

Microsoft Outlook for PC

Getting started

Your login details for Outlook are “ad_us\” followed by your normal Sussex username (e.g. ad_us\ano23) and your normal password. Please see the *Quick Start* leaflet or refer to our website for details of how to set up Outlook the first time you use it.

If your Outlook window doesn't look like the picture the first time you login, we suggest starting with a few minor adjustments to make it look more familiar.

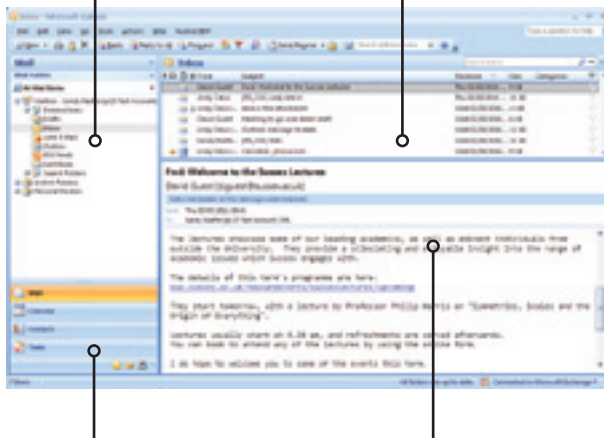
From the **View** menu:

- choose **Reading Pane** and then **Bottom**
- select **Navigation Pane** and check there is no tick next to **Favorite Folders** (if there is, click on it to deselect it)
- choose **To-Do Bar** and then **Off**
- choose **Arrange By** and then make sure there is no tick next to **Show in Groups** (and if there is, click to deselect)

These optional adjustments should make the Outlook window look like the picture on the facing page with a list of folders on the left, and your emails on the right.

Your email folders are displayed in this panel

When you click on a folder, the emails are displayed in this list



Use these buttons to switch between email and calendar

Click on an email in the list to see a preview of the message in this panel

Auto-archiving

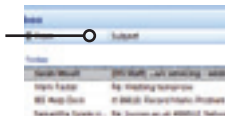
You may find that Outlook is set to auto-archive information to your local computer. We suggest turning this off to start with: go to **Tools, Options, Other** and under **Auto-Archive**, untick the box to **Auto-Archive every 14 days**.

Reading and sending emails

Read your email

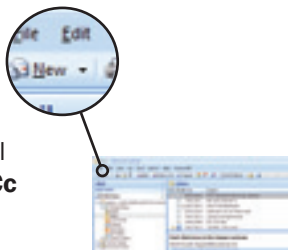
- click on an email to see a preview
- double-click to open it in a new window

To sort the message list, click on the appropriate header. Click again to reverse the order.



Send a message

- 1 click on **New**
- 2 your message will open in a window similar to Microsoft Word
- 3 enter the recipients' email addresses in the **To** and **Cc** fields
- 4 give your mail a **Subject**
- 5 type the message
- 6 click on **Send**



Set up a signature

- 1 go to **Tools** then **Options** and choose **Mail Format**
- 2 click on the **Signatures** button and then **New**
- 3 enter a name for the signature, type it into the box below and click **OK** to finish

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☞ Viewing messages in threads or groups

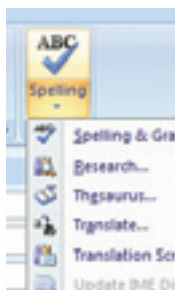
Find an address

Type the first few characters of the recipient in the **To** or **Cc** field

- if you have emailed someone from Outlook before, press enter to auto-fill the address or see a list of possible matches
- for staff at Sussex, click on **Check Names**
- when typing a new message, click on the **To** button to look up a Sussex colleague

Check spelling and grammar

- press **F7** to turn on spell-checking
- click the down arrow on the **Spelling** button for more options
- right-click on a word and look it up in the dictionary



Extras on the Options tab

- flag your message as important
- request an (optional) read receipt from recipients

Respond to a message

- **Reply** just to the sender or **Reply to all** recipients (all the addresses listed in the **To** or **Cc** fields)
- **Forward** a message to a new recipient

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🔗 Using contact lists

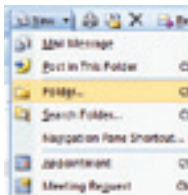
🔗 Transfer your existing address books to Outlook

Managing your mail

In Outlook your entire mail store - Inbox and other folders - is known as your **Mailbox**. A subdivision of this is known as a **Folder**.

Create a new folder

- click on the down arrow to the right of the **New** icon and select **Folder...**
- specify the type of folder you require (**Mail and Post Items**) and choose the location



Move a message into a folder

- drag it from the message list onto the appropriate folder icon

All of the emails in your folders count towards your personal mail quota. To make space for new emails, make a regular habit of deleting messages you no longer need.


*Make sure you act on warnings about your quota as you will be **unable to send or receive** until you reduce your email.*

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- 🔗 Viewing email for group accounts
- 🔗 Delegating permissions to a colleague or assistant

Deleting messages

Delete an email

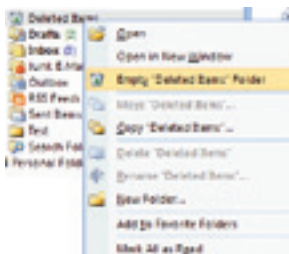
- click on the message to highlight it and then click the  in the tool bar or choose **Edit** and then **Delete**
- if you are viewing a message in a new window, click on the **Delete** button

Empty the Deleted Items folder

In Outlook, a message is moved to the **Deleted Items** folder and will stay there (and still count towards your mail quota) until you empty the folder.

To empty the folder:

- choose **Tools** from the main menu and then **Empty Deleted Items folder**



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- 🔗 How to recover emails emptied from Deleted Items within the last 28 days

Attachments

Attachments on incoming messages are listed just above the main message.

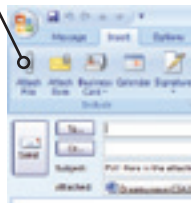


- drag into a folder on your computer to save it
- double-click to open it

Remember the *Save As Rule* - when you double-click to open, save it to your My Documents folder using **Save As** before you make any changes. Otherwise, it is saved in a temporary location and changes may be lost.

Send an attachment

- 1 click on the **Insert** tab in the Message window and then the paperclip icon
- 2 browse for the file to be inserted



The message will appear as an icon in a new **Attached** field in the message headers.

Opening the calendar

Click on the **Calendar** button

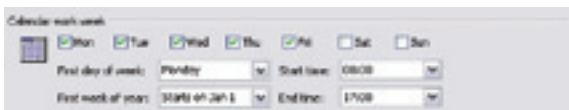


The calendar can be read in **Day**, **Work Week**, **Week** or **Month** view. Use the buttons on the standard toolbar to switch between the different calendar views.



Customise the days of your working week

- 1 from the **Tools** menu, click **Options**
- 2 on the **Preferences** tab, click **Calendar Options**
- 3 in the **Calendar work week** section, select or clear the check boxes for the days that you want to be displayed



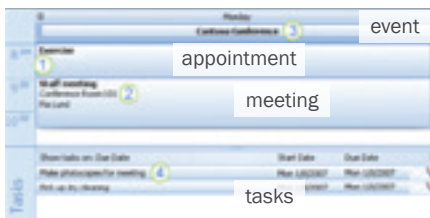
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🔗 Using the To-Do bar for quickly navigating the calendar

Activities

You can schedule different types of activity in your Outlook calendar:

- An **appointment** is an activity that involves only you, at a scheduled time.
- A **meeting** occurs at a scheduled time, like an appointment. The difference is that you invite other people by using a meeting request that is sent via e-mail.
- An **event** is an activity that does not have a scheduled time. By default it doesn't block out time in your calendar. You can still have other entries appear in your calendar for that day.
- A **task** is an activity that involves only you, and that doesn't need a scheduled time.



Appointments and events

Create an appointment

- 1 rest the pointer over the time in your calendar and click when **Click to add appointment** appears
- 2 enter the details
- 3 click and drag the square handle to increase the time span
- 4 to make the appointment an event, double-click and tick the box for **All**



Day Event

Change the details


- 1 double-click to open
- 2 edit details as required
- 3 click on **Save & Close**



Change the duration

- 1 select the appointment or event
- 2 click and drag the square handle to increase or decrease the time span

Delete an appointment or event

- 1 click once to select
- 2 click  on the toolbar or press the **Delete** key

Other actions

- To *move* an activity, click and drag to the new time in your daily view
- To *copy* it, hold down the **Ctrl** key then click and drag to the new time

Reminders

- for all new activities, a reminder is set for 15 minutes before the start
- to change it, double-click on the appointment or event and choose a reminder time

Change status to free or busy


- 1 right-click on the appointment or event and click **Show Time as**
- 2 choose the appropriate flag

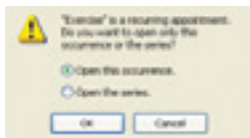
New appointments are automatically set to *busy* and events to *free*.

Categorise with colours

- 1 right-click on an appointment
- 2 choose **Categorise** and then select a colour

Create a recurring appointment

- 1 click on an appointment to select it
- 2 from the **Appointment** tab, **Options Group**, click the Recurrence icon 

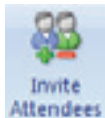


To amend a recurring appointment, double-click on it and then choose to amend the entire series or just this event.

Meetings

Set up a meeting

- 1 Make an appointment entering subject, location, start time, end-time and reminder
- 2 open the appointment then click **Invite Attendees**
- 3 use the **Rooms...** button if there's a calendar for the location
- 4 click on **To...** and select the attendees
- 5 click **Send** to mail the details to attendees



Viewing a colleague's calendar

If a colleague lets you see their calendar, it will appear on the left under **People's Calendars**. Check the box next to a calendar to display it.

People's Calendars

Share My Calendar...

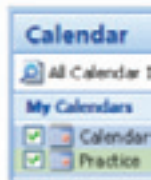


Share your calendar

- 1 select **Share My Calendar...** from the left-hand menu
- 2 choose the names by clicking on **To...**
- 3 click on **Send**

Additional calendars

Outlook enables you to have more than one calendar and switch between seeing each one separately or looking at a combined view of all of your calendars.



Create an additional calendar

- 1 click the arrow next to **New** at the top of the window and choose **Calendar**
- 2 enter a name for the calendar in the **Create New Folder** dialog box

Show or hide calendars

- tick the boxes for the calendars you want to see or un-tick to hide

Overlay calendars

- click the **View in Overlay Mode** arrow on the calendar tab
- click the **View in Side-By-Side Mode** arrow to restore side-by-side mode



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🔗 Customising your calendar

🔗 Giving access to delegates and assistants

Adding your Sussex Direct calendar

If you have a teaching timetable in Sussex Direct, you can view it alongside your other calendars. Changes to the Sussex Direct timetable will automatically be reflected in Outlook.

Add a teaching timetable

- 1 in Sussex Direct, go to **Teaching**, then **Timetable** and then **Teaching Timetable**
- 2 scroll to the foot of the screen and click on **Subscribing to your Sussex Direct timetable from an external calendar**
- 3 highlight the link for your calendar and copy it
- 4 in Outlook, choose **Tools** then **Account Settings**
- 5 select the **Internet Calendars** tab and click **New**
- 6 paste your calendar link into the box and click **Add**
- 7 give your calendar a name (e.g. Teaching Timetable) and click on **OK**

After a few seconds your Sussex Direct timetable will appear under Other Calendars on the left. Tick the box to display it.

