

MICROSOFT OFFICE SUITE WORKSHOP FOR SOCIAL ENTREPRENEURS

MICROSOFT OUTLOOK



WHAT CAN I DO WITH IN OUTLOOK?

- ☐ Personalize E-mails with custom signatures.
- ☐ Personalize with themes.
- ☐ Insert files, folders, pictures, etc.
- ☐ Attachments
- ☐ Importance/Priority Ratings
- ☐ Spell Check
- ☐ Scheduled Delivery
- ☐ Manage your schedule by making appointments.
- ☐ Let Outlook remind you of class meetings, dues dates, bills, or anything else you ask it to.
- ☐ Invite others to appointments you make.
- ☐ View the calendars of other Outlook users.

WHY OUTLOOK ?

Outlook is a complete application to communicate and get things done effectively. Whether you want to set up meetings or find information. This makes it stand out from other email applications

If you want to convey a perception of professionalism an Outlook email address is better

Easy and smother Integration across on the platform - Emails, Contacts, and Calendar

WHERE DO I GET AN OUTLOOK EMAIL, HOW CAN I SET MY SELF UP

- An Outlook email address is a free email address from Microsoft, and can be accessed for free from the Outlook webmail portal: <https://outlook.live.com/>
- To use the Outlook App legally for free you can
 - ❑ Use Microsoft Office Mobile Apps on your smartphone : The App allows you to access both personal email accounts (Outlook.com, Hotmail.com, Gmail.com, etc.) and corporate Office 365 accounts.
 - ❑ Microsoft Office Online
- Better yet, If you want to unlock additional features or get more storage space you can buy a Microsoft 365 license that comes with an Outlook is an application you pay for and install on your device. Outlook premium plan for home users is called Microsoft 365 Personal, and it costs \$69.99 a year, or \$6.99 per month.



Outlook App Inbox

The screenshot shows the Microsoft Outlook interface. The left sidebar contains a 'Mail' section with 'Favorite Folders' (Inbox, Unread Mail, Sent Items) and 'Mail Folders' (All Mail Items, Personal Folders). The 'Personal Folders' section is expanded, showing a tree of folders including 'Deleted Items (11)', 'Drafts', 'Inbox', 'ACAC/Orientation', 'BBBS', 'Classmates', 'Correspondence', 'NMU', 'Non-Real', 'Professors', 'Safety Nets', 'Scholarships', 'Junk E-mail (8)', 'Outbox', 'RSS Feeds', 'Sent Items', 'Search Folders', and 'Archive Folders'. A red asterisk is placed next to the 'Inbox' folder. The main pane shows the 'Inbox' with a search bar and a list of emails. The selected email is 'International Food Festival Volunteers Needed (6.29 KB)' by 'Monika [monika@...]'. The email body contains a message about volunteering for the International Food Fest. Annotations in red boxes and lines point to various parts of the interface: 'Sender's Name/Email Preview.' points to the sender's name in the email list; 'Email Subject' points to the subject line of the selected email; 'Sender's Name & E-mail' points to the sender's name and email address in the email header; 'E-mail Message' points to the body of the email; and 'Ex: Categorized Folders to Keep E-Mails in!' points to the 'Inbox' folder in the left sidebar.

Mail << >>
Favorite Folders <>
Inbox
Unread Mail
Sent Items
Mail Folders <>
All Mail Items <>
Personal Folders <>
Deleted Items (11)
Drafts
Inbox
ACAC/Orientation
BBBS
Classmates
Correspondence
NMU
Non-Real
Professors
Safety Nets
Scholarships
Junk E-mail (8)
Outbox
RSS Feeds
Sent Items
Search Folders
Archive Folders
Mail
Calendar
Contacts
Tasks

Inbox
Search Inbox
Arranged By: Date
Newest on top
Today
Amanda G
Re: RE: me again!
Yesterday
Amanda G
Re: RE: me again!
Amanda G
Re: RE: me again!
Volunteer Center
Summer is the time for swimtrunks and floppy-floppies!
Annette
*****SPAM***** Match with Denelle
Last Week
Monika
*****SPAM***** Free Tickets
Annette
Re:
Two Weeks Ago
Monika
*****SPAM***** International Food Festival Volunteer...
Monika J
*****SPAM***** FREE ACTIVITY

International Food Festival Volunteers Needed (6.29 KB)
Size: 15 KB
Message | International Food Festival Volunteers Needed (6.29 KB) (15 KB)
International Food Festival Volunteers Needed
Monika [monika@...]
Sent: Thu 6/4/2009 5:14 PM
To: Undisclosed-Recipient;;
Cc:
Good Afternoon!
The Marquette Exchange Club needs adult volunteers for the International Food Fest over the Fourth of July weekend at the Lower Harbor in Marquette again this year! Duties will include either working in the token tent, cleaning tables or working at one of the kids booths (they will be in charge of 5 inflatable kid jump/bounce things) The Exchange Club sponsors our annual Christmas Dinner and donates annually as well!
They ask that you volunteer for at least a 2-3 hour shift.
Times available are:
July 2, Thursday 4-10pm
July 3, Friday Noon-10pm
July 4, Saturday Noon-10pm
Please help show our appreciation to the Exchange Club for their support! Email me back if you can volunteer for a few hours and which date/time would work best. We'd like to get them a list next week.
Thank you,
Monika :)
Monika

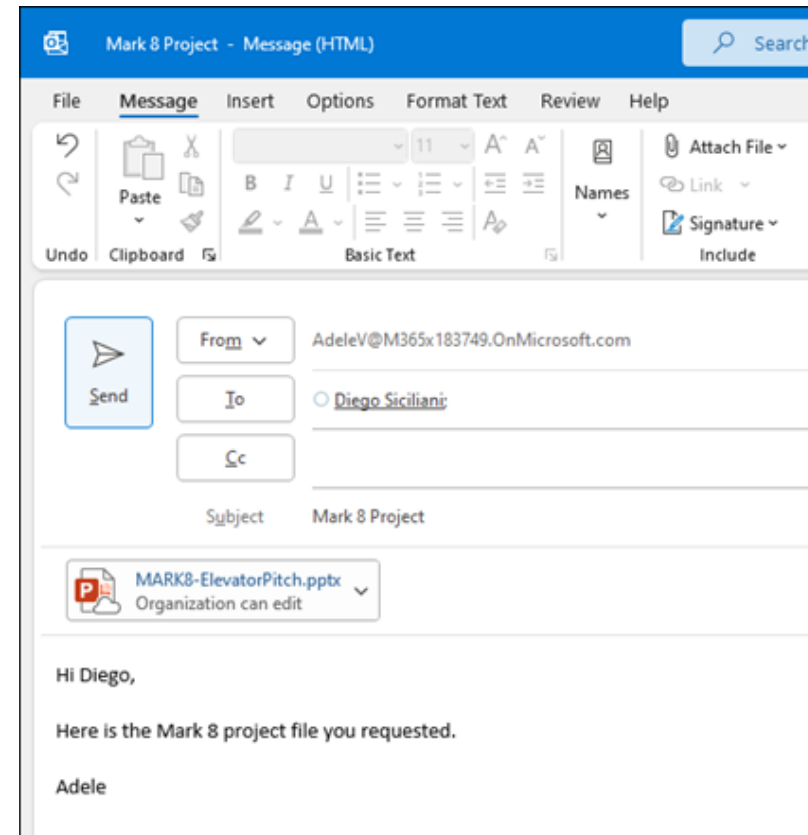
9 Items

Outlook on the web

The screenshot displays the Outlook on the web interface within a browser window. The browser's address bar shows the URL <https://outlook.office.com>. The Outlook interface features a blue header with the 'Outlook' logo and a search bar. Below the header, a navigation bar includes options like 'New message', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categorize', 'Schedule', and 'Undo'. The left sidebar contains a 'Favorites' section with 'Inbox' (17), 'Deleted', 'Robin Counts' (4), and 'Annual Budget'. Below this is a 'Folders' section with 'Inbox' (17), 'Junk', 'Inbox', 'Sent', 'Deleted', 'Archive', 'Annual Budget', 'Project Pink', and a 'New folder' link. The main content area is divided into two panes. The left pane shows the 'Focused' tab with a list of emails. The top email is from Isaac Fielder. The second email is from Cecil Folk, titled 'Hey everyone', dated 'Thu 8:08 AM', with the subject 'Wanted to introduce myself, I'm the new hire -'. Below this is a section for 'Today' featuring a message from Elvia Atkins, Katri Ahokas, and others, titled 'Happy Women's Day!', dated '3:10 PM', with the subject 'HWD! In the office we pride ourselves on'. This message includes four small images. Below the 'Today' section is a 'Yesterday' section with two emails: one from Kevin Sturgis titled 'TED talks this winter' dated 'Mon 6:12 PM' with the subject 'Landscaping', and another from Lydia Bauer titled 'New Pinboard!' dated 'Mon 4:02 PM' with the subject 'Anybody have any suggestions on what we'. The bottom email is from Erik Nason titled 'Expense report' dated 'Mon 11:20 AM' with the subject 'Hi there Kat, I'm wondering if I'm able to get'. The right pane shows a 'Happy Women's Day!' greeting from Wanda Howard, dated 'Sun 7/21/2020 1'. Below this is a message from Katri Ahokas, dated 'Sun 7/21/2020 1'. A contact profile for Colin Ballinger is displayed, showing his profile picture, name, title 'Senior researcher', department 'Research & development', and a 'Find profile' button. Below the profile is a 'Contact' section with an email address 'colin.ballinger@contoso.com', a phone number '123-456-7890', and a location 'San Diego, USA'. At the bottom is a 'Reports to' section showing Wanda Howard as the CVP, Research. A 'LinkedIn profile' link is also visible.

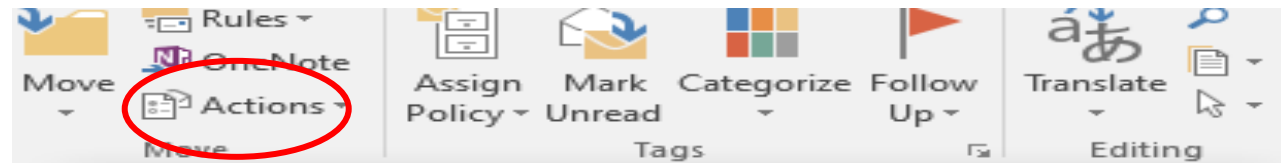
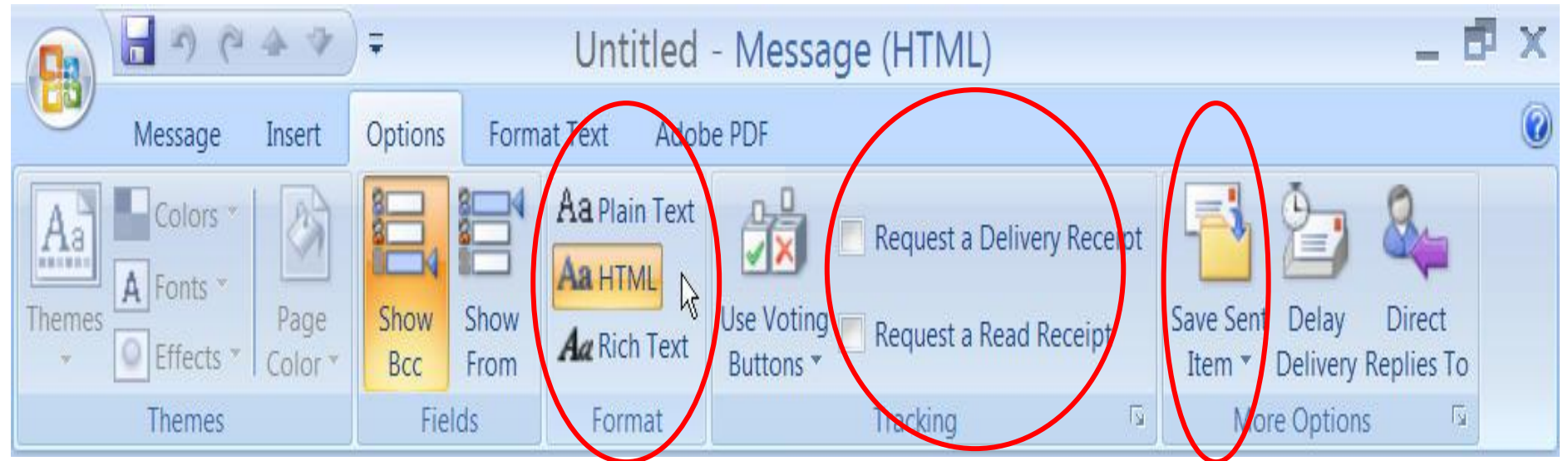
CREATING & SENDING MESSAGES

- Choose **New Email** to start a new message.
- Enter a name or email address in the **To**, **Cc**, or **Bcc** field.
- If you don't see **Bcc**, see [Show, hide, and view the Bcc box](#).
- In **Subject**, type the subject of the email message.
- Select **Attach File** and choose a file.
- **Sign** your Message



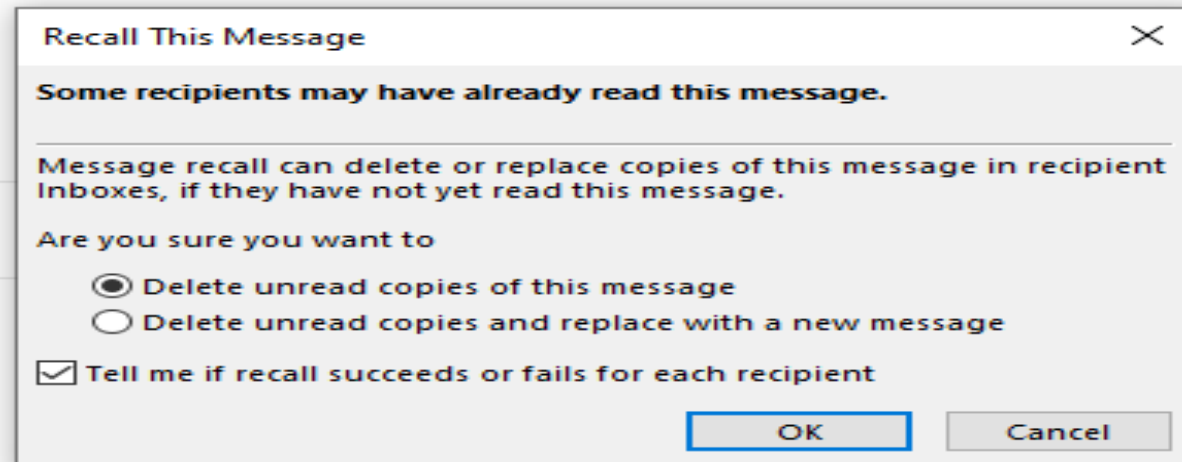
SEND OPTIONS

- HTML
- Plain Text
- Rich Text



Recalling an email

- Go to **Sent** items
- Open the Message you want to recall
- Go to the **Actions** section



How to Create a Signature

Message Insert Options Format Text

Clipboard Basic Text Names Include Options Proofing

Send To... Cc... Subject:

Students,

Click on Signature.

(1) Select new
(2) Type in signature title
(3) Customize font for signature.
(4) Set default signature to E-mail account, New messages, Replies/forwards.
(5) Insert Picture/business card.
(6) Press OK

Signatures and Stationery

E-mail Signature Personal Stationery

Select signature to edit

Michele Woodford

Delete New Save Rename

Choose default signature

E-mail account: Michele Woodford
New messages: Michele Woodford
Replies/forwards: Michele Woodford

Edit signature

Lucida Handwriting 11 B I U Automatic Business Card

Michele Woodford
mwoodfor@nmu.edu
michelelynnwoodford@yahoo.com
313-525-0019

MICHELE

OK Cancel

How to Create Custom Font

Students,

- (1) Click on Signature
- (2) Click on Personal Stationery
- (3) Click on Font...

Signatures and Stationery

E-mail Signature **Personal Stationery**

Theme or stationery for new HTML e-mail message

Theme... Sunflower

Font: Use theme's font

New mail messages

Font...

Replying or forwarding messages

Font...

☐ Mark my comments with:

☐ Pick a new color when replying or forwarding

Composing and reading plain text messages

Font...

Font

Font: Verdana

Font style: Regular

Size: 12

Font color: Automatic

Underline style: (none)

Underline color: Automatic

Effects

☐ Strikethrough ☐ Shadow ☐ Small caps

☐ Double strikethrough ☐ Outline ☐ All caps

☐ Superscript ☐ Emboss ☐ Hidden

☐ Subscript ☐ Engrave

Preview

Sample Text

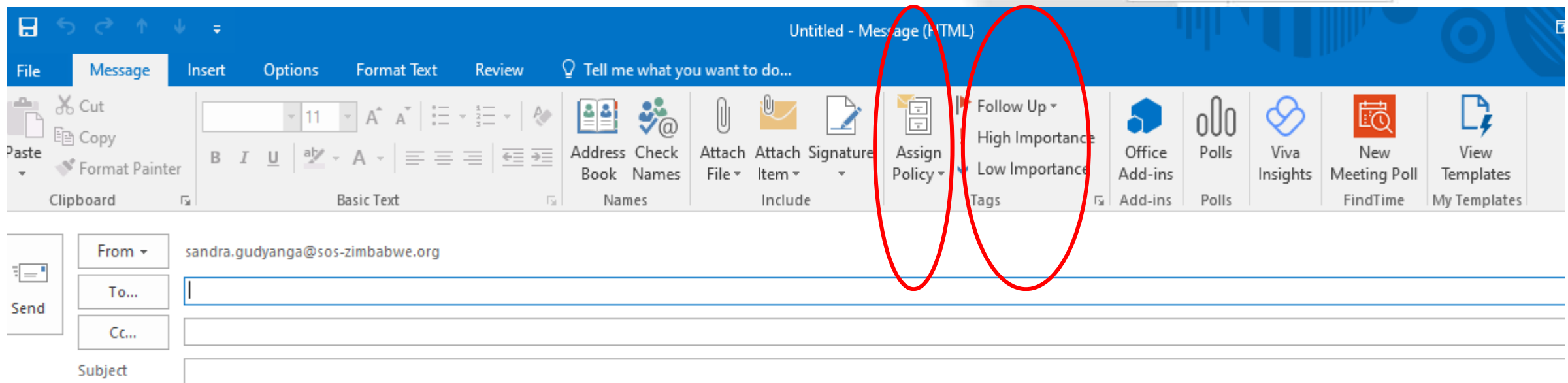
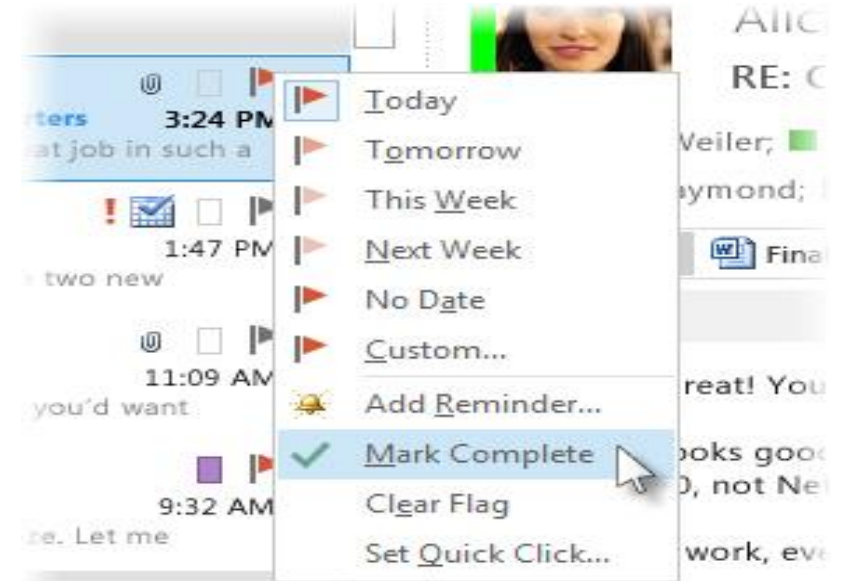
This is a TrueType font. This font will be used on both printer and screen.

Default... OK Cancel



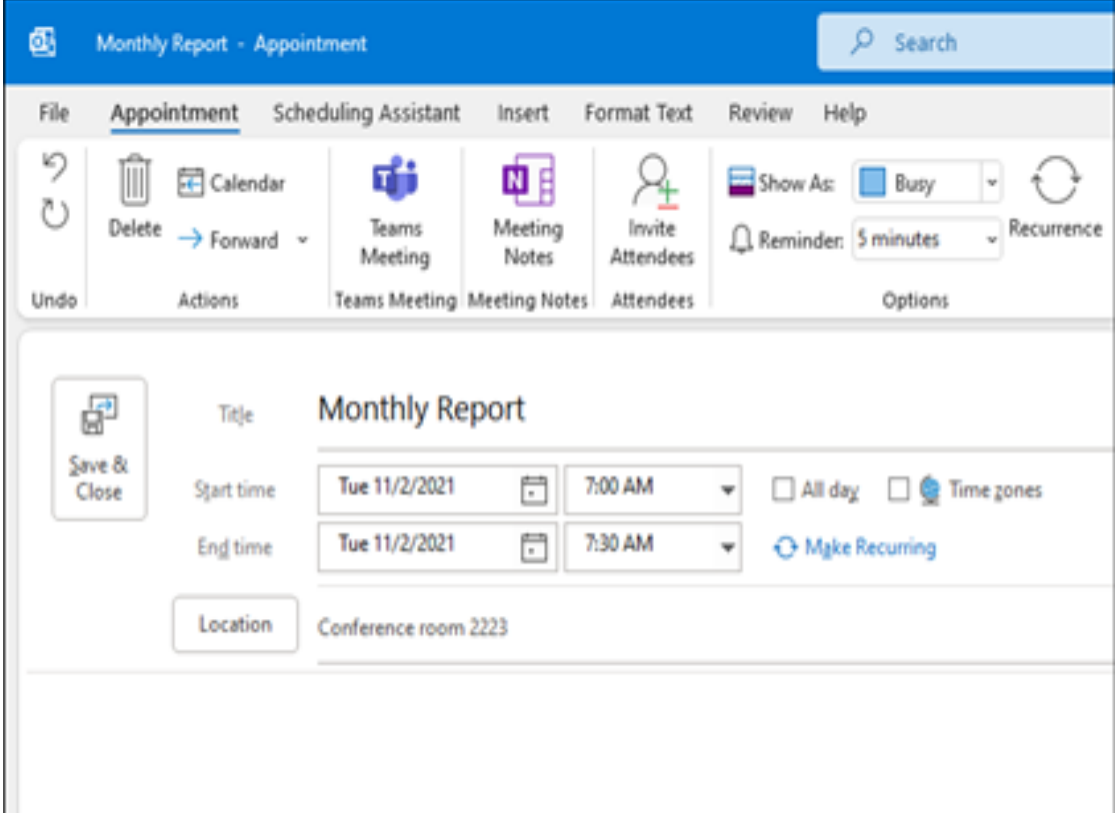
MANAGING YOUR MESSAGES USING TAGS, FLAGS, AND OTHER COMMANDS:

- By flagging email messages, you can track responses to messages that you send. You can also make sure that you follow up on messages that you receive. you can include a reminder alert
- You can flag messages that you receive
- You can flag for recipients before sending

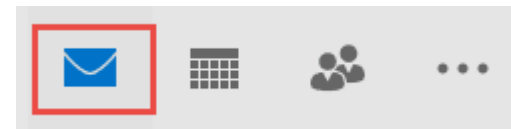


MANAGING YOUR CALENDAR

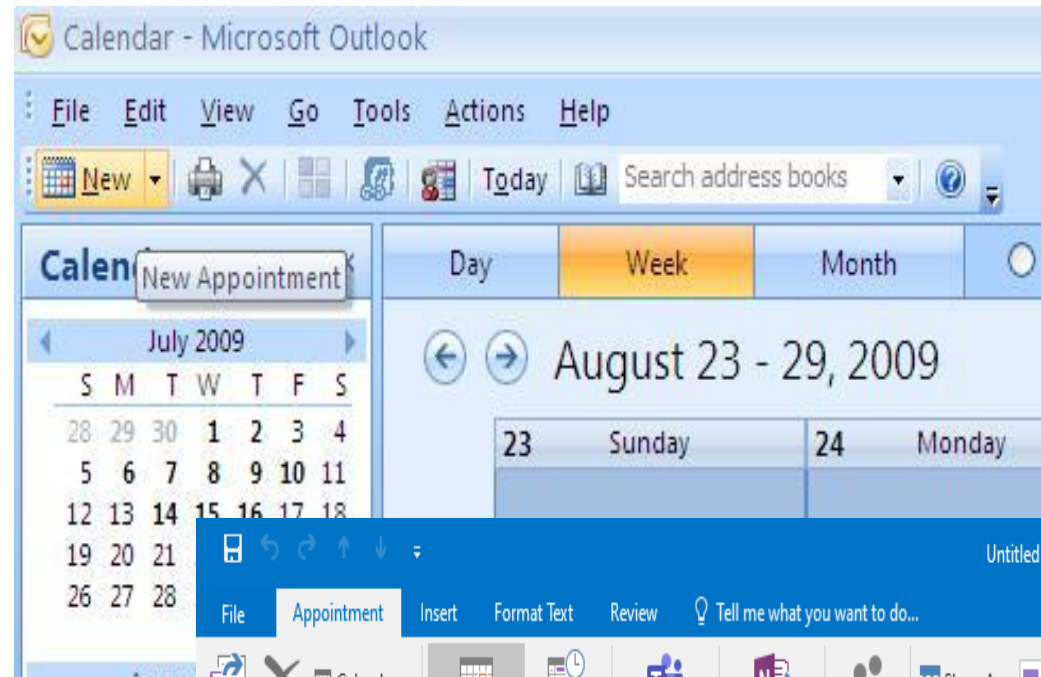
- **Schedule an appointment**
- In **Calendar**, select **New Appointment**.
- Add a **Subject**, **Location**, and the start and end times.
- Select **Invite Attendees** to turn the appointment into a meeting.
- Use Scheduling assistant to check availability of your Attendees
- Select **Save & Close** to finish, or **Send** if it's a meeting.
- The calendar icon is at the bottom left of your screen. Click on the Calendar Icon to open the calendar. Depending on your Outlook settings.



The screenshot shows the 'New Appointment' window in Microsoft Outlook. The title bar reads 'Monthly Report - Appointment'. The ribbon includes 'File', 'Appointment', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Appointment' ribbon has several groups: 'Undo' (Undo, Delete, Forward), 'Actions' (Calendar icon), 'Teams Meeting' (Teams Meeting icon), 'Meeting Notes' (Meeting Notes icon), 'Attendees' (Invite Attendees icon), and 'Options' (Show As: Busy, Reminder: 5 minutes, Recurrence). The main area shows the appointment details: Title 'Monthly Report', Start time 'Tue 11/2/2021 7:00 AM', End time 'Tue 11/2/2021 7:30 AM', and Location 'Conference room 2223'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link. A 'Save & Close' button is on the left.



HOW DO I MAKE AN APPOINTMENT?



Untitled - Appointment

File Appointment Insert Format Text Review Tell me what you want to do...

Save & Delete Close Forward Appointment Scheduling Assistant Teams Meeting Meeting Notes Invite Attendees Show As: Reminder: Busy Free Working Elsewhere Tentative Busy Out of Office

Subject

Location

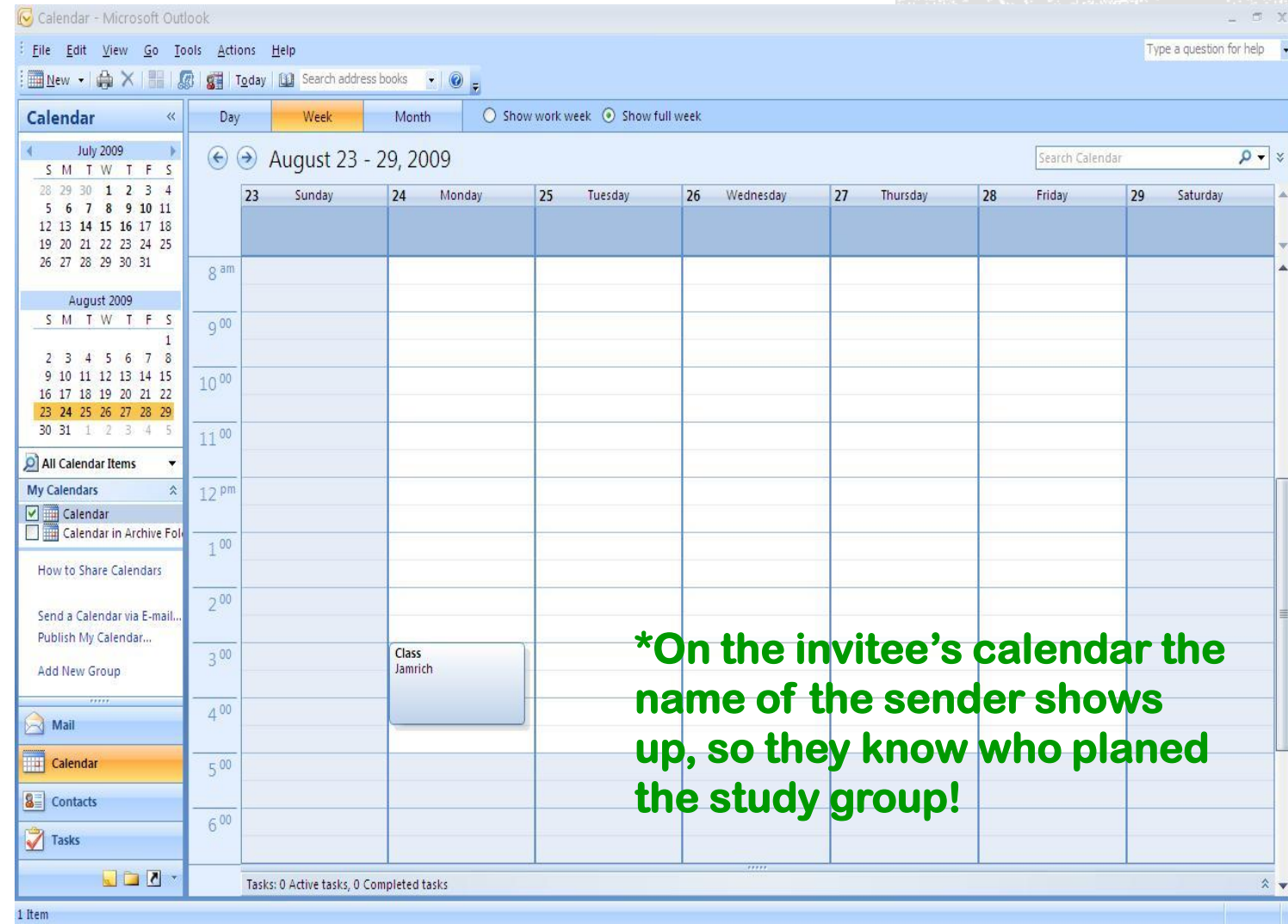
Start time Tue 8/11/2022 08:00 All day event

End time Tue 8/11/2022 08:30

Tags: Private, High Importance, Low Importance, Categorize, Time Zones, Meeting Notes, Viva Insights, New Meeting Poll, View Templates, My Templates

YOUR APPOINTMENT IS NOW ON YOUR CALENDAR!

The next slides will show you how to advance your appointment-making skills.

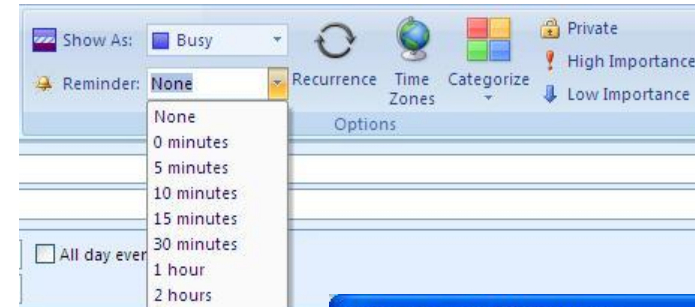


SHOW AS & REMINDER

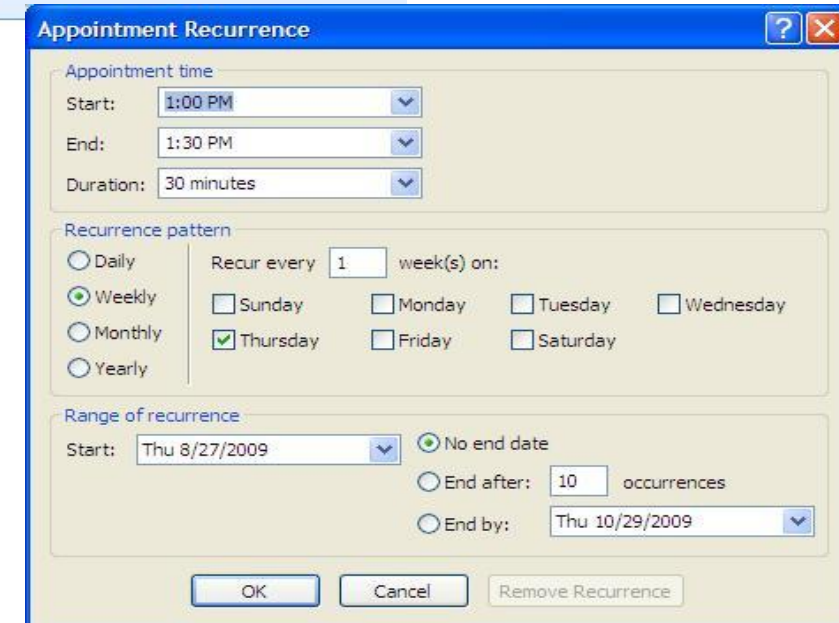
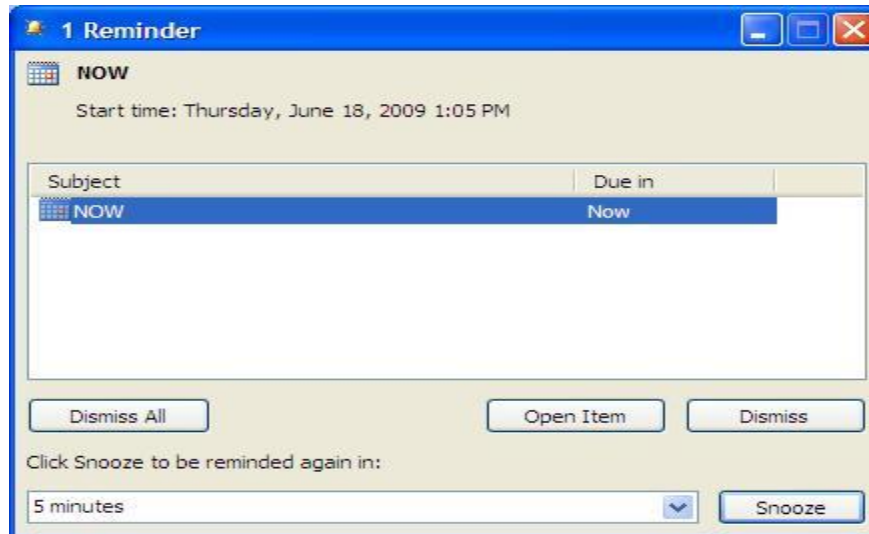
Show As:
Free, Tentative, Busy, Out of Office



Reminder: Set to have a pop up remind you of an appointment!



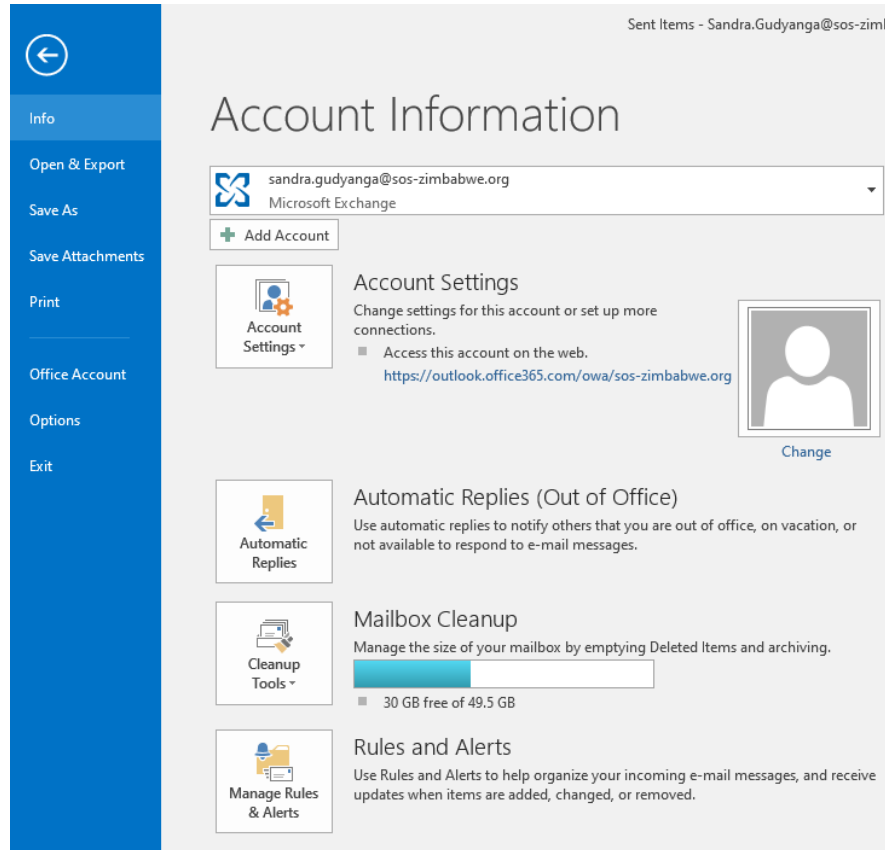
You can set up a recurring appointment and it will show up each week/month automatically



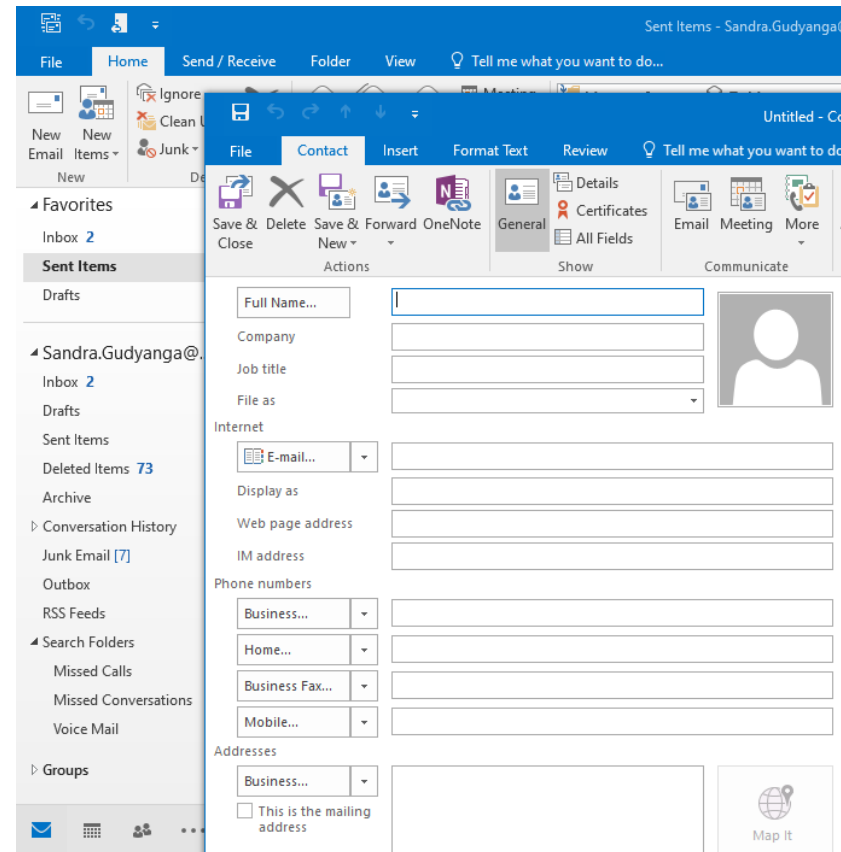
OUT OF OFFICE & AUTO REPLIES

To set up out of the office replies

- Select **File** > **Info** > **Account Info** > **Automatic Replies**.
- on Mobile Apps, tap **Settings**, tap your **account**, tap **Automatic Replies**, and then toggle the **switch on**.
- If you don't want the messages to go out right away, select **Only send during this time range**. Choose the dates and times you'd like to set your automatic reply for.



MANAGING YOUR CONTACTS



The screenshot displays the Microsoft Outlook interface with a new contact form open. The background shows the Outlook ribbon with 'Home', 'Send / Receive', 'Folder', and 'View' tabs. The left sidebar lists folders like 'Inbox', 'Sent Items', 'Drafts', and 'Deleted Items'. The contact form is titled 'Untitled - Contact' and has a ribbon with 'File', 'Contact', 'Insert', 'Format Text', and 'Review' tabs. The 'Contact' ribbon includes sections for 'Actions' (Save & Close, Delete, Save & Forward, New), 'General' (Details, Certificates, All Fields), and 'Communicate' (Email, Meeting, More). The form fields are organized into sections: 'Personal Information' (Full Name, Company, Job title, File as), 'Internet' (E-mail, Display as, Web page address, IM address), 'Phone numbers' (Business, Home, Business Fax, Mobile), and 'Addresses' (Business, This is the mailing address, Map It).

Sent Items - Sandra.Gudyanga@

File Home Send / Receive Folder View Tell me what you want to do...

File Contact Insert Format Text Review Tell me what you want to do...

Save & Close Delete Save & Forward New OneNote General Details Certificates All Fields Email Meeting More

Actions Show Communicate

Full Name...

Company

Job title

File as

Internet

E-mail...

Display as

Web page address

IM address

Phone numbers

Business...

Home...

Business Fax...

Mobile...

Addresses

Business...

☐ This is the mailing address

Map It



EMAILING ETIQUETTE

Since your recipient can't talk to you face-to-face, the words in your email will affect their perception of you.

- I.** Email Address or User Name should be “proper”:
- II.** Use Clear and Concise Subject Line
- III.** Make use of “appropriate” salutations i.e. know when to use ‘Hi’ ‘Hello’ or Good afternoon/morning etc.
- IV.** Avoid writing in all caps as it denotes anger, irritations etc. Just follow the basic grammatical laws
- V.** Use an appropriate sign off i.e. regards, sincerely etc. tailor your sign-off to align with the context of your message i.e. Looking forward to meeting with you; I sincerely appreciate your help
- VI.** Use a Professional Email Signature
- VII.** Use an Out-of-Office automatic reply: That way, your recipient knows you're not giving them the cold shoulder. It'll also help direct them to another contact in your absence.
- VIII.** When sending attachments use universal formats i.e. word, pdf, jpeg. Sending a non-recognizable file type will only lead to problems for your recipient. Also mention that you have attached files so that the recipient is aware of the information you are sending.



INFORMATION SECURITY

- Password protect you email.
- Be aware of Phishing : *occurs when an attacker, masquerading as a trusted entity, dupes a victim into opening an email, or link.*
- Do not open emails or links from un known or suspicious addresses

