

Using Outlook 2003

Accessing your E-mail

Double-click the Outlook icon.

Logging In

If you log into the ASD network after starting your computer, you will simply click the Microsoft Outlook icon and your mailbox will open. To log into the network, type your **Username** and **Password**. The **Domain** is ASD. If you are logging in for the first time, your password will be your last name with a capital letter. Outlook requires a minimum of five characters and a maximum of fourteen characters. If your last name has fewer than five letters, add the beginning letters of your first name. For example, the password for Ott_Wendy would be Ottwe.

Logging in with Multiple Profiles

If multiple profiles are configured on your computer, the following window will appear when you double-click the Outlook icon.



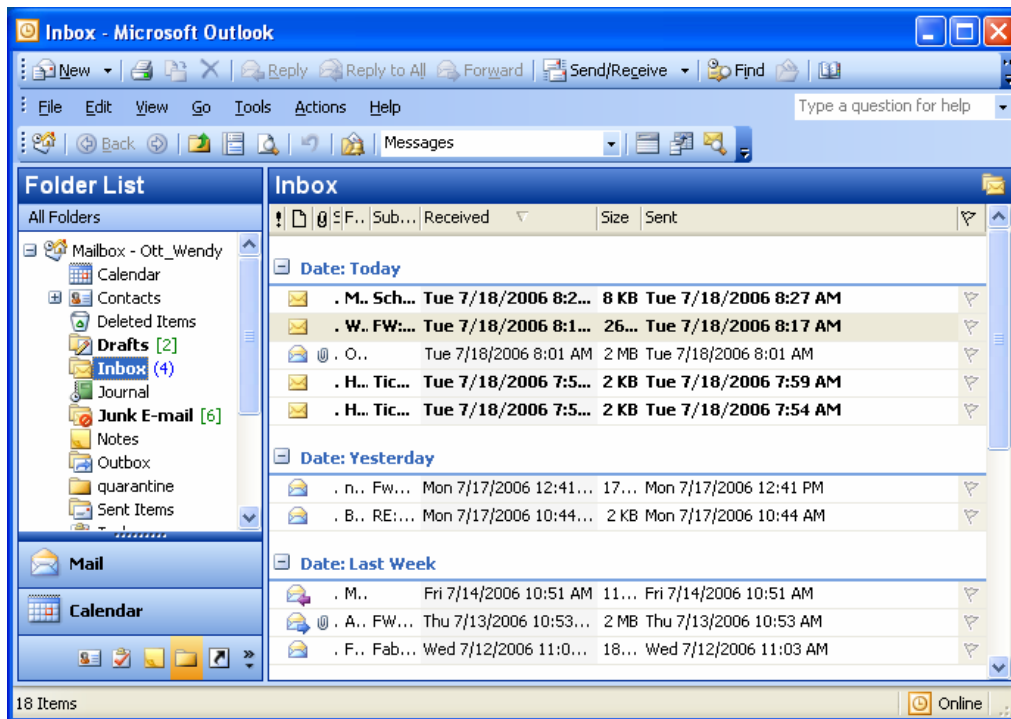
Click the drop-down arrow and select the desired profile and click **OK**. Follow the steps above for **Logging In**.

Changing Your Outlook Password

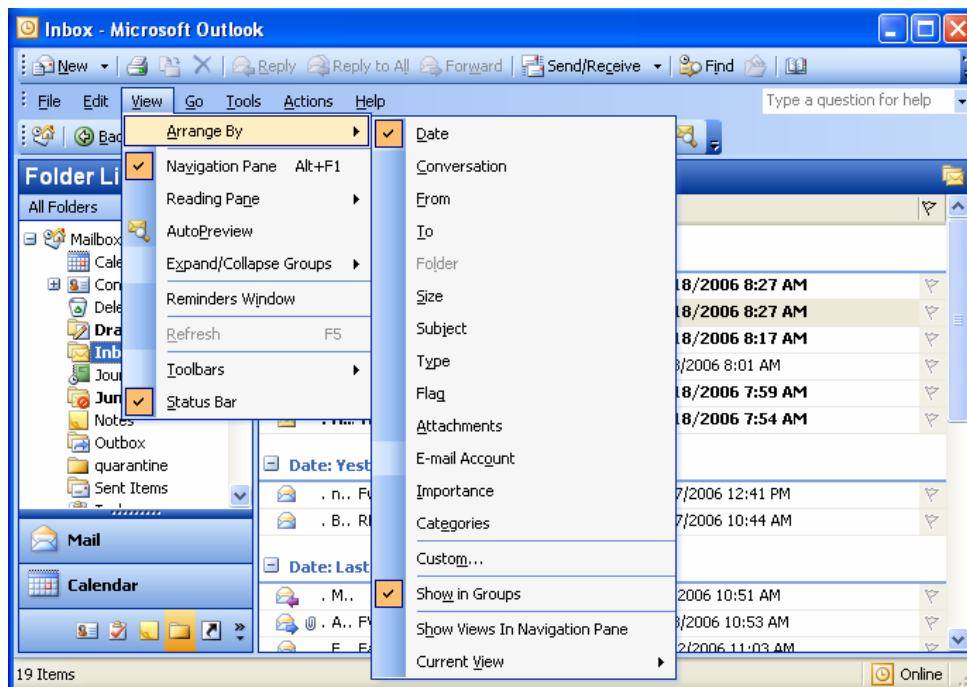
Hold down the **Ctrl** and **Alt** keys and press the **Del** key. Click **Change Password...** Complete the fields and click **OK**.

Customizing Your Outlook

When you open your Mailbox, it will appear similar to that below.



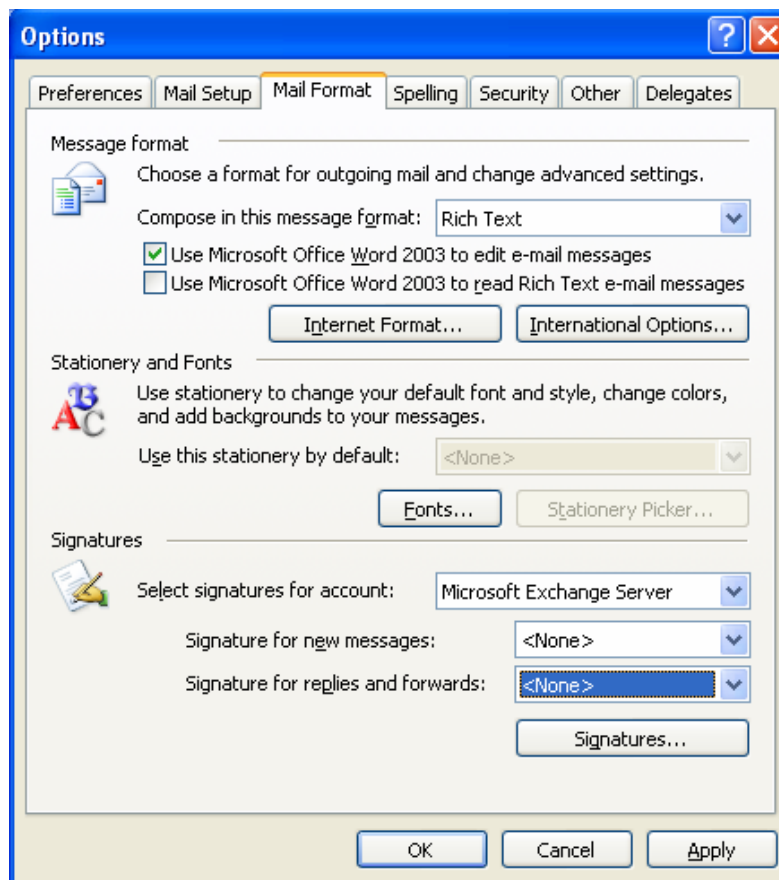
To adjust column widths, click on the lines between the headings and drag them to the desired width.



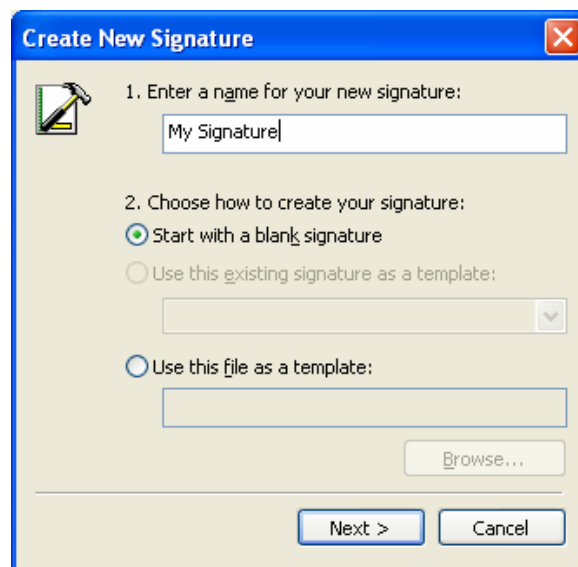
Click **View** to change the appearance of your toolbars.

Adding an Automatic Signature

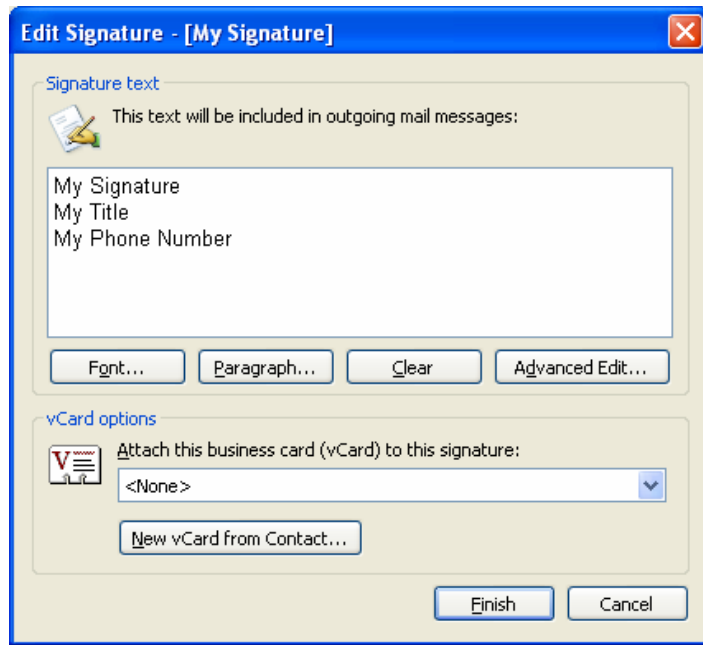
Click **Tools** and go to **Options**. Click the **Mail Format** tab.



Click **Signatures...**, then **New...**



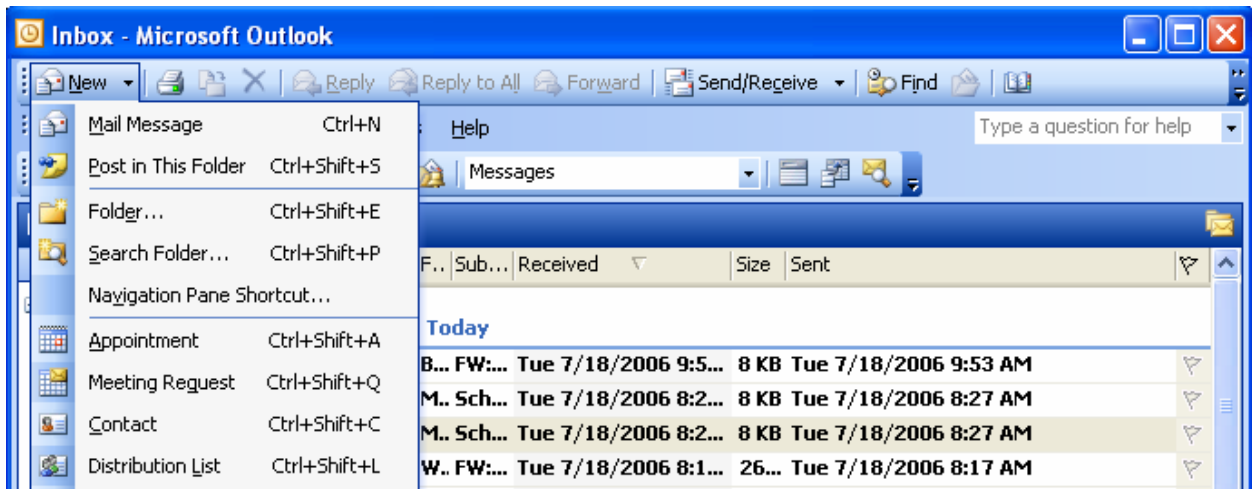
Enter a name for your signature, select **Start with a blank signature**, and click **Next**.



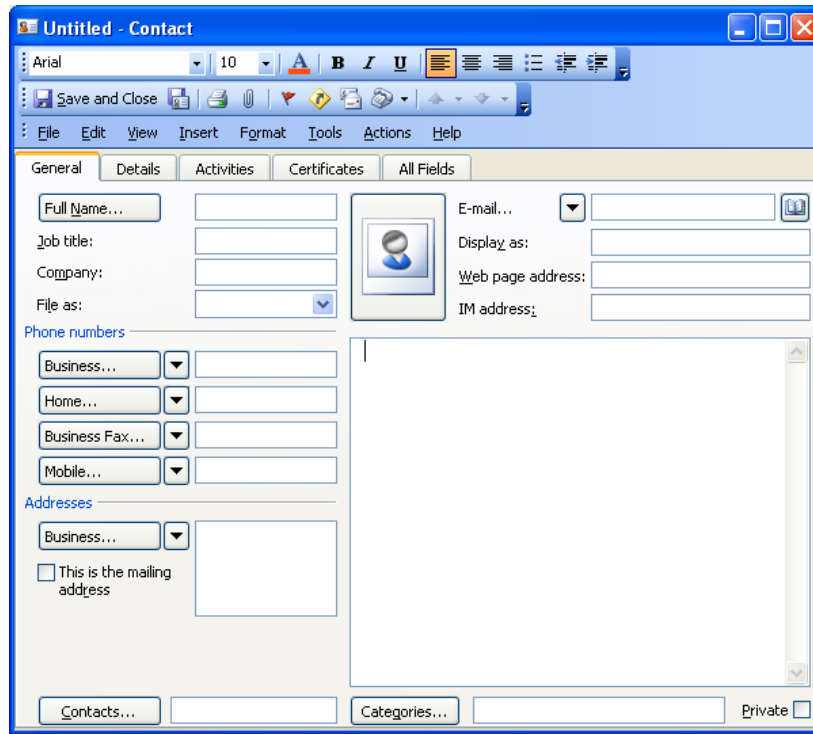
Enter the signature block you would like to appear in your messages. Click **Font...** to change the font style, size, or color, then click **Finish**. Click **OK** until you return to your Mailbox.

Adding a Contact

Click the drop-down arrow next to New.



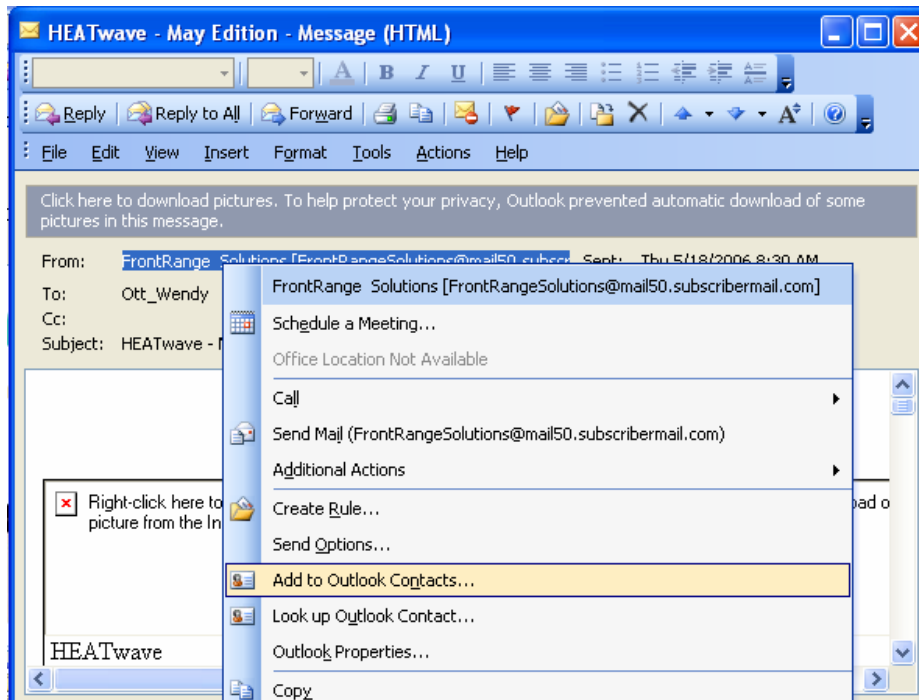
Select **Contact**.



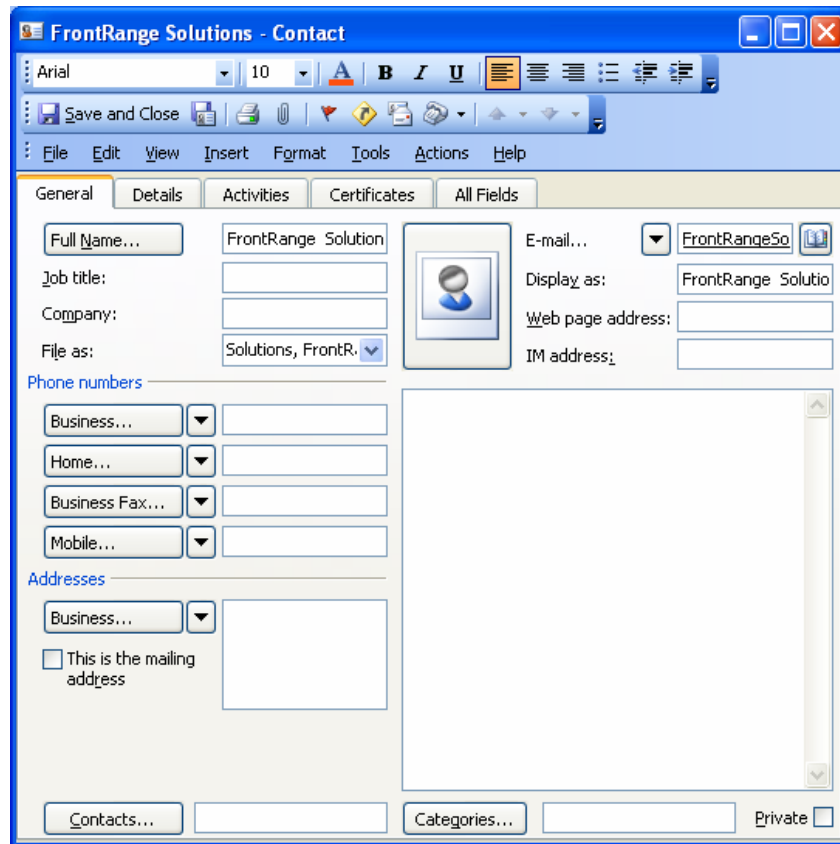
Fill in as much information about the contact as you would like and click **Save and Close**.

Adding an Internet Contact from a Received Email

Open the message.



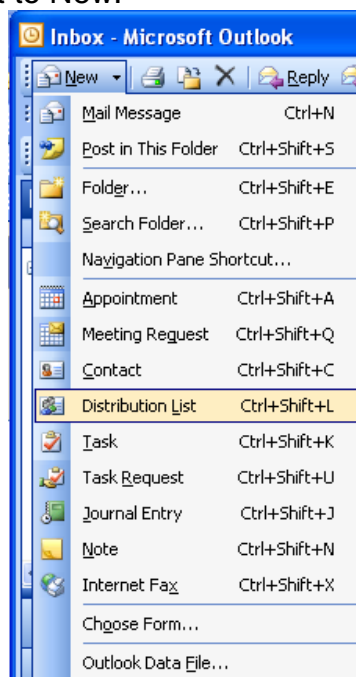
While in a message, right-click the sender's name in the **From:** field and select **Add to Contacts**.



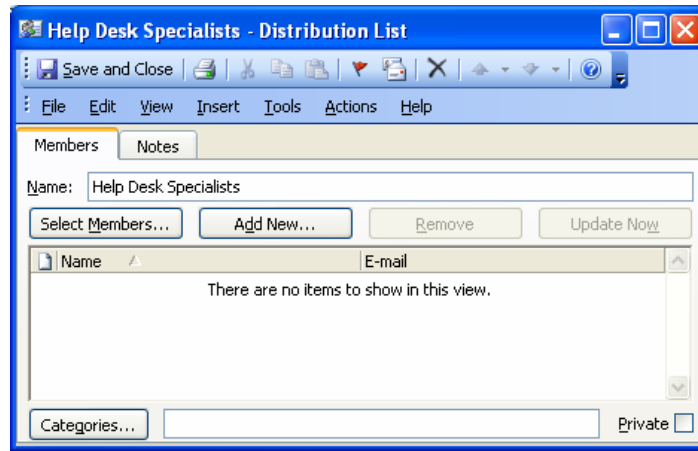
Fill in as much information as you would like and click **Save and Close**.

Creating a Distribution List

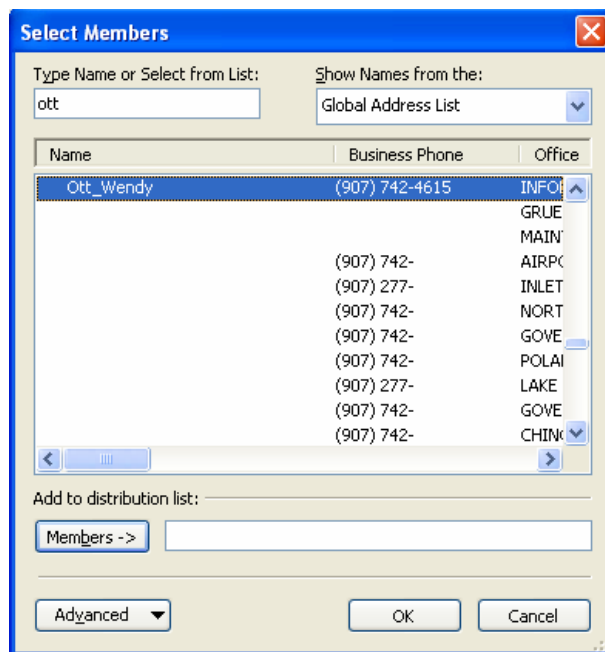
Click the drop-down arrow next to New.



Select **Distribution List**.



Name your Distribution List. Click **Add New...** to enter members with Internet addresses. Click **Select Members...** to select names from the Global Address List.



Scroll to the desired name or begin typing the last name to bring up a list from which to choose. Double-click the appropriate name and it will appear in the right windowpane. Click **OK** when you have finished adding members. Click **Save and Close**.

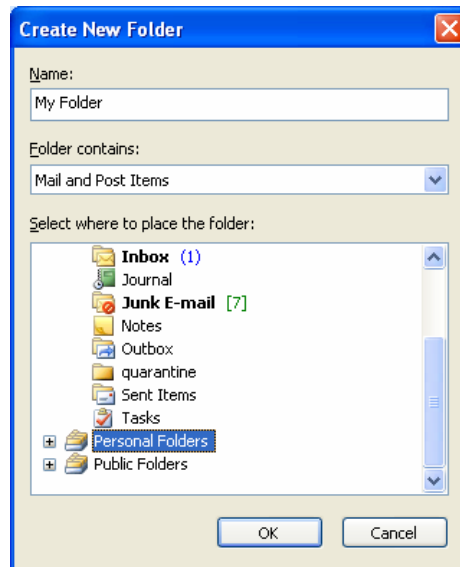
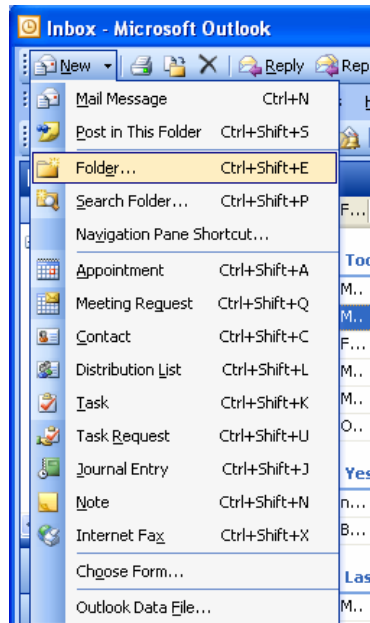
Saving a Message

All email messages in the folders under your Mailbox are stored on the server. The system automatically deletes messages 60 days old each weekend and sends a notification message. If items are deleted from your Mailbox, the message will tell you how many and from which folders. A **System Cleanup** folder will also appear under your Mailbox. Deleted messages can be retrieved from the System Cleanup folder and saved indefinitely either as a file on your computer or in a Personal Folder.

To save a message as a file, select it in your Inbox, then click **File** and **Save As...** Name your file and choose the file type and location you want.

Creating Personal Folders




Subfolders can be created within your Personal Folders to sort and store email messages. Click the drop-down arrow next to New and select **Folder...**



Name the folder, select the type of items it will contain, and highlight Personal folders. Click **OK**. The new folder will appear under Personal Folders.

To save a message in Personal Folders, click it once and drag it to the appropriate folder. To move multiple messages, hold down the shift key while making your selections.

Reading a Message

To read a message, double-click the  next to the email that you would like to read. Click the  to close the message. When you are finished with the message, click the  button to delete the message from your mailbox.

Opening an Attachment

To open a file attachment from within a message, double-click the attachment icon.

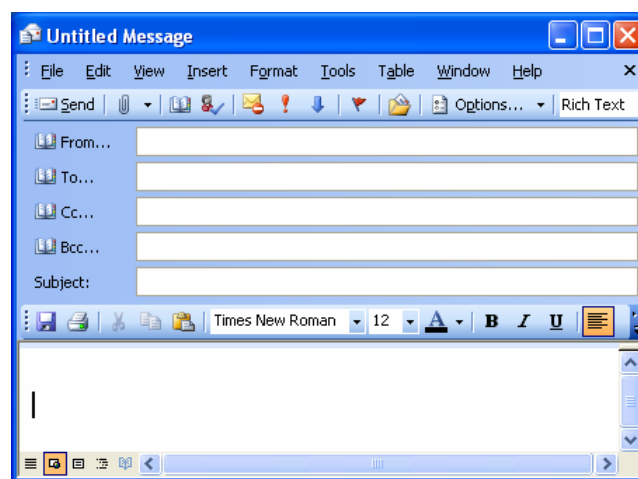
To open an attachment without opening the message, right-click the message, scroll down the menu and click **View Attachments**. Click the name of the attachment that you want to view.

If you cannot open an attachment directly using the instructions above, try to open it using the following method.

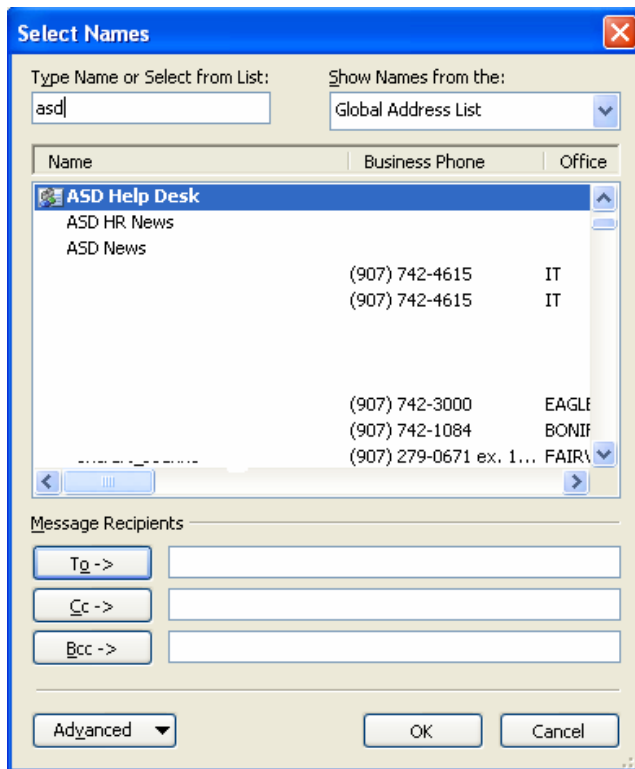
Save the attachment to your hard drive first. To do this, right-click over the attachment while the message is open, scroll down the shortcut menu and click **Save As**. Navigate to a folder on your hard drive, name the file, and hit **Save**. If you have problems seeing the attachment while the message is open, close the message, click on the message once to highlight it, then, go to File on the top menu bar, scroll down to **Save Attachments**, and click on the attachment that you want to save, then follow the rest of the directions for saving listed above. Open the program on your computer that most closely resembles the type of program used to create the attachment. For instance, if the attachment looks like it may have been created with a word processing program, open Microsoft Word on your computer. Go to **File**, scroll down and click **Open**. Navigate to the file where the attachment was saved and double-click the document. If Word has a compatible converter, it will open the document. If it does not, it will either tell you that it cannot open the item, or it will open the item with a lot of garbage symbols. Sometimes you will be able to see the text of the document hidden within the symbols. These symbols generally come from formatting items that Word cannot properly interpret. If you cannot open the attachment with Word, try some other programs on your computer using the same procedure as that listed above.

Sending a New Message

Click **New** and the following window will open.



To select a name from the ASD Global Address List, click **To...**

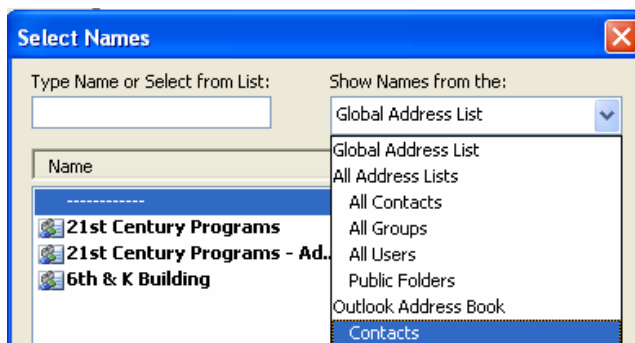


Scroll to the desired name or type the first few letters of the person's last name. The list will automatically scroll to names that start with those characters. Click once on the recipient's name, then click one of the following:

To -> adds the name to a list of recipients. Everyone on this list will see the message and they will be able to see the names of all other recipients who are listed as "To or Cc" recipients.

Cc -> Cc is shorthand for Carbon copy. If you add a recipient's name to this box in an Outlook e-mail message, a copy of the message is sent to that recipient, and the recipient's name is visible to other recipients of the message.

Bcc -> Bcc is shorthand for Blind carbon copy. If you add a recipient's name to this box in a mail message, a copy of the message is sent to that recipient, and the recipient's name is not visible to other recipients of the message. If the Bcc box isn't visible when you create a new message, you can add it.



To select an Internet address, click the drop-down arrow next to Global Address List and select **Contacts**.


Sending an Attachment

While in a message, click the attachment icon. A new window will appear in which to browse to the file you wish to attach.


Replying to a Message

After reading a message, reply to the Sender by clicking **Reply** on the menu bar. Reply to the Sender and everyone in the Cc: and Bcc: fields by clicking **Reply to All**. A new window will appear that shows the contents of the original message with a space above it for you to add your own comments. Type your comments and click **Send**.




Forwarding a Message

There are two ways to forward a message. To forward a message without opening it, click once on the  in front of the message, then click the button at the top of the screen. A new window will come up that shows the message you want to forward. Click **To...** to select a recipient. If you want to add information to the message, click once in the top left corner of the text portion of the message and type your additions. When you are done, click **Send**. If you want to forward a message to someone else after you have finished reading it, click **Forward** and follow the rest of the steps above.

Deleting a Message

Delete a message after reading it by clicking **Delete** on the menu bar. To delete a message in your inbox without opening it, click once on the  in front of the message to highlight it, then click the Delete icon on the menu bar. Please note that the message is not completely deleted until you empty your “Deleted Items” folder. To do this, either go to the **Tools** menu, scroll down and click on **Empty “Deleted Items” Folder** or, right-click the trash can icon in your Folder List and select **Empty “Deleted Items” Folder**.

Quitting Outlook

To quit Outlook, click **File** and select **Exit**, or click the  button in the upper right corner of the screen. If you click the  button, your mailbox will remain open, but the screen will be minimized. To restore outlook to full screen view, click  located at the bottom of your screen.

Online Help

Outlook has extensive online Help files. Click **Help** on the menu bar and select **Microsoft Outlook Help**. Select the area in which you need help from the list.