



Quick Reference for Microsoft Outlook 2003

Adapted from microsoft.com



Use folders

Create and use a folder

Note that you can create folders anywhere in the Navigation Pane, not just in the Inbox.

1. To create a folder in your Inbox, do either of the following:
Right-click **Inbox** and click **New Folder** on the shortcut menu.
Point to **New** on the **File** menu and click **Folder**.
2. In the **Name** box, type the name for the new folder. Verify that **Mail and Post Items** is selected in the **Folder contains** box, and that **Inbox** is selected in the **Select where to place the folder** box. Click **OK**.
3. To move a message into a folder, drag it to the folder or right-click it and click **Move to Folder**.

Favorite Folders pane

To add a folder to the Favorite Folders pane, drag a folder to the Favorite Folders pane of the Navigation Pane, or right-click a folder, and click Add to Favorite Folders.
To remove a folder from the Favorite Folders pane, in the Favorite Folders pane, right-click the folder and click Remove from Favorite Folders.

Color code with automatic formatting

Color code messages

1. Select one message from the person whose messages you'd like to see in a different color.
2. On the **Tools** menu, click **Organize** to display the Organize pane.
3. In the **Organize** pane, click **Using Colors**.
4. In the first bulleted item, you should see the words **From** and the name of the person who sent you the message. Then you should see the word **in** and a drop-down list box.
5. Click the box to select a color (or keep the default).
6. Click **Apply Color**.

Turn off color coding, change the color, or delete the color coding rule

1. In the upper-right corner of the **Organize** pane, click **Automatic Formatting**.
Note This button is available only when **Using Colors** is selected in the left portion of the Organize pane.
2. In the **Automatic Formatting** dialog box, select the rule you want to turn off, change, or delete, and then do one of the following:
To turn off the rule, clear the check box for the rule, and click **OK**.
To change the color, click the **Font** button under **Properties of selected rule**. In the **Font** dialog box, select the new color and click **OK** twice.
To delete the selected rule, click the **Delete** button, and click **OK**.

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Use flags


Add flags to messages

When you're looking at a list of messages

Right-click the **Flag Status** column  for the message and click the flag that you want to use.

If you don't see the **Flag Status** column , you may be using a custom view. To see **Flag Status**, you'll need to reset your current view. To do this, click the **Arranged By** heading at the top of the list of messages and click **Custom**. Click the **Reset Current View** button.

When you're looking at a single, open message

Attach a flag by clicking the **Follow Up** button  on the **Standard** toolbar. Click the **Flag Type** drop-down box, select the desired flag color, and click **OK**.

Add a reminder

1. Right-click the **Flag Status** column and click **Add Reminder**. The **Flag for Follow Up** dialog box is displayed.
2. Select a date by clicking the **Due by** drop-down arrow. You can specify a time in the next box to the right.

Sort messages according to their flags

On the **View** menu, point to **Arrange By** and click **Flag**.

(In this arrangement, a message with a follow-up flag that was added by the *sender* will appear at the top of the Unflagged category. To sort the message along with those *you* have set flags for, right-click its **Flag Status** column and select a flag.)

Receive notifications when messages are delivered or read

To be notified about all messages

1. On the new email, click the **Options** button.
2. Under Voting and Tracking Options, select the **Read receipt** or the **Delivery receipt** check box.

To be notified about a single message

1. In the message, click **Options**.
2. Under **Voting and Tracking options**, select the **Request a delivery receipt for this message** or the **Request a read receipt for this message** check box.

The contents of the message notifications are also automatically recorded on the **Tracking** tab of the original message in your **Sent Items** folder in Microsoft Outlook.

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Receive notifications of new messages

To receive notification of a new message

1. Click on **TOOLS**, and from the drop-down list, click on **OPTIONS**. The Options dialog box appears.
2. On the **PREFERENCES** tab, click on **E-MAIL OPTIONS**.
3. On the E-Mail Options box that opens next, select options to display notification message, and click **ADVANCED E-MAIL OPTIONS**.
4. Select **PLAY A SOUND** and click **OK**.

To see at a glance when you receive messages with read receipts attached

1. On the **VIEW** menu, point to **CURRENT VIEW**, and then click **CUSTOMIZE CURRENT VIEW**.
2. Click **FIELDS**.
3. In the **SELECT AVAILABLE FIELDS FROM** list, click **ALL MAIL FIELDS**.
4. In the **AVAILABLE FIELDS** list, click **RECEIPT REQUESTED**, and then click **ADD**.

To change the display order of this field, in the **SHOW THESE FIELDS IN THIS ORDER** list, click **RECEIPT REQUESTED**, and then click **MOVE UP** or **MOVE DOWN**. Now there's a column in your Inbox that will have a **YES** in it when the message has a read receipt request attached or a **NO** if it does not.

Change navigation pane options

Click on the arrow at the bottom of the navigation pane.



You can change which buttons show  and you can change the order 

Tell Outlook how frequently to check for new email messages

How often Outlook checks for new messages

Tools > Options > Mail Setup tab
Send/Receive button

Create a signature to send with your messages

Signatures

Tools > Options > Mail Format tab

At the bottom under Signatures, click on the **Signatures** button.

On the dialog box, click on **New Signature**.

On the pop-up box, type a "name" for your new signature.

Click **Next** and follow the wizard's instruction.

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