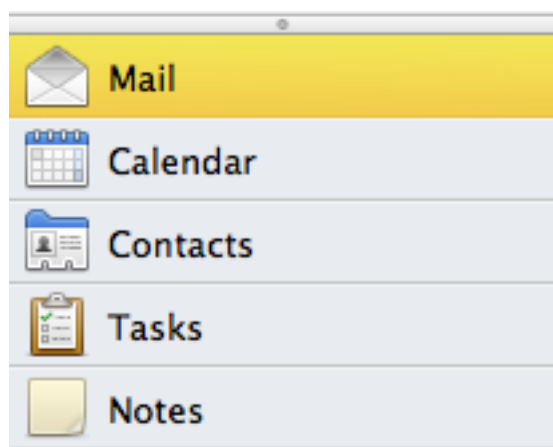


This guide covers using Outlook 2011 for Mac for SU faculty and staff on campus computers. This does not cover using Outlook 2011 for Mac on non-SU computers or setups. This guide assumes that the reader has a basic knowledge of mail programs, and can perform basic functions such as creating and sending an email, creating an appointment, etc.

OUTLOOK BASICS

When you first open Outlook, you enter into Mailbox view. To the left is a Navigation Pane, in the center is a column containing your mail items, and on the right is the Reading pane, which shows a preview of your email. At the bottom of the Navigation Pane are buttons for each of the Outlook functions: Mail, Calendar, Contacts, Tasks, and Notes. Clicking each of those changes the display of Outlook to view the selected option.



- Mail allows you to view, organize, and work with your email messages.
- Calendar displays your meetings, appointments and calendars.
- Contacts contains your own, personal Outlook contacts. Note that this does not include the Global Address Book.
- Tasks allow you to set tasks and reminders for yourself, and keep track of projects and upcoming deadlines.
- Notes is exactly what it sounds like: a place to keep notes.

CREATE EMAIL SIGNATURES

You can create multiple email signatures to use when sending or replying to emails in Outlook.

- Open a new email and in the Message tab, click **Signatures**.
- Click **Edit Signatures...**
- In the Signatures window, the Signatures you have available are listed in the left hand column. A preview of the signature selected appears in the right hand column. To add a new signature, click the **Plus (+) sign** in the lower left hand corner.
- Double-click the **Signature name** to name the signature. In the Signature preview window, type the new signature as you want it to appear.
 - The Signature preview window only allows plain text when typing. However, you can format a signature in another program, such as Microsoft Word, and copy/paste the signature into the Signature preview window.
- The new signature will now be available in the **Signatures...** drop down menu.

- To remove a signature, select the signature and click the **Minus (-) sign** in the lower left hand corner.

You can also set default signatures for your account, and for any account you can send email from.

- Open a new email and in the Message tab, click **Signatures**.
- Click **Edit Signatures...**
- In the Signatures window, click **Default Signatures...**
- In the Default signature column next to the Account you want to assign a signature to, click the drop-down menu and select the signature you want to use. You can also choose to use a random signature, which will randomly pick one of the available signatures. Click **OK** when finished.

USING CATEGORIES

Outlook gives you many ways to organize your email to make it easier to find beyond the traditional filing cabinet approach. With Categorize, you can assign a category to your email, which not only color codes the email – making it easier to see in your mailbox list – but it also gives you another option to use in Searches. Outlook includes some by default, and you can add or edit categories as you wish.

To use Categorize, select a mail message, and in the Home tab, click **Categorize**. To assign a category to that mail item, just click the category. You can assign several categories to any item, however it will only take on the color coding of the last applied category. To remove a category from an item, select the item and from the Home tab, click **Categorize**. Then click the category you want to remove to uncheck it. You can also use the Categorize button to add or edit categories.

Categories apply to everything within Outlook. You can follow the same steps for Calendar items, Contacts, Tasks, and Notes.

TURN ON BCC

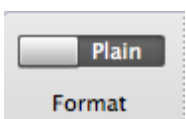
By default, mail messages only show To: and CC: fields. However, when sending large mail messages, you'll want to place your contact names and groups into the BCC: field. In order to turn that field on, open a new mail message by clicking **File**, then **New**, then choosing **E-mail Message**. Click the **Options** tab. Click the **BCC** button to toggle on the BCC: field.

SEND MAIL AS PLAIN TEXT

Sometimes, you'll need to send mail in plain text format to recipients that cannot receive HTML email. To do that, open a new mail message by clicking **File**, then **New**, then choosing **E-mail Message**. Click the **Options** tab. Click on the **HTML** toggle in the Format group.



A popup will appear warning you that not all features are available if you turn off HTML. Click **Yes** to **Are you sure you want to turn off HTML formatting?** The formatting changes to Plain.



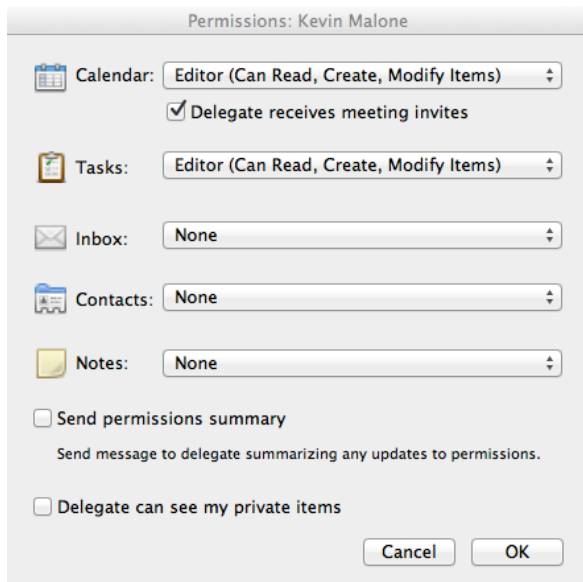
Delegates are people who can view and use your email box on your behalf. If you are a delegate, you can view and use another email box as if it were your own. If you are the owner of another email address, or if someone has made you a delegate on their mailbox, you can add that mailbox to your Outlook.

TO ACCESS DELEGATES

- With Outlook open and selected, click **Outlook** in the Apple Menu bar, and choose **Preferences**.
- In the Outlook Preferences window, in the Personal Settings group, click **Accounts**.
- Select your Salisbury email account in the left hand pane, and then click **Advanced...**
- Click the **Delegates** tab.

TO ADD A DELEGATE

- To give someone else access to view your mailbox and act on your behalf, click the **Plus (+) symbol under Delegates who can act on my behalf:**
- In Select User, type the name of the person you wish to grant delegate access to and click **Find**.
- Highlight their name and click **OK**.
- In the Permissions window, select what permissions you want to grant.



- In general, Calendar and Inboxes are shared. Check **Send permissions summary** if you want to send the recipient a summary of the new access, and then click **OK**.

TO CHANGE OR REMOVE DELEGATES

To change a delegate's permissions, double-click their name. The Permissions window will appear and allow you to make changes. To remove a delegate, highlight their name and click the **Minus (-) sign** in the **Delegates who can act on my behalf:** section.

TO ADD A MAILBOX I AM A DELEGATE FOR

- In the **People I am a delegate for:** section, click the **Plus (+) sign**.
- In Select User, type the name of the person you are a delegate for and click **Find**.
- Highlight their name and click **OK**.

To remove the mailbox from your Outlook, highlight the account name and click the **Minus (-) sign**.

SHARED FOLDERS

Another way to work with folders and calendars that aren't your own is through Sharing.

TO SHARE A FOLDER, CALENDAR OR CONTACTS

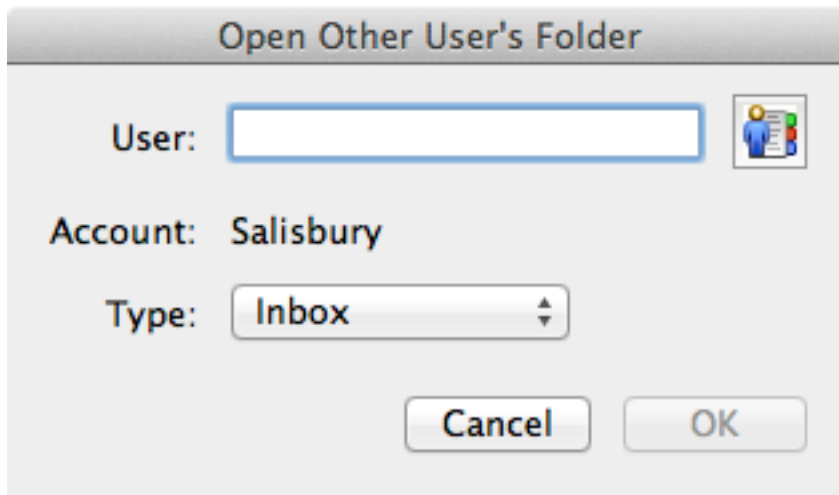
- Right-click the Mail Folder, Calendar or Contact List you want to share and choose **Sharing Permissions**.
- Click **Add User**.
- In Select User, type the name of the person you wish to share with and click **Find**.
- Highlight their name and click **OK**.
- Set the user's permission level and then click **OK**.

Note that if you are sharing a nested folder, the person you are sharing the folder with needs to have at least folder visible permissions on all folders back to the root of the mailbox. For example, if you are sharing a Documents folder in your Inbox, you need to grant Reviewer or above to the Inbox, and Inbox needs to grant Folder Visible.

You can change a user's permissions by highlighting them in the Permissions list and changing their permission level. To remove them completely, highlight their name and click **Remove**.

TO ADD A SHARED FOLDER, CALENDAR OR CONTACT TO YOUR MAILBOX

- To add a folder, calendar or contact that was shared with you, with Outlook open and selected, in the Apple menu bar click **File**
- Click **Open**.
- Choose **Open Other User's Folder**.



- Type in the name of the person sharing their folder, calendar or contacts with you in the User field.
 - You can also search for them by clicking the **Search** button



- In Select User, type the name of the person you wish to share with and click **Find**.
 - Highlight their name and click **OK**.
- Change the **Type** to Inbox, Calendar or Address Book, depending upon what's being shared.

- Click **OK**. It may take a few minutes for the folder, calendar or address book to appear.

To remove the shared item, right click the item and choose **Remove Shared Account**.

OTHER INFORMATION AND TIPS

- Outlook 2011 for the Mac does not work with Symantec Enterprise Vault. This is due to a dependency the Enterprise Vault has upon Internet Explorer, which is not available for the Macintosh OS. Macintosh users will need to access the vault through a web browser by opening <https://archive.salisbury.edu/enterprisevault/> and logging in with their full SU email address and password.
- Most email services have a limit on the size of email they can send or receive. For Outlook, email cannot be larger than 20 MB. For that reason, you'll want to store large files and photos online and send them as a link, rather than sending them as attachments. When inserting your hyperlink, it's a good idea to display the full URL in your message, rather than creating an inline link. The reason is that it makes it easier for a recipient to tell where the link is pointing, and if it is a genuine and safe link to click.