

Outlook 2007 Tips and Tricks

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Special points of interest:

- Creating a Distribution List
- Changing Email Group Headings
- Selecting Fonts and Stationary
- Creating a Signature
- Turning off Sound
- Finding Your Frequent Contacts
- Recalling a Message
- Changing Email Group Headings

Creating A Distribution List

- Open Outlook.
- Click on "File" > "New" > "Distribution List".
- In the "Name" box, type a Name for your Distribution List. (such as: Math Team).
- On the Distribution List toolbar, click "Select Members".
- In the Address Book, click on the down arrow to select the address book that contains the email addresses you want to include in your distribution.
- In the "Search" box, type a name that you want to include in the group. When the name you want appears in the group, click on the name and then click "Members".
- Repeat this step for each person you want to add to your Distribution List.
- If you want to add a longer description of the distribution list, on the Distribution List tab, click "Notes" and then type the text.
- The Distribution List is saved in the "My Contents"

Creating A Distribution List From an Email Message

- In a message that you want to copy the list of names from, click on the list in the To: or CC: box to highlight them.
- Right click on the highlighted names, and click "copy".
- Click on the Office Button.
- Click on "Create New Item" > "Distribution List".
- On the Distribution List, in the Members group, click "Select Members".
- At the bottom of the Select Members dialog box, in the Members box, right click and select "Paste".
- (A member does not need to be in your Address Book in order to be added to the distribution list. The member's name and email address will be included when you copy and paste from the email message.)
- Click "OK".

Changing Email Group Headings

Emails are automatically arranged in groups according the date they arrived, such as "Today", "Yesterday", "Date". If these headings annoy you, you may remove them easily.

- Open Outlook.
- Click on "View" > "Arrange By"
- Click on "Show In Groups" to remove the check on the left of the phrase.

Create a Signature

- Open Outlook.
- Click on "Tools" > "Options".
- Click on the "Mail Format" tab.
- Click the "Signatures" button at the bottom of the screen.
- OR open a new mail message.
- Click on the "Message" tab.
- In the "Include group", click on "Signature" > "Signatures..."
- Click the "New" button and type your Name > click OK.
- Create your Signature in the "Edit Signature" section by selecting the font, size, etc. > Click OK.
- On the right, choose when you would like the signature to be added by clicking on the down arrow next to "New messages" and/or "Replies/forwards".
- Click OK.

Turn Off the Sound & Reminder When An Email Arrives

When each email arrives, a sound and reminder will come in loud and clear that you have received an email. If you would like to turn off the sound:

- Click on “Tools” > “Options”.
- Click on the “Other” tab.
- Click the “Advanced Options” button.
- On the new screen that opens, click the “Reminder Options” button.

- The reminder dialogue box will open.
- Check or uncheck the options that you desire:



How To Find Your Frequent Contacts From Groupwise

Once you have migrated, you will want to locate your frequent contacts that you established in Groupwise.

- Open Outlook.
- Click on the folder in the bottom left corner to bring up your Folder List.
- Right click on “Frequent Contacts” in the Folder List and select “Properties”.
- The “Frequent Contacts Properties” box will open. Click on the “Outlook Ad-

dress” tab.

- Check the box that says “Show this folder as an Address Book.”
- Click “Apply” and “OK” at the bottom of the screen.
- Click the “Mail” button on the bottom left sidebar to open your mail list.
- Click on the “open book” icon on the toolbar which is the icon for your Address Book.

- Click on the down arrow to access the address book menu in the Address Book search bar. Your “Frequent Contacts” will be listed under the Outlook Address Book.
- Some of your saved groups may have transferred to your “Contacts” list.
- Double click on one of the groups you had created in Groupwise. If your group is there with all of the members listed, you will not have to recreate it.

How to Recall and Resend a Message

There are several instances where you may send an email message, but want to retract it. Perhaps you noticed misspelled words, sent it to the wrong recipient, or forgot the attachment.

- In the folder list on the left, click on “Sent Items”.
- Navigate to the email you want to re-

call and replace. Double click to open the email.

- Click on the “Message” tab.
- Click on “Other Actions” in the “Actions” section of the ribbon toolbar and select “Recall this Message”.
- Select the action you want to do: “Delete

unread copies of this message” or “Delete unread copies and replace with a new message”.

- Click in the box to check “Tell me if recall succeeds or fails for each recipient.” if desired.
- Click “OK”.

Choosing a Font and Stationary

- Open Outlook.
- Click on “Tools” > “Options” > “Mail Format” tab.
- Click on the “Stationary and Fonts”
- If you would like to change only the font, click on the “Font” button under “New mail messages” and/or under “Replying or forwarding messages”.
- If you would like to pick a new color

when replying or forwarding for your font, click the box in front of “Pick a new color when replying or forwarding”.

- You may also pick a font when composing or reading plain text messages here.
- If you would like to select a theme stationary for your emails, click on the “Theme” button.
- Use the down arrow on the keyboard

to navigate through the complete list .

- Once you have made a decision, click on the name of the stationary you would like to select.
- At the bottom of the screen, select the boxes of your choice next to “Vivid Colors”, “Active Graphics” and or “Background Image” for the theme you have selected.
- Click OK. (Note: Using a theme will add to the size of the email.)