Introduction to Microsoft Outlook XP Mail

Starting Outlook XP

In this Microsoft Outlook XP tutorial, we’ll discuss a number of the basic procedures used in creating, editing, sending and receiving Outlook XP mail messages. In addition, we’ll also introduce other features essential to managing Outlook XP mail messages.

Starting Outlook Mail XP

Double click on the Microsoft Outlook icon on the Windows desktop (see right), or click-on the Start button in the lower left corner of the screen, then click-on Programs, Microsoft Office and then click-on Microsoft Outlook.

Inbox

When Outlook XP appears, you will be in the Inbox where the mail you receive is located. Your Inbox screen should look something like this:
Left Mouse Button

In this tutorial, whenever we indicate that you need to **click a mouse button**, it will mean to **click the left mouse button** – unless we indicate that you should click the right mouse button. So, always move the cursor over the “place” we indicate and “click left” unless we tell you otherwise.

The first time you load Outlook XP the **Office Assistant** (A Paper Clip, or the assistant you chose) may appear. You can click-on the various choices to **view** the material, or if you **do not want to view** the material now, you can **right click**-on the **Assistant** and then click on **Hide** and the Assistant will **go away**. **Anytime** you desire to use the **Assistant** for **help**, you can click-on the “?” and the **Assistant** will **appear**. The Assistant is always **located** in the upper right part of the portion of the button bar.

The **mail messages** that you receive will be **listed** in **chronological order**.

Different Views in Outlook

When you first open Outlook XP you will notice that you can see a small portion of your incoming e-mail in the top portion of the screen and a greater portion in the lower area of the screen. There are several different “ways” to set-up a “view” that you like best. This **first view** is called **Preview Pane** (the name for the lower portion of the screen). The first page of this tutorial shows this Preview Pane view. Most users like this a lot – it seems to be the most popular view – that’s why it’s the default. However, many prefer to view each e-mail message, individually, without the Preview Pane.

We’ll show you how to set several different views and you can choose the one you like best. First, we’ll simply **turn-off the Preview Pane**. To do this you’ll need to **click**-on **View** in the **Menu Bar**. When the drop down menu appears you’ll see a selection called **Preview Pane**. This is called a “**toggle**” button as it can either be “**on**” or “**off**.” **Click**-on the **Preview Pane button**. When you do, the Preview Pane will disappear from the bottom of your screen.
Your screen should now look like the one below.

![Inbox Screen](image)

Notice that there is no Preview Pane on the bottom of the Inbox screen. Also notice that for some of the incoming e-mails that you can see a “mini-preview” just below the name of the person who sent you the e-mail. This is called Auto Preview. Many people like this view.

Still, others just want to see as many incoming e-mails as possible. So, they also “turn off” Auto Preview, just like we did with the Preview Pane. To do this, click on View in the Menu Bar, as we have done before, and when you see the selections, click on Auto Preview to “toggle” it off. Now your screen should only show incoming messages with no “preview” of any kind. It should look like the one below.

![Inbox Screen](image)

So, now you can “personalize” your Outlook Mail XP, as you desire. You’ll need to do this for each “box” – Inbox, Sent Items, Deleted Items, etc. So, have some fun and make your Outlook mail yours.
Reviewing messages in the Inbox

To view a message, simply double-click on the message and the following screen will appear. You could also, just like other programs, click-once on a message and then click-on File (in the Menu bar), then click-on Open, then click-on Selected Items.

This screen is designed to review and respond to mail messages received.

If this is the first time that you are looking at this Outlook screen, it would be a good idea to click-on each item in the Menu and Button bars. So go ahead and click-on File, and then Edit, etc. Now, run the cursor over each of the buttons below the Menu bar.

Replying to a message

Look at the button bar at the top of the screen (it will look like the image on the left). Notice that you can click-on Reply, and, automatically reply to the person who sent the message, or Reply to All (everyone included in the To: or Cc:). When you click-on Reply and Reply to All, you will notice that Outlook XP “automatically” completes the To: and/or Cc: in your outgoing message.

You may click-in the “white” message area below the To, Cc, and subject, and supplement the original message with any additional comments you desire to make regarding the message replying.
After you have made any comments, you can click-on the small “Send” box below File in the Menu bar and your Reply will be “mailed.”

**Forwarding a message**

If you desire to forward a message to someone or others, click-on the Forward button (next to the Reply and Reply to All buttons), then click-in the To: or Cc: areas. We will be covering Address Books later in this “tutorial.” At this point, type-in the e-mail address or addresses of those to whom you want to forward the mail message. If you have more than one address, separate them with a semi-colon (;). You can move down to the Address Book section if you desire (page 8).

**Envelopes**

Now that you have the “feel” for looking at messages in your Inbox, and replying to and forwarding them, please take a moment to look at the “little envelops” next to each message. When a message first arrives in your Inbox, and has not been read, you’ll notice that the envelope is closed.

Once you have read the message, but not replied, the envelope will appear opened.

When you reply to or forward a message in Outlook XP, you will notice, when you view the message again in Inbox, or Sent Items, it will now have a small arrow attached to a small box by the message. These arrows indicate that the message has been forwarded or replied to. The arrows will be the same as on the Reply, Reply to All, and Forward buttons.

**Deleting unwanted messages**

If you do not want to keep the message, you can click-on the “X” button, in the button bar, to send the message to a “Delete folder.”

**Note:** This is NOT the “x” button in the upper right corner of the screen. If you do click-on the upper right corner X, it will simply close the message and return you to the Inbox, etc.

We’ll discuss this in more detail later in Folders. When you delete a message in the Inbox, it is sent to the Deleted Items folder to be “really deleted” or “recovered” later.
Moving from message to message in the Inbox

Notice the large blue Up and Down arrows in the button bar below the Menu bar. They are only visible when you are “in a message.” These allow you to move forward and backward (Previous Item and Next Item) between messages in the Inbox. Click-on these arrows to see how they work.

Printing a message

If you desire a “hard copy” of the message you can click-on the Printer in the button bar.

Or, you can click-on File in the Menu Bar and then on Print.

Creating and sending a new e-mail message

If you are in the Inbox and desire to send a new e-mail message to a person or group of persons click-on the New Mail Message button in the button bar.

If you are in some other part of Outlook XP and do not see the New Mail Message button, you can always (in the Inbox as well) click-on File in the Menu Bar, then click-on New, and then click-on Mail Message. In both cases, the screen at the top of the next page should appear.
First, click-in the area to the right of To:. For now, type-in the e-mail address of the person, or persons, to whom you desire to send this e-mail message. Next, click-in the area to the right of Cc:. Again, type-in the name or names of others whom you would like to receive copies of this message. If you type-in more than one e-mail address, separate the addresses with a semicolon (;). If you desire to use the Address Book, move down to the Address Book section (page 8).

Now click-in the area to the right of Subject:, and type-in a subject for your e-mail message if you desire. You do not need a Subject description if you do not desire one.

Finally, click-in the white area below Subject:, and type-in your e-mail message as you would any memo to someone. You may move around, edit and change your message just like you would do if you were in a word processor. Later in this “tutorial,” we will show you how you may use Microsoft Word as your “e-mail editor,” with all the Microsoft Word features, if you choose to do so.

When you have completed your e-mail message, click-on the Send button in the upper left hand corner of the screen.

**Quick note on folders**

This is simply a quick note to tell you what happens when you send an e-mail message. When a message is sent, a copy of your e-mail is automatically placed in your Sent Items folder. So, you can access your sent message (by clicking-on the Sent Items folder – then opening your message), edit it, and forward it, etc., until you decide to delete it later on. If you desire to keep the e-mail you will be able to move it to another folder if you desire. We’ll go into detail on all of this later. For now, just be aware that you have not “lost” your message. You do not need to “copy yourself” in Outlook unless you want to get an additional copy of your e-mail.
Address Books

When you have clicked-on **Reply, Reply to All, or Forward** as indicated on **pages 4 and 5** or **created a new e-mail message, page 6**, you will see a screen similar to the one below:

If you are **Replying** or **Replying to All** on an e-mail message in your **Inbox**, then the addresses from that e-mail will **automatically appear** in the **To** and **Cc** areas. If you **don’t want to send** the e-mail to some of these addresses, you can **simply click-on them** and **tap** the **Delete** key. If you are **Forwarding** a message from the **Inbox** or **Sending** a **new** e-mail message, then you can **either type-in** the address in the **To** or **Cc** area, or use the **Global Address List** or **Contacts Address Book**.

There are **several Address Books** in Outlook XP that you can utilize to **send** and **respond** to e-mail messages. In addition, there are a **number of options** for entering e-mail addresses into an Address Book. You will, in all probability, use two address books: **Global Address List** and **Contacts Address Book**.

To **access** these address books/lists **click-on the To:** or **Cc:** **“buttons” (see arrows on the picture above)**. The **Global Address List** menu box (at the **top of the next page**) will appear.
Global Address List

We’ll look at several Address Lists and explain how each is utilized. First, we’ll look at the Global Address List. When you have clicked-on either the To: or Cc: buttons the below screen will appear:

When you are in the Reply, Reply to All, Forward or create a New e-mail message screen, and need to add additional e-mail addresses, you can still type-in the addresses or use a Global Address List like the one above.

The Global Addresses List that you see above is created, and updated, when a person at the institution/business selects to use Outlook mail. The Information Technology Staff places the new user in the Global Address List. Thus, this address list is a current list of all Outlook mail users (and it may also include other users who are not on Outlook – depending on your on campus/business).

To use this list, simply click-on the person whom you want to receive the e-mail (their name will “turn blue” – see arrows above). Or, you can type their name in the area below “Type name or Select from list,” and you will notice that the list of names below where you typed the name moves to all of the persons with that name. Most systems are in last name order. Some are in first name order. By looking at the name list you can determine how your system is set-up. Then, click-on the To, Cc or Bcc (Blind copy) buttons. This will add the address to those already in the e-mail (you will see it appear in the area to the right). You can do this for as many addresses as you desire. When you have finished, click-on OK, and you return to your message. Arrows in the image above point to each of these items.
Contacts (in older versions of Outlook – Personal Address Book)

How can you create your own “automatic” address list for someone who is not on the campus/business Outlook XP mail system (especially off campus/business addresses)? There is a feature called Contacts to take care of this. A contact is just what it indicates. You create your own Contacts (like a personal address book). First we’ll show you how to get to Contacts and then how to add and delete addresses.

When you click-on the To: or Cc: buttons (page 8) the Global Address List appears. In the upper right corner of the Show Names from the: you will see an area that indicates that this is the Global Address List. To the right of the title is a small triangle, click-on the triangle and a menu screen similar to the one at the right appears.

Now, click-on Contacts, and the screen below appears, which contains the addresses that YOU have already placed in your old Personal Address Book – if you had one.

Notice, the Select Names menu screen to the right now indicates Contacts in the upper right corner. Also, notice the e-mail addresses on the left side of the menu screen. These are e-mail addresses that you have added to the list.
To add the addresses in Contacts to an e-mail message simply repeat the procedure outlined in the Global Address List. Click-on the name to whom you desire send the e-mail (on the left side), then click-on the To or Cc buttons to add that name to these areas. Again, you can add as many names as you wish. When you have finished, click-on OK and you will be taken back to the e-mail that you want to send. You can then continue to creating a new e-mail or editing the contents of one that you are working with.

Adding Names to Contacts (like Personal Address Book in older versions)

There are many ways to add names to Contacts. We’ll show you several of the more popular procedures. You will also discover other methods, as you become more familiar with Outlook XP.

Adding names as you type the e-mail addresses in the To or Cc areas of the message

If a person’s e-mail address is not currently in your Global Address List or Contacts, you can add it while you are in the process of sending them a message. In the area to the right of To or Cc, type-in the e-mail address for the person or persons you wish to receive your e-mail. If you type-in several addresses, separate them with a semi-colon (;). Click away (somewhere else) from the address you typed. You will notice that, in a few moments, the addresses will become underlined.

To add an address to your Contacts, simply right-click on a name, that you typed, and a menu box will appear similar to the one on the right.

Click-on Add to Contacts and the name will be automatically added to Contacts the address book.
The following Contact screen will appear.

Normally, the first part of the e-mail address you entered before the “@” symbol will appear in the full name box. To change this to a logical full name click-on the Full Name… button (as indicated by the arrow above).

When the Check Full Name box appears (like the one on the left) you can then fill in the entire name by filling in the appropriate areas (First:, Middle:, Last:, etc.)

When you are finished, click-on OK.
You can now **fill in the applicable areas** for the person’s mailing address if you desire. To do this **click-on the Address…button** (see arrow above on last page).

When you are finished, **click-on OK**.

When you have **completed everything**, you can **click-on the Save and Close button** (see arrow on last page).

You will not return to your message. To add additional names to your Contacts Address Book repeat the above process again.

When you are in the Contact screen (at the top of the last page) – notice that there are a lot of other tabs and areas which may also use to enter information about a person (General, Details, Activities, Certificates and All Fields).

To **observe** that the **contact** you entered **has been added** to your Contacts, **click-on** either the **To** or **Cc** buttons in your message screen. When you have clicked-on one of the buttons, you will go to the **Global Address List** screen again – as before. **Click-on the triangle in the upper right corner**, and **move down** the menu and **click-on Contacts**. You will see the address you **added**. When you have a lot of addresses, you will have to **use the up and down elevator bar to view your addresses**. Outlook **automatically alphabetizes** the names as you enter them.

Your Contacts screen should look something like this:
**Adding Names to your Contacts as you receive e-mail in your Inbox**

**Big Note:** The right-click on an e-mail address also works when you receive a message from someone! If you know that this address is not in your Contacts, right-click on the address and add it as you did above. This really saves a lot of time. You know it’s a good address, because you received their message!

To the left is an image of the address area of an e-mail in the Inbox. We simply right clicked-on the person and then moved down the pop-up menu to Add to Contacts – just like we did when we typed-in and address in our New Mail To: area.

Once you have clicked-on Add to Contacts you will go back to the same process that is outlined above on pages 10 – 12.

**Manually adding e-mail address to your Contacts**

Many times, friends will write you (the old fashioned way) or call you on the phone and furnish you their e-mail address. So, there is still another way to add their e-mail address to your Contacts. In the button bar below the Menu bar you will notice a “small book” (like the one on the right). When you run your cursor over the book it will indicate: Address Book. You can click-on it and also add names to your Contacts. So, click-on the “book” and the following screen will appear.

Click-on the triangle on the right of the Address Book screen (see the arrow on the right) and select Contacts from the drop down menu that appears.

Next, click-on the small “Rolodex like” button, in the button bar below the Menu bar (a small text help will appear indicating New Entry).
A New Entry screen will appear.

It should look similar to the one on the right. Make sure that New Contact is highlighted in blue in the Select the entry type: in the top portion of the screen.

And, also make sure that Contacts is highlighted in the Put this entry (In the) area in the lower part of the menu screen. If Contacts is not the choice, click the down triangle on the right side of Put this entry and select Contacts from the choices that appear.

When everything looks like the screen above, click-on OK.

An Untitled – Contact screen like the one below will appear.

Notice that the Untitled - Contact screen is similar to the one you used to enter e-mail addresses as you typed them into messages, or used when you copied addresses from you Inbox again appears – with a notable exception – there is no name in Full Name… or E-mail address in E-mail.

So, fill in the name of the person in Full Name… and enter their e-mail address in the E-mail area. You can enter other information as you did previously, as you desire.
When you have entered the information, your screen should look similar to the one below. Notice that we only entered a name and e-mail address. We did not enter a full mailing address, or other contact information. You can do this whenever you desire. When you have the information you desire entered in the appropriate areas, click Save and Close to add this person to your Contacts list.

Note on viewing e-mail addresses

Once you begin using Outlook XP Mail you can check on a person’s “information” by right-clicking the mouse on their name in the To or Cc areas. In the pop-up menu that appears, click on Properties. If they are in your Global Address Book you will “see” how the system administrator entered the information. If they are in your contacts list, you will see the Contacts screen similar to the one above. This is very handy if you desire “quick” information about a person in your system.

Personal Distribution Lists

Now that you have an idea of how to add individual names to Contacts, and are familiar with the Global Address List, you may want to create a group of addresses to which you frequently send e-mail. In Outlook XP this is called a Personal Distribution List. To create a Distribution List, you will follow several steps, similar to those above.

To create a Personal Distribution List you will need to be in the Inbox, Sent Items, or Deleted Items (you can be in other main screens when you are more familiar with Outlook XP). You will need to be in a main screen where you can see the little Address Book button, click-on it.
When the Address Book screen appears, click-on the New Entry “Rolodex card” button.

Just like you just did previously.

The New Entry screen appears, click-on New Distribution List in the area below Select the entry type.

Make sure that Put this entry (In the) is set on Contacts. If it is not set on Contacts, click-on the small down triangle to the right of this area and select Contacts.

Then, click-on OK.
The following screen will now appear:

In the area to the right of Name:, type-in a name for your Distribution List (e.g. Lunch Bunch).

Next, click-on the Select Members… button.

This will display the Select Members screen.

You’ll notice that this screen looks almost exactly like the Select Names screen you used to address your messages. You’ll notice that the Select Members screen only has a Members - > button. So, you can, at this moment, only add persons you desire to be in your Distribution List to the group. Later we’ll show you how to remove and add members as you
update your list.
By using either the Global Address List, or your Contacts (click-on the small down triangle in the upper right corner of the Select Members screen and select the group you want) you can create your Distribution list.

In the example on the right we chose our Contacts group, and the selected the person you see highlighted on the left.

We then clicked-on the Members-> button – this person was added to our Distribution list on the right. You may “switch between” the various “lists” as often as you like and add as many names as you like.

Note: You do not need to have someone in either the Global Address List, Contacts or another list to have them in your Distribution List. If they are in neither, simply type a semi-colon (;) at the end of the last address on the right side, and then type-in the person’s e-mail address. They will be included in your list.

When you have added all the names you desire, click-on OK.

You should now return to the Distribution List screen. Your screen should look similar to the one below. You’ll see the name of your Distribution List in the Name: area and the names of the Members in the area below. Notice that the Remove button is now “active.”

To remove members from the list simply click once on the member and then click-on the Remove button. You’ll notice that they are removed from your list.

To add new members, simply repeat the steps on pages 17, 18 and 19. Click-on the Select Members button and add them as you did before.
When you have made all the changes you desire, click-on the Save and Close button in the screen above.

The next time you “visit” your Contacts your screen will look something like the one on the right.

You’ll notice that your Distribution List will look something like the one at the right. The name will be in bold, and there will be a “teeny” icon of a woman and a man on the left.

Any time you desire to make changes to this Distribution List, just double-click quickly on a list and you’ll be taken to that Distribution List screen that you used to create the list.

Sending Messages using your Distribution List

To send a message to everyone on your Distribution Lists, use the same steps that you used for sending a message to a single person. Either type in the name of the Distribution List in the To: or Cc: areas of your message (e.g. Lunch Bunch), or use the Select Names box, like you did on pages 8, 9 and 10, but select your Distribution List like you would select a name.
Folders

When you first opened Outlook XP, the area to the left of the screen looked something like this. The icons you see take you to different features of Outlook (Calendar, etc.) or contain e-mail.

The icons we are concerned with in this tutorial are the ones that pertain to e-mail and hold messages (e.g. Inbox).

Creating Folders

You can create folders for your own use underneath the Inbox. To create a Folder:

Click-on File in the Menu Bar, then point to Folder in the drop down menu, and then click-on New Folder…

The following Create New Folder screen will appear:

First, select a logical name for the folder. For this exercise we’ll use the title “My Folder.” Type this name in the Name: area.

Next, click-on Inbox.

Now, click-on OK.

This will place the created folder in your My Shortcuts area.
Notice that a new Folder (My Folder) has been added to your Folder List.

Placing e-mail messages in your Personal Folders

Moving a single message

To “move” an e-mail from one folder to another folder, you simply click-on the e-mail message, you want to move, hold down the left mouse button, and drag the message to the Folder. In the image above we clicked-on the highlighted message, held down the left mouse button, and dragged the message from the Inbox to My Folder. You will notice, as you are “dragging” your e-mail message, a small box appears “attached” to the cursor arrow. When you have the box symbol over your Personal Folder, release the left mouse button. This will move the message from one folder to another. Try this with one of the messages in your Inbox.
Moving Several Messages

You can also move several messages with this drag technique.

To highlight several messages you need to learn a new skill. If you hold down one of the Ctrl keys (at the bottom of the keyboard – one either side of the Space Bar) and then click-on several messages, you’ll notice that as you click each message it is highlighted.

When you are ready to move the group of messages you highlighted, simply click-on any of the highlighted messages, and immediately hold down the left mouse button, and then drag all of the messages to the folder where you want the messages. If you click-on one of the messages and don’t drag the cursor immediately, this will “turn-off” the selections of the several messages and you’ll have to start again. It’s kind of tricky the first time that you try this.

If you ever desire to “turn-off” the multiple highlights, you simply click-on any message and that will remove the highlights and select the message on which you clicked.

You can still delete the messages when you no longer desire to retain them.
Moving, Deleting, and Recovering Mail Messages

You should now have a “feel” for Outlook XP. Having just completed folders, you can see that we can move a message from any folder to any folder simply by clicking-on it and dragging the message to another folder. You could also click-on a message and, either using Edit (in the Menu Bar), then Copy or Cut in the Menu bar, and then Paste, to move or copy a message in this manner. You can also use the Cut, Copy and Paste buttons in the button bar.

To delete a message, you have already learned that you can click-on the message and then on the “X” in the button bar (not the X in the upper right hand corner). If you click-on the upper right hand corner X this will simply close the message and return you to the Inbox, etc.

When you delete an e-mail message in your Inbox, Sent Items, or a Personal Folder, this places the message in the Deleted Items “trash can.” You can “drag” an item from Deleted Items to any folder to retrieve it, or use the methods above to recover a message to a folder.

“Really” Deleting Messages

To “really” delete an e-mail message in the Deleted Items trash can, you can click-on the message and click-on the “X” button, or tap the Delete key. Outlook XP will ask you if you “really” want to delete the message. When you say “yes,” it’s gone. To delete several individual messages at once, click-on the first message, then hold down the Ctrl key, and while holding down Ctrl, click-on the other items. You will see that they turn “blue,” indicating that you are “marking” them (just like we covered before). Now click the “X” button or tap the Delete key. If you want to delete ALL of the items in the Delete Items trash can, click-on Edit in the Menu bar and then Select All. Then, click-on the “X” button or tap the Delete key.

A message box will appear asking if you really want to delete all the items. If you do, click-on Yes.
Adding, Sending, Receiving, Viewing, and Saving Attachments

There are many times when you want to send a Word document, Excel spreadsheet, PowerPoint presentation, picture, or file of some type to someone, or be able to receive one. Outlook XP makes this relatively simple. The items indicated above are sent as “attachments” to your e-mail.

When you are sending an e-mail message and want to “include” an attachment it’s relatively easy. When you are in the Untitled-Message, the Forward or Reply screens, you will notice a “paperclip” in the button bar.

![Untitled Message - Microsoft Word](image)

To add a file (attachment) to your message you must be in the “text” area to do so. You cannot add an attachment if you are in the To..., Cc..., or Subject areas. You will see your cursor “flashing” in the text area so you will know you are in the correct area. If you are in the To..., Cc..., or Subject areas, you will not “see” the paperclip clearly. You will see a definite outline of a paperclip (like the one above) when you are in the text area.

This paperclip is the button that allows you to insert an attachment in your e-mail message. Go to the place, in your e-mail message, where you want the attachment located (in the Text Area). Most often, people place attachments at the beginning or end of their messages. When you are at the point where you want the file (attachment) located, click-on the paperclip. The following Insert File menu screen will appear.
When this **Insert File** screen appears, choose the location of your file (attachment) on your computer (A or C drives, etc., or on a network drive) by using the **Look in:** area (see the arrow above – we have chosen our My Documents on the C: disk drive). Then choose the file by clicking-on it (we chose a PowerPoint file called *PBJ* for our attachment). Click-on **OK**. Your e-mail message, with attachment, will **look similar** to the screen below.

When you or, another person, receives this attachment, all you have to do is **double-click** on the attachment and it will load into the proper program! Or, you can **right click** the mouse on the attachment, and a menu will appear that you can use. Once you have the document in its normal “environment” you can save it, etc. Pretty neat!

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We have included a PowerPoint presentation on how to make a Peanut Butter sandwich with this message.
Auto-Signature

There is an Outlook XP feature, which allows you to place a “designed” signature at the end of your e-mail messages. **You will need to be in one of the Main areas of Outlook XP to create a signature (Inbox, Sent Items, Deleted Items, etc.).**

To activate this feature, click-on **Tools** in the **Menu Bar**. When the drop down menu appears, click-on **Options**.

The following **Options menu screen** at the will appear.

![Options menu screen](image)

When the above screen appears click-on the **Mail Format “tab”** (see upper arrow above). In the **lower portion of the Options menu screen** you will see and area called **Signature**. Click-on the **Signatures button in this area** (see lower arrow above).
The following Create Signature menu screen will appear.

Click on the **New button** in this screen (see arrow to the right).

The Create New Signature menu screen at the top of the next page will appear.

When the Create New Signature screen appears, type a “**name**” for your signature in the area **under - 1. Enter a name for your new signature**: (see the top right arrow – we used Greg Butler).

We’ll leave **2. Choose how to create your signature** as the default choice – Start with a blank signature (see middle left arrow).

Now click on the **Next Button** (see lower left arrow).
When the **Edit Signature** menu screen appears, **type your Signature in the space under Signature text** – like we have done on the right.

You can type anything you desire for your signature. You can type just your name, or name, title, phone, FAX, etc. It’s your signature.

**Notice** that there are several buttons below the Signature text – Font, Paragraph, etc. If you desire to change the font of your signature, highlight the text that you desire to change, and then click-on the **Font** button and select your font – then click **OK** in the **Font menu screen**. You can have several different fonts in your signature if you desire – as well as color.

When you have the signature you desire, click the **Finish** button. This will take you back to the **Create Signature menu screen**. Click **OK**. The bottom portion of your Options menu screen should look similar to the following image.

From now on, when you create a new message, reply to one, or forward one, you will see that your **signature is automatically added at the end of the message**.

If you desire to edit your signature or create a new one follow the process above, an choose the logical buttons to Edit, Remove, or create a New signature.
Accessing your e-mail at home through a web browser

To access your EMU mail when you are not at your desk, you will need to use EMU Webmail. You can access it by opening up a web browser (i.e. Internet Explorer, Mozilla, Netscape, Safari, etc.) and going to http://webmail.emu.edu

Please note that the Outlook and Webmail address books DO NOT synchronize. If you want to have an address in both address books, you must enter it separately in Outlook and Webmail.

Conclusion

This has been an introduction into the basics of Outlook XP mail. If you have any questions about Outlook XP, please contact the IS Help Desk at x4357 or helpdesk@emu.edu.

Credits

The majority of this tutorial was created by Tom Murry of officetutorials.com. Much thanks for all his hard work and for making our lives easier!

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