Microsoft Outlook XP
E-Mail
Quick Guide

Working with Folders

The Folder List
The Folder List displays all of your Outlook folders. Folders may be located on the server, or locally on your own computer. When displayed, it appears as a center panel in the Outlook screen. You may add additional folders to the list for use in further organizing your mail and other items.

To display the Folder List,
Single click the Folder List icon on the Advanced Toolbar. Click a second time to hide the list.

Deleted Items
With IMAP folders, messages that you have deleted are shown with a line through them. You can restore messages that have been marked for deletion, or you can permanently remove them. When you remove deleted messages, they are deleted from the server and cannot be restored. Removing messages is similar to emptying the Recycle Bin on your Microsoft Windows desktop.

How Do I . . .

Create a new folder
1. Click the right-mouse button in the folder list area.
2. Type a name for your new folder.
3. Select the type of items that your folder will hold (i.e., mail, contacts, etc.).
4. Select the folder under which you want to create the new folder.
5. Click the OK button.
6. Outlook will prompt you to add a shortcut to the new folder onto the My Shortcuts bar.

Move mail items into folders
Simply drag and drop an item or items from the Inbox list to any other mail folder you have created.

Working with Messages

The Edit Menu
The Edit pull-down menu allows you to do many things with your mail messages, such as moving and copying them to other folders, deleting them, and manually marking them as read or unread.

How Do I . . .

Delete a message
1. Select one or more items in the Inbox (or any other) folder view.
2. To select adjacent items click the first item, and then hold down SHIFT and click the last item.
3. To select nonadjacent items, click the first item, and then hold down CTRL and click additional items.
4. To select all items, click the Edit menu, and then click Select All.
5. On the toolbar, click the Delete Button.

The items are marked for deletion (deleted messages have a line through them).

3. To remove the marked messages, choose Edit, Purge Deleted Messages from the pull-down menu.

Restore a deleted message
1. Select the deleted message.
2. On the Edit menu, click Undelete. To quickly see all your messages that are marked for deletion, on the View menu, point to Current View and then click Group messages marked for deletion.
How Do I...

Find a Person in the Princeton Directory
From the New Mail screen, 
1. Type the person’s last name in the To: area. 
2. Press CTRL+K. 
3. A list of users with that last name will display 
4. Choose the person by clicking on their name.

From the Select Members screen, 
1. Click the Find button. 
2. In the Find Members screen, fill in the search information you wish to use. 
3. Click OK to display a list of names matching your search information. 
4. Double-click the name to select the person.

Create a Distribution List
From the Standard Toolbar, 
1. Click the list arrow next to the New button. 
2. Choose Distribution List from the menu. 
3. In the Distribution List dialog box, click the Select Members button. 
4. Choose the members of your distribution list from the appropriate address list. When finished, click the OK button to return to the Distribution List dialog box. 
5. Click the Save and Close button to complete your list.

Include a vCard with My Signature
1. On the Tools menu, click Options, and then click the Mail Options tab. 
2. Click Create Signature. 
3. Click New. 
4. Select the options you want, and then click Next. 
5. Under vCard options, select a vCard from the list or click New vCard from Contact.

Viewing a Contact
Contacts are listed alphabetically on your screen. The letter tabs at the left can be used to fast-forward through the list. To view a contact, double click on the contact name.

Adding a New Contact
1. Click the Contacts icon on the Outlook Shortcuts Bar. 
2. Click the New button on the Standard Toolbar. 
3. Enter the information for the Contact and click the Save and Close button.

Save a vCard attachment to Contacts
1. Open the message you received. 
2. Double-click the attachment to open it. 
3. In the open contact, click Save and Close. The information in the vCard is saved to your Contacts folder.

Create a vCard from a Contact
1. Open the contact you want to save as a vCard. 
3. Type a name in the File name box, and then click Save.

Send a vCard
1. Click Contacts. 
2. Click the contact you want to send as a vCard, and then on the Actions menu click Forward as vCard.
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Working with Mail

Receiving Mail

The Inbox List
The Inbox List contains column headings for information about each mail item

- Opened Mail
- Replied To Mail
- Unopened Mail
- Flagged Mail
- High Priority Mail
- Mail with Attachment

To Sort the Inbox List:
Single-click the column heading. The first click gives you an ascending sort; a second click gives you a descending sort.

Sending Mail

Creating New Mail
Click the New button on the In Box Toolbar

Addressing the Mail
Type the recipient's email address in the To: area
OR
If the recipient is in the Princeton directory,
1. Type the person's last name in the To: area.
2. Press CTRL+K.
3. A list of users with that last name will display
4. Choose the person by clicking on their name.

How Do I...
Change the View of My Inbox
From the Advanced Toolbar, click the list arrow on the Current Views list box.
Select the view you wish to use.

Spell Check My E-Mail
From the pull-down menu, choose Tools, Spelling.
Or
1. From the pull-down menu, choose Tools, Options, Spelling.
2. In the Spelling dialog box, check Always check spelling before sending option by clicking in the checkbox next to it.
3. Click OK to save the setting. After choosing this setting, your mail will be spell checked automatically when you click the Send button to send the mail.

Customize My Mail Settings
1. From the pull-down menu, choose Tools, Options.
2. On the Preferences tab, choose E-Mail Options.
3. Choose the options you wish and click the OK button.

Create and Use Signatures
From the pull-down menu, choose Tools, Options, Mail Format, Signatures

Click the New button in the Create Signatures dialog box and follow the steps to create and save your signature. Repeat if you wish to create more than one signature.

To use a signature automatically, choose it in the Mail Format dialog box; to use one manually, choose Insert, Signature from the pull-down menu in the New Message.

Create a Mail Rule
1. From the pull-down menu, choose Tools, Rules Wizard.
2. In the Apply changes to this folder list, click the Inbox that you want to work with
3. Click New.
4. Click Start from a blank rule.
5. Click Next.
6. Follow the instructions in the Rules Wizard.
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InBox Overview

1 The Inbox
The Inbox View displays all mail that has been delivered to your Inbox folder. The Standard Toolbar provides buttons for replying to, forwarding and deleting mail items. The Advanced Toolbar provides a number of useful tools for viewing your mail.

2 The Standard Toolbar, which is displayed whenever you open Outlook, is a context-sensitive toolbar and provides appropriate tools for the view in which you are working, e.g. mail tools are displayed when you are working with your InBox.

3 The Advanced Toolbar, which you may display by choosing View, Toolbars, Advanced from the pull-down menu, contains tools for commonly used functions such as moving between screens, displaying the folder list, undoing an action, displaying assorted views, etc.

4 Shortcut Bars
Outlook has three shortcut bars. Click on the title bar of any shortcuts bars to view its icons.

Outlook Shortcuts contains icons for your Inbox, Calendar, Contacts, Tasks, Deleted Items and Notes folders. Single click an icon to display its contents.

My Shortcuts contains icons for Sent Items, Drafts, and Journal.

Other Shortcuts contains icons for local non-Outlook folders, including My Documents and Favorites (contains shortcuts to bookmarked websites) as well as an icon for My Computer.

Adding your own shortcuts:
Whenever you create a new folder, Outlook prompts you to add the folder to the My Shortcuts bar. Click Yes to add the folder to the bar. You may also add folder icons to the My Shortcuts bar by dragging a folder from the folder list to the shortcut bar area and dropping it above or below any icon on the bar.

5 Current Views
The Current Views list provides various custom views for your inbox list.

6 Preview Pane
The Preview Pane displays a preview of the currently selected mail item from the inbox list.

7 Click the Preview Pane Button on the Advanced Toolbar to show or hide the pane.