WORKING WITH MICROSOFT OUTLOOK

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OVERVIEW

- About R. Craig Collins
- About TC
- Outlook Today
- The Ribbon
- Mail
- Calendar

OVERVIEW, CONTINUED

- Contacts
- Tasks
- Notes
- Rules
- Outlook with Exchange
There IS a better way…

R. CRAIG COLLINS
- CIS Faculty
- Professional Development Coordinator
- 2013-2014 Teacher of the Year

TEMPLE COLLEGE
- AA, AS, AAS degrees
- Certificates
- Community Education
I know it’s hard to do… but watch up front,

hands off the computer

I know it’s hard to do…
but watch up front,

hands off the computer

for a bit.

THE RULES

- Watch
- I have notes for you*
- Tips ▼ ▶ ...
  Arrows mean more options ... means a dialog box will open
- A little time at the end on the computer
Outlook Today: snapshot of
Calendar
Tasks
Messages

Customize

I can’t find Outlook Today, too bad
OUTLOOK TODAY

- Customize

- I can’t find Outlook Today, too bad*

RIBBON

- Ribbon Components
- Navigation
  - Roll mouse wheel
- Customization of Shortcut menu
  - Such as Outlook Today
MAIL

Basics
- Send receive, CC, BCC

Organization
- New Folder, Right click Parent folder

Signatures (must be writing email)

Search

MAIL, CONTINUED

Spell check, Auto Correct

Attachments

Send/Receive
MAIL, CONTINUED

- Spell check, Auto Correct
- Attachments
- Send/Receive
- Clean up

I only have enough room to go through 2012... surely by then they'll be advanced enough to figure that out.

Calendar; my Calendar starts with M, T, then it goes W T F...
Tasks

- Create a Task
- Drag an email to Tasks
- Flags and Dates
- Dismiss a task

Note to self... you DON'T need to use a thumb tack with Post it & Notes
GETTING ADVANCED

Don’t worry, there are Wizards to help you

RULES/FILTERS

A rule is an action that Outlook takes automatically on an incoming or sent message that meets the conditions you specify in the rule. You can create many conditions and actions by using the Rules Wizard.

Rules fall into one of these categories — organization and notification. Rules do not operate on messages that have been read, only on those that are unread.

- Stay Organized: These rules help you file and follow up on messages. For example, you can create a rule for messages from a specific sender, such as Daily Minute, with the word “sale” in the Subject line, to be flagged for follow-up, categorized as Sales, and moved to a folder named Daily’s Sales.
- Stay Up To Date: These rules notify you in some way when you receive a particular message, for example, you can create a rule that automatically sends an alert to your mobile device when you receive a message from a family member.
- Start from a Blank Rule: These rules are rules that you create without the aid of a rule template and that you can completely customize.
EXCHANGE

- Sharing Calendars
- Access email anywhere via web
- Delegation
- Polls

QUESTIONS

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