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

Outlook on the web

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
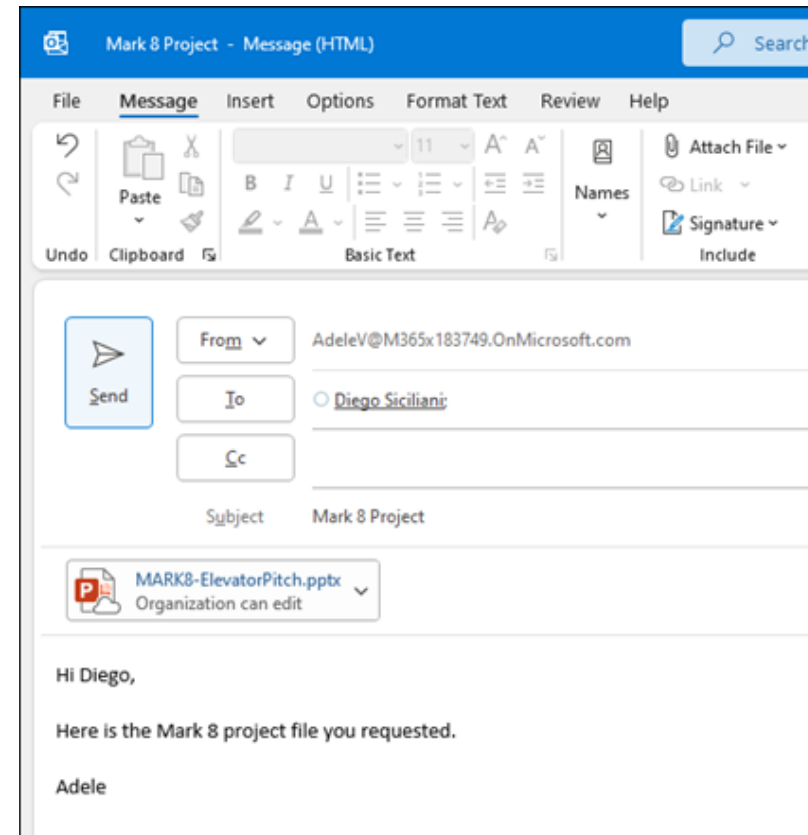
SEND OPTIONS

- HTML
- Plain Text
- Rich Text
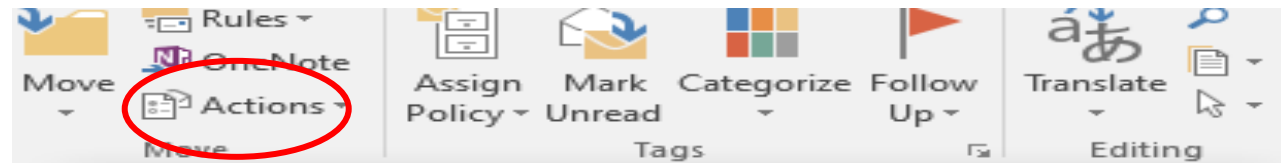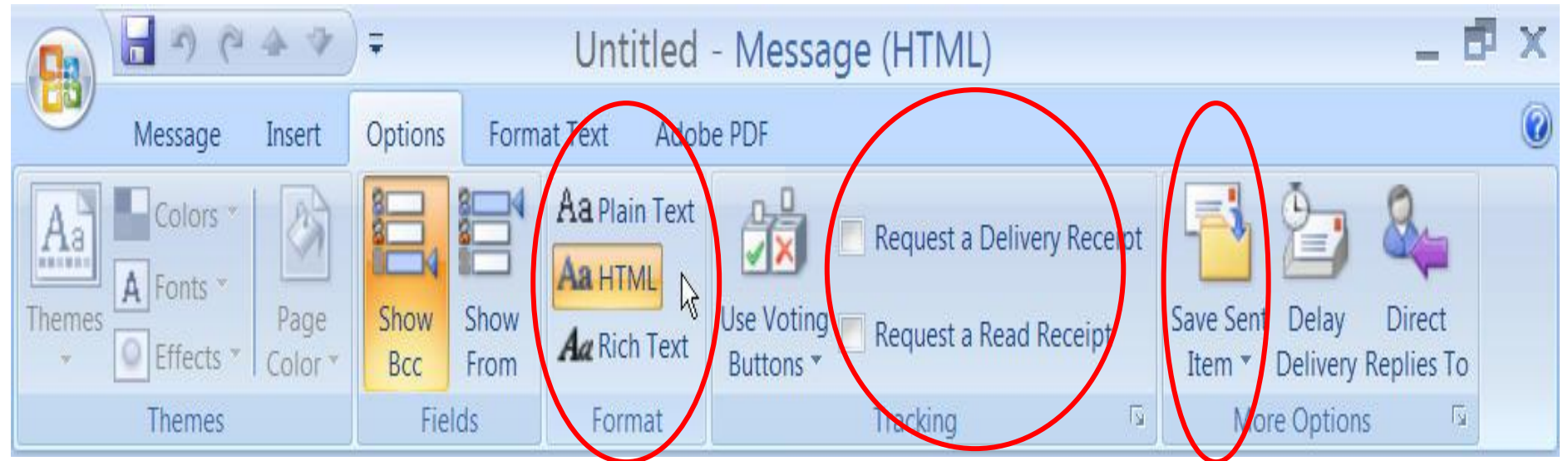
Recalling an email

- Go to **Sent** items
- Open the Message you want to recall
- Go to the **Actions** section
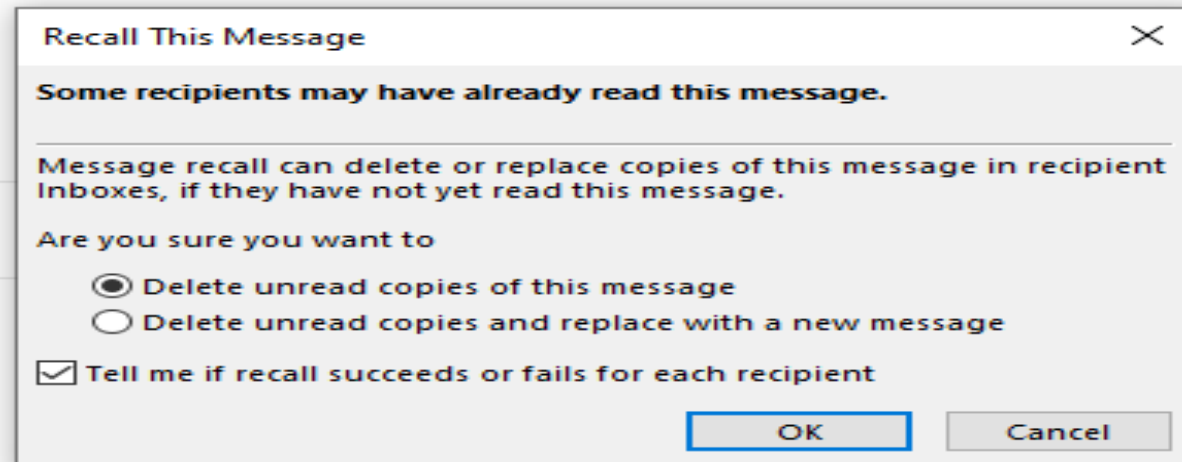
How to Create a Signature

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

How to Create Custom Font

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
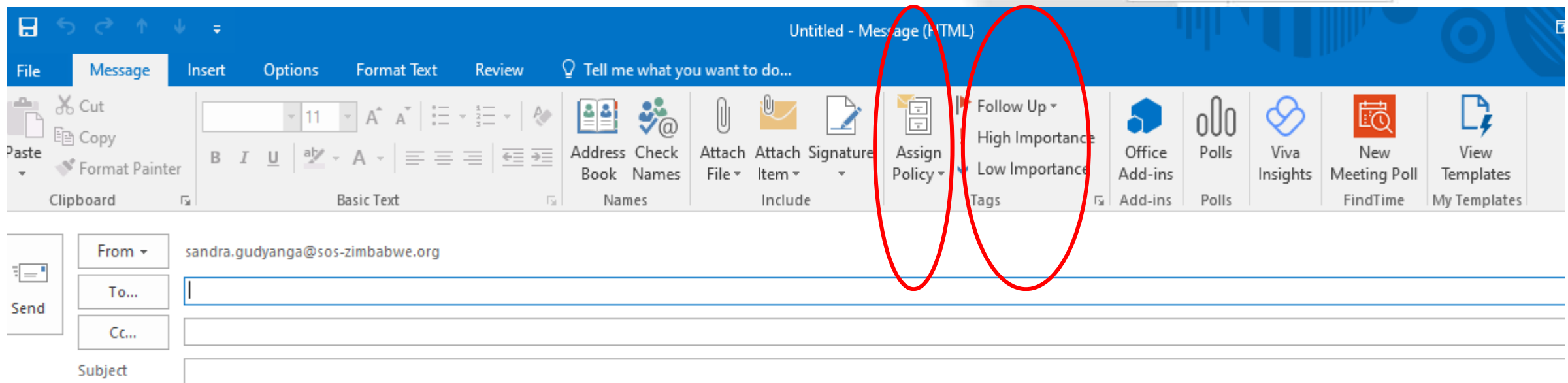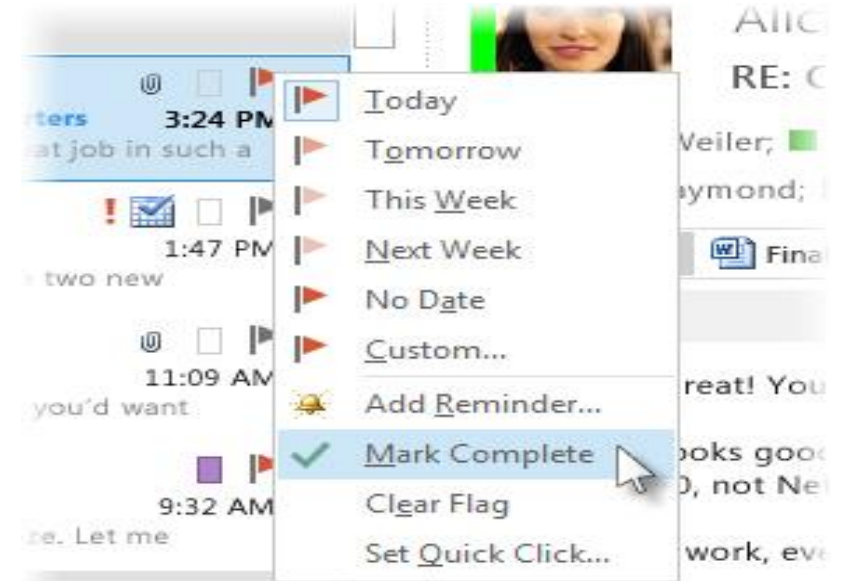
MANAGING YOUR CALENDAR

- **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

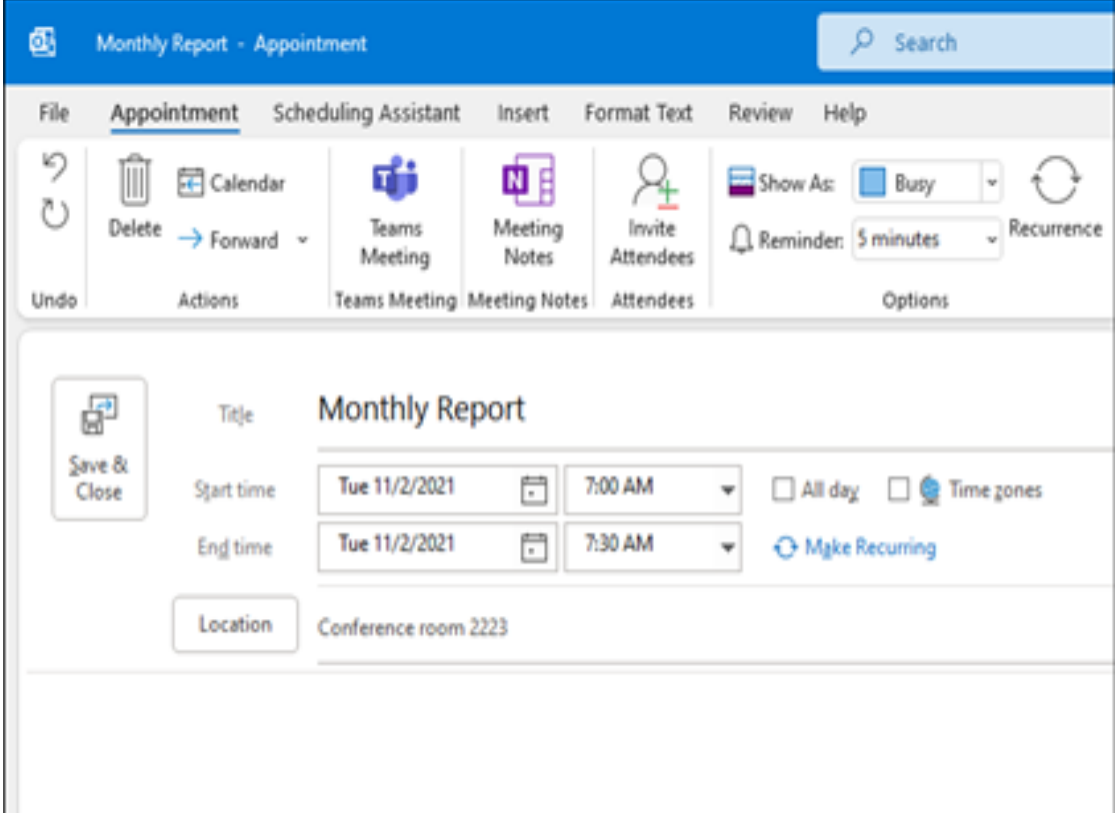- Select **Save & Close** to finish, or **Send** if it's a meeting.

- 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.

HOW DO I MAKE AN APPOINTMENT?

YOUR APPOINTMENT IS NOW ON YOUR CALENDAR!

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

*On the invitee's calendar the name of the sender shows up, so they know who planed the study group!
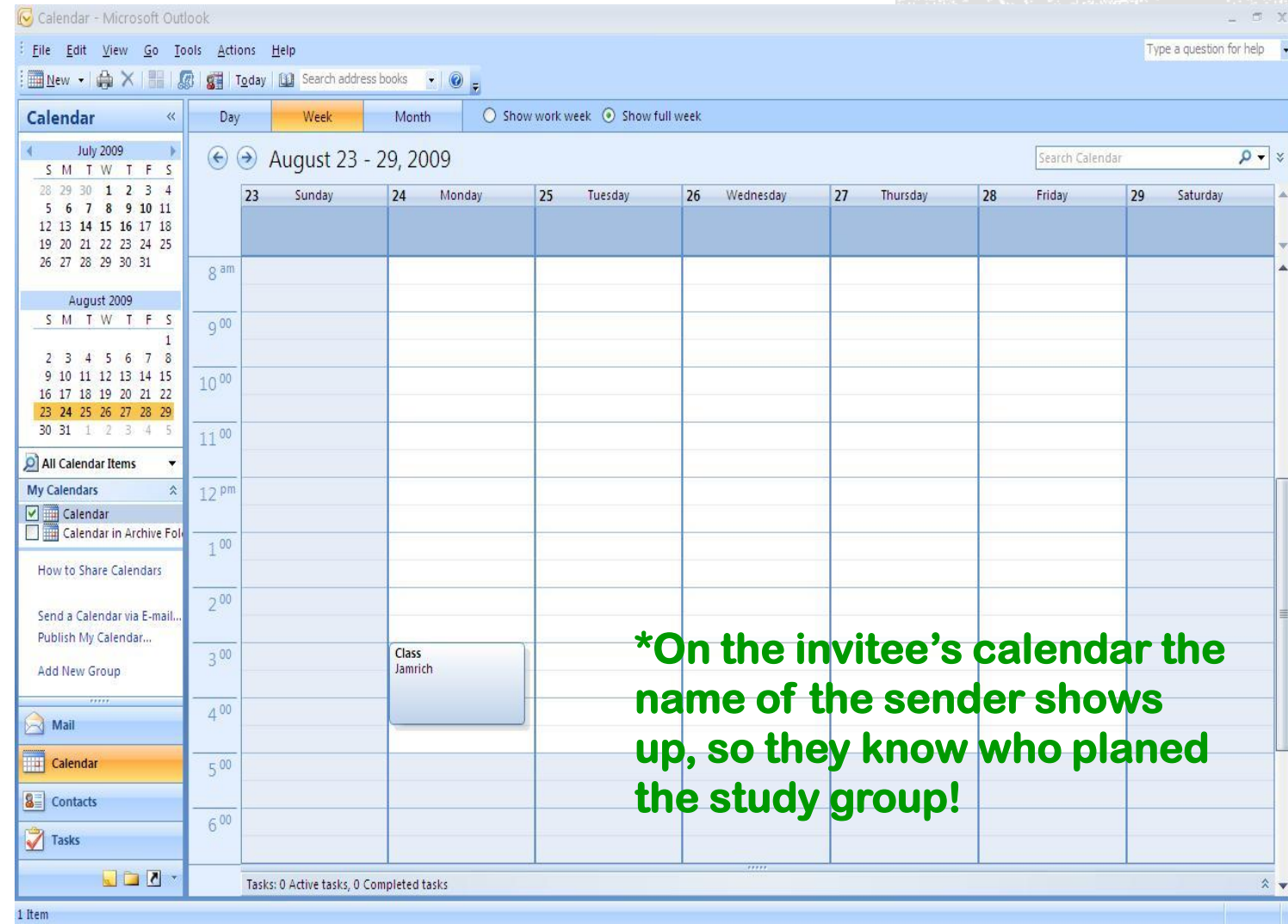
SHOW AS & REMINDER

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
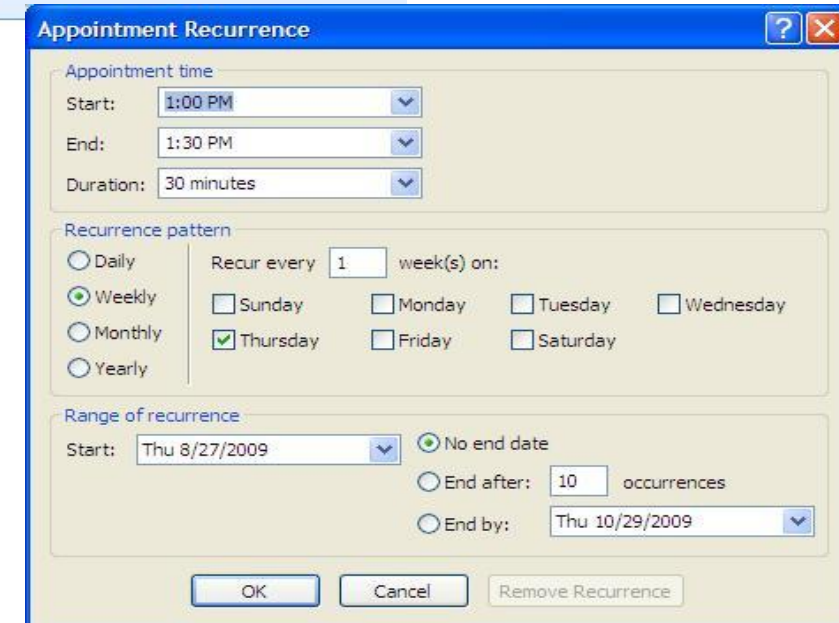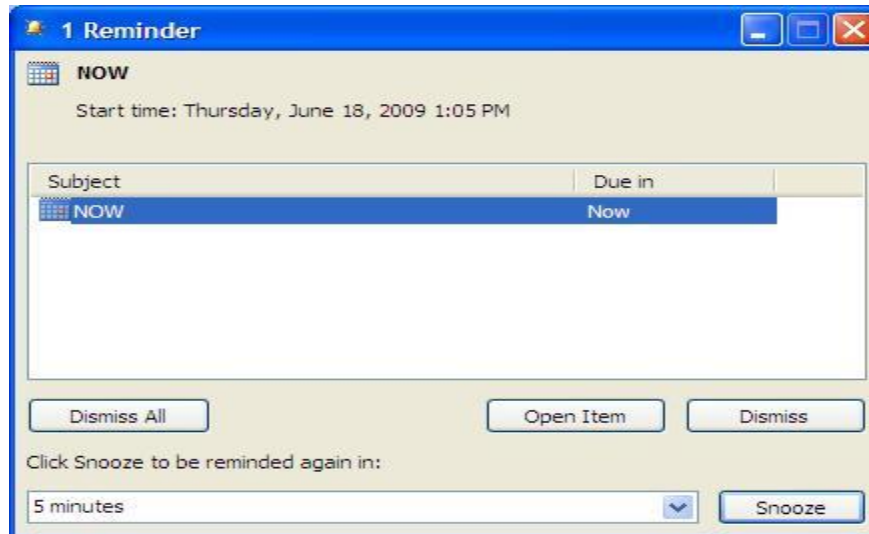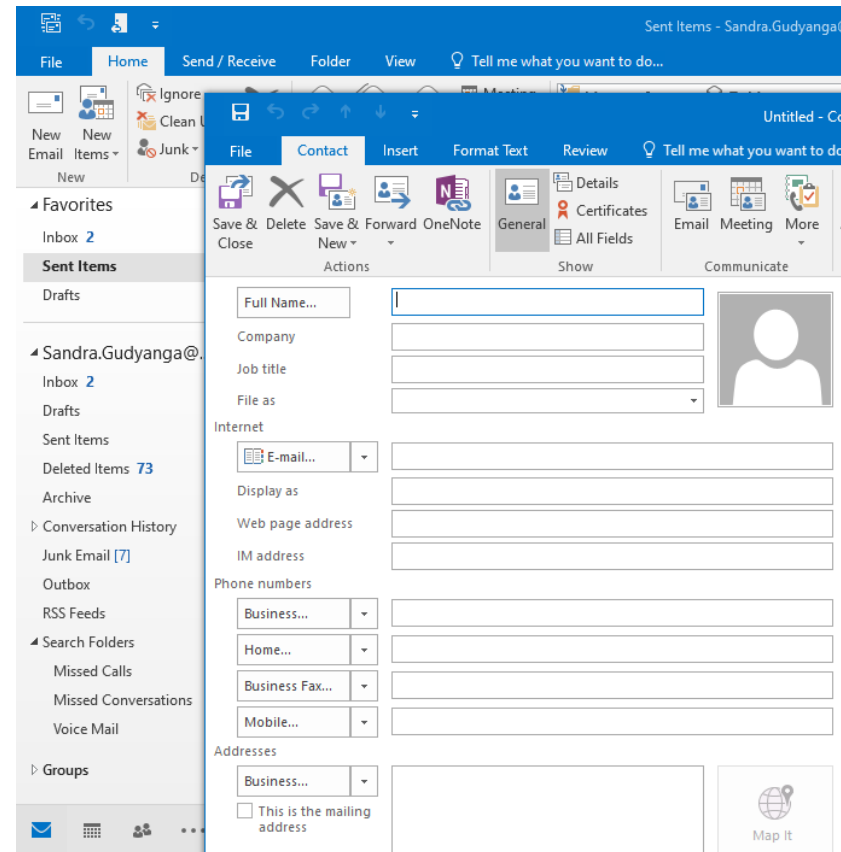
OUT OF OFFICE & AUTO REPLIES

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**.
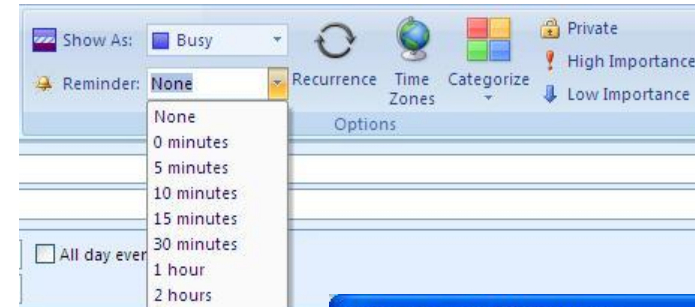- If you don't want the messages to go out right away, select Only send during this time range. Choose the dates and times you'd like to set your automatic reply for.

MANAGING YOUR CONTACTS

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

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