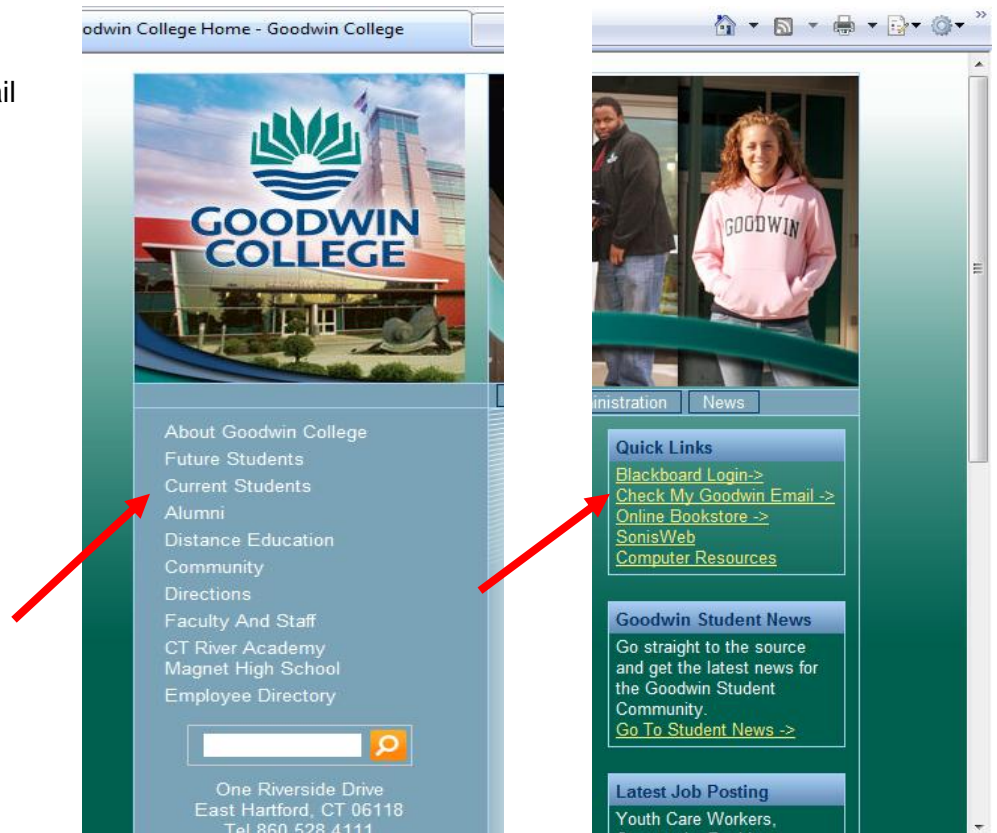


Microsoft Outlook 2003 Tutorial

Opening Outlook

To access Outlook via the Internet, go to the Goodwin College website, www.goodwin.edu. Once there you would click the following:

1. Current Students
2. Check My Goodwin E-mail



A new screen will appear, to open your e-mail enter your username and password.

Student Web Mail

GOODWIN COLLEGE

If you enrolled before Oct. 18, 2010, your User Name is the first letter of your first name followed by your last name (Example: JSmith). Your Password is your student ID number.

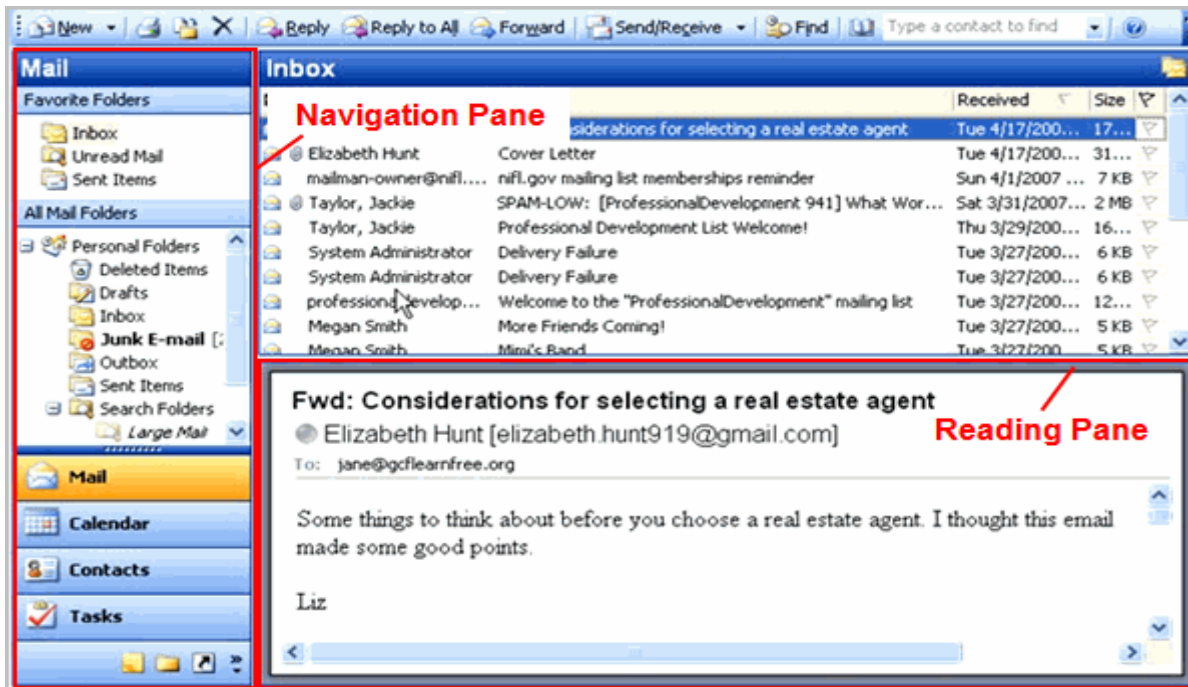
If you enrolled after Oct. 18, 2010, your User Name is your Sonis Web ID (Example: B0223356). Your Password is your Sonis Web PIN code.

If you need help please call the help desk @ (860) 727-6743

User Name:

Password:

When you first open Outlook you will see a screen similar to the picture below.



The window is separated into two primary **panes**, the **Reading** and **Navigation** Panes that you choose to display or hide. This convenient feature allows you to change the way you view the Outlook window based on your personal preferences.

The Reading Pane

Many people like the **Reading Pane** because it allows you to read your message without opening. Instead, when you select an email message, Outlook allows you to view it in the Reading Pane.



To Disable or Enable the Reading Pane:

- Select **View** on the Toolbar then **Reading Pane** from the menu.
- Select **Off** to **disable**.
- Select **Bottom** or **Right** to **enable** in the area of the screen you prefer.

The Navigation Pane

The **Navigation Pane** is displayed on the left side of the Outlook window giving you access to your Mail, Folders, Calendar, Contacts, and Tasks.

To Turn the Navigation Pane On and Off:

- Select **View** on the Toolbar then **Navigation Pane** from the main menu.

Outlook Inbox

To view, receive, send, reply to and forward messages you need to use your Inbox. The Inbox is the area where you will be using the most while in Outlook.

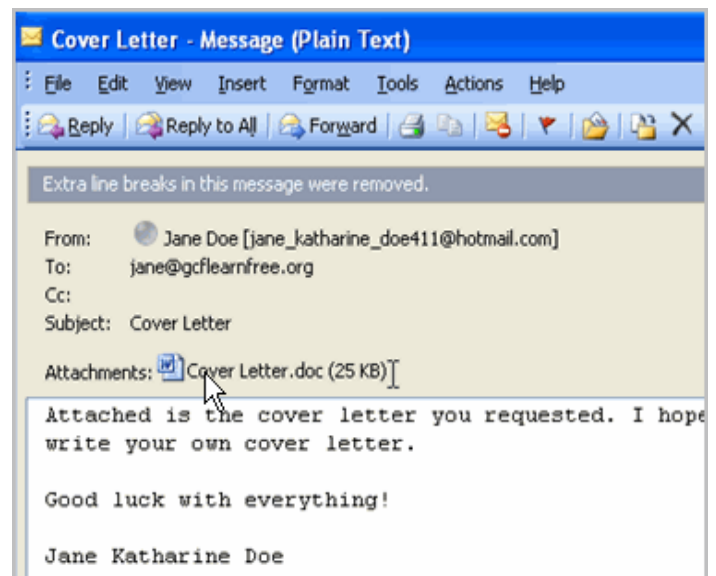
To View Messages:

- Select the **Inbox** in the Navigation Pane.
 - If "Inbox" is **bold**, this indicates you have new/unread messages.
 - The number to the right of the word "Inbox" in parentheses indicates the number of unread messages in your Inbox.
- You will see a list of messages in your inbox.
 - The messages that are bold with a closed envelope icon are new.
- Single click a message in the Inbox to display it in the **Reading Pane**, if that feature is turned on. Double-click a message in the Inbox and it will open in a new window, as seen below.

To Open an Email Attachment:

An **attachment** is a file that is attached to an email message. Outlook inserts a **paperclip icon** next to email messages that have an attached file. When you receive attachments on e-mails, follow the steps below to open the document.

- In the Inbox, double click the e-mail with the attachment to open the message in a new window.
- Double-click the file in the **Attachments:** field. The Opening Mail Attachment dialog box will appear.
- Click **Open** if the email message is from a trusted source. The attached file will appear on your screen.



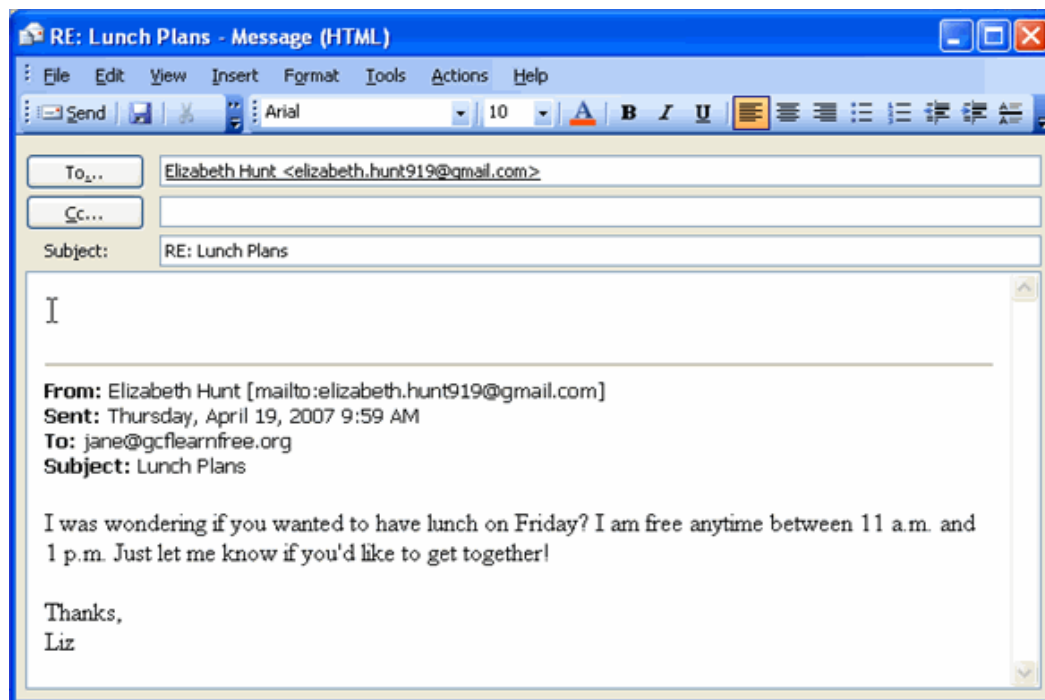
To Reply to a Message:

You are able to reply to messages while using the Reading Pane or opening the message in a new window.

- Click the **Reply** button on the toolbar, as seen below.

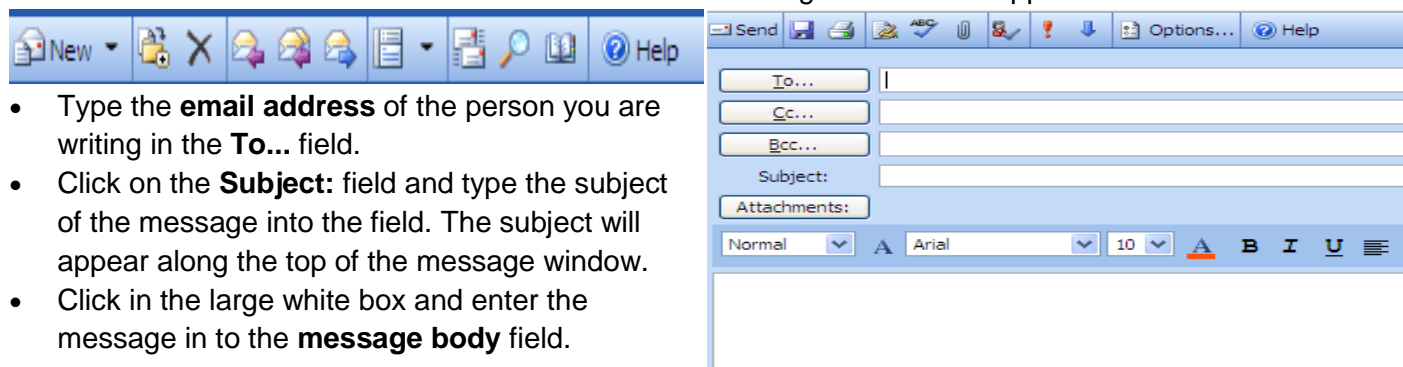


- Outlook will create a preaddressed reply form to the email address the original email came from, as seen below.
- If you would like to add any additional recipients, type the e-mail address in the To box next to the person who sent the message with a semicolon separating them.
- If you would like to change the subject line:
 - Click on the subject box
 - Delete the text in the box
 - Type in new text.
- Enter text into the body of the form.
- Click **Send**.



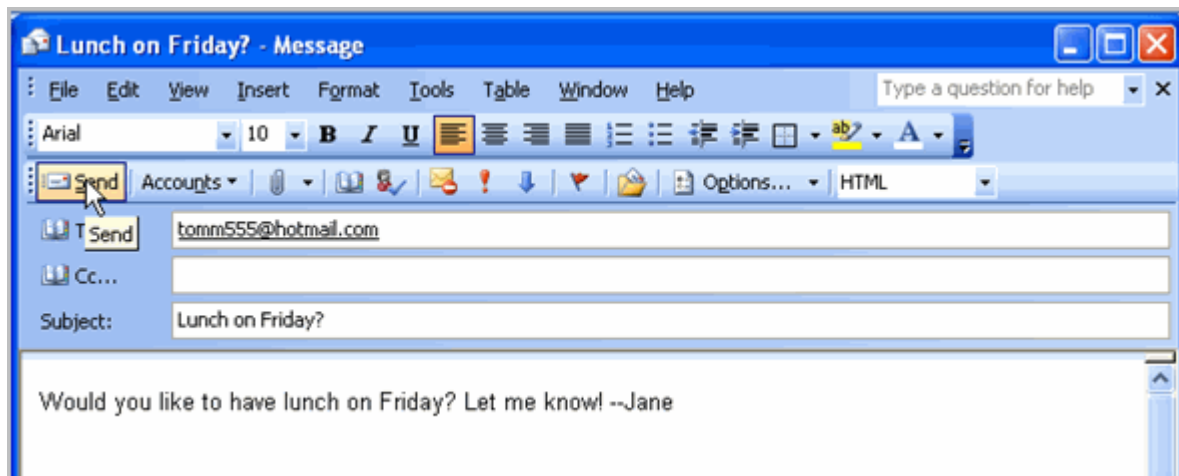
To Send a New Message:

- Click **New** from the Standard toolbar. The Untitled Message window will appear.



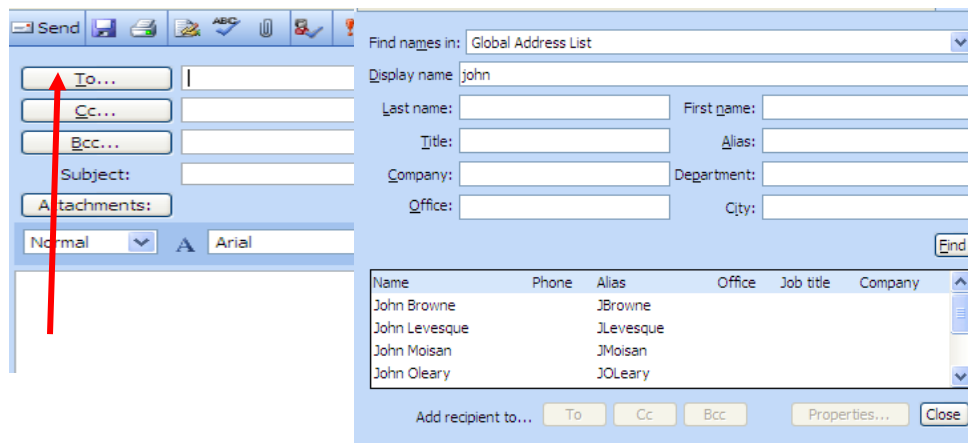
- Type the **email address** of the person you are writing in the **To...** field.
- Click on the **Subject:** field and type the subject of the message into the field. The subject will appear along the top of the message window.
- Click in the large white box and enter the message in to the **message body** field.

- Click **Send** on the toolbar. The message window will disappear and Outlook will send your email message to the appropriate server.



To Use a Contact List

Many companies create a contact list of anyone working within that organization, who has an e-mail address, to access when sending an e-mail. If you are unsure of an e-mail address of someone within Goodwin College then follow the steps below to locate and use an e-mail address from the Global Address List established by the IT Department.

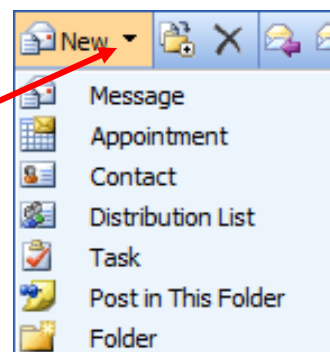


- Click on the **To....** Button and a box will appear.
- Enter the first name of the person you are sending the e-mail too.
- Hit the **Find** button and a list of people will appear.
- Click on the name you are looking for.
- At the bottom of the box you will see “**Add recipient to....**”, Click the **To...** button.
- Click the **Close** button and the name will appear in the **To...** box on your e-mail message.

To Create a Contact List

You may find that all of the contacts you need are not in the address book. Creating a new contact is simple:

- Click the arrow next to **New**
- Highlight and click **Contact**.



- A Contact box will open, in order to e-mail this new contact enter at least their name and e-mail address. However, you may enter all of the fields if you would like to use Outlook as a way to store all

Untitled -- Contact - Internet Explorer provided by Dell

https://mymail.goodwin.edu/exchange/ABeauchemin/Contacts/?Cmd=new

Save and Close | Help

General | Details

Last Name:

First Name:

Middle Name:

Job title:

Company:

File As: Last, First

Business Address:

Mailing address:

Street:

City:

State/Province:

Postal Code:

Country/Region:

Business Phone:

Home Phone:

Mobile Phone:

Assistant Phone:

E-mail:

Display Name:

E-mail address:

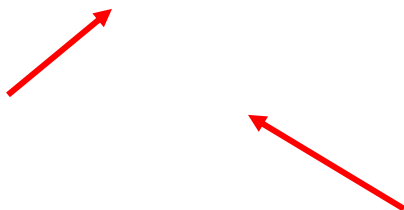
Web page address:

Attachments:

Done | Internet | Protected Mode: On | 100%

contact information.

- Once you have entered all of the information you wish Click Save and Close.



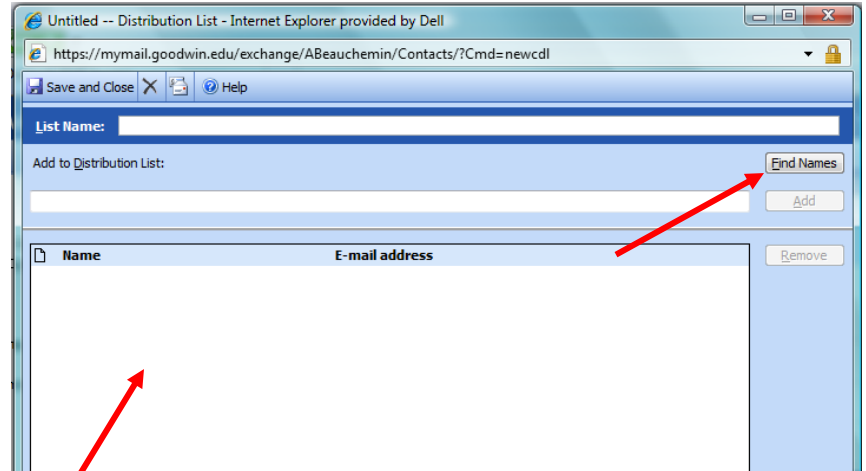
- Your new contact will now be listed in your address book.

To Create a Distribution List

If you find yourself sending e-mails to the same group of people creating a distribution list can be a great time saver when sending e-mails.

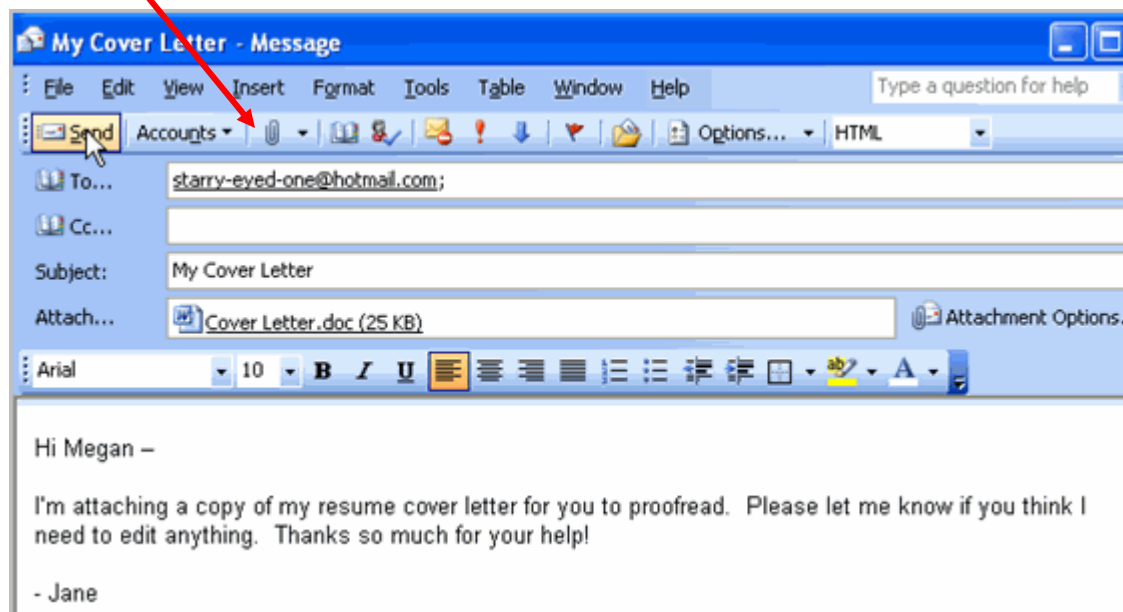
Creating a new distribution list is similar to creating a new contact:

- Click the arrow next to New
- Highlight and click distribution.
- A Distribution List box will open, enter the name of the group in the List Name field
- Click on the Find Name command and select all of the people you would like to add to the distribution list. The Find names box is the same box you used when sending an e-mail
- The list of contacts will appear in the large box.
- Once you have entered all of the contact for your distribution list, click Save and Close.
- Your new distribution list will now be in your address book.



To Attach a File to an Email Message:

- Click the **Insert File** button on the toolbar or the paperclip icon. The Insert File dialog box will appear.
- Locate the file you would like to attach. Some systems may request you to click on a **Browse** button to locate your file.
- Click the file once to select it.
- Click **Insert** or **Attach**.
 - You should see your file name in the **Attach...** box in your message.
- Click **Send** once the e-mail is complete.



To Print a Message:

- From the **Inbox**, Click on the message you would like to print.
- Select **File** and **Print** from the main menu or the **Print Icon** (a picture of a printer) on the Standard toolbar. The Print Dialog box will appear.
- Click **OK**.

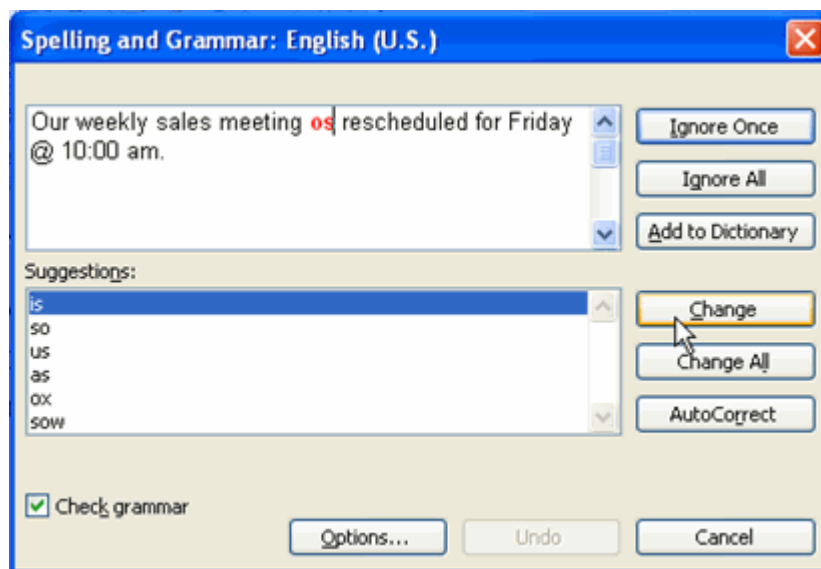
To Delete a Message:

- From the **Inbox**, Select the message you would like to delete.
- Click the **Delete Icon** (a picture of an X) on the Standard toolbar.
- Your message will be deleted.

Formatting E-mail

Using the "Spell Check" Feature:

- Once your e-mail message is complete.
- Select **Tools** then **Spelling and Grammar** from the main menu or the Spelling and Grammar Icon (a blue check with ABC above it) on the Standard toolbar. The Spelling and Grammar dialog box will appear and the first misspelled word will be highlighted.
- Select the correct spelling from the **Suggestions** area if it appears.
- Click **Change** or **Change All**, as appropriate.

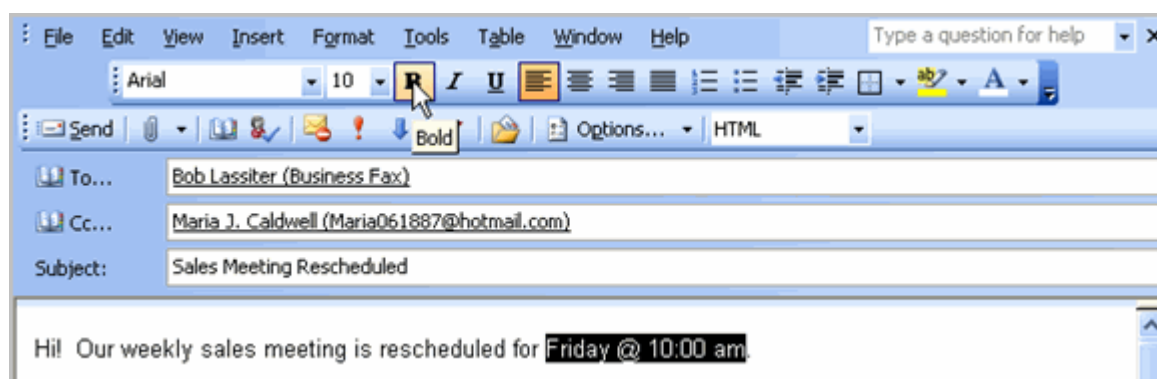


OR

- Select **Ignore** or **Ignore All** if the selection is correct as it is.
- Continue checking the spelling and grammar box until the document is complete.
- Click **OK**.


To Format Email Text:

- In the **body field** of an email message you have composed.
- Highlight the **text** you wish to format with your mouse.
- Use the **formatting tools** on the Standard toolbar such as Bold, Underline, or font to format the text.



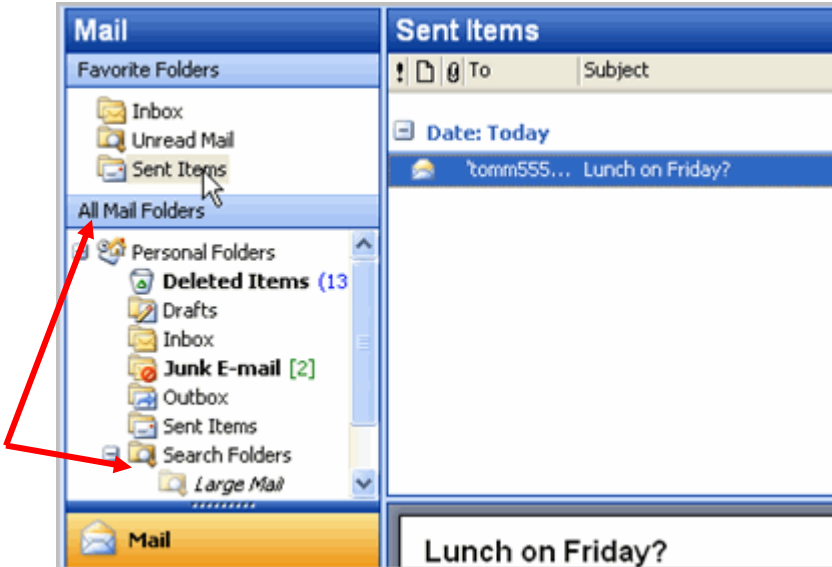
Additional Inbox Features

To Save a Message as a Draft:

- Start a new email message.
- Enter text into the **body field** of the email message.
- Click the  in the upper, right corner of the message. A dialog box will appear.
- Click **Yes** to save the changes to your email. A copy of the email will appear in your **Drafts** folder. Outlook will hold your email message for you to revise and send later.

To View Sent Messages:

- Click the **Sent Items** in the Navigation Pane to view your sent messages.



An email message might be returned to you as **undeliverable** if the recipient's Inbox is full, if you type an incorrect address, or if the file size is too large to transmit. You can see these messages in the Sent Items folder.

Additional Outlook Features

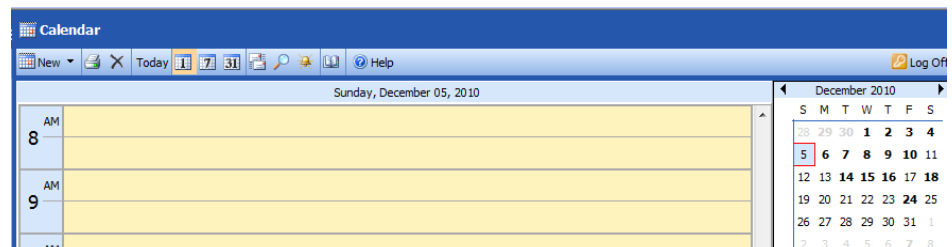


In addition to e-mail, Outlook has many additional features such as a calendar and task manager. To access the additional features go to the bottom of the navigation pane and click on the feature you wish to use.

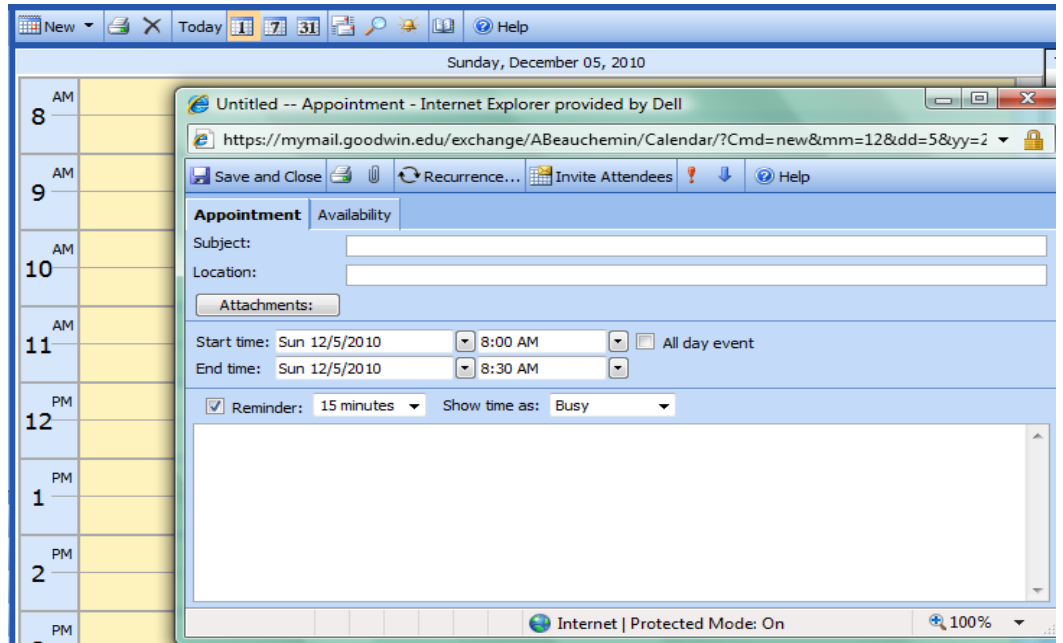
Calendar

The calendar is a very useful feature to manage your schedule.

- Click on the calendar command at the bottom of the navigation pane. This will open a screen in place of the e-mail inbox.



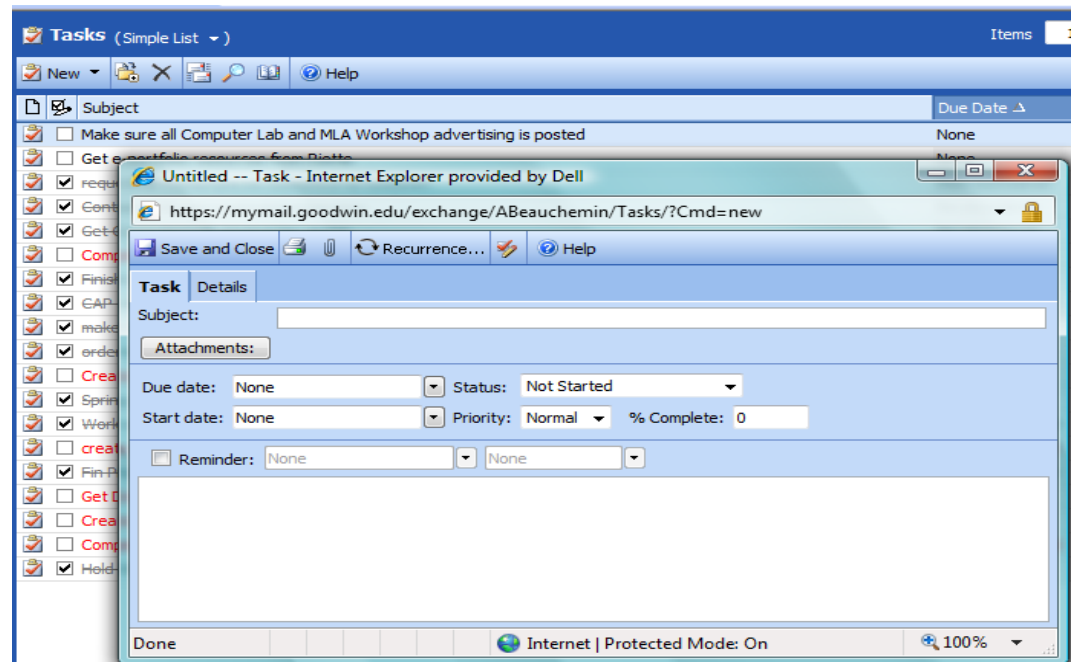
- This calendar screen will allow you to view, update and modify your calendar. You can also see your schedule by day, week or month.
- To create a new appointment, click on new.
- Enter your appointment information: the name, location, dates, times and any details you may need.
- To enter this appointment on multiple days, click the Recurrence command and enter all of the dates and times of the appointment
- To invite people to the appointment, click on the Invite Attendees command.
- Click save and close and the entry will appear on your calendar.



Tasks

The tasks feature is very useful to manage your daily, weekly and long term tasks that you may have difficulty keeping track of.

- Click on the tasks command at the bottom of the navigation pane. This will open a screen in place of the e-mail inbox.
- This tasks screen will allow you to view all of your completed and open tasks and the task deadlines.
- To create a new task, click on new.
- Enter your task information.
- Select a due date, start date, priority and details.
- Click save and close and your task will appear in within your task list.



Log Off

When using Outlook via the internet don't forget to Log Off. The Log Off button is located in the upper right hand area of Outlook

