UVa Exchange Service

Outlook 2011 for Mac Quickstart Guide

• *Don’t have Outlook?* [Download](#) and [configure](#) the [Microsoft Office Suite](#) (which includes Outlook)!

In this Quickstart Guide, you will learn to:

- Send and Receive Email
- Add an Attachment to Your Message
- Add a Signature to Your Message
- Create an Email Folder
- Search Your Email
- Set Up an *Out of Office* Message

**Send and Receive Email**

**Create and Send a New Email Message**

1. First, be sure you are in the Mail function of Outlook.

![Mail function of Outlook](#)

2. In Mail, in the upper left area of the screen, either click E-mail, or click New and then choose E-Mail message.
3. In the **Untitled - Message** window that appears, type a known email address directly into the **To** field. As you type, both **Contacts & Recent Addresses** and the **Directory** will appear. Select the appropriate name from either.

   ![Untitled - Message window](image)

   If you have multiple recipients or would like to use the **Cc** or **Bcc** fields, you may continue to search for names; select the appropriate **To/Cc/Bcc** button from the **Options** tab for each.

   By default Outlook will look for contacts in the **Global Address List (GAL)**, which is the UVa-wide address book. If you have your own list of manually entered or imported contacts in Outlook or Exchange, select the **Address Book** drop-down menu in the right corner of the **To** field.

4. Enter your desired text in the **Subject** field and in the body area of the email, then click **Send**. After the message is sent, it will move to your **Sent Items** folder in the left-hand area of your Inbox screen.
Receive Email

Select the Send/Receive drop-down from Outlook's menu bar, then the Send/Receive All Folders icon. Alternatively, you can click the Send/Receive icon in the left corner of the top quick menu bar.

1. NOTE: You don't need to do anything other than starting/logging into Outlook and leaving it open to receive email. The Exchange Server will automatically push new email messages to your Inbox as they are sent.

2. New and unread messages will appear in your Inbox in bold.
   - The folder list in the left-most column will indicate new and unread messages by displaying the number of unread messages to the right of the folder name.
   - The next column to the right will list the messages in the folder that you selected in the left column. You can click on the Arrange By... drop-down arrow to change the way the messages are sorted—by Date, From, Subject, Attachments, etc.
   - The email message that is selected in the middle column will display in the reading pane further to the right, or you can double-click an email in the list of messages to open it in its own window.

Add An Attachment to Your Message

To share a file, you can attach it to your message. You can also attach other Outlook items, such as messages, contacts, or tasks.

1. While in the message window of a new email, reply, or forward, click the Attach icon on the Message tab.
2. Using the navigation window that pops up, select the file to attach.
Add a Signature to Your Message

Create personalized signatures that appear at the bottom of your messages. Signatures can include text, images, your Electronic Business Card, a logo, or even an image of your handwritten signature.

Create a Signature

1. In a new message window, click **Signatures**, then select **Edit Signatures**.

2. On the **Signature window** window, click the + square at the bottom, and enter the signature as you would like it to appear at the end of your email.

Add a Signature to Your Message

1. In a new message, click **Signature**, then choose the signature you would like to use from the drop-down selector.
   - Note: from **Edit Signatures**, you can set a signature to appear by default.

Create an Email Folder

1. Right-click on your account name in the folder list and select **New Folder**. A new folder titled "Untitled Folder" will be created underneath your account name in the left side of your Outlook window.
2. Double-click in the area that says "Untitled Folder" and type in the name you have chosen for your folder. Click outside that area.
3. **Alternate method**: Click the **New** icon on the ribbon, then select **Folder** from the drop-down. Double-click in the area that says "Untitled Folder" and type in the name you have chosen for your folder. Click outside that area.
Search Your Email

1. Click on the folder you wish to search in.
2. Find the search box in the upper right corner of the Outlook window. Type your term you're searching for into the search box and press return.

3. Any messages in the folder you have chosen that contain your search term will appear in your messages list.

4. When you're finished, you can clear the search by clicking the \( \text{X} \) in the search box.

Narrow Your Search Results

If you can't find what you're looking for, use the search tools on the ribbon to narrow down your search.

- When you click the search box, you can select a scope option on the left side of the ribbon.
- Once you decide your scope, you can then refine your search further by selecting an option such as the subject line or the sender.
Scope (Where to Search)

Here you can choose to search in specific folders, such as all your mailboxes, or just the current folder you've selected—which is your Inbox most of the time.

Set Up an Out of Office Message

1. Click the Tools tab in the top of your Outlook window, and then click the Out of Office icon in the top ribbon.

2. Set up your message and with the option of the period you will be gone and who and how many times the message is received.

To learn best practices for using Exchange to notify co-workers you will be out of the office, check out the UVa Exchange Best Practices for Vacation Planning.