



Organizing Outlook (Desktop Version)

Add your Photo to your Outlook Account

This can only be done in your Outlook Web app. Log in to the Outlook Web App and follow directions on the Organizing Outlook (Web App) handout.

Email

Folders

Creating Folders

1. Right click on the main **Inbox** folder, or the parent folder you would like to put this folder inside.
2. Choose **New Folder**.
3. Give the folder a name.

Or

1. **Folder Tab > New Folder**.
2. Give the folder a name.
3. Browse to select the parent folder.
4. Click **OK**.

Using Folders

1. Drag and drop emails from your Inbox, or any folder into any other folder.

Suggestions

1. Create folders inside folders to organize your emails.
2. Create a Current Projects folder and an Old Projects folder.

Reading Pane View

By default, you only see the reading pane (message window) when you double click on a message. To view the reading pane permanently on the right or at the bottom of the screen, do the following:

1. **View Tab > Reading Pane**.
2. Choose **Right**, **Bottom**, or **off**.

Changing the Font of Message Title

You can change the font style and color of your unread messages so they stand out.

1. **View > View Settings > Conditional Formatting**.
2. Select the **text** of each rule (not the checkmarks) and click **Font** to change the formatting.
3. Click **OK**, **OK**, **OK**.

Marking Items as Read

By default, your email items will be marked as read as soon as they are selected. To change this:

1. **View Tab > Reading Pane > Options**.

2. Check your preferences.
3. **OK**.

Creating Rules

Rules are actions that are automatically performed on sent or received e-mail messages and are based on specified conditions.

1. **Home Tab > Rules > Create Rule**. Or
2. **File > Info > Manage Rules and Alerts**. Or
3. Right click on the Email > **Rules > Create Rule** or **Manage Rules and Alerts**.

Using Quick Steps

Quick Steps are Rules that only work when you activate them on the Quick Steps menu.

1. **Home Tab > Quick Steps > Create New**.
2. Give your Quick Step a name.
3. Choose the first action you would like it to perform, such as **Mark as Read**.
4. Click **Add Action**, and choose the second action, such as **Move to Folder**, then choose the folder.
5. Click **Finish**.

Using the Quick Access Toolbar

1. Located at the very **top left** corner of the screen, above the menu bar.
2. To customize:
 - a. Click on the **down arrow** for a short list of tools, then click **More Commands** for a larger choice. **OR**
 - b. **File > Options > Quick Access Toolbar**, for a large choice of tools to add.

Using Quick Parts

Quick Parts, also known as “**building blocks**” or “**reusable entries**” are frequently used pieces of text saved in a gallery, from which they can be inserted quickly into an email.

Create a Quick Part

1. Create a new email message by clicking the **New Email** button.
2. Compose your email using formatting such as headings, font colors and sizes, underlining, italics, bold, etc.
3. Highlight the content you want to store in the Quick Part Gallery.
4. **Insert > Quick Parts > Save Selection to Quick Part Gallery**.
5. If necessary, change the **Name**.
6. If necessary, assign or create a new **Category** (not required).
7. If necessary, enter a **Description** (not required).
8. Click **OK**.

Use a Quick Part

1. Create a new email message by clicking the **New Email** button.
2. To insert a Quick Part place the cursor where you want it to begin.
3. **Insert > Quick Parts > Select the Quick Part you want to use**.

Archiving to the H Drive

Map your H Drive

1. (on your **desktop**) **Start > Computer > Map Network Drive.**
2. Choose the letter **H**.
3. In the **Folder** box type: \\nvcc-netapp01\an01\home*(your username)*.
4. Make sure **Reconnect at logon** is checked and **Connect using different credentials** is unchecked.
5. (In Outlook) **File > Info > Account Settings > Account Settings > Data Files > Add.**

Create your Archive Folder

1. (on your **desktop**) Navigate to your **H drive**.
2. Click **New Folder**; name the new folder “**Outlook**”; double-click to open folder.
3. **File name:** “**Archive**”.
4. **Save as:** **Outlook Data File.**
5. **Ok; Close.**

Archive an Outlook Mail Folder (one time)

1. (In **Outlook**) **File > Info > Cleanup Tools > Archive.**
2. Navigate to the folder you would like to archive.
3. Choose a date under “**Archive items older than:**” unless you want all items in that folder to be archived. (a date 6 months ago is a good suggestion).
4. Click **Browse**, and navigate to your **Archive** file in your **H Drive**.
5. **OK.**

Setting AutoArchive (for regularly scheduled archiving)

1. (In **Outlook**) **File > Options > Advanced > AutoArchive Settings.**
2. Check **Run AutoArchive every**, and enter a number of days.
3. **OK.**

Accessing Archived Items

1. (In **Outlook**) **File > Open & Export > Open Outlook Data File.**
2. Browse to your **Archive** file in your **H drive**.
3. **OK.**
4. Your archived items folder will appear below your other folders in Outlook.

Forwarding your VCCS Email (Gmail) to your NVCC Email

1. In a browser (such as **Chrome**) navigate to: my.vccs.edu.
2. Enter your MyNOVA username and password.
3. Open your **Gmail account**.
4. Click on the **cog wheel icon**, and choose **Settings**.
5. Click on **Forwarding and POP/IMAP**.
6. Check the box next to “**Forward a copy of incoming mail to:**” and enter your NVCC email address.
7. In the next box choose “**Keep Virginia’s Community Colleges Mail’s Copy in the Inbox**”.
8. In the **IMAP Access** section, make sure IMAP Status is **Enabled**.
9. Click on **Save Changes**.

Email Signatures

You can create more than one signature to be used in different situations.

Creating a Signature

1. **File > Options > Mail > Signatures.**
2. Click **New.**
3. Enter a name for your Signature.
4. In the **text box**, type what you want your signature to say, such as your name, email address, phone number, web site address, etc. You can even include a small image.
5. Format the signature using the **tools** at the top of the text box.
6. Click **OK**, and **OK.**

Using a Signature

1. Open a new email.
2. **Message Tab > Signature.**
3. Select the signature you would like to use for this email.
4. That signature will remain selected for all future emails until you choose to change it.

Out of Office Message / Automatic Reply

1. **File > Info > Automatic Replies.**
2. Check **Send automatic replies.**
3. Enter time range if necessary.
4. Make sure the **Inside My Organization** tab is selected.
5. Enter your message.
6. Click **OK.**
7. When you return to the office, click **Turn Off**, or **click Do not send automatic replies** (unless you set a time range, in which case it will turn off by itself).

Delivery / Read Receipts

Set for all emails you send

1. **File > Options > Mail > Tracking** (Scroll down).
2. Check either **Delivery receipt.... Or Read receipt....**
3. Choose any other options you may want.
4. Click **OK.**

Set for an individual email

1. Open a new email.
2. On the **Message tab**, click the down arrow on the **Tags** section.
3. Check the box for **Request a deliver receipt for this message**, and/or **Request a read receipt for this message.**
4. Click **Close.**
5. Send your email.

Voting

Requesting Votes

1. Open a new email.
2. In the text of the email, indicate to the recipients that they should **use the voting button in the Message Tab** at the top of the email.
3. **Options Tab > Use Voting Buttons.**
4. Chose one of the **options**, or choose **custom**:
 - a. Under **Voting and Tracking Options**, check **Use voting buttons**.
 - b. In the text box, type your voting choices separated by a semi colon. Such as: Red; Blue; Green; Orange.
 - c. Choose any other options you may want.
 - d. Click **Close**.
5. Send your email.

To Vote

When you receive an email message asking you to vote:

1. **Message Tab > Vote.**
2. Pick the choice that you want to vote for.
3. Choose to **Send the Response now**, or **Edit before sending**.
4. Click **OK**.

To View Votes You Have Received

Each response email will arrive in you inbox separately, but to see all of the votes together:

1. Open your **Sent Items** folder.
2. Find the email you originally sent.
3. **Message Tab > Tracking.**
4. Totals are listed at the top.

Embedding PDFs and Images in the Body of an Email

PDFs

1. **Insert tab > Object > Adobe Acrobat Object**, click **OK**.
2. Browse for your document.
3. Click **Open**.
4. Close the Adobe Acrobat window that opens.
5. You should see your document inside the body of the email.

Images

1. **Insert tab > Pictures.**
2. Browse for your picture.
3. Click **Insert**.
4. Resize the picture if necessary by clicking on the corner and dragging.
5. Click on the **Layout Options** icon next to the picture to choose text wrapping options.

Block/Unblock Automatic Image Downloads

Outlook 2010 and 2013 automatically have image downloads blocked on emails. The advantages of this are:

- To avoid viewing potentially offensive material.
- To keep malicious code from damaging the data on your computer.
- To prevent unwanted images from downloading to your computer.
- Speeds up the process of receiving emails – due to not downloading the images.

Unblock Image Downloads from a Single Message

1. Click on the **InfoBar** at the top of the message and then click **Download Pictures**.

Unblock Image Downloads from All Messages

1. **File** tab > **Options** > **Trust Center** > **Trust Center Settings**.
2. Clear the **Don't download pictures automatically....** check box.

Unblock Image Downloads for all Messages from a Particular Email Address or Domain

1. In an open message that was sent from that email address or domain, right-click one of the blocked items.
2. Click **Add Sender to Safe Senders List** or **Add the Domain @domain to Safe Senders List**.

Email Shortcuts

- | | | |
|-------------------------------|---|-----------------|
| 1. CTRL + N | - | New Email |
| 2. CTRL + K | - | To find someone |
| 3. CTRL + Enter | - | Send |
| 4. CTRL + F | - | Forward |
| 5. CTRL + R | - | Reply |
| 6. CTRL + Shift + R | - | Reply All |
| 7. CTRL + Shift + Left | | Highlight word |

Calendar

Formatting

1. **File** > **Options** > **Calendar**.
2. Under **Work time**:
 - a. Set the start and end times that you want to be visible.
 - b. Set the days of the week that you want to be visible.
 - c. Set the first day of the week.
3. Under **Display options**:
 - a. Change the default calendar color.
 - b. Show week numbers in the month view and the Date Navigator.
4. Click **OK**.
5. **View** > **View Settings** > **Other Settings**.
6. Change font and font size for the text in your calendar.
7. Change the interval size on the calendar – default is 30 minutes.
8. Click **OK, OK**.

Color Coding & Categorizing

1. Create a new appointment on the calendar.
2. **Right click** in the appointment.
3. Mouse over **Categorize**.
4. Either pick a category, or click **All Categories** to create a new category.
 - a. Click **New**.
 - b. Name the category (for example, Meeting, Teaching, Professional Development, or Personal).
 - c. Choose a **color** for your new category.
 - d. Choose a **shortcut key** if you want.
 - e. Click **OK, OK**.

Meeting Requests

First Way

1. **Right click** on the calendar in the time slot you want the meeting to begin.
2. Choose **New Meeting Request**.
3. Enter recipients, subject, location, start time, end time, and a message.
4. Click **Send**.

Second Way

1. **Right click** on the calendar in the time slot you want the meeting to begin.
2. Choose **New Appointment**.
3. Enter subject, location, start time, end time, and a note.
4. **Appointment** tab > **Invite Attendees**.
5. Enter the recipients.
6. Click **Send**.

Third Way

1. **Double Click** on an existing event / meeting on your calendar.
2. **Appointment** tab > **Invite Attendees**.
3. Enter the recipients.
4. Click **Send**.

Reoccurring Appointments

1. Create a new appointment or double click on an existing appointment.
2. **Appointment** tab > **Recurrence**.
3. Enter how often you would like this appointment to recur and when you would like it to end.
4. Click **OK**.

Setting Reminders

1. Create a new appointment or double click on an existing appointment.
2. Click the **down arrow** in the box next to **Reminder** to choose how far in advance you would like a reminder.
3. Click **Sound** to browse for a custom sound.

Sharing Calendars

Share your Calendar with Others

1. In Outlook, open the Calendar.
2. **Home > Share Calendar.**
3. **To** box > enter the recipients email address/es.
4. **Details** drop-down box > select the level of permissions you want to share with the recipient. **Availability only**, **Limited details**, or **Full details**.
5. Add a message if necessary.
6. Click **Send**.

Accept a Shared Calendar

1. You will receive a notification that someone wants to share a calendar with you.
2. Click **Open this Calendar**.
3. The shared calendar will display in your Calendar list.

Change Permissions

1. If you want to change the level of permissions you are sharing with someone:
2. Open the Calendar.
3. **Home > Calendar Permissions.**
4. **Permissions tab** > make any changes you need.
5. Click **OK**.

Stop Sharing your Calendar

1. Open the Calendar.
2. **Home > Calendar Permissions.**
3. **Permissions tab** > select the **user's name** and then click **Remove**.
4. Click **OK**.

Contacts (People)

Distribution Lists (Contact Group)

Create a Contact Group

1. Open your Outlook contacts list (**People**).
2. **Home Tab > New Contact Group.**
3. Give the group a name.
4. **Contact Group Tab > Add Members > From Address Book.**
5. Address book should say **Global Address List**.
6. **CTRL + Click** to select more than one name at a time.
7. Click **Members** to add.
8. Click **OK**.

To send Mail to a Contact Group

1. Open a new email.
2. In the text box next to **To...** either:
 - a. Start typing the name of the Contact Group.
 - b. Or Click on **To...** and search for the Contact Group in the **Global Address List**.