Email

Quick Start Guide

Quick actions on the ribbon
Use the ribbon to quickly act on your messages and folders or set options.

Filter your messages
Find unread messages or messages sent with attachments, high importance, flags, or categories.

Take action on a message
Reply, forward, or IM the sender all within the Preview Pane.
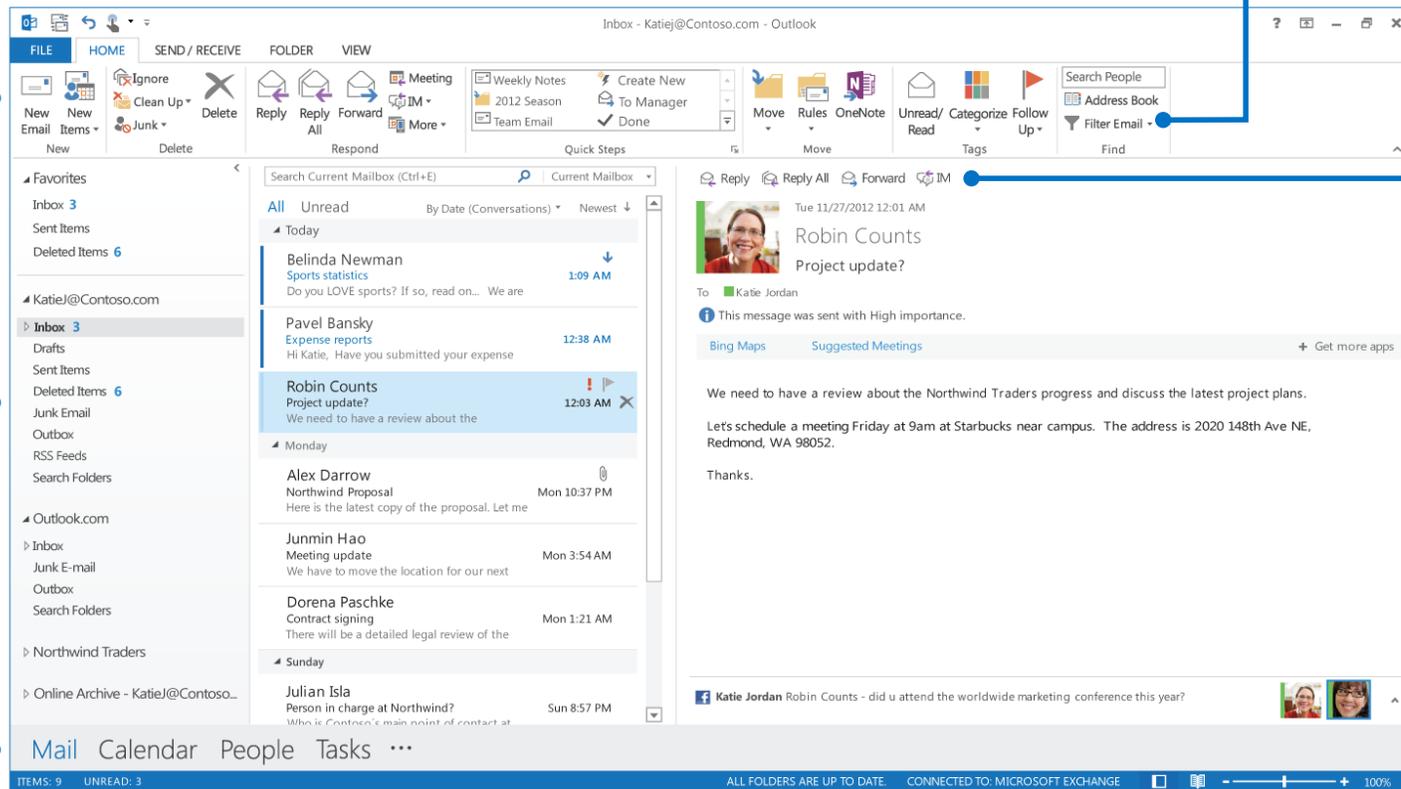
Use folders
Create new folders to keep track of your messages by project, person, or task.

Switch view
Go to your calendar, tasks, or contacts in one click.

Zoom in or out
Expand or contract your view by zooming in or out.

Microsoft

Create a new message

Use the ribbon options to choose the type of email you want to send.

1. Open your Outlook email and on the **Home** tab, click **New Email**. Or, if you want to add stationary or change text formatting, click **New Items**, click **E-mail Message Using**, and then select your option.

2. In the message, add recipients, a subject, and type the body of the message.

3. Click **Send**.
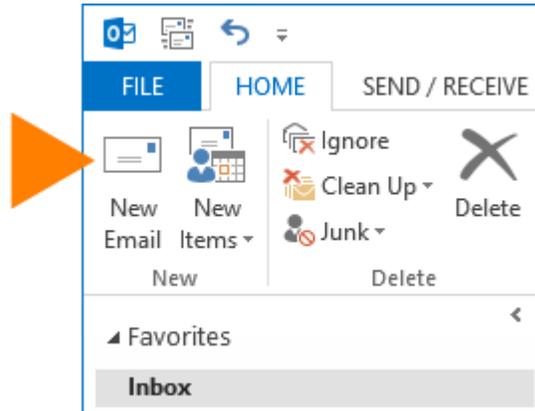
Set importance and reminders

You can let recipients know if your message has a higher or lower priority than usual and alert your recipients to follow up by a certain date and time by setting a flag. By default, messages are sent with normal priority. By adding a flag, your recipients can be asked to respond by a certain date, or you can remind yourself to take action by a certain date and time.

- To set importance, in the email message, under **Tags**, choose **High Importance** or **Low Importance**, and then send the message.

- To set a follow up date and time or a reminder, click **Follow Up**, and then set **Flag for me** or **Flag for Recipients**, and set the reminder date and time.
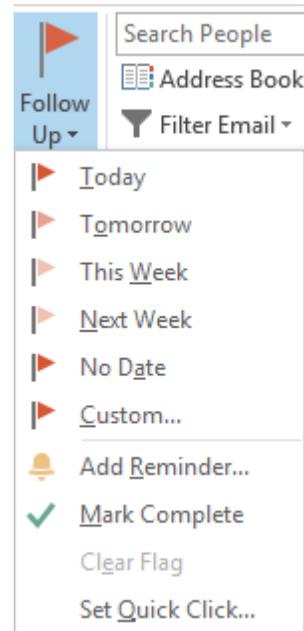
Create and include a signature

You can create one or more signature and then choose the one you want to use when you send the message.

To create one or more signatures

1. From your Inbox, click **File** > **Options** > **Mail** > **Signatures**. You can create a new signature or change the ones you already created.

To sign a message

1. In your email message, on the ribbon, under **Include**, click **Signature**.

2. Choose the signature you want to use, or choose **Signatures** to create a new one.

Attach a file, item, or hyperlink

Outlook can send several types of files with your message including a business card or a Calendar invitation. In addition, you can include a link, so people can navigate to a location.

To attach a file or another type of item

1. In the email message, under **Include**, click **Attach File**, and use File Explorer to browse for and select the file.

2. To attach another type of item, choose **Attach Item**, and choose the item to include.

To add a hyperlink

1. On the ribbon, click the **Insert** tab.

2. Under **Links**, click **Hyperlink**.

3. Enter the URL for the link and click **OK**.

Check your spelling, grammar, or use the Thesaurus

Outlook automatically checks the spelling and grammar of your message. To change these options, from your Inbox, click the **File** tab > **Options** > **Mail** > **Spelling and Autocorrect**.

If you're looking for just the right word, Outlook has a built-in Thesaurus.

From your email message, in the Ribbon, under **Proofing**, click the Thesaurus icon.
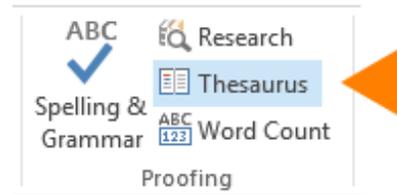
Change the format of your text

To change the font, size, color, and direction of the text in your email message, you can use the **Basic Text** options on the ribbon on the **Message** tab.

To access more options, click the **Format Text** tab. All of the options on this tab are related to text and are similar to what you might use in Microsoft Word.
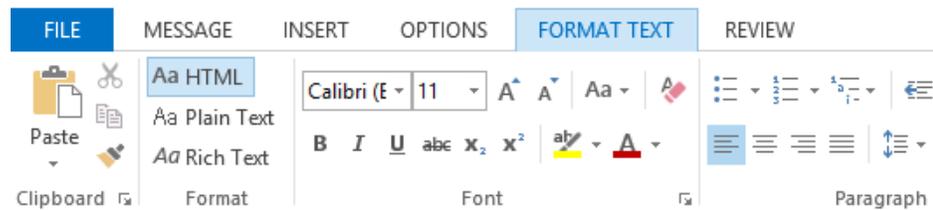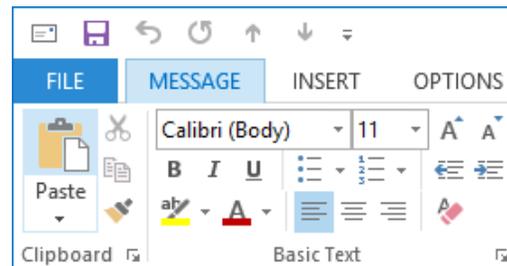
Add the Bcc line

You may want to send a message without exposing the recipients on the To or Cc lines. To do this, you use the Bcc, or Blind Carbon Copy, line.

1. In the email message, on the ribbon, click the **Options** tab.
2. Under **Show Fields**, click **Bcc.**
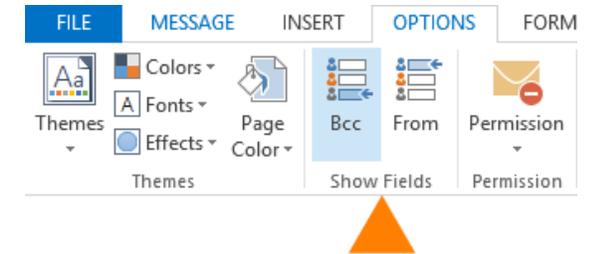
Request a delivery or read receipt

A delivery receipt informs you that your e-mail message was delivered to the recipient's mailbox but not that the recipient has seen it or read it. A read receipt informs you that your message has been opened.

However, do not rely solely on these receipts. In Microsoft Outlook, the message recipient has the option to decline to send read receipts. There are other scenarios where read receipts are not sent, including if the recipient's e-mail program does not support read receipts.

You can choose to track all messages you send or one message at a time.

Track all messages that you send

1. On the **File** tab, click **Options**.
2. Click **Mail**, and then scroll down to **Tracking**.
3. Check the boxes that apply for the read and delivery receipts you want.

Track one message at a time

1. In your new email message, click the **Options** tab.
2. Under **Tracking**, check the box(es) for **Request a Delivery Receipt** or **Request a Read Receipt**, depending on what you want to do.