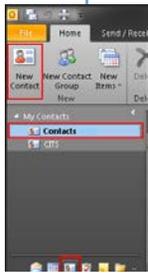
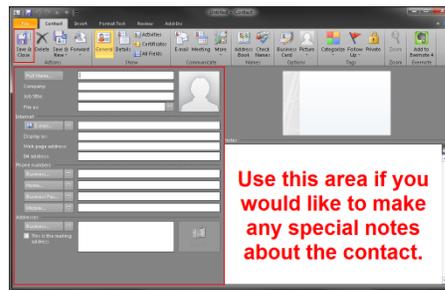


Creating a Contact



Click on the Contacts icon at the bottom of the task pane. Make sure "Contacts" is highlighted under the "My Contacts" address book so you are creating in the correct folder, and then select "New Contact".

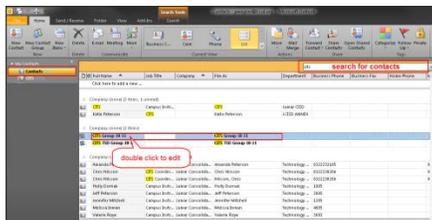


Fill in all the information you would like for the contact. Full name and email are all that will be required, but this is a great place to store all information, such as phone, company, etc.

When all your information is entered, click "Save and Close".

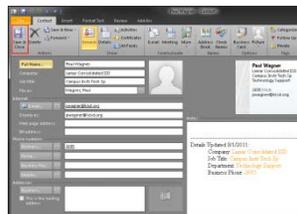
Editing Contacts and Groups

Searching for Contact/Group



From the contacts window, use the search bar to locate the contact or group you want to edit. Double click the contact/group to open the editing window.

Editing a Contact



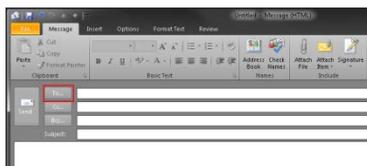
When editing a contact, the contact information window will open. Make any changes you would like and then click "Save and Close".

Editing a Group

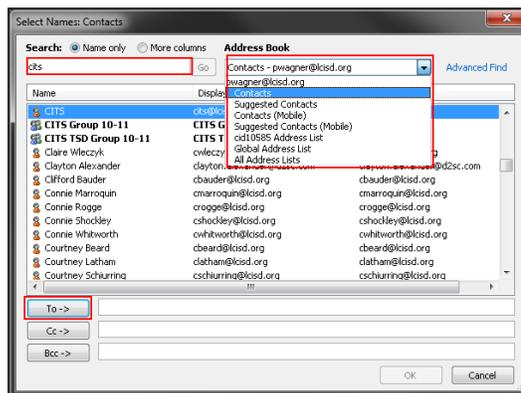


When editing a group you have a choice of adding members, removing members, or deleting the entire group. For help with adding or removing members refer to the "Creating Contact Groups" cheat sheet.

Sending Email to Contacts/Groups

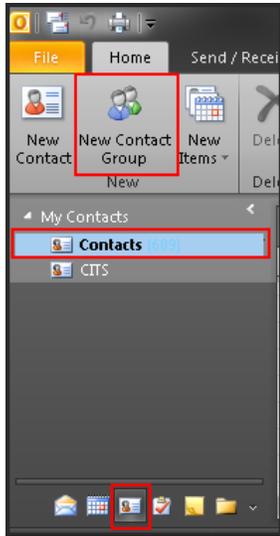


To send an email to a contact, or group, click the "To" button in the new email window. A "Select Names" window will open.



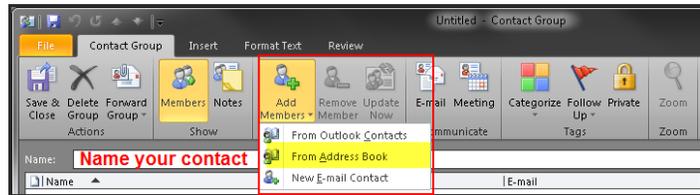
- Use the drop down box to select "Contacts" from the Address Book options.
- Type in the name of the contact or group you want to send the message to.
- Double click the name or highlight and click "To".
- Click "OK" to return to the email and type your message.

Creating a New Group



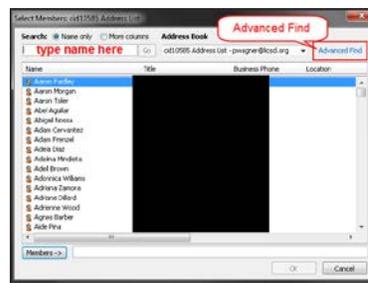
Click on the Contacts icon at the bottom of the task pane. Make sure "Contacts" is highlighted under the "My Contacts" address book so you are creating your group in the correct folder, and then select "New Contact Group".

Naming Your Group and Adding Members



Name your contact group. To add to the group, click "Add Members" and choose where to search. Most times choose "Address Book".

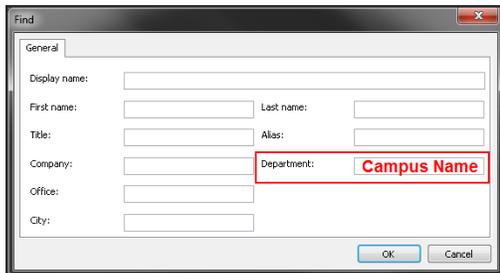
Searching for Members



Search for members by typing their name in the search bar or by scrolling through the list of contacts.

If you are looking for members that all have something in common, such as working in the same place, you can use "Advanced Find".

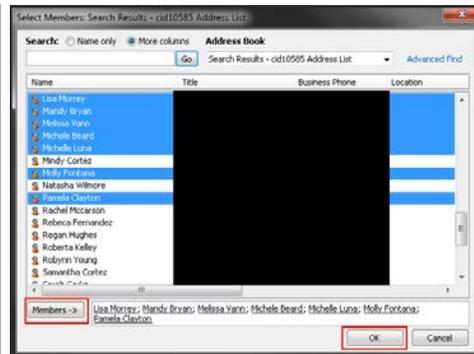
Advanced Find



The advanced Find option allows you to search for all contacts located in the same department, such as the same school or campus. Type the campus name in the department box to narrow your search.

Adding Members to the Group

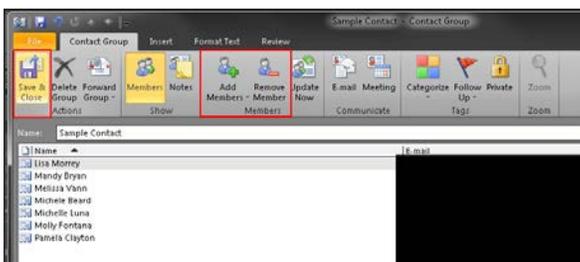
Quick Tip
 To select multiple members at once, hold the "Ctrl" key and click each name.



Quick Tip
 To select members listed in a row, click the first member, then hold the "Shift" key and click the last.

When you find the member you are looking for, highlight that person and click "Members". You can continue searching for your next contact by repeating the process. When you have found all the members you need for your group click "OK".

Finalizing and Saving

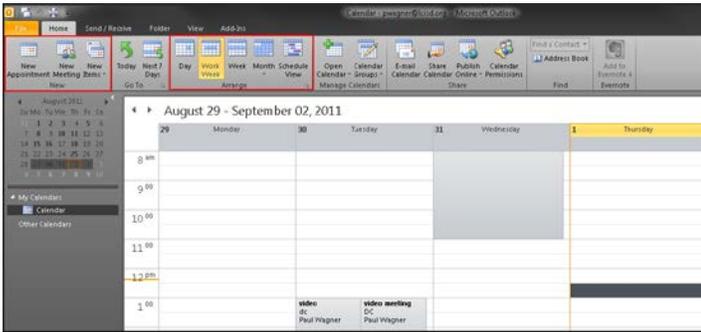


If you need to edit your group, you can click "Add Members" and go through the process described above again. You can also highlight a name and then choose "Remove Member" to delete them from the group.

When you are finished, click "Save and Close".



Viewing Calendar/ Creating Appointments

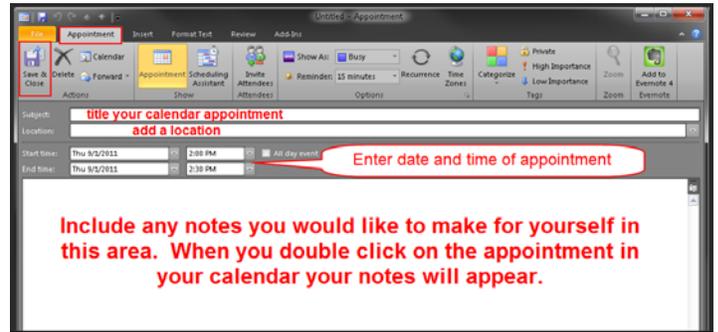


To access your calendar, click on the Calendar tab in the task pane. The calendar will appear. There are options at the top to choose how you want to view, or arrange, your calendar...by day, work week, week, month, etc. 2 ways to add and appointment to your calendar are:

- Double-click on the time you want the appointment to start.
- Click "New Appointment" in the ribbon.

You can also add Meetings, which will be addressed later.

Appointment Editor



Add a Subject and Location, plus enter a date and time for your appointment. These will be visible in your calendar. Include notes in the text box. Notes will appear when you double click an appt. in your calendar.

You have the ability to invite others, add attachments, set up reminders, insert pictures, and much more using the options in the ribbons at the top of the screen. We will cover those next.

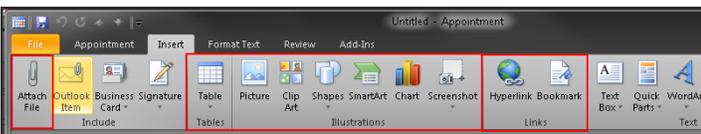
Save and Close to keep changes.

Appointment Ribbon/Insert Ribbon



In the Appointment Ribbon some options you have are:

- Invite others
- Set up Reminders
- Make an appointment recur in your calendar



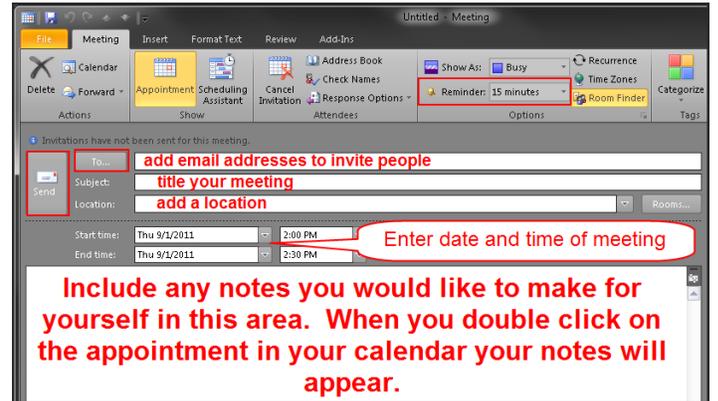
In the Insert Ribbon some options you have are:

- Attach a File
- Insert tables, pictures, shapes, links, etc.

The things you insert will be visible to you as well as anyone invited when they open the appointment.

Save and Close to keep changes.

Adding a Meeting



The Meeting option works the same as an appointment with one important addition. If you choose to add a meeting instead of an appointment, another field appears above the subject line where you can add email addresses to invite them to the meeting.

You can use the "To" button to access people already in your contacts.

Save and Close to keep changes.

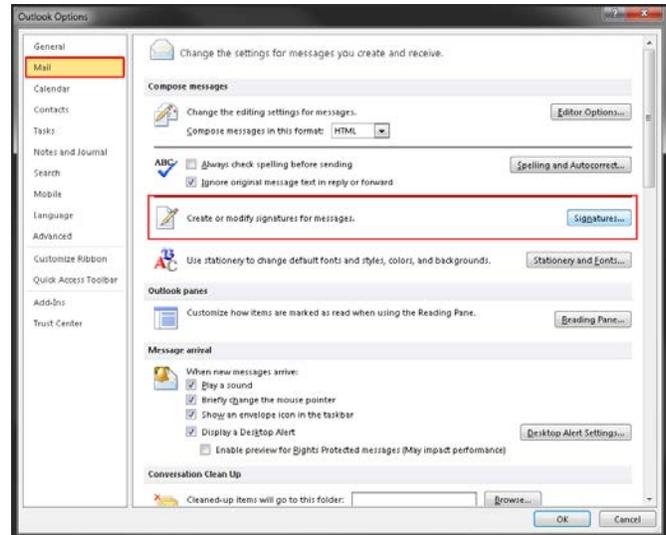


Accessing the Options Menu



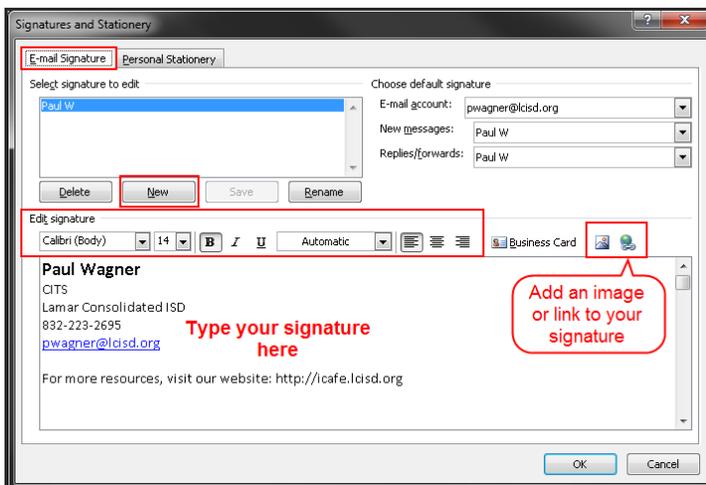
To get started, click on the "File" tab in the upper left and choose "Options."

The Signature Page



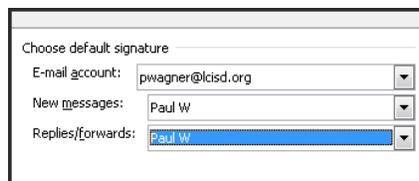
From the left hand task pane, select the Mail tab, then click on the "Signatures" button.

Creating your Signature



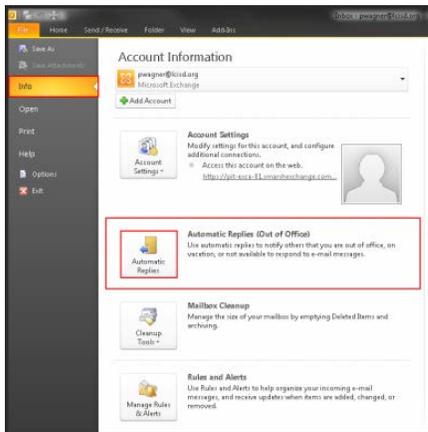
From the E-mail Signature tab:

1. Select the "New" button, name your signature, and click OK.
2. Use the Edit signature toolbar to select your font type, size, and color. Be sure it is easy to read.
3. Type your information in the text box.
 - a. You can insert images or links using those options in the toolbar.
4. Click OK to save your changes



You have the option to create multiple signatures. If you choose to do this, be sure you are selecting the proper one as your default.

Accessing Automatic Replies

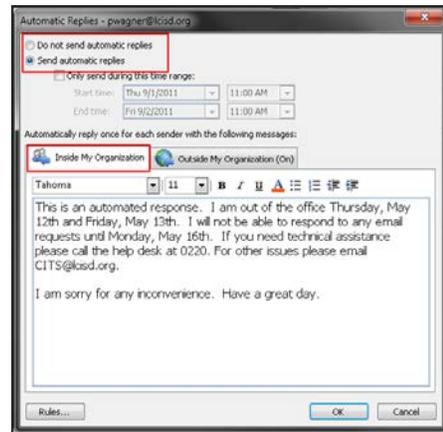


You can use an Automatic Reply when you will be out, or away from your job/office, for a day or any extended amount of time.

To create an Automatic Reply:

- Click on the file menu located in the top left of the window.
- Select the "Info" tab in the task pane.
- Choose "Automatic Replies".

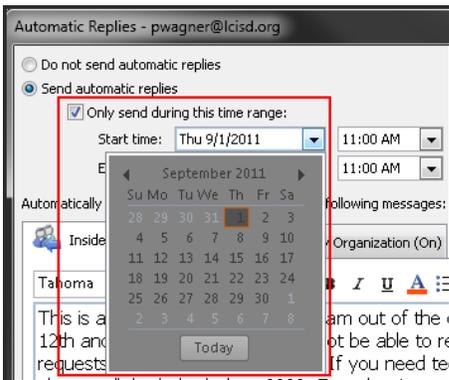
Creating Your Reply



To set up your Automatic Reply:

- Choose "Send automatic replies" at the top of the window to turn on Automatic Replies. By default, it will start sending to people in your organization, or district, until you turn it off.
- Use the formatting toolbar to select font type, size, and color.
- Type your message in the text box provided.
- Click "OK" to save your message.

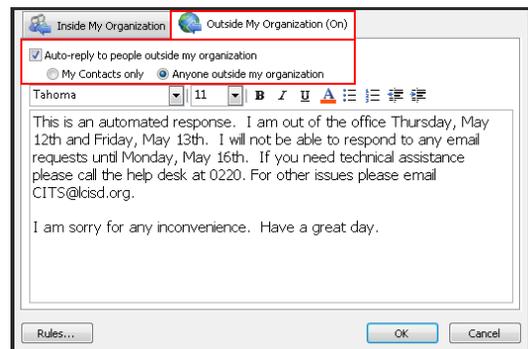
Setting Specific Dates/Times to Send



If you know what days you will need the reply active, you can set up specific dates to turn your reply on and off. Under "Send automatic replies":

- Check the box next to "Only send during this time range".
- Use the drop down menus to select dates and times to turn the message on and off.
- Click "OK" to save your changes.

Sending Outside the Organization



If you want to send your reply to emails you receive from senders outside your organization, or district:

- Select the "Outside My Organization" tab.
- Check the box next to "Auto-reply to people outside my organization".
- Decide whether to send to only your contacts outside the organization or all senders.
- Click "OK" to save your changes.

