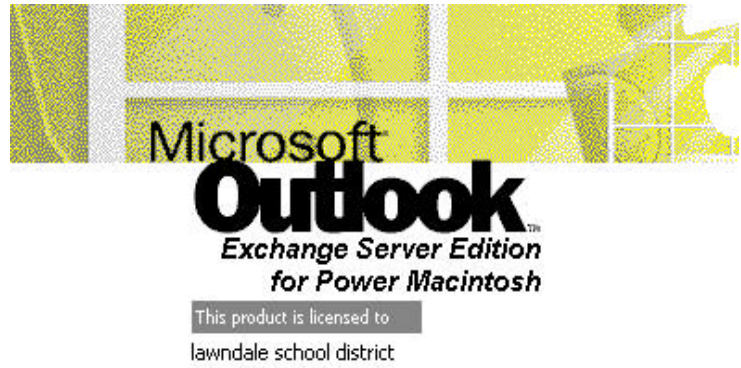


Learning to Use Microsoft Outlook



Introduction

We have all heard the commercials--“Are you on e-mail?” Well, now we all are! And using Microsoft Outlook, you can check your e-mail at school or at home.

Topics to Be Covered

1. Sending
2. Receiving
3. Replying
4. Attachments
5. Accessing Your Account
6. Your Address Book

Before we can start sending mail, we need to open Outlook. Go to the Apple menu and highlight “E-mail”. That will open Outlook. Make sure that the name is correct (while we are in the PDC, don’t change the User Name.) I will give you the password. Then click “OK.” Now you are in Outlook!

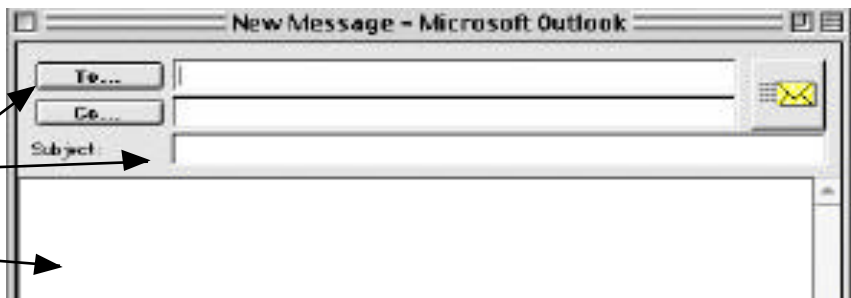


1. Sending Mail

Many of the functions that you will want to perform (sending mail, replying to messages, etc.) can be accessed from the tool bar.



Click on the new message button. You will get a window that looks like this. An e-mail message has three parts: the address (To and also Cc), the subject (what the e-mail is about) and the body (where you write your message).

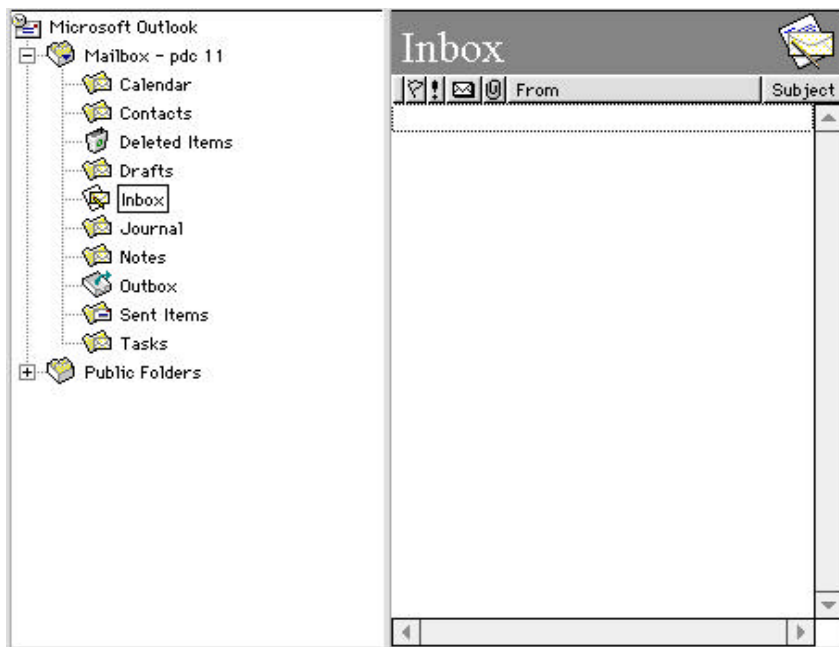


Click in the “To...” box and type an e-mail address, such as “pdc11@lawndale.k12.ca.us”. Use the tab key to move to the “Cc...” box. You can type another e-mail address in this box, and another person will also get a copy of this message. Tab to the “Subject” box. Type a short line giving the general topic of your message. Tab one more time to the body section and type your message. Once you are done, you can send it. Click the send button.




2. Receiving Mail


The middle section on your screen shows all of the different folders and boxes you have: the Inbox, the Drafts folder, the Outbox, etc. Click on a folder to see what is in it. For example, when you click on the Inbox folder, the When you are sent a message, it will appear in your Inbox if your Outlook program is open. If your Outlook program is not open, your new mail will appear when you next open Outlook. (You know you are in your Inbox because the column heading on the right is “Inbox”.)




Double-click on the message in your Inbox (it will be in bold). The message will open up so you can read it. When you are done reading the message, you can click in the close box.

3. Replying to a Message

If someone writes you an interesting e-mail, you will probably want to reply. To reply to a message, click on the “Reply” button on the tool bar.  You will get a new window, with the address already filled in and with the other person’s message in the body of the e-mail. You can highlight and delete the message or you can leave it there so that the person you are writing to knows what you are responding to.

If the message was sent to more than one person, you can click on the next button,  which will send a reply to all the people the message was originally sent to.

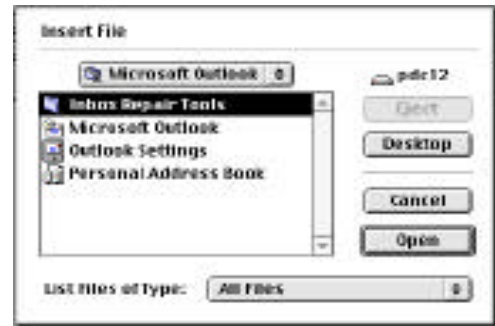
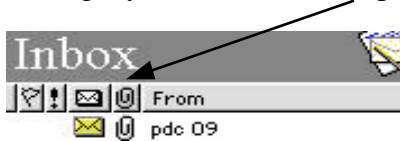
If you got a message that you want to share with other people, you can forward it to other people. Click the “Forward” button, and add the other e-mail addresses. 

4. Sending and Receiving Attachments

In addition to sending messages, you can also send pictures and files. You can send something that you are working on at school to your house, or vice versa. Think of the possibilities! To do this, you need to attach a file.

Create a new e-mail message. Fill in the address, subject and body. Then, go to Insert ... File. You will need to find the file that you want, click on it and click “Open”. In your e-mail message, you will see a box with the name if your file. Go ahead and send your message.

When you get an e-mail message that has an attachment, you will know because of two things. First, next to the message, you will see a little paper clip.

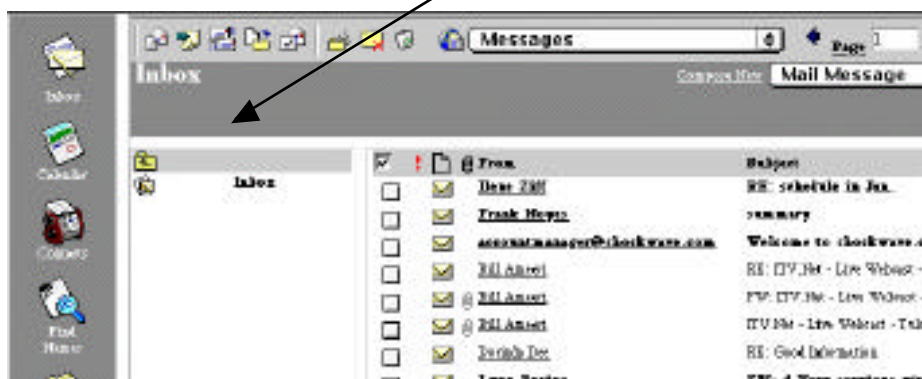
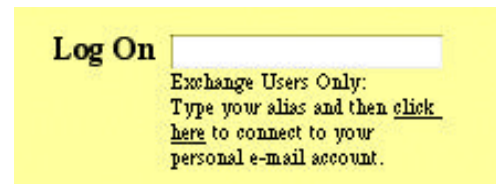


When you open the message, you will see a box under the message with the name of the file. To open the attachment, you double-click on the file and it will open.

5. Accessing Your Account

There are three ways to access your e-mail account. If you are at your computer in your classroom, you open Outlook and enter your password. Then you can get your e-mail at your computer.

If you are at another computer in the school district, you can access your account through the web. Open Microsoft Explorer. In the address line, type “http://10.10.1.10/exchange” and press the return key. You will get a screen that says Microsoft Outlook Web Access. Type your account name into the Log On box (firstname_lastname) and press the return key. You will see another box where you enter your password. Click OK. The next screen will look similar to the Outlook screen.

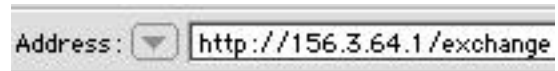


The new messages will appear on the right side. Double-click on a message to read it. The tool bar is very similar to the regular Outlook program.

To send a new message, click on “Compose New Mail Message”. Then you can follow the same basic steps as with Outlook.



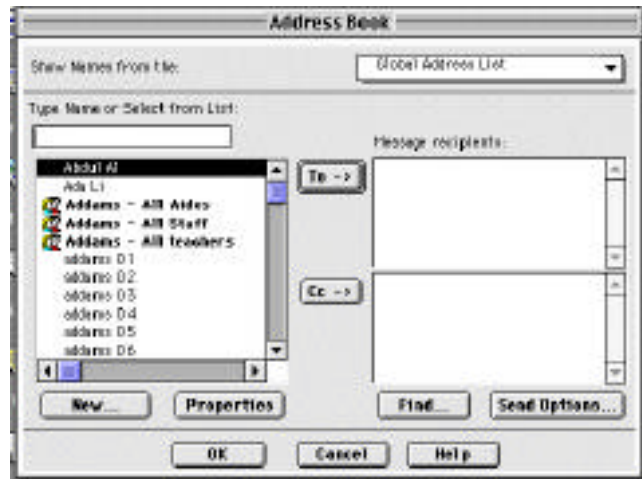
The third way you can access your account is at home. If you have Internet access at home (through Earthlink, CompuServe or AOL), you can also check your Lawndale account. Open your web browser and type “http://156.3.64.1/exchange” in the Address bar, and type the return key. Then follow the directions above.



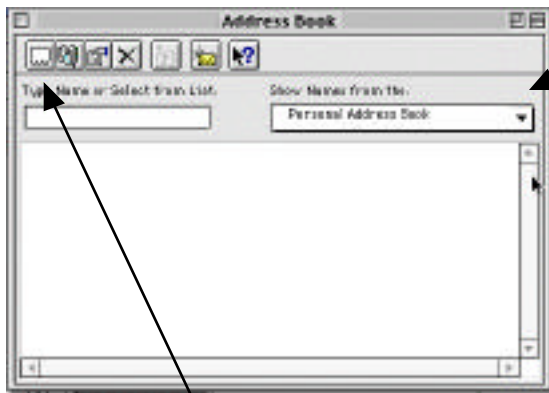
6. Your Address Book

One of the great aspects about e-mail is the ease of communication. You can easily get other people’s addresses and send them mail. But who wants to type an @ symbol each time? Nobody! The answer is your address book!

Your Outlook program comes built in with addresses for everyone in the school district. To use it when you are sending a message, create a new message. Click on the “To” button in your e-mail message and the Address Book will open. Click on the person’s name and on the “To” button, and the name will move into the Message recipients box. You can add more than one name. When you have added everyone’s name, click OK at the bottom and finish your message.



To add people to your address book, open the Address Book. Change the drop-down arrow to Personal Address Book.



Click the New Card button on the top left.



On the next screen, highlight “Internet Address” and click OK.



Type in the person's name and e-mail address and click OK. Then that person will be in your Personal Address Book, and you can send them mail.



That's about it for today! Let me know if you have any questions. You can e-mail me at yvette_abatte@lennox.k12.ca.us. I am also in the Lawndale address book near the bottom (Yvette Abatte).