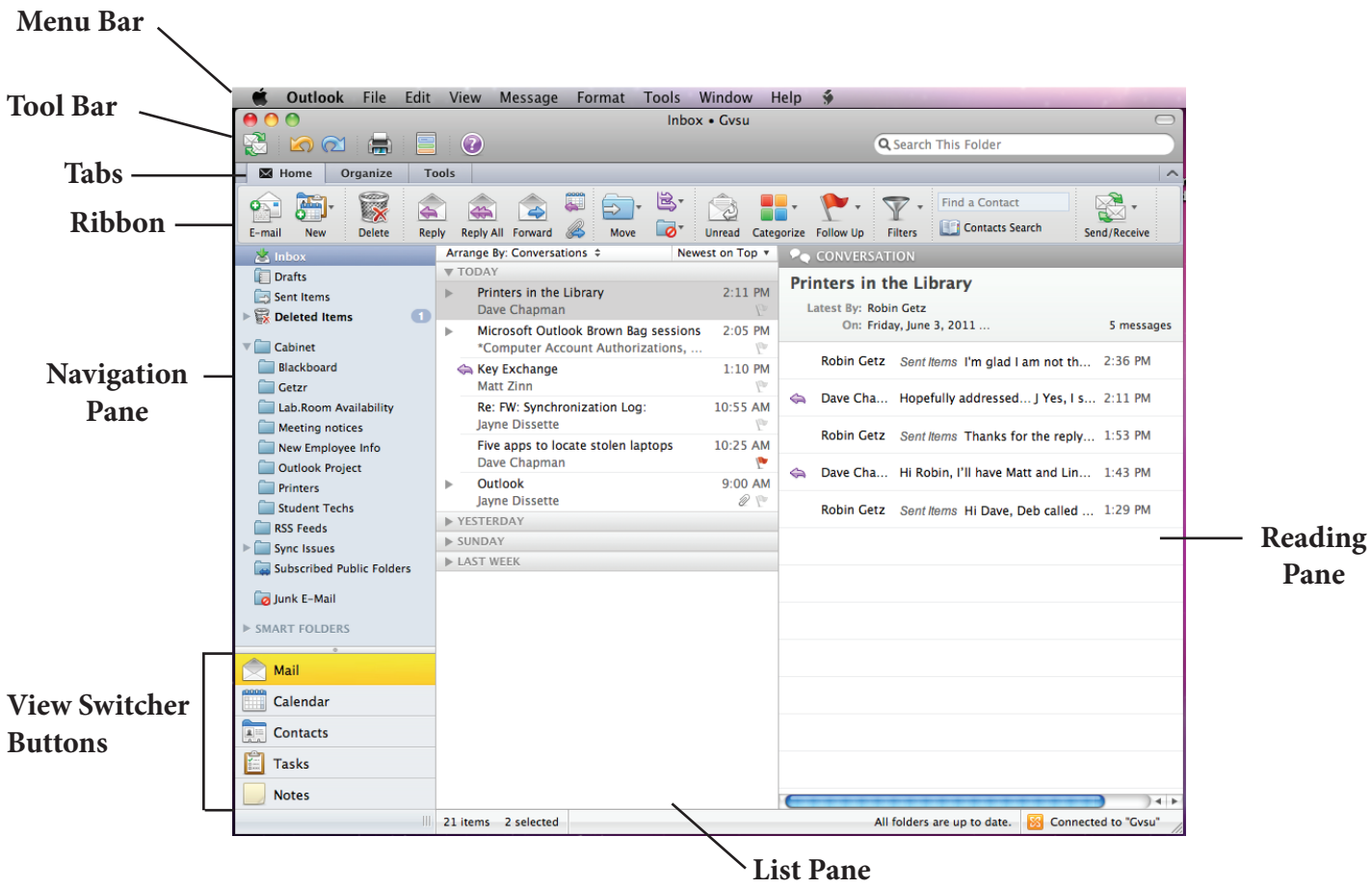
Outlook 2011 For the Macintosh
Self Help Guide

Overview

Outlook 2011 is a program that includes email, calendar, contacts (address book), task list and notes.



MENU BAR

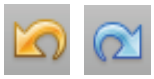
At the top of the screen are menus that you are used to seeing.

- Outlook - preferences and other Outlook commands.
- File - new, open, close, save, importing, exporting and printing.
- Edit - undo redo, cut, copy, paste and some other commands.
- View - controls how everything appears on your screen.
- Message - all the items used for your email. (This item changes depending on what you are in. If you are on your calendar, it will change to meeting. If you are in contacts it will change to contacts. In Tasks, it will change to Tasks and if you are in Notes, it will change to notes.)
- Format - all the tools for formatting text in your mail.
- Tools - all of Outlook's tools.
- Window - controls the appearance of all the different screens you may see in Outlook.
- Automator - creating scripts.
- Help - the best place to start if you have questions.

TOOL BAR

Right below the Menu Bar are a series of quick access buttons.

Sends and receives mail.

 Undo and Redo.

MyDay shows today's appointments and to-dos in a small window. Click on the Preferences Button in the lower right , select Calendars and check the box next to your GVSU account. You can also change other preferences here for the MyDay calendar such as displaying it in the dock.

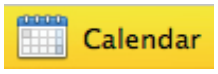
Quick Print sends it straight to the printer.

Outlook Help. (The best place to start if you have questions.)

NAVIGATION PANE and VIEW SWITCHER

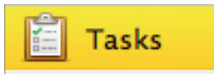
The Navigation Pane contains information that is pertinent to the view (Mail, Calendar, Contacts, Tasks and Notes) that is currently displayed. You can change the view by clicking on them.

Mail for sending receiving and storing email.

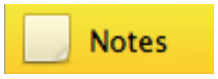


Calendar to schedule appointments and meetings. View shared calendars and compare calendars by viewing them side-by-side.

Address book which interacts with the other components. (All address books will convert from Group Wise to Outlook except "Frequent Contacts".)

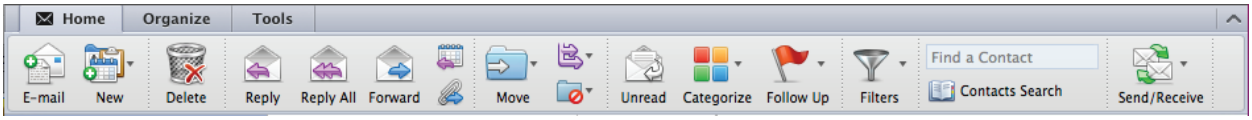


Organize to-do lists, track task progress, and delegate tasks.



Storing information like an electronic version of sticky notes.

RIBBONS and TABS



Click on Mail in the bottom left corner (View Switcher Buttons). Look at the Ribbon Pane. On the top of the Ribbon Pane are three Tabs - Home, Organize and Tools. As you click on each Tab, the related button in the Ribbon Pane will change to support that function. The Ribbons are dynamic and will change depending on whether you select Mail, Calendar or Contacts in the View Switcher. Tools remains the same under all the views. To minimize the Ribbon, go to the upper right of the Ribbon and click the carrot. Do the same to expand it.

LIST PANE

The List Pane under Mail will list all your emails by title, who sent it, date sent or time if it is sent during the current day.

READING PANE

The Reading Pane under Mail will show the email in full when you select it in the List Pane. The Reading Pane will show the title, sender, date and time sent and the receiver. It also shows the thread of the email (all additions such as replys and forwards.

MAIL

Click on the Mail view in the View Switcher of the Navigation Pane. Make sure the Home Tab is selected in the Ribbon. The Ribbon now contains buttons that perform functions within Mail.

CREATE A NEW EMAIL

New window pops up. When you click in the content box, the text formating tools will be available.

Add an attachment to the email.

Add a picture to the email.

Add a signature to the email.

Add a hyperlink (active internet address) to the email.

Set priority on the email. Exclaimation point is High Priority. Down arrow is Low Priority.

Check Names in the directory. You can also use the open book icon at the end of the To and Cc columns.

Send the email.

Other buttons at the top of the new email page include:

Save

Print

Undo

Redo

Reference

Insert Media

Note: Under the OPTIONS tab on the top of the new email window, there are tools for Bcc, Permissons, Reference and Spell checking.

REPLY TO AN EMAIL (Same tools as sending an email.)
When you reply to an email a pink arrow appears beside the reply message in the Reading Pane.

REPLY TO ALL RECIPIENTS OF THE ORIGINAL EMAIL (Same tools as sending an email.)
When you reply to an email a pink arrow appears beside the reply message in the Reading Pane.

FORWARD AN EMAIL (Same tools as sending an email.)
When you forward an email a blue arrow appears beside the forward message in the Reading Pane.

CREATE A FOLDER TO STORE YOUR EMAILS
This button is also used to create new email, meeting, appointment, contacts, task, and note.

MAIL Continued

CREATE AN AUTOMATIC SIGNATURE

To create a automatic signature that will be applied to all email, click on Outlook in the Menu Bar and select Preferences. Click on the plus sign in the lower left, name your new signature and add your information in the right pane. Click the box on the left next to your signature name and click on Default Signatures. Under Default Signature in the new window, select your signature name by using the toggle arrows. Click on OK. Your signature will now appear on all your email messages.

On the Ribbon are other buttons which perform different tasks in the Mail view.

Create a new email, meeting, appointment, contact, task, note or folder.

Delete the item that is selected.

Create a meeting from this email.
Send currently selected email as an attachment.

Move email to a folder.

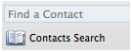
Move messages, create, edit and apply rules.
Mark as junk and block sender.

Changes an email from unread to read and vice versa.

Color code your contacts according to categories. Use the provided categories or create your own.

Flags an item as today, tomorrow, this week, next week, no due date, custom date, add a reminder or mark as complete.

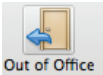
Lets you sort email as unread, flagged, has attachment, date sent, date received, overdue, high priority, and category.



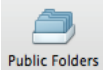
Search for contacts on your computer and in the university's directory.

Updates the email by receiving all current email and sending all pending email.

UNDER THE TOOLS TAB IN MAIL VIEW



SET AN OUT OF OFFICE MESSAGE



SUBSCRIBE TO PUBLIC FOLDERS

CALENDAR

Click on the Calendar view in the View Switcher of the Navigation Pane. Make sure the Home Tab is selected in the Ribbon. The Ribbon now contains buttons that perform functions within Calendar.

SET UP A NEW MEETING

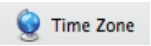
USE SCHEDULING WITH MEETINGS
Use Scheduling to include information on your times available and help to facilitate scheduling with others invited to the meeting.

DELETE A MEETING WITH OPTIONS TO NOTIFY OTHER ATTENDEES

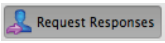
SET UP A RECURRENCE ON A MEETING

CALENDAR Continued

Other buttons under the New Meeting window.



Set up a Time Zone alert.



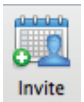
Request a response to the meeting.

Check contacts.

Color code your contacts according to categories. Use the provided categories or create your own.

Keep others from seeing this meeting.

SET UP AN APPOINTMENT



INVITE OTHERS TO THE APPOINTMENT

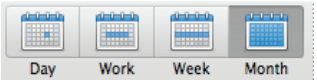
SAVE AND CLOSE THE APPOINTMENT

The rest of the tools are the same as the ones in Meeting.

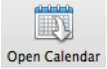
CREATE A NEW EMAIL, MEETING, APPOINTMENT, CONTACT, TASK, NOTE OR FOLDER

VIEW A SPECIFIC DATE

VIEW THE CALENDAR FOR TODAY

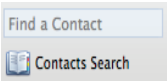


CHANGE THE CALENDAR VIEW



OPEN SOMEONE ELSE'S CALENDAR (You must be granted permission from the other user.)

SET THE SHARING PERMISSIONS ON THIS CALENDAR

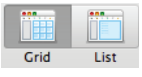


SEARCH FOR CONTACTS

VIEW MEETINGS OR APPOINTMENTS FROM A CATEGORY

The categories are located in the Navigation Pane. To see only items from one or more categories, check the box next to those items. Note: by default all boxes are checked until they are unchecked.

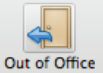
UNDER THE ORGANIZE TAB IN CALENDAR VIEW



CHANGE THE GRID AND POSITION OF THE CALENDAR

The Grid and List Button will display the calendar in a typical calendar layout or as a list.

UNDER THE TOOLS TAB IN CALENDAR VIEW



SET AN OUT OF OFFICE MESSAGE

CONTACTS

Click on the Contacts view in the View Switcher of the Navigation Pane. Make sure the Home Tab is selected in the Ribbon. The Ribbon now contains buttons that perform functions within Contacts.

ADD A NEW CONTACT

CREATE A NEW EMAIL, MEETING, APPOINTMENT, CONTACT, TASK, NOTE OR FOLDER

DELETE SELECTED ITEM

SEND AN EMAIL TO THE SELECTED CONTACT

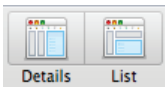
SET UP A MEETING WITH THE SELECTED CONTACT

FORWARD THIS CONTACT TO ANOTHER PERSON

COLOR CODE CONTACTS ACCORDING TO CATEGORIES

FLAG THIS ITEM AND ADD IT TO THE TASKS LIST

HIDE THE CONTENT OF THIS ITEM FROM OTHERS

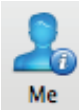


DETAILS DISPLAYS THE READING PANE ON THE RIGHT.
LIST DISPLAYS THE READING PANE BELOW.

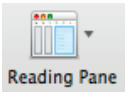
SEARCH FOR CONTACTS

UNDER THE ORGANIZE TAB IN CONTACTS VIEW

SORT ITEMS BY ATTRIBUTES



CREATE YOUR OWN CONTACT INFORMATION



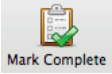
CHANGE POSITION OF THE READING PANE - RIGHT, BELOW OR HIDDEN

TASKS

Click on the Tasks view in the Navigation Pane. Make sure the Home Tab is selected in the Ribbon. The Ribbon now contains buttons that perform functions within Tasks.

CREATE A NEW TASK

SEND AN EMAIL TO THE SELECTED CONTACT



MARK THE ITEM COMPLETE

Other buttons which perform different functions in the Tasks view.

Create a new email, meeting, appointment, contact, task, note or folder.

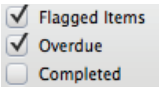
Delete the item that is selected.

Color code your contacts according to categories. Use the provided categories or create your own.

Flags this item to add to the tasks list.

Set priority on the task. Exclaimation point is High Priority. Down arrow is Low Priority.

Filter items in the list. Sort tasks as due date, start date, overdue, completed, high priority, and unread.



Sort which items to display in the list.

Search for contacts.

NOTES

Click on the Notes view in the Navigation Pane. Make sure the Home Tab is selected in the Ribbon. The Ribbon now contains buttons that perform functionss within Notes.

CREATE A NEW NOTE

SEND A NOTE AS AN EMAIL

FORWARD THIS NOTE AS AN EMAIL ATTACHMENT

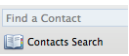
Other buttons which perform different functions in the Tasks view.

Create a new email, meeting, appointment, contact, task, note or folder.

Delete the item that is selected.

Color code your notes according to categories.

Add a picture to the note.



Search for contacts on your computer and in the university's directory.