

OUTLOOK ADVANCED FOR MAC

RULES

1. To create your first rule, choose 'Tools' from the menu bar and select 'Rules..'
2. Click the + along the bottom of the new window, and an Edit Tool window will open.
3. Give the rule a relevant name.
4. Build your rule using if and then statements. You can have multiple criteria under the 'If' and 'Then' sections.
5. Set the 'Execute' status to be appropriate for your rule.
6. Click 'OK' to save and activate the rule.

Example Rules:

Priority based on Sender/Subject:

The screenshot shows the 'Edit Rule' dialog box with the following configuration:

- Rule name:** Important Sender
- If section:**
 - Buttons: + Add Criterion, ✖ Remove Criterion
 - Execute: if all criteria are met
 - Criteria: From Contains kaylah.zelig@ccd.edu
- Then section:**
 - Buttons: + Add Action, ✖ Remove Action
 - Action: Change priority High
 - Checkbox: Do not apply other rules to messages that meet these criteria
- Enabled:** Enabled
- Buttons: Cancel, OK

Move emails into folders

The screenshot shows the 'Edit Rule' dialog box with the following configuration:

- Rule name:** Weekly Update
- If section:**
 - Buttons: + Add Criterion, ✖ Remove Criterion
 - Execute: if all criteria are met
 - Criteria: From Contains margo.aldrich@ccd.edu, Subject Contains Weekly Update
- Then section:**
 - Buttons: + Add Action, ✖ Remove Action
 - Action: Move message Weekly Update (CCD Kelsey)
 - Checkbox: Do not apply other rules to messages that meet these criteria
- Enabled:** Enabled
- Buttons: Cancel, OK

The screenshot shows the 'Edit Rule' dialog box with the following configuration:

- Rule name:** Students
- If:**
 - Buttons: + Add Criterion, - Remove Criterion
 - Execute: if any criteria are met
 - Criterion: From Contains @student.cccs.edu
- Then:**
 - Buttons: + Add Action, - Remove Action
 - Action 1: Move message to Students (CCD Kelsey)
 - Action 2: Set category to None
 - Checkbox: Do not apply other rules to messages that meet these criteria
- Enabled:**
- Buttons: Cancel, OK

CALENDAR PERMISSIONS

Granting Calendar Access

1. Open your calendar
2. Choose 'Permissions' from the Ribbon.
3. Use the 'Add User' button to give someone access to your calendar.
4. Once a user is granted access you can choose what level they have. Outlook has presets built-in to select from the 'Permission Level' drop down or you can customize users with the Read, Write, Delete Items, and Other categories.

Private Event

Choosing to make an event private will restrict those with permission to see subject and location to only seeing that you are busy. It will appear on their view as a private event.

1. Open your calendar and highlight the event you want to make Private.
2. Click the 'Private' icon on the Ribbon.

TO DO/TASK LIST

Open the task list by choosing 'Tools' from the Ribbon and clicking on the 'My Day' icon. My Day opens as a separate application and can run independently from Outlook. Task items can be created by emails or as original item.

Create task by email:

1. Open the email you wish to create a task through.
2. Click the 'Follow Up' icon and choose a date for the task to be due.
3. A message will appear that the item has been tagged for follow-up and will appear in your 'My Day' based on it's due date.

Note: The task will be titled based on the subject of the email. If this does not make sense in your task list, forward the email to yourself while adjusting the subject line to better suit your need.

Create Original Task:

1. Click the + sign in the bottom left hand corner of 'My Day'.
2. Complete the fields for Title and Due date. Task Notes and a Category is not necessary to complete.
3. Click Save.