

## Microsoft Outlook Instructions (E-Mail)

### Set up a Personal Address Book:

Go to **Tools – Services**.

Click on **Outlook Address Book**.

Click OK

Click OK

Close Outlook.

Open Outlook.

Go to **Tools – Services**.

Click on **Addressing**.

Under **Show This Address List First** – Click on black arrow on the right. Scroll to the bottom to **Contacts**.

Click Apply.

Click OK.

### To create a distribution List:

Go to **File – New – Distribution List**

Type in name for List in **Name** field.

Click on **Select Members**

At top of Window, click on black arrow next to contacts and scroll to **Vesey elementary School**. Click on name you want to add to distribution List and then click on **Add**.

Continue until you have added everyone. You can also go to the **Global Address Book** at the top of the window and select from all addresses in the district. You can also select from your personal **Contact List**. When you're finished, click OK.

Now, when you open a new e-mail, click on the word **To**: Click on the name of your distribution list, click **To** and then OK. The addresses are automatically put into the Address line.

### To Attach a File to E-Mail

Open up a **new E-mail**.

Type in the **Address** and **Subject**.

Click on **Insert** – Click on **File**.

Next to the **Look In** box, click on the black arrow.

Scroll to your folder and find the file you want to attach. Click on the file name and then click on **Insert**. File is now attached. Finish your message and then click **Send**.

## To Add an Address to your Personal Address Book

From e-mail you've received:

Open e-mail.

Right Click on **Address** (the **From:** line)

Click on **Add to Contacts**. A Contacts window opens up. If this is a non-TUSD address, then you may have to change the **Full Name** and **File As** lines. The e-mail address is inserted automatically. If this is a TUSD address, you shouldn't have to change anything, unless you want to list the **Full Name** by first name first instead of last name.

When you've finished, click on **Save and Close**.

If you just want to add an address by hand:

Click on **Contacts** under **Outlook Shortcuts** on the left side of the window.

Click on **New** in the Tool Bar. Fill in the **Name**, **Files As** and **e-mail address**.

Click on **Save and Close**.

## Using a Signature

You can add a personalized signature to your e-mail automatically.

From the **Main Outlook Window**:

Click on **Tools and Options**.

Click on **Mail Format**.

Click on **Signature Picker**.

Click on **New**.

Enter a **Name** for your Signature.

Click on **Next**.

Type in your Signature. This can include your name, title, address, phone number, proverb, etc. Anything you want. You may want to have a personal and business signature. Highlight what you've typed and click on **Font** to change the type style.

When you're done, click on **Finish**.

## Calendar

Click on **Calendar**, click on the day of the month you want to enter an appointment.

Double Click on the time of that appointment. Enter as much information as you wish.

You can put the name of the appointment, the place, the time it starts and finishes and when for the calendar to remind you of the appointment. When you're done, click on

**Save and Close**.

## Invite People to a Meeting

You can also invite people to attend a meeting that you've scheduled.

Double click on the appointment. Click on **Invite Attendees**. Click on **To**: Click on the distribution list you want or the individual you want to invite, then click on **Required**.

Click **OK**. You can type a message in the message box at the bottom if you wish, or you can leave this blank. Click **Send**.

### Putting this in your Calendar

When you receive e-mail informing you of an appointment that is pertinent to you, you can add this to your calendar automatically and send a reply confirming that you'll be attending/participating.

Open e-mail.

Click on **Calendar**.

Click on **Accept** or **Decline**. It will give you the option of writing a note. You can click **Edit** or **Send The Response Now**. If you click **Edit** – then type your comments and click **Send**. Voila!! You have now responded to the invitation and put it in your calendar.