



Composing & Sending a Message

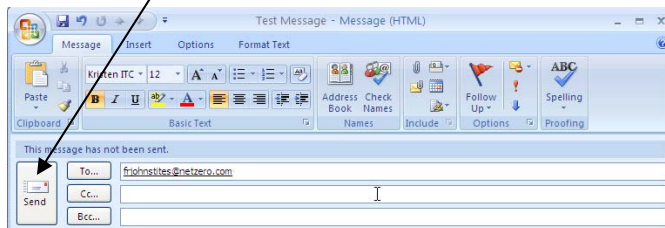
1. On the Standard Toolbar, click **NEW**. A new message form is displayed.



2. In the **TO** field, type the email of the user to whom you wish to address the message.

NOTE: Most messages will contain a subject & some text in the message body; only the **TO** field must be completed in order to send a message.

3. Click in the **SUBJECT** field and enter a subject of your choice.
4. Press **TAB** to move to the message body field.
5. Enter a message.
6. Click the **SEND** button [to the left of the **TO** field] to send the message.



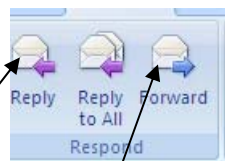
Opening, Replying, Forwarding, Deleting

OPENING a message:

1. In the **INBOX**, **double-click** the message you wish to open, or...
2. **Right-click** the message, and choose **OPEN**, or...
3. **Select** the message, and press **ENTER**.

REPLYING to a message:

1. In the **INBOX**, **select** the message to which you wish to reply.
2. In the Standard toolbar, click **REPLY**, or...
3. **Open** the message to which you wish to reply.
4. Click **REPLY** in the Respond group of the Ribbon.
5. Enter the text of the message.
6. Send the message.



FORWARDING a message:

1. In the **INBOX**, **Open** the message to be forwarded.
2. Click **FORWARD** in the Respond group of the Ribbon.
3. Enter a forwarding address into the **TO** field.
4. Enter text into the message field, if you wish.
5. **Send** the message

DELETING a message:

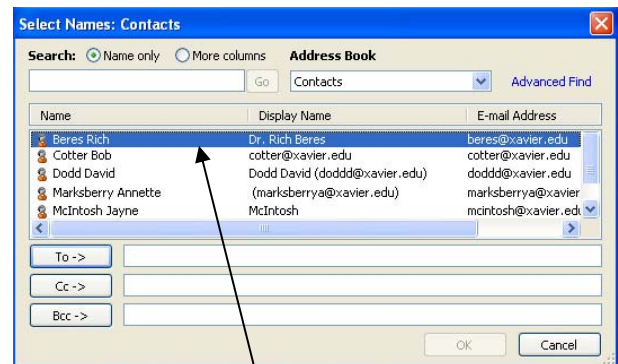
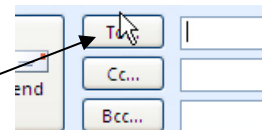
With the message selected or opened press the **DELETE** key on the keyboard. Deleted messages are moved to the Deleted Items folder.

To delete items in the Deleted Items folder:

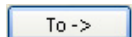
1. Click on the **Go** menu.
2. Select the **Folder List** option from the drop-down menu.
3. Right click on the Deleted Items folder within the Folder List.
4. Click the "Empty Deleted Items" Folder from the shortcut menu.

Addressing a Message

1. Display a New Message Form.
2. To the left of the **TO** field, click "**TO**" to display the Select Names dialog box.



3. In the list, select the user name of the person to whom you want to address the message.
4. In the Message Recipients section, click "**TO**" to place the selected user name into the **TO** field.
5. Repeat this process to add multiple people.
6. Click **OK**.



Recalling a Message

A message can be recalled, or taken back, if the message meets the following criteria:

- It has **NOT** been opened by the recipient.
- It has **NOT** been moved from the Inbox.
- The recipient is running Outlook and is logged in.

How to Recall a Message:

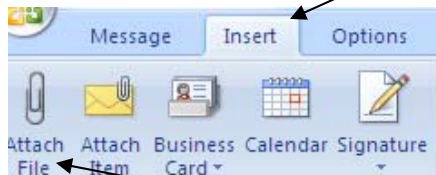
1. Display the **Sent Items** folder.
2. **OPEN** the message to be recalled.
3. Select **Other Actions > Recall This Message**.
4. In the resulting dialog box, select **Delete Unread Copies of This Message**.
5. Click **OK**.
6. **Note:** To replace this message, create and send a new message.



Working with Attachments

Attaching a File to a Message:

1. When composing a message, click the **INSERT** tab to reveal the **INCLUDE** group on the Ribbon.



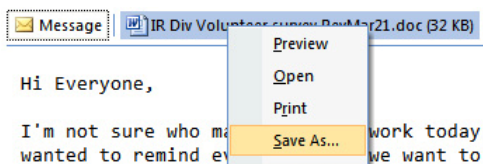
2. In the Include group, click **ATTACH FILE**.
3. Browse for and **Select the File** to be attached.
4. Click **Insert**.

Opening an Attachment:

1. Open the message that contains the attachment to be opened.
2. On the Attachments line of the Message form, double-click the name of the attachment to open the Opening Mail Attachment dialog box.
3. Click **OPEN** to open the file in the related application (e.g. Word or Excel or PowerPoint). A message box may be displayed.
4. Click **OK** to close the message box, if necessary.

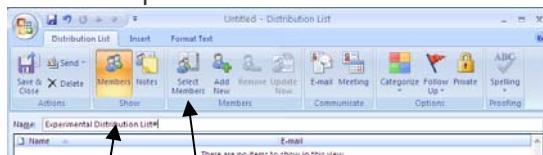
Saving an Attachment:

1. **Open the message** that contains the attachment.
2. You will see the attachments listed under the **"Subject" line**.
3. **Right-click** on the file name and choose "Save As".



Creating Distribution Lists

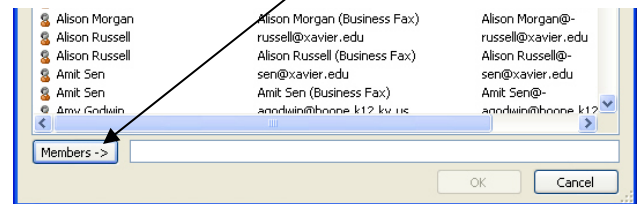
1. Click the down-arrow on the **NEW** button on the Standard Toolbar, then select **DISTRIBUTION LIST**. The Distribution List window opens.



2. In the **Name field**, type a name for the distribution list.
3. Click **Select Members**.
4. From the **Address Book** drop-down list, select the address book that contains the email addresses to be included in the distribution list.



5. Add a name by clicking the user name (in the Name list) once, and then clicking **MEMBERS**.



6. Repeat step five to add more names.
7. Click **OK** to display the usernames in the list.
8. Click **SAVE & CLOSE** to create the distribution list.

Sending emails to a Distribution List:

1. When creating the new email, click on the **To** button to select the message recipients.
2. Select your **Contact** list from the Address Book.
3. Select the name of the desired distribution list from the **Contact** list.

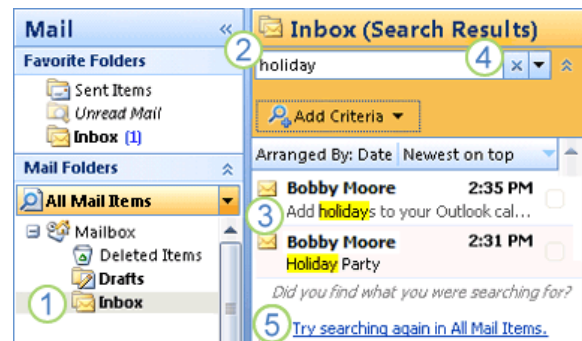
Out of Office Assistant

Turn on the Out of Office Assistant:

1. Select the "Out of Office Assistant..." option from the **Tools** menu
2. Click on the "Send Out of Office auto replies" button.
3. After specifying the desired timeframe and message, click the **OK** button.
4. Turn off the Out of Office Assistant:
5. Select the "Do not send Out of Office auto replies" button.
6. Click the **OK** button.

Searching for Messages

To find a message, do the following:



1. Click the folder to search in.
2. Type your search text in the Instant Search box.
3. Messages that contain the text that you type appear in the results with search text highlighted.
4. Click to clear the Instant Search box and start a new search.
5. Click to widen your search to all folders in Mail.