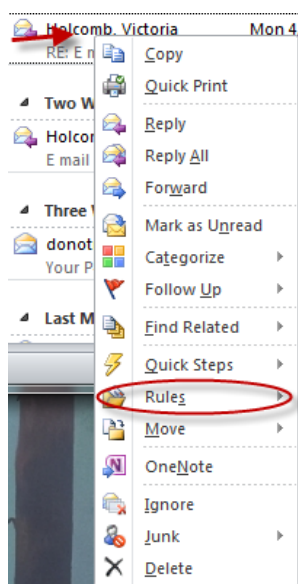


Advanced Outlook Tutorials

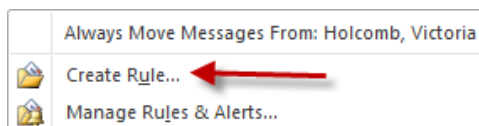
Filtering:

Create a filter to send email directly to a specific folder from a certain sender:

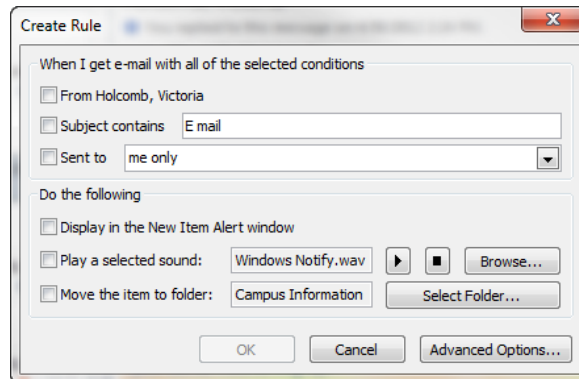
1. Right click on the sender's email.
2. Choose **Rules**.



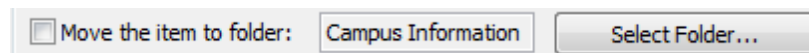
3. Click on **Create Rule**.



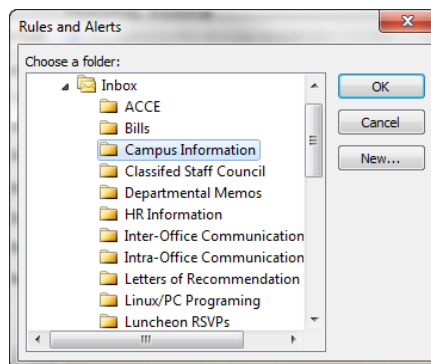
4. Select the criteria for messages of mail from this sender/of this type by checking the boxes next to the available options.



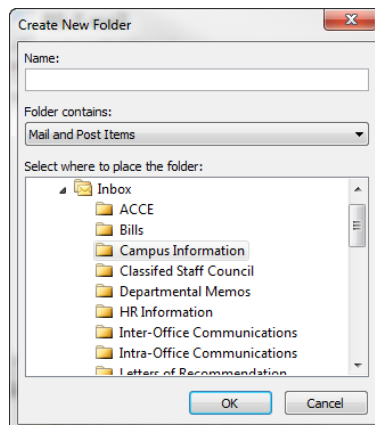
5. If you choose the **Move item to folder** option,



The Rules and Alerts box will open. Either choose a pre-existing folder or click **New** and create a new one.

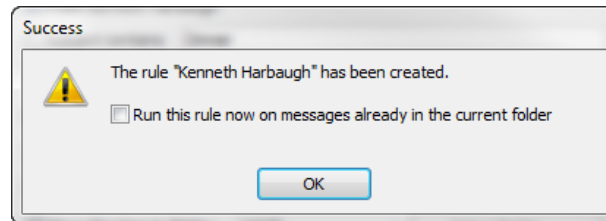


If you choose to create a new folder, a box will come up to allow you to name it.



After you have typed in a name, click **OK**. You will click **OK** a second time on the main rules dialog box to complete the action.

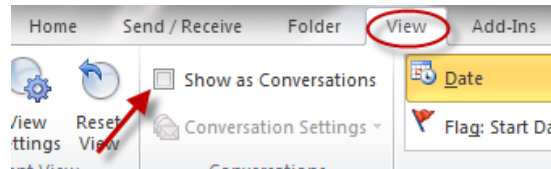
6. Once you have completed this step, you should receive the “Success” dialog box. Here you will be given the option to run the rule on all messages already in the selected folder.



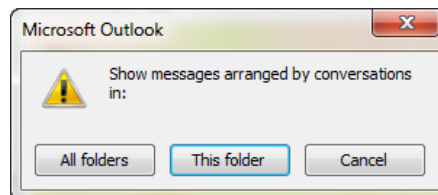
From this point on, all messages received meeting the criteria set in this rule will automatically go to the selected folder.

Arranging Emails as Threads:

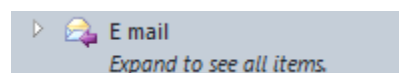
Click the **View** tab. Select “Show as Conversations”.



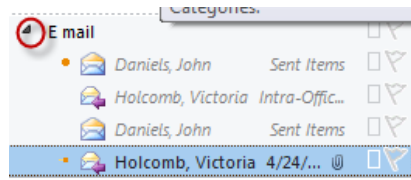
A text box will open to allow selection of this option for the **current** folder or **all** folders.



A thread will have a different look than a single email. It will show a small arrow next to the envelope icon and below the subject, say “expand to see all items” instead of the sender’s name.



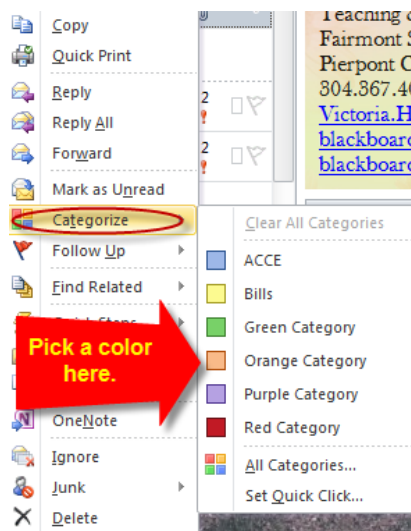
The newest e mail from thread will be displayed on top. By clicking the **expand** icon other emails may be seen too.



Categories:

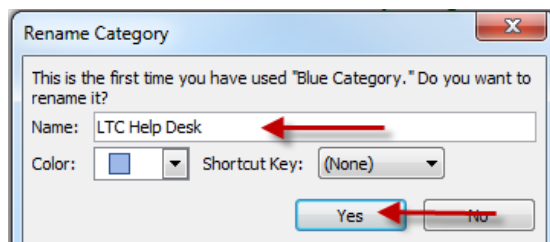
Use color coding to add visual cues to email and calendar.

Right click on the selected message and go to **Categorize** in the menu. Choose a color code.



The Rename Category Dialog box will appear.

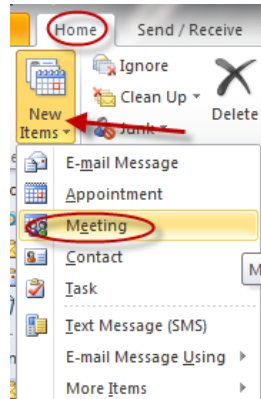
In the **Name** blank, type in the title of choice for that color. Click **Yes** to complete.



Meeting Requests:

Create a meeting request using email:

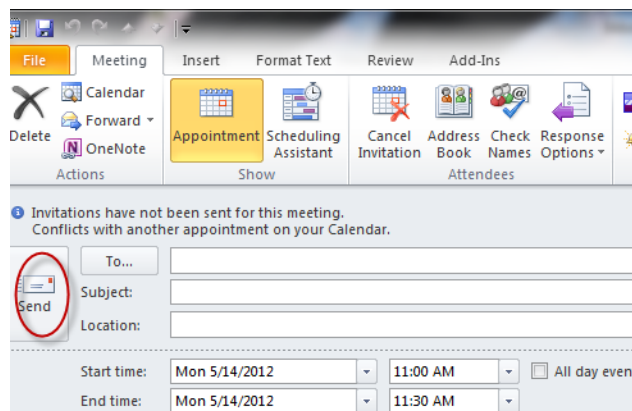
From the Home Tab, Click **New Items** expand arrow, Select **Meeting**



Enter components:

1. To:
2. Subject:
3. Location:
4. Start Time:
5. End Time:
6. Enter information to share with recipients.

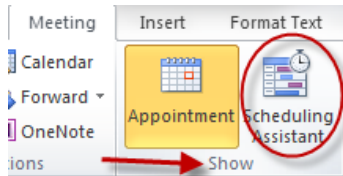
Click **Send** to initiate the request.



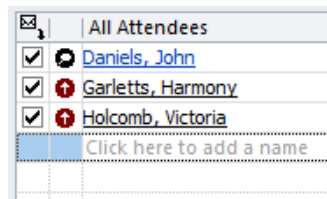
Scheduling Assistant:

The Scheduling Assistant helps find the best time for a meeting.

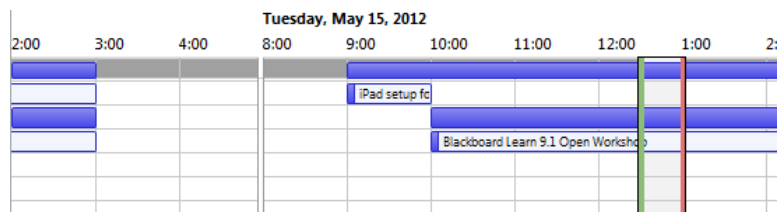
In the “Show” Tab, Click “Scheduling Assistant”.



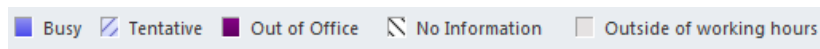
To add attendees or multiple attendees; using the All Attendees columns enter the name of the person to attend. Use the “Enter” button to add the name.



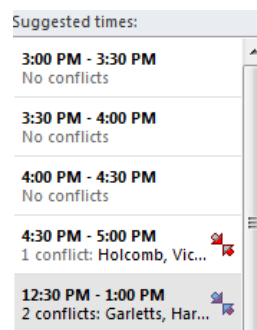
The Free/Busy grid shows the availability of attendees. A green vertical line represents the beginning of the meeting request. A red vertical line represents the end of the meeting request.



The following schedule options that may appear.



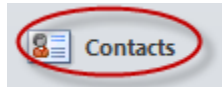
On the right side the “Suggested times:” pane lists the best meeting time.



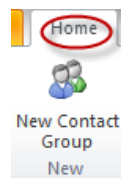
Contact Groups (Distribution Lists):

Contact Groups are a grouping of e mail addresses collected under one name.

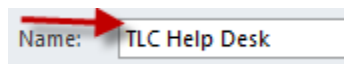
From the bottom left, click **Contacts**



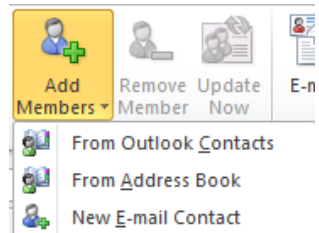
From the **Home** tab, click **New Contact Group**.



In the **Name** box, create a name for the group.



After clicking the **Add Members** button, there are three options:



From Outlook Contacts:

This will bring up the Address Book for your Contacts

Double Click the name to select and add to the Members list.

From Address Book:

This will bring up the Global Address Book for Fairmont State University and Pierpont Community & Technical College.

Double Click the name to select and add to the Members list.

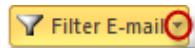
New E –mail Contact:

A dialog box opens to manually add an e mail.

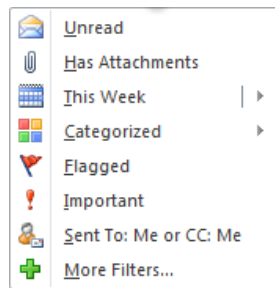
When all Members have been added, Click **OK**.

Search Email:

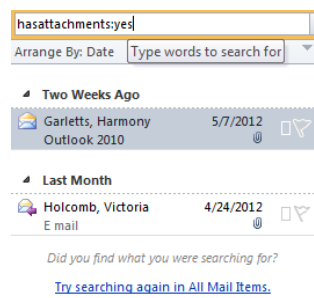
From the **Home** tab, click the expand button next to **Filter Email**.



This will provide eight filtering options:



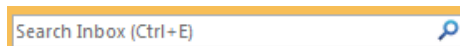
Click the preferred search method and the inbox will display only items meeting the criteria specified.



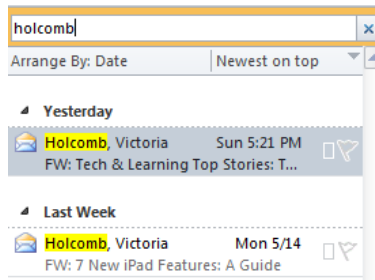
Once you have finished your specified search, Click the **Close Search** button to return the standard view.



Alternatively, searches can be conducted from the home tab, **Search Box**.



Key in the criteria (Name, Date, Keyword) for the search, Click the magnifying glass icon. All related emails meeting the criteria will populate.



Forwarding Campus E-mail:

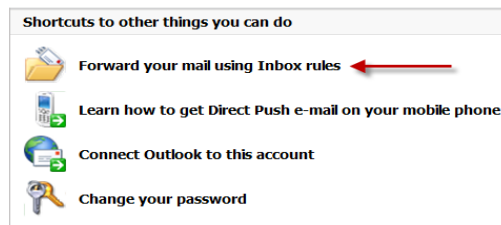
Campus email may be forwarded to another email account.

To forward email, click **Options** on the top right of the page.

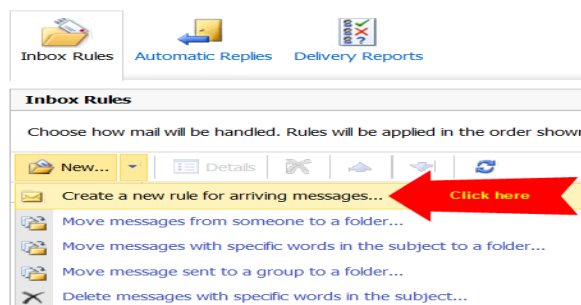


Select “Forward your mail using Inbox rules”.

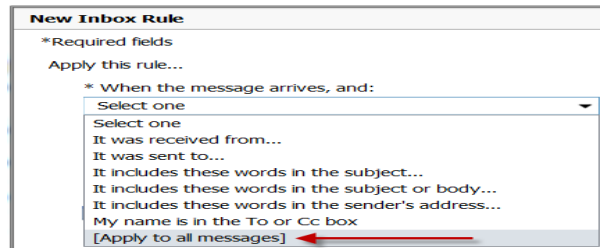
You will be directed to the Inbox Rules page.



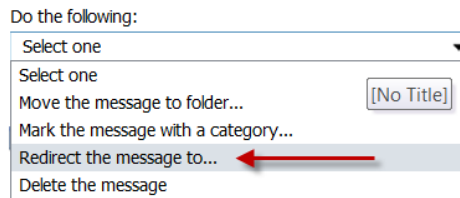
Click the drop-down menu for New Rules and Select “Create a new rule for arriving message”



Apply this rule to all messages.



Under **Do the following:** Select “Redirect the message to”



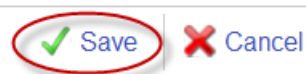
Enter the email address you wish to forward to, Click “OK”.



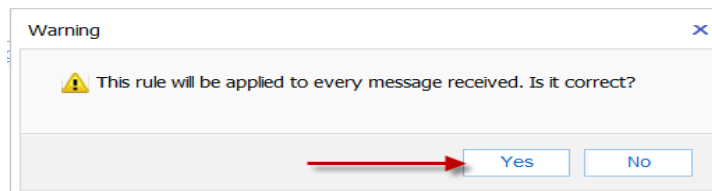
The new rule will display in the window.



Click **Save**.



A window will appear asking you to verify your change. Click **Yes**.



Campus email will now be forwarded to the new email account.

Teaching & Learning Commons



Phone: 304-367-4810 Option 3

E Mail: help@pierpont.edu
help@fairmontstate.edu

In Person: 126 Library

Live Chat: Available during normal
operating hours