

School District of Mystery Lake

Microsoft Outlook (Email)

Support Documentation

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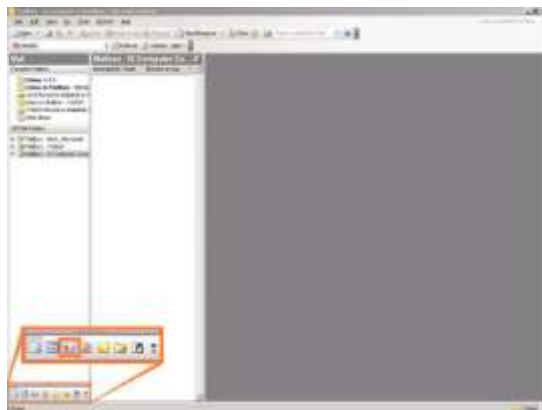
Distribution lists

Distribution lists can be helpful in sending the same message to a large number of people. Generally, groups of people all interested in the same information will be in a Distribution List. For example, you could create a list for all staff in your school. Distribution Lists generally work best with fewer than 100 members.

Microsoft Outlook has the ability to create a distribution list from your Contacts, and store that distribution list in the Contacts folder. This document describes how to create such a distribution list. There are 2 ways to create a distribution list: 1) select members, 2) add new members.

Getting Started - 1 select members:

Setting up a distribution list in Outlook 2003 requires you to switch out of the Mail interface that most users are familiar with and go into the Contacts interface. The easiest way to do this is to click on the Contacts icon at the lower left of the Outlook window:

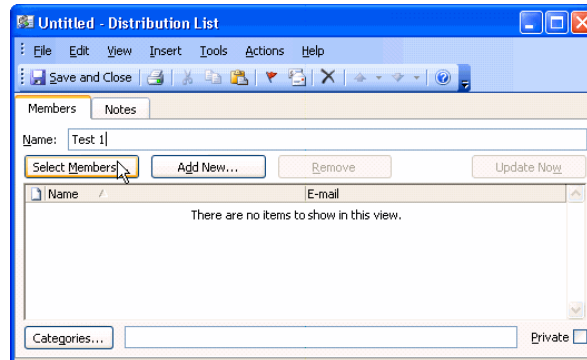


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- From the menu, choose **File, New, Distribution list**
- Give the distribution list a name



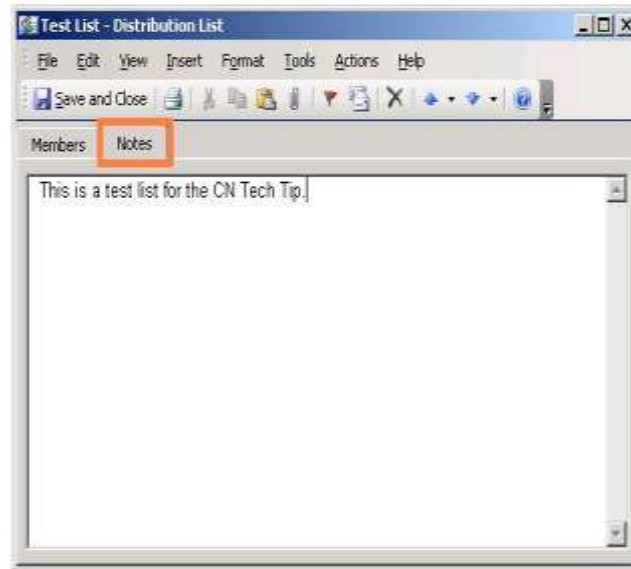
Click the **Select Members** button



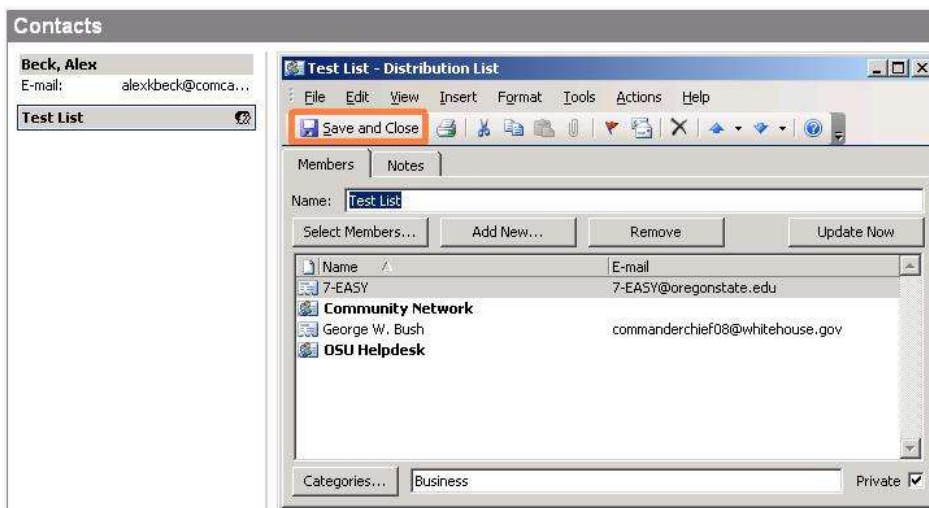
- Find names from the Contacts List
- Double-click the name to add to the distribution list. It will appear in the **Members** box

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- The notes section of the Distribution List window allows you to write down all kinds of information about this list such as what the list is for, when you last sent out a message to the list or when your next message should go out.



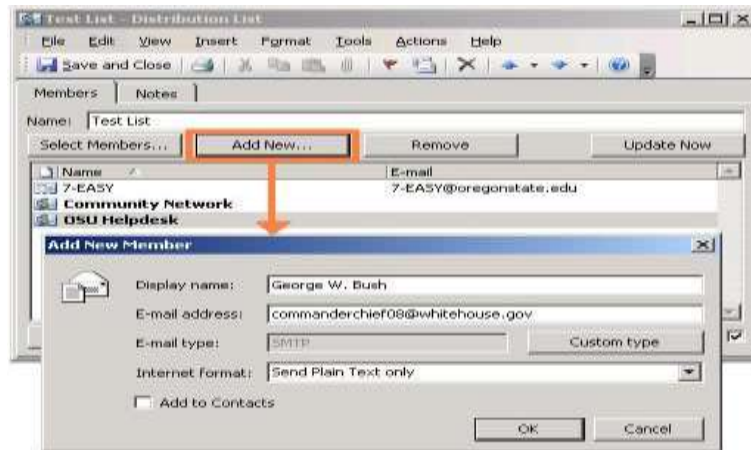
- Once you are satisfied with how your list is set up click on the Save and Close button. You will now notice that there is a new entry in your Contacts view for the list you just created. You will also notice that the Distribution List icon (2 cartoon heads) shows which entries are lists.



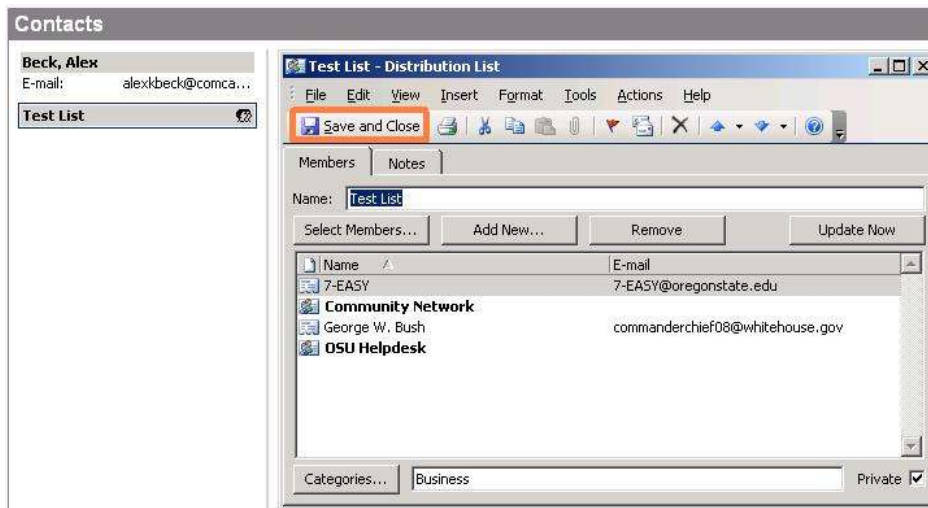
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The second option for adding new members using email addresses

Click the **add new** button



- Provide a display name
- Enter the email addresses that you want in your list
- If you want to add the new contact to your contact list, check the 'add to contacts' box
- Save & close



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Now that you understand how to create a distribution list you should understand "Bcc" or Blind Carbon Copy.

"Bcc" allows you to send an e-mail without showing everyone the e-mail address of the recipients. It also is the polite thing to do. This way you're not inadvertently sharing a person's e-mail with a group of people they may not know, by including them in a mass email. You can also use the "Bcc" field to quietly notify a third party that a message has been sent.

Use of "Bcc" for long lists of addresses is important for two reasons:

It protects the privacy of those to whom you send a message, and

It makes forwarded e-mail less confusing to read

When using "Bcc" add your own e-mail in the To: field to ensure yours is the only address shown.

Sending Messages to a Distribution List

There are many ways to send messages to a Distribution List like the one you have just made. When in Outlook Mail view, you can create a new email message and press the "To" button to bring up the address book. Now select your Contacts from the "Show Names from the:" drop-down menu and you will see the Distribution List. Double click it to add it to the recipients for this message. Note that the name of your Distribution List appears in bold letters and has the 2 headed Distribution List icon.

Also, you are able to send to your distribution lists from the Contacts view. Right-clicking on your list in the Contacts view allows you to choose New Message to Contact which will open a new message request to the Distribution List. And another way to send to a Distribution List would be to open up the list by double clicking it in the Contacts view and opening the Actions menu in the Distribution List window. This menu gives you a number of things to do with the list.

To send to a distribution list

- Create a new message
- Click the **To** button and select the distribution list from your contacts or type in the name of the distribution list in the **To** field.

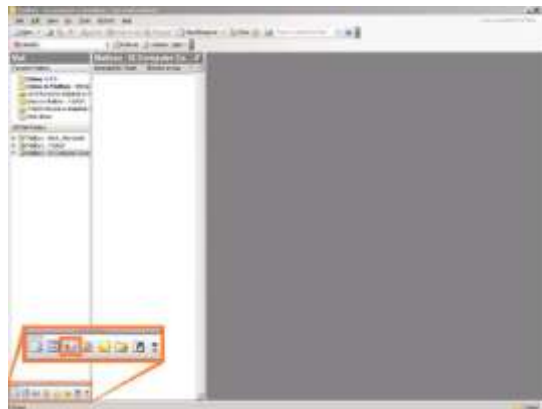
Copy a distribution list that someone else has created

- Open an email message that was sent to the distribution list
- Click **Reply to All**
- Select all the addresses in the **To** box and use the keys **Control + C** to copy to clipboard
- From the menu, choose **File, New, Distribution list**
- Give the distribution list a name
- Click the **Select Members** button
- Place your curser in the **Members** box and use the keys **Control + V** to paste the names

Click **Save** and **Close**

Sharing Distribution Lists

When you receive an email with a Distribution List attached, simply drag the Distribution List icon from the email down to the small Contacts icon in the lower left of the Outlook window.



Display the total number of items in a folder

You can display the total number of items in a folder, instead of displaying the number of unread items in a folder. The total number of folder items is displayed in green text after the name of the folder, while the number of unread items is displayed in blue text.

Right-click the folder you want to display the total number of items for, and then click **Properties**.

1. On the **General** tab, click **Show total number of items**.

Note: To display the number of unread items, on the **General** tab, click **Show number of unread items**.

Outlook Signatures

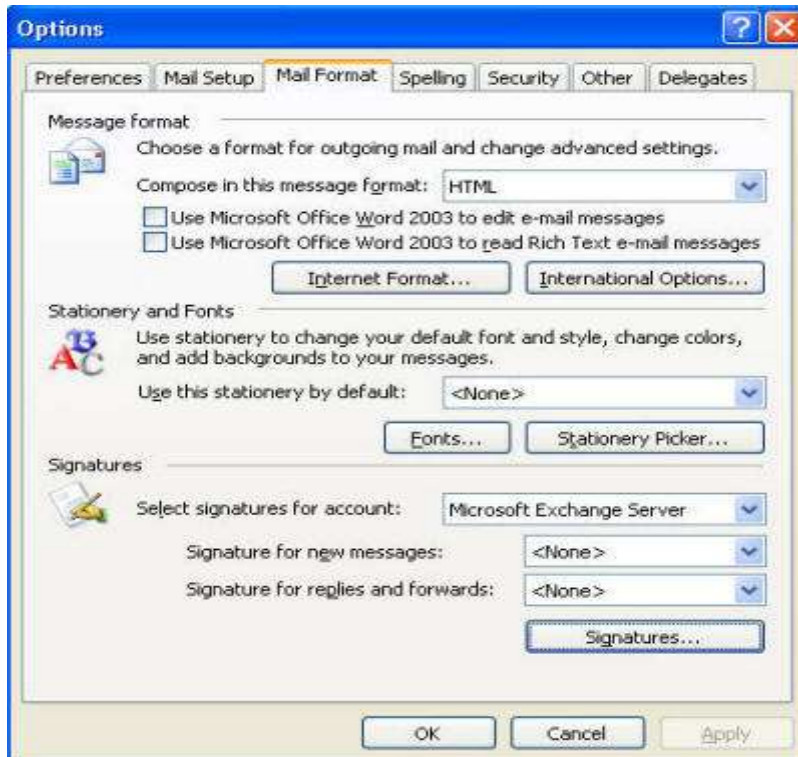
Another option for customizing your e-mail messages in Outlook is to create signatures that are automatically added to your messages.

You can create one signature for new messages and another for message replies and forwarded messages. You can also have a separate set of signatures for each e-mail account that you use with Outlook. When creating signatures, keep in mind that they're part of your e-mail document, so their appearance should be consistent with the tone of your message and appropriate for the particular recipients.

To ensure a professional effect every time, format signatures with a small amount of font and paragraph formatting that compliments the style of your messages and that's easy to read without overpowering the message content.

To create an email signature:

1. Click **Tools | Options | Mail Format**.



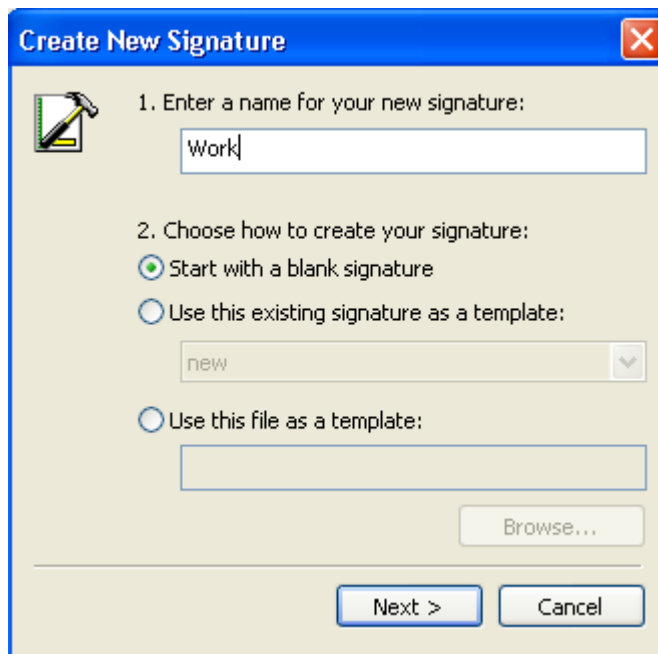
9. Click **Signatures...**

3. In the **Create Signature** dialog box, click **New...**



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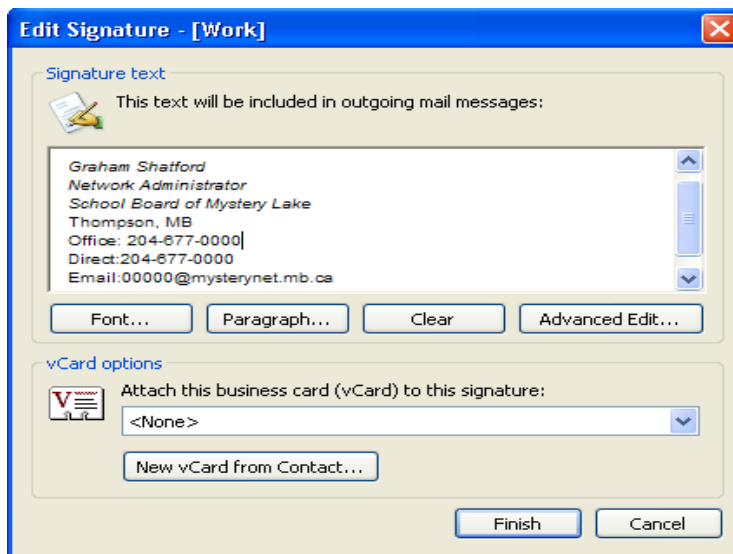
4. Enter a name to identify the signature.



Note: This can be your name or some other description of the signature. For example, you might have one signature for internal email and one signature for external email. In such a case, you might name them internal and external to distinguish them.

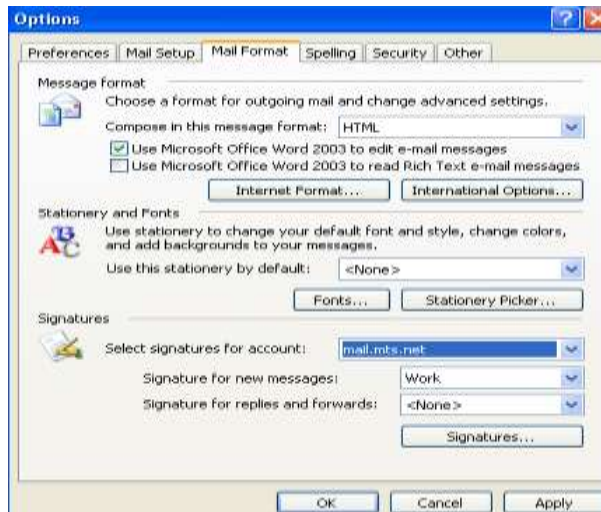
5. Choose **Start with a blank signature** and click on **Next**

6. Enter the information you would like to appear at the bottom of your messages and click on **Finish**.



7. In the **Create Signature** dialog box, check the **Preview:**. If you need to make further changes, click on the **Edit...** button. Otherwise, click **OK**

8. In the **Options** dialog box, the signature will be automatically selected as the **Signature for new messages**:



9. To finish, click **OK**

Set a default stationery

Outlook offers a large assortment of stationery to add creative backgrounds to your e-mail messages. You can select from the stationery available in Outlook, create your own stationery from any HTML document, or select from additional stationery on the Microsoft Office Online site.

- On the **Mail Format** tab in the **Options** dialog box, click **Stationery Picker**.

Note: When you use stationery, keep in mind that the complexity of some stationery designs might cause your e-mail messages to take longer to open, depending upon the recipient's computer and e-mail program.

Stationery might add more formatting than you need for some e-mail messages. For example, a message to your boss or to a client is likely to look more professional if you use formatting that's clean and simple, rather than formatting that includes elaborate colors and graphics. Remember that the reason to use any formatting in any document is to help the content shine through. When formatting overpowers your content, your message might not be as effective as it can be. To create a professional impact with all of your e-mail messages, consider instead using well-chosen Word formatting such as styles, tables, and the occasional graphic, just as you would when formatting any important document.

Use stationery for a single message

When stationery is appropriate for your message, it can be fun to use. You can apply Outlook stationery to a new individual message by creating a message based on that stationery.

- On the **Actions** menu, point to **New Mail Message Using**, click **More Stationery**, and then select your preferred stationery for the new message.

Note: You do not have the option to create your own stationery when you use this method.

Add a name to the Blocked Senders List

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.
3. Click the **Blocked Senders** tab.
4. Click **Add**.
5. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter the name or address you want added, and then click **OK**.
6. Repeat steps 4 and 5 for each name or address that you want to add.

Notes

- You can quickly add a name to the **Blocked Senders List** by right-clicking the junk e-mail message, and then, on the shortcut menu, pointing to **Junk E-mail** and clicking **Add Sender to Blocked Senders List** on the shortcut menu.
- You can also click on the message, hold down the **alt** key & press **A J B**.
- If you have existing lists of names and addresses that you want to block, you can import the information into Microsoft Office Outlook 2003 by saving the list as a text (.txt) file with one entry per line, and then importing the list.
- To remove a name from the **Blocked Senders List**, in the **Blocked Senders** tab, click the name you want to remove from the list, and then click **Remove**.

