Outlook 2000 Procedures Quick Reference

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Sending an e-mail message

To create and send new e-mail message, do the following.

1. On the **File** menu, point to **New**, and then click **Mail Message**.
2. Enter recipient names in the *To*, *Cc*, and *Bcc* boxes.
   (To select recipient names from a list, click the **To**, **Cc**, or **Bcc** button.)
3. In the *Subject* box, type the subject of the message.
4. In the text box, type the message.
5. Click **Send**.

To, Cc, and Bcc boxes

You can send a message to recipients by separating their e-mail names with semicolons (;) in the To, Cc, and Bcc boxes.

To	Message is sent directly to the recipient.
Cc	Carbon Copy. A copy of the message is sent to the recipient, and the recipient's name is visible to other recipients of the message.
Bcc	Blind Carbon Copy. A copy of the message is sent to the recipient, and the recipient's name is not visible to other recipients of the message.

Marking a message as private, personal, or confidential

1. In the message you want to set the sensitivity level for, click **Options**.
2. In the Sensitivity box, click the option you want.
   Marking a message **Private** prevents the message from being modified after you send it.
   You can mark all of the messages you send with the same sensitivity level. On the Tools menu in the main window, click Options, click the Preferences tab, and then click E-Mail Options. Click Advanced E-Mail Options, and then in the Set sensitivity box, click the sensitivity level you want.

Setting the importance level for a message

1. Create or open a message.
2. To mark a message as very important, click **Importance: High** .
   To mark a message as not important, click **Importance: Low** .

   To remove the importance level symbol from the message, click the importance button again.

Using the Address Book

The Outlook Address Book is the collection of address books you can use to store names, e-mail addresses, fax numbers, and distribution lists.

- The *Global Address List* contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. The Global Address List may also contain public folder e-mail addresses.
- The *Personal Address Book* is a customizable address book best used to store personal distribution lists you frequently address messages to, such as a list of everyone in your workgroup or everyone involved in a specific project.
- The *Outlook Address Book* is automatically created from contacts in the Contacts folder. The contacts can be people inside and outside of your organization. When you update your contacts, the Outlook Address Book updates as well.
- To open the Address Book dialog box, click  or **Tools>Address Book**.

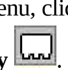
Specify the address book to appear first

You can specify which address book is displayed first.

1. Click **Inbox**.
2. On the **Tools** menu, click **Services**, and then click the **Addressing** tab.
3. In the *Show this address list first* box, click the address book you want to appear first. (If you want a Contacts folder to appear first, you must select the Contacts folder name, not Outlook Address Book.)
4. Quit and restart Outlook.

Creating a personal distribution list

You must have a Personal Address Book set up in your user profile to create a personal distribution list.

1. On the **Tools** menu, click **Address Book**.
2. Click **New Entry** .
3. In the *Select the entry type* box, **click Personal Distribution List**, and then click **OK**.
4. In the *Name* box, type a name for the group.
5. Click **Add/Remove members**.
6. In the *Show names from the* box, select the address book that contains the names you want to add to your personal distribution list.
7. In the *Type name or select from* list box, type each name you want to add. In the list below, double-click each name.

Appointments, meetings, and events

Appointments are activities that you schedule in your Calendar that do not involve inviting other people or reserving resources.

You can set reminders for your appointments. You can also specify how others view your Calendar by designating the time an appointment takes as busy, free, tentative, or out of office. You can schedule recurring appointments. Clicking an appointment selects it, and double-clicking the left move handle opens it. You can view your appointments by day, week, or month.

When you select start and end times for an appointment, you can take advantage of Autodate functionality and type text such as "next Tuesday" or "noon" instead of typing an exact date or time.

You can schedule an appointment in your own Calendar, and other users can give you permission to schedule or make changes to appointments in their Calendars. Appointments can also be made private.

A **meeting** is an appointment you invite people to or reserve resources for. You can create and send meeting requests and reserve resources for face-to-face meetings or for online meetings. To create an online meeting, such as a NetMeeting, select the *This is an Online Meeting check box* on the Appointment tab of your meeting request. When you create a meeting, you identify the people to invite and the resources to reserve, and you pick a meeting time. Responses to your meeting request appear in your Inbox. You can track responses by clicking Show attendee status on the Attendee Availability tab in the Appointment dialog box. You can also add people to an existing meeting or reschedule a meeting.

An **event** is an activity that lasts 24 hours or longer.

Examples of an event include a trade show, the Olympics, a vacation, or a seminar. **If you want to display a colleague's vacation time in your calendar, set it up as a multiple-day event and label it "Pat's Vacation" for example**. An annual event, such as a birthday or anniversary, occurs yearly on a specific date, while a standard event occurs once and can last for one day or several days. Events and annual events do not occupy blocks of time in Calendar; instead, they appear in banners. An all-day appointment displays time as busy when viewed by others, while an event or annual event displays time as free.

Free/busy time

In Calendar when viewing days, blocks of time that have been scheduled appear with a color or pattern to indicate how the time is used. The color or pattern identifies time as free, busy, tentative, or out of office.

This free/busy time	Appears with
Free	Clear or no color
Busy	Blue
Out of office	Purple
Tentative	Light blue
Unknown	Diagonal lines

Scheduling meetings

Scheduling your own meeting

1. Click **Calendar**.
2. On the **Actions** menu, click **Plan a meeting**.
3. Invite attendees and resources.
4. Determine a meeting time.
5. Click **Make Meeting**.
6. In the *Subject* box, type a description.
7. If you did not schedule a room, enter the location in the *Location* box.
8. Select other options you want.
9. Click **Send**.
    - Tip: To send agendas or meeting minutes, attach a file to your meeting request.

Scheduling a meeting on behalf of another person

1. Open the other person's Calendar.
2. On the **File** menu, point to **New**, and then click **Meeting Request**.
3. In the *To* box, type the attendee names or click **To** to select from a list..
4. In the *Subject* box, type a description.
5. In the *Location* box, type the location of the meeting.
6. Type the start and end times.
7. Select other options you want.
8. Click **Send**.

Invite attendees and resources to a meeting

1. Click **Calendar**.
2. On the Actions menu, click **Plan a meeting**.
3. Click **Invite Others**.
4. In the *Type name or select from* list box, enter the name of the person or resource you want at the meeting.
5. For each name entered, click **Required**, **Optional**, or **Resources**. The Required and Optional attendees appear in the To box, and Resources appear in the Location box.
6. Click **OK**, and then use the scroll bars to view the free/busy time for invitees.

Tips

- You can quickly schedule a meeting with someone in your contact list. In Contacts, click the contact, click the Actions menu, and then click New Meeting with Contact.
- To get details on conference rooms, check the properties of each resource.

Canceling a meeting

1. In **Calendar**, open the meeting you organized.
2. On the **Actions** menu, click **Cancel Meeting**.
    - You can also delete the meeting by clicking the meeting and then clicking Delete.