UVa Exchange Service

Outlook 2013 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 a New Email Message

In Mail, click New Email.

Send Email

1. In Outlook, make sure the Home tab is selected in the upper left corner. You can either select the New Email icon, or use the drop-down menu under New Items and select E-mail Message.
2. In the **Untitled - Message** window, select the **To** button to bring up the UVa address book. (Alternatively, you can type a known email address directly into the **To** field.)

3. When you bring up the UVa address book, the **Select Names** window appears. In the top left field, begin typing the name of the recipient (last name first). Outlook finds any names with similar spelling, and highlights the closest one.
• Make sure your desired recipient is highlighted with a blue bar in the center area of the window, then select To -> at the bottom. The contact name is entered in the field as an underlined entry.
• If you have multiple recipients or would like to use the Cc or Bcc fields, you may continue to search for names and select the appropriate To/Cc/Bcc button at the bottom of the window to add recipients.
• By default, Outlook will look for contacts in the Global Address List, which is the UVa address book/directory. 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 upper right corner of the Select Names window.
• Click OK when done addressing to return to your message.

4. Enter your desired text in the Subject field, then type your message in the body area of the email. Click Send.
5. In your list of folders on the left side of the main Outlook window, the message will move first to your **Outbox**. As soon as Outlook establishes connection with the Exchange Server—which should happen almost instantly if you're connected to the network—the message is sent and it appears in your **Sent Items** folder.
Receive Email

1. You needn't do anything but start and log into Outlook and leave it open to receive email. The Exchange server automatically pushes new email messages to your **Inbox** as they come to your mailbox.
   - If you wish to check manually for new mail you can select the **Send/Receive** tab from Outlook's top menu bar, then click the **Send/Receive All Folders** icon.

2. New and unread messages appear in your **Inbox** in bold.
   - The folder list in the left-most column indicates new and unread messages by displaying the number of unread messages to the right of the folder name.
   - The next column to the right lists the messages in the folder that is currently selected in the left column. Click the **By...** drop-down arrow if you wish to change the way your messages are sorted—by Date, From, Subject, Attachments, etc.
   - The email message that is selected in the middle column will appear in the preview pane further to the right; or you can double-click a message in the message list 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. In the window of the new message or reply that you are composing, make sure the Message tab is selected at top, and click the Attach File icon. Using the navigation window that pops up, select the file to attach.

2. A navigation window will appear, allowing you to navigate to the file you wish to attach. Locate and highlight the filename, then click Insert to attach it to your outgoing message.

Add a Signature to Your Message

You can create personalized signatures to 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, click **Signature**, then **Signatures**…

2. On the **Email Signature** tab, click **New**.

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.

Add a Signature

In a new message, click **Signature**, then click the signature that you want.

Create an Email Folder

1. Right-click your account name in the folder list and select **New Folder**… from the pop-up menu.
2. Type the name of your new folder and click **OK**.

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**Search Your Email**

1. Find the search box, at the top of your message list.
2. To find a message that contains a particular word, or was sent to you from a particular person, type the word or the person's name (you can use first, last, and partial names) in the search box. Messages that contain the term you specified appear in the results, with the search term highlighted.

![Search results example](image)

3. You can narrow your results further by changing your search. Here are some common examples:
   - Type “expense report” (including the quotes) to find messages including the exact phrase “expense report.”
   - Type expense AND report (“AND” must be all in caps) to find messages containing both the word “expense” and the word “report,” but not necessarily in that order. You can use “OR” in a similar fashion.
   - Type expense NOT report (“NOT” must be all in caps) to find messages containing the word “expense” but not the word “report.”

4. When you're finished, you can clear the search by clicking the 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 (the strip of tools at the top of the window) to narrow down your search.

To begin, click the search box. The Search tab pops up on the ribbon.

- **Scope:** In the Scope group of icons, you can choose specific folders to search in.

  ![Scope icons](image)

- **Refine:** The Refine group of icons offers including:
  
  - **From:** filters your search results to only show messages sent by a specific person.
  
  - **Subject:** filters your search results based on the subject line of the email. For example, you can search for all the messages that have the keyword “report” in the subject line.
  
  - **Has Attachment:** gives you all the messages that contain an attachment.
  
  - **Categorized:** choose a category to see all the messages that you've flagged with a specific category.
  
  - **This Week:** on the drop down menu choose a time frame to narrow your search results based on the time you received a message.
  
  - **Sent To:** on the drop down menu choose an option to filter the results based on the email recipients. For example the messages that you were CC'd on, or the ones that went to a specific person.
  
  - **Unread:** brings up all the unread messages in the folder you've selected.
  
  - **Flagged:** brings up messages that you flagged to follow up.
  
  - **Important:** shows all the messages that were marked with high importance.
  
  - **More:** choose an option on the menu to further narrow down your search results. For example you can filter by sensitivity or message size.
Remember that you can mix and match these options.

Set Up an Out of Office Message

1. Click the File tab.

2. Click Info in the menu bar, then click the Automatic Replies icon.
3. In the **Automatic Replies** dialog box, check **Send Automatic Replies**.
4. If you want to specify a set time and date range, check **Only send during this time range**. Set the **Start Time** and the **End time**.
5. In the **Inside my organization** tab, type the message you want to send correspondents within your organization; and in the **Outside my organization** tab, type the message you want to send to correspondents outside your organization.
6. Click **OK**.
7. If you selected “Only send during this time range” in a previous step, the **Automatic Replies (Out of Office)** feature will continue to run until the date and time set for the End Time, above. Otherwise, automatic replies will continue to run until you return to the **Automatic Replies** window and click **Do not send automatic replies**.