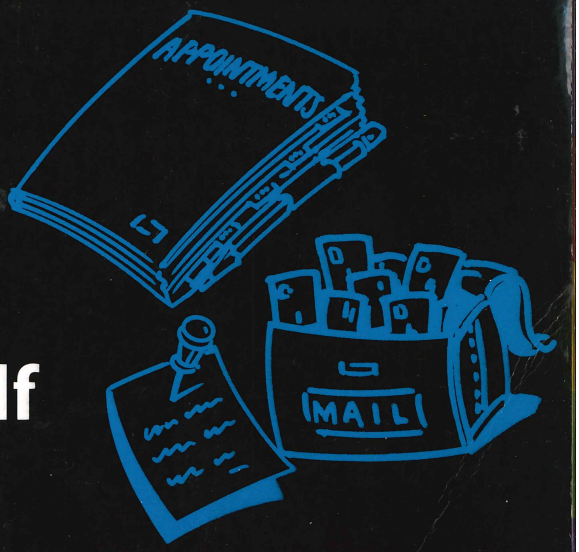


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Microsoft® Office Outlook® 2003

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Shelley O'Hara

TB-996-440

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Easy Microsoft® Office Outlook® 2003

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Dedication

To Raymond Ball, Daddy

1934 – 2003

I will forever be "daddy's girl"

Acknowledgments

I was fortunate enough to work with an all-star team of publishing professionals, including Greg Wiegand, Associate Publisher; Stephanie McComb, Acquisitions Editor; Sharry L. Gregory, Project Coordinator; Kate Shoup-Welsh, ski racer *and* Development Editor; George Nedeff, Project Editor; Dennis Teaque, Technical Editor; and Barbara Hacha, Copy Editor. Thanks also to the design team for the cool new design. It's been my pleasure.

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As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an associate publisher for Que Publishing, I welcome your comments. You can e-mail or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

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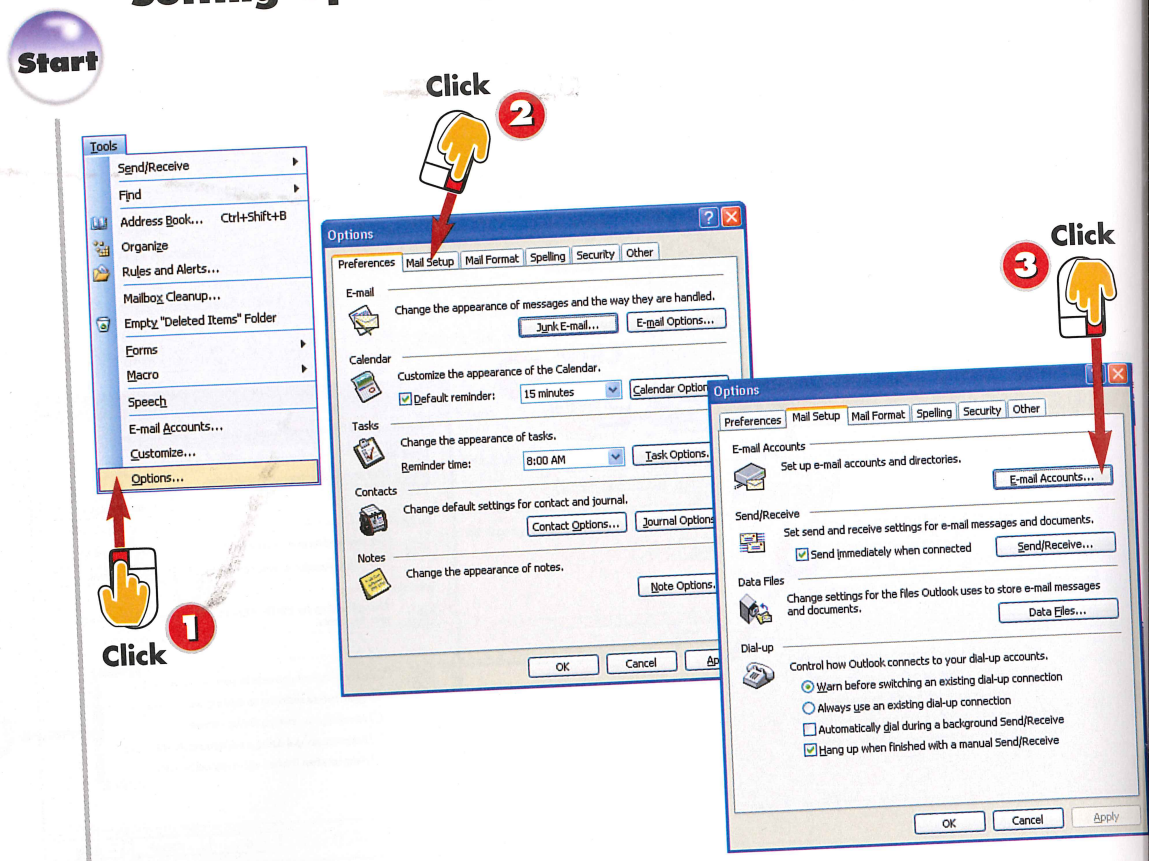
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Setting Up Multiple Mail Accounts



1. Open the **Tools** menu and choose **Options** to display the Options dialog box.
2. Click the **Mail Setup** tab.
3. The Mail Setup tab displays the options for setting up new mail accounts. Click the **E-mail Accounts** button to start the E-mail Accounts Wizard.

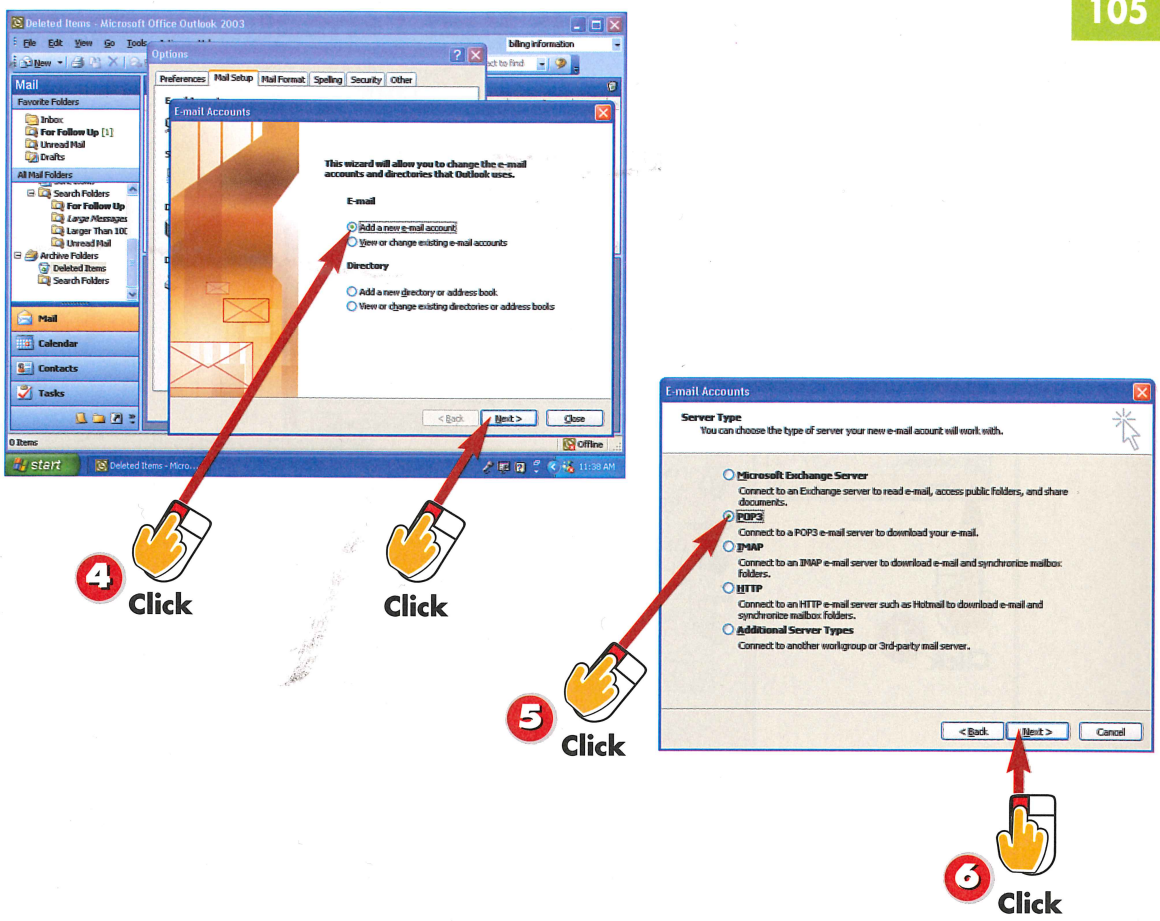
INTRODUCTION

If more than one person uses your computer, you can use the Mail Setup tab in the Options dialog box to set up more than one mail account. That way, everyone can use Outlook to check his or her own mail.

TIP

Setting Account Options

After additional accounts are set up, click the **Send/Receive** button on the Mail Setup tab of the Options dialog box to display the Send/Receive Groups dialog box. You can then specify how often each account is checked by selecting the mail account you want to customize and then choosing the appropriate options.



4. In the first screen of the E-mail Accounts Wizard, click the **Add a New E-mail Account** option button and click **Next**.
5. Click the option button next to the type of server that the new e-mail account will use (you can obtain this information from your e-mail provider), and click **Next**.
6. The next steps vary depending on your selection in step 5. Complete the steps on each screen, clicking **Next** to move from screen to screen and clicking **Finish** at the end of the setup process.

End

HINT

Server Types and Names
Your e-mail provider should give you the specific information about your e-mail account type, including the server types and names.

TIP

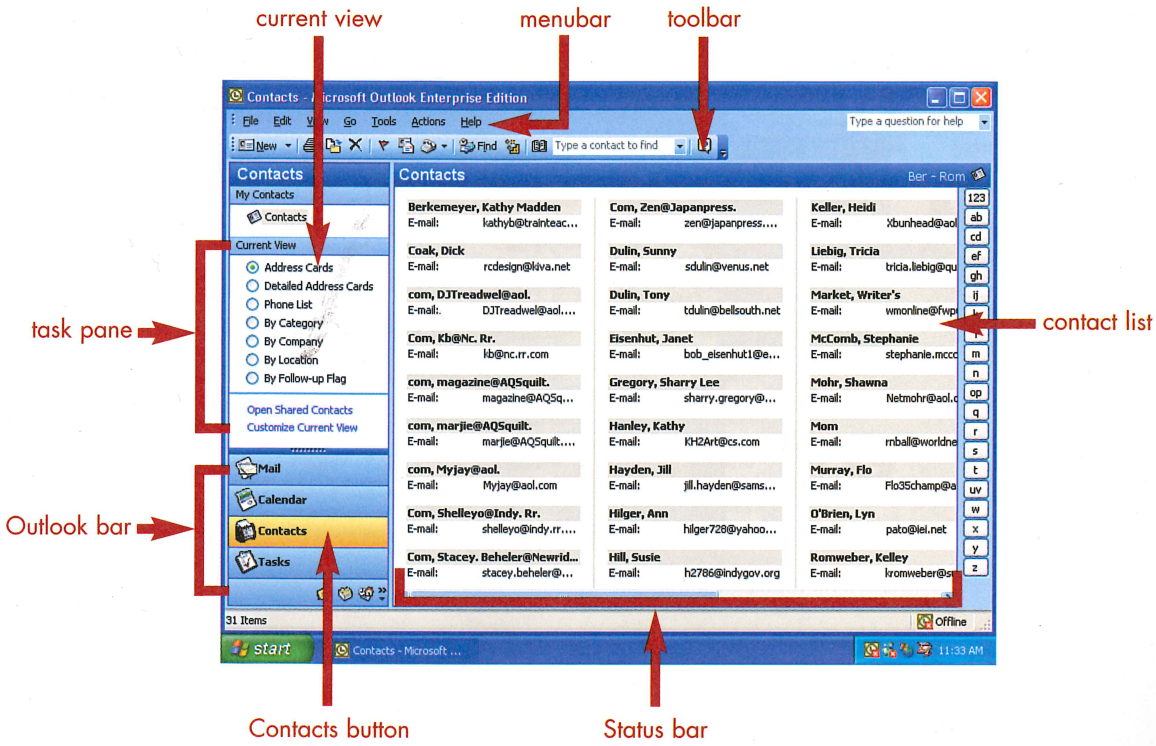
Completing the Wizard
As you learned in step 6, the specific steps in the E-mail Accounts Wizard vary depending on the server type you select in step 5. In general, though, you'll enter basic e-mail account information such as your name, e-mail address, server names, username, and password.

PART 5

Organizing Contacts

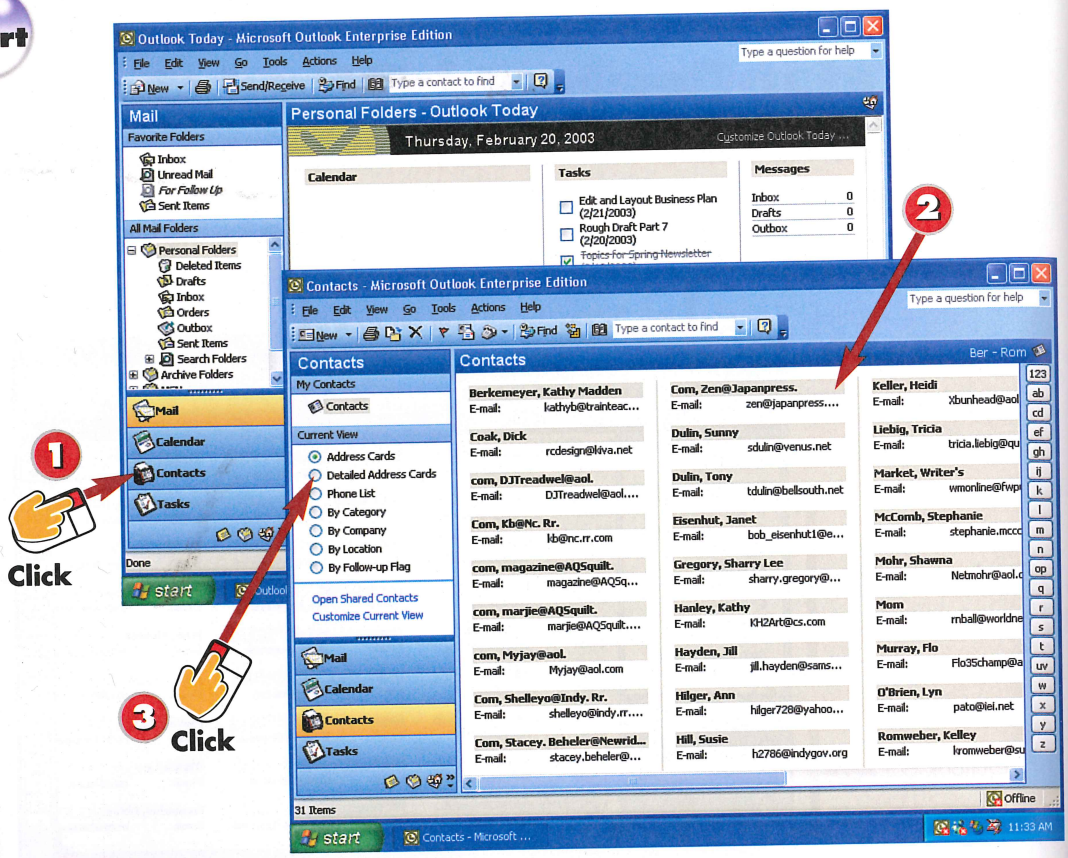
During the course of your day, you probably have contact with many people, including business contacts, co-workers, family, friends, colleagues, customers, and others. For each individual, you need to know key information, such as the contact's e-mail address, phone number, mailing address, fax number, and so on. To help you keep track of all this information, you can use Outlook's Contacts feature. With this feature, you can create contact records with as much or as little information as you need for that particular contact. This part explains how to organize contact information.

Contacts Window



Viewing the Contacts Window

Start



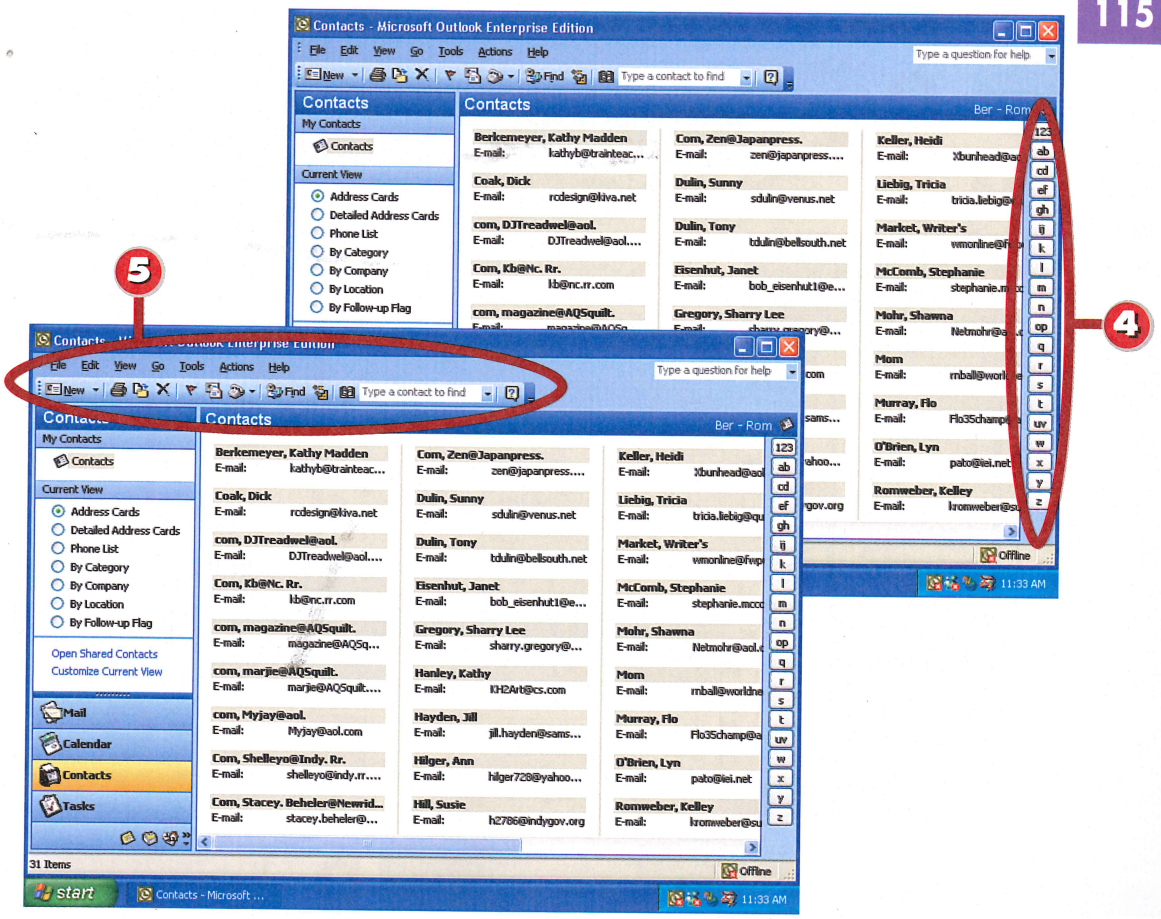
1. Click the **Contacts** button in the Outlook Bar.
2. A list of contacts you have entered appears. By default, the list displays both the mailing and e-mail address of each contact (unless no mailing address has been entered).
3. To change how your contacts are displayed in the list, click one of the view options in the **Current View** area of the Outlook task bar.

INTRODUCTION

To keep track of clients, vendors, friends, family, co-workers, and others, you can use Outlook's Contacts feature. You most often use Contacts to quickly enter an e-mail address, but the Contacts feature also is useful for entering traditional contact information such as street addresses, phone numbers, fax numbers, and so on. In this task, take some time to explore the Contacts window.

TIP

Adding Contacts
You'll learn how to add contacts in the next task.



4 Click any of the buttons on the right side of your screen to quickly display a set of contacts, such as contacts whose last names start with the letter *S*.

5 The toolbar includes buttons for creating and managing contacts.

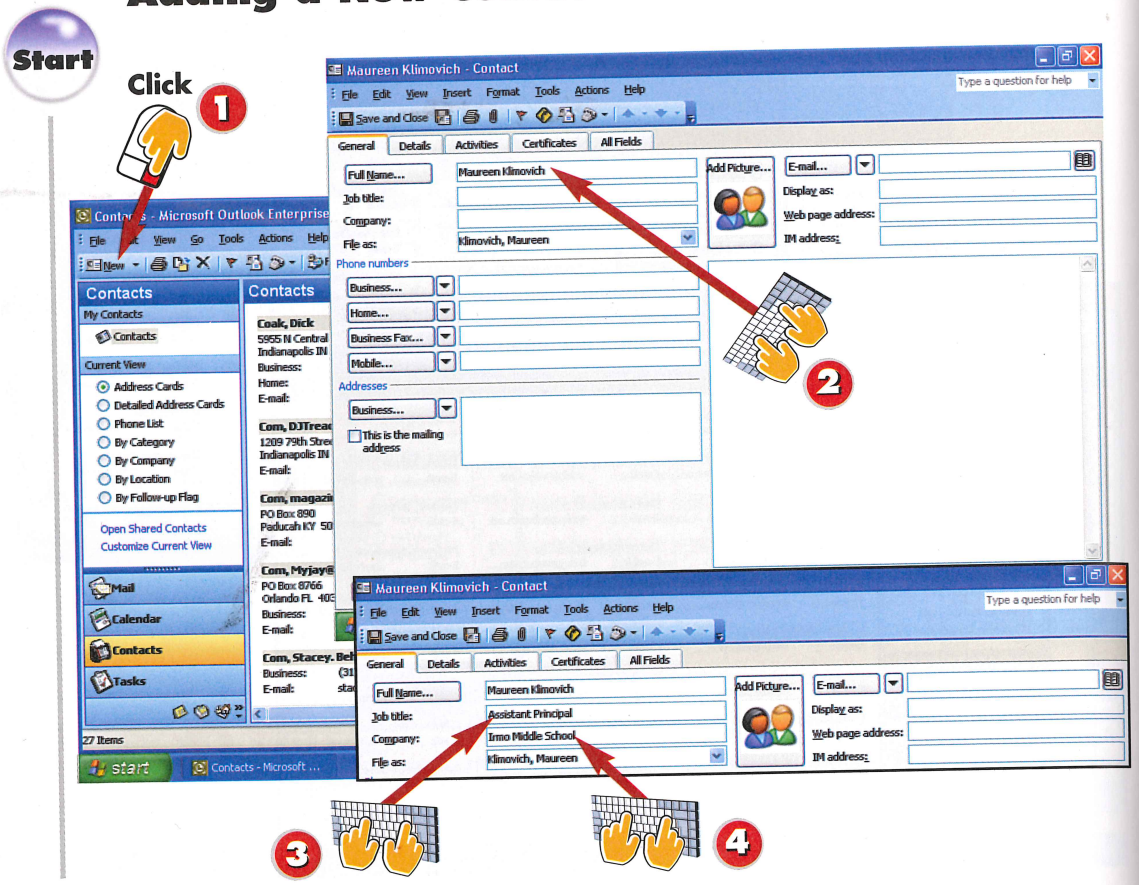
End

TIP

Exiting Outlook

To exit Outlook, click the **Close** button in the Outlook window, or open the **File** menu and choose **Exit**.

Adding a New Contact



1. In the main Outlook toolbar, click the **New** button.
2. Type your contact's full name into the **Full Name** field. Outlook uses this name for the **File As** field.
3. Click in the **Job Title** field and type your contact's job title.
4. Type the name of the company where your contact works into the **Company** field.

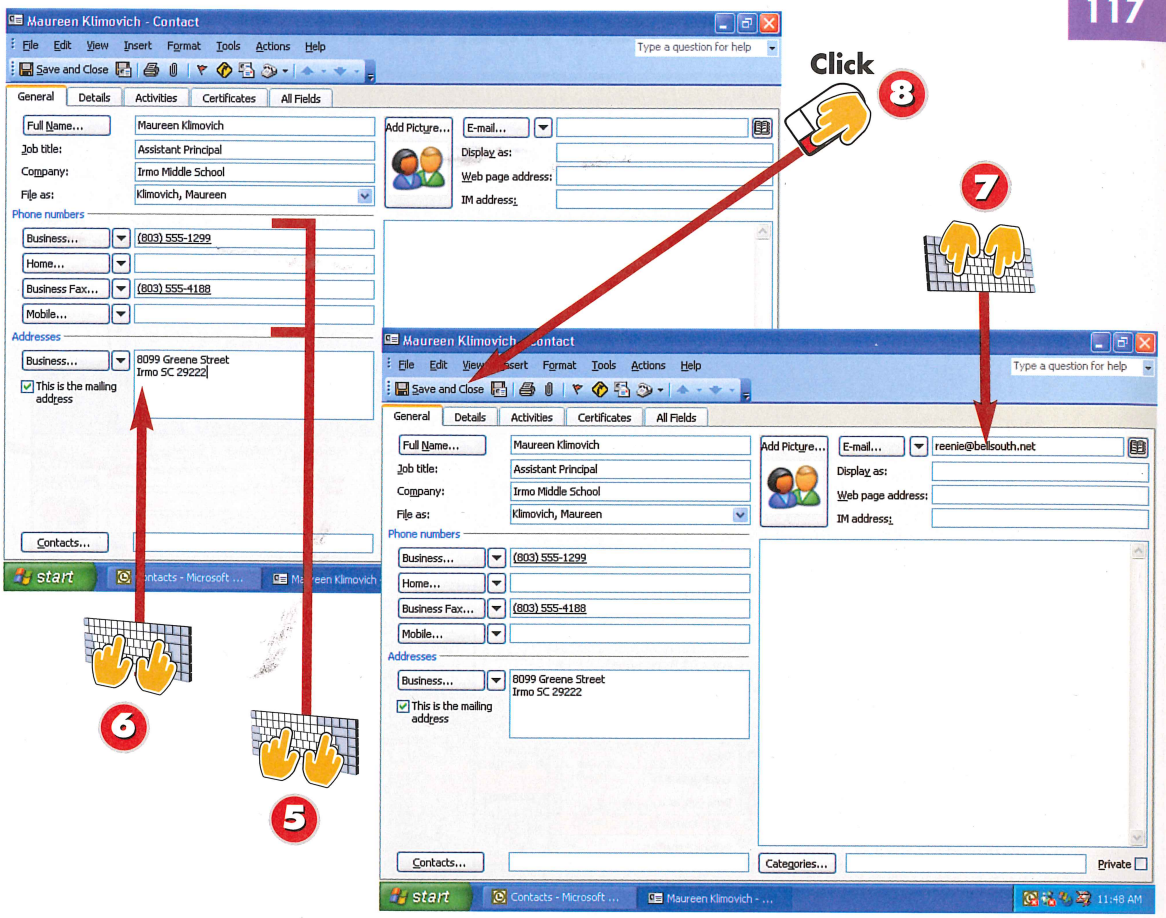
INTRODUCTION

Just as you pencil names and addresses into a printed address book, you can use Outlook's Contacts feature to keep contact information for friends, family members, and colleagues up to date. In addition to enabling you to enter standard contact information such as names, addresses, and phone numbers, Outlook allows you to add personal information, such as birthdays and spouse names, about each contact. You can also enter information about the company each contact works for, his or her job title, and the name of your contact's assistant. You can complete as much or as little information as you need.

TIP

Navigating the Contact Window

Rather than clicking in each field before typing in it, you can press the **Tab** key on your keyboard to move from field to field in the Contact window.



5 Type your contact's various phone numbers into the **Business**, **Home**, **Business Fax**, and **Mobile** fields.

6 Type the contact's mailing address into the **Addresses** area. If this is the mailing address, check that text box.

7 Click the **E-mail** field and type the contact's e-mail address.

8 Click the **Save and Close** button to create the new contact.

End

TIP **Adding Other Information**

You can also type your contact's Web page address, IM address, and any notes about the contact in the General tab of the Contact window.

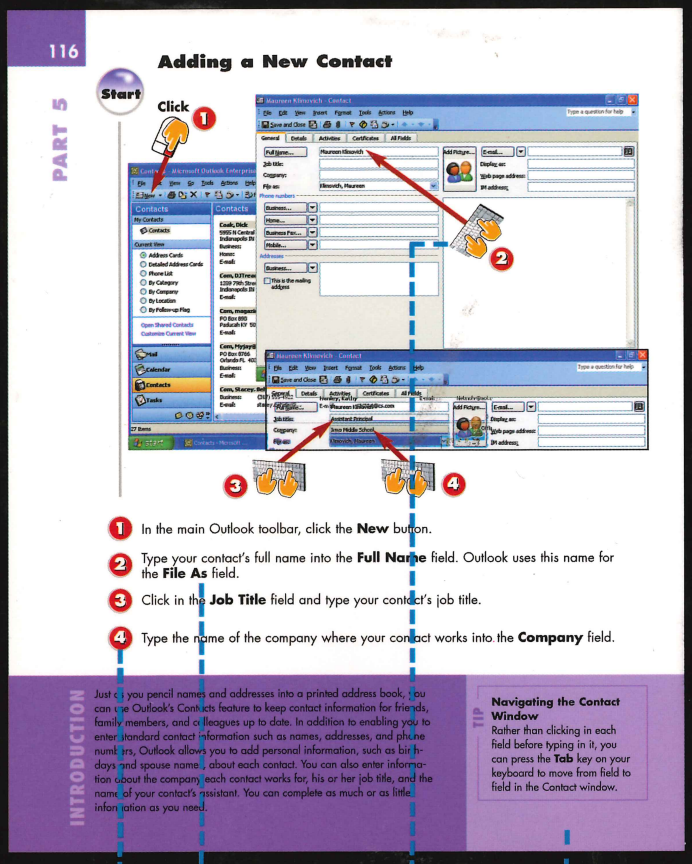
TIP **Customizing Fields**

Some fields in the Contact window, such as the ones in the Phone Numbers and Addresses areas, are preceded by down-arrow buttons. Click any of these buttons to reveal a drop-down list of other field options. For example, you can click the **down-arrow** button next to the Business field in the Addresses section and choose **Home** from the list that appears; then you can enter the contact's home address in the field. To again view the business address, simply click the **down-arrow** again and choose **Business** from the list. For more information about customizing fields, see the task "Customizing Contact Fields" later in this part.

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Easy-to-follow, numbered, step-by-step instructions guide you through the easiest way to do something

Key words highlighted for quick reference

Visual icons point you through each fully illustrated step

At a glance, quickly get the hints, shortcuts, and warnings you need to know

Learn how to use Outlook the EASY way...

- Learn about all the program features—including a calendar, an address book, a to-do list, and a journal—as well as how to put these features to work for you.
- Create and send e-mail using Outlook. In addition, learn how to deal with junk mail, and how to print your messages.
- Use your address book to store not only email addresses, but also to store other key contact information including mailing addresses, work information, phone numbers, personal information (birthdays, for instance), and more.
- Keep track of important meetings and appointments. You can even have Outlook remind you beforehand so that you aren't late, and you can view and print your upcoming schedule in several formats—day, week, month.
- Instead of scribbling down to-do items on paper, note them in Outlook. You can then chart your progress and keep track of start and completion dates.
- Customize Outlook to suit the way you work best.

Category: Groupware
Covers: Microsoft Office Outlook 2003
User Level: Beginning

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