Information Technology
COMPUTING SERVICES AND SYSTEMS DEVELOPMENT

Technology Help Desk
412 624-**HELP** [4357]
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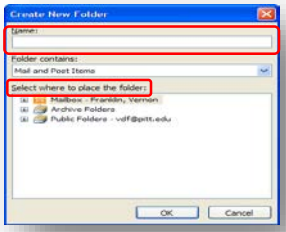
Microsoft Outlook 2013 Quick Reference Guide

The following instructions are quick references for Email and Calendar features in Microsoft Outlook. Topics include organizing and managing email, and scheduling individual appointments and group meetings.

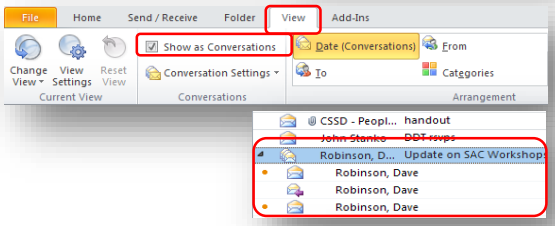
I. Organize Your Email



A. Create Folders

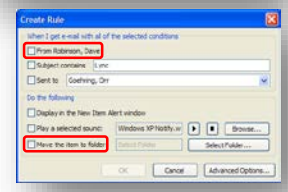
1. In the **Navigation** panel of your folder list, right-click and choose the **New Folder** option. The **Create New Folder** window will appear.
2. In the **Name** box, type a name for the new folder.
3. Confirm that the appropriate parent folder (e.g., Inbox) is selected. Click the **OK** button.

B. View conversations



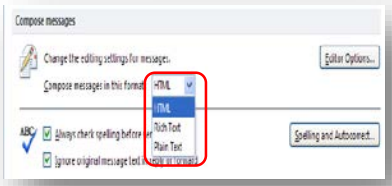
1. Select a folder from your Mailbox where the email conversation string is located.
2. Click the **View** tab, and then click the **Show as Conversations** check box.
3. The **Microsoft Office** window will appear.
4. Click the **This folder** button.
5. A triangle will appear next to email that has a conversation string. Click the **triangle**, and then email conversations will appear under the triangle.

C. Create a rule



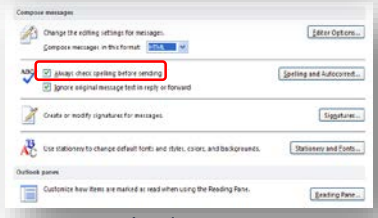
1. Select the email on which you want to base a rule.
2. On the **Home** ribbon, click the **Rules** button, and then select **Create Rule**.
3. The **Create Rule** window will appear.
4. Click the **From** and **Move the item to folder** boxes. The **Rules and Alerts** window will appear.
5. Click the **Outlook** folder where you would like future messages to be stored, and then click on the **OK** button.

II. Compose an Email



A. Select a message format

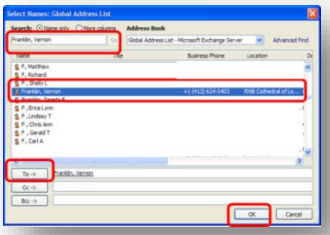
1. Click the **File** tab, and then select the **Options** icon.
2. The **Outlook Options** window will appear. Click on the **Mail** option.
3. In the **Compose message** selection, click the drop-down arrow next to the **Compose in this message format** box.
4. Select one of three formatting options:
   - **HTML** (Default format in Outlook. Support various fonts, colors, bullet lists, and pictures.)
   - **Rich Text** (Support Microsoft Exchange Client 4.0 and 5.0 and all Microsoft Outlook versions.)
   - **Plain Text** (Don't support bold, italic, colored fonts, or other text formatting and pictures.)



B. Check spelling and grammar

1. Click the **File** tab, and then select the **Options** icon.
2. The **Outlook Options** window will appear. Click on the **Mail** option.
3. In the **Compose messages** section, click on the box next to **Always check spelling before sending**.
4. Click on the **Spelling and AutoCorrection** button for additional options.

III. Send an Email

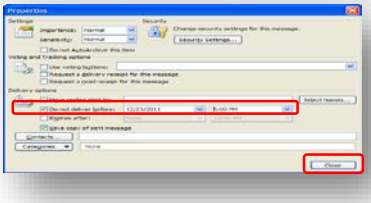


A. Find recipients with the GAL

1. When you are composing a message, click on the **To**: button, and the **Global Address List** (GAL) window will appear.
2. Find a person type their last and first name in the **Search** box, and then click on the **Go** button. When you see the desired name in the **Name** column, select it and click on the **To** button.
3. Click on the **OK** button. The person's email address will appear in the **To** field of your message.
   Note: You can also click on **Cc** and/or **Bcc** buttons to add a recipient to those fields.

B. Use BCC

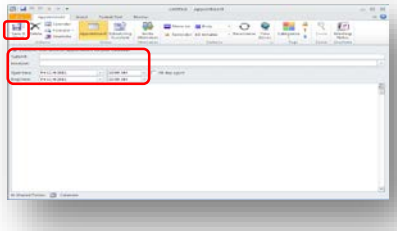
1. To send a blind carbon copy email, click on the **Options** tab, and then click on the **Bcc** button.
2. The **Bcc** box will appear under **Cc** in the Message window.
   Note: To remove Bcc, click on the **Bcc** button again to deselect it.



C. Delay sending a message

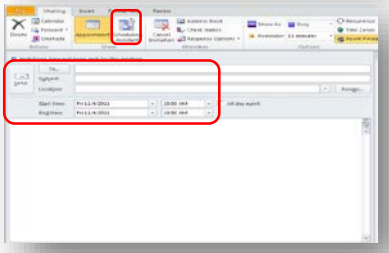
1. Click on the **Options** tab, and then click on the **Delay delivery** button.
2. The **Properties** window will appear.
3. In the **Delivery** options section, click on the check box next to **Do not deliver before**, and then select your desired date and time.
4. Click on the **Close** button.

IV. Manage Your Calendar



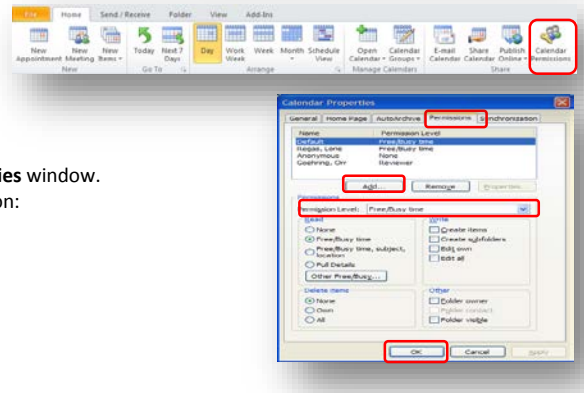
A. Appointments

1. On the **Home** ribbon, click on the **New Appointment** button.
2. The **Appointment** window will appear.
3. In the **Subject** box, type your subject text.
4. In the **Location** box, type your appointment location.
5. Click on the drop-down arrow next to **Start** and **End time** to select the duration of your appointment.
6. Click on the **Save and Close** button.



B. Meetings

1. On the **Home** ribbon, click on the **New Meeting** button.
2. The **Meeting** window will appear.
3. In the **To** box, type the email address of your invitee(s).
4. In the **Subject** box, type your meeting title.
5. In the **Location** box, type your meeting location.
6. Click on the drop-down arrow next to the **Start** and **End time**, and then select the meeting duration.
7. Click on the **Scheduling Assistant** button in the **Show** group. The **All Attendees** window will display the availability for your invitee(s).
8. Click on the **Send** button.



C. Add delegate permissions to calendar

1. On the **Home** ribbon, click on the **Calendar Permissions** button.
2. The **Calendar Properties** window will appear.
3. Click on the **Permissions** tab, and then click on the **Add** button.
4. The **Global Address List** will appear. Select the person to whom you want to delegate permission. Click on the **OK** button.
5. The person's name will be highlighted in the **Name** box in the **Calendar Properties** window.
6. Click on the drop-down arrow next to **Permission level**, and then select an option:
7. **Reviewer** (The individual can read item.)
8. **Author** (The individual can read and create items.)
9. **Editor** (The individual can read, create, and modify items.)

Get Help

The Technology Help Desk at 412 62**4-HELP** [4357] is available 24 hours a day, seven days a week to answer your technology- related questions. Questions can also be submitted via the Web at **technology.pitt.edu**.