

The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Microsoft Office Outlook 2010

Albert Robinson / Delwar Sayeed

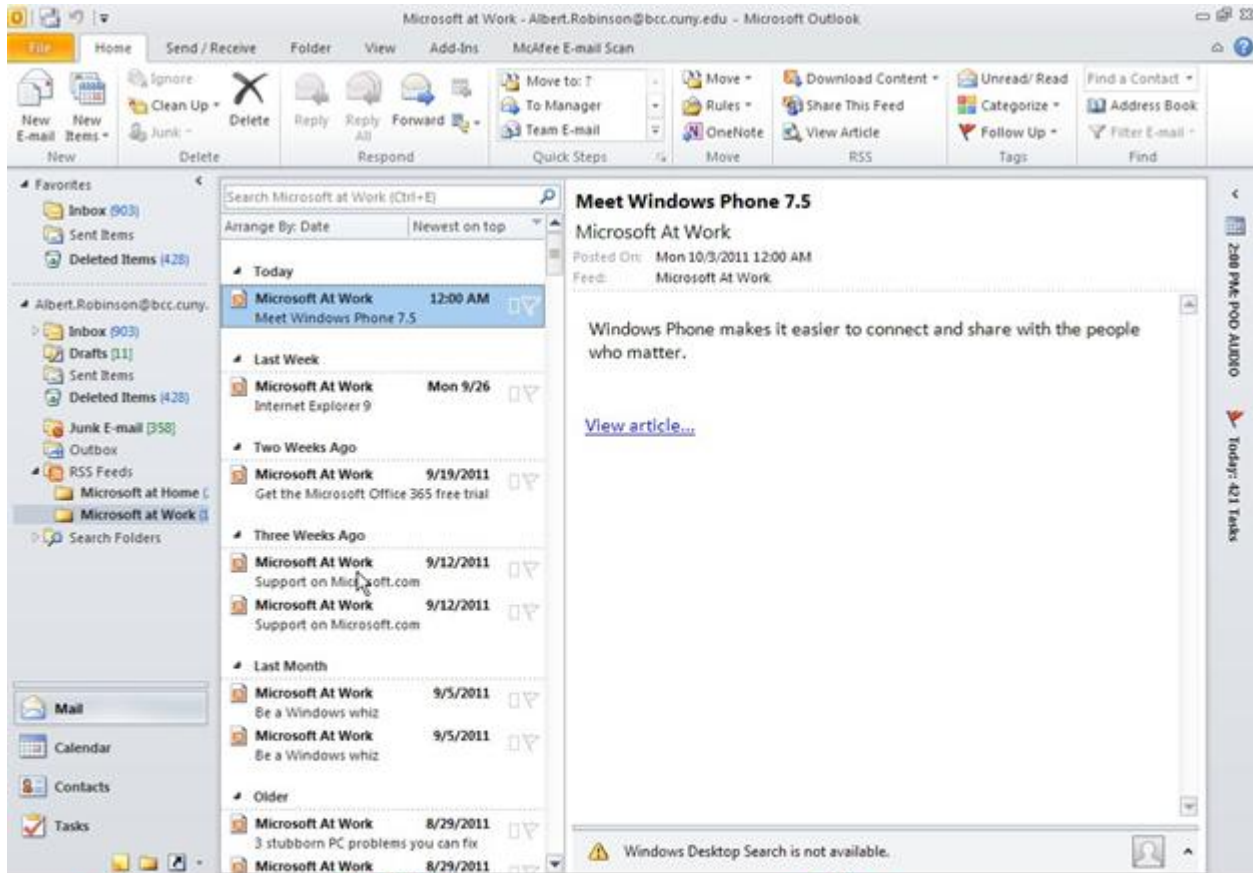
Faculty and Staff Development Programs



**Colston Hall Room 226
718-289-5100 ext. 3142**

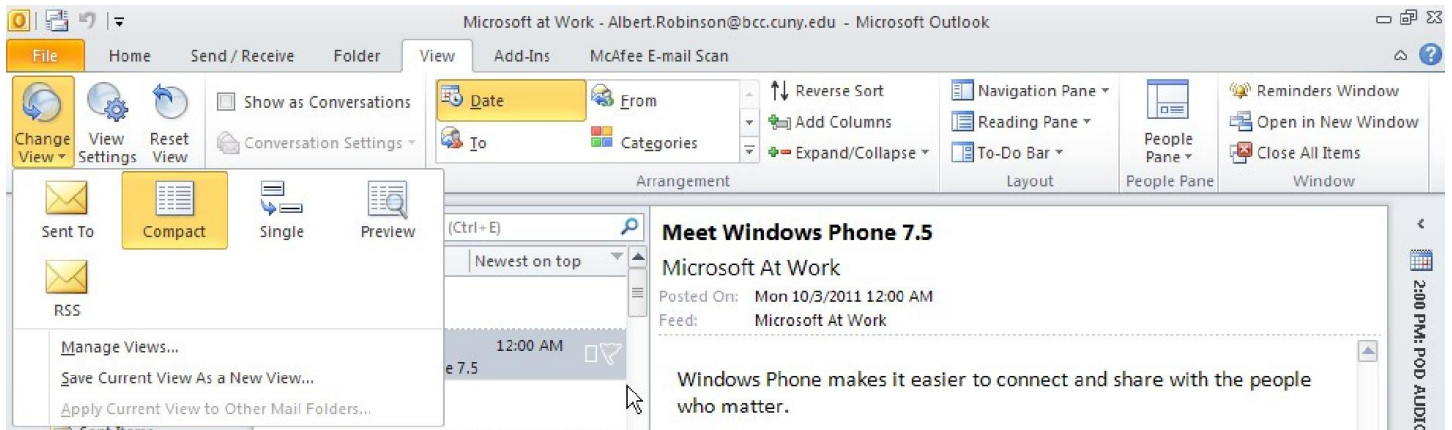
OUTLOOK 2010

BCC faculty and staff have 2GB of mailbox space.



CHANGING SCREEN VIEWS

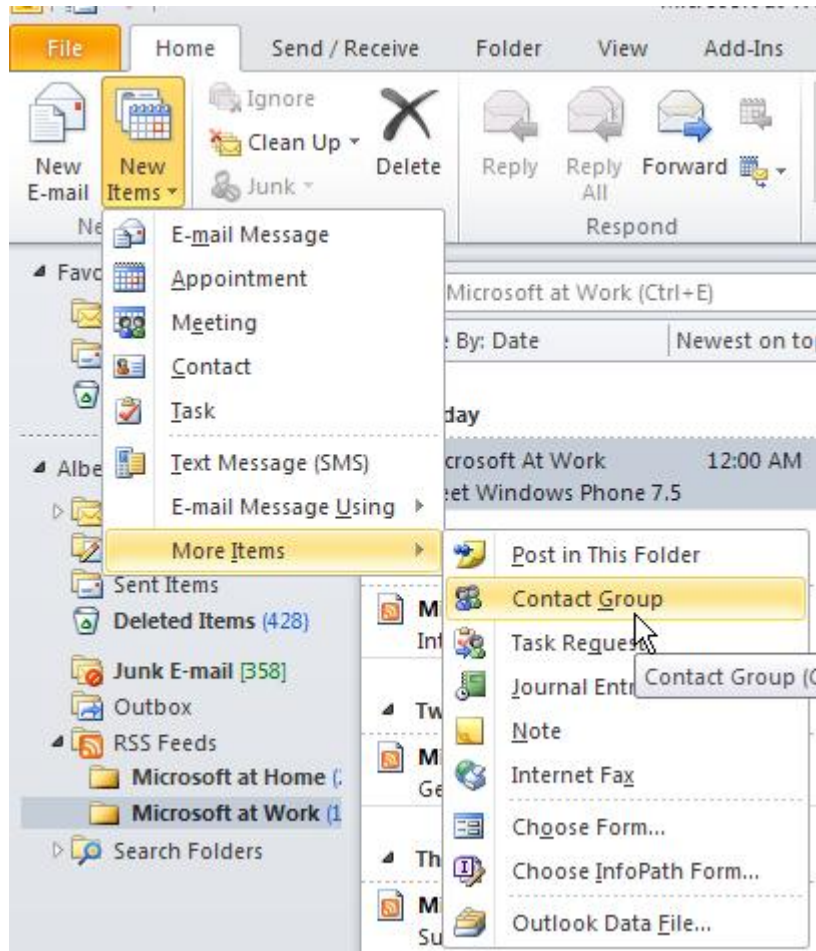
Click on the View ribbon, click on the Current View button, and then click the view that you want.



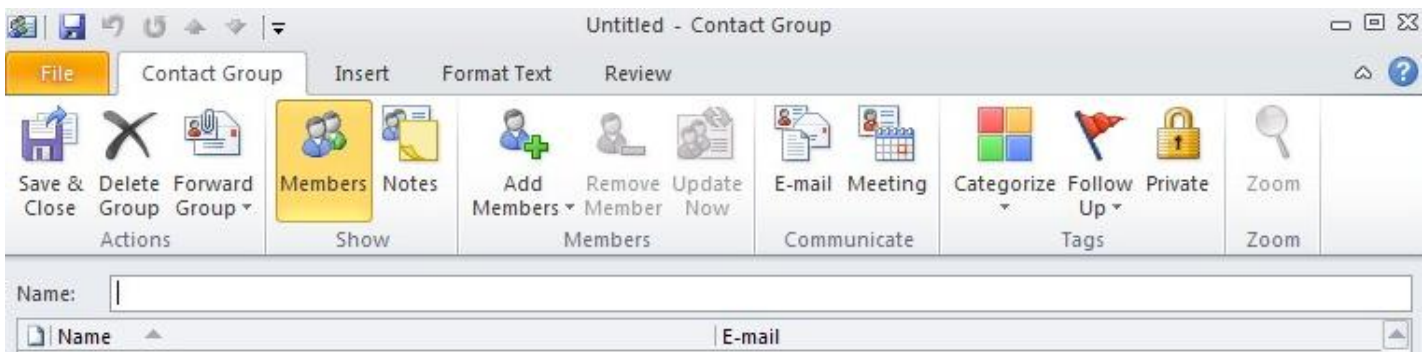
CREATING CONTACT GROUPS


Create a Contact Group using names in the Address Book

1. On the Home Ribbon, click on New Items.
2. Point to More Items.
3. Click Contact Group.

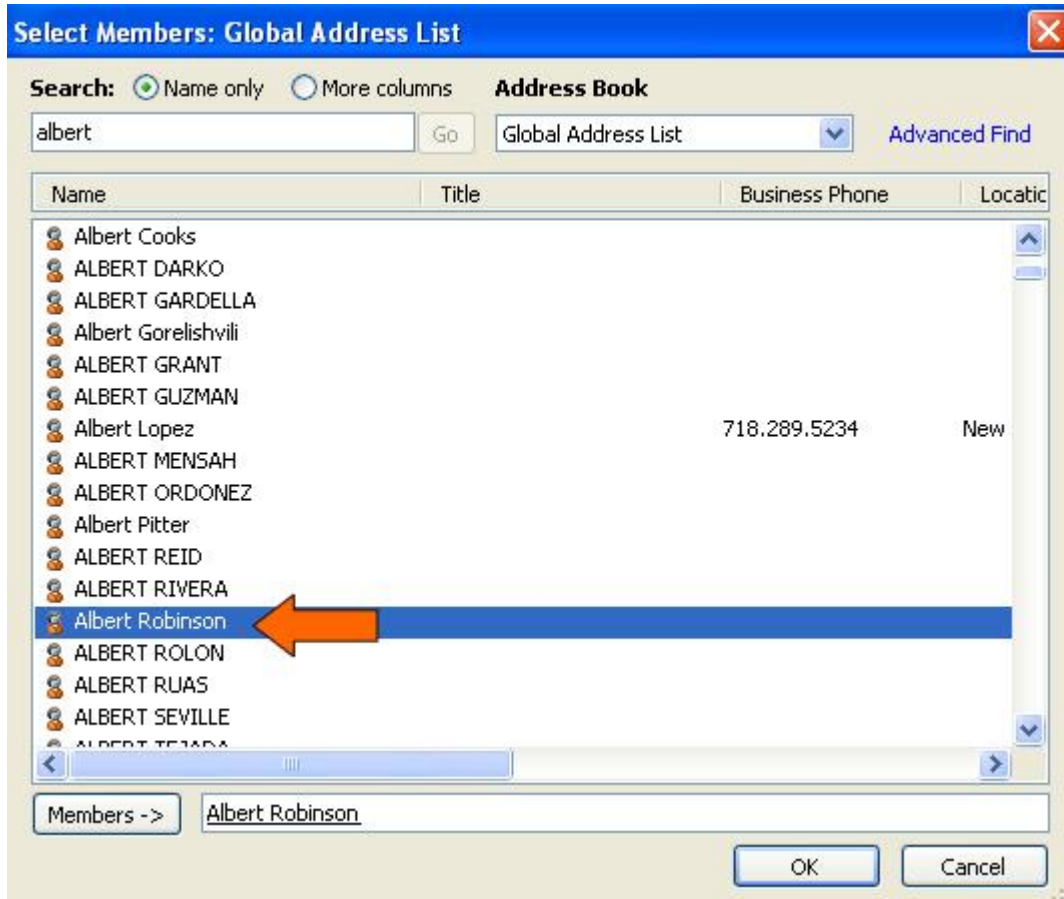


4. In the Name box, type the name for the Contact Group.



5. On the Contact Group tab, click  and then click on From Address Book.

- In the Address Book drop-down list, click the address book that contains the e-mail addresses you want in your Contact Group.
- In the Search box, type a name that you want to include. In the list below, click the name, and then click Members. Do this for each person whom you want to add to the distribution list, and then click OK.

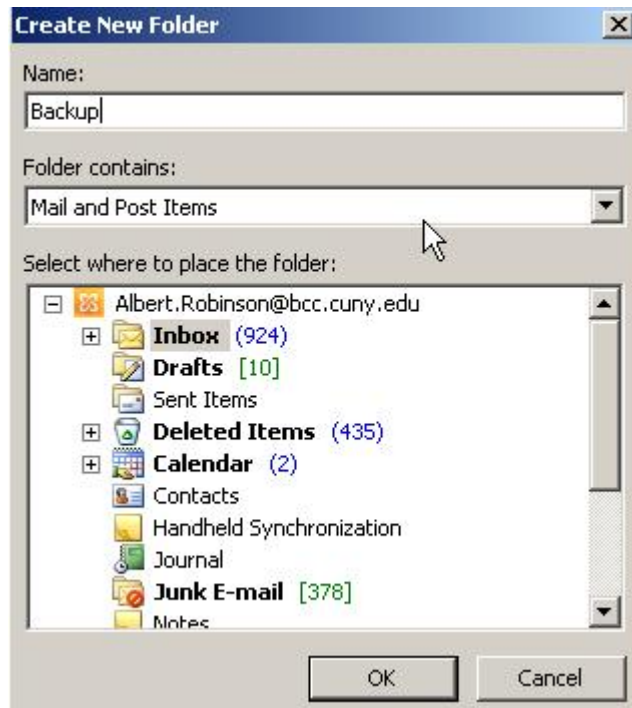
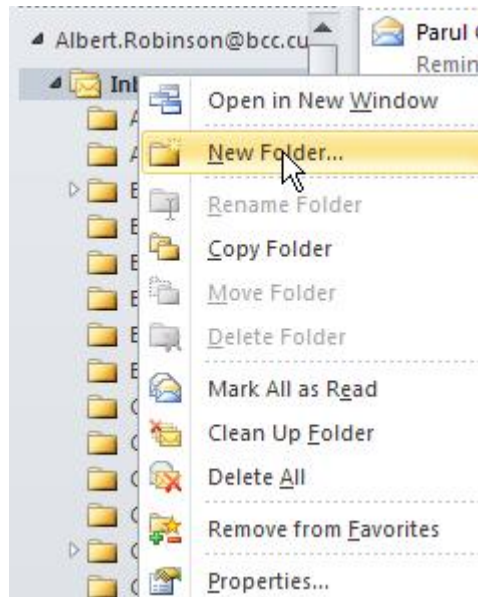


- Then click Save & Close.

The Contact Group will be saved in your Contacts folder by the name that you give it.

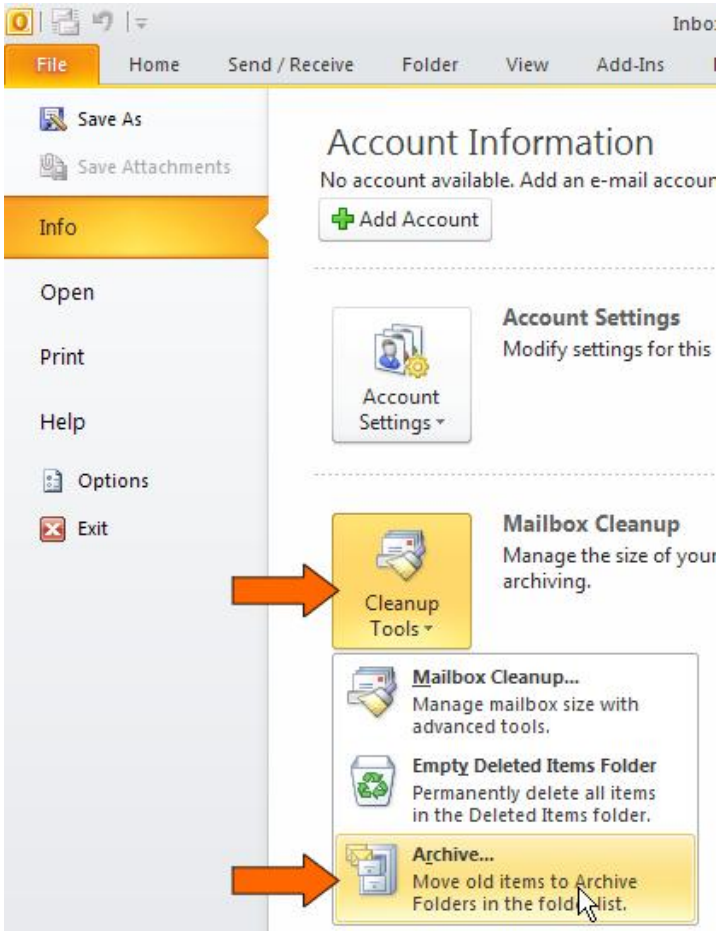
CREATING FOLDERS

1. Create new Folder.
2. Right click on the Inbox folder.
3. Click on New Folder.
4. Name the folder (Backup).
5. Click OK.

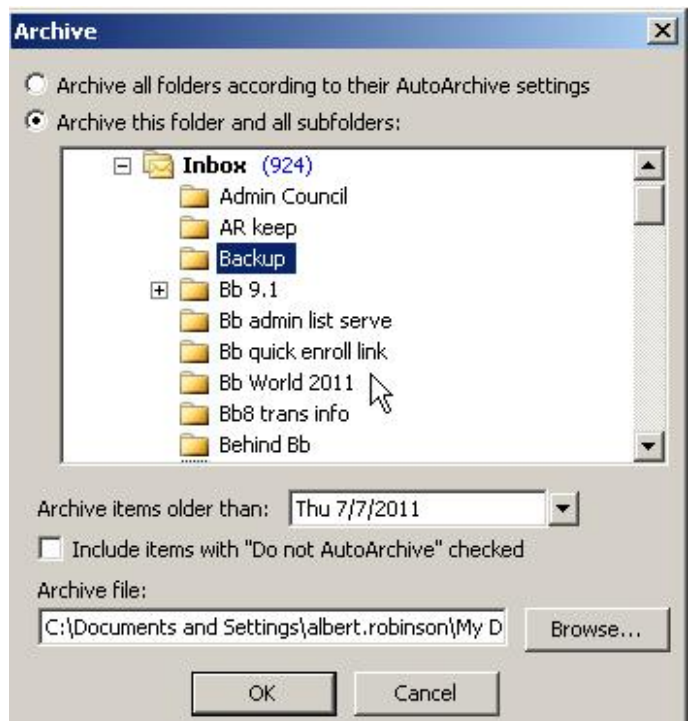
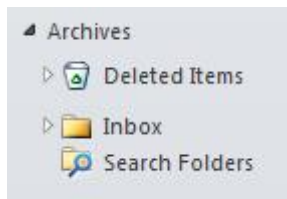


ARCHIVING EMAIL

1. Click on the File Ribbon.
2. Click on Cleanup Tools.
3. Click on Archive.



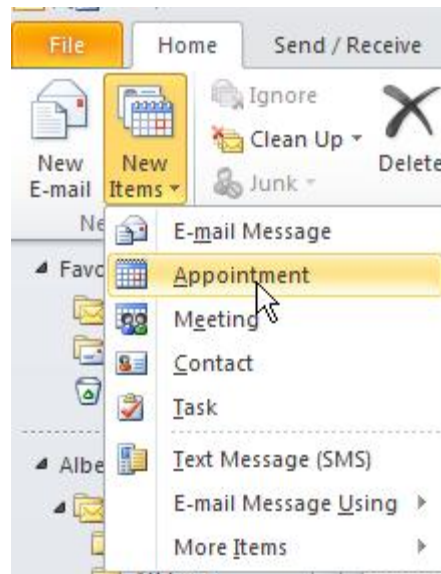
4. Select the folder that was created.
5. Click OK.
6. You should have a set of Archives folders at the end of the folder list.



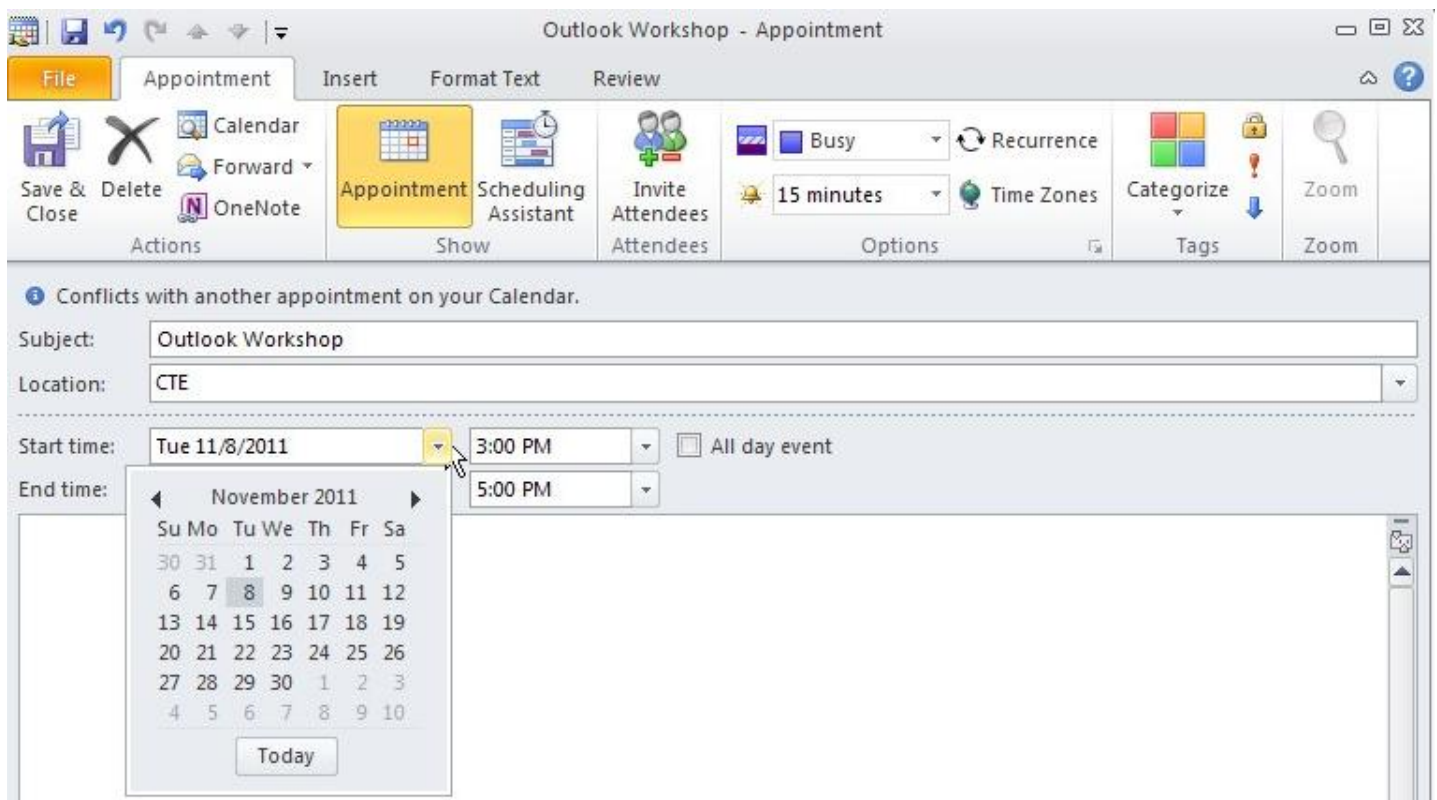
CALENDAR FUNCTIONS

Create an Appointment


1. On the Home ribbon, click New Items, and then click Appointment.



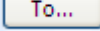
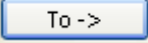

2. In the Subject box, type a description.
3. In the Location box, type the location.
4. Select the date and time of the appointment.
5. Click **Save & Close** to save the appointment.

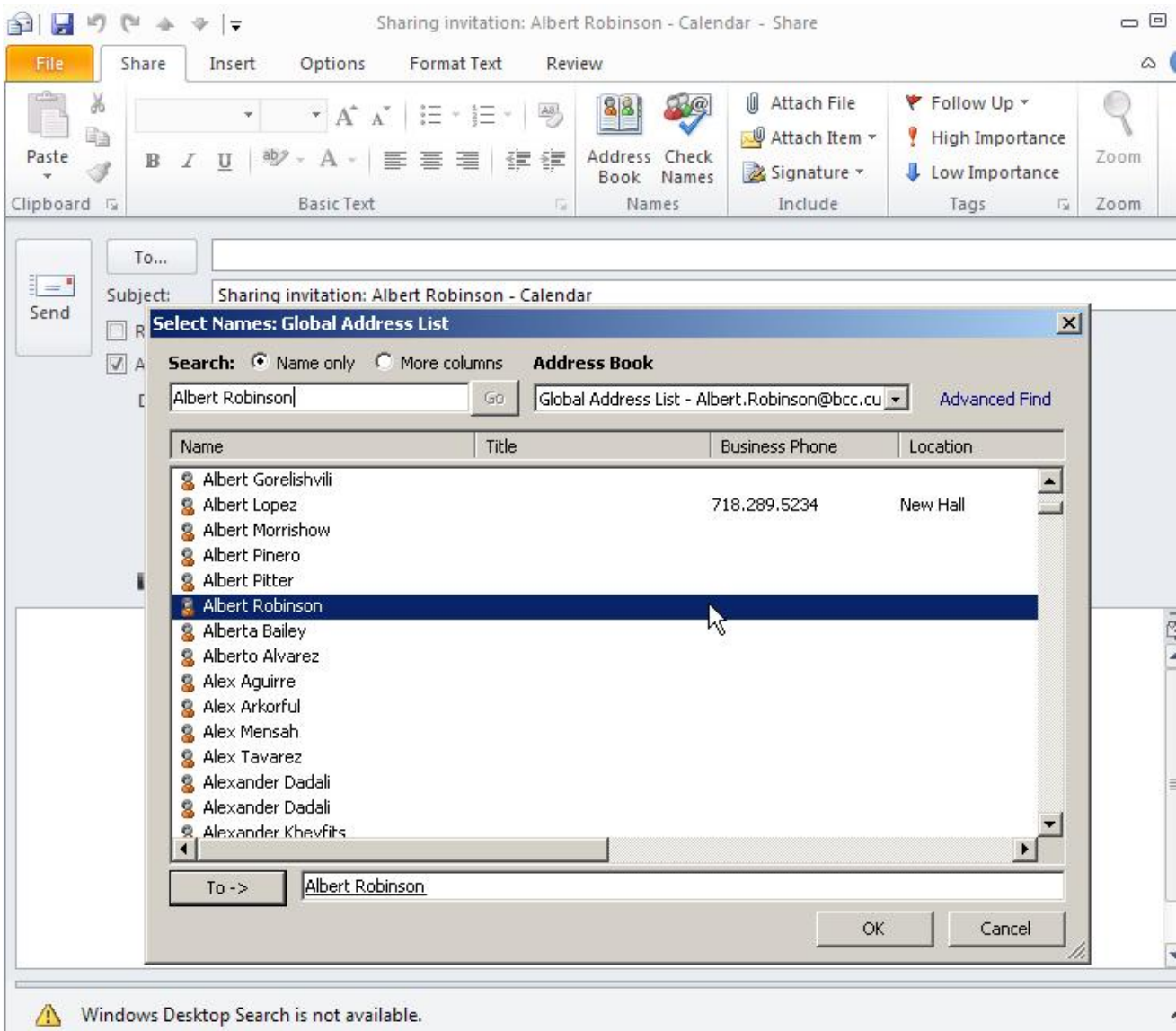


Sharing a Calendar

1. Click on the Calendar button.  Calendar
2. Click on the Share Calendar button.



3. Click on the  button.
4. In the search box, type in the name of the person you want to share your calendar with.
5. Click on the name and then click the  button, then
6. Click OK.  Send

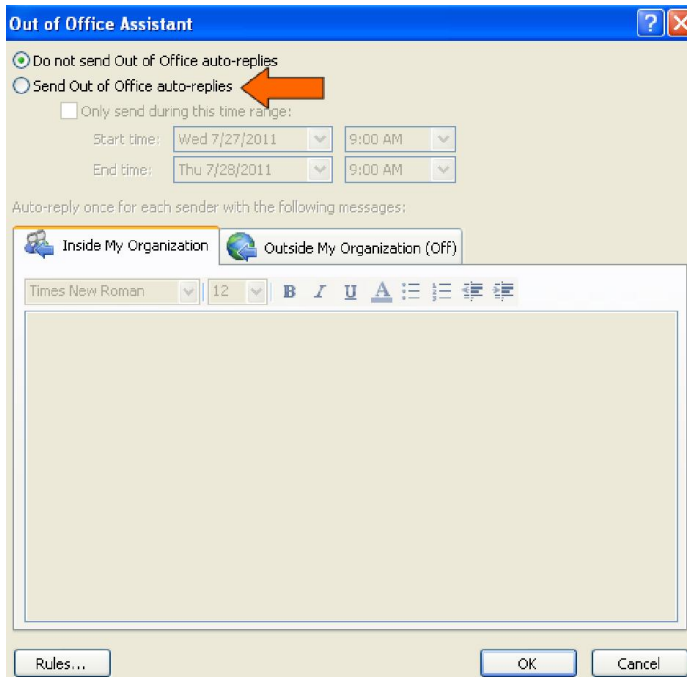


Setting up the Automatic Replies button (Out of Office)

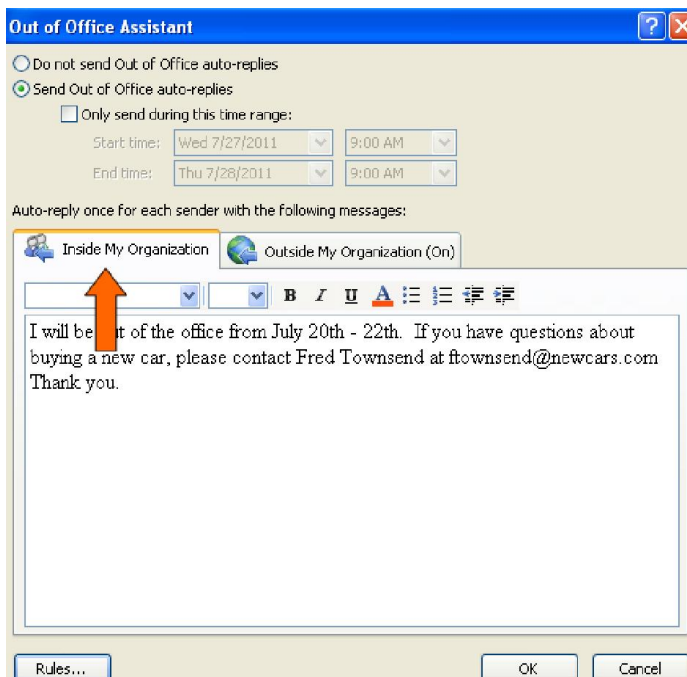
1. Click on the File Ribbon.
2. Click on Out of Automatic Replies button (Out of Office).



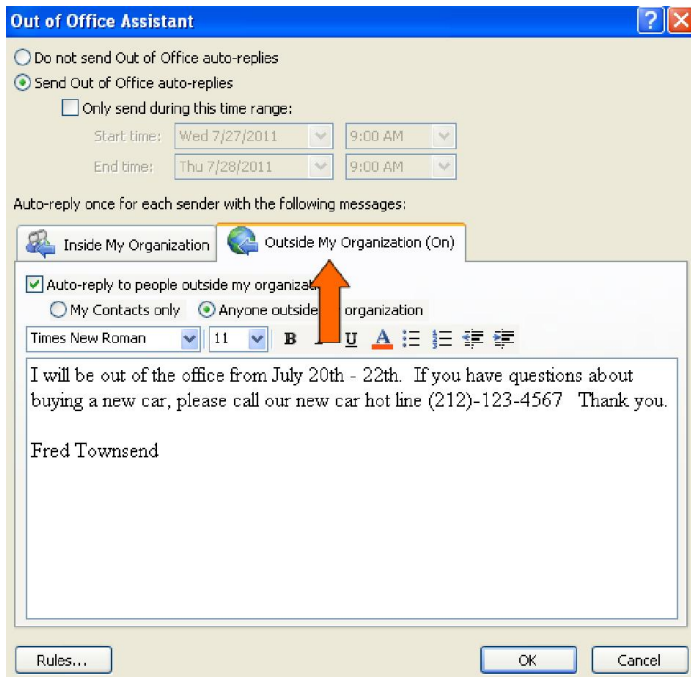
3. Select Send Out of Office auto-replies.



4. Type in the message you want to go out to people within BCC.



- Click on the Outside My Organization tab and type in the message you want to go out to people outside of BCC.



Within the Automatic Replies Assistant, you can also setup Rules.

- To add a Rule, click on the **Rules...** button.
- Click on the Add Rule button.



- Select the type of Rule you want to add.
- Click OK to add the Rule.
- Click OK to close the Rule list box.

Edit Rule

When a message arrives that meets the following conditions:

From...

Sent To...

Sent directly to me Copied (Cc) to me

Subject:

Message body:

Perform these actions: Do not process subsequent rules

Alert with

Delete

Move to

Copy to

Forward

Method: Standard

Reply with

Custom

OK
Cancel
Advanced...
Check Names

6. Click OK to add your Out of Office auto reply message.