

CREATE
your own
FUTURE



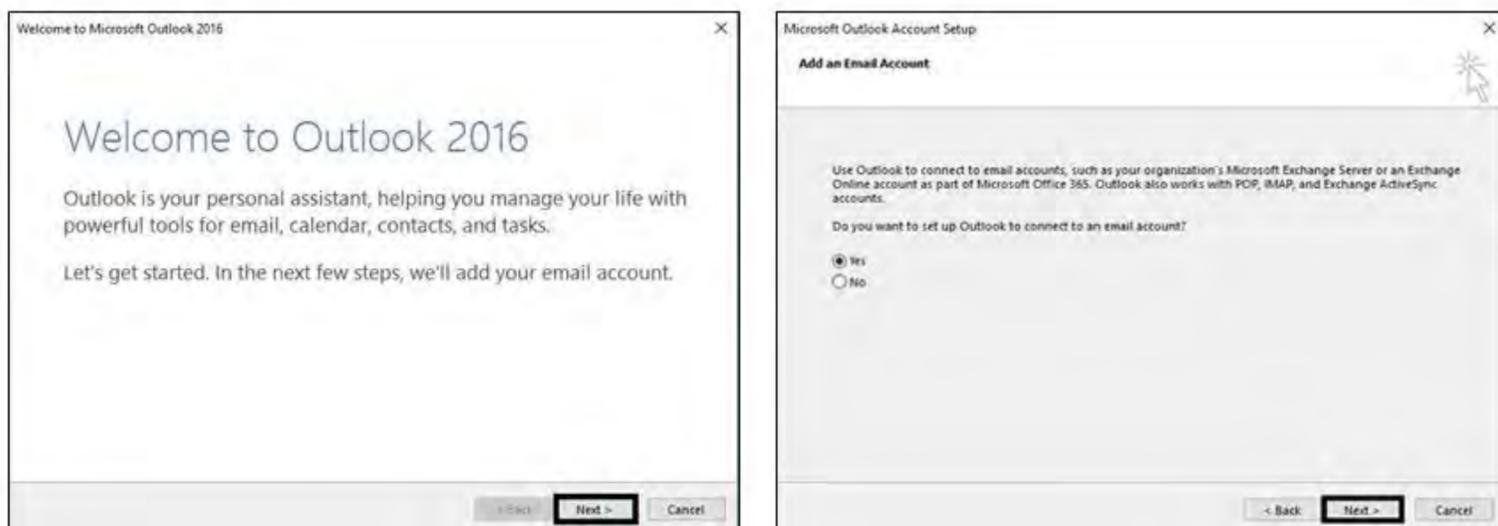
Outlook

Overview

Microsoft Office Outlook is widely used application to access emails. Outlook is primarily used to send, receive and store emails. Outlook is noted for having a user-friendly interface that makes it easy to learn. The document provides some useful tips about MS Outlook.

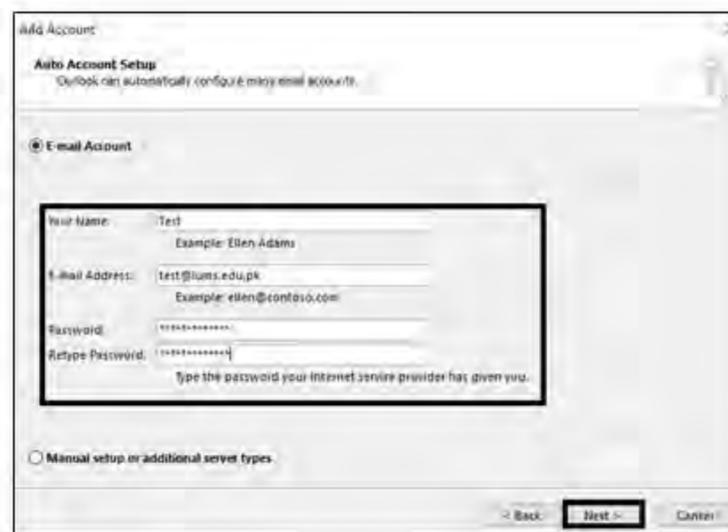
1: Setting Up a New Outlook Account

Once you have logged in to your system open Outlook 2013/2016. Follow the steps as shown in the figures below.



If you are using a system that is on LUMS domain then your username will be automatically selected by outlook. Otherwise type your **Name**, **E-mail** and **Password** for your email and click **Next**.

CONTACT: helpdesk@lums.edu.pk



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name: Test
Example: Ellen Adams

E-mail Address: test@lums.edu.pk
Example: ellen@contoso.com

Password: [REDACTED]

Retype Password: [REDACTED]
Type the password your Internet service provider has given you.

Manual setup or additional server types

Back Next Cancel

You will be asked to enter your outlook password. Type your password again and click **OK**. Make sure that your username is in the same format as shown in the image below i.e. **test@lums.edu.pk**



Windows Security

Microsoft Outlook

Connecting to a domain you're not logged on to

test@lums.edu.pk

Password

Remember my credentials

OK Cancel

If you have typed your password correctly, your outlook setup will be successfully completed. Click **Finish** to proceed. It will take around a minute or two before the outlook opens once you have clicked finish. The time required by outlook to update your mailbox depends upon the size of your mailbox.

CONTACT: helpdesk@lums.edu.pk



2: Adding Multiple Accounts

You can add multiple email accounts to your outlook account. Go to File menu at top left corner as shown in the image below:



In the Info tab select Add Account:

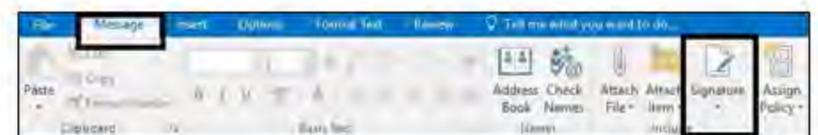


A new window will be opened requiring name/username/password for the account that you like to add. Once you select Add Account option, the rest of the procedure to add account is the same as explained in **Step 1**. Once account has been successfully added, you will have to restart outlook. The newly added account will start to appear in the left most panel of outlook.

3: Adding Email Signature

In Outlook, you can create personalized signatures for your email messages. You can include text and images to your signature. You can choose signatures to be added automatically to all outgoing messages, or you can choose which messages include a signature.

To setup your signature, open a new email message. On the Message tab choose **Signature > Signatures**.



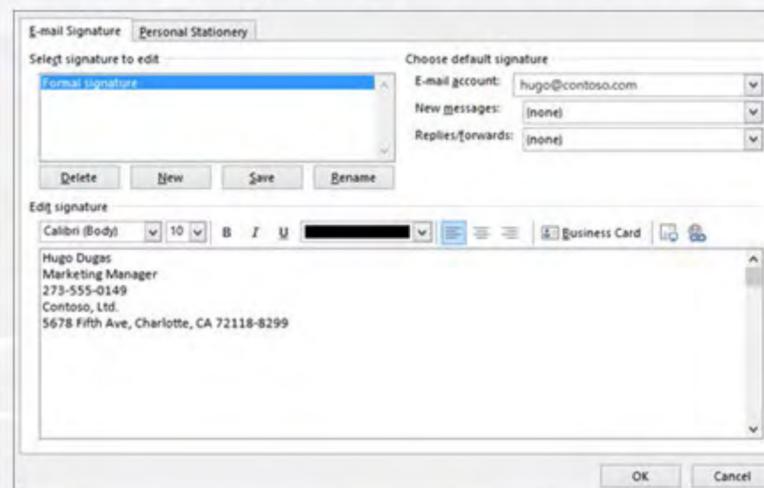
Select **New**, and give a name for your signature. If you have multiple accounts added to your outlook profile you can choose a specific email account to associate with the signature. You can have different signatures for each email account.

CONTACT: helpdesk@lums.edu.pk



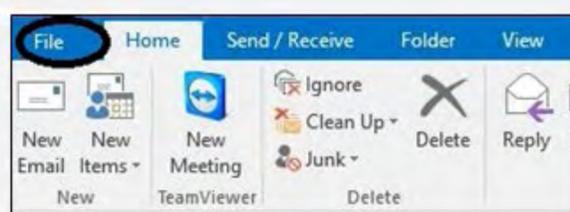


In the New messages list, choose the signature that you want to be added automatically to all new email messages. If you don't want to auto sign your new email messages, accept the default option of (none). Similarly, in the Replies/forwards list, choose the signature that you want to be added automatically when you reply to or forward messages. Otherwise, accept the default option of (none). Finally, under Edit signature, type the signature and then choose **OK**.



4: Automatic Replies (Out of Office)

With Microsoft Outlook, it's easy to send automatic (Out of Office) replies whenever you want to let people who send you email know that you won't be responding to their messages right away. Go to File menu at top left corner as shown in the image below:



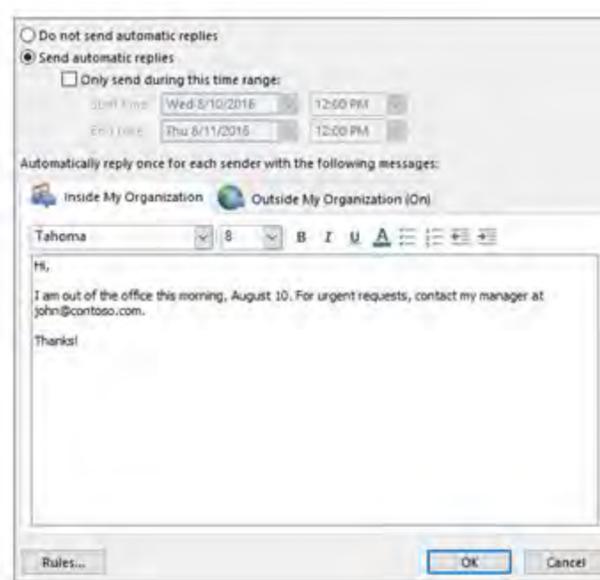
In the Info tab select Automatic Replies as shown in the image below:



CONTACT: helpdesk@lums.edu.pk



You can type your automatic reply as shown in the image below. You can also specify time in which you would like to active automatic replies.



5: Recalling a Sent Message

Outlook allows you to recall your sent email. This option only works if the receiver has not read the email that you have sent. To recall any email, go to Sent folder and open the email in a separate window by using double click. Once the email is opened in separate window, go to File menu in the left corner and select Message Resend and Recall as shown below:



Once you select Recall This Message, a new window will be prompt and you will have the option to delete the unread copies or replace it with new message as shown below:



CONTACT: helpdesk@lums.edu.pk



6: Move Incoming Mails to Specific Folder

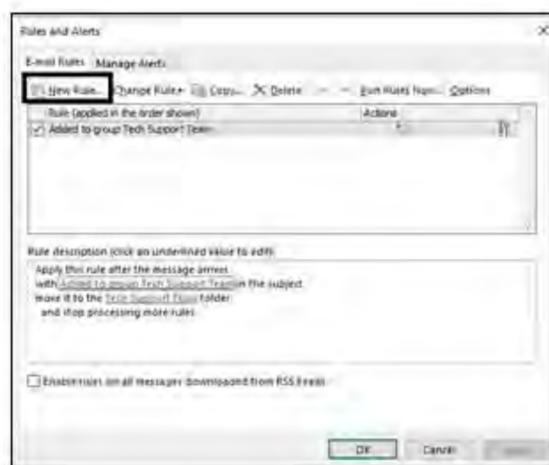
Outlook allows you to automatically move incoming mails to desired folder using Rules and Alerts. With this option you don't have to manually move your emails between different folders. To set up rules, go to File menu at top left corner as shown in the image below:



Select Rules and Alerts option from the list:



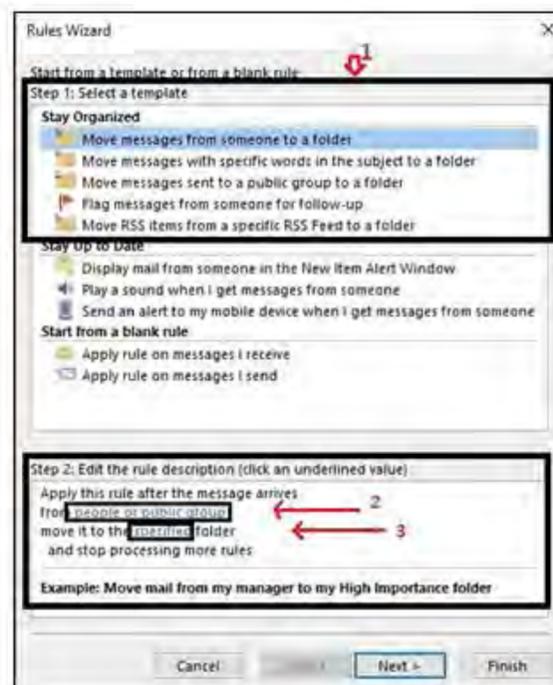
To add a new rule, select New Rule as shown below:



A new window will be prompted in which you will have to select the type of rule and specify your requirements. In this case we want to move incoming email to a specific folder. So in Step 1 you will select 'Move messages from someone to a folder'. Now in Step 2, first you will select the email address of the sender whose emails you want to move by selecting people or specified group. After that you will select the folder in which you want the email to be moved by selecting specified folder option.

CONTACT: helpdesk@lums.edu.pk



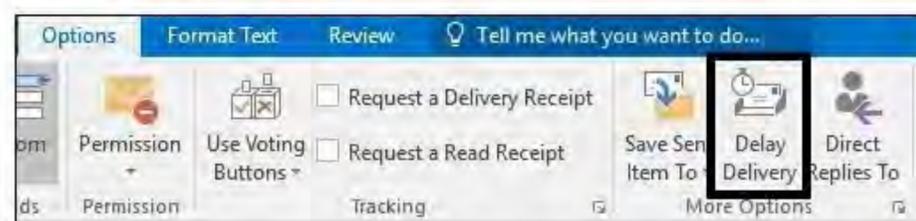


Once done keep pressing Next and then Finish. You can also select other rules from the list as per your requirement.

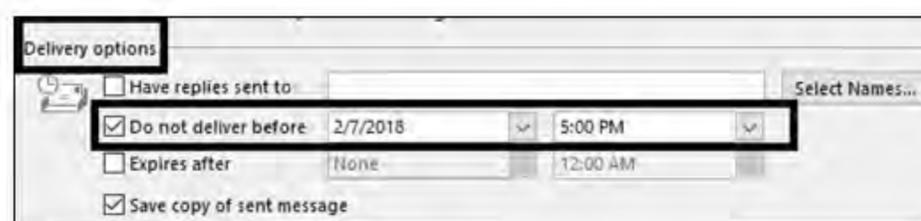
8: Delay Delivery

The option could be used to draft the message with the possibility to be sent the email later specifying a date and time. Outlook will save your message and will automatically deliver it at your desired date and time.

To enable this option, draft a new email message and go to **Options** tab. You can find **Delay Delivery**, under **More options** ribbon.



Under the delivery options tab, you can specify your desired date and time as highlighted below:



CONTACT: helpdesk@lums.edu.pk

9: Requesting a Read Receipt for your Sent Email

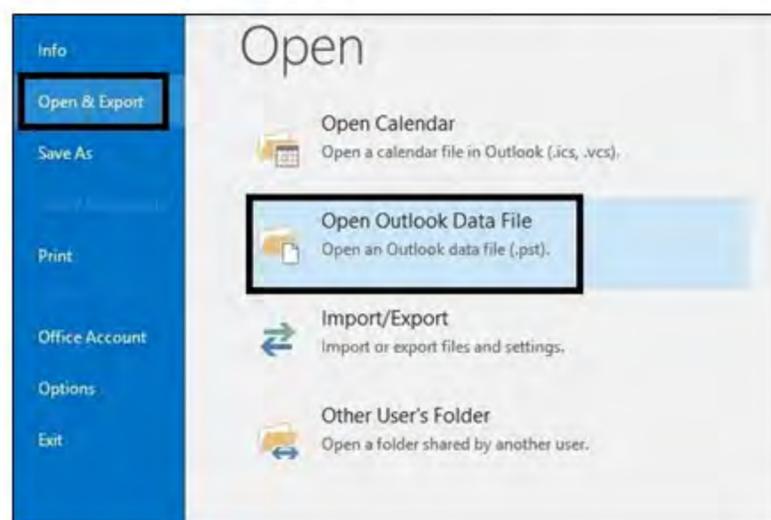
This option lets you know whether your sent email has been seen by the receiver or not. To enable this option, draft a new email message and go to Options tab. Check **Request a Read Receipt** in Tracking ribbon to enable this option for a specific message:



You will receive a system generated receipt showing the exact time when your email was seen by the receiver.

10: Attaching an Archive

You can attach your old email backup or archives to your mailbox using outlook. Go to File menu/Open and Export and select **Open Outlook Data File**. Browse for your archive in your computer. Once selected, your archive will be displayed underneath your other folders.



CONTACT: helpdesk@lums.edu.pk



USEFUL SHORTCUTS

Create a new mail	Ctrl+N
Check for new messages	Ctrl+M or F9
Switch to Inbox	Ctrl+Shift+I
Switch to Outbox	Ctrl+Shift+O
Go to a different folder	Ctrl+Y
Move item to a folder	Ctrl+Shift+V
Go to the Search box	F3 or Ctrl+E
Open the File tab (to change account settings and options)	Alt+F
Jump to Tell Me	Alt+Q
Move down and up between messages	The Down Arrow and Up Arrow keys
Select multiple adjacent messages	Shift+Down Arrow and Shift+Up Arrow
Select multiple non-adjacent messages	Ctrl+Up Arrow or Down Arrow, and then, to select each message, press Spacebar
Add Custom Flag to message	Ctrl+Shift+G
Mark message as junk or not junk	Press Shift+F10, J, and the Up Arrow or Down Arrow key, and then press Enter
Mark as read	Ctrl+Q
Mark as unread	Ctrl+U
Reply to message	Alt+H, R+P
Reply All to message	Alt+H, R+A
Forward message	Alt+H, F+W
Open message	Enter
Download blocked pictures or images	Ctrl+Shift+W, P
Print message	Ctrl+P
Set how often Outlook checks for new messages	Ctrl+Alt+S

CONTACT: helpdesk@lums.edu.pk

