

# Getting More from Outlook

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## 1 Introduction

In this lab, you'll learn how to use several advanced features of Outlook:

1. Personal Folders.
2. Handling junk and “adult” messages.
3. Automatically delete messages from the Deleted Items folder.
4. “Out of office” auto-replies.
5. Message signatures.
6. Introduction to Rules and Alerts.

## 2 Outlook Lab

### 2.1 Creating Personal Folders

First off, you may not have to do this. Open Outlook (do **not** open Outlook Express) and check the Folders List pane on the left. If you already have a “Personal Folders” folder, skip this part. If not, do the following:

1. Within your **G:** drive, create a folder named **Exchange**.
2. In Outlook, open the *File* menu and choose *Data File Management*.
3. In the dialog which will pop up, choose *Add...* and then Select *Office Outlook Personal Folders File* and click *OK*.
4. In the *Create or Open Outlook Data File* dialog box, navigate to the **Exchange** folder you just created on your **G:** drive. Set the file name to **personal** and click *OK*.
5. Close the dialog boxes.
6. Back in Outlook, verify that you now have a “Personal Folders” folder.

## 2.2 Handling Junk E-Mail

1. This is how you designate an e-mail sender as a junk e-mailer: right click on the e-mail from them, choose *Junk E-Mail*, and select *Add Sender to Blocked Senders list*.
2. Go back to your inbox, select the e-mail from me (`kelliher AT phoenix.goucher.edu`) with a subject line of “Do not delete” and add me to your junk senders list.
3. I’ll now send you another piece of e-mail from that account so that you can see that it goes straight to your *Junk E-Mail* folder.

Once you’ve verified this, move on to the next step.

4. You can now remove me from your blocked senders list by opening the *Tools* menu, selecting *Options* and clicking the *Preferences* tab. Click *Junk E-Mail* (ignore the warning message). Select the *Blocked Senders* tab and then select the appropriate items on the list and remove them.

Or, maybe you want to keep me on your blocked senders list!

## 2.3 Deleted Items Management

Have you ever been locked out of your inbox because it was full, even though you had deleted a lot of e-mail? Maybe all the deleted e-mail is still sitting in your *Deleted Items* folder, waiting for you to delete it from there. The “quick and dirty” way to do this is to right click on that folder and choose *Empty Deleted Items folder*. But, you have to remember to do this. If you want to have these deleted items deleted permanently every time you exit Outlook, follow these instructions:

1. Open the *Tools* menu, select *Options...*, and select the *Other* tab. Enable *Empty the Deleted Items folder upon exiting*.

## 2.4 Letting People know you’re away

Outlook has a service which automatically sends a reply to an e-mail. This is useful if you won’t be reading your e-mail for an extended period of time and want to let people know this. In Outlook, this feature is called the “Out of Office Assistant.” Here’s how to set it up:

1. Open the *Tools* menu and select *Out of Office Assistant...*
2. Select *I am currently Out of the office* and type the text for your Out of Office message. Click *OK* when finished.
3. To see how it looks when it works, send an e-mail to yourself.
4. Don’t forget to go back and select *I am currently In the office!!!*

## 2.5 Signatures

An e-mail signature is just a few lines of text which some people like to have at the bottom of each of their e-mail messages. Some use the signature to provide contact information while others use it to display a meaningful quote. For example, here’s my signature:

Thomas P. Kelliher | Voice: (410) 337-6189  
Dept. of Mathematics and Computer Science | Fax: (410) 337-6408  
Goucher College -----| kelliher AT bluebird.goucher.edu  
1021 Dulaney Valley Rd. | http://phoenix.goucher.edu/~kelliher/  
Baltimore, MD 21204 |

In any case, netiquette prescribes that a signature shouldn't be more than four or five lines long. Here's how to create a signature in Outlook:

1. Open the *Tools* menu, choose *Options...*, and then select the *Mail Format* tab.
2. Click on *Signatures*.
3. Click *New* and follow the dialog box to create and save a new signature.
4. Get back to the *Mail Format* tab and select the signature you want to use for new messages and replies and forwards.
5. Compose a new e-mail message and note that the signature is automatically appended to your message for you.
6. If you'd rather not have a signature, get back to *Mail Format* and choose <None> for your signature.

## 2.6 Using Rules and Alerts

Rules and Alerts is a powerful tool (this means it can take a while to learn all its features) for organizing your inbox. I'll show you how to create a rule to send all your CS 102 messages to a folder inside your Personal Folders folder. You'll see how to move messages based on keywords in the subject line or based upon the sender of the message. You can experiment with Rules and Alerts on your own to see what else it can do for you (or to you if you're not careful).

First things first: In Outlook, right click on your Personal Folders folder and choose *New Folder...* to create a new personal folder. Name the folder CS 102.

1. Moving messages to a folder based on subject line keywords:
  - (a) Open the *Tools* menu and select *Rules and Alerts*.
  - (b) Select *New Rule* to create a new rule.
  - (c) We want this rule to apply when specific words occur in the Subject, so select the best choice for that and then, in the window below, click on *specific words* and enter CS 102 as a keyword phrase. Click *OK* then *Next*.
  - (d) We want to move this message to our CS 102 folder, so select the option to move e-mail to a specified folder, then click on *specified* in the window below. Navigate to your CS 102 folder and select it. Click *OK* then *Next*.
  - (e) You can scroll through the exceptions. We won't make any, so just click *Next*.
  - (f) Name the rule (CS 102 works) and turn it on.
  - (g) Send yourself an e-mail with CS 102 in the subject line to test the rule. Did it work?
  - (h) If you don't want to continue using this rule return to the Rules Wizard, select the rule, and delete it.

2. Moving messages to a folder based on sender:

- (a) Open the *Tools* menu and select *Rules and Alerts*.
- (b) Select *New Rule* to create a new rule.
- (c) We want this rule to apply when the sender is a specific person, so select the best choice for that, then click on *people or distribution list* in the window below.
- (d) Add your e-mail address to the list. Note that you may enter more than one e-mail address if you like, but one is enough here. Click *OK* then *Next*.
- (e) We want to move this message to our CS 102 folder, so select that option, then click on *specified* in the window below. Navigate to your CS 102 folder and select it. Click *OK* then *Next*.
- (f) You can scroll through the exceptions. We won't make any, so just click *Next*.
- (g) Name the rule (your name works) and turn it on.
- (h) Send yourself an e-mail, without CS 102 in the subject line, to test the rule. Did it work?
- (i) If you don't want to continue using this rule return to Rules and Alerts, select the rule, and delete it.