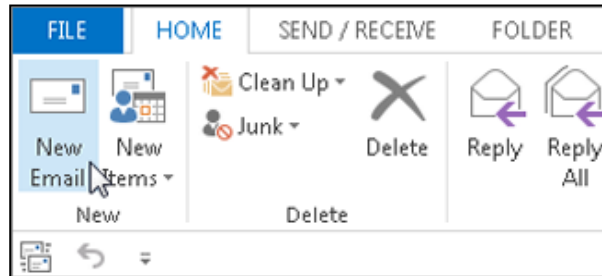


Outlook 2013 – Basic Tasks

Create a new email message

In **Mail**, click **New Email**.

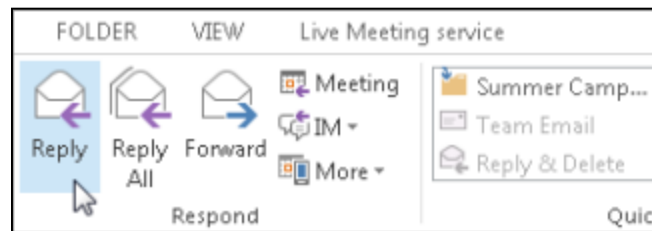


Keyboard shortcut - To create an email message, press **Ctrl+Shift+M**.

When you're done, click **Send**.

Forward or reply to an email message

In the Reading Pane or on the ribbon, click **Reply**, **Reply All**, or **Forward**.

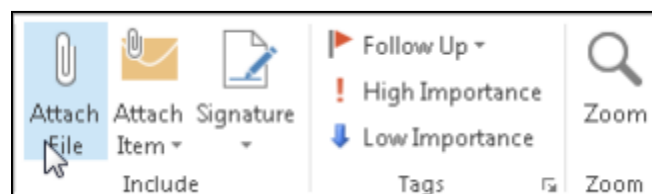


To remove a name from the **To** and **Cc** lines, click the name, and then press **Delete**. To add a recipient, click in the **To**, **Cc**, or **Bcc** box and enter the recipient.

Add an attachment to an email message

To share a file, you can attach it to your message. You can also attach other Outlook items, such as messages, contacts, or tasks.

1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
2. In the message window, click **Message > Attach File**.



Open or save an email message attachment

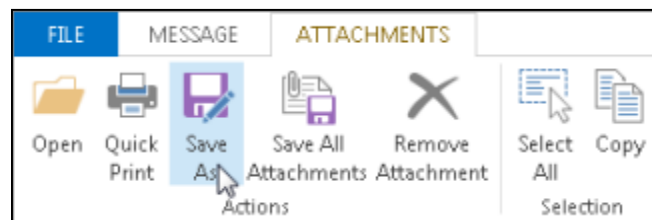
You can open an attachment from the Reading Pane or from an open message. After opening and viewing an attachment, you can save it. If a message has more than one attachment, you can save them as a group or one at a time.

Open an attachment

Double-click the attachment.

Save an attachment

1. Click the attachment in the Reading Pane or the open message.
2. On the **Attachments** tab, in the **Actions** group, click **Save As**. You can also right-click the attachment, and then click **Save As**.



Add an email signature to messages

Create personalized signatures that appear at the bottom of your messages. Signatures can include text, images, or even an image of your handwritten signature.

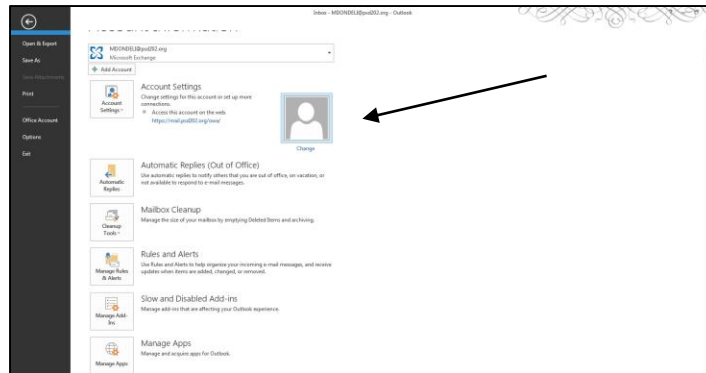
Create a signature

1. Click on “new email”, in a new message, Click Message, then Click the down arrow for **Signature** then **Signatures**.

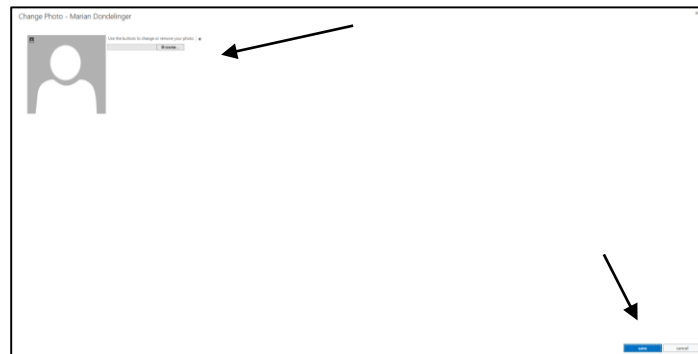


Changing your picture

Go to File, Click Change



Login to Outlook, Click Browse to find your picture, Click Save

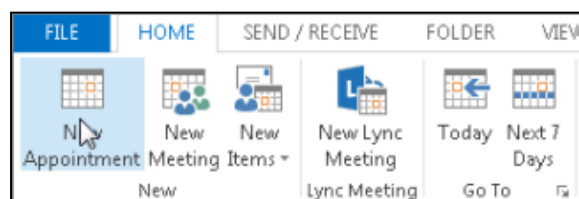


Create a calendar appointment

In Outlook, appointments aren't the same as meetings. Appointments are activities that you schedule in your calendar that don't involve inviting other people or reserving resources, such a conference room. (See the lower left corner of your screen for the navigation options shown below)



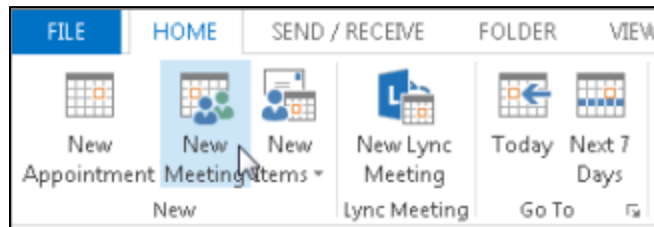
In **Calendar**, click **New Appointment**. You can also right-click a time block in your calendar grid, and then click **New Appointment**. **Keyboard shortcut:** To create an appointment, press Ctrl+Shift+A.



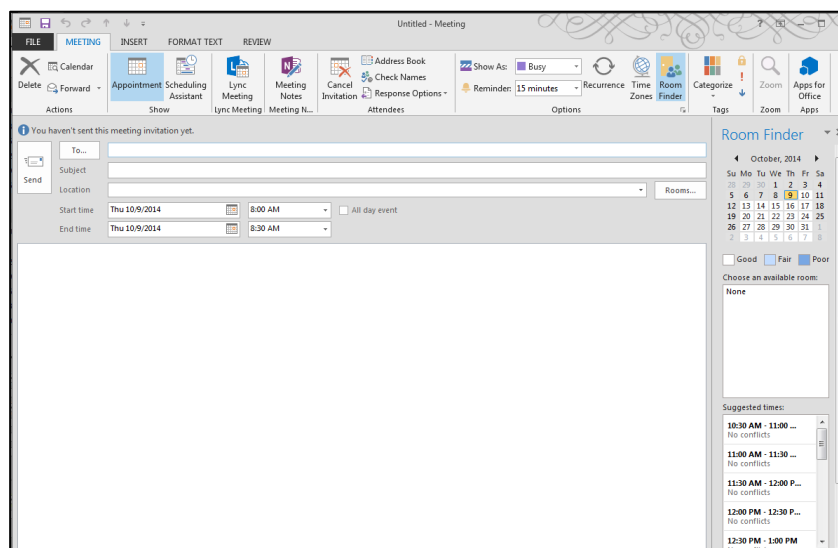
Schedule a meeting

In Outlook, a meeting includes other people and can include resources, such as conference rooms. You'll get responses to your meeting requests in your Inbox.

In **Calendar View**, click **New Meeting**. (Or in Email View, Click New Items, Meeting)



The New Meeting Window will open. Key a Subject, Location, Start time, End time, Note about the meeting. Click the **To:** to add attendees from the address book. **Click Send** to send the invitation. Attendees receive an e-mail invitation to the meeting, and you will be notified if they accept or decline.



Keyboard shortcut: To create a new meeting request from any folder in Outlook, press Ctrl+Shift+Q.

Set a reminder

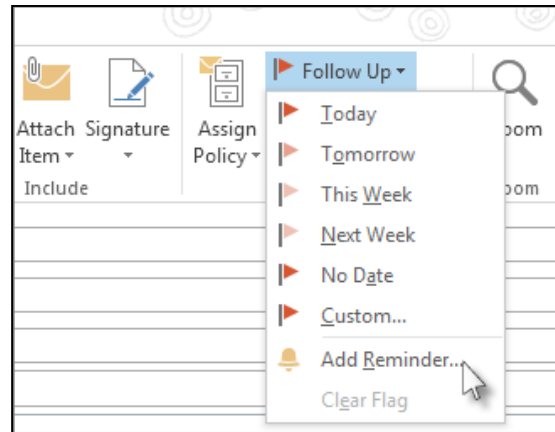
Reminders pop-up an alert window so you don't miss an important deadline. You can add or remove reminders for almost anything in Outlook, including email messages, appointments, and contacts.

For appointments or meetings

Open an **Appointment** or **Meeting**, and then in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select **None**.

For email messages, contacts, and tasks

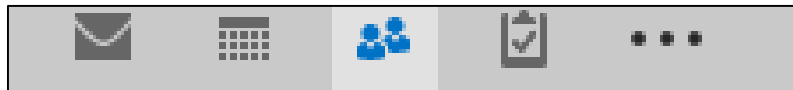
Click **Follow Up > Add Reminder**.



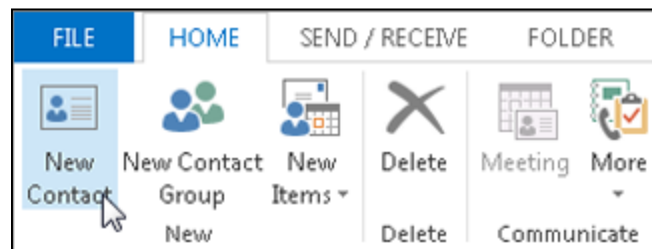
Tip You can quickly flag email messages as to-do items by using reminders. This makes the message appear on the Task peek and in Tasks, but doesn't automatically add a reminder. Right-click the flag in the message list to add a reminder. Or, if you have the message open, click **Follow Up > Add Reminder**.

Create a contact

Contacts can be as simple as a name and email address, or can include info and details such as street addresses, multiple phone numbers, a picture, birthdays, etc. for the contact.



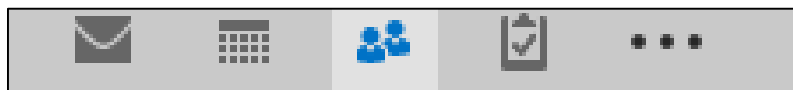
In **People**, click **New Contact**. (Or in Email View, under New Items, Click Contact

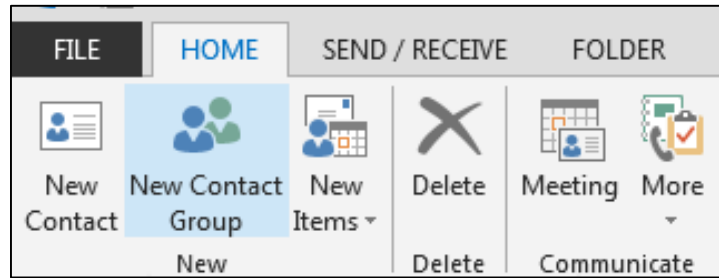


Keyboard shortcut: To create a contact from any folder in Outlook, press Ctrl+Shift+C.

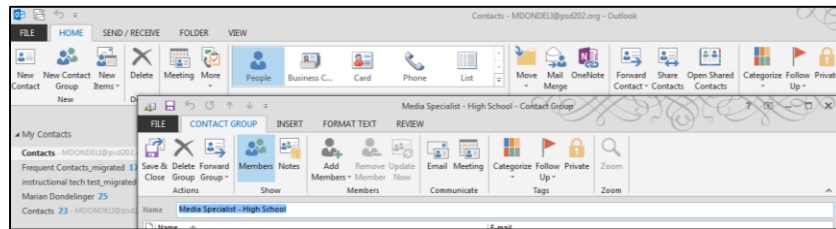
Create a Group

In **People**, Click **New Contact**





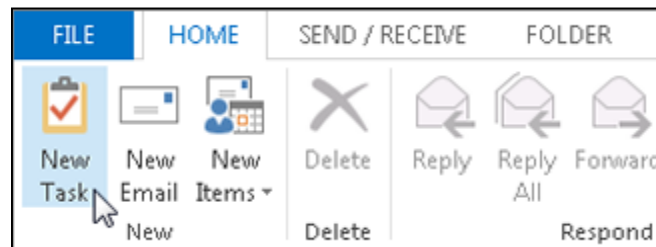
Name the Group, Add Members, Key the member name, Highlight the Name, Double Click the Name, Continue adding names, Click Ok, Click Save and Close



Create a task

Many people keep To Do lists — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Outlook, you can combine various lists into one, get reminders, and track task progress.

In **Tasks**, click **New Task**.

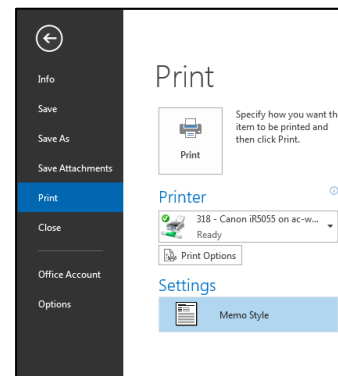


Keyboard shortcut - To create a new task, press Ctrl+Shift+K.

Print an email message, contact, calendar item, or task

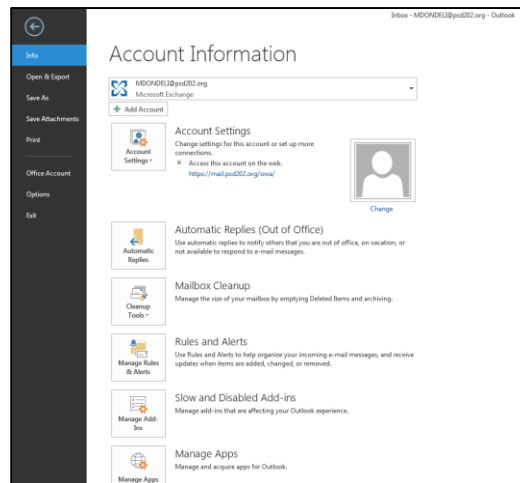
Under File > Print, you can print items such as email messages, contacts, or calendar items, or larger views, such as calendars, address books, or content lists for Mail folders.

1. Click an item or folder in Outlook that you want to print.
2. Click **File > Print**.

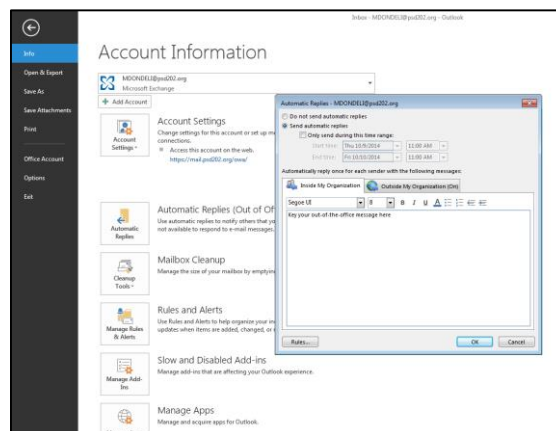


Creating a message when you are out of the office

In Email View, Go to the File Menu... click Automatic Replies



Complete the information in the Automatic Replies window...click Send automatic replies and Click “Only send during this time range...complete the Start time and End time.



Create polls in email messages and review the results -Adding Voting Buttons

By adding voting buttons to a message, people reading your message can vote on any of the options you specify and the votes get sent back to you in a special email message.

Begin new email, Click **Options**, in the **Tracking** group, click **Use Voting Buttons**.

Click one of the following:

- **Yes;No** When you want only a definite yes or a no, this is the best choice.
- **Yes;No;Maybe** This voting option offers recipients a third option.
- **Custom** Click this command to create your own custom voting button names. For example, you can ask your colleagues to choose among restaurants for a lunch meeting.

1. When the **Properties** dialog box appears, under **Voting and Tracking options**, select the **Use voting buttons** check box.
2. Use the default button options, or delete the default options and then type the text that you want, and use semicolons to separate the button names.

If you apply Information Rights Management (IRM) permissions (**Options** tab, **Permission** command) to a message, the recipient won't see the voting options.

Review the voting responses

1. Open the message that you sent which included voting buttons. By default, sent messages are saved in the **Sent Items** folder.
2. On the **Message** tab, in the **Show** group, click **Tracking**.

Tracking appears after one recipient has replied with his or her vote.

Change the Office theme

.Click **File**, **Office Account**, **Choose an Office Background and Office Theme** from the drop down

