

COMPUTING SERVICES AND SYSTEMS DEVELOPMENT



Microsoft Outlook 2013 Quick Reference Guide

The following instructions are quick references for Email and Calendar features in Microsoft Outlook. Topics include organizing and managing email, and scheduling individual appointments and group meetings.

	0	ganize Your Email				Create New Folde	0	×		
	Α.	Create Folders				Folder contains:				
	1.	In the Navigation panel of your folder list, right-click and choo	ose the New Fol	der option. The	Create	Mail and Poet Itoma Select where to place	the folder:	×		
		New Folder window will appear.		ee option me		Li Malbox Fri Li Archive Pold	anidin, Verman Iara re - vdf@pitt.edu			
	2.	In the Name box, type a name for the new folder.								
	3.	Confirm that the appropriate parent folder (e.g., Inbox) is sele	ected. Click the C	DK button.						
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		Vieweekiewe					OK	Cancel		
	В.	View conversations								
	1.	Select a folder from your Mailbox where the email conversation	on string is	File Home	Send / Receive F	older View Add-Ins				
	2	located.	de esta terra	S 💁 🐑	Show as Conv	versations 🛛 🙆 Date (Conver	sations) 🗟 <u>F</u> rom			
	2.	Click the view tab, and then click the Snow as Conversations	спеск рох.	Change View Reserview	Conversation	Settings - 🚳 <u>T</u> o	Cat <u>eg</u> o	ries		
	3.	The Microsoft Office window will appear.		Current View	Conversati	ions	Arrar	ngement		
	4.	Click the This folder button.				📄 🕘 CSSD - Peop	pl handout			
	5.	A triangle will appear next to email that has a conversation st	ring. Click			John Stank	DDT rsvps D Update on SA	C Workshop		
		the triangle, and then email conversations will appear under	the			• 🚖 Robinso	in, Dave			
		triangle.				Robinso	in, Dave in, Dave			
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	L.	Create a rule				Create Rille When I get e-mail with all	of the selected canditions			
	1. 3	1. Select the email on which you want to base a rule.								
	2. On the Home ribbon, click the Rules button, and then select Create Rule.									
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III. Send an Email

A. Find recipients with the GAL

- 1. When you are composing a message, click on the **To**: button, and the **Global Address List** (GAL) window will appear.
- Find a person type their last and first name in the Search box, and then click on the Go button. When you see the desired name in the Name column, select it and click on the To button.
- Click on the OK button. The person's email address will appear in the To field of your message. Note: You can also click on Cc and/or Bcc buttons to add a recipient to those fields.

B. Use BCC

- To send a blind carbon copy email, click on the **Options** tab, and then click on the **Bcc** button.
- The Bcc box will appear under Cc in the Message window. Note: To remove Bcc, click on the Bcc button again to deselect it.

C. Delay sending a message

- 1. Click on the **Options** tab, and then click on the **Delay delivery** button.
- 2. The Properties window will appear.
- 3. In the Delivery options section, click on the check box next to Do not deliver before, and then
- select your desired date and time.
- 4. Click on the **Close** button.

IV. Manage Your Calendar

A. Appointments

- 1. On the Home ribbon, click on the New Appointment button.
- 2. The Appointment window will appear.
- 3. In the Subject box, type your subject text.
- 4. In the Location box, type your appointment location.
- 5. Click on the drop-down arrow next to **Start** and **End time** to select the duration of your appointment.
- 6. Click on the Save and Close button.

B. Meetings

- 1. On the Home ribbon, click on the New Meeting button.
- 2. The Meeting window will appear.
- 3. In the **To** box, type the email address of your invitee(s).
- 4. In the **Subject** box, type your meeting title.
- 5. In the Location box, type your meeting location.
- Click on the drop-down arrow next to the Start and End time, and then select the meeting duration.
- Click on the Scheduling Assistant button in the Show group. The All Attendees window will display the availability for your invitee(s).
- 8. Click on the Send button.

C. Add delegate permissions to calendar

- 1. On the Home ribbon, click on the Calendar Permissions button.
- 2. The Calendar Properties window will appear.
- 3. Click on the Permissions tab, and then click on the Add button.
- The Global Address List will appear. Select the person to whom you want to delegate permission. Click on the OK button.
- 5. The person's name will be highlighted in the Name box in the Calendar Properties window.
- 6. Click on the drop-down arrow next to **Permission level**, and then select an option:
- 7. Reviewer (The individual can read item.)
- 8. Author (The individual can read and create items.)
- 9. Editor (The individual can read, create, and modify items.)





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Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology- related questions. Questions can also be submitted via the Web at technology.pitt.edu.