

Outlook for Mac

Getting started, reading and sending emails

When you use Outlook for the first time, we suggest starting with a few minor adjustments to make the interface more familiar.

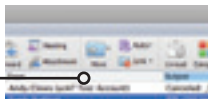
From the **View** menu:

- select **Reading Pane** and then **Below**
- ensure **Navigation Pane** is ticked
- select **Arrange By** and ensure **Show in Groups** is not ticked

Read your email

- click on an email to see a preview
- double-click to open it in a new window

To sort the message list, click on a header. Click again to reverse the order.

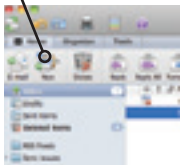


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- 🔗 Viewing messages in threads or groups
- 🔗 Setting up a signature for outgoing messages

Send a message

- 1 click on **New** and choose **E-mail Message**
- 2 a blank message will open in a new window
- 3 enter the recipients' email addresses in the **To** and **Cc** fields
- 4 give your mail a **Subject**, type the message and click **Send**



Find an address

Type the first few characters in the **To** or **Cc** field

- if you have emailed someone from Outlook before, a list of possible names will appear while you type
- for staff at Sussex, click on the **Check Names** button at the top right of the window

Check spelling and grammar

- click on **Options** and then **Spelling** to check the spelling in your message
- hold down **Ctrl** and click on a word to look it up

Respond to a message

- **Reply** just to the sender or **Reply All** to include all recipients in your reply (all the addresses listed in the **To** or **Cc** fields)
- **Forward** a message to a new recipient

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🔗 Using contact lists

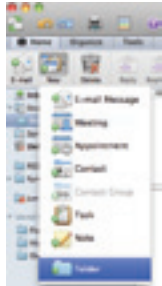
🔗 Transfer your existing address books to Outlook

Managing your mail

In Outlook your entire mail store - Inbox and other folders - is known as your **Mailbox**. A subdivision of this is known as a **Folder**.

Create a new folder

- click on the place where the new folder should be located (e.g. Inbox)
- click on the the **New** icon and select **Folder**
- type a name for your folder and press **enter**



Move a message into a folder

- drag it from the message list onto the appropriate folder icon

All of the emails in your folders count towards your personal mail quota. To make space for new emails, make a regular habit of deleting messages you no longer need.

*Make sure you act on warnings about your quota as you will be **unable to send or receive** until you reduce your email.*

Deleting messages

Delete an email

- click on the message to highlight it and then click the **Delete** button in the tool bar
- if you are viewing a message in a new window, click on the **Delete** button

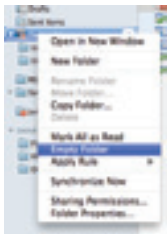


Empty the Deleted Items folder

In Outlook, a message is moved to the **Deleted Items** folder and will stay there (and still count towards your mail quota) until you empty the folder.

To empty the folder:

- click on the deleted items folder, and Ctrl+click, then choose **Empty Folder**

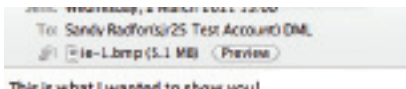


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- 🔗 How to recover emails emptied from Deleted Items within the last 28 days

Attachments

Attachments on incoming messages are listed just above the main message.



- drag into a folder on your computer to save it
- double-click to open it
- click the **Preview** button for a quick peek inside

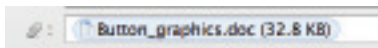
Remember the *Save As Rule* - when you double-click to open, save it to your My Documents folder using **Save As** before you make any changes. Otherwise, it is saved in a temporary location and changes may be lost.

Send an attachment

- 1 click on the **Attach** button in the Message window when you are writing a new message
- 2 browse for the file to be inserted

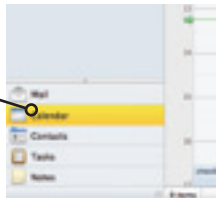


The message will appear as an icon in a new **Attached** field in the message headers.



Opening the calendar

Click on the **Calendar** button



The calendar can be read in **Day**, **Work**, **Week** or **Month** view. Use the buttons on the standard toolbar to switch between the different calendar views.



Customise the days of your working week

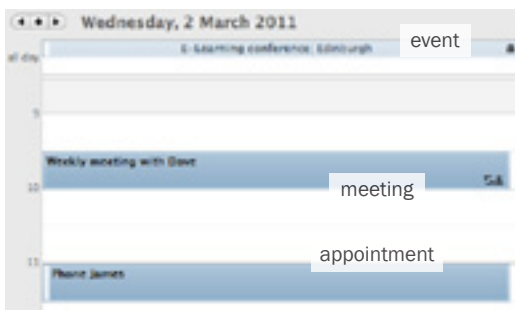
- 1 from **Outlook** in the menubar, click **Preferences**
- 2 click **Calendar**
- 3 select the days of your working week (shown in a darker shade) and your start and end times



Activities

You can schedule different types of activity in your Outlook calendar:

- An **appointment** is an activity that involves only you, at a scheduled time.
- A **meeting** occurs at a scheduled time, like an appointment. The difference is that you invite other people by using a meeting request that is sent via e-mail.
- An **event** is an activity that does not have a scheduled time. By default it doesn't block out time in your calendar. You can still have other entries appear in your calendar for that day.
- A **task** is an activity that involves only you, and that doesn't need a scheduled time.



Appointments and events

Create an appointment or event

- 1 double-click on the calendar window at the time of the appointment
- 2 enter the details for the appointment in the window that appears
- 3 to make the appointment an event, tick the box for **All Day Event**

Change the details

- 1 double-click to open
- 2 edit details as required
- 3 click on **Save & Close**



Change the duration

- 1 click the activity to highlight it, then move the cursor over the bottom or top edge of the appointment and wait for it to change shape
- 2 click and drag to change the duration

Delete an appointment or event

- 1 click once to select
- 2 click on the **Delete** button on the toolbar or press the **Delete** key

Reminders

- for all new activities, a reminder is set for 15 minutes before the start
- to change it, double-click on the appointment or event and choose a reminder time from the drop-down list in the toolbar

Change status to free or busy

Double-click on the appointment or event and change status to **Free**, **Busy**, **Tentative** or **Out of Office**.

New appointments are automatically set to *busy* and events to *free*.

Categorise with colours

- 1 right-click on an appointment
- 2 choose **Categorise** and then select a colour

Create a recurring appointment

- 1 double-click on an appointment
- 2 click the **Recurrence** button and choose the appropriate interval

To amend a recurring appointment, double-click on it and then edit the details (to change a single event) or click **Edit Series** to change all recurring events.

Meetings and calendars

Set up a meeting

- 1 Make an appointment entering subject, location, start time, end-time and reminder
- 2 open the appointment then click **Invite**
- 3 enter attendees in the **To** field as for an email message
- 4 click **Send** to invite the attendees

Sharing calendars

In the **Organize** tab, click on **Open Calendar** to view a calendar shared with you by a colleague. To share your own calendar with someone else, click **Permissions**.

Set up additional calendars

Outlook enables you to have more than one calendar and switch between seeing each one separately or looking at a combined view of all of your calendars.

- in the **Organize** tab, click on **New Calendar**
- type a name for calendar
- tick the box to display it