

# Outlook 2003

[This tutorial was created in Microsoft Word 2003 by Phillip Seager, Seager Enterprises on September 25, 2007. It was created on a Windows XP machine in Windows Classic Mode]

Microsoft Outlook 2003 is an Email program included with the Microsoft Office Suite of products and is included in all of the 2003 editions. The tutorial will include Settings, Address Book, Receiving, Sending, and Attachments.

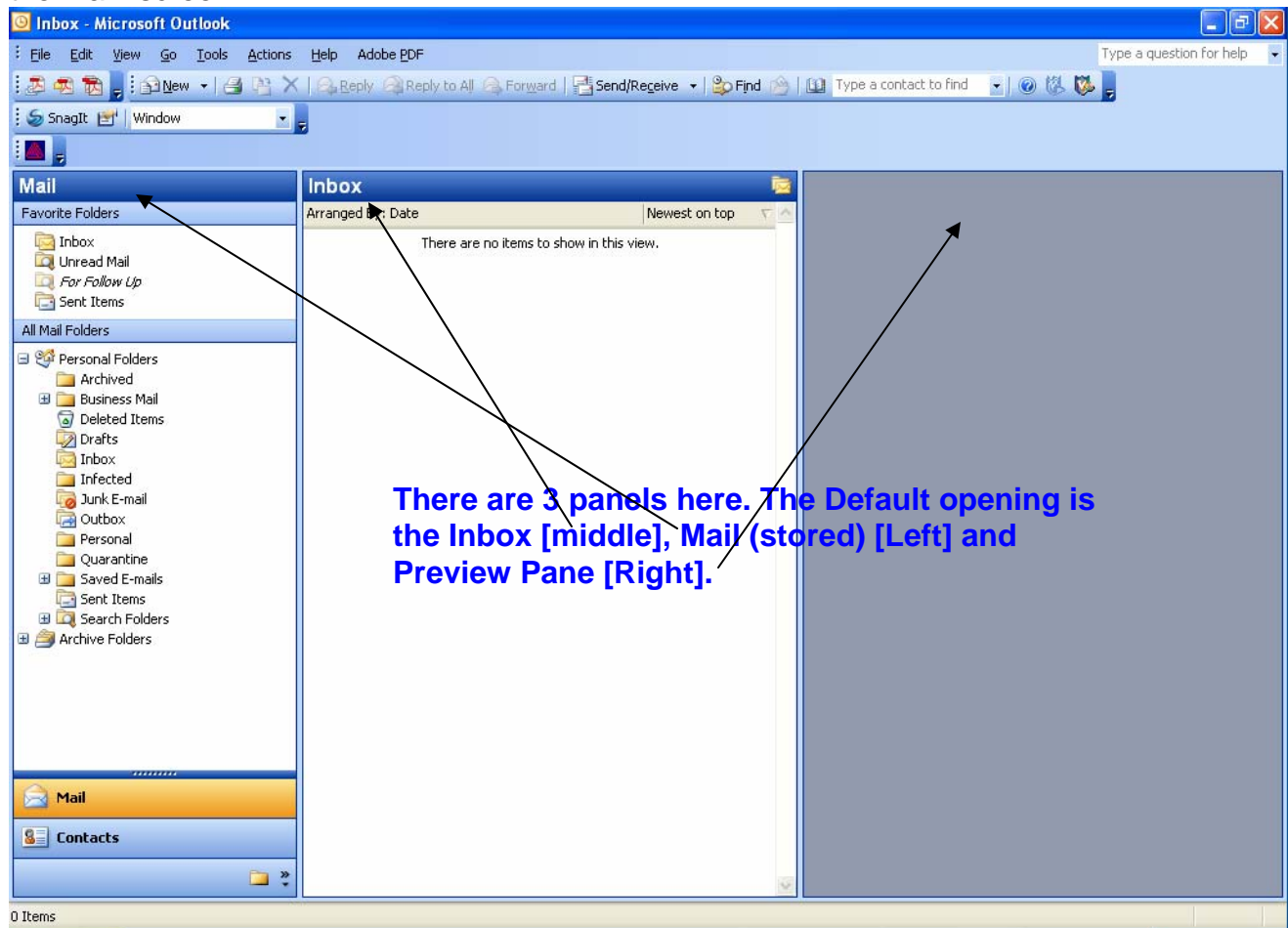
Note: When using the Table of Contents and other areas that are underlined, hold down the CTRL key located at the far left and bottom of your keyboard and then with your mouse (you will notice that the arrow changes to a hand) you can then navigate or go to any section you choose by clicking with the left-mouse button. The same is true when you finish a section, you can use the same action to click on RETURN TO TOP and it will take you back to the beginning of the tutorial.

## Table of Contents

Setting Up Outlook 2003.....	2
Address Book.....	3
Account Information .....	6
Tools & Options .....	9
Customize Outlook.....	9
Options.....	10
Saved Folders.....	10
Sending E-Mails .....	12
Sending Attachments.....	14
Reply & Forward an Email .....	15
Unwanted Email.....	18
Options.....	18
Safe Senders .....	19
Blocked Senders .....	19
Adding Junk Emails to Blocked List .....	20
Importing & Exporting .....	22
Additional Features.....	23
View Options.....	23
Deleting Emails .....	23
Find Tool.....	24
Folders Pane.....	25
Print an Email.....	26

# Setting Up Outlook 2003

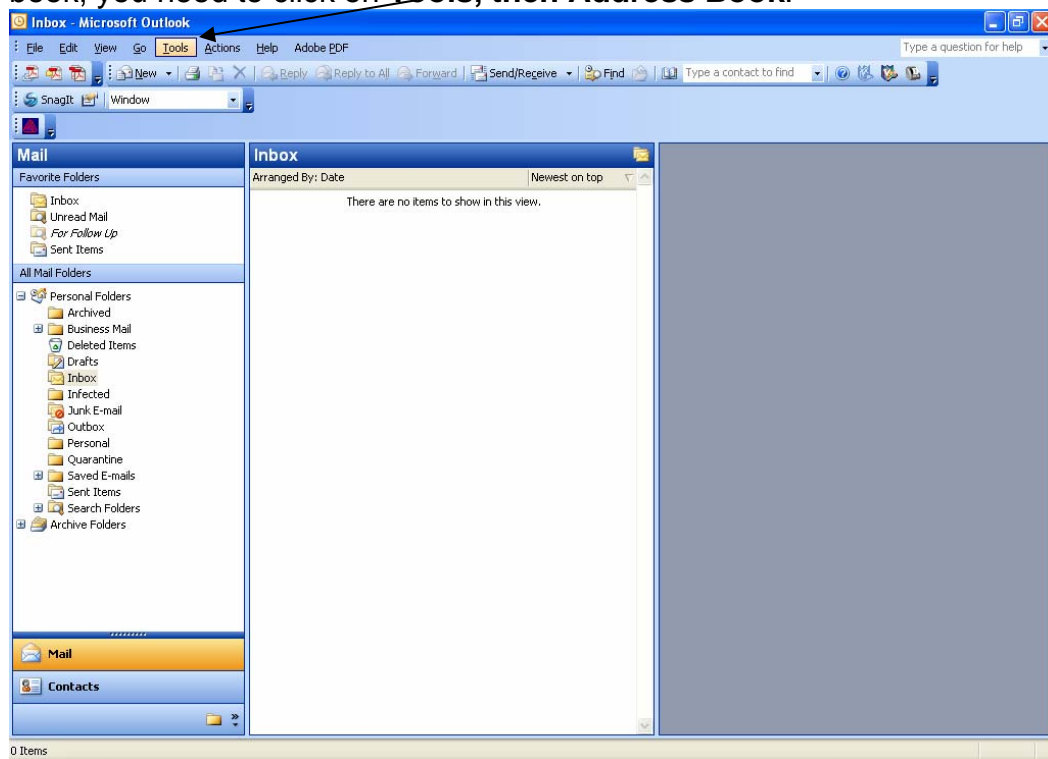
The process of setting up Outlook 2003 is to first open the program and view the main page. Access to Outlook is accomplished by either going to the Program Menu (Start, Programs, Outlook) or by double-clicking on the Outlook icon which is on the Windows Desktop. Here is the main screen:



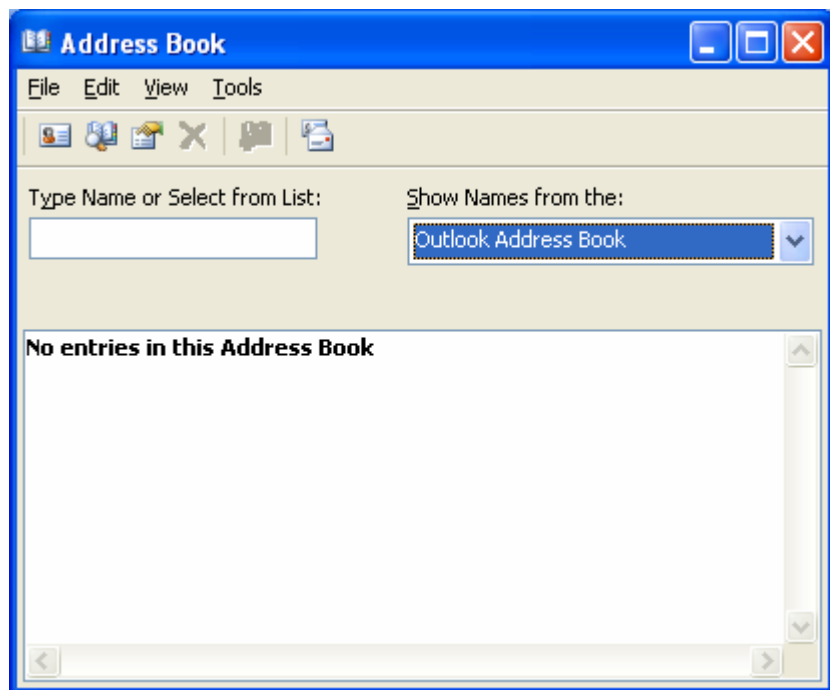
The first Section we will address is to add names in the Address Book to create a base for emailing.

## Address Book

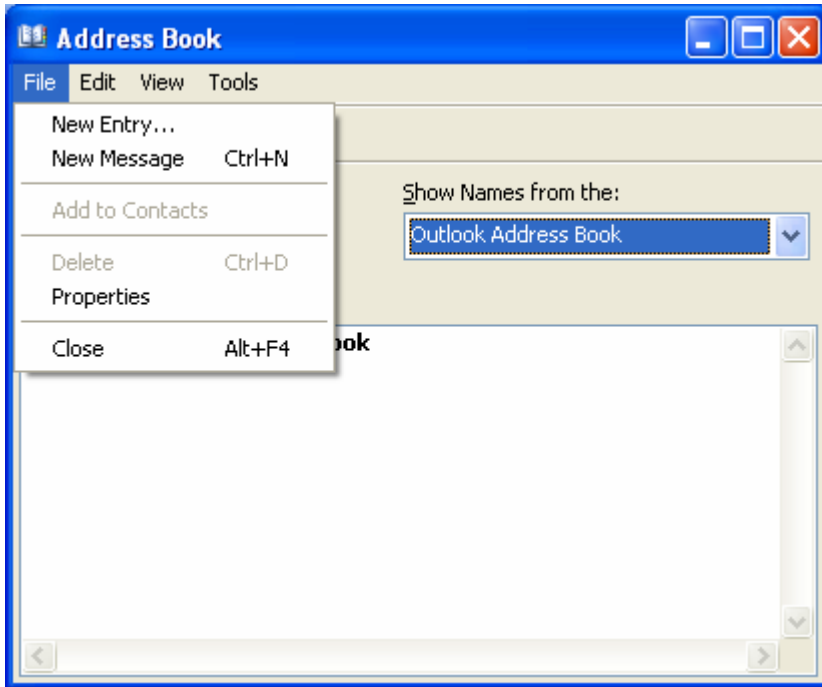
The Address Book has an icon that looks like an open book. It is located in the top bar of icons and appears when you are ready to **send an email**. When starting out, to access the address book, you need to click on **Tools, then Address Book**.



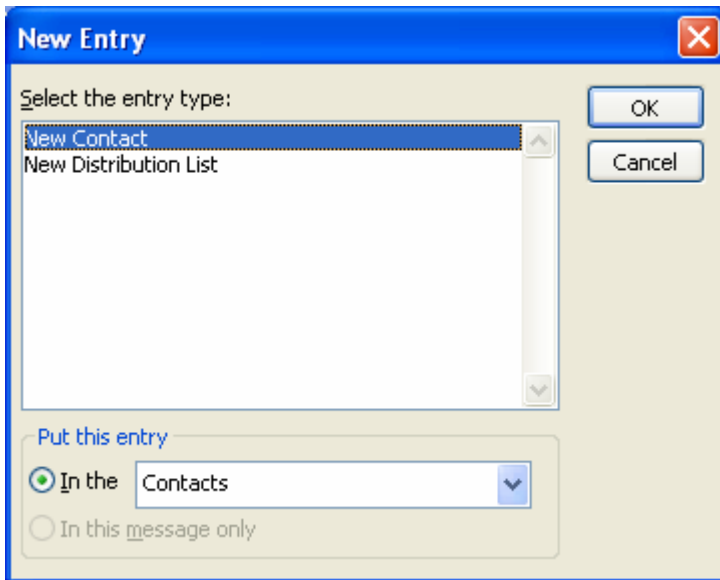
This is how it will appear:



To get started adding names, click on **File, New Entry** as shown in the screen below



Highlight New Contact, then click OK



Start entering information in the blocks provided. See example below

**John Smith - Contact**

File Edit View Insert Format Tools Actions Help

Save and Close SnagIt Window

General **Details** Activities Certificates All Fields

Full Name... John Smith

Job title:

Company:

File as: Smith, John

E-mail... jsmith@yahoo.com

Display as:

Web page address:

IM address:

Phone numbers

Business... (956) 254-5781

Home...

Business Fax...

Mobile...

Addresses

Business...

This is the mailing address

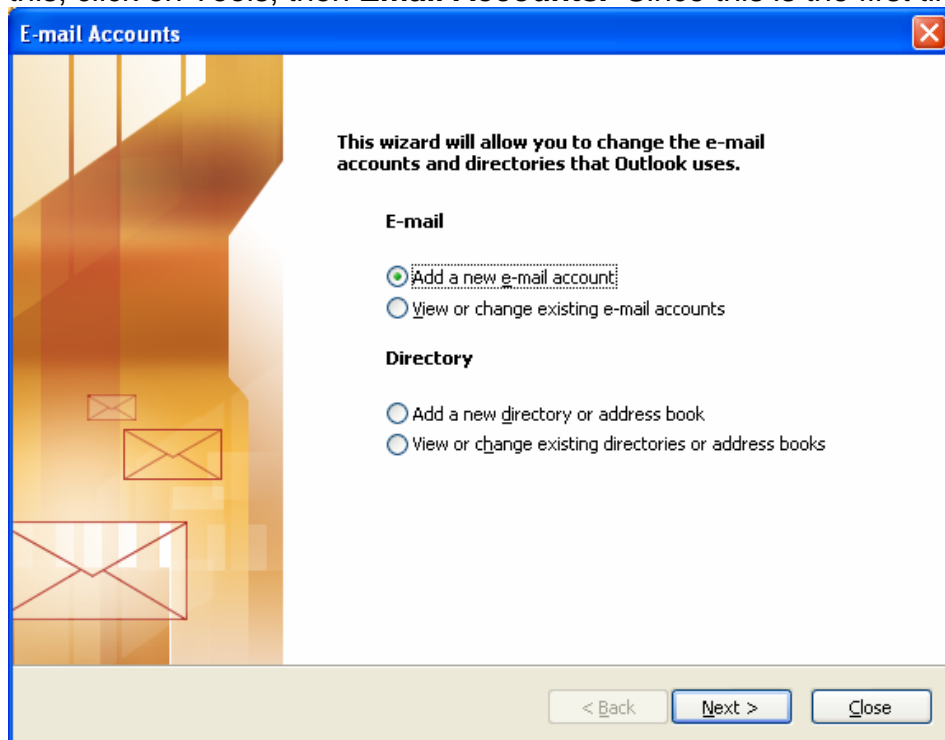
Contacts... Categories... Private

You can decide how the email will display and what additional information you want to appear. [see choices on left side] you can click on the Details Tab to add more information if desired.

When finished with the information click on **Save and Close** and your entry will appear in the Address Book.

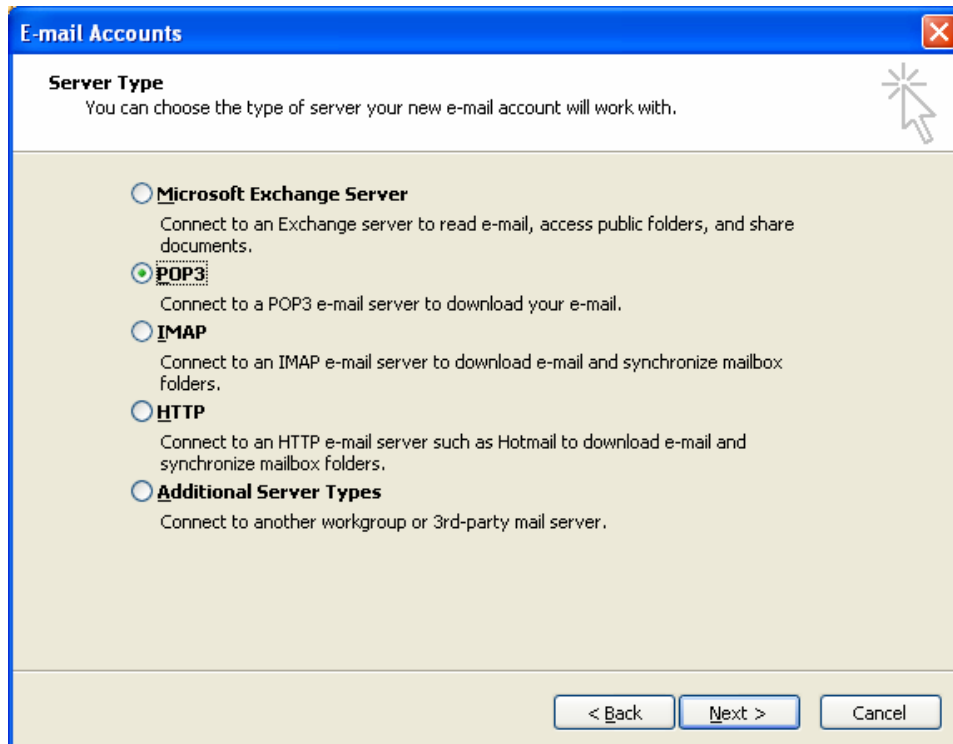
## Account Information

From the main page [this will also depend if you use dialup or DSL and who your Service Provider is – in this example we will use AT&T] you need to setup your email account. To do this, click on Tools, then **Email Accounts**. Since this is the first time, this screen will appear.



Click on Next.

Most accounts use **POP3**. Click on Next



Using the demo settings, this is a typical entry:

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: John Smith  
E-mail Address: jsmith@at&t.net

**Server Information**  
Incoming mail server (POP3): pop.att.com  
Outgoing mail server (SMTP): smtp.att.com

**Logon Information**  
User Name: jsmith  
Password: \*\*\*\*\*  
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

After these initial entries have been entered, click on **More Settings**.

Change the name to something you will remember. Then click on the **Outgoing Server** tab.

**Internet E-mail Settings**

General   Outgoing Server   Connection   Advanced

Mail Account \_\_\_\_\_  
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"  
My Email Account

Other User Information \_\_\_\_\_  
Organization: \_\_\_\_\_  
Reply E-mail: \_\_\_\_\_

OK   Cancel

**Internet E-mail Settings**

General   Outgoing Server   Connection   Advanced

My outgoing server (SMTP) requires authentication  
 Use same settings as my incoming mail server  
 Log on using  
User Name: \_\_\_\_\_  
Password: \_\_\_\_\_  
 Remember password  
 Log on using Secure Password Authentication (SPA)  
 Log on to incoming mail server before sending mail

Place a check in the box shown

OK   Cancel

Now click on the **Connection** tab.

If you are using DSL the **Connect using my local area network** button should be selected.

**Internet E-mail Settings**

General | **Outgoing Server** | **Connection** | Advanced

Please specify the type of connection to use for e-mail.

Connection

**Connect using my local area network (LAN)**

Connect via modem when Outlook is offline

**Connect using my phone line**

Connect using Internet Explorer's or a 3rd party dialer

Modem

Use the following Dial-Up Networking connection:

Properties...

OK Cancel

**If you use Dial-up, click in the middle box, **Connect using my phone line.****

Now click on the **Advanced** tab and change the POP and SMTP values to what your service provider says.

**Internet E-mail Settings**

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

This server requires an encrypted connection (SSL)

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after  days

Remove from server when deleted from 'Deleted Items'

**Last of all, click on OK**

OK Cancel

When you return to this screen, click on NEXT

**E-mail Accounts**

**Internet E-mail Settings (POP3)**

Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

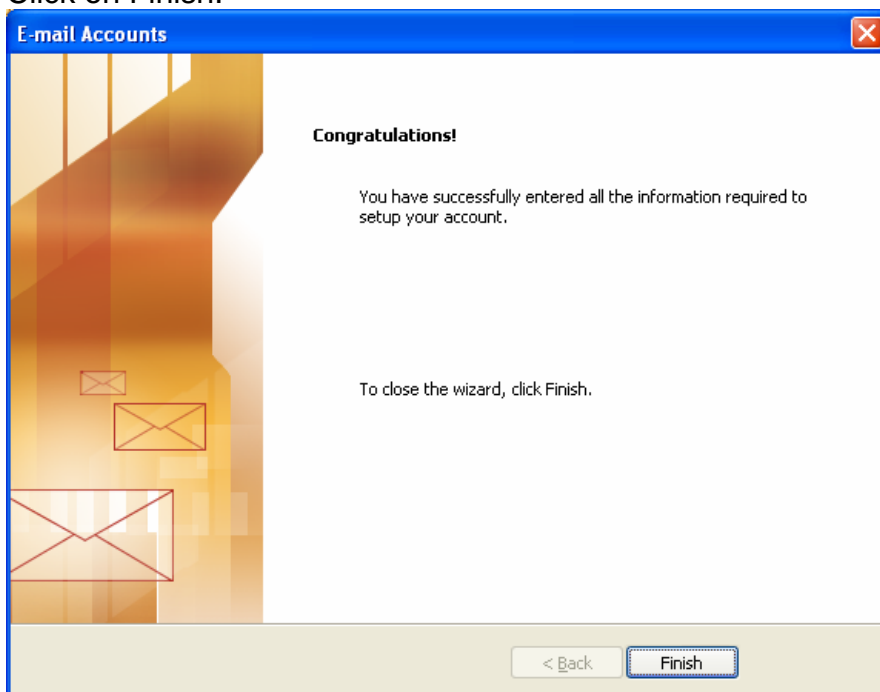
Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

Click on Finish.

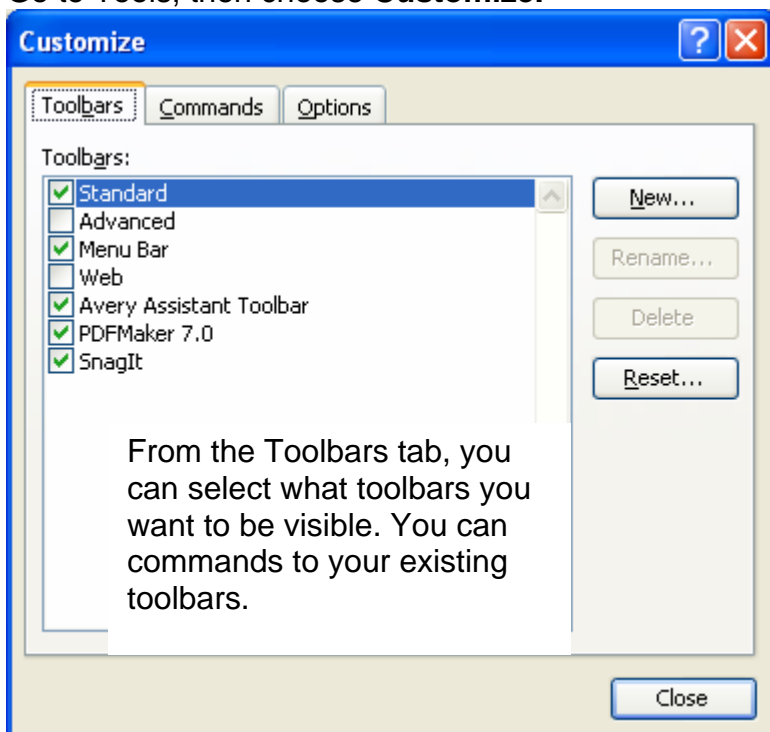


[Return to Table of Contents](#)

## Tools & Options

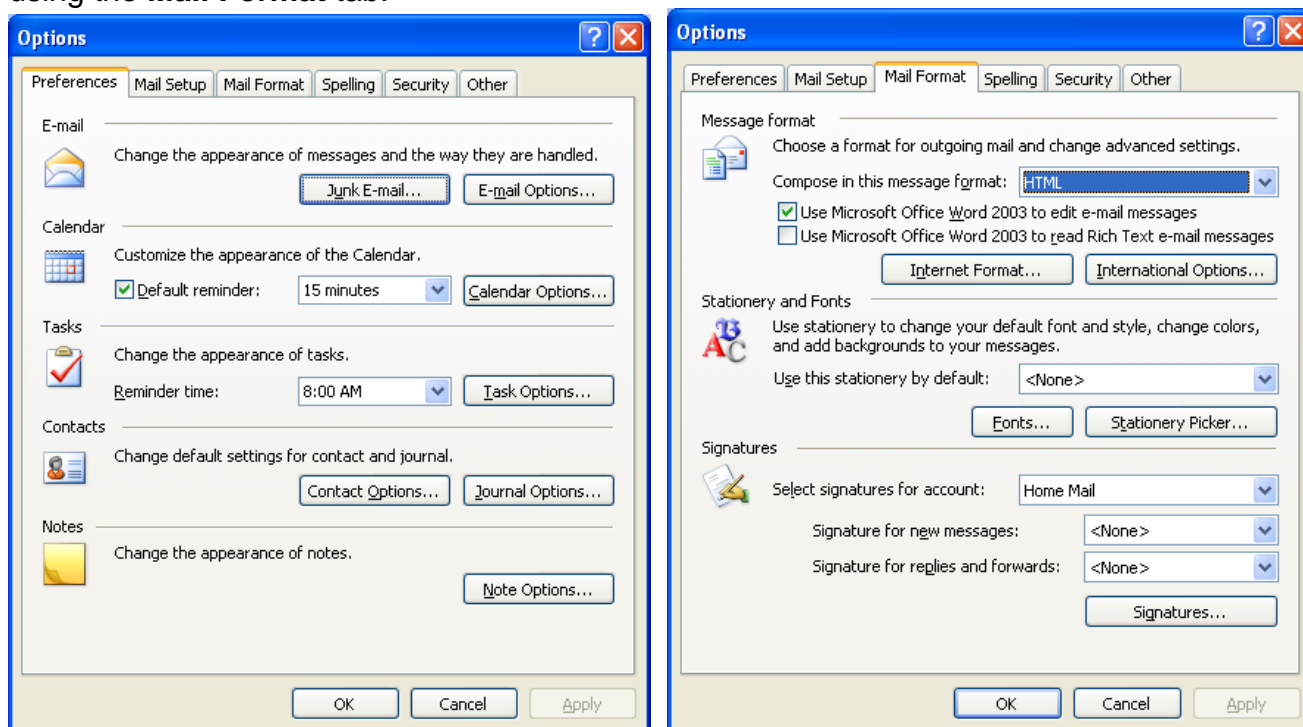
### *Customize Outlook*

By using Tools and Options, you change the appearance of your Outlook program and add some additional features. We will examine some tools available. First one is **Customize**. Go to Tools, then choose **Customize**.



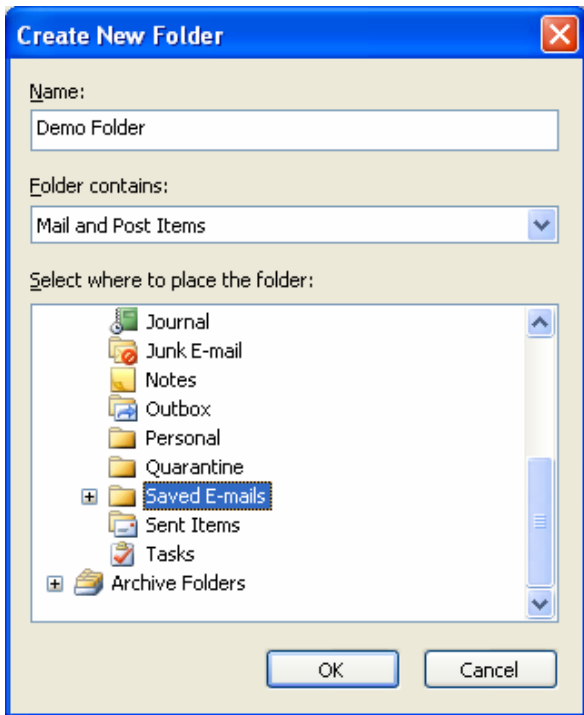
## Options

Go to Tools, and then choose **Options**. Select whatever Options you want from the **Preferences** tab. You can make changes as to how you want your incoming mail to appear by using the **Mail Format** tab.



## Saved Folders

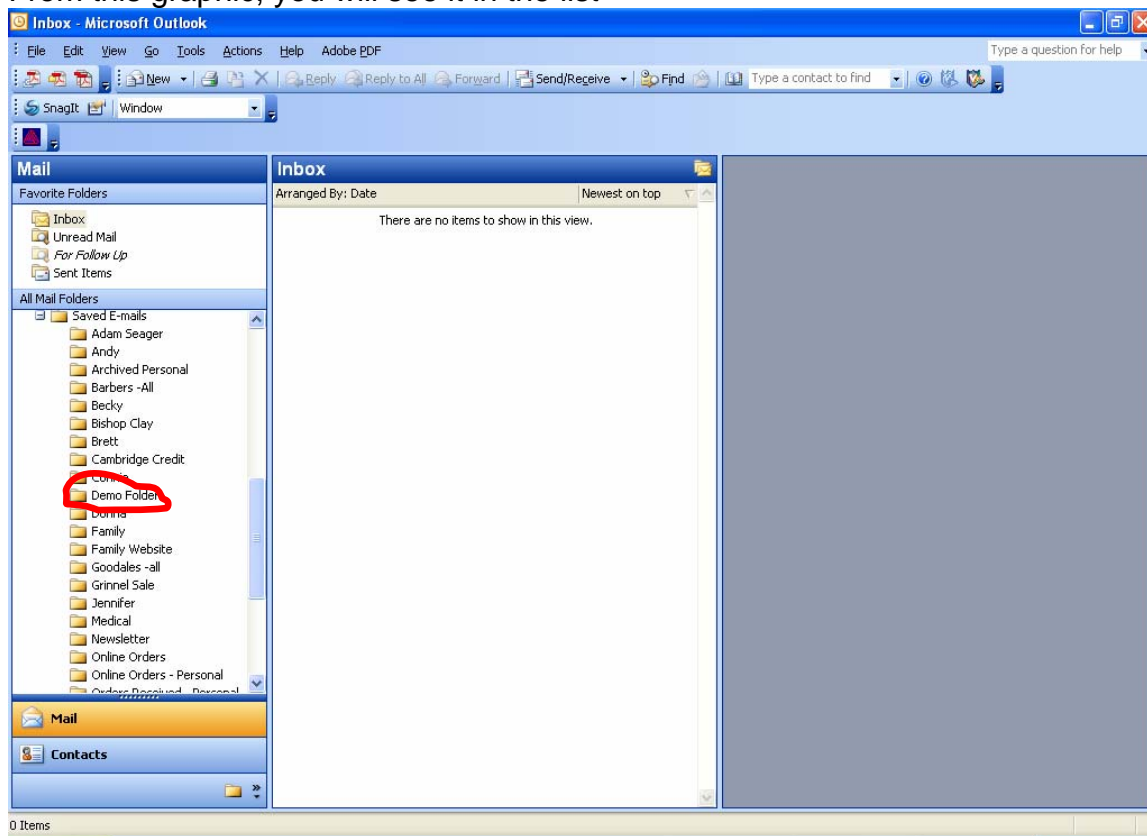
To create **New Folders** similar to the ones you see on the left, go to the top and choose **File**, then choose **Folder**, then choose **New Folder**. This makes it possible to save your email in a folder of your choosing. By following these steps you can create the folder by name, and develop the structure for your storage system.



For demonstration purposes, we have called it Demo Folder. Scrolling down the list we will save it in **Saved Emails**.

Now click on OK

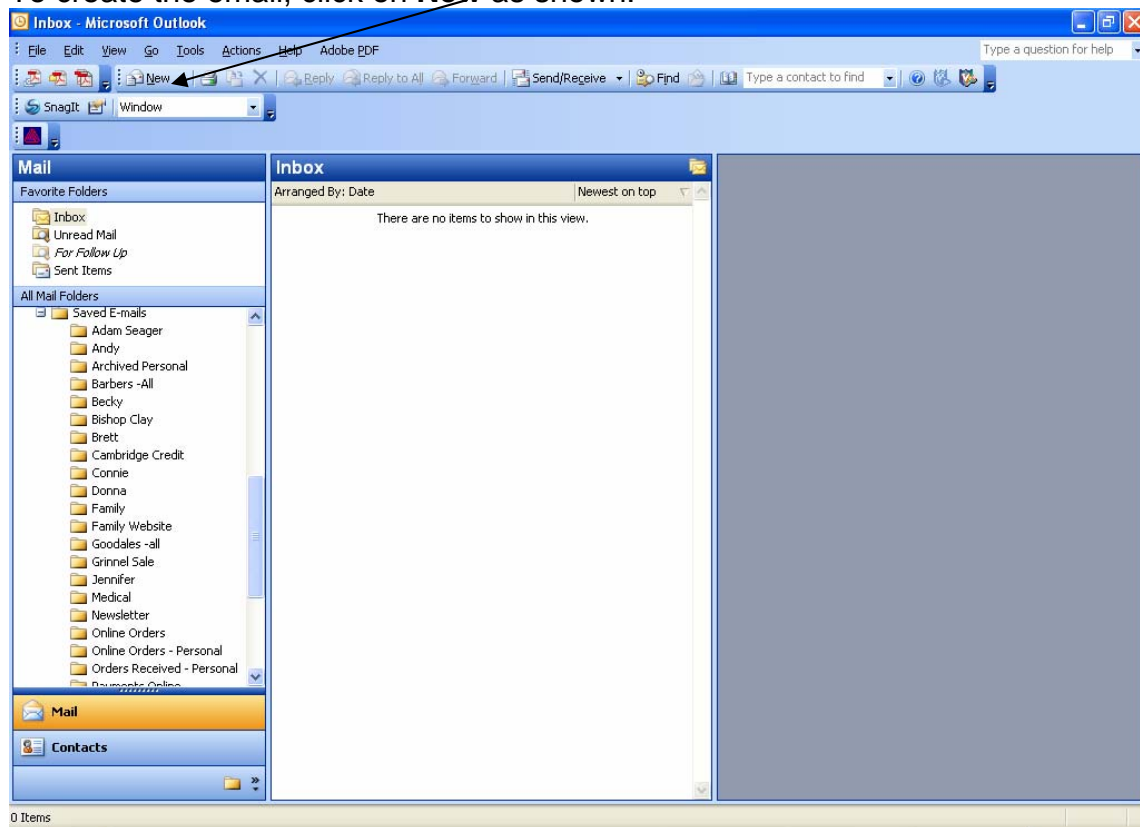
From this graphic, you will see it in the list



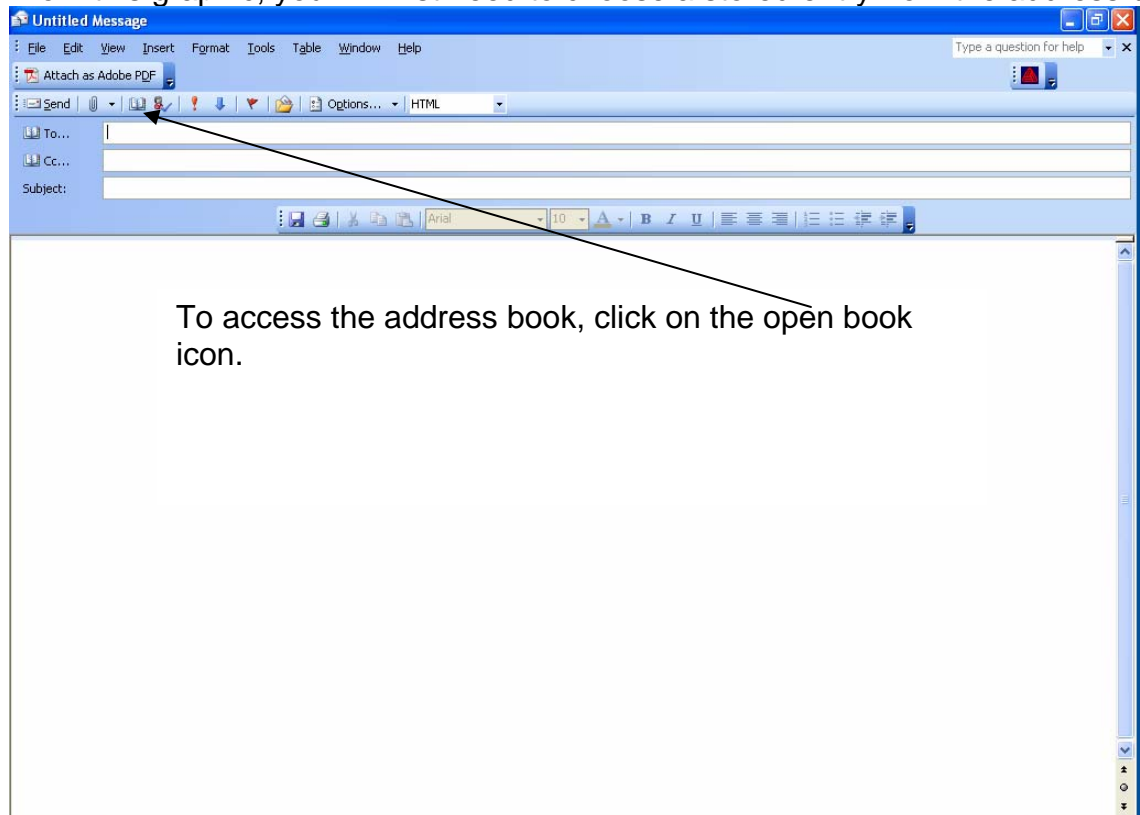
[Return to Table of Contents](#)

# Sending E-Mails

Sending emails involves two actions: Creating the email and secondly, using the address book. To create the email, click on **New** as shown.

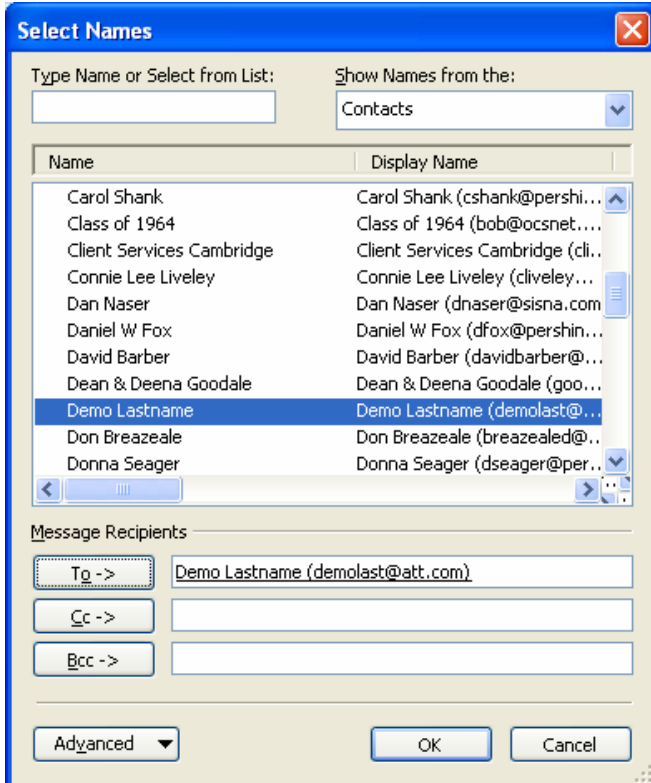


From this graphic, you will first need to choose a stored entry from the address book.

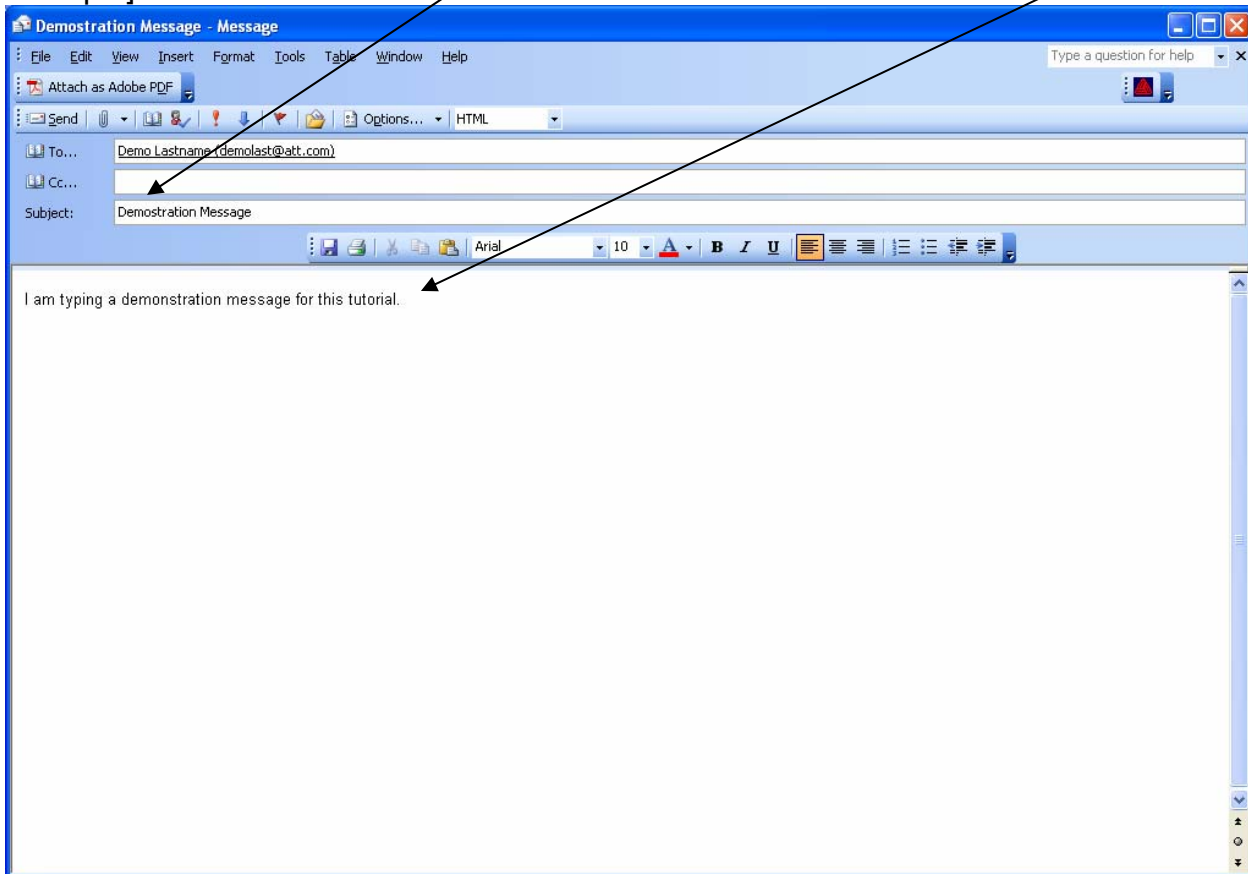


To access the address book, click on the open book icon.

Select the name and then click on the TO: box. Then click on OK.



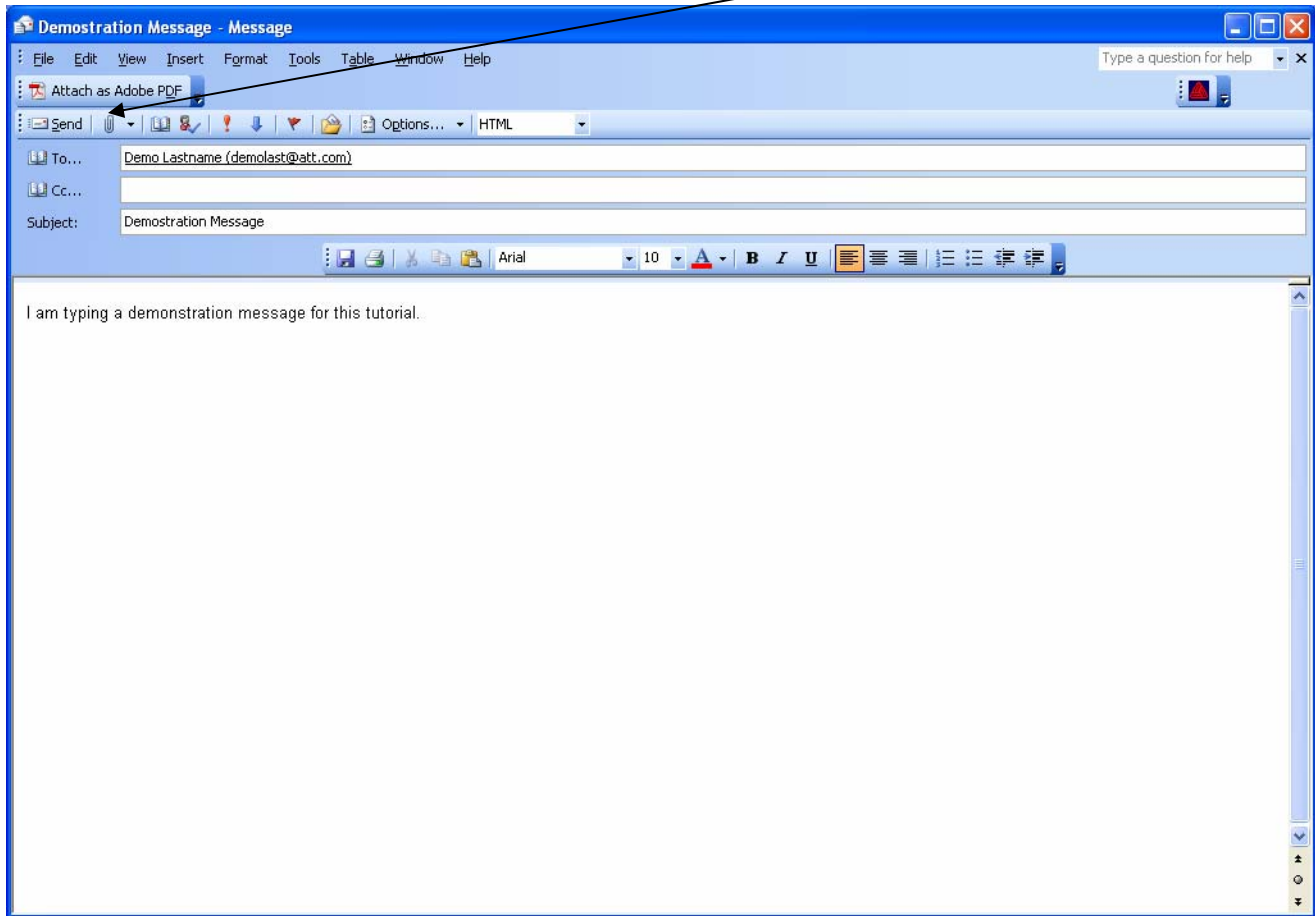
You can now type in your **subject heading** and then type in the **body of the message** [see example]



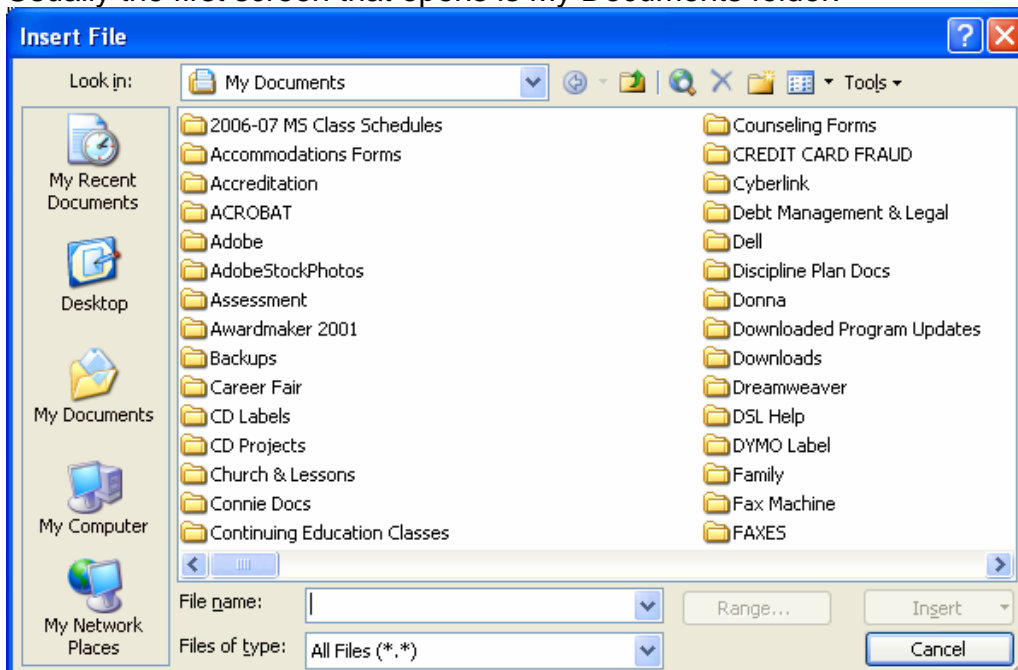
If you are finished, click on **Send**. If you wish to include an attachment follow the steps below.

## Sending Attachments

To send an attachment using the graphic below, click on the paper clip.

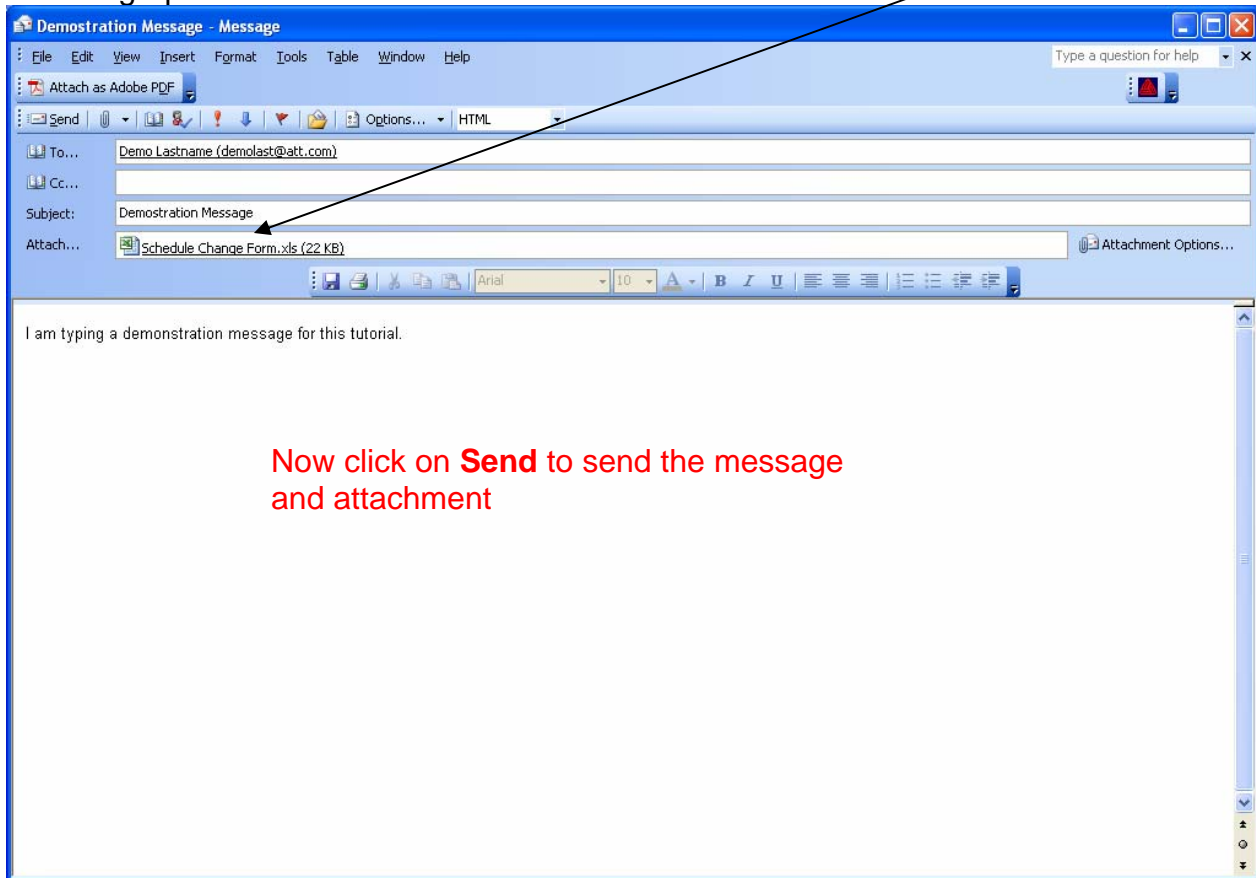


Usually the first screen that opens is My Documents folder.



Scroll thru the folder until you find the document or picture you want to attach.

After you find the file, click on **Insert**, and the file will appear in the **Attach** area as you see in the this graphic.

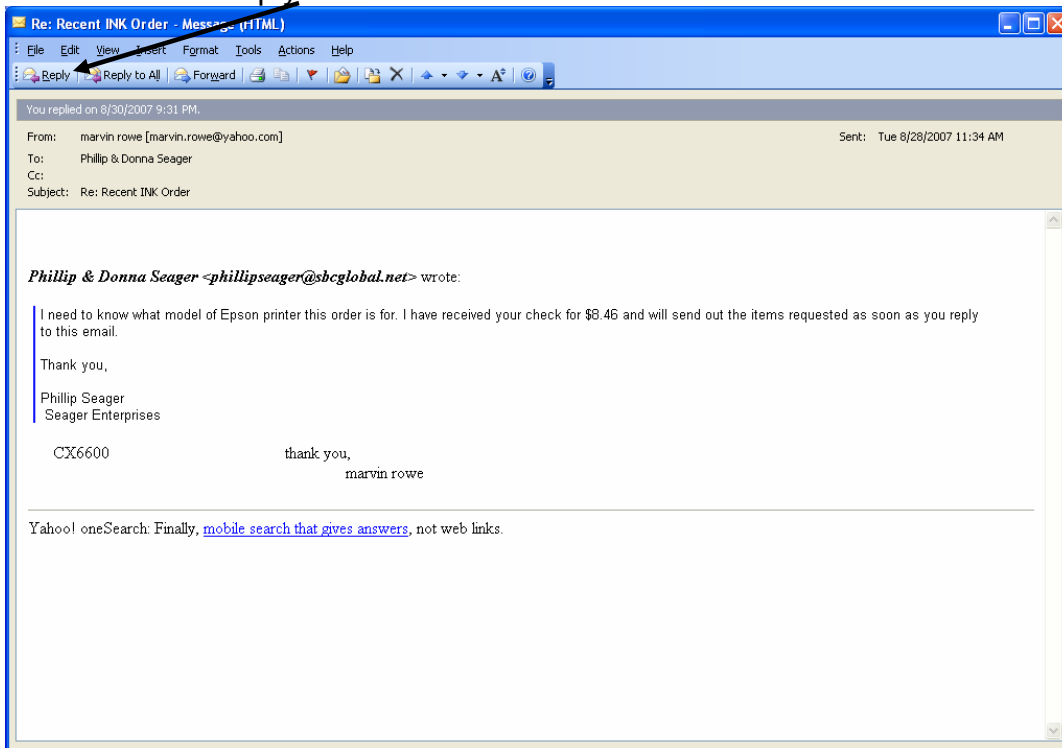


## ***Reply & Forward an Email***

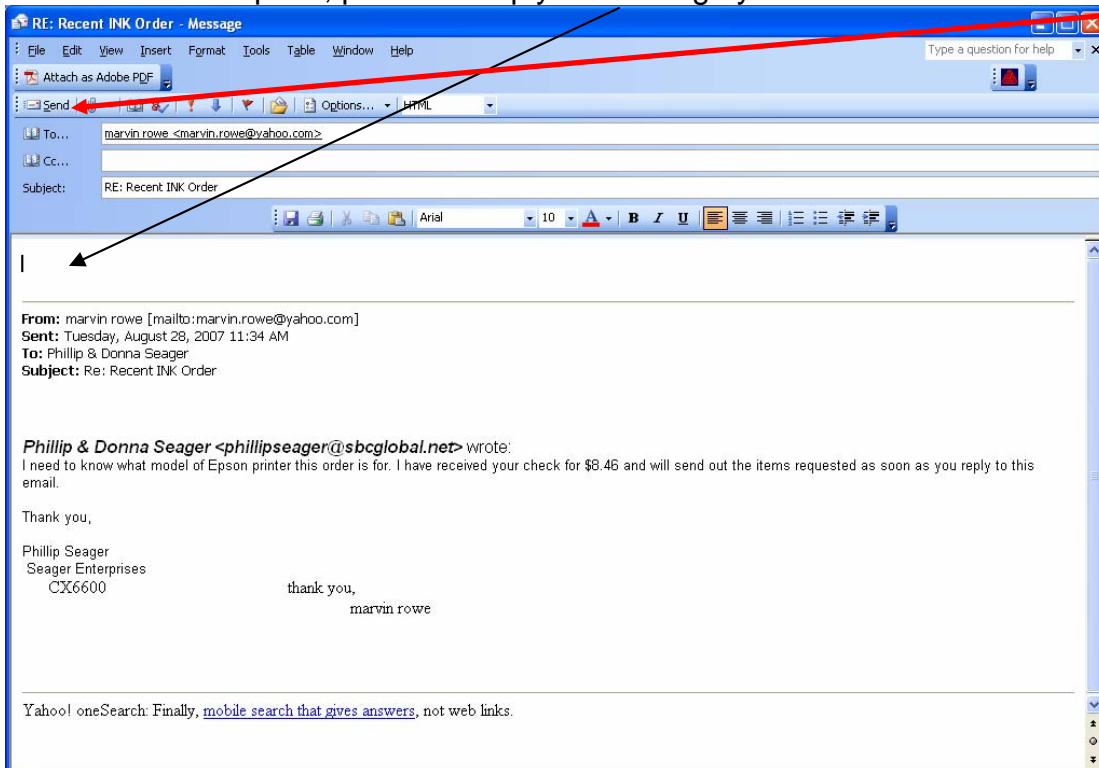
You may also wish to send a reply to an email you have received. Besides sending the reply, you can also forward this email to someone else. With either one, you can also send an attachment as shown in the example & procedure above.

## Reply to an Email

1. Open a previously received email.
2. Click on the Reply button as shown here



When the email opens, put in the reply or message you want to send then click on SEND



## Forwarding an Email

1. Using the same example as before open the email.

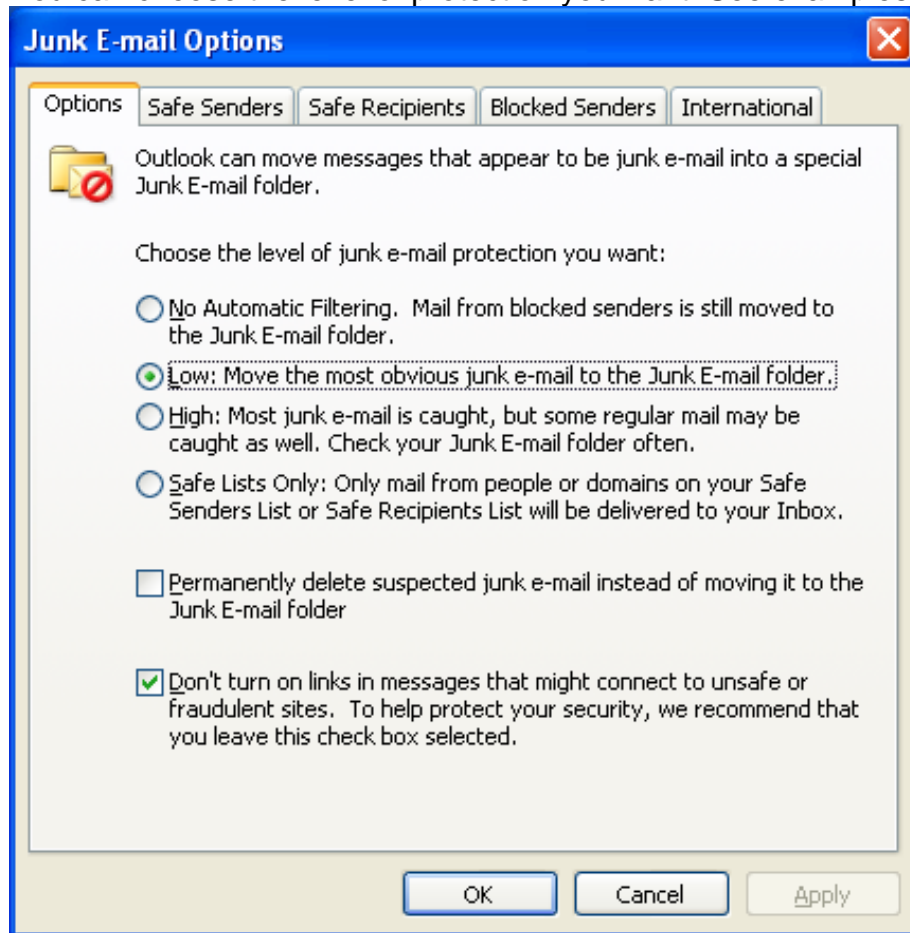


## Unwanted Email

Often you receive email that was unsolicited. It can be in the form of **Junk Mail** [advertisements or Sales Promotions] of a harmless or damaging nature. You can protect yourself from receiving this kind of email by using the **Junk Email Options**. To reach there, go to **Actions, Junk E-Mail, Junk E-Mail Options**. Here you can make changes to your settings.

### Options

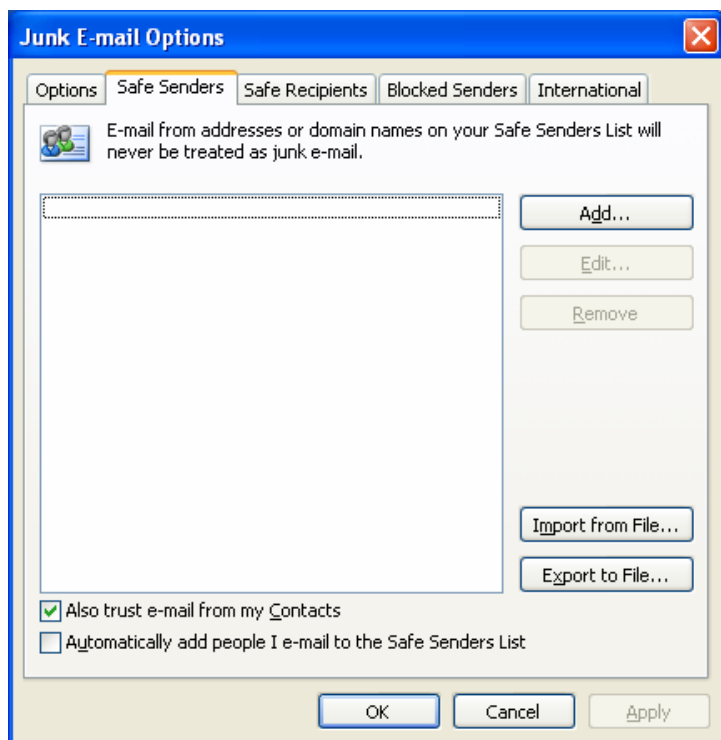
You can choose the level of protection you want. See examples below.



[Return to Table of Contents](#)

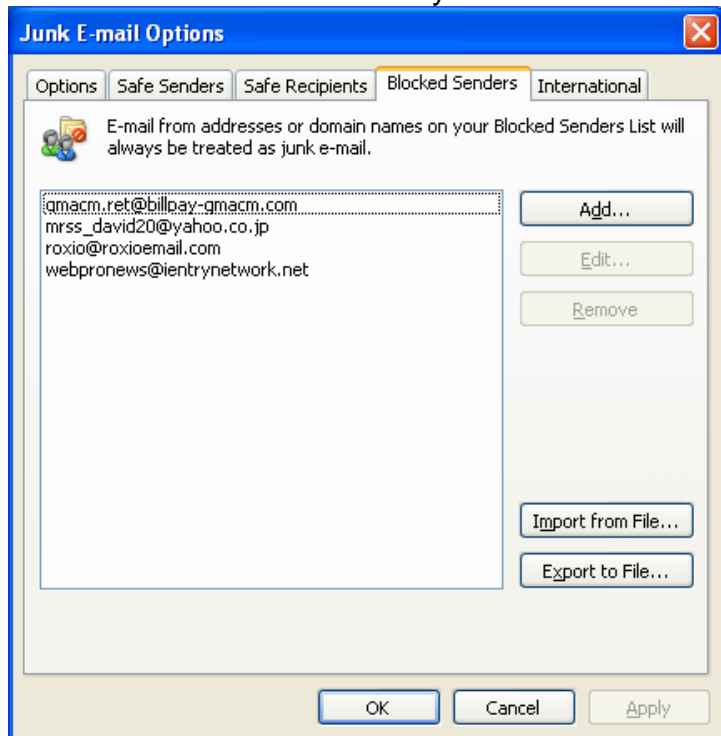
## Safe Senders

You can add email addresses from those you trust to the Safe Senders list



## Blocked Senders

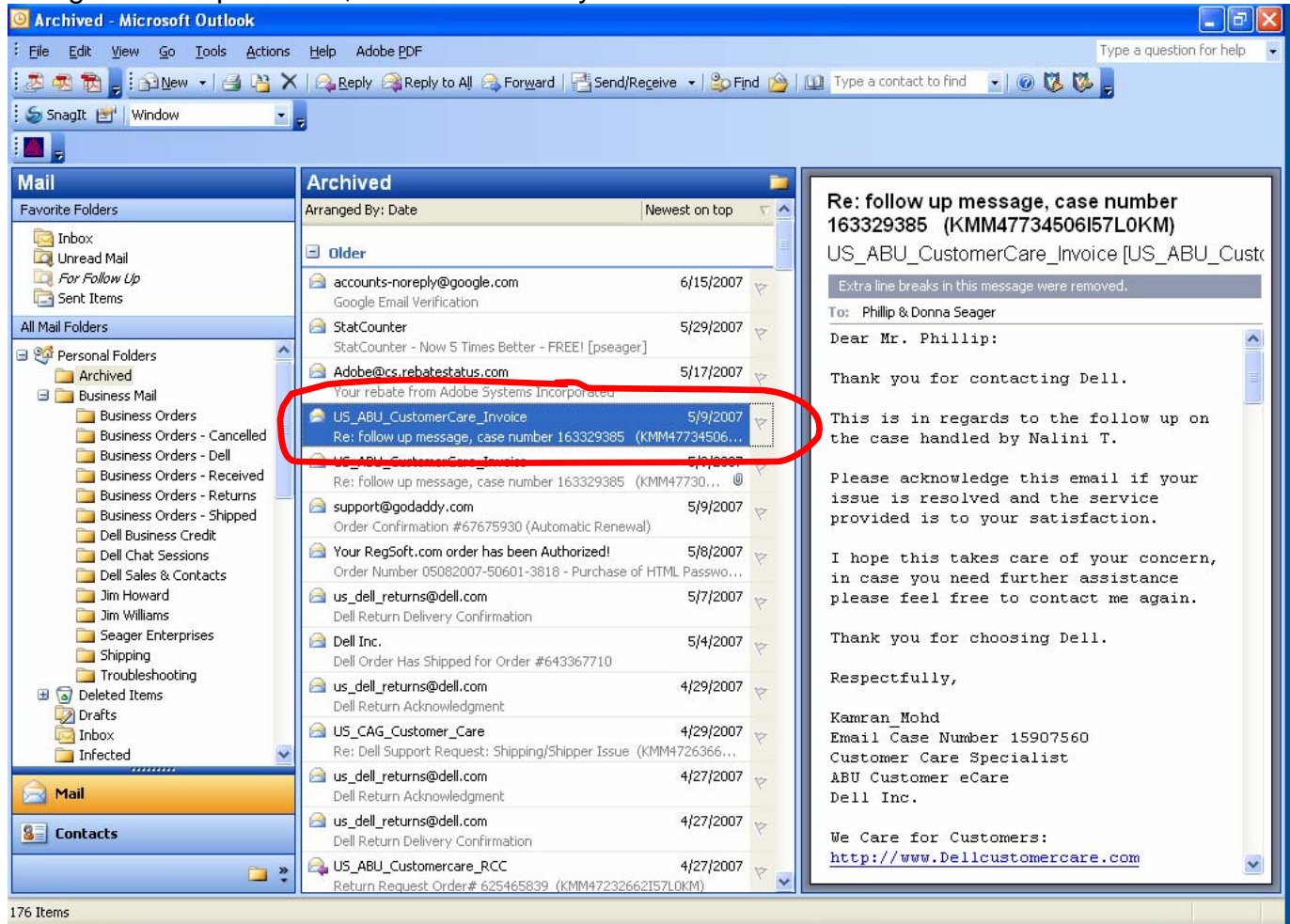
The blocked senders list will include those from whom you want blocked to your Inbox. Usually this can be accomplished by selecting the email in your Inbox and applying an action to it. This will be shown later. You see by this list that some have been added already.



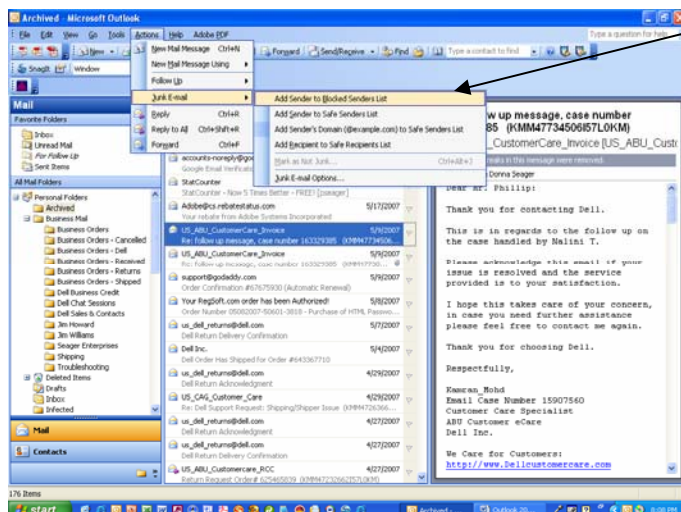
We will not cover the Safe Recipients or the International tabs during this tutorial.

## Adding Junk Emails to Blocked List

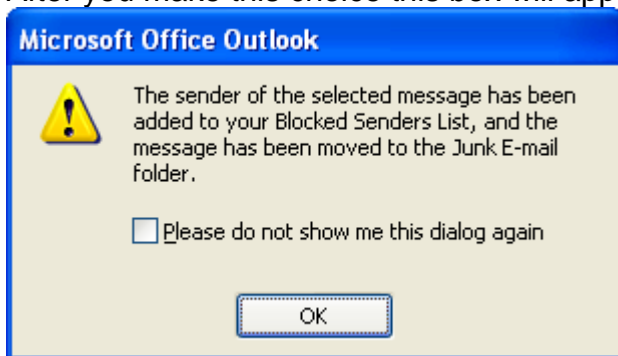
Using the example below, select the email you wish to add to the blocked list



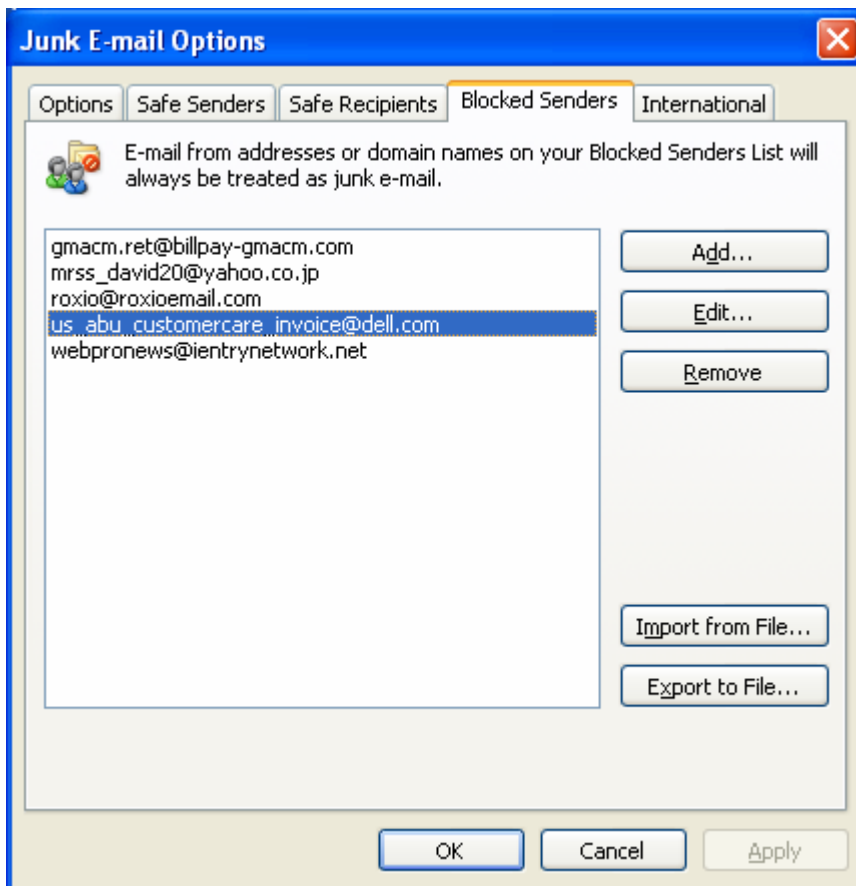
and then go to Actions on the file menu, and choose Junk E-Mail, then **Add Sender to Blocked Sender List**.



After you make this choice this box will appear. Click on OK.



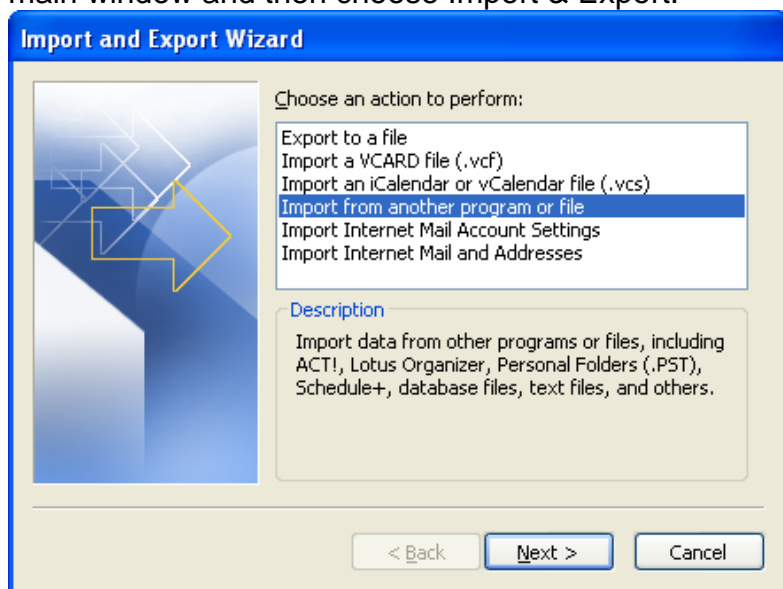
To verify that the email is now in the Blocked Senders List, use the steps shown in the [Unwanted Emails](#) section of this tutorial to access the Blocked Sender's list. Also you can see it in the example below.



[Return to Table of Contents](#)

## Importing & Exporting

You also have the ability to Import addresses and saved emails from other Email programs such as Outlook Express and Eudora Pro. To do this, click on the File menu at the top of the Outlook main window and then choose Import & Export.



To export addresses and emails from Outlook, choose **Export to a file**.

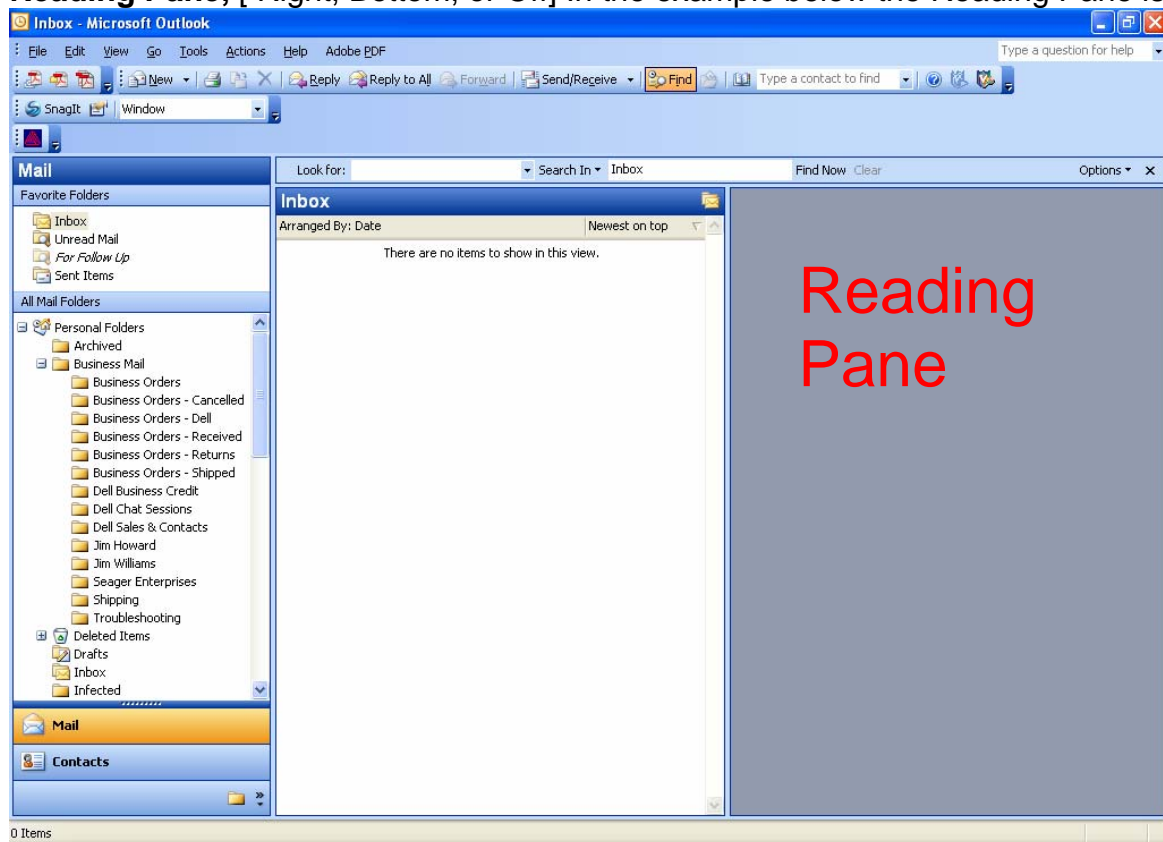
To import from Outlook Express into Outlook choose **Import from another program or file**

As you click on each of the choices the description will appear below.

# Additional Features

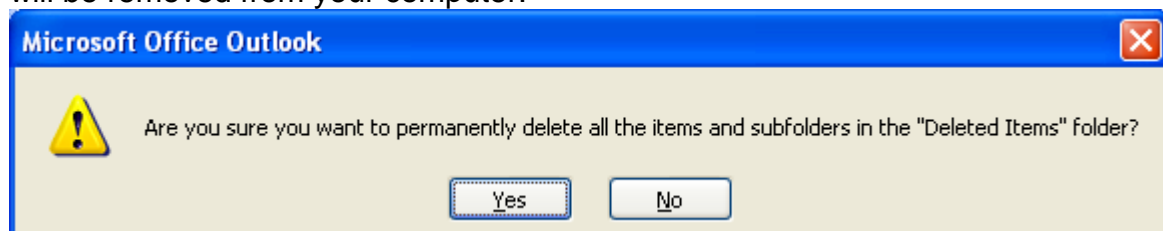
## View Options

Other features that might be of use is the **View** options from the File menu. Click on **View, Reading Pane, [ Right, Bottom, or Off]** In the example below the Reading Pane is on the right.



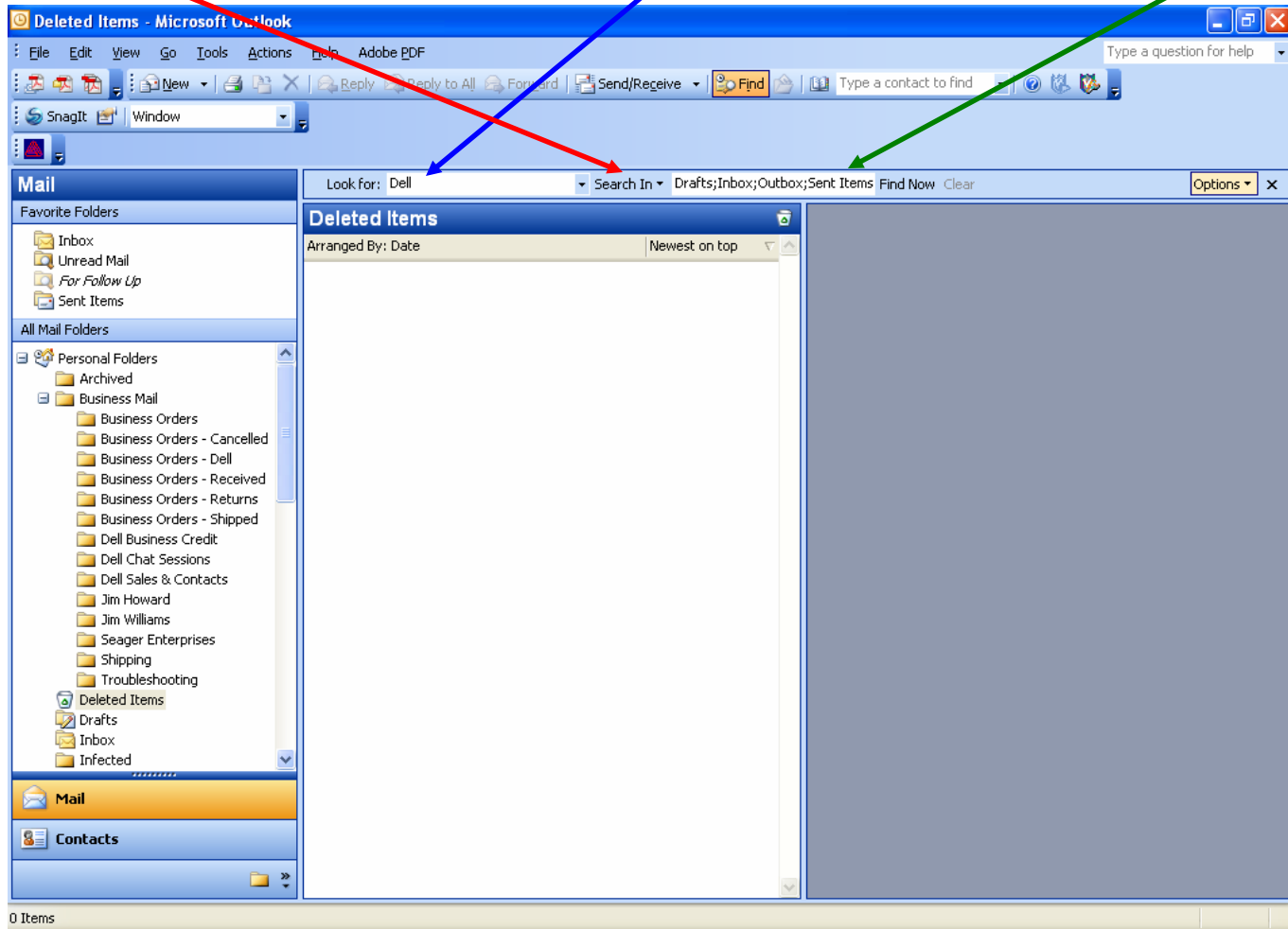
## Deleting Emails

At any time, you may send an email to the “trash can” by simply selecting the email and then pressing the **Delete** key on your keyboard. The email will then go to the Deleted Items Folder. This doesn’t mean they are deleted from your computer, it just means they are no longer in your list of active or stored emails. To delete from your computer, you must scroll down in the left pane (Folders Pane) until you find the **Deleted Items** trash can and click once on it. All items in the “trash” will now show in the center pane. To delete from your computer, click on **tools**, and then click **Empty “Deleted Items” Folder**. When this screen comes up, click on YES. All items will be removed from your computer.

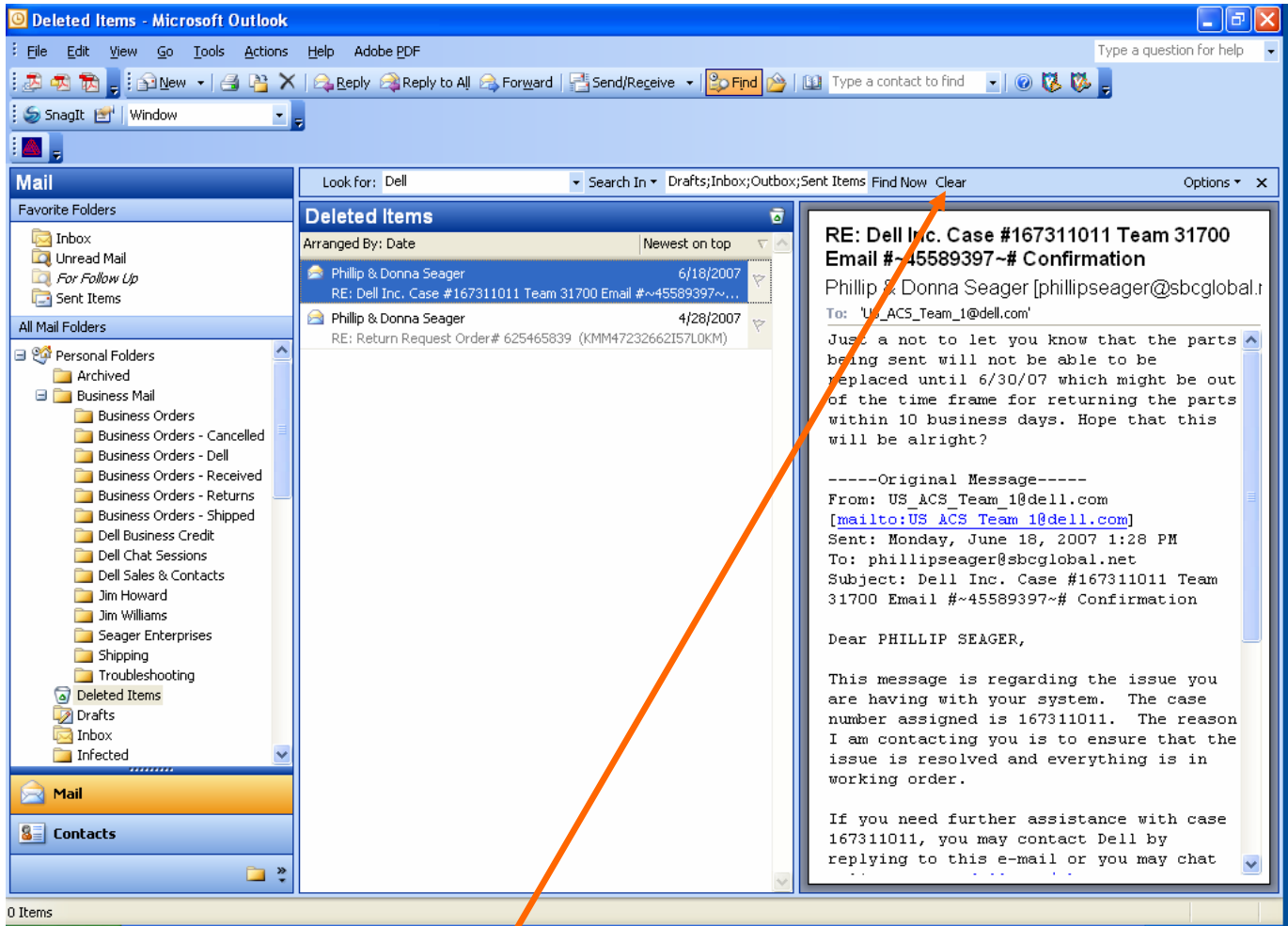


## Find Tool

Using the screen below, you can search for saved emails or sent emails by entering in search keywords in this box and then click on the drop-down menu to select where you want to look for the item. For this demo example, we have chosen Dell as keyword/search term and from the **Search In** drop-down, we have chosen **All Mail Folders** which now are manifest in the **Search In** box.



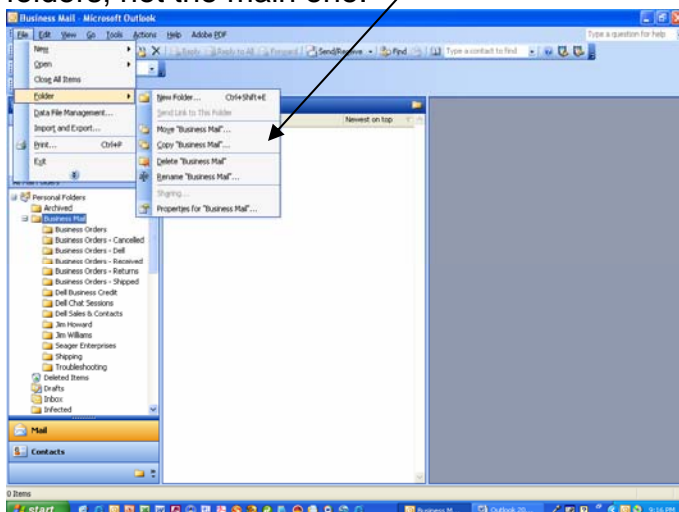
Press the **Enter** key on your keyboard and this will be the result:



To Clear the search, click on the **Clear** button.

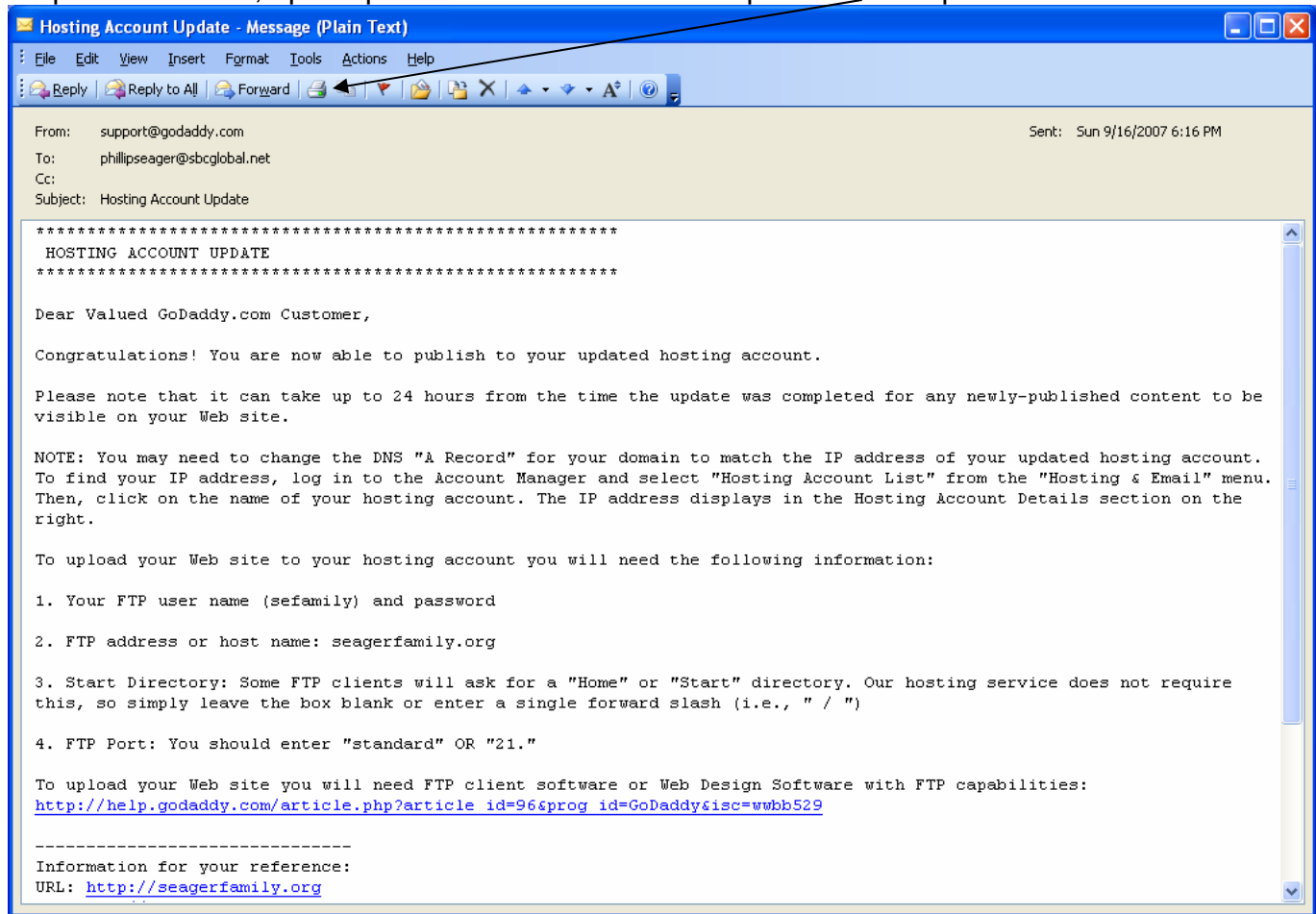
## Folders Pane

In the Folders Pane, you click on any folder, and then click on **File, Folder**. You then select from a number of settings changes you wish to make for this folder. It is best to use this tool on sub-folders, not the main one.



## Print an Email

To print and email, open up the email and click on the printer icon to print.



[END OF TUTORIAL](#)