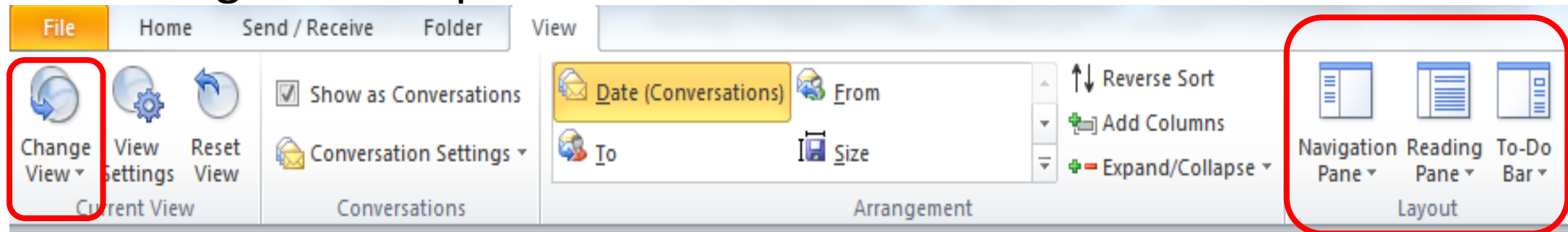


# Outlook Components...

- E-Mail
- Calendar
- Contacts
- Tasks

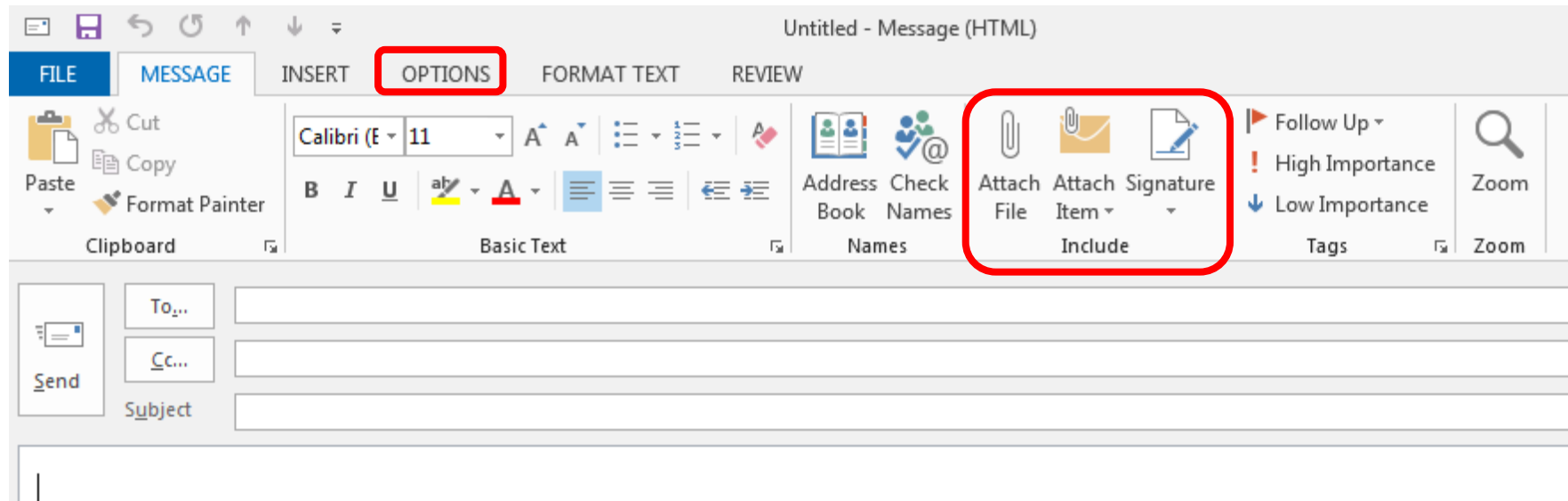
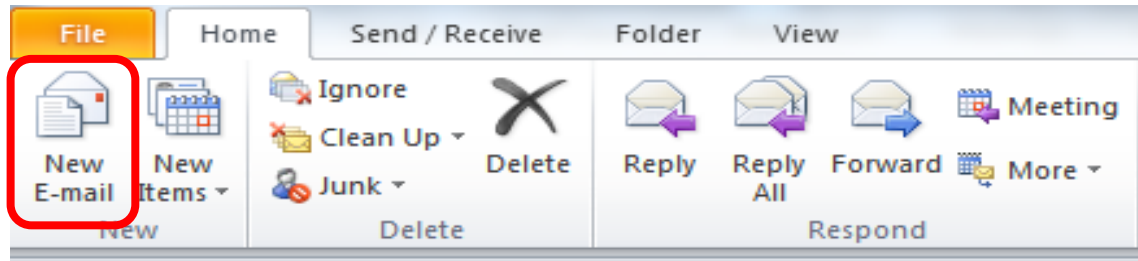
# Different views for Inbox

- Display READING PANE
- or
- TO-DO BAR
- Creating different personal views: CHANGE VIEW



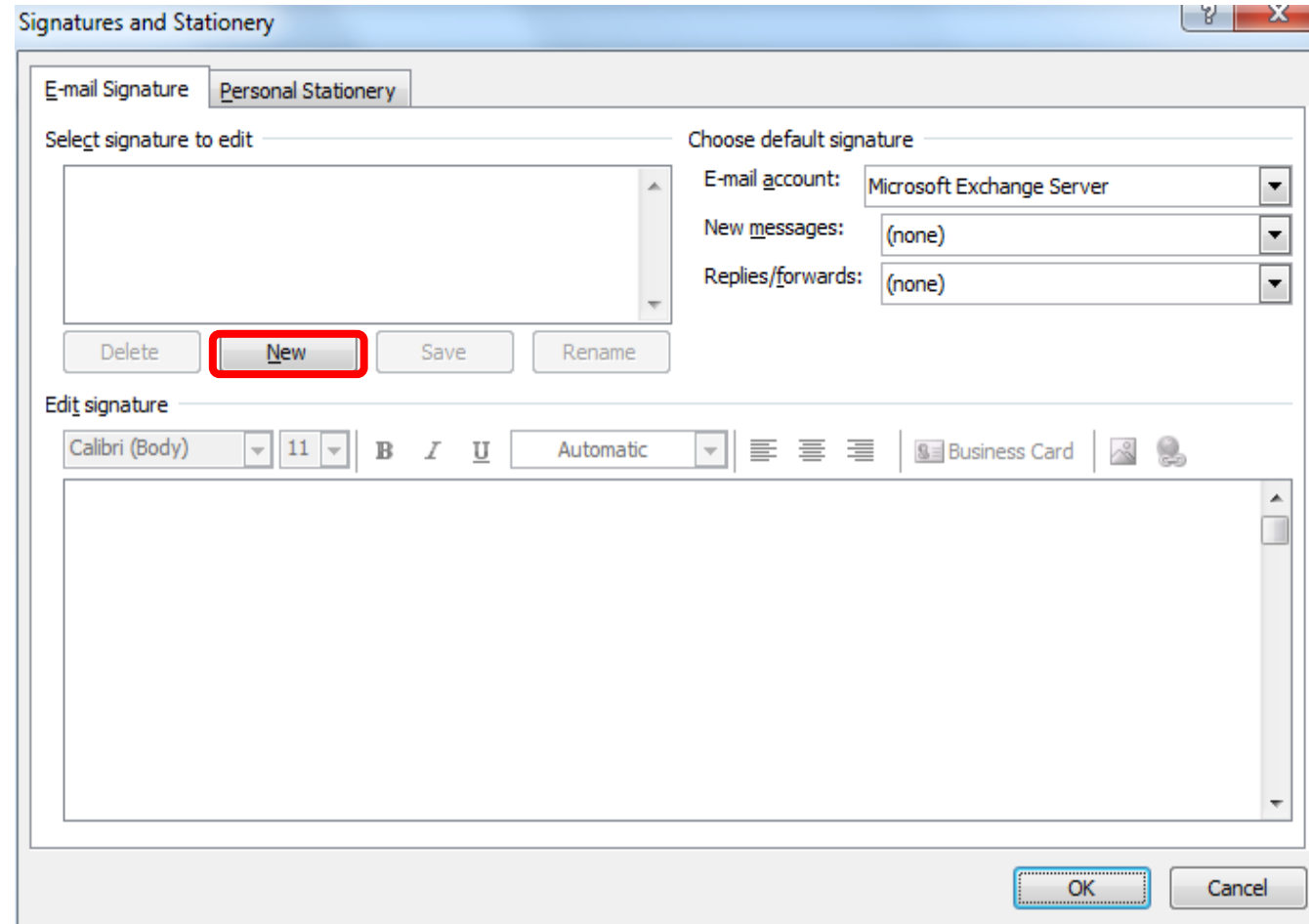
# Creating E-Mail

- Icon New E-Mail will start E-Mail Window



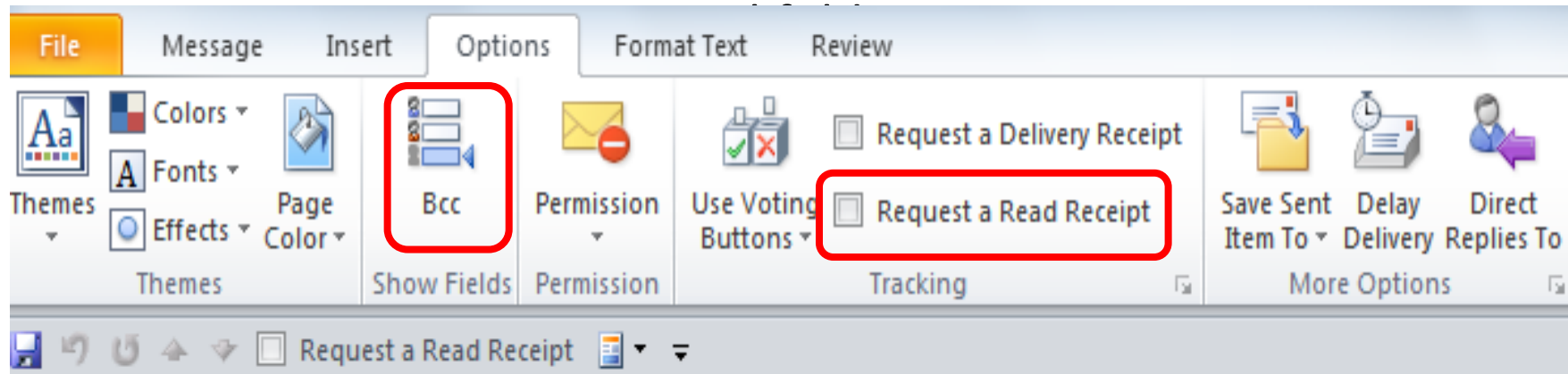
# Using Signatures

- Signature: You can create different signatures for E-Mails
- You cannot add different signatures at the same time



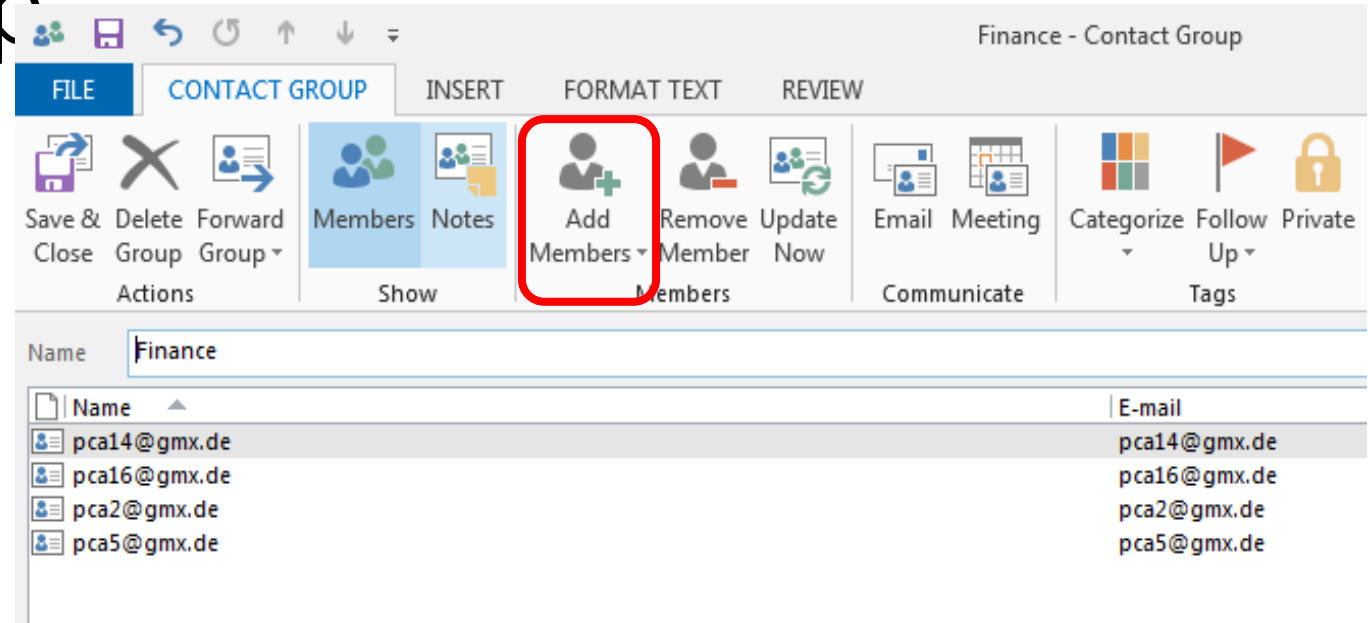
# E-Mail Options

- Command **OPTIONS**
  - REQUEST a READ RECEIPT
  - Activate Bcc



# Create Contact Group

- Contact Groups can be used for a group of people, which receive the same content
- i.e. Group of sales persons or members of a department
- You add the E-Mail address from the address book or you may add any other E-Mail address
- The contact group will be stored in your Contacts



# Three types of Appointment

- Normal Appointment
- Recurrence Appointment

Untitled - Appointment

FILE APPOINTMENT INSERT FORMAT TEXT REVIEW

Save & Close Delete Copy to My Calendar Forward Appointment Scheduling Meeting Notes Invite Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize Tags

Subject

Location

Start time Mo 14.05.2018 17:45  All day event

End time Mo 14.05.2018 17:50

# Create Appointment Recurrence

- Recurrence can be by
  - Day
  - Week
  - Month
  - Year
- You should set an end date either by occurrences or a final date

Appointment Recurrence

Appointment time

Start: 10:30

End: 12:00

Duration: 1,5 hours

Recurrence pattern

Daily

Weekly

Monthly

Yearly

Recur every 1 week(s) on:

Montag  Dienstag  Mittwoch  Donnerstag

Freitag  Samstag  Sonntag

Range of recurrence

Start: Mo 14.05.2018

No end date

End after: 10 occurrences

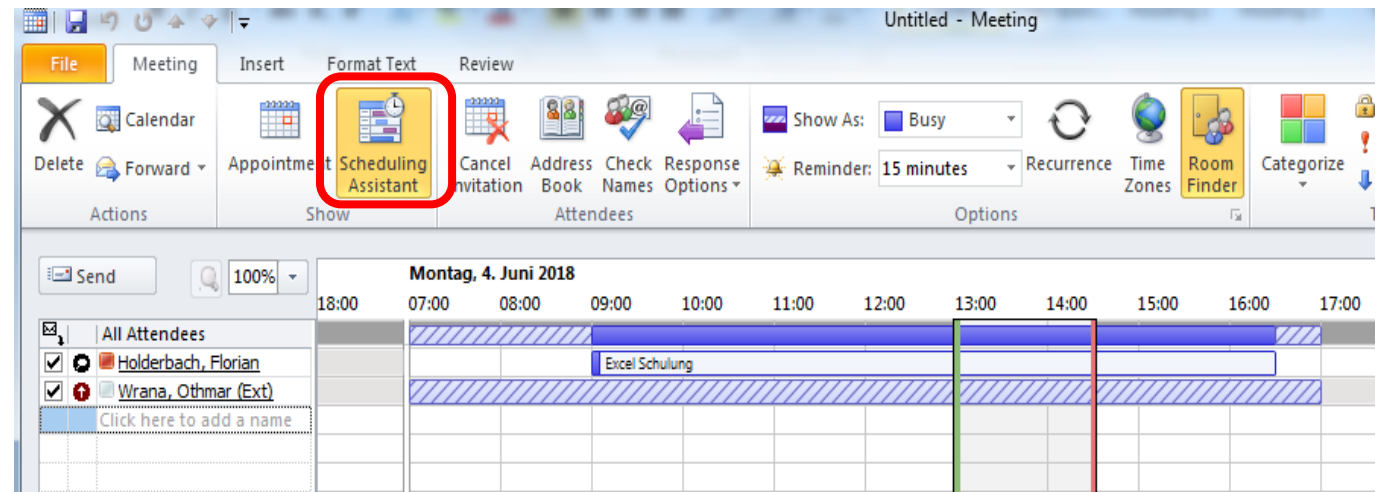
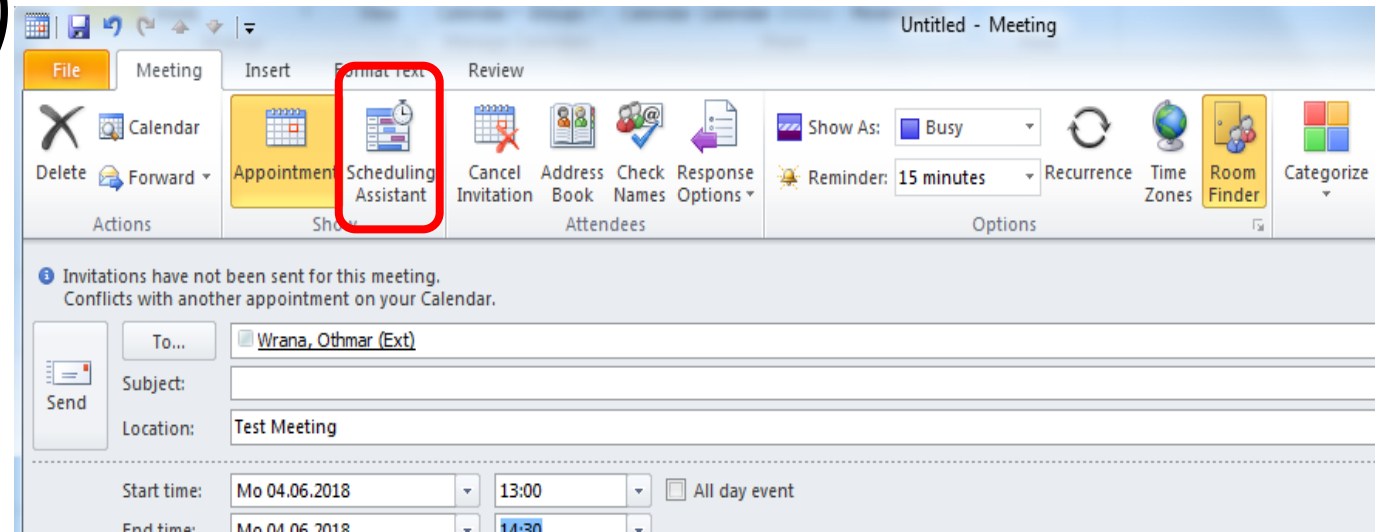
End by: Mo 16.07.2018

OK Cancel Remove Recurrence



# Meeting Request (1)

- Choose the recipients
- Go to Scheduling Assistant
- Here you see the status of the invited people



# Meeting Request (2)

- Showing conflicts on the right pane
- The calendar show 3 type of colors
  - Blue: most people creating conflicts
  - Light Blue: a few people creating conflicts
  - White: All people are available
- In the lower part of the pane you see the names which creating conflicts

The screenshot shows the 'Room Finder' application window. At the top, there is a calendar for 'Juni 2018'. The days of the week are labeled Mo, Di, Mi, Do, Fr, Sa, So. The dates are displayed in a grid. A red rectangle highlights the dates 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29. Below the calendar, there are three checkboxes: 'Good' (unchecked), 'Fair' (checked), and 'Poor' (checked). Below these, there is a dropdown menu labeled 'Show a room list:' with 'None' selected. Below that, there is another dropdown menu labeled 'Choose an available room:' with 'None' selected. At the bottom, there is a section titled 'Suggested times:' with a list of time slots and their conflict status:

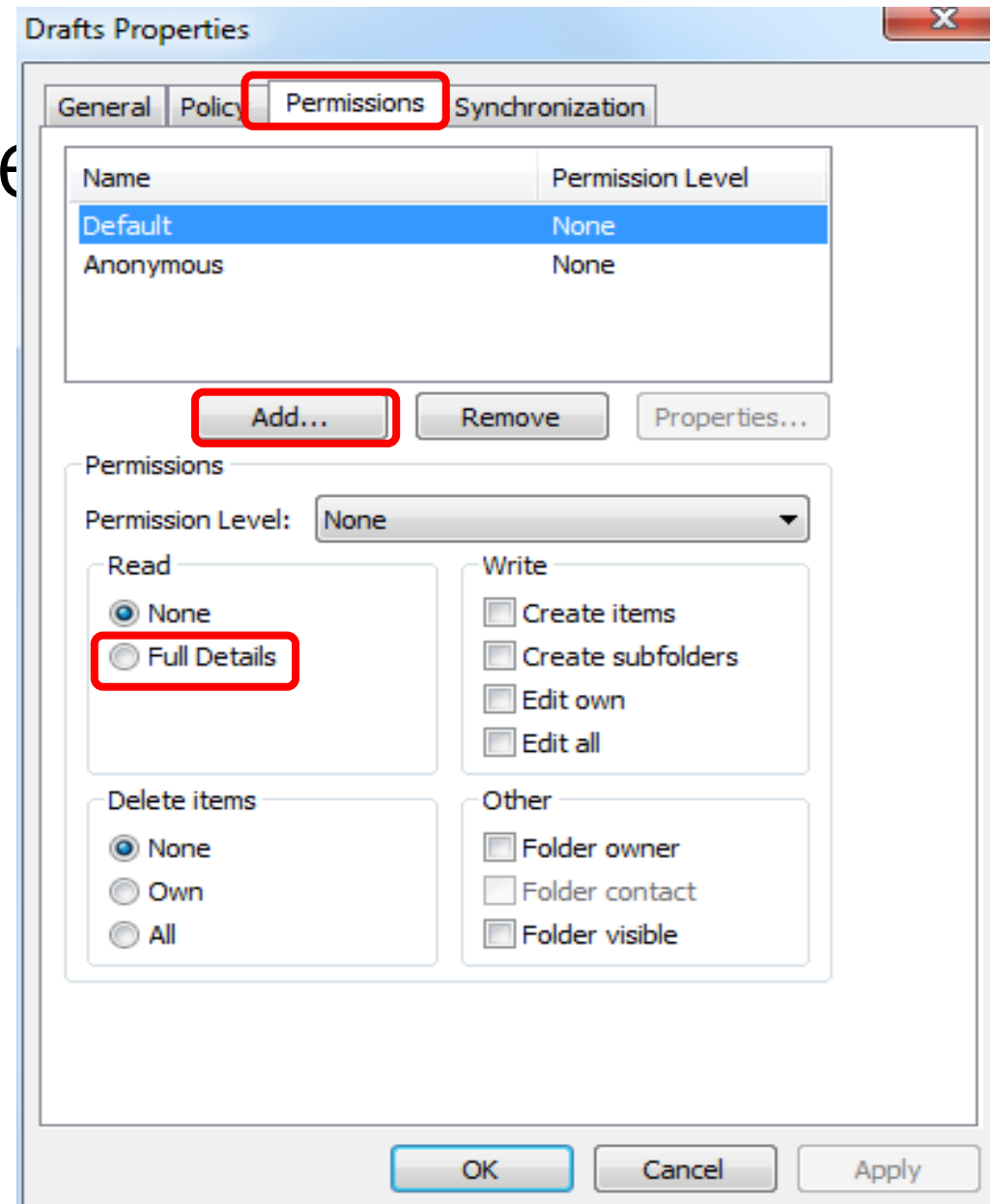
Time Slot	Conflict Status
17:00 - 18:30	No conflicts
17:30 - 19:00	No conflicts
16:30 - 18:00	1 conflict: Wrana, Othmar (Ext)
13:00 - 14:30	2 conflicts: Holderbach, Florian; Wrana, ...
13:30 - 15:00	2 conflicts: Holderbach, Florian; Wrana, ...

# Outlook Delegations and Permissions

- You have 3 type of delegations
  - Only one Folder
  - Multiple Items (Inbox, Calender, Contacts)
  - Whole E-Mail Account

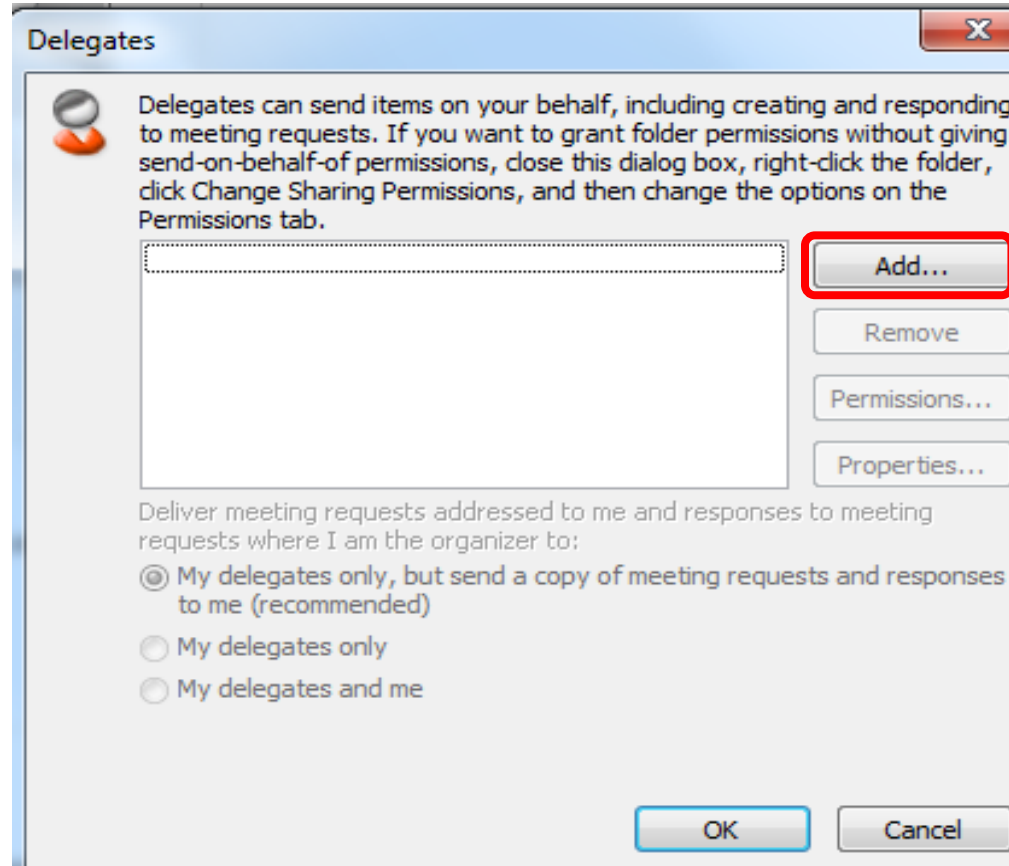
# Permission for one folder

- Right click the folder you want to give Permissions
- Choose **PROPERTIES**
- In the following Dialog you choose the person with **Add...**
- Than you choose the level of permissions
- Read must be in Full Details



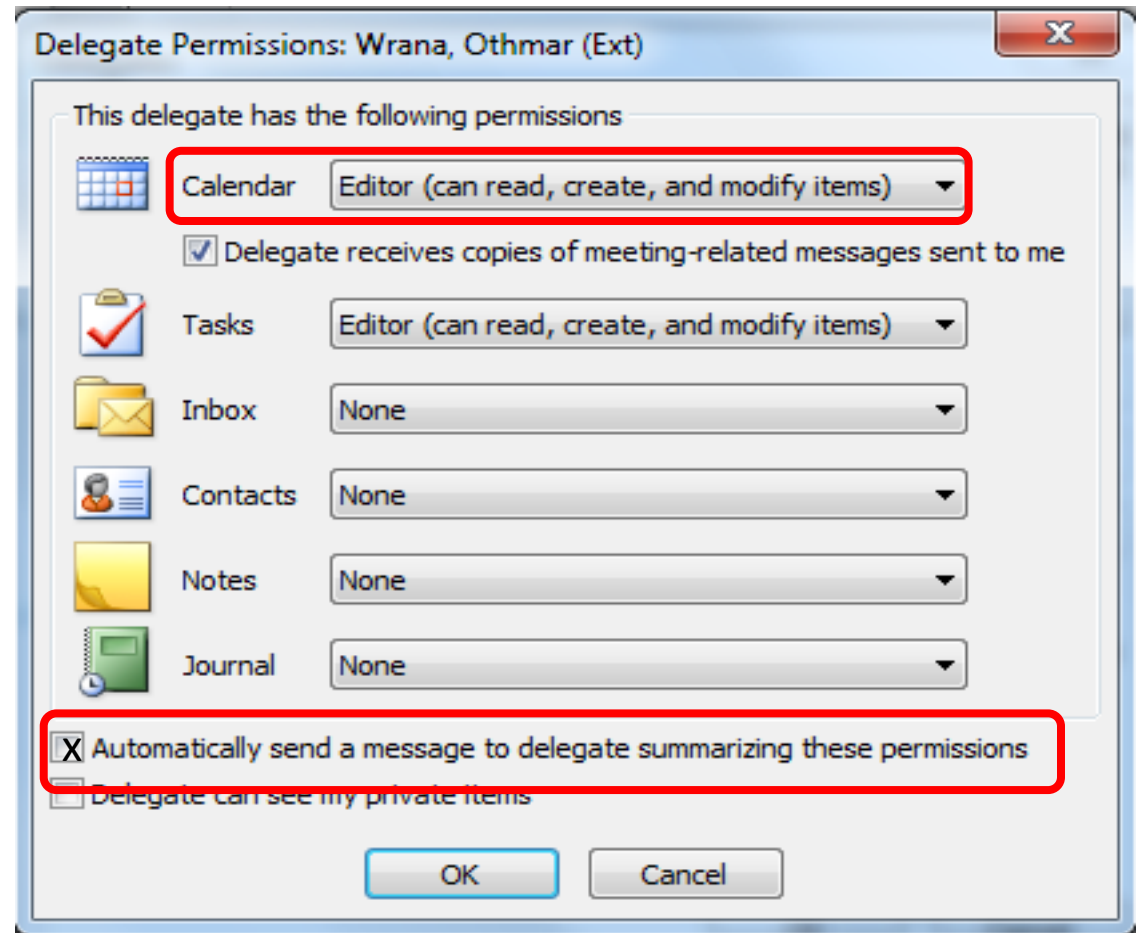
# Delegation (1)

- Choose: FILE – Account
- Add...
- You might choose one or more persons from the address book for delegation
- All persons would have the same rights



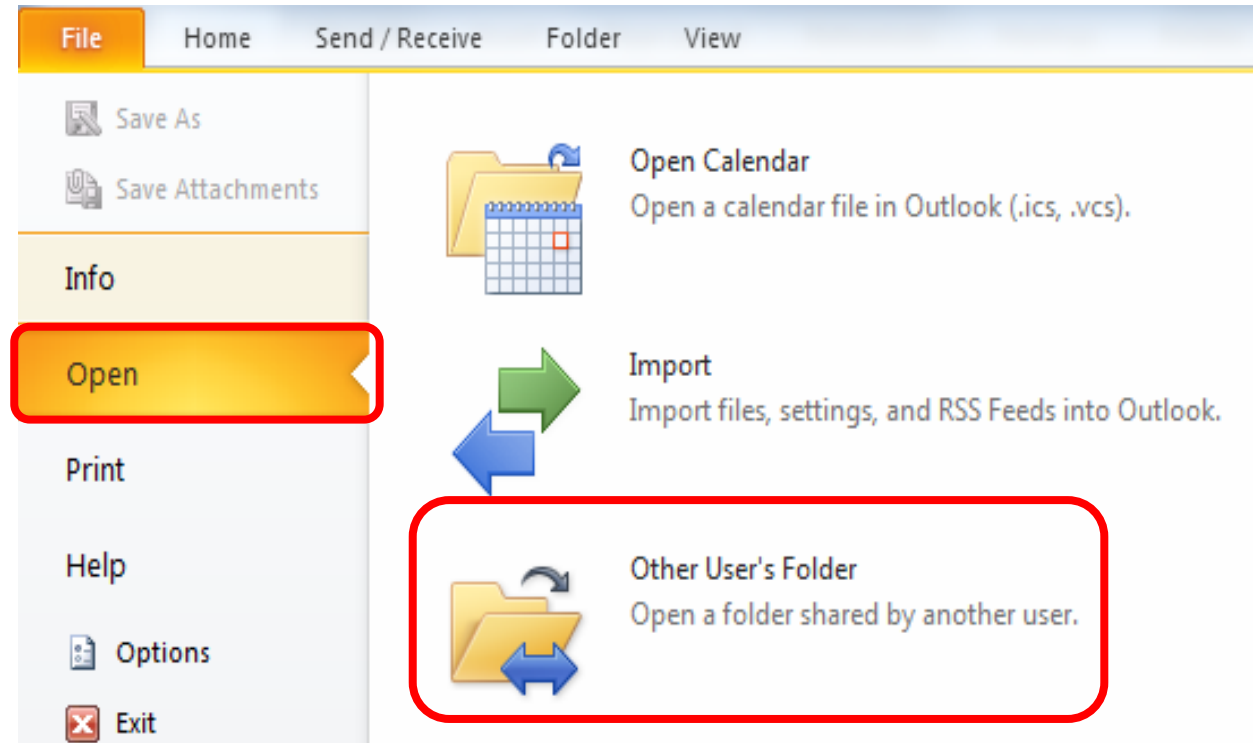
# Delegation (2)

- In this dialog you give permissions for
  - Calender
  - Tasks
  - Inbox (only, not sub-folders)
  - Contacts
- The least access would be READ
- Send a message to the person



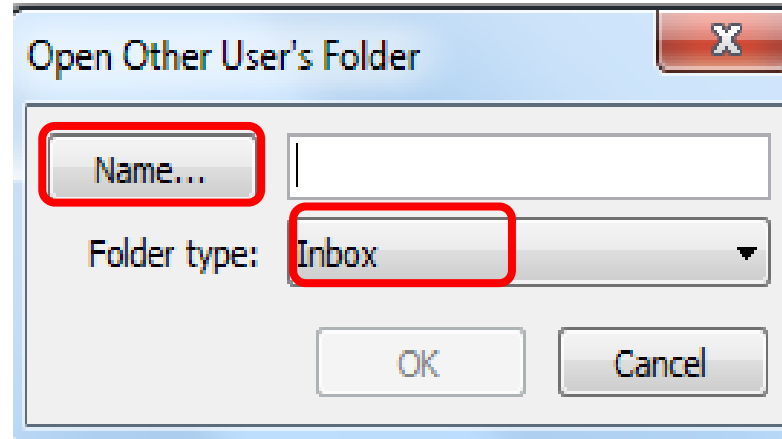
# Access to other User's

- FILE – OPEN
- Other User's Folder



# Access to Folder

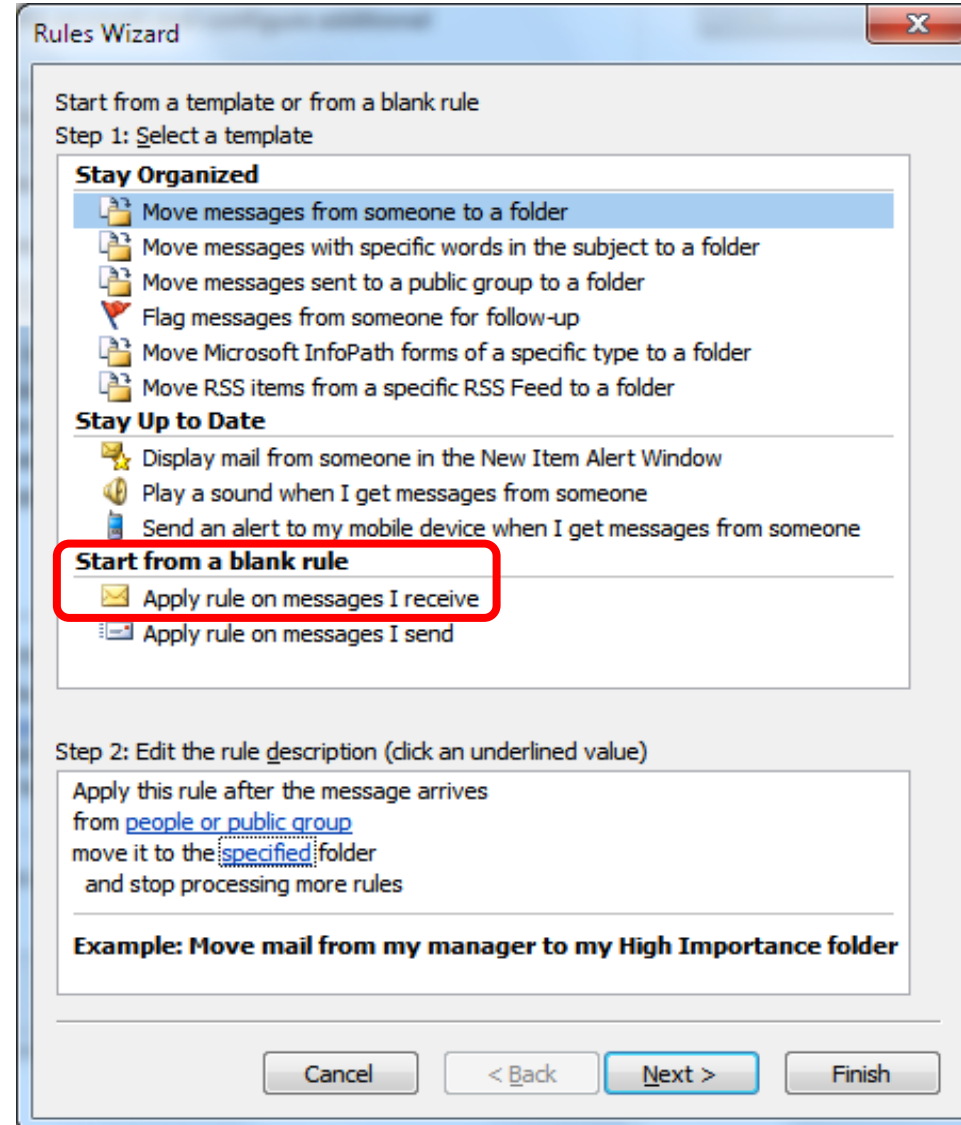
- Choose the right name
- Choose the Folder
  - Inbox
  - Calendar
  - Contacts
  - Tasks





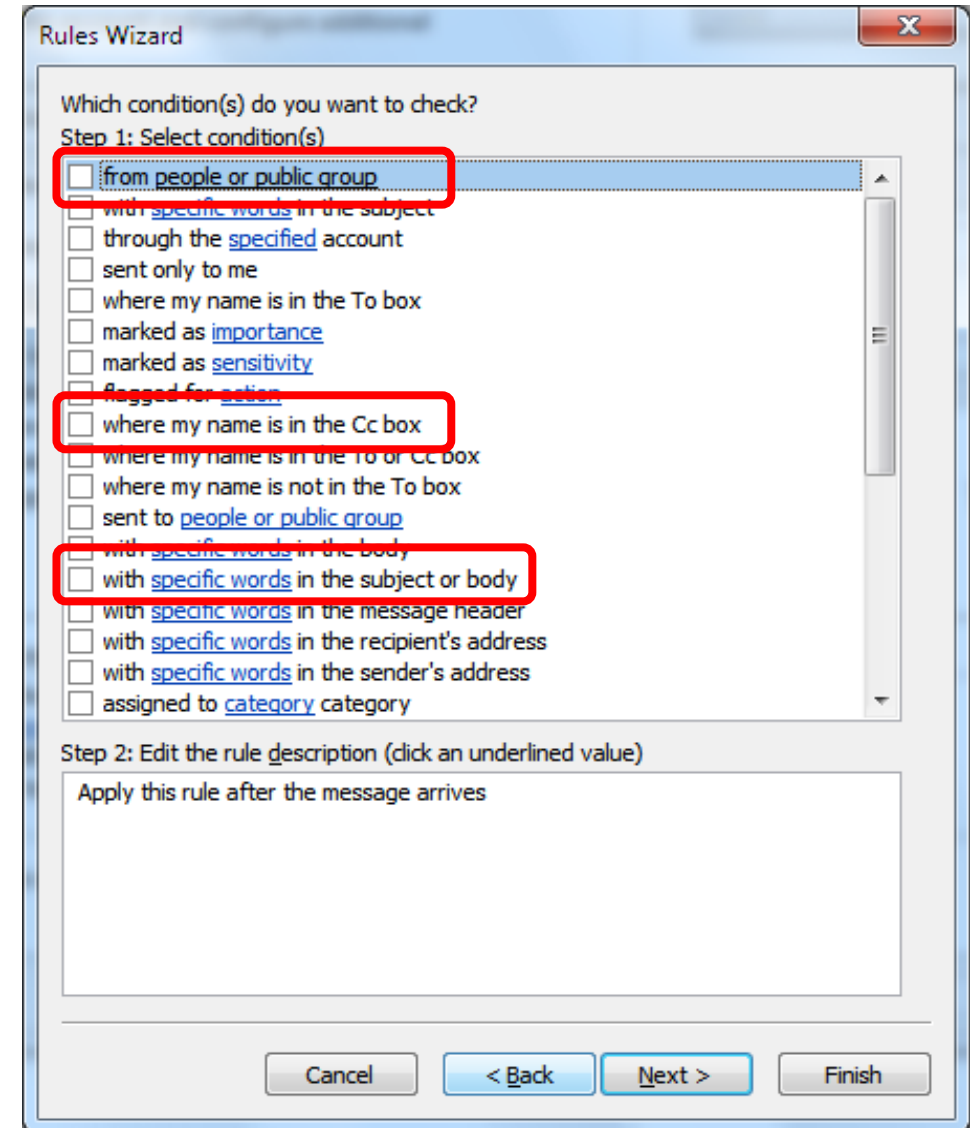
# Rules (1)

- Start with
- **FILE – RULES**
- Start with a blank rule, this gives you all options for rules



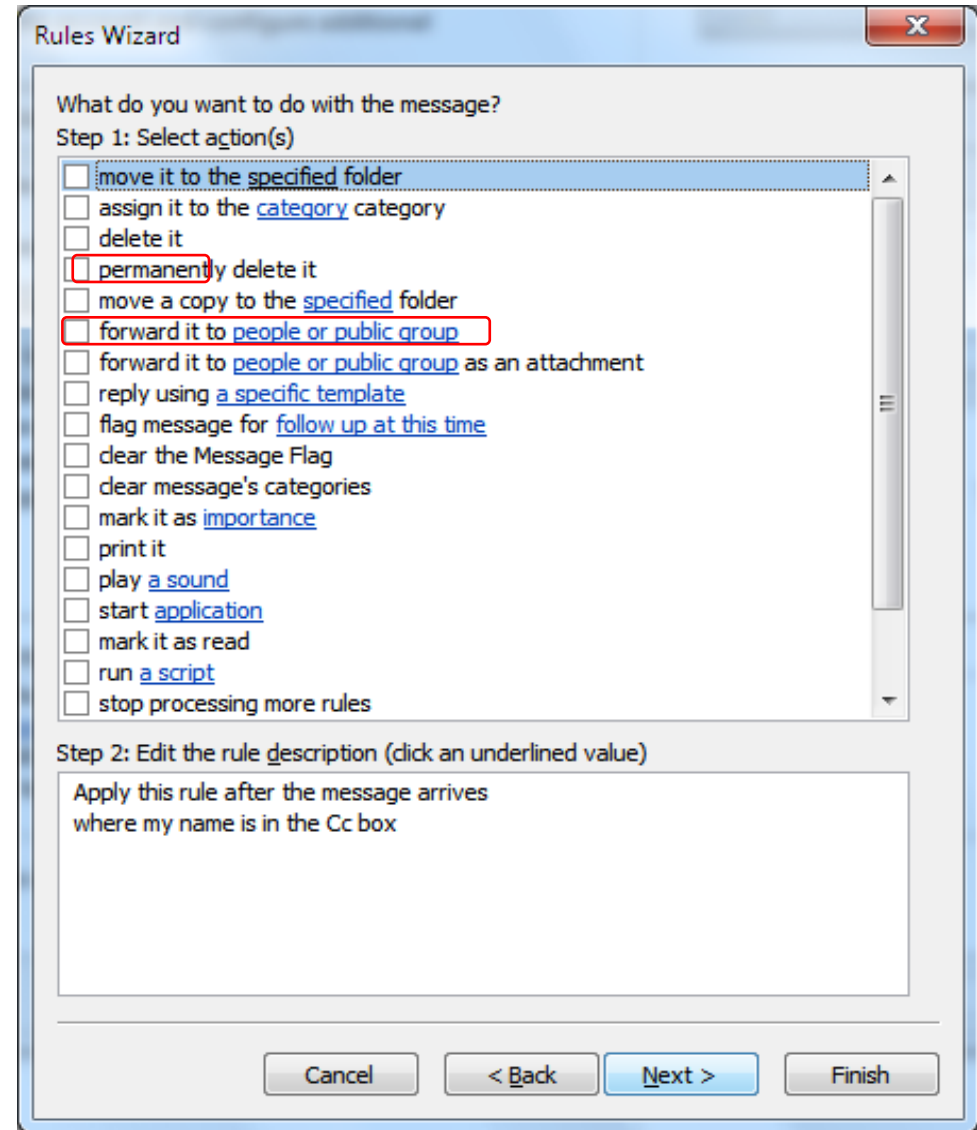
# Rules (2)

- Choose what conditions should be met, when E-Mail arrives
  - i.e. sender
  - Text in subject or body



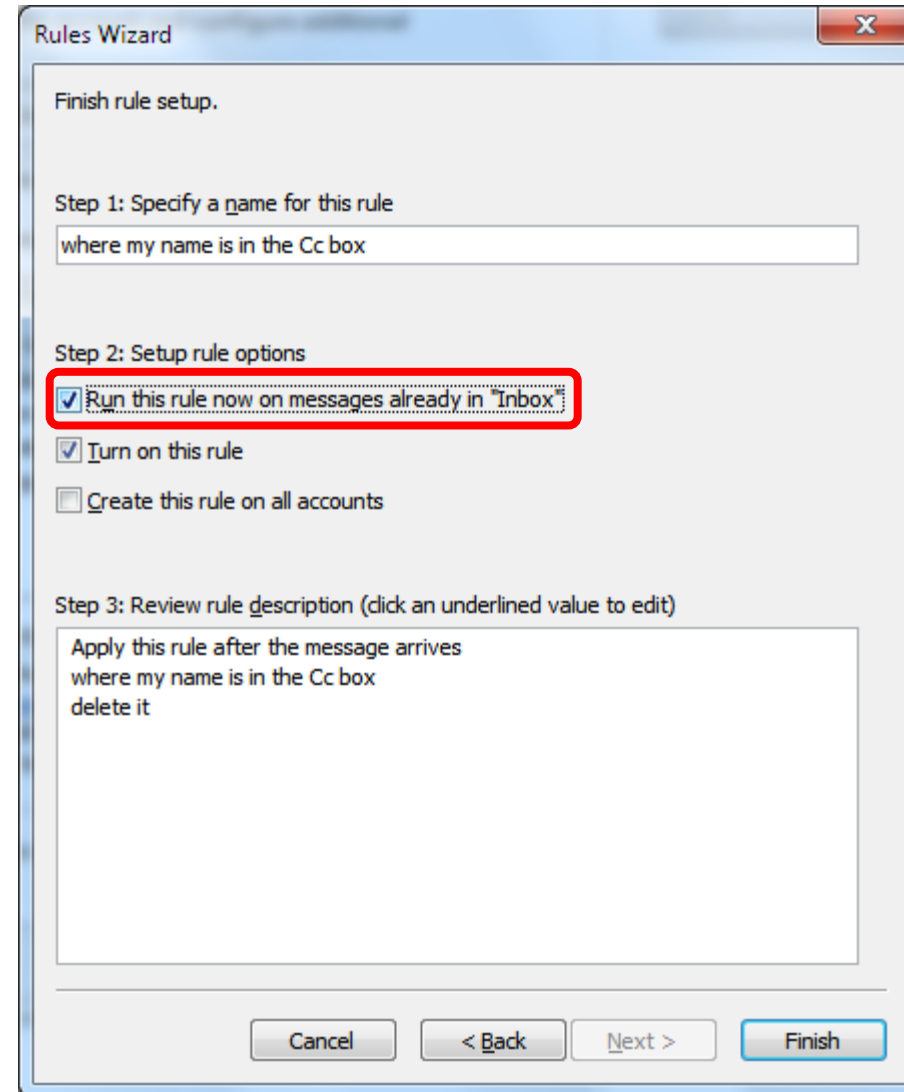
# Rules (3)

- Which action should be done?
  - Moving to a special folder
  - Deleting
  - Forward to someone else
  - Mark importance

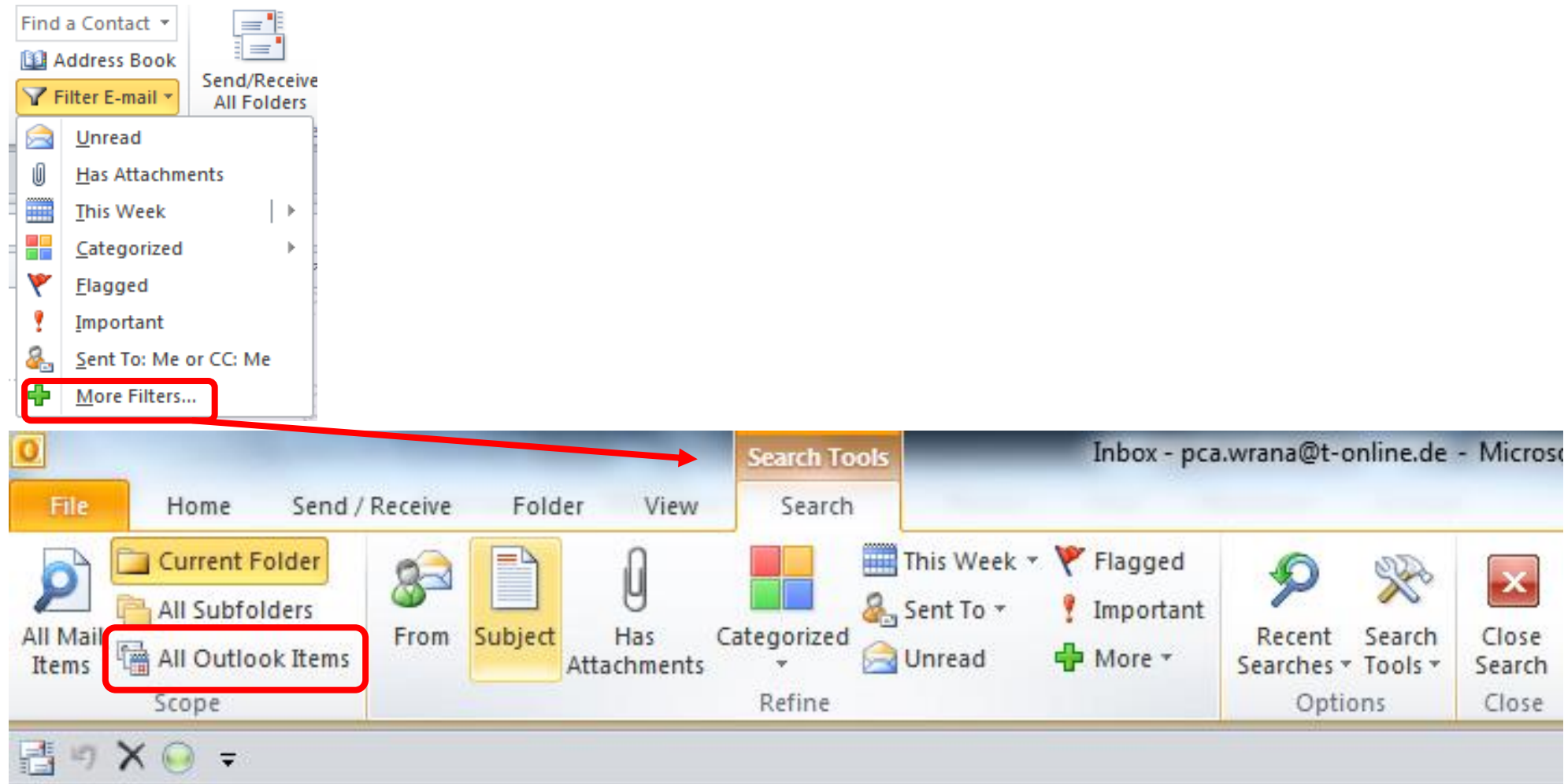


# Rules (4)

- Finish the rule
- Run the rule on existing E-Mails

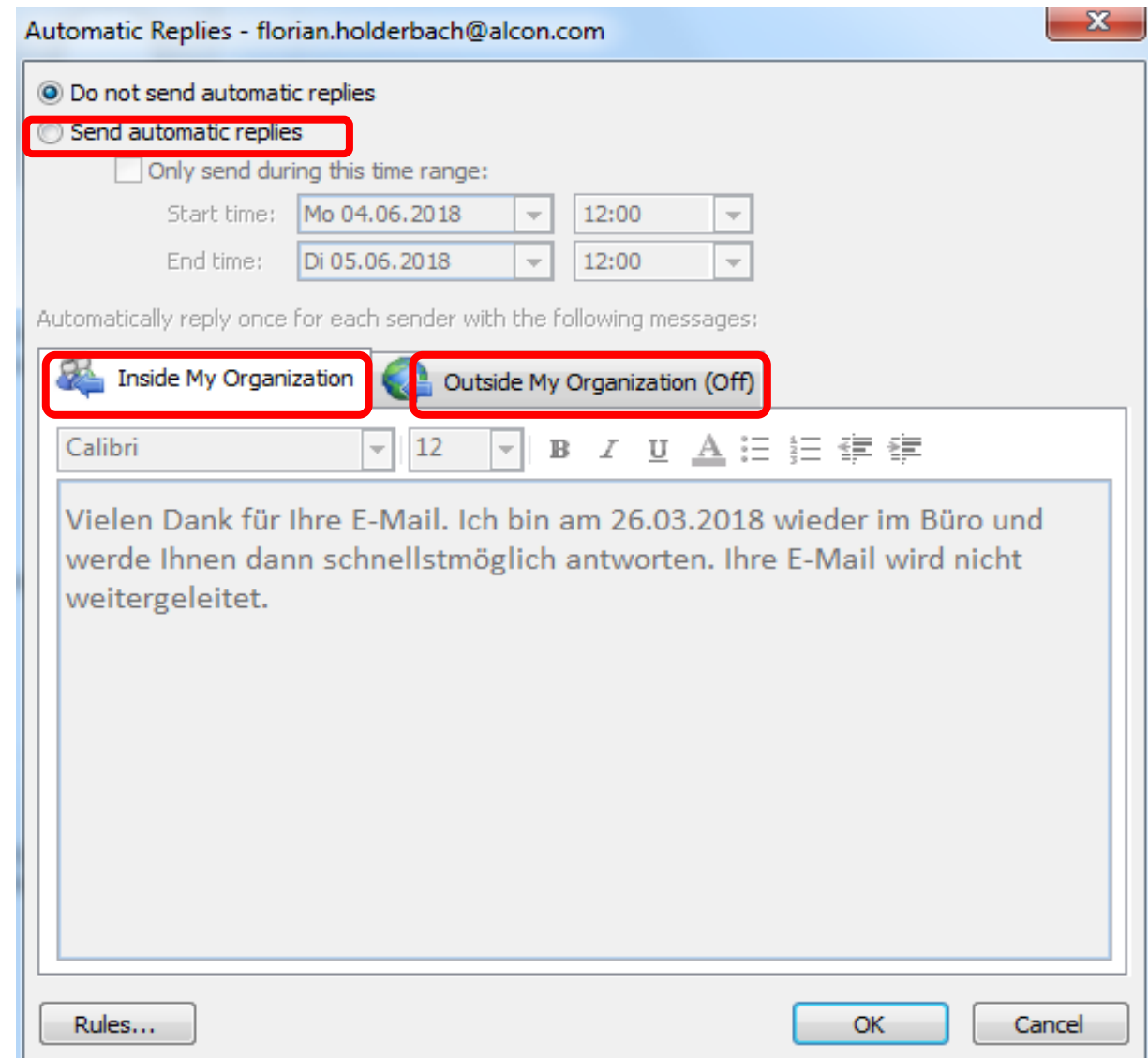


# Search Tool



# Automatic Replies

- If you are out of office you activate  
**Send automatic replies**
- The messages can be different for people in you company or people outside the company



# Advanced E-Mail Options

## Outlook panes



Customize Outlook panes.

Navigation Pane...

Reading Pane...

To-Do Bar...

## Outlook start and exit



Start Outlook in this folder:

Browse...

Empty Deleted Items folders when exiting Outlook

## AutoArchive



Reduce mailbox size by deleting or moving old items to an archive data file.

AutoArchive Settings...

## Reminders



Show reminders

Play reminder sound:

Browse...

## Export



Export Outlook information to a file for use in other programs.

Export

## RSS Feeds



Any RSS Feed item that is updated appears as new

Synchronize RSS Feeds to the Common Feed List (CFL) in Windows

## Send and receive



Set send and receive settings for incoming and outgoing items.

Send/Receive...

Send immediately when connected

# Calendar Options

Outlook Options

General  
Mail  
**Calendar**  
Contacts  
Tasks  
Notes and Journal  
Search  
Mobile  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-Ins  
Trust Center

Change the settings for calendars, meetings, and time zones.



**Work time**

Work hours:  
Start time: 08:00  
End time: 17:00  
Work week:  So  Mo  Di  Mi  Do  Fr  Sa  
First day of week: Montag  
First week of year: First 4-day week

**Calendar options**

Default reminders: 15 minutes  
 Allow attendees to propose new times for meetings  
Use this response when proposing a new meeting time: Tentative  
Add holidays to the Calendar: Add Holidays...  
Change the permissions for viewing Free/Busy information: Free/Busy Options...  
 Enable an alternate calendar  
English Gregorian  
 When sending meeting requests outside of your organization, use the iCalendar format  
 Show bell icon on the calendar for appointments and meetings with reminders

**Display options**

Default calendar color:    
 Use this color on all calendars  
Date Navigator font: Font... 8 pt. Segoe UI  
 Show Click to Add prompts in calendar  
 Show week numbers in the month view and in the Date Navigator  
 When in Schedule view, show free appointments  
 Automatically switch from vertical layout to schedule view when the number of displayed  
 Automatically switch from schedule view to vertical layout when the number of displayed



# Contacts Options

The screenshot shows the Outlook Options dialog box with the 'Contacts' tab selected. The 'Contacts' option in the left-hand navigation pane is highlighted with a red box. The main content area is divided into several sections:

- Names and filing:** This section is highlighted with a red box. It contains:
  - 'Default "Full Name" order:' set to 'First (Middle) Last'.
  - 'Default "File As" order:' set to 'Last, First'.
  - A checked checkbox for 'Check for duplicates when saving new contacts'.
- Linking:** Contains a checked checkbox for 'Show contacts linked to the current item'.
- Contacts index:** Contains an unchecked checkbox for 'Show an additional index' and a dropdown menu for 'Additional contact index' set to 'Arabic'.
- Online status and photographs:** Contains two checked checkboxes: 'Display online status next to name' and 'Show user photographs when available (requires restarting Outlook)'.
- Suggested contacts:** Contains a checked checkbox for 'Automatically create Outlook contacts for recipients that do not belong to an'.

# Tasks Options

Outlook Options

General  
Mail  
Calendar  
Contacts  
**Tasks**  
Notes and Journal  
Search  
Mobile  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-Ins  
Trust Center

Change the settings that track your tasks and to-do items.

**Task options**

Set reminders on tasks with due dates  
Default reminder time: 10:00

Keep my task list updated with copies of tasks I assign to other people

Send status report when I complete an assigned task

Overdue task color:

Completed task color:

Set Quick Click flag: [Quick Click...](#)

**Work hours**

Task working hours per day: 8

Task working hours per week: 40

# Shortcuts in Outlook 2010 – Program Window

Action	Shortcut
E-Mail	CTRL + 1
Calendar	CTRL + 2
Contacts	CTRL + 3
Task	CTRL + 4
Send / Receive	F9
Alles markieren	CTRL + A
Forward – Weiterleiten	CTRL + F

# Shortcuts in Outlook 2010 – Message Window

	Action	Shortcut
	New E-Mail	CTRL + N
	Check Names	CTRL + K
	Send E-Mail	CTRL + ENTER
	Check Spelling	Right Mouse Click
	Save E-Mail	CTRL + S
	Print E-Mail	CTRL + P



Thank you for your  
attention

Othmar Wrana