

OUTLOOK BASICS FOR MAC

CCD Mail Rules

Your CCD email is automatically cleared once it has become 6 months old. Keeping emails that you do not need in your inbox slows your inbox load time down dramatically.

Archive

By default, you have access to an 18 month, a 3 year, and a 5 year archive folder. These folders can be used to save emails that you do not want cleared after the 6 month period. The use of archive folders will increase Outlook's function speed and create helpful organization.

Folders

You can create email folders under the archive to help organize saved emails.

1. Select the archive folder you want to create a separate folder under.
2. Click the 'New' icon on the Ribbon and then choose 'Folder'.
3. Title the folder.

Moving emails from your inbox to the archive folders can be performed with a drag and drop. Be sure to not drop the email until the destined folder is highlighted.

Signatures

1. Click Outlook from the menu bar, then choose 'Preferences'.
2. Under the E-mail heading, click 'Signatures.'
3. Click the + on the bottom left corner of the new screen to create a new signature and title it.
4. Use the text field on the right create your signature. Fonts and colors can be changed using the Format tab of your menu bar.
6. Once your signature is completed, click 'Default Signatures' in the bottom right corner. A new window will appear.
7. Set your newly titled signature to default.

Attaching Files

1. With a new email open, click the 'Attach' button.
2. Navigate to where on your computer the attachment is saved and click 'Choose' to place it in your email.

You can also drag and drop an item from the desktop into an email, or from one email to another.

Opening Attachments

Click 'Preview' next to the attachment or double click to open the attachment in its default program. If you would like to save it to your computer, you can drag and drop the attachment to you desired location or choose to 'Save as' the attachment in it's default program.

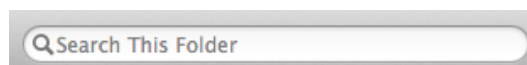
Archived Attachments

1. Double click on archived attachment, a web browser window will open.
2. Click the link 'click here' on the web browser.
3. The attachment will be saved to your desktop, which you can then open.

If this is not what happens, you need to contact IT. This can sometimes be a problem on a Mac computer.

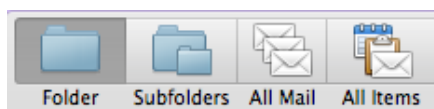
Search

Built into Outlook are advanced search and query functions. Click inside this field to open the Search tool on the Ribbon. Enter a word and hit enter to return a simple search.



For a search with larger criteria, utilize the tools under Search. Use the buttons pictured below to delegate where you want your search to occur.

ex: If you want to search your entire 5-year archive, highlight the 5 year archive folder and choose 'Subfolders' from the Ribbon.



Calendar

Appointment:

Creates a personal event on your calendar.

Meeting:

A meeting requires that you invite someone.

1. Enter the desired recipient(s) in the 'To:' field
2. Enter a subject, location, and a start and end time. All of those fields will appear on the recipients' calendar if they accept.
3. Enter a message. The text entered here will appear to the recipient first like an email message and then as details on their calendar event and yours.

Scheduling Assistant

The scheduling assistant is available anytime you are creating a meeting. Click on either the Scheduling icon, or the Scheduling assistant bar to open a free/busy view. The busy time of anyone included on the invitation (in the To: field) will be listed.

Recurrence:

Recurrence will allow you to create multiple appointments or meetings using custom criteria.

**Color-Coding**

1. Open the Calendar view.
2. Choose 'Organize' from the Ribbon.
3. Click on 'Categories' to create color coded event types.
4. Create and delete categories using the + - symbols.
5. Click once on the name of category to edit it's title.

The next time you create a meeting or appointment, click on the 'Categories' icon to assign a type. Your meetings will then appear color coded in your calendar view.

Out of Office

1. Choose Tools from the Ribbon.
 2. Click the 'Out of Office' button and a new window 'Out of Office Assistant' will open.
 3. Enter your message and click 'Send Out of Office messages' to turn this feature on.
- Clicking 'More Options' will allow you to set a time frame for out of office messages and create a separate reply for emails that do not come from CCD.