

How To Use Your Outlook

You will be given a new login and generic password. You may also access Outlook from home using this link:

<https://gsdmail.graniteschools.org/owa>

Basic Tasks:

☛ Access your e-mail:

- ★Click on your inbox

☛ To Check New Messages:

- ★Click on the Send/Receive button across the top toolbar

☛ To Open a Message:

- ★Click on the message you want to read

To Reply to a Message:

- ★Click the message, click the Reply button, and click the send button

☛ To Forward a Message:

- ★Click the message, click the Forward button, enter the e-mail address in the To: box, enter additional comments in the text box, click the Send button

☛ To Create a Message:

- ★Click the New button, enter the e-mail address(es) in the To: box, or if you do not know the address of the person, click on the To: box and type in the name of the person you are looking for, click on their name and click either To->, Cc->, Bcc>, and their name will auto populate into the boxes, then click OK
- ★Enter the subject of the message in the Subject box
- ★Enter the text of your message in the text box
- o Click the Send button

☛ To Attach a File:

- ★Create a new message, then click the Attach button (looks like a paper clip) on the toolbar in the message window, select the file you want to send, click Insert

☛ To Delete a Message:

- ★Select the message and press, delete, or highlight the message and click on the "X" in the tool bar, or click and drag it to the Deleted Items folder.

Other Tasks:

☛ To Create Folders:

- ★Right click on the Mailbox- your name located on your left Navigation pane
- ★Click New Folder
- ★Type in the name of your folder, select Mailbox-your name, click OK

☛ Junk E-Mail:

- ★Be aware that Junk E-Mail detection is set to a High level, so check your junk mail periodically as some important e-mail may be imported by mistake. Unlike Thunderbird, Outlook does not learn what is junk just by placing the e-mail in the junk folder or marking it as junk. If you receive e-mail in your Inbox that is junk, you can right click on it and choose "add sender to your blocked list."

Contacts:

☛To view your contacts:

- ★Click the contacts pane in the Navigation pane

☛To Create a New Contact:

- ★Click the New button in the top left toolbar

☛To Edit a Contact:

- ★Double click on the contact

☛To Find a Contact:

- ★Click the Find button on the toolbar, type who or what you are looking for and where to search, then click Find Now

☛To Delete a Contact:

- ★Select the contact and click the Delete key or the X in the toolbar

E-Mail Cleanup:

☛To Empty Deleted Folder:

- ★Go to Tools, then click Empty Deleted Items Folder

☛To Clean Mailbox:

- ★Remember that your mailbox size should be limited to 300mb
 - * You will receive a system warning as your mailbox fills up. If you reach the limit, you will no longer receive e-mail. Once your mailbox is full, people sending e-mail to you will get a reply email stating that their e-mail was not delivered because your mail box is full. Once you clean up your mailbox, you will begin to receive e-mail once again.
- ★To view your mailbox size:
 - * Go to Tools, Mailbox Clean Up, then View Mailbox Size, if it is getting close to the 300mb, then start deleting some of your old unwanted e-mails, and e-mails w/ attachments.
- ★Delete your SENT and JUNK MAIL files periodically:
 - * For most of you, copies of SENT e-mail uses the majority of your mail box space. Clean it up at least MONTHLY. Keeping up to the past 45 days will be sufficient for the most part, anything older than that, DELETE IT.

Calendar:

☛To View Calendar:

- ★Click the Calendar pane on the Navigation Pane

☛To Change Views:

- ★You can change your calendar view by clicking, Day, Week, or Month on the toolbar at the top

☛To Input Appointments Into Your Calendar:

- ★Click on the date on your monthly calendar or the time in your day calendar and type in the Subject, Start/End date, or check- All day event. If you uncheck the box you can set your start and end times
- ★You can also select the down arrow next to label and color code your appointment
- ★You can also set reminders to pop up w/durations it will remind you