#IST TIPS



Information Systems & Technology



of 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.

| Welcome to Microsoft Outlook 2016 × | Microsoft Outlook Account Setup | × |
|---|--|-----------------------------|
| Welcome to Outlook 2016 | Add an Email Account | hange Server or an Exchange |
| Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks. | Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, a accounts. Do you want to set up Outlook to connect to an email account? | and Exchange ActiveSync |
| Let's get started. In the next few steps, we'll add your email account. | () Tes () No | |
| | | |
| | | |
| | | |
| + ≘ac) Next > Cancel | < Back | Next.> Cancel |

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.

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|--------------------------------------|



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02

| Yanit Mame | iTest | |
|------------------|---|--|
| | Example: Ellen Adams | |
| - mail Address | test@lums.edu.pk | |
| | Exempler ellen@contoso.com | |
| Filssword | 1115-0-444844 | |
| Retype Password. | 11488844444444 | |
| | Type the password your internet service provider has given you. | |

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

| /indows Security | |
|---------------------------|-------------|
| Aicrosoft Outlook | |
| onnoccing to openionijad@ | omproonph - |
| test@lums.edu.pk | × |
| Password | |
| Remember my credential | s |
| | |
| 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.

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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:

| Inte | Account Information |
|--------------------------|---|
| Open & Export Save As | Microsoft Exchange |
| | Add Account |
| Print | Change settings for this account or set up more |



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.

| 158 | Message | Tree | El0100 | Formation. | - Million | 🖓 Tell merelul y | -ob other wa | | |
|------|------------|------|--------|------------|-----------|-----------------------------|---------------|-----------|--------|
| Past | lón tím | | ()(T | 1 | | Address Check Book Names | Attach Alfact | Signature | Assign |
| | Diplacerd | 74 | | Earn lies | | (dammy) | HISIM | | |

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.

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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**.

| legt signature to | o edit | | | Choose default sign | nature | |
|---|--------------------------|------------|--------|---------------------|----------------------|---|
| Formal signatur | e | | A | E-mail account: | hugo@contoso.com | ¥ |
| | | | | New messages: | (none) | × |
| | | | 4 | Replies/forwards: | (none) | * |
| Delete | New | ≦ave | Bename | | | |
| sig signature | | | | | | |
| Calibri (Body) | ¥ 10 ¥ | B I U | | | El Business Card 🔂 🍪 | |
| | | | | | | |
| Hugo Dugas Marketing Mar 273-555-0149 Contoso, Ltd. 5678 Fifth Ave, | Nager , Charlotte, CA | 72118-8299 | | | | < |

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:



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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.

| - Sund serve as | uring this time range: | |
|---|-------------------------|--|
| sperit king | Wed 8/10/2016 | 12:50 PM |
| Ēc)(me | Thu 8/11/2016 | 12:00 PM |
| domatically reply on | re for each sender with | the following messages |
| Tahoma | ~ 8 ~ | β I U AΞΞΞΞ |
| I am out of the office john@contoso.com. | this morning, August 10 | . For urgent requests, contact my manager at |



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:



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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:



| This is a line | | | |
|----------------------------|---|------------------------------------|---------|
| suits and eler | b | | |
| E-mail Radies | Manage Alerta | | |
| Contractor | | | |
| 11. Hew Pare | Dance Rules Till Com- X De | Inter But Mains Nam- S | ation |
| 11. Sinv Ruse Ruse Good | e. Channel Rules III Center X De Res II the Inder Shown) | lete – Eun Huins Nam. S Actione | 2ations |

Pule description (crick on underlined value to edit). Apply this rule after the message armes

and it op processing more rules

with Access to second from 3 years of the subject move it to the True Subject 14 while the true Subject

Enablemain an all messager bowmloaged from RSS In east

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.

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| Rules Wizard | × |
|---|-----|
| Chart from a hemolate as from a blank mile | |
| Step 1: Select a template | |
| Stay Organized | |
| Move messages from someone to a folder | |
| Move messages with specific words in the subject to a folder | - 1 |
| Move messages sent to a public group to a folder | |
| Plag messages from someone for follow-up | |
| Move RSS items from a specific RSS Feed to a folder | - |
| stay up to bate | - |
| Display mail from someone in the New Item Alert Window | _ |
| Play a sound when I get messages from someone | |
| . Send an alert to my mobile device when I get messages from some | one |
| Start from a blank rule | |
| Apply rule on messages i receive | |
| T Apply rule on messages I send | |
| | _ |
| Step 2: Edit the rule description (click an underlined value) | - |
| Apply this rule after the message arrives 2 | - 1 |
| move it to the merilies failter | |
| and stop processing more rules | . 1 |
| | - 1 |
| Example: Move mail from my manager to my High Importance folder | |
| | - |
| | - |
| Cancel Next + Dec | ch |
| vances next > Pina | 343 |

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:



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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.



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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 |

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