



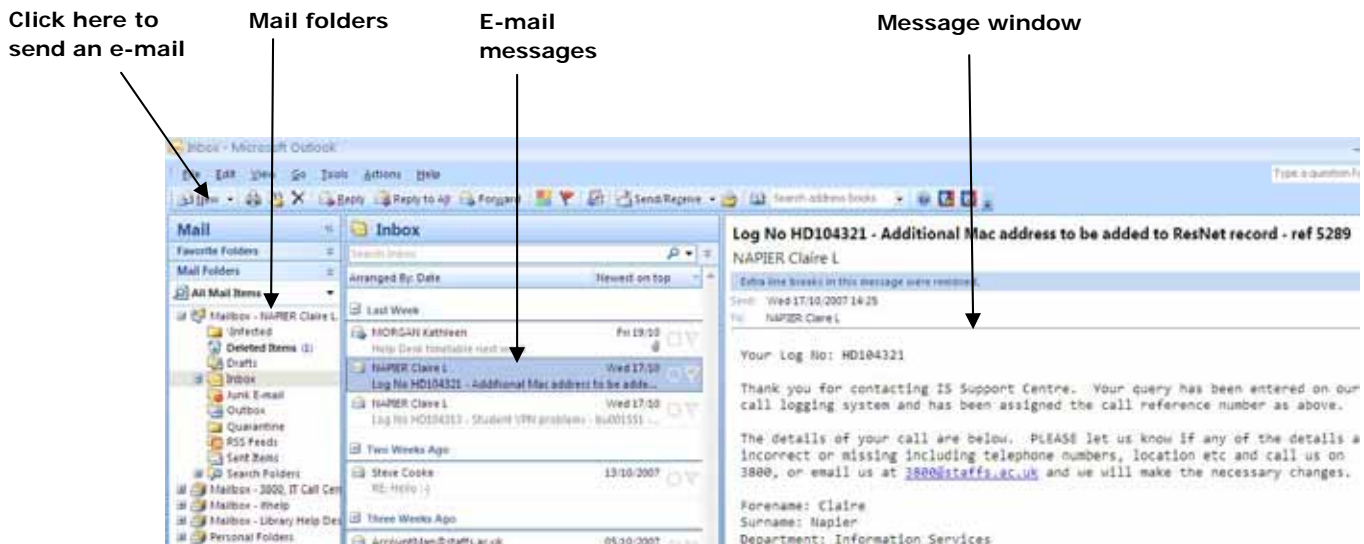
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Introduction to *Microsoft Outlook 2007*®

This guide will show you how to use *Microsoft Outlook 2007*®, which is the software used to access your student/staff e-mail on the PCs within the University.

Getting started

- Click on the **Start** button which is found in the bottom-left corner of the screen 
- Click on each of the following: **Programs, Email and Internet; Microsoft Outlook 2007®** or click on the shortcut button in the bottom-left corner of the screen 



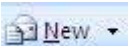
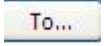
Overview of mail folders

- **Inbox** – contains all received e-mail messages
- **Outbox** – contains messages waiting to be sent
- **Sent Items** – contains copies of messages that you have sent
- **Deleted Items** – contains messages that have been deleted from your Inbox. **Note:** you must clear messages from this folder for them to be permanently deleted. To do this, click **Tools**, then **Empty "Deleted Items" folder**

Viewing a message

Click once on a message to view it. The message will appear in the Message Window. Each message displayed will contain the name of the sender, the subject heading of the message and the date and time the message was received.

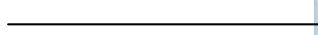
Sending an e-mail

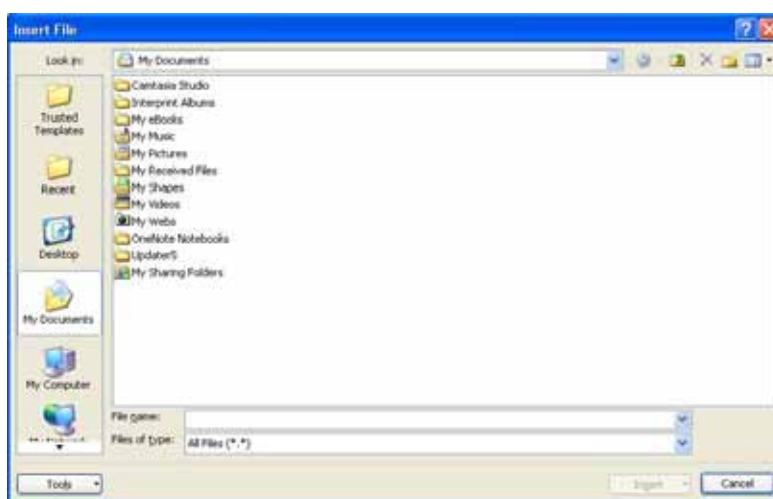
- Click on the **New** button.  A blank e-mail window will open so that you can enter a message
- Enter the e-mail address of the person you wish to e-mail in the box next to the **To** box.  Alternatively, you may click onto the To box to choose from a limited number of internal e-mail addresses already saved in Outlook.
- If you wish to send the message to more than one person, separate each e-mail address with a semi-colon (;)
- In the **Subject** box, type the subject of the message
- Type your message in the Message Window
- Press the **Send** button



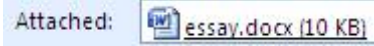
Sending an attachment

You can attach files such as essays, images etc. to your e-mail so that the person who receives the message can open the files on their computer.

- Prepare your e-mail as set out above
- Click the **Insert** tab at the top of the screen
- Click the **Attach File** button 
- The Insert File window will appear. Click the arrow next to **Look in** to select the folder which contains your file.

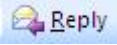


Once you have located the file, double-click onto it with the mouse. The file will become attached to your message and appear in the e-mail


window. 

- If you wish to add another attachment, click the **Attach File** button again.

Replying to an e-mail

- Open the e-mail message
- Click the **Reply** button 
- Enter your reply message in the Message Window
- Select any attachments as required
- Click the **Send** button

Deleting messages

- Click once on the message you wish to delete
- Press the Delete key on the keyboard, or click the Delete button 
- The message will then be moved to the **Deleted Items** folder. To remove the message completely, click **Tools, Empty "Deleted Items" folder**.

Note: you have limited space for e-mails. Simple text e-mails will not take up much storage space, but any e-mails with attachments will fill up your e-mail quota quickly. It is good practice to save any attachments that you want to keep to your H drive (Home directory) and then delete the e-mail to free up your storage space.

Saving an attachment

- Right-click over the attachment in the e-mail and click **Save As**
- Select the required folder and press the **Save** button

Accessing e-mail online

You can access your e-mail when you are away from the University by going to one of the following links:

- <http://myportal.staffs.ac.uk>
or
- <http://www.staffs.ac.uk/owa/>

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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