is opened and not by just using the reading pane.



3. Close when done.

Resending E-Mail

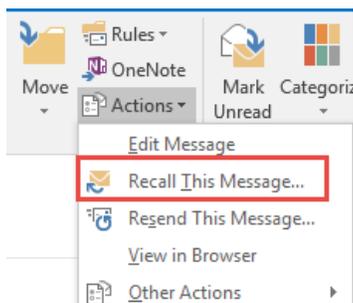
1. Double-click the message in the **Sent Items** folder.
2. On the **Message** tab, in the **Move** group, click **Actions** and click **Resend This Message**.



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

Recalling an E-Mail

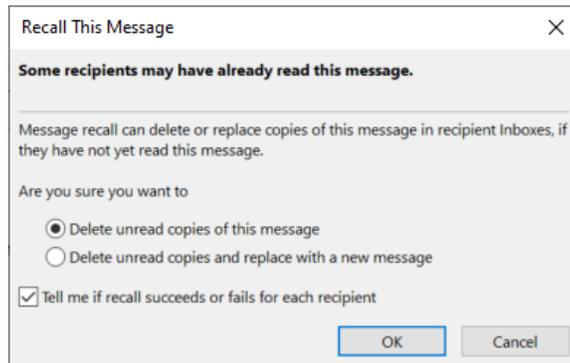
1. Double-click the message in the **Sent Items** folder.
2. On the **Message** tab, in the **Move** group, click **Actions** and click **Recall This Message**.





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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.

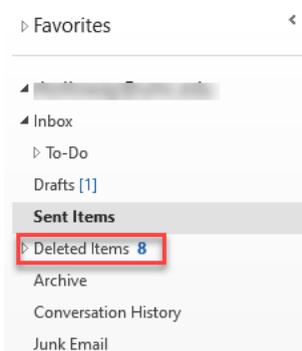
Deleting an E-Mail

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.
2. Press **Delete** on the keyboard or click **Delete**  on the **Home** tab in the **Delete** group.
3. Deleted items go to the **Deleted Items** folder where they can be recovered by dragging to a folder.

Undelete an Item

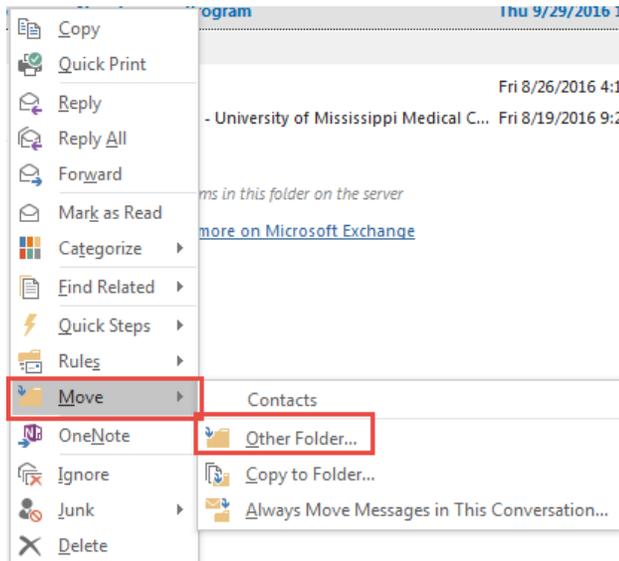
1. Click the **Deleted Items** folder.



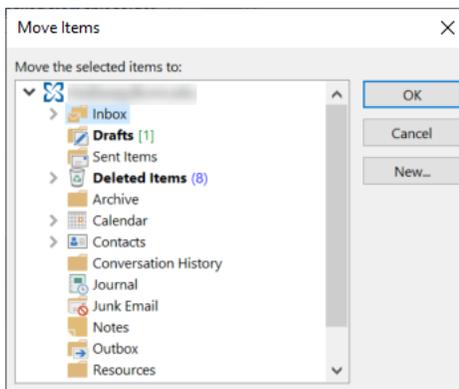
2. Select the item.
3. Drag the item to another folder in the folder list.

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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.



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

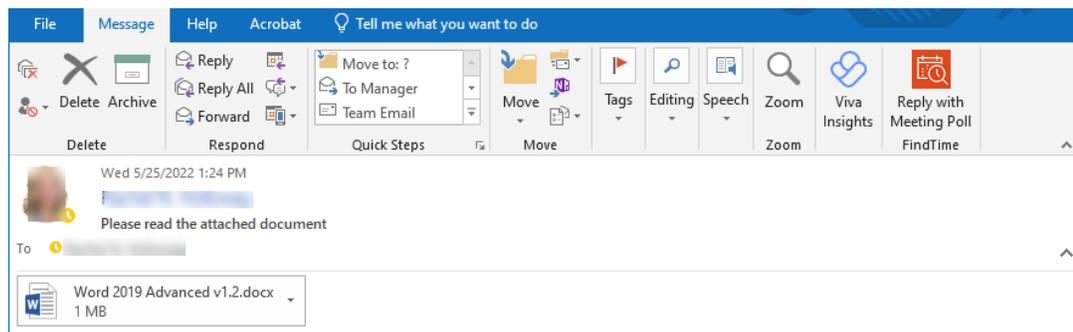
Quick Reference: **Communication & Organization**

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:

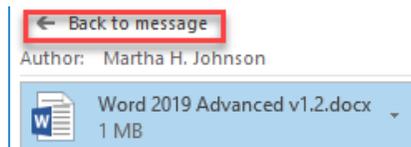
1. Double-click to open the attachment or right-click and choose **Open**.
2. Click the attachment once to preview the attachment. You might have to enable preview—click **Preview File**.



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



3. Click **Back to Message** to exit preview.

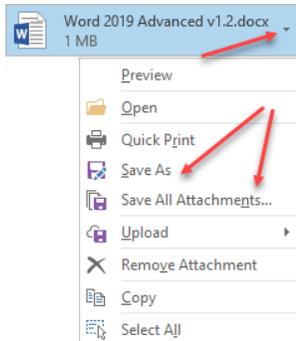




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Saving Attachments

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.



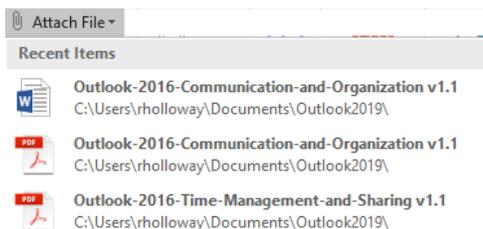
2. Open a folder and press **Enter**.

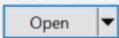
Attaching a File to an A-Mail

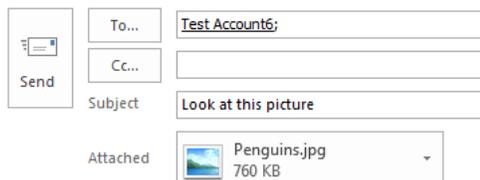
1. Start a new e-mail.
2. Fill in all the boxes of the e-mail.
3. To attach a file that has been previously created and saved, click the



4. paper clip icon 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.



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.



6. Click  to send the e-mail.

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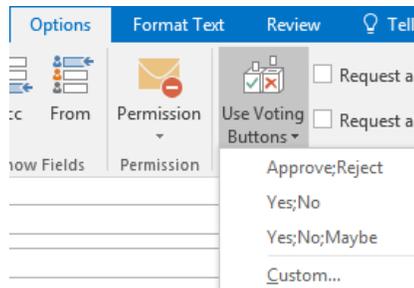
Email Options

Voting Buttons

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

Fill out the e-mail.

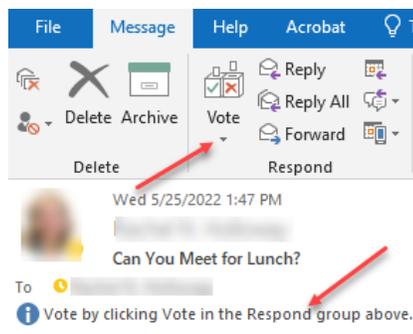
1. Click the **Options** tab and click **Use Voting Buttons** in the **Tracking** group.



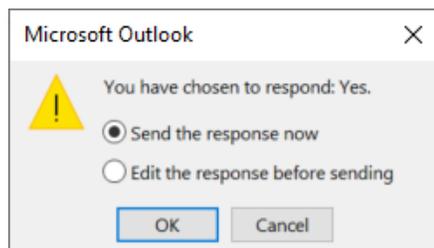
2. Select a type of voting button or click **Custom** to create a new one.
3. Send the e-mail.

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.



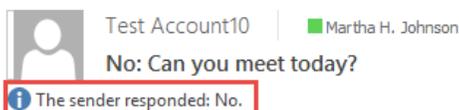
5. Select an answer from the list of Vote choices.



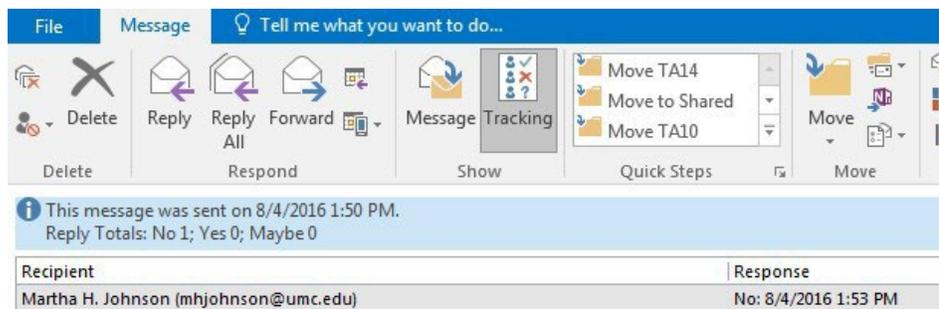
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6. Click **OK** or click **Edit the response before sending** to add a message.

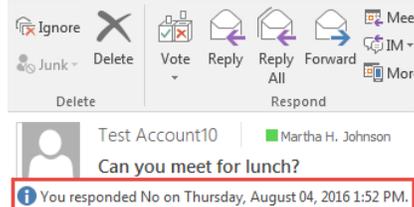
The message is sent. The user's vote displays above **From** below the **Message** tab in the response e-mail.



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.



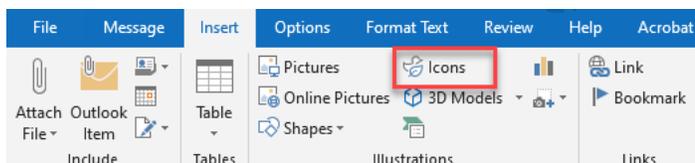
When a user reopens the email where they voted, their previous response displays.



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.

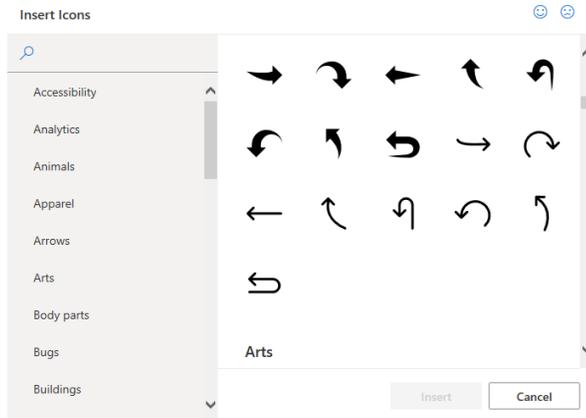
1. While in the message you are going to send, select **insert** on the **ribbon > icons**.





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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.



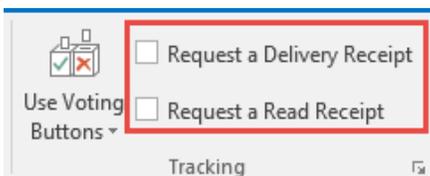
4. Rotate, color, and resize your icon. By selecting the icon and then clicking **Format** on the **Ribbon**.



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.

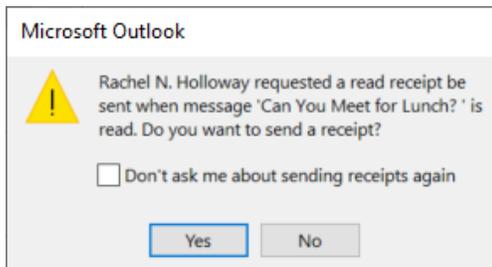


3. Send the message.



Quick Reference: **Communication & Organization**

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



- If they click **Yes**, you will receive a read receipt:

Your message

To: [Redacted]
 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).

- 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:

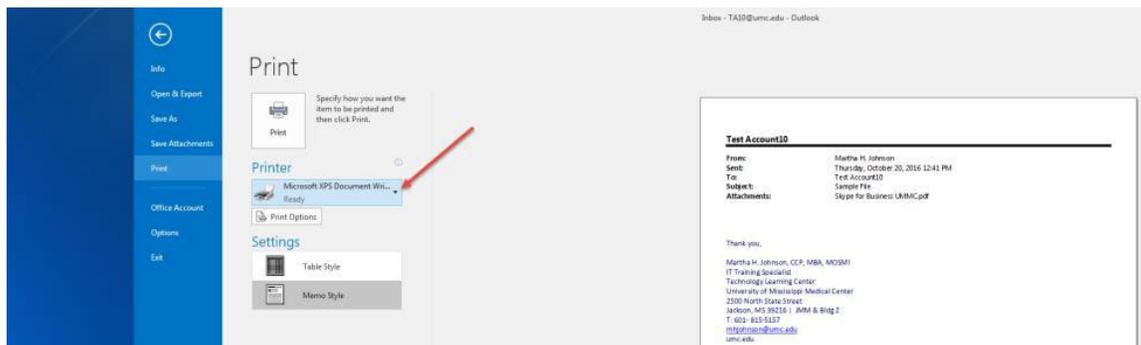
[Redacted]

Subject: Can You Meet for Lunch?

Open the e-mail, appointment, etc.

Printing Items

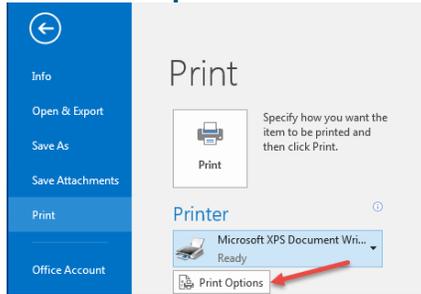
- Click the **File** tab to go to **Backstage view**.
- Select a printer.



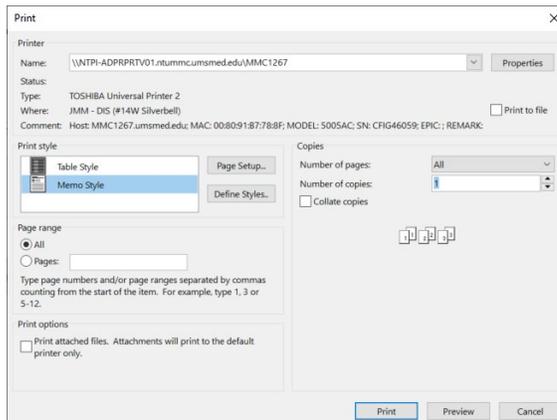


Quick Reference: **Communication & Organization**

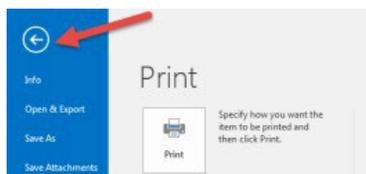
3. Click **Print Options** to see the **Print dialog box** and make changes.



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



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



People/ Contacts

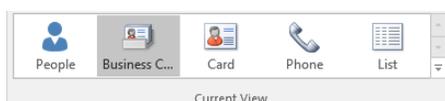
The **Contacts List** is integrated with the **Calendar** and **Address Book**. If you add a contact, you will have their e- mail available and their birthday will be entered on the **Calendar**. Contacts will be covered more in-depth in Outlook Level II.

Change the Contacts View

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



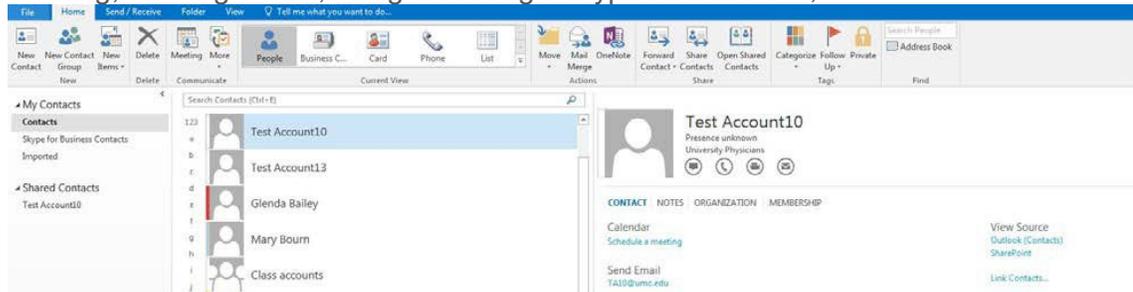
2. On the **Home** tab, click a **View** in the **Current View** group. Business card is the default view.



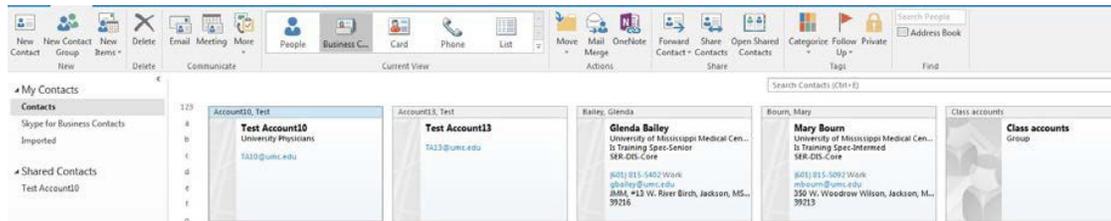


Quick Reference: Communication & Organization

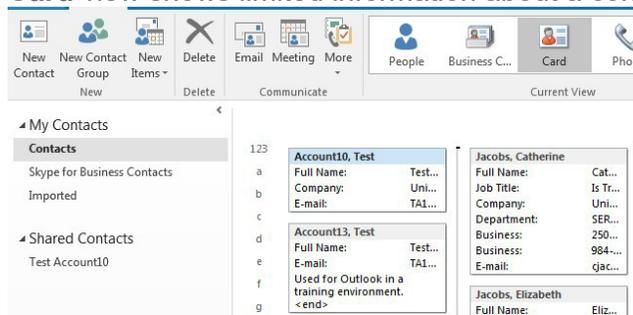
People view shows a list of contacts with key details and with links to for scheduling a meeting, sending e-mail, using IM through Skype for Business, etc.



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



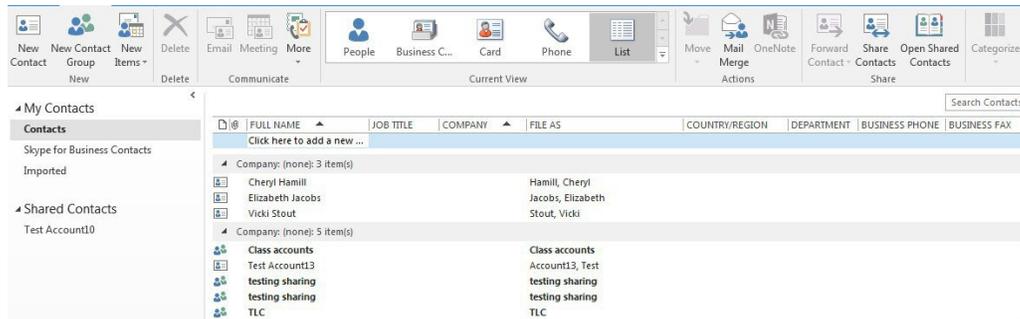
Card view shows limited information about a contact.



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



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

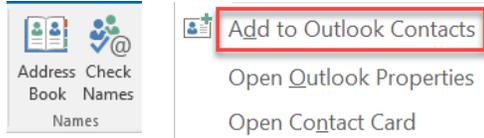


Quick Reference: **Communication & Organization**

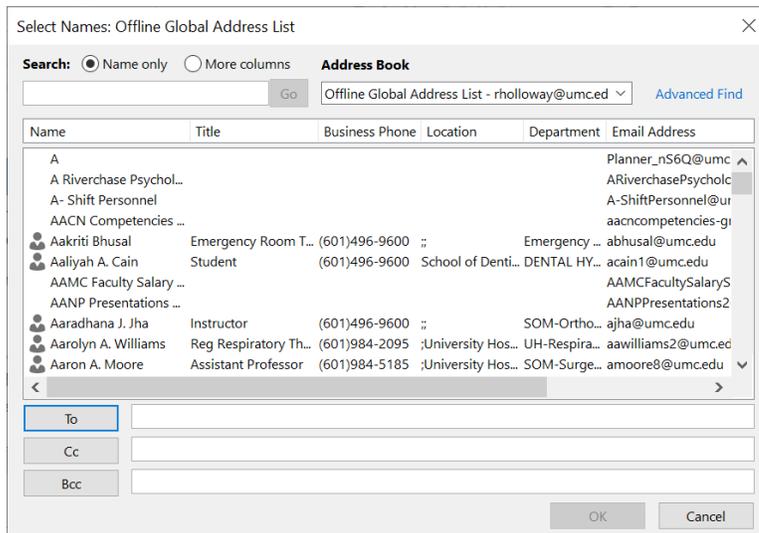
Use the Address Book

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.



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.



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):

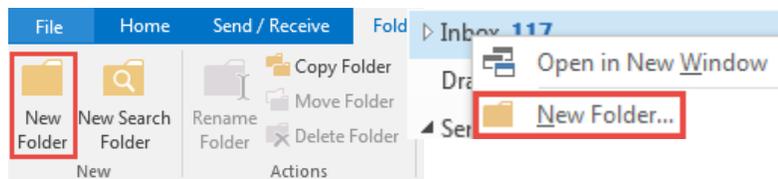
Quick Reference: **Communication & Organization**

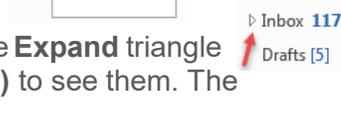
INBOX	Where all e-mail arrives
CALENDAR	Where meeting invitations, notes, and tasks appear
PEOPLE	Your Contacts address book list
DRAFTS	Where emails are saved to be sent later
DELETED ITEMS	Where deleted items go for 14 days
OUTBOX	Where items go as they are being sent
SEARCH FOLDERS	Folders that perform 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 right-click 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.
 
4. 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 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

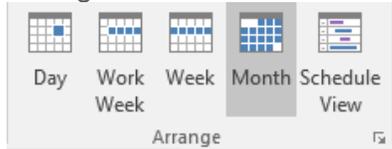
The Calendar can be used to schedule appointments for yourself that occur during working hours, holidays, vacations, and meetings with other users. The Calendar will be covered in more detail in Outlook Level II, so this is just an introduction to the Calendar. Click Calendar at the bottom left of the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



Quick Reference: **Communication & Organization**

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.

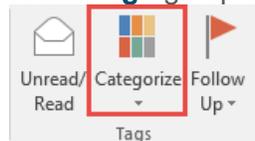
Personalizing and Organizing

Color Categories

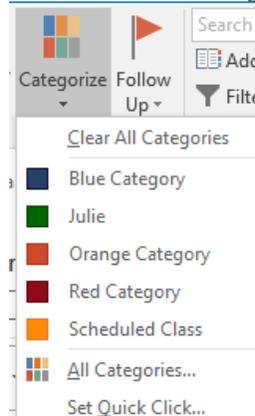
Categories provide a way to organize items by color and can be assigned to messages, contacts, appointments, or other items.

Assign a Category to Anthem

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

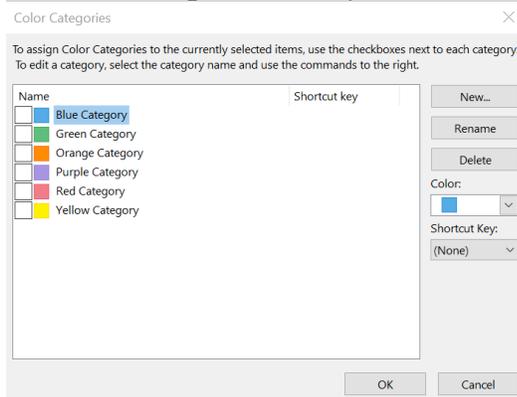


3. Select a color category.

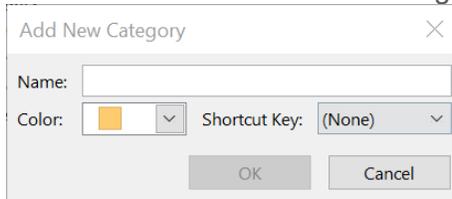


Quick Reference: **Communication & Organization**

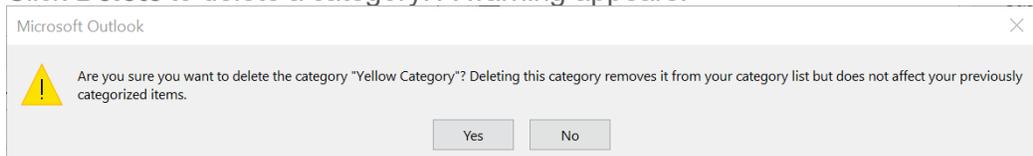
- Click **All Categories** in step 1 to select a category or add new ones.



- Click **Rename** to rename the category or assign a shortcut key if you like.



- Click **New** to create a new category.
- Click **Delete** to delete a category. A warning appears.



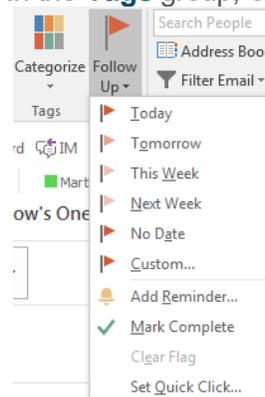
Follow Up

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

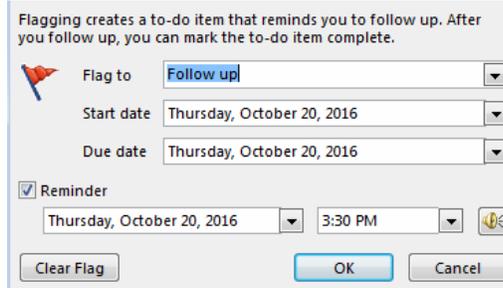
- Select or open the e-mail.
- In the **Tags** group, click **Follow Up** to select a time.



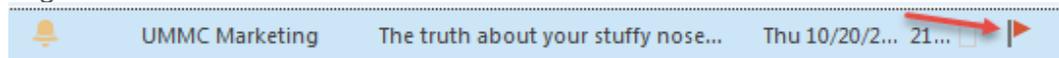


Quick Reference: **Communication & Organization**

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

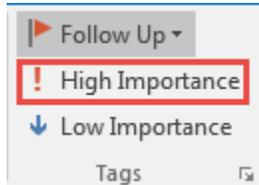


A **Follow Up** flag appears to the right of the message, and a task is created for the flag.



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.



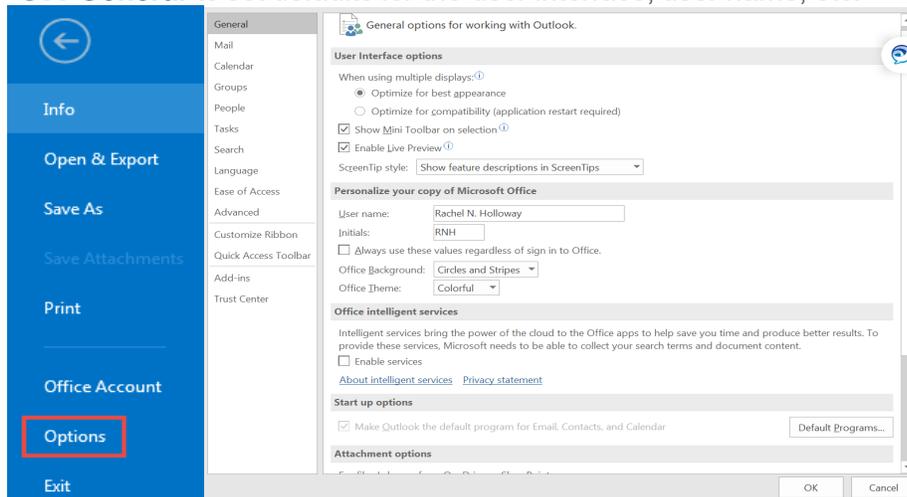
A red exclamation point will appear next to a high importance e-mail in the items list.



Outlook Options (Default)

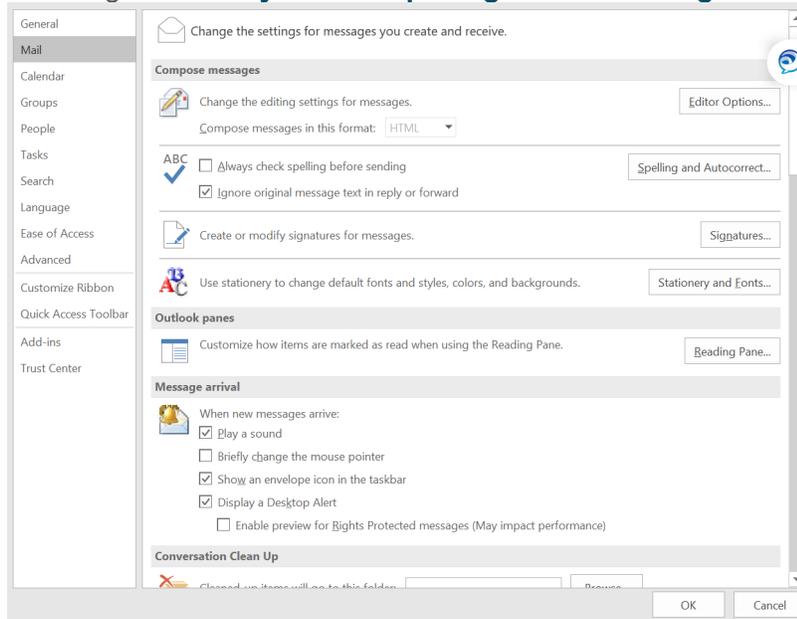
Setting Options

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

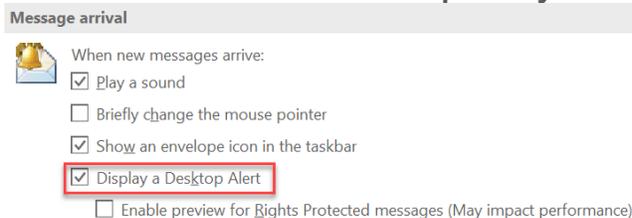


Quick Reference: **Communication & Organization**

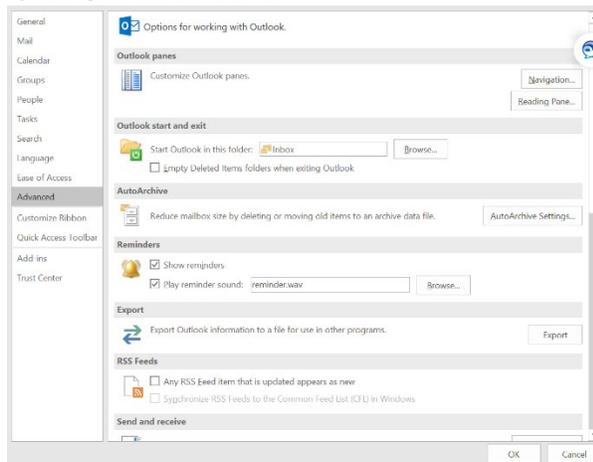
- Click **Mail** to set defaults for e-mail. It is a good idea to select under Compose Messages to **Always check spelling before sending**.



- 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.



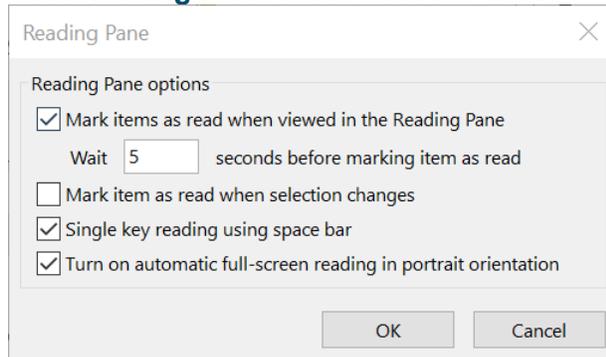
- Click **OK** when done.



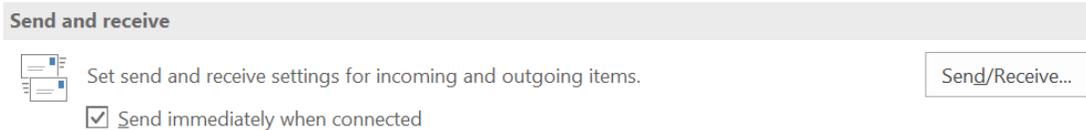
- Click **Advanced**.

Quick Reference: **Communication & Organization**

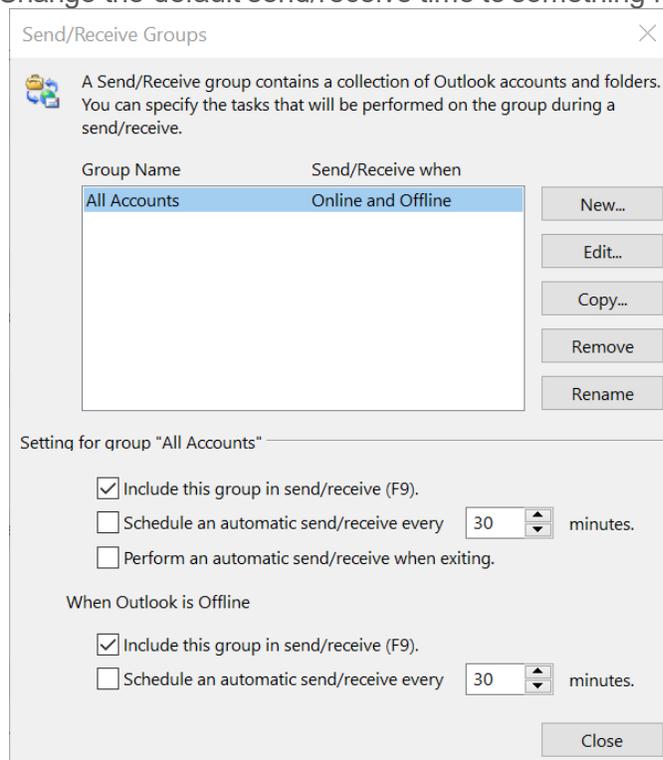
7. Click **Reading Pane** under Outlook Panes.



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 e-mail changes from **Unread** to **Read** even if you have not actually read the e-mail.
9. Scroll and click **Send/Receive** under **Send and receive**.



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



11. Click **Close** when done.
12. Click **OK** when done.

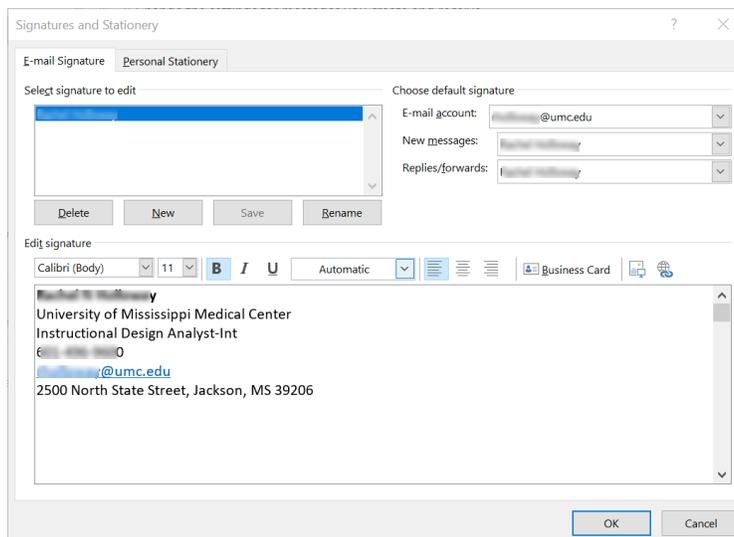
Quick Reference: **Communication & Organization**

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
- www.umc.edu

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.



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



Quick Reference: **Communication & Organization**

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.

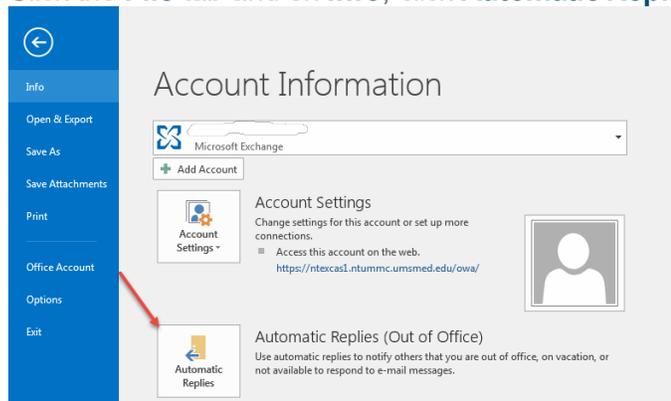
NOTE

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

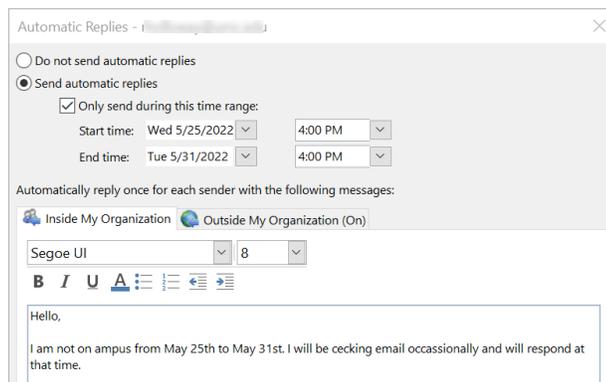
Creating an out of Office Reply

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.

1. Click the **File** tab and on **Info**, click **Automatic Replies**.



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



Quick Reference: Communication & Organization

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.

- 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.

- Click **OK** when done. Out of Office replies can also be created via Webmail access.

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.

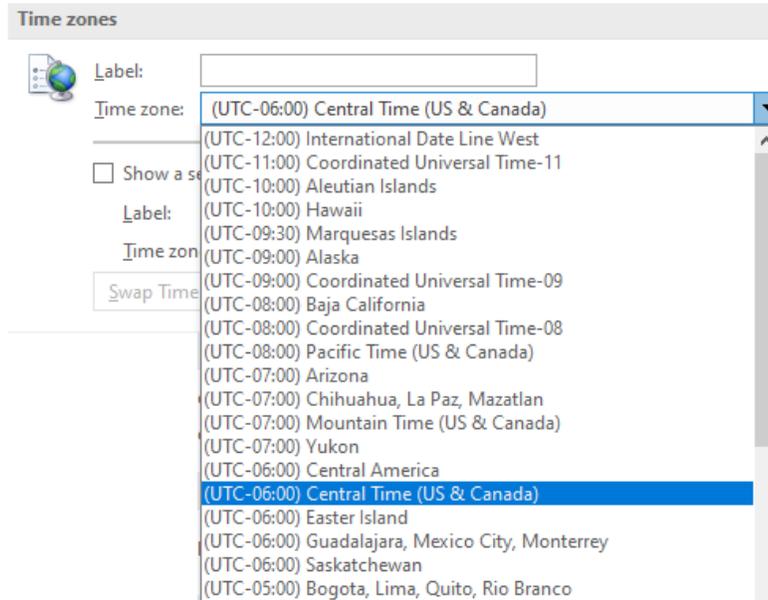
When you change the time zone setting in Outlook, all Calendar views are updated so that they display the new time zone, and all Calendar items reflect the new time zone.

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



Quick Reference: **Communication & Organization**

- In the **Time zone** list, click the time zone that you want to use.



NOTE

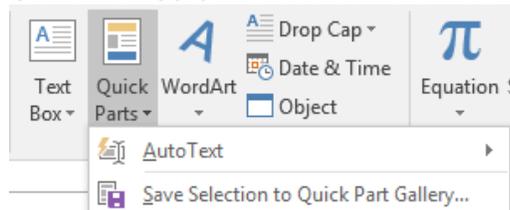
- When you adjust time zone and daylight-saving time settings in Outlook, Windows clock settings are also adjusted.
- When Outlook is set to a time zone that observes daylight saving time, the clock adjusts for daylight saving time by default. You can turn off the adjustment. However, this is not recommended.
- 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

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

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



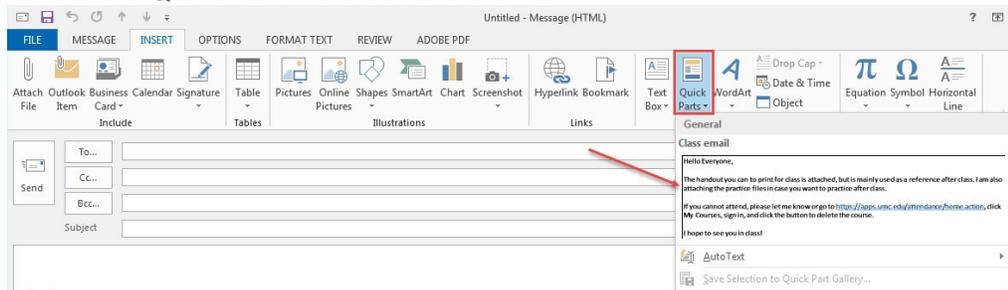


Quick Reference: **Communication & Organization**

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

Use Quick Parts

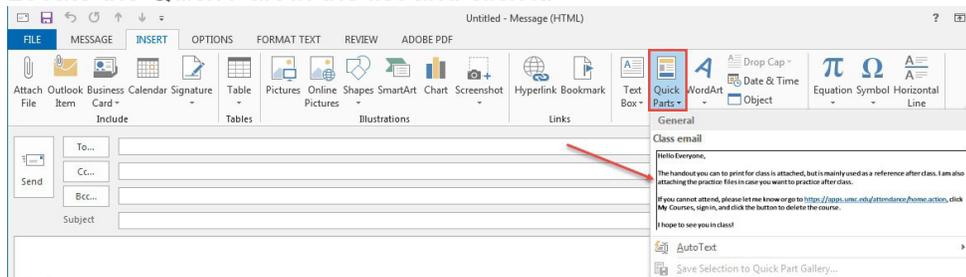
1. Click in the message area of the new email.
2. Click the **Insert** tab on the ribbon and click **Quick Parts**.
3. Locate the Quick Part in the list and click it.



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.



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**

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

- Click **OK**. A message will appear asking to redefine the building block entry.

- Click **Yes**.

Delete Quick Parts

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

- Click **Delete**.

Name	Gallery	Category	Template	Behav
Univers...	AutoTe...	General	Normal...	Insert
RNH	AutoTe...	General	Normal...	Insert
Rachel ...	AutoTe...	General	Normal...	Insert
Hi all, c...	Quick ...	General	Normal...	Insert
Thank ...	Quick ...	General	Normal...	Insert