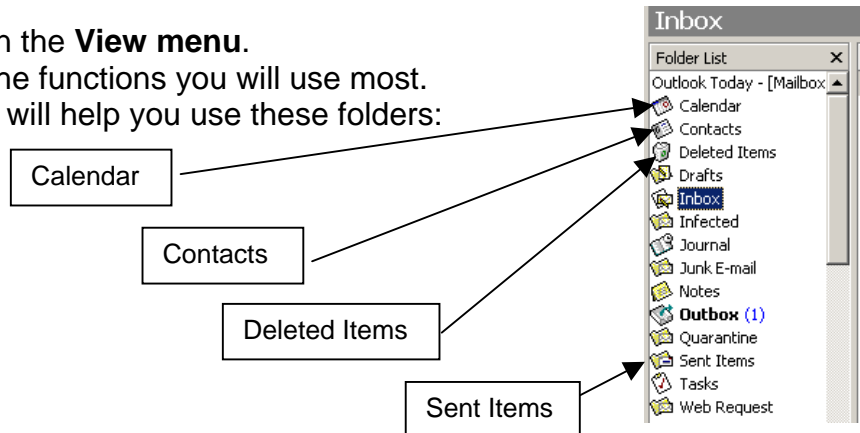


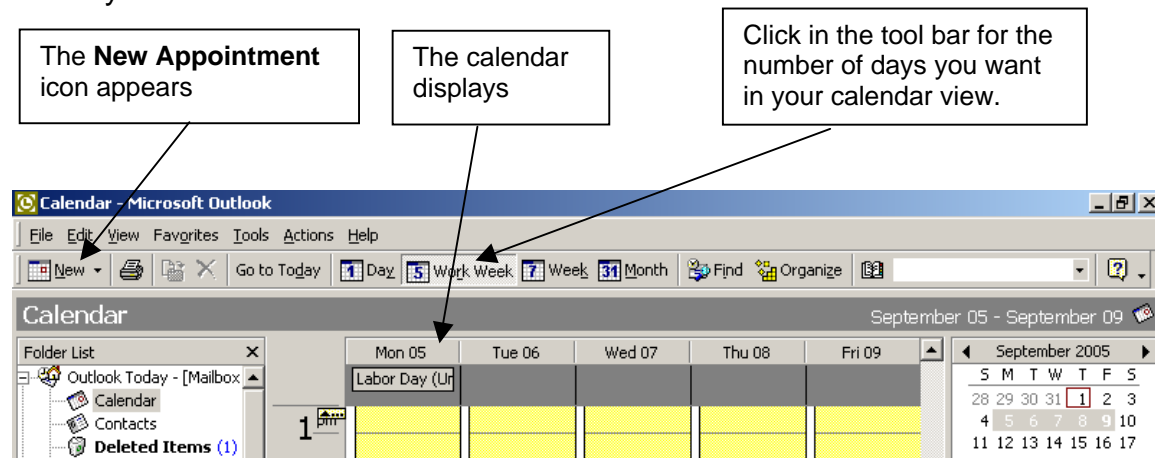
Make the most of your email options in Outlook.

To control the display, open the **View** menu.
Select **Folder List** to see the functions you will use most.
The instructions that follow will help you use these folders:



Use Calendar to keep track of appointments and due dates.

When you select **Calendar**:



- Select a date/time on your calendar and double click, or click the New Appointment icon.
- Fill in **Subject** line and other necessary information in the **Appointment** box.

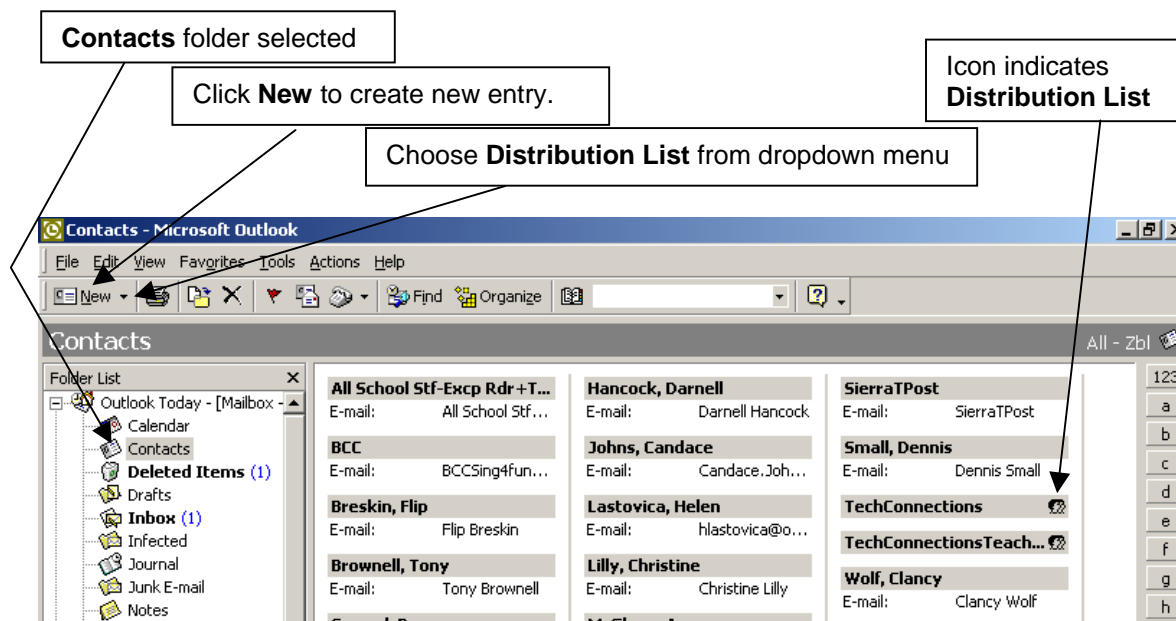
Explore other Calendar features:

- You can send a meeting **invitation** to an email contact.
- You can drag an email message to your **Calendar folder** and Outlook will create a new appointment and let you to set date/time.
- You can print a copy of your calendar, choosing the style and date range.
- You can mark a special date on your calendar—such as your birthday.
 - Schedule an all-day appointment, and then select the Recurrence button on the menu toolbar
 - **Or** right click in the calendar and select Recurring Appointment
 - Select **yearly** recurrence pattern

Use Contacts to save email addresses not in the BSD Network, and to create Distribution lists.

- Use the Contacts folder instead of Personal Address Book. You can perform many tasks with Contacts.
- To **add a contact** from a message in your Inbox
 - Right click on the entry in your Inbox
 - Select **Move to Folder**
 - Choose **Contacts** Folder
 - Add your parent(s) to your Contacts

The Contacts window:



- To see your Contacts as above:
 - View> Current View> Address Cards**
- **Double click** on a name to edit information in the entry
- **Right click** on a name for a menu of options, including:
 - New Message to Contact**—this opens a message to send to that individual

A **Distribution List** is a group of persons to whom you send the same message. **Create a distribution list for all of your teachers so that you can email them when you are sick.** To create, choose File> New, or use the New Mail Message dropdown menu as illustrated above.

- Open **Distribution List**
- Name your list "Teachers"
- Select members from the district's global directory or your Contacts
- Save and close

When you select this group in **Contacts**, or type the group name in the To: box, the message you send goes to everyone on the list.

***Note: Students cannot send more than 10 messages at one time using district mail. If you need a larger distribution list, create it in two groups.**

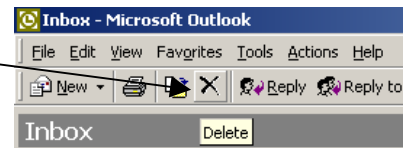
Manage your messages responsibly.

Student email size is limited. If you let your mailbox get too full, it will stop working—you won't be able to send messages.

Delete messages you no longer need. Don't let your Inbox fill up.

Delete messages in one of these ways:

- Click Delete icon in the standard toolbar
- Drag the message to the **Deleted Items** folder
- Use the Delete key on your keyboard



Deleted messages remain temporarily in the **Deleted Items** folder. You can retrieve a deleted message by opening the folder and dragging the message back into your Inbox. When you close *Outlook*, a message asks if you're sure you want to permanently delete all of the items in your "Deleted Items" folder. You should select "Yes." Don't use this folder for storage—it's a wastebasket, not a filing cabinet!

Empty your Sent Items folder regularly.

A copy of each message you send goes to your **Sent Items** folder. This is helpful if you want a reminder of what you sent, but these copies add up quickly.

Delete copies of your messages from the Sent Items folder.

Sending Attachments

Don't send large files as attachments in district mail, either to friends or teachers. If you have a graphics-loaded project, such as a *PowerPoint*, don't send it via email. Copy the file to the "P" or "S" drive where someone else can open it.

If you need to email a large file to your home computer where you can work on it, do this: In Tools> Options> Preferences> E-mail Option, remove the check in the box for "Save copies of messages in Sent Items folder." This prevents a copy of your large file being stored in your mailbox. (If you leave the box unchecked, none of your messages will be saved in Sent mail during your computer session.)

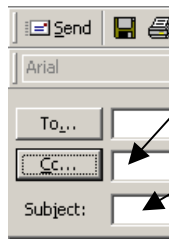
Create folders in Personal Folders to organize messages you save.

- Go to File> New> Folder
- In the Create New Folder dialog box, type a folder name, choose Mail Item, and select the folder that will contain the new one.
- Drag a message from your Inbox into a folder, or right click in a message and choose "Move to Folder"
- Drag messages between folders

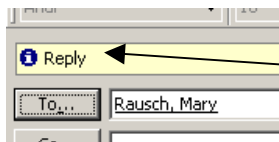
Remote Access

You can open your district mailbox via Remote Mail using the Internet. You will see your Inbox messages. You will not see messages that you have moved to Personal Folders. These files are saved to your "H" drive, to conserve space on the Exchange Email server. (The file in your "H" drive has a **.pst** extension--don't delete it!)

Message Sending Features



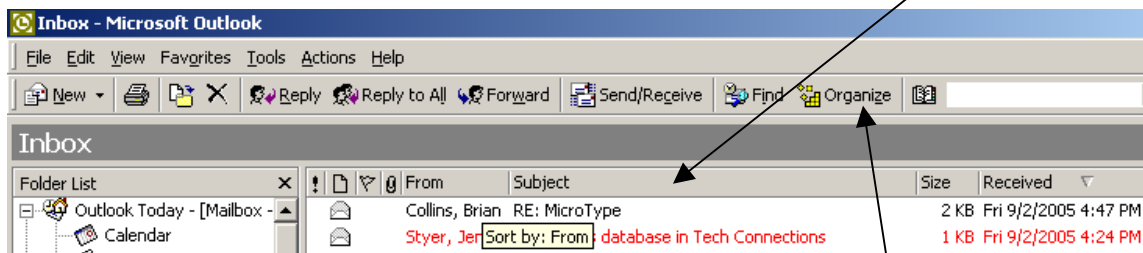
- If you wish to send a message to a particular person and a copy to another person, type the other person's name in the **Cc. Box**. This is a courtesy so people know who else is receiving the message.
- Always complete the **Subject line** with a brief statement of your topic. This is also a courtesy to your message recipient.



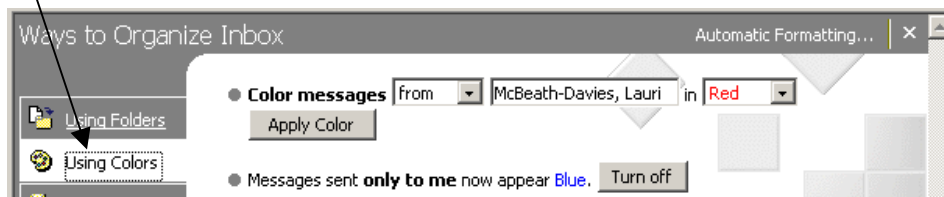
- Add a **red flag** to a message by clicking on the icon in the Send toolbar. In the dialog box you can choose words for the **type of response** you would like from the recipient, who will see those words above your message.

Inbox view

- If you check **AutoPreview** in the View menu, you will see the first sentences of messages in your Inbox. You can click this off so you see only the subject line.
- To add information that you can see about messages, right click in the **Sort by** bar above your message list, and select **Field Chooser** from the dropdown menu. You can add fields like date created, file size, etc. Simply drag a feature from the Field Chooser and drop it on the sorting bar. If you want to remove a field, drag it from the sorting bar and drop it in your message window—it will disappear.



- You can color code your incoming messages to recognize messages sent by a certain person. Go to **Tools> Organize**, or click on the toolbar icon. Choose **Using Colors** to make messages coming from the selected individual a certain color.



Recalling Email

If you decide that a message you sent is not what you wanted to send, you have a chance to recall the message--if the receiver doesn't open it too soon.

- Go to your Sent mail
- Open the message, then select **Actions> Recall This Message**