



## Outlook E-Mail Basics

### Sending Messages:


<p>Click New on the toolbar to start a new message. There are several ways to address a message:</p> <ul style="list-style-type: none"> <li>• Type the address in the To field.</li> <li>• Click To, select the name, click To and OK.</li> <li>• Type the first few letters of the name or address. If you have sent to them before, you will get a suggestion on the To field or a drop down box to select from. Otherwise, click the  Check Names icon to find matching names.</li> </ul>	<p>When sending to multiple people:</p> <ul style="list-style-type: none"> <li>• Click To, select one name, hold down the Ctrl key, select the other names, click To and OK.</li> </ul> <p>When sending to a mailing list (distribution list):</p> <ul style="list-style-type: none"> <li>• Click To, select the list name, click Bcc and OK. This will hide the list of names from recipients. The To field will appear with your name.</li> </ul>
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**QUICK TIP:** Click Options on the toolbar in the new message window to see options for sending messages.

### Responding to Messages:

<p>Messages should arrive in your mailbox automatically. Unread messages will display with bold font. Click the message once to display it in the Reading Pane. Click the message twice to open it in a new window.</p>	<p>Either way, you will have these options on the toolbar: Reply, Reply to All, Forward, Print, and the  Delete icon.</p>
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### Sending Attachments:

<p>To send an attachment with a new message:</p> <ol style="list-style-type: none"> <li>1. Click New to start the message;</li> <li>2. Click the  Insert File icon on the toolbar;</li> <li>3. Navigate to and select the attachment;</li> <li>4. Click Insert;</li> <li>5. Finish and send the message.</li> </ol>	<p>When attaching multiple documents to one message, repeat steps 2-4 for each attachment. When replying to a message with an attachment, the attachment will not be sent with the reply. When forwarding a message with an attachment, the attachment will be included with the message.</p>
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**QUICK TIP:** When you start a message, add the attachment first before writing and addressing the message. That way you won't have to worry about forgetting the attachment when you're finished.

### Receiving Attachments:

<p>When you receive a message with an attachment, double click the attachment name to open it in a new window. (You will not see the usual arrow pointer when you do this.)</p>	<p>If you will need to edit or keep the attachment:</p> <ol style="list-style-type: none"> <li>1. Right click the attachment;</li> <li>2. Choose Save As (Save Target As on the web);</li> <li>3. Navigate to your folders and click Save.</li> </ol>
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**QUICK TIP:** When opening an attachment on the web, the attachment will open in a browser window. If you want the document to open in a program window (Word, Excel, or whatever), right click the attachment, choose Save Target As, save the attachment to your My Documents folder, and then open it from there.

### Managing Messages:

<p>To create a subfolder of the Inbox:</p> <ol style="list-style-type: none"> <li>1. Right click the Inbox icon; choose New Folder;</li> <li>2. Type a name for the folder, and click OK.</li> </ol> <p>To move a message to a folder, you can use drag &amp; drop, OR:</p> <ol style="list-style-type: none"> <li>1. Right click the message;</li> <li>2. Choose Move to Folder;</li> <li>3. Select the folder and click OK.</li> </ol>	<p>To delete a message, select it and click  Delete. To sort a long message list, right click the message list header (Arranged By) and select a sort option.</p> <p>To find a message, click  Find on the toolbar. A narrow section will open over the message list. Type a name or keyword into the Look For box, and then click Find Now.</p>
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### Using Outlook on the Web:

<p>Go to <a href="http://www.neiu.edu/outlookweb">http://www.neiu.edu/outlookweb</a>, type "univ\" and your user name in the first field, press Tab and type your password. Click Logon.</p>	<p>Outlook passwords need to be changed once a year. You need to log in to the web, go to Options, and then scroll down to Change Password.</p>
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**QUICK TIP:** On the Outlook Web Access home page, there is a security option for working from your home computer (as opposed to a public computer). This option will allow you to be logged on for a longer time.