



Getting started with Microsoft Outlook

Client Relations and Communications

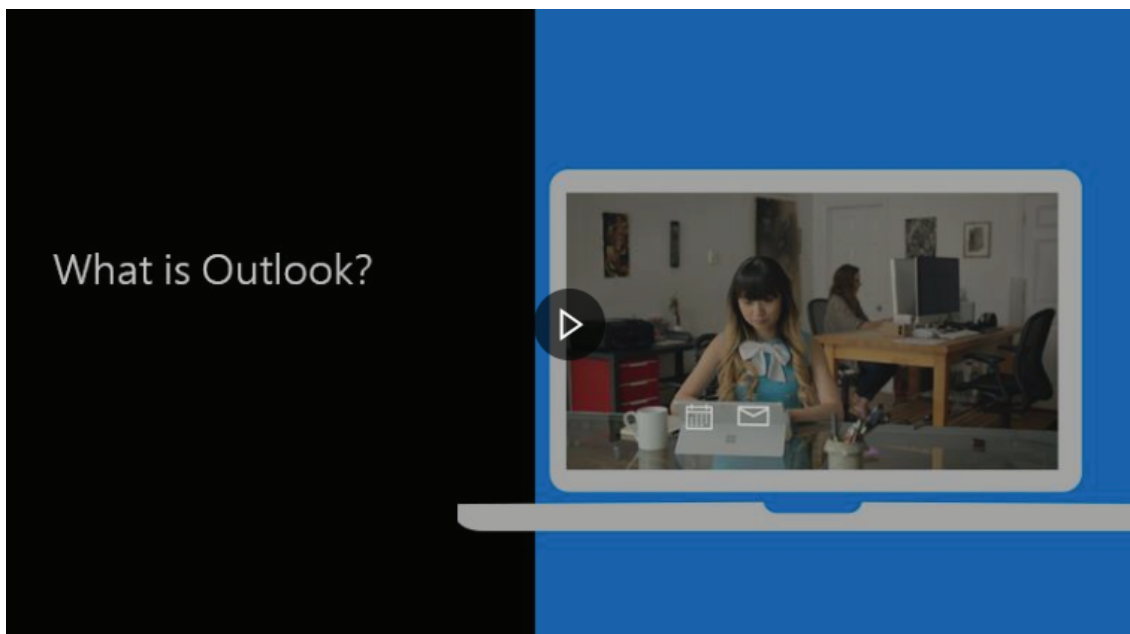
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Introduction to Outlook

Outlook organizes your emails, calendars, contacts, tasks, and to-do lists, all in one location. This all starts with your Microsoft email address. Once you login to your account, you can start working with emails, turning them into tasks or appointments, and storing phone numbers or email address into your contacts so you don't have to remember them.



Watch the video on online: <https://www.microsoft.com/en-us/videooplayer/embed/R-Wee2f?pid=ocpVideo0-innerdiv-oneplayer&postJsIIMsg=true&maskLevel=20&market=en-us>

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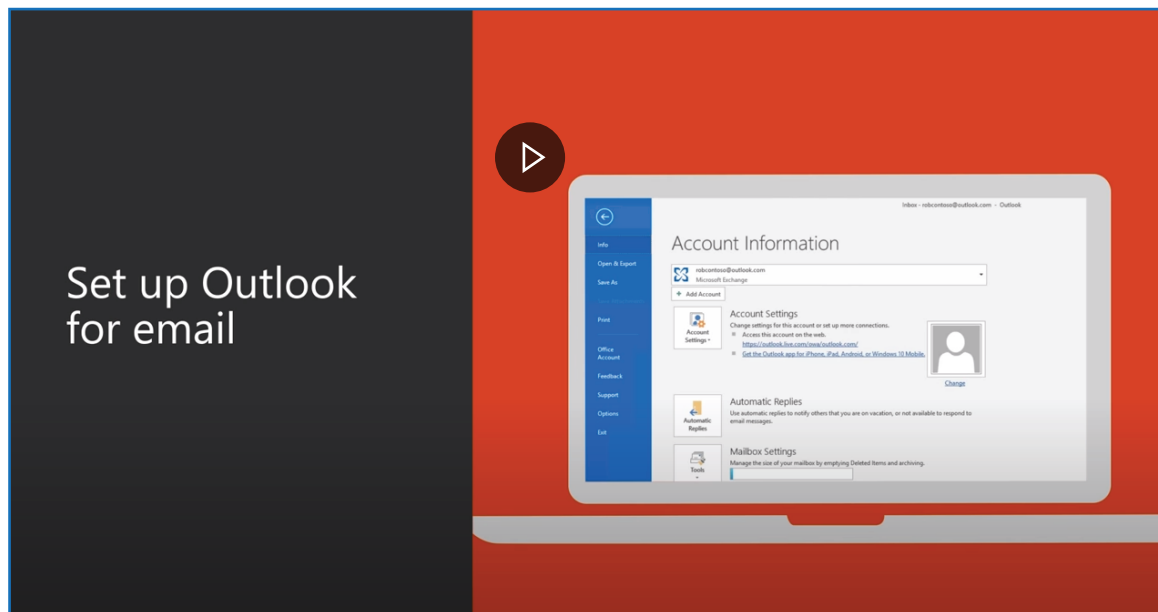
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Setting up Outlook on your Desktop



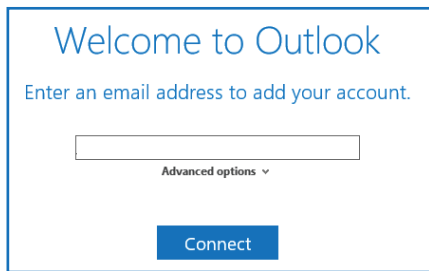
Watch the video on Youtube: <https://www.youtube.com/watch?v=f4BzPYWzwr4>

DESKTOP INITIAL SETUP

Accessing Outlook from your Desktop

When you access the Outlook app on your desktop for the first time, you will need to setup your Outlook account. Once you have done that, you can start sending and receiving emails, scheduling meetings, and saving your contacts.

1. Click the **Windows icon** in the bottom left corner of your screen.
2. Begin typing **Outlook** in the **Windows search bar**.
3. Select the **Outlook application** from the list of options that appears.
4. Outlook will open and the **Auto Account Setup** will begin walking you through the setup steps.
5. Enter your **SIU email address**.
6. Click **Connect**.





7. Enter your **SIU password**.
8. Click **OK**.

Outlook will automatically import the inbox, folders, contacts, and settings associated with your account. This process may take a couple minutes depending on how much content there is to import, however, you can start using Outlook even as this process continues in the background. The next time you open the Outlook app, your account will open without any additional steps.

Adding an Additional Account

You can have several accounts setup in Outlook—this is especially useful when you have a personal email address and a departmental account that you also need to monitor.

1. Click the **File**  button in the top left corner of the screen.
2. Under Account Information, click the **Add Account**  button.
3. Follow **steps 4-8** above.

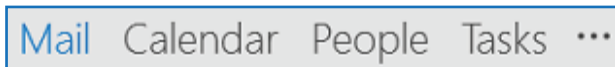
Your additional account is setup. It may take a couple minutes for all of your emails, folders, and contacts to finish importing.

DESKTOP INITIAL SETUP

Using the Quickbar

The quick access bar is an important part of your Outlook experience. And it's an easy way for you to move among the top Outlook features—Mail, Calendar, People, and Tasks. The bar is in addition to the standard tabs and ribbons that provide you with an assortment of tools and options to help you use and manage Outlook.

Typically located at the bottom of the Outlook window, the quick access bar shows—depending on selected settings—either button names (left image) or icons (right image) associated with feature names.



(Option One)

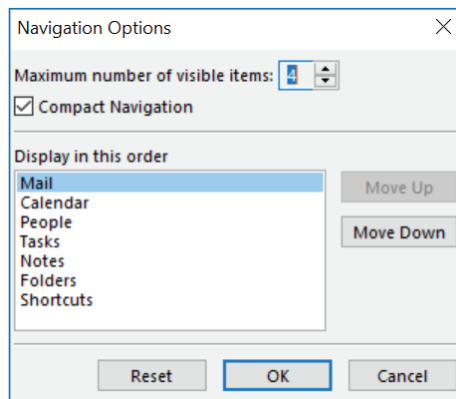
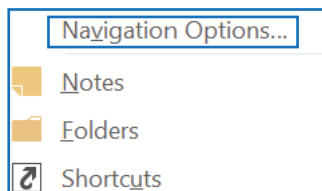


(Option Two)

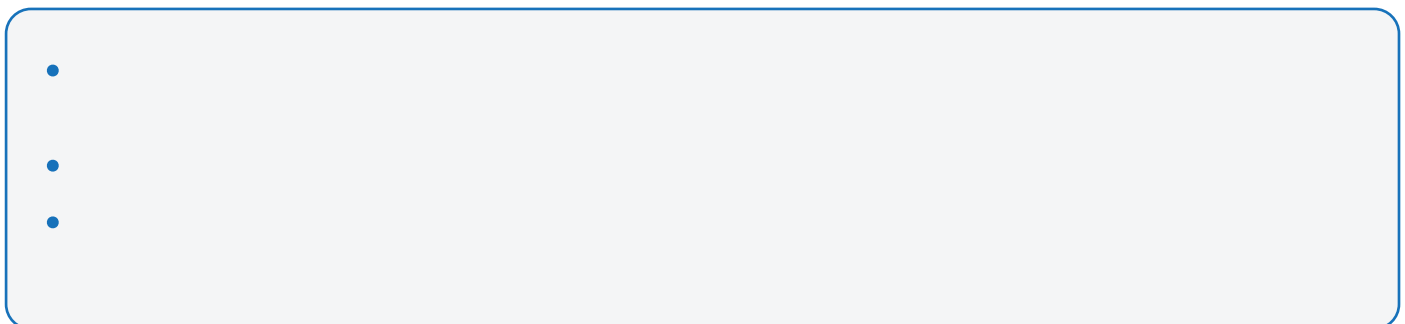
Changing what appears on the Quickbar

You can control which buttons (or icons) appear on the quick access bar and even in what order they appear.

1. On either Quickbar view, click the Elipses.
2. Select the **Navigation Options...** choice from the drop-down list that appears.

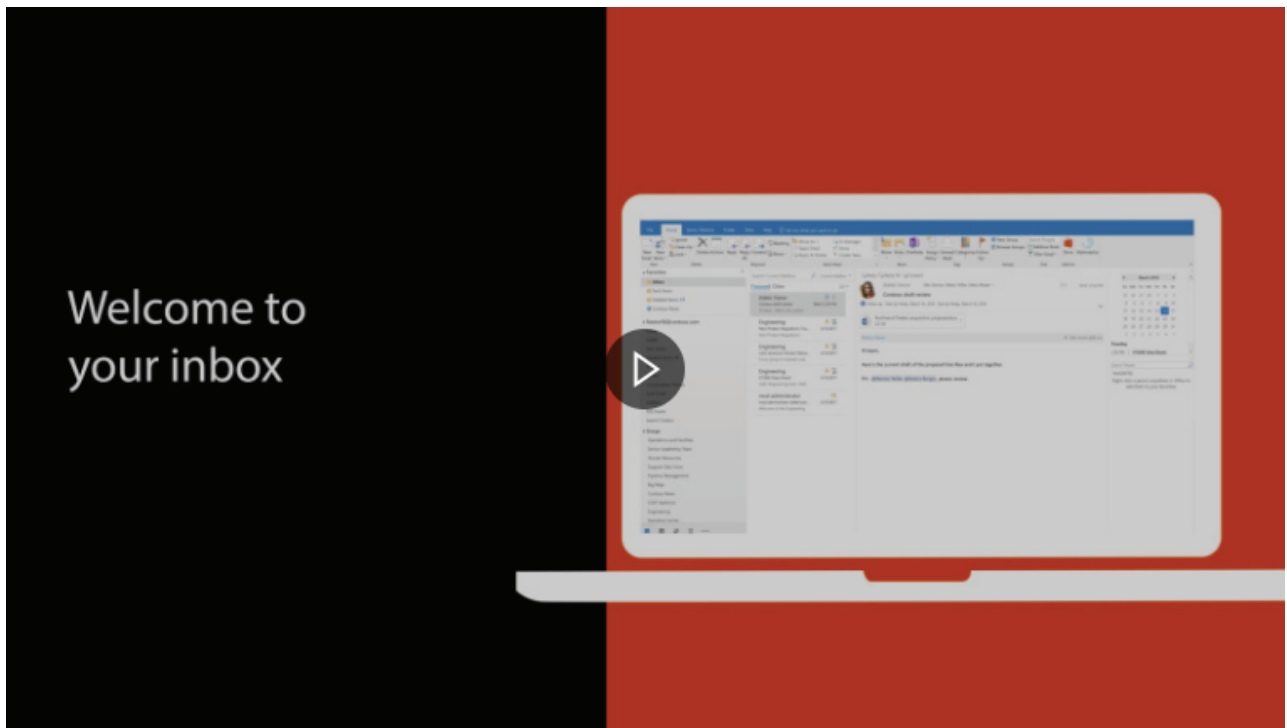


3. The **Navigation Options** dialog box will open. You have the ability to do the following:



4. To save your changes, press **OK**. To cancel, press the **Cancel** button.

Mail in Outlook for your Desktop



Watch the video on online: <https://www.microsoft.com/en-us/videoplayer/embed/RE1XtoM?pid=ocpVideo0-innerdiv-oneplayer&postJsIImsg=true&maskLevel=20&market=en-us>

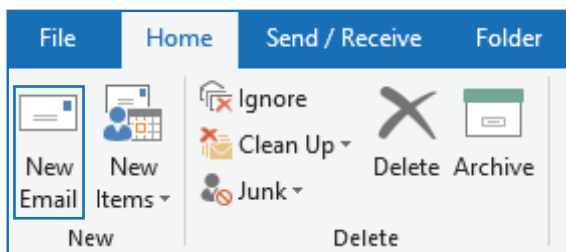
MAIL IN OUTLOOK DESKTOP

Writing, Customizing, and Sending Emails

Email connects you to people inside and outside your organization. You can add an electronic signature and attachments to your email messages.

Create a New Email Message

1. From any mail folder (such as your Inbox), choose **New Email**.

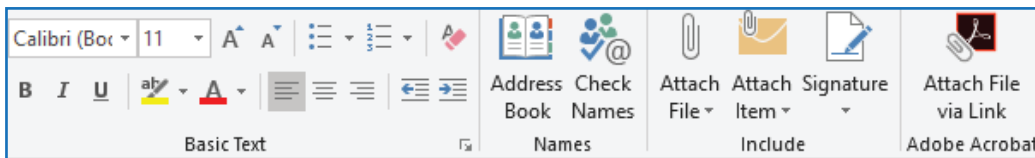


2. **Compose** your message.

Customize the Format of an Email

When you are composing your email message, you also have the option to add additional features and customize the formatting of your message. At the top of the message window, you will see a bar with formatting options. You can change the font, text size, add bulleted or numbered lists, and more.

1. Create a new email message by clicking the **New Email button** in Outlook (see the section above).
2. Choose the **formatting options** that you would like.



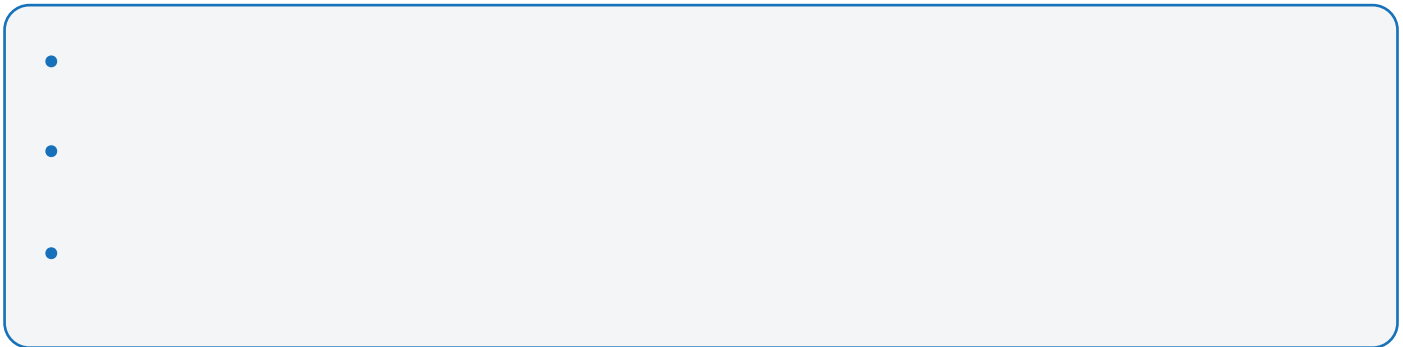
MAIL IN OUTLOOK DESKTOP

Writing, Customizing, and Sending Emails (Cont.)

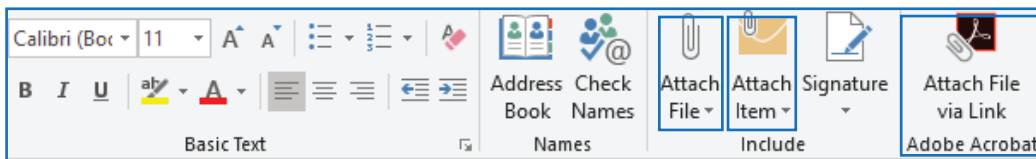
To share a file, you can attach it to your message. You can also attach other Outlook items, such as messages, contacts, or tasks.

Add an Attachment to an Email

1. Create a new email message by clicking the New Email button in Outlook.
2. Determine which of the three attachment options.



3. Select one of the **above options** from the menu at the top of your email window.



4. Select the **file you would like to attach** from the window that appears.
5. Click **Open**. Your file will attach to your email based on how you chose to attach it.

MAIL IN OUTLOOK DESKTOP

Writing, Customizing, and Sending Emails (Cont.)

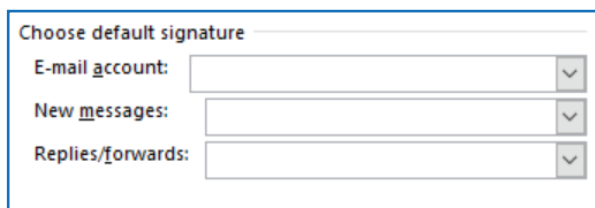
To share a file, you can attach it to your message. You can also attach other Outlook items, such as messages, contacts, or tasks.

Create an Email Signature

1. In a new email message, choose the Signature option at the top of the screen.
2. Click Signatures from the dropdown menu that appears.



3. On the Email Signature tab, choose New.
4. Type a name for your signature (Ex: Work Signature) and then choose OK.
5. Under the Default Signature section, do the following:
 - If you have more than one Outlook email account, **select the account** you would like the signature to be associated with.
 - In the **New Messages** list, choose the signature you want to be added automatically to all new email messages. If you don't want to auto-sign your email messages, you can ignore this option.
 - In the **Replies/forwards** list, choose the signature you want to be added automatically when you reply to or forward a message. If you don't want to autosign replies or forwarded messages, ignore this option.



4. Under **Edit Signature**, type the signature, and then choose OK.

The University has email signature guidelines to maintain consistency across all internal and external communications. With this in mind, email signatures should be set to 9pt Trebuchet. Your name should be in all capitals above your job title and the text should be black. The signature should have a full paragraph break before listing your office name and address in SIU Maroon.

You can find additional information, as well as, an email signature example on the University Communications website: <https://logo.siu.edu/stationery-system/email-signature.php>

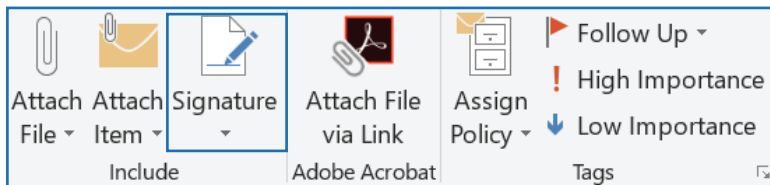
MAIL IN OUTLOOK DESKTOP

Writing, Customizing, and Sending Emails (Cont.)

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

Add a Signature

1. In a new message, choose **Signature** at the top of the screen.

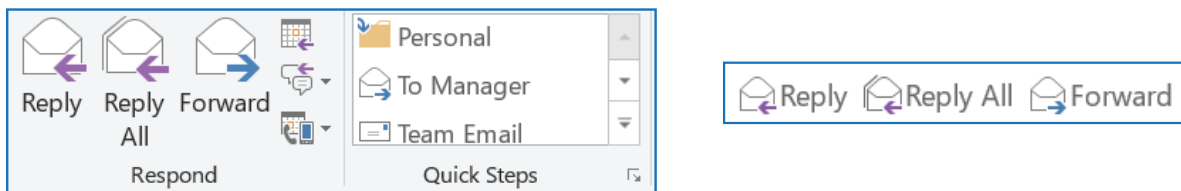


2. Select the **appropriate signature** from the list that appears.

Forward or Reply to an email message

1. Click on the email you would like to reply to or forward.

2. Select **Reply**, **Reply All**, or **Forward** from the menu bar at the top of your screen. These buttons can be found in several different places depending on your screen resolution and version of Outlook. You can find them at the top of your Reading Pane, alongside the right edge of the message, or on the main Outlook ribbon.



3. In the **To**, **Cc**, or **Bcc box**, do one of the following:

- To add a recipient, click in the appropriate box and enter the recipient's name.
- To remove a recipient, click in the appropriate box, choose the recipients name, and press Delete.

4. **Verify the subject line.** The subject line for a Reply is automatically set to show "RE:" in front of the original message subject. You can change this by simply typing in the subject box or you can leave it as is. Forwarded messages have "FW:" in front of the original subject.

5. Click **Send**.


Before you click Reply All, consider whether everyone needs to see your reply, especially if the message was sent to a lot of people or distribution lists. It's often better to click Reply, and then add only the people you really want to include. Or, if you decide to click Reply All, remove people who don't need to see your message.

MAIL IN OUTLOOK DESKTOP

Using your Outlook Address Book

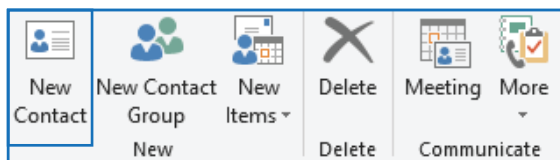
When composing an email, you may wish to refer back to a list of contacts, such as your coworkers, family, or a variety of other groups you may be apart of. To streamline this process, you can an Outlook Address Book to store your contacts in one place, sort them into groups, and store additional information for each contact.

Open your Address Book

By default, Outlook will open your inbox. To view your address book, click the **People** icon  in the bottom left corner of your Outlook screen.

Add a New Contact to your Address Book

1. Click the **New Contact** option from the menu bar at the top of your screen.



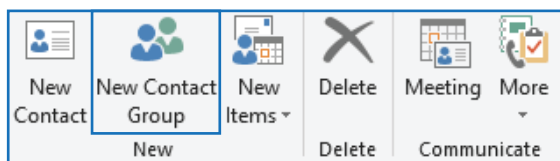
2. Enter a name and any other information you would like to include in their contact listing.

3. When you are done, click **Save & Close**. If you would like to add another contact, click **Save & New** instead, which open another blank contact window for you to add information to.



Create a Group in your Address Book

1. Click the **New Contact Group** option from the menu bar at the top of your screen.

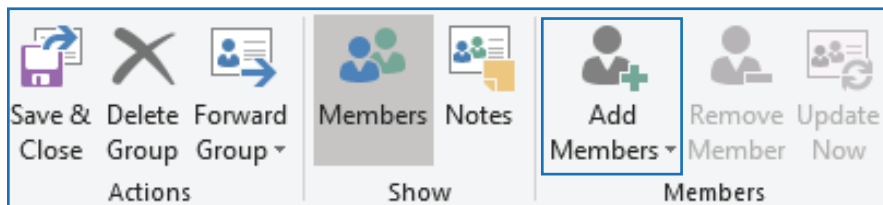


2. Enter a **Name** for your group.

MAIL IN OUTLOOK DESKTOP

Create a Group in your Address Book (Cont.)

3. Add Contacts (Members) to your group by clicking the **Add Members** option at the top of your screen and select the method you would prefer to add a new member (see options below).



Option One: Add a Group Member from Existing Outlook Contact List

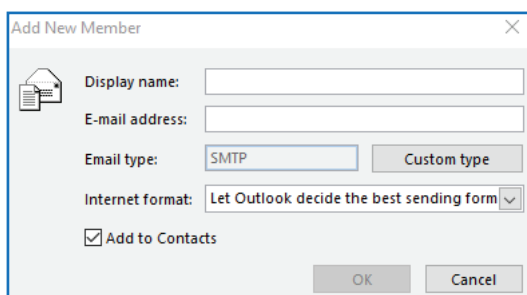
1. Select the **name of the individual** you would like to add. Their contact listing will be highlighted in blue.
2. Click the **Members** **Members** button in the bottom-left corner to add them to your list.
3. (Optional) Repeat this process for as individuals as you would like to add.
4. Click **OK** to confirm your choices. The contacts will be added to your group.
5. Click the **Save & Close** button to exit the Outlook Group window. Your group will be created.

Option Two: Add Members from Address Book

1. Your SIU Address Book (and any other linked address books) will open for you to select contacts from. Scroll down and click on the **name of the individual** you would like to add to your group.
2. Click the **Members** **Members** button in the bottom-left corner to add them to your list.
3. (Optional) Repeat this process for as individuals as you would like to add.
4. Click **OK** to confirm your choices. The contacts will be added to your group.
5. Click the **Save & Close** button to exit the Outlook Group window. Your group will be created.

Option Three: Add a New Member by Creating a New Contact

1. Enter the individual's name in the Display Name field.
2. Enter their email address.
3. Leave the Add to Contacts box checked, to add the individual to your Outlook Contact list, as well.
4. Click OK to save the new contact.

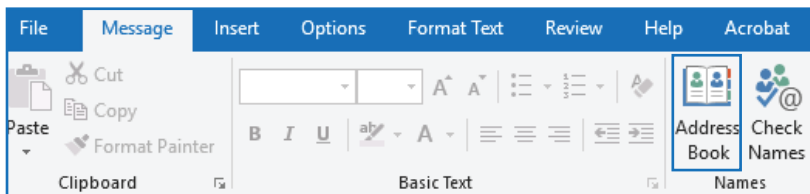


5. (Optional) Repeat this process for as individuals as you would like to add.
6. Click **OK** to confirm your choices. The contacts will be added to your group.
7. Click the **Save & Close** button to exit the Outlook Group window. Your group will be created.

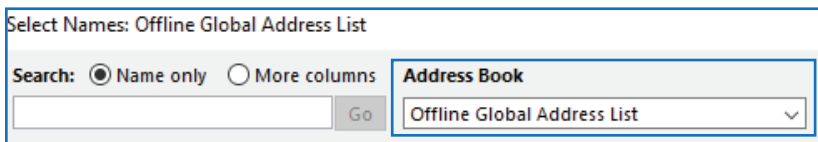
MAIL IN OUTLOOK DESKTOP

Using your Address Book to Address an Email

1. Click the **New Email** icon in the top-left corner to compose an email.
2. Click the **Address Book icon** from the menu at the top of your email to open your address book. By default, your Global Address Book will open. This includes every account and address book you have access to.



3. To view the address book that is specific to your email address, click the **Address Book** drop-down menu.

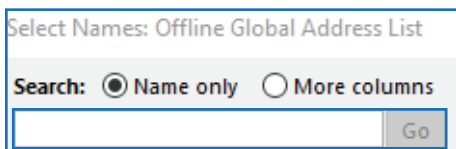


4. Choose the **Address Book** you would like to use.
5. Scroll through your **contact list** and select the contact you would like to use. Their listing will highlight in blue.
6. (Optional) Repeat Step 5 for as many contacts as you would like to address your email to.
7. Click **OK** to add the selected contacts to the **To: field** of your email.
8. When you are done composing your email, click **Send**.

Using an SIU Address Book to Address an Email

By default, you have access to an SIU Address Book that allows you to find and send emails to users with an SIU email address even if they are not in your personal Outlook Address Book.

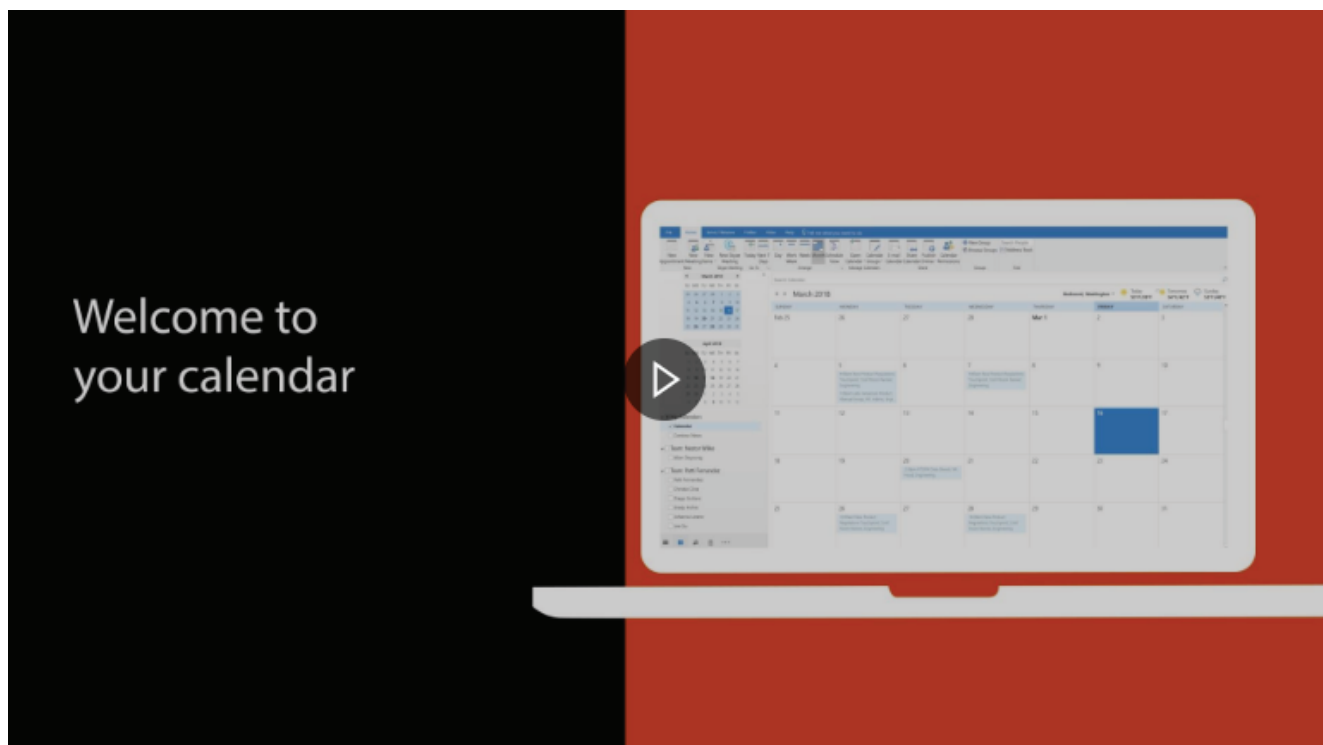
1. Click the **New Email** icon in the top-left corner to compose an email.
2. Click the **Address Book icon** from the menu at the top of your email to open your address book. By default, your Global Address Book will open. This includes every SIU contact address.
3. Begin typing a name into the **Search field** to find the SIU contact you would like to email.



4. Scroll through the list of **related contacts** that appear and select the one you would to use. Your selected contact will highlight in blue.
5. (Optional) Repeat Step 4 for as many contacts as you would like to address your email to.
6. Click **OK** to add the selected contacts to the **To: field** of your email.
7. When you are done composing your email, click **Send**.

Desktop Outlook Calendar

Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features.



OUTLOOK DESKTOP CALENDAR

Getting Familiar with Your Outlook Calendar

Access your Outlook Calendar

By default, Outlook will open your Inbox when you start the desktop app.

1. Select the **Calendar** option in the bottom left corner of your screen.



Adjust your Calendar View

There are different views that you can choose from when using your Outlook calendar.

Month: View the entire month.

Week: View the week from Sunday through Saturday.

Work Week: View the work week from Monday through Friday.

Day: View the current day.

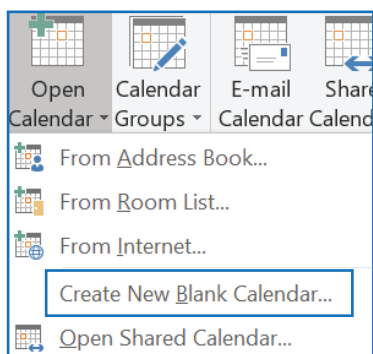
Change the Displayed Week

On the month-by-month calendar, select a week to change the displayed week in the calendar. Days in bold indicate a scheduled event.

Create Different Calendars

Outlook allows you to create multiple calendars that you can view individually or in a combined view. This is especially useful if you would like to have calendars for meetings and work deadlines, while also maintaining a personal calendar while also keeping them separate from each other.

1. In your Outlook Calendar, select the **Open Calendar** option at the top of your window.
2. Select the **Create New Blank Calendar** option.



3. Give your **calendar** a name (Ex: Meetings) and click **OK**.

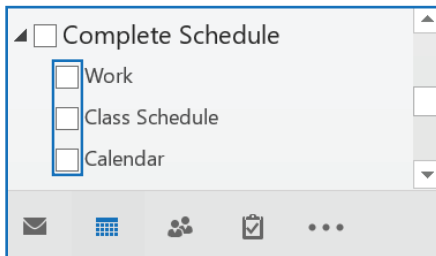
OUTLOOK DESKTOP CALENDAR

Getting Familiar with Your Outlook Calendar (Cont.)

View Different Calendars

If you have multiple calendars, you can view them individually or show them in a combined calendar view.

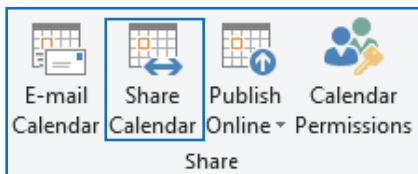
1. Select the checkbox next to the name of the calendar(s) you would like to view. If you select more than one calendar, they will display side by side in your window.



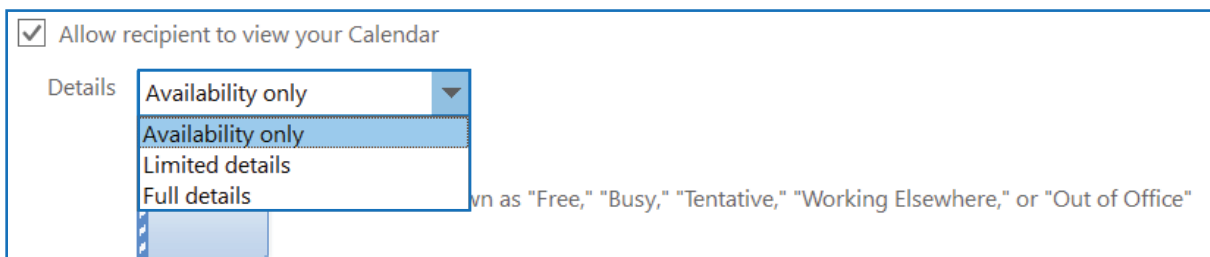
Share your Calendar

Share your calendar with others so they can view details about your schedule.

1. In your **Outlook Calendar**, select the **Share Calendar** option from the menu bar.



2. In the **To:** field, type the email or select a stored Outlook contact that you would like to share with.
3. Click the **Details** dropdown menu to choose how much information you want the individual(s) to view.



4. When you have finished, click the **Send** button to share your calendar.

OUTLOOK DESKTOP CALENDAR

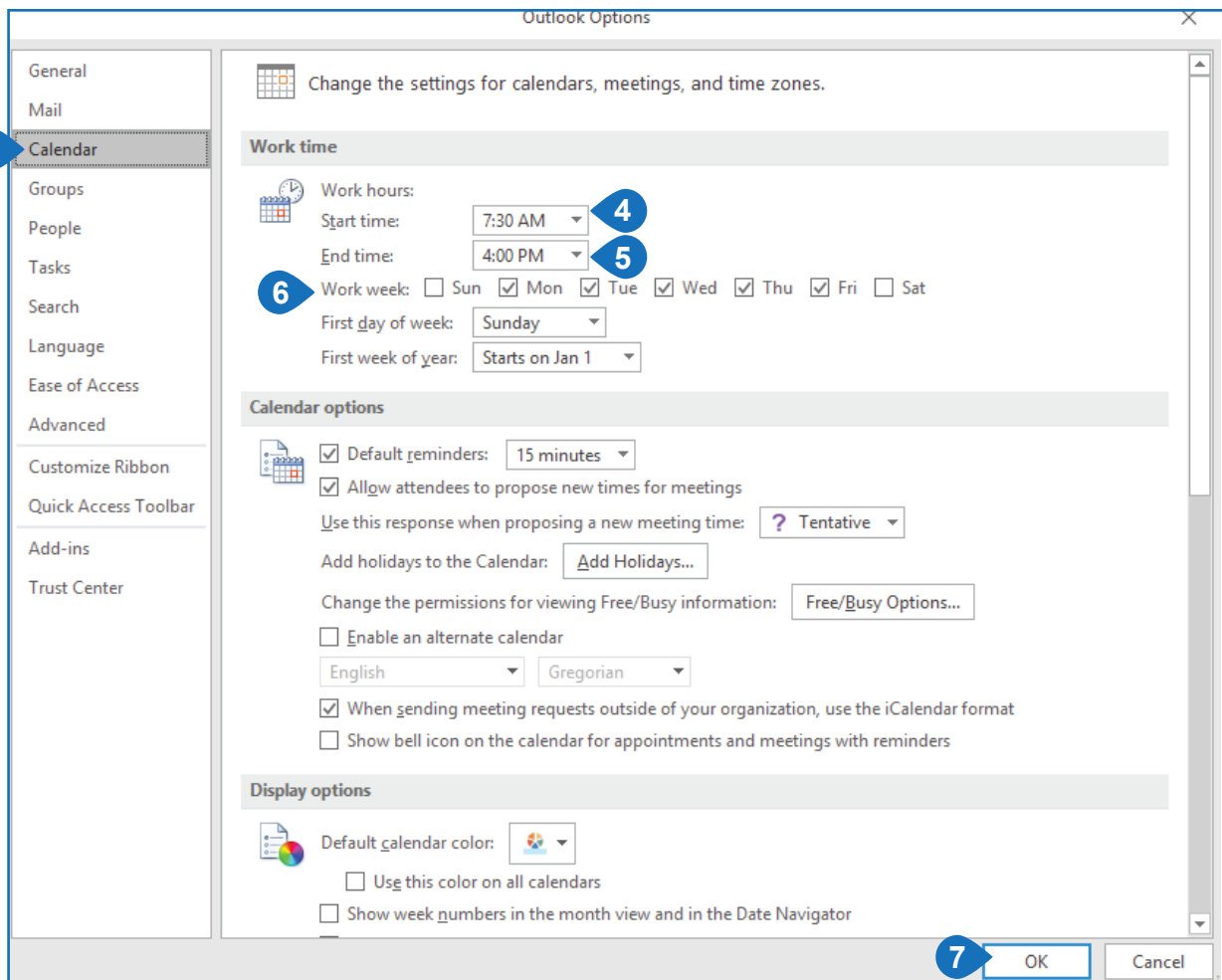
Scheduling Appointments and Meetings

Create an appointment to let other Outlook users know when you're free or busy, or make it a meeting and invite others.

Setting your Default Work Hours

Let others know when you are available for meetings by setting your default work hours in your calendar.

1. Click **File** in the top left corner of your screen.
2. Click **Options** from the menu that appears on the left-hand side of your screen.
3. Click **Calendar** on the window that appears.
4. Select your **Start Time**.
5. Select your **End Time**.
6. Select your **Work Days** (by default, Outlook sets your work days as Monday-Friday).
7. When you are done, click **OK** to save your changes.

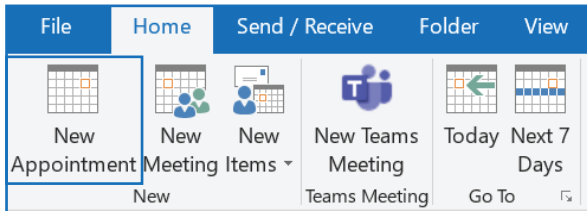


OUTLOOK DESKTOP CALENDAR

Scheduling Appointments and Meetings (Cont.)

Create Appointments and Events

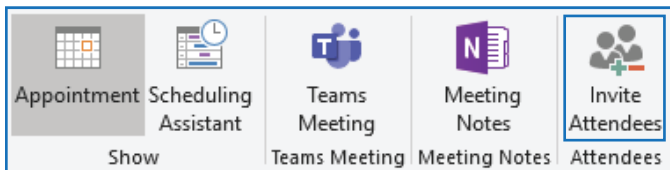
1. Click any time slot in your Outlook Calendar or click the **New Appointment** or **New Meeting** button in the top left of your window.



2. Enter a **subject**, **location**, **start time**, and **end time**.
3. Select **Save & Close** to add the appointment to your calendar.

Invite Others to join your Appointments and Events

1. In your **New Appointment** window, click the **Invite Attendees** option from the menu bar. If you selected the **New Meeting** option, the **To:** field will be automatically displayed and you can skip this step.



2. Type the **name** or **email address** of the individual(s) you would like to invite. Or, click the **To** button to open your Address Book and choose the individual(s) from there.



3. Enter a **Subject**.
4. Enter a **Location**.
5. Select the **Date**, **Start time**, and **End time**. If the appointment or event is all day, select the All Day event check box. This will gray set the Start and End times to 12:00 a.m. and prevent you from changing the times.



6. Click **Send** to send the invitation to the selected individual(s).

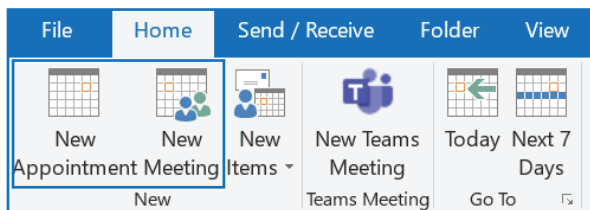
OUTLOOK DESKTOP CALENDAR

Checking Availability

Before sending an a meeting invite to someone, you can check what times are available on their calendar by using the Scheduling Assistant.

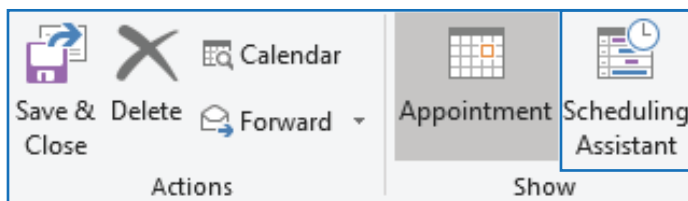
Use the Schedule Assistant

1. From your **Outlook Calendar**, click **New Appointment** or **New Meeting** at the top of your screen.



2. In the **To:** field, add the desired attendee(s).

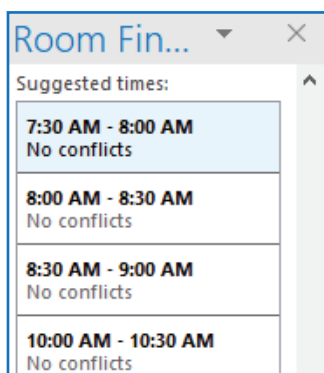
3. Select the **Scheduling Assistant** button from the menu at the top of your calendar appointment window.



You'll see a row for every recipient you entered in the To box. If you want to add more attendees, you can type their name in any blank row in the Scheduling Assistant.

4. Times that your attendees are busy are shown in dark blue. Times that your attendees have a tentative appointment are shown in a light blue hashed block, and times outside of your attendees' working hours are shown in light gray. Select an available time for all of your attendees.

5. To **select an optimal time** for all of your attendees, use the Room Finder in the right column. You can see what times your attendees have conflicts. Click the **time slot you prefer**.



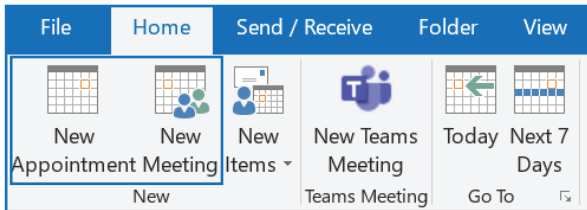
6. When you are done, click **Send** to send your invitation.

OUTLOOK DESKTOP CALENDAR

Checking Availability (Cont.)

Reserving Rooms/Spaces on Campus

1. Select **New Appointment** or **New Meeting** from the menu at the top of your screen.



2. To the right of the **Location** field, click **Rooms**.

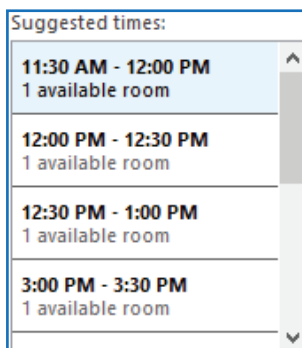


3. Scroll through the list of available spaces on campus and select the one you would like to reserve.

4. Click the **Rooms** button again to confirm your selection.

5. Click the **OK** button to add the location to the **Location: field**.

6. Under the **Room Finder** section in the right-hand side of your screen, you will see the times that the selected location is available or reserved by someone else. Click the **time slot** you would like to reserve.

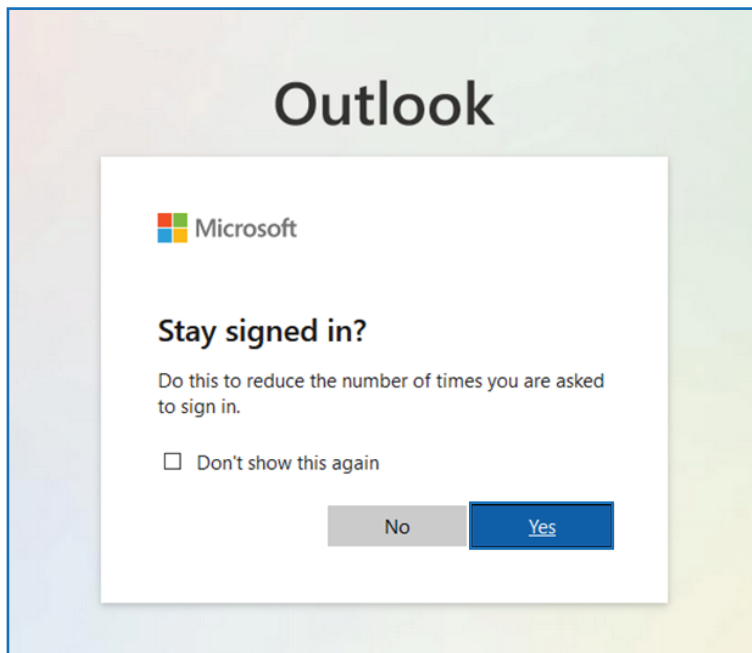


7. Click **Send** to add the appointment or meeting to your calendar. Your location selection will be tentatively approved. You will receive a confirmation email once the individual or department responsible for that location has approved your reservation request. If your reservation is declined, you will receive a notification, as well.

OUTLOOK BROWSER VERSION

Accessing Outlook from your Browser

1. In your preferred browser, go to **office.siu.edu**.
2. Enter your **SIU email address** and **password**.
3. Click the **Sign In** button.
4. If you would like, click **Yes** to reduce the amount of times you will have to enter your credentials.

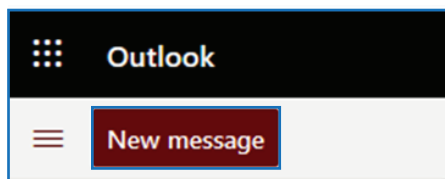


Writing, Customizing and Sending Emails

Email connects you to people inside and outside your organization. You can add an electronic signature and attachments to your email messages.

Create a New Mail Message

1. In the top left corner of your browser, click the **New Message** button. An email will open.



2. Start typing your message.

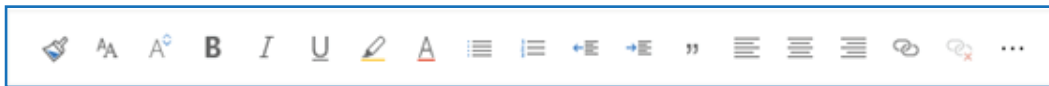
OUTLOOK BROWSER VERSION

Writing, Customizing and Sending Emails (Cont.)

Customize the Format of an Email

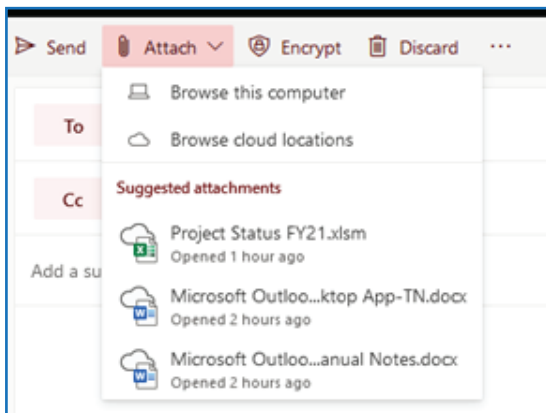
When you are composing your email message, you also have the option to add additional features and customize the formatting of your message. At the top of the message window, you will see a bar with formatting options. You can change the font, text size, add bulleted or numbered lists, and more.

1. Create a new email message by clicking the New message button in Outlook (see the section above).
2. Choose the formatting options that you would like.



Add an Attachment to an Email

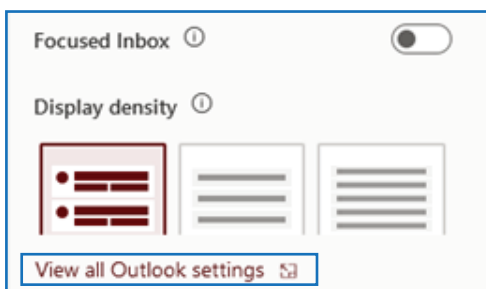
1. Create a new email message by clicking the New Email button in Outlook.
2. Select the location of your file (Browse this computer or Browse cloud locations) or select a file from the Suggested attachments section.



3. Select the file you would like to attach from the window that appears.
4. Click Open. Your file will attach to your email based on how you chose to attach it.

Create an Email Signature

1. Click Settings in the upper right-hand corner.
2. Click View all Outlook settings.

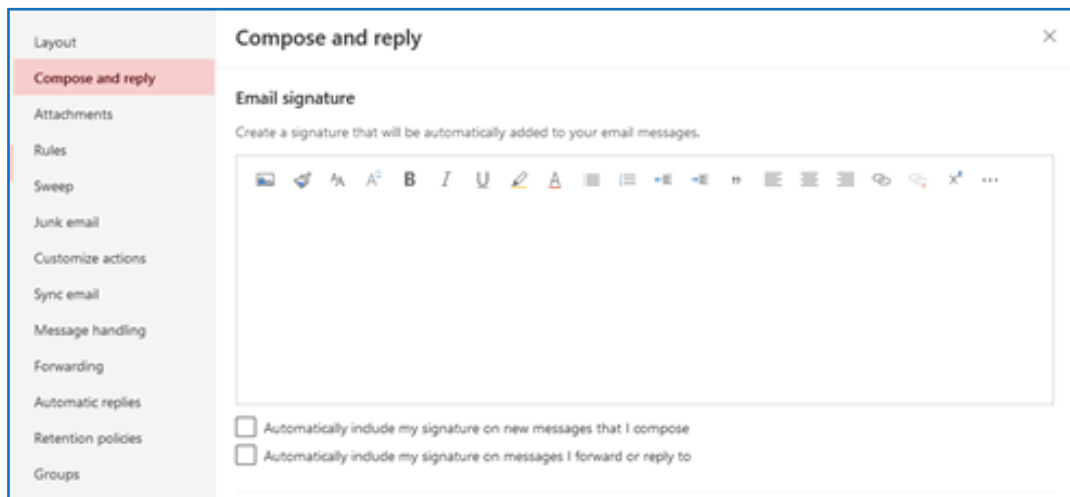


OUTLOOK BROWSER VERSION

Writing, Customizing and Sending Emails (Cont.)

Create an Email Signature (cont.)

3. Click on Compose and reply.
4. Under Edit Signature, type the signature.



5. If you want your signature added to any new messages you compose, then place a check in the box for Automatically include my signature on new messages that I compose.
6. If you want your signature added to any messages you forward or reply to, then place a check in the box for Automatically include my signature on new messages I forward or reply to.
7. Close the Settings box by clicking the X in the upper right-hand corner of the box.

Forward or Reply to an Email Message

1. Click on the email you would like to reply to or forward.
2. Select Reply (curved arrow to the left), Reply All (double head arrow to the left), or Forward (arrow to the right) from the menu bar at the top right-hand side of your screen.



3. In the To, Cc, or Bcc box, do one of the following:
 - To add a recipient, click in the appropriate box and enter the recipient's name.
 - To remove a recipient, click in the appropriate box, choose the recipient's name, and press Delete.
4. Verify the subject line. The subject line for a Reply is automatically set to show "RE:" in front of the original message subject. You can change this by simply typing in the subject box or you can leave it as is. Forwarded messages have "FW:" in front of the original subject.
5. Click Send.

OUTLOOK BROWSER VERSION

Using your Outlook Address Book

When composing an email, you may wish to refer back to a list of contacts, such as your coworkers, family, or a variety of other groups you may be a part of. To streamline this process, you can use an Outlook Address Book to store your contacts in one place, sort them into groups, and store additional information for each contact. Create an Email Signature (cont.)

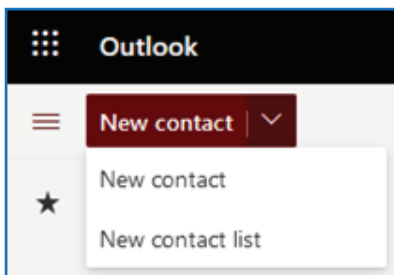
Open your Address Book

By default, Outlook will open your inbox. To view your address book, click the People icon in the bottom left corner of your Outlook screen.

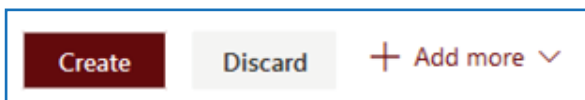
Add a New Contact to Your Address Book

By default, Outlook will open your inbox. To view your address book, click the People icon in the bottom left corner of your Outlook screen.

1. Click the New Contact option from the menu bar at the top of your screen.
2. Click New contact.



3. Enter a name and any other information you would like to include in their contact listing.
4. If you want to add additional information and there is not a space to do so, click Add more.
5. Select the desired field name to add the additional information.
6. When you are done, click Create.

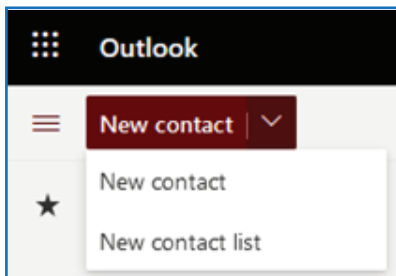


OUTLOOK BROWSER VERSION

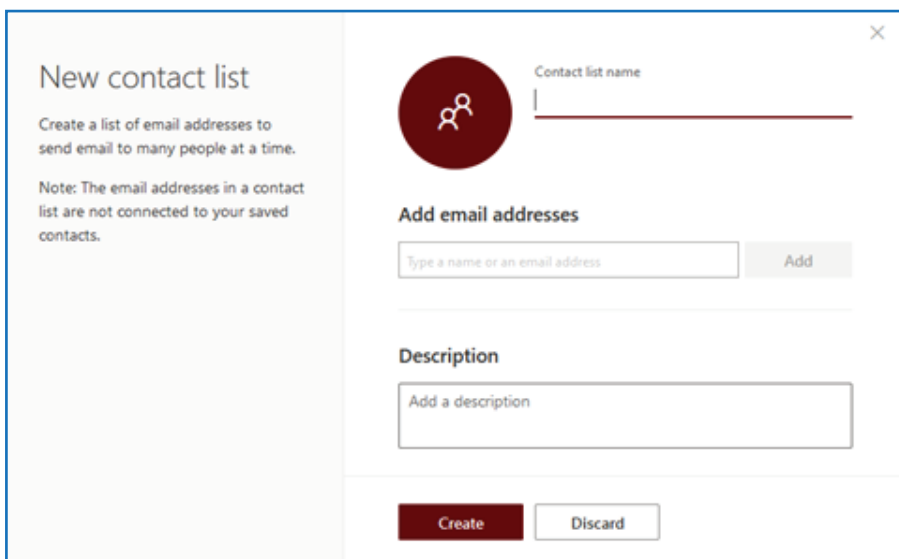
Using your Outlook Address Book

Create a Group in your Address Book

1. Click the New Contact option from the menu bar at the top of your screen.
2. Click New contact list.



3. Enter a name for the Contact List (Group).



4. Add Contacts (Members) to your group select the method you would prefer to add a new member (see options below).

Option One: Using the New Member's Name

If the individual you are adding to your group is in your personal Address Book or in one of the University's global Address Books you may add them by search for their name. Otherwise, you will need to use

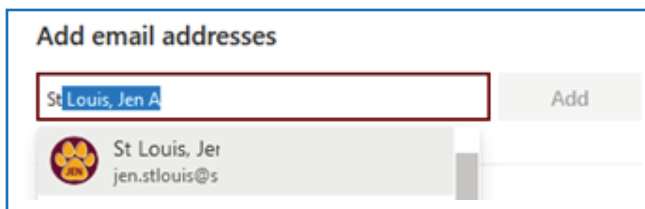
OUTLOOK BROWSER VERSION

Using your Outlook Address Book

Create a Group in your Address Book (cont.)

Option One: Using the New Member's Email Address

1. In the Add email address field enter the name of the individual to add to your group.
2. Once you have located the individual either press the enter key on your keyboard or click on the name with your mouse.



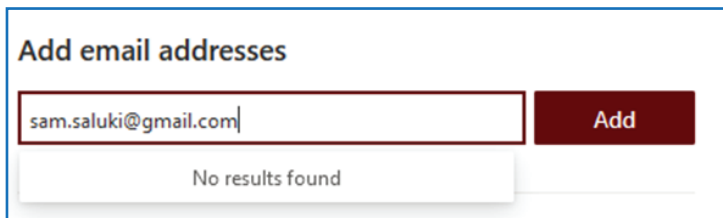
The screenshot shows the 'Add email addresses' dialog box. At the top, the title 'Add email addresses' is displayed. Below the title is a search input field containing the text 'St Louis, Jen A'. To the right of the input field is a light gray 'Add' button. Below the input field, a search result is displayed, showing a small circular profile picture of a person with a yellow background, followed by the text 'St Louis, Jer' and 'jen.stlouis@s'.

3. Repeat step 2 as needed.

Option One: Using the New Member's Email Address

If the individual you are adding to your group is not in your personal Address Book or in one of the University's global Address Books you may still add them.

1. In the **Add email address field** enter the email address of the individual to add to your group.
2. Click the **Add** button.



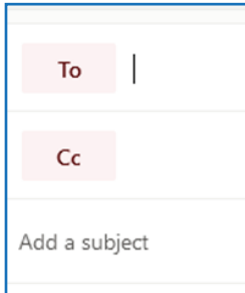
The screenshot shows the 'Add email addresses' dialog box. At the top, the title 'Add email addresses' is displayed. Below the title is a search input field containing the email address 'sam.saluki@gmail.com'. To the right of the input field is a dark red 'Add' button. Below the input field, a message box displays the text 'No results found'.

5. Repeat steps 1 and 2 as needed.

OUTLOOK BROWSER VERSION

Using your Outlook Address Book

1. Click the New message button in the top-left corner to compose an email.
2. Click the To field name to open your address book.

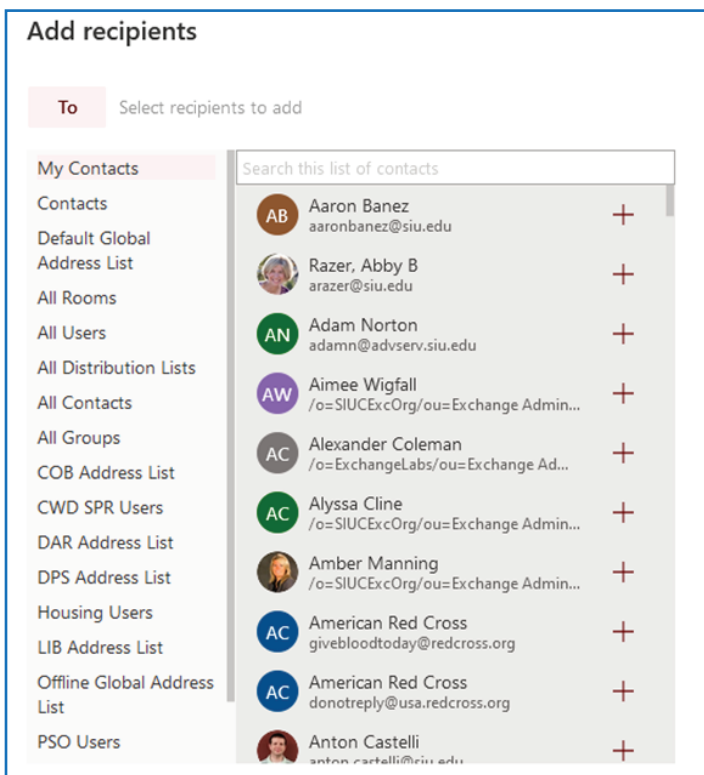


3. Select the directory that the individual is listed in.

My Contacts: (Your Personal Address Book) Contains the listing of contacts or groups that you have saved.

Default Global Address List: (SIU Address Book) Contains the listing of the siu.edu email accounts.

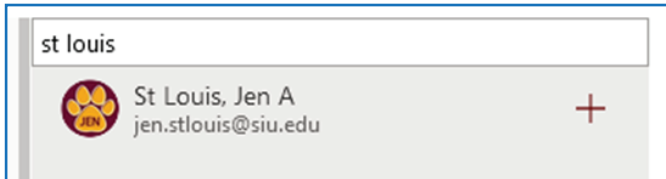
The other directories listed contain unit specific addresses. For example, LIB Address List contains a listing of the lib.siu.edu email accounts.



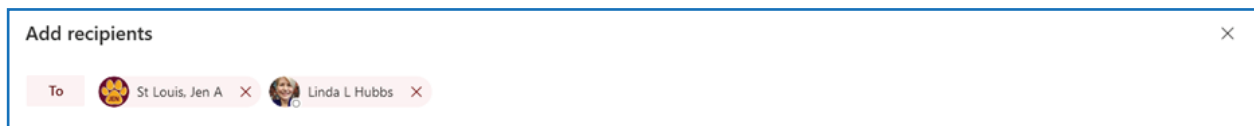
OUTLOOK BROWSER VERSION

Using your Outlook Address Book (Cont.)

4. Enter the name of the individual to look for.
5. Click the plus sign to add the individual to the recipient list for the email.

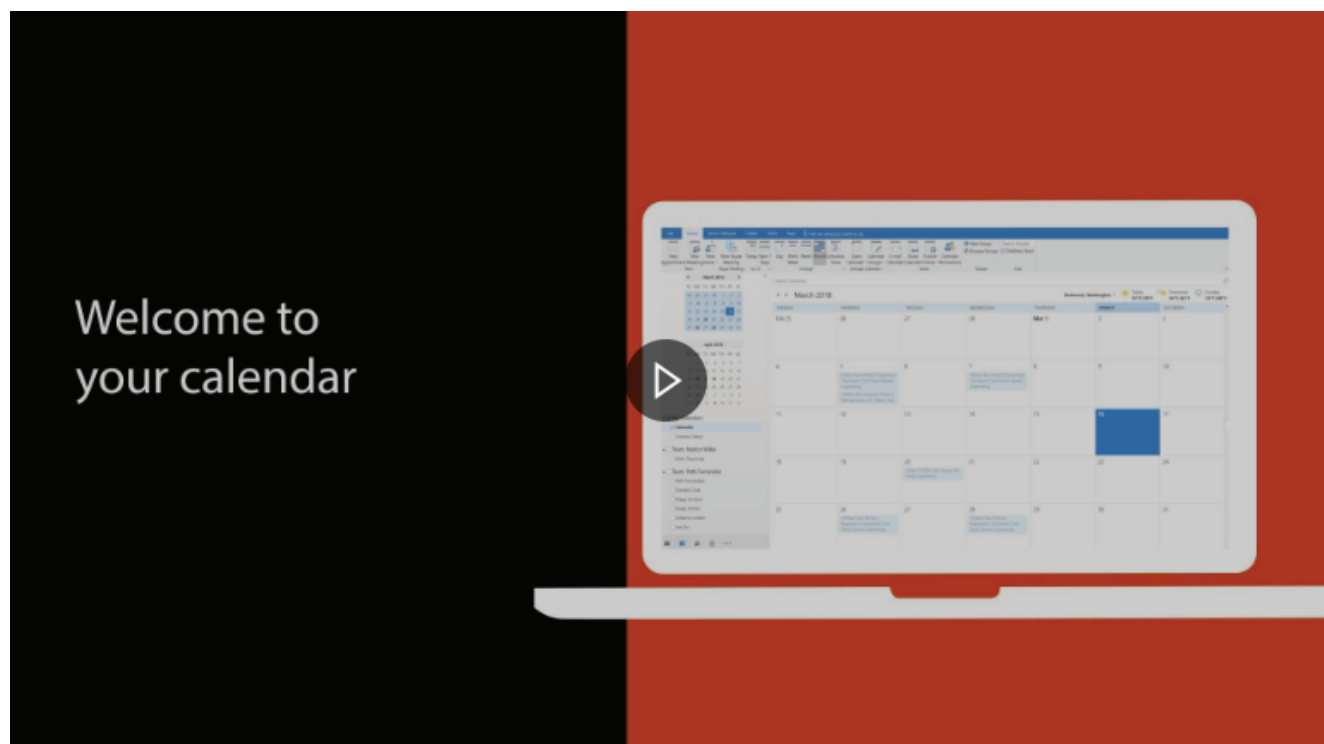


6. Repeat Steps 3 through 5 as needed.
7. Close the Add recipients window by clicking the X in the upper right-hand side



Browser Outlook Calendar

Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features.



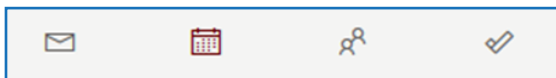
CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Access your Outlook Calendar

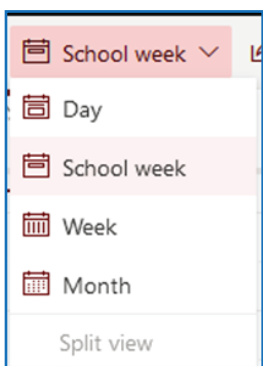
By default, Outlook will open your Inbox when you start the desktop app.

1. Select the Calendar option in the bottom left corner of your screen.



Adjust your Calendar View

There are different views that you can choose from when using your Outlook calendar.



Change the Displayed Week

On the month-by-month calendar, select a week to change the displayed week in the calendar.

Create Different Calendars

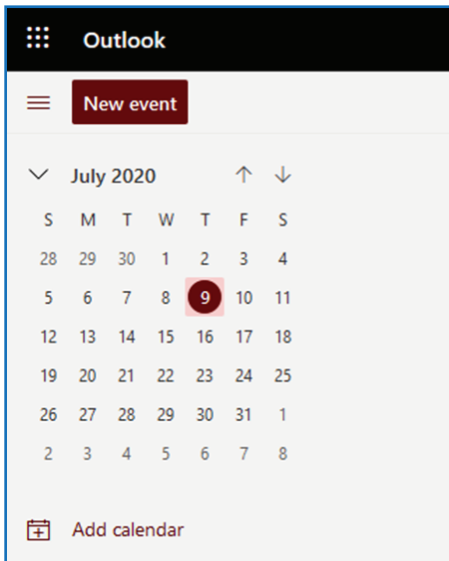
Outlook allows you to create multiple calendars that you can view individually or in a combined view. This is especially useful if you would like to have calendars for meetings and work deadlines, while also maintaining a personal calendar while also keeping them separate from each other.

1. In your Outlook Calendar, select the Open Calendar option in the middle of the left-hand section of the screen.
2. Select the Add Calendar option.

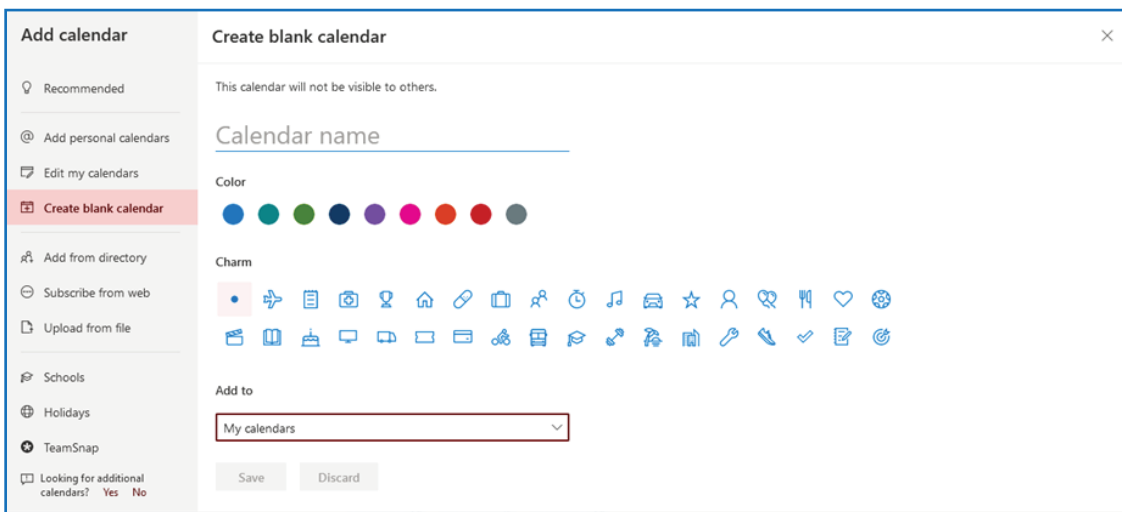
CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Create Different Calendars (cont.)



3. Click on Create blank calendar from the listing under the Add calendar heading.



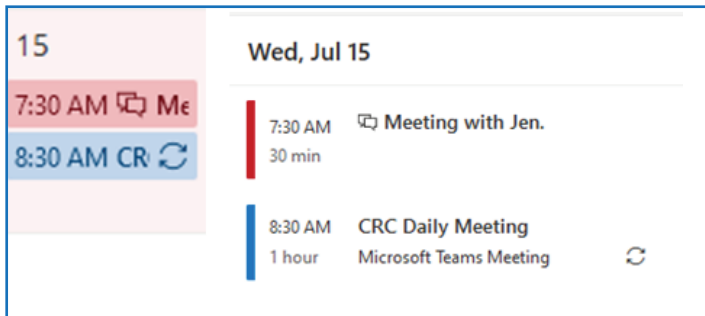
4. Give your calendar a name (Ex: Meetings).

5. Select a color for your calendar. This will differentiate entries by calendar.

CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Create Different Calendars (cont.)

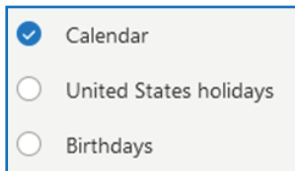


6. Select a charm for your calendar.
7. Click the Save button.
8. Close the Add calendar window by clicking the X in the upper right-hand side.

View Different Calendars

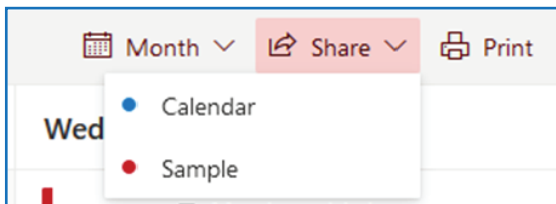
If you have multiple calendars, you can view them individually or show them in a combined calendar view.

1. Select the checkbox next to the name of the calendar(s) you would like to view. If you select more than one calendar, they will display side by side in your window.



Share your calendar with others so they can view details about your schedule.

1. In your Outlook Calendar, select the Share Calendar option.
2. If you have more than one calendar, select the one you want to share.

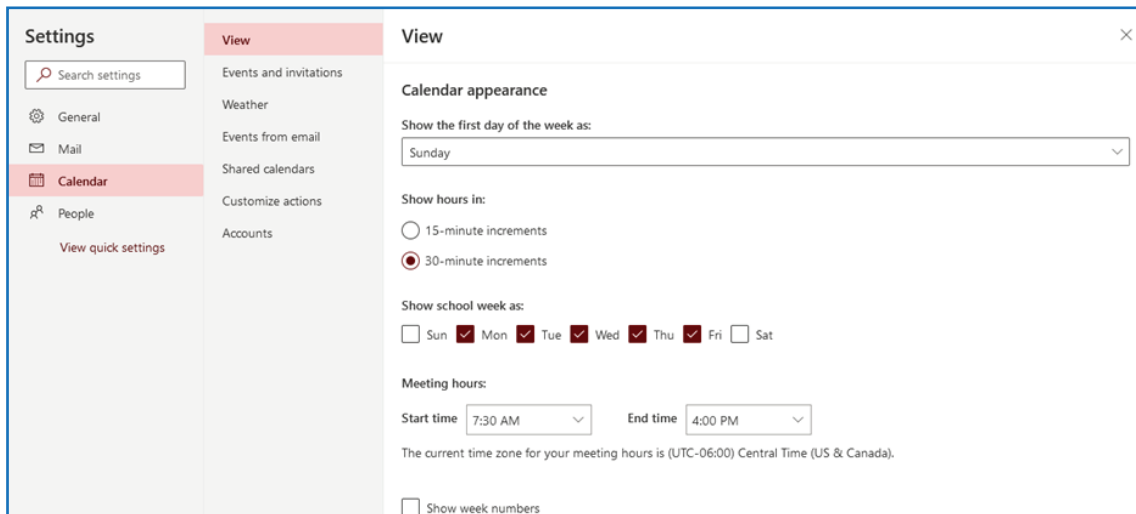


CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Set Default Work Times (cont.)

3. Select your **Start Time**.
4. Select your **End Time**.
5. Select your **Work Days** (by default, Outlook sets your work days as Monday-Friday).

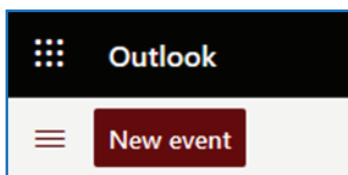


6. When you are done, click **Save**.



Create Appointments and Events

1. Click any time slot in your Outlook Calendar or click the New Event button in the top left of your window.



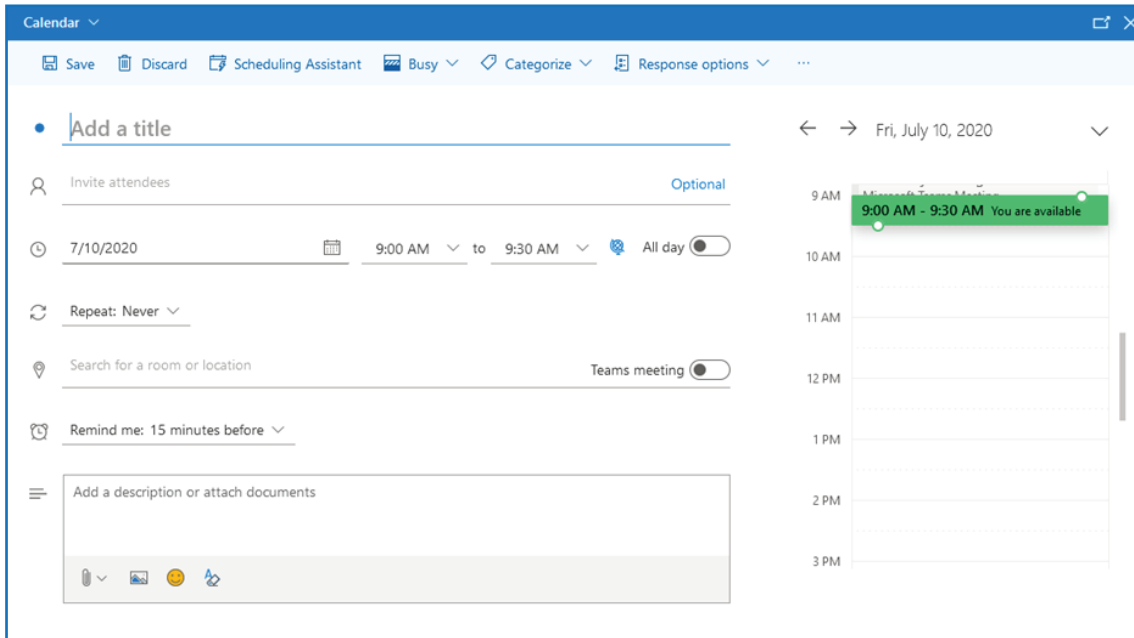
2. Enter a subject, location, start time, and end time.

CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Invite Others (Make an Appointment a Meeting)

3. In the **Invite attendees** field enter the name or email address of the individuals to invite. Pressing the enter key after each entry.



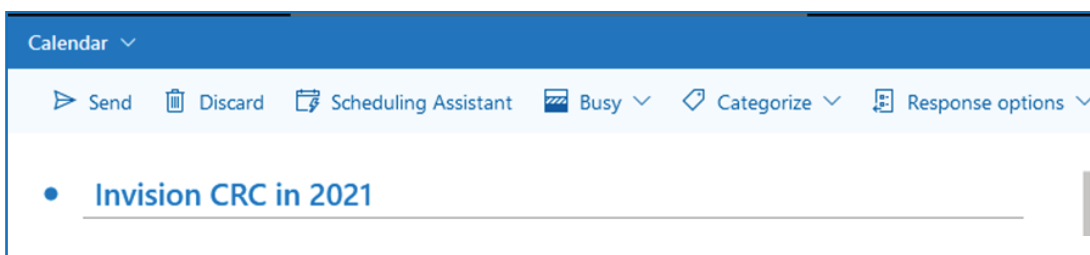
4. Select **Save** (Send if others are invited) to add the appointment to your calendar.

Checking Availability

Before sending a meeting invite to someone, you can check what times are available on their calendar by using the Scheduling Assistant.

Use the Schedule Assistant

1. Before sending the invitations to your meeting, click Scheduling Assistant.



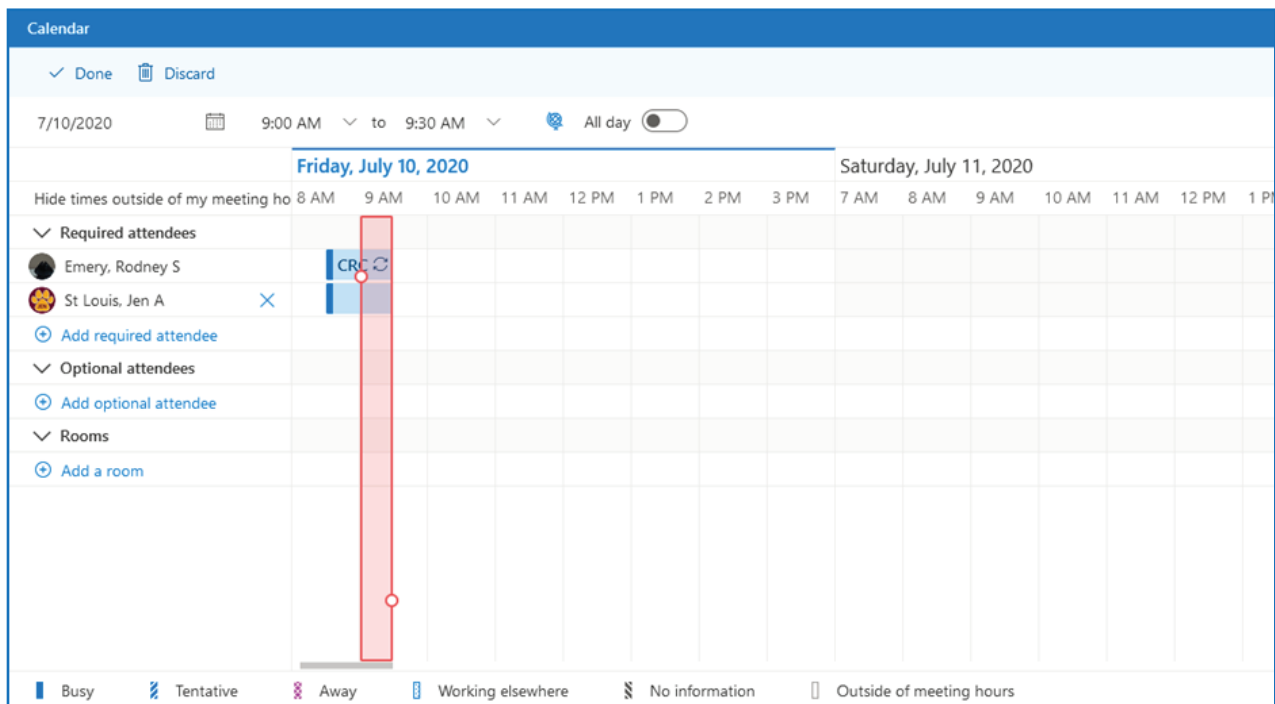
CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Use the Schedule Assistant (cont.)

You'll see a row for every recipient you entered in the To box. If you want to add more attendees, you can type their name in any blank row in the Scheduling Assistant.

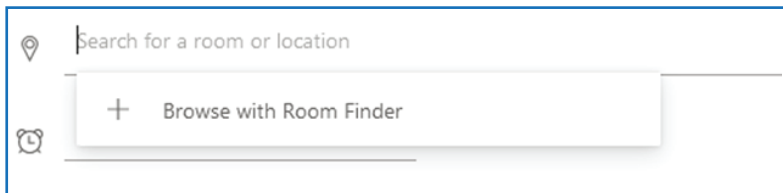
2. Select an **available time** for all of your attendees.



3. When you are done, click **Send** to send your invitation.

Reserving Rooms/Spaces on Campus

1. Before sending the invitations to your meeting, click in the **Search** for room or location field.
2. Click **Browse** with Room Finder

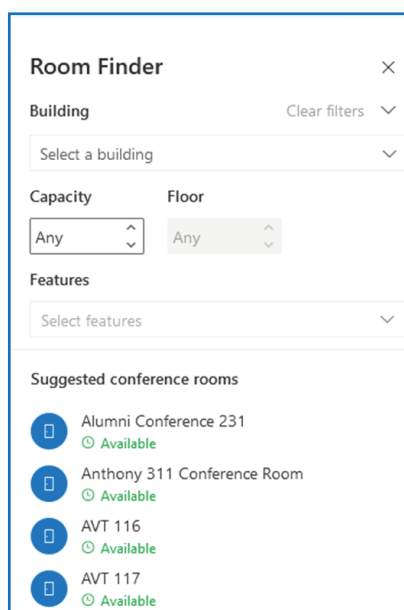


3. In the **Room Finder** panel, scroll through the listing of spaces and room on campus to locate the desired location.
4. Click on the **desired location** to select it.

CALENDAR BROWSER VERSION

Getting Familiar with Your Outlook Calendar

Use the Schedule Assistant (cont.)



5. To close the **Room Finder** panel, click on the **X** in the upper right-hand corner.
6. Click **Send** to add the appointment or meeting to your calendar. Your location selection will be tentatively approved. You will receive a confirmation email once the individual or department responsible for that location has approved your reservation request. If your reservation is declined, you will receive a notification, as well.

