

Microsoft Outlook for Mac Quick Guide

Open Outlook

Click on the Outlook icon on the dock.

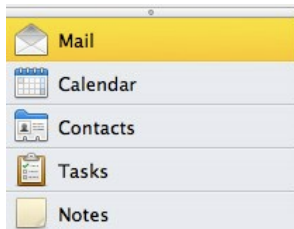


If Outlook is not on your dock:

- Click on the Finder icon on your dock.
- Click on the Applications folder.
- Click on the Microsoft Office 2011 folder.
- Drag the Outlook icon to your dock.

Create and Send a Message

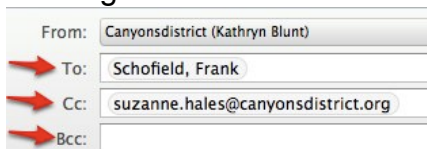
1. At the bottom of the navigation pane, click Mail



2. On the Home tab, click E-mail



3. In the To, Cc, or Bcc boxes, type the addresses of the recipients to whom you are sending the message.



- As you type, Outlook displays a list of your contacts, recently used addresses, and addresses in the district directory.
- Cc stands for Carbon Copy. Bcc stands for Blind Carbon Copy. Use these boxes to send a copy of the email you are composing to people other than your main recipient(s).
- Recipients entered in the Bcc field will receive the message, but their names aren't visible to other recipients.
- To display the Bcc box, click on the Options tab, then click Bcc.

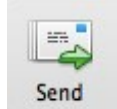




4. In the Subject box, type the subject of the message.

Subject: Outlook Training

5. Compose your message, and then on the Message tab, click Send.

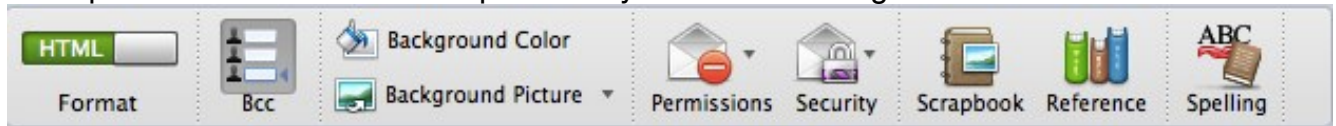


Tips:

- To save a message as a draft, close the message, and then click Save as Draft.
- The messages tab offers many options to change the look of your email. This is also where you can attach documents to your email and set up email signatures.



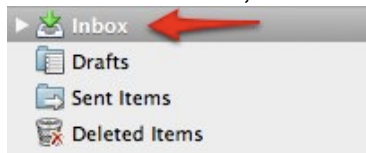
- The options tab offers still more options for your email message.



Read and Reply to a Message

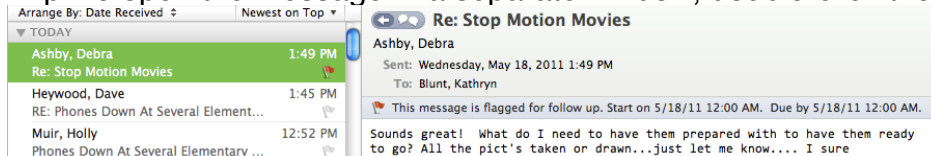
Messages that you receive from other people arrive in your inbox. The mail view is arranged to make it easy to read and quickly reply to any message.

1. Once in Outlook mail, click on the Inbox.



2. Click the message that you want to read. The contents of the message appear in the preview pane to the right of the inbox.

- Tip: To open the message in a separate window, double-click the message.



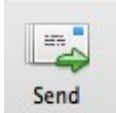
3. If you want to reply, reply all, or forward the message, click the corresponding button on the toolbar.



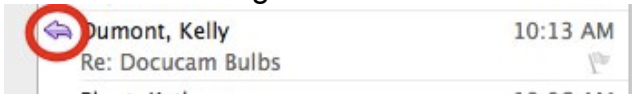


- Reply allows you to type a message in response to the email that was sent to you. It will send your response only to the person who sent you the message. It will include their original message below your reply.
- Reply All is the same as reply except that any one who was Cc'd on the original message will also receive your reply.
- Forward allows you to send a copy of an email you receive to another person. You may type your own message along with the forwarded message as well.

4. Click Send after composing your message to send your reply, reply all, or forward.



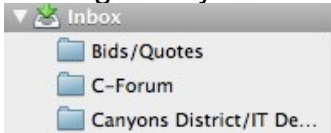
5. Notice that the message status bar indicates that you replied to the message.



6. To delete a message from your inbox, click the Delete button or type the delete key on your keyboard.



7. You can organize your email messages into folders to help you keep track of important messages.



- To create a folder, right click (control click) on the Inbox and select New Folder, then name your folder.

Online Help

For more helpful Outlook instructions and videos go to <http://www.microsoft.com/mac/outlook>

- Click on the “How To” tab to see a menu of videos tutorials and written instructions (click on “Outlook 2011” on the right under “Product Help”).