M.E.O.C. Tech Worksheets

Microsoft Outlook 2003 – Appearance & Personal Preference Settings

Many settings in Outlook are user preferences for appearance and personal productivity.

1. Open Outlook and log in.
2. Right-click anywhere on the Menu Bar, (where File, Edit, View, etc. are), and make sure there is a checkmark next to Standard and Advanced. These are the Toolbars we will need.
3. Just as with any toolbar in Windows, you can move them around, add and remove icons and further customize them to suit your needs. On the right side of the Toolbar, you will see a little arrow called, "Toolbar Options" (⇩) . Click it.
4. Point to, "Add or Remove Buttons" then point to, "Advanced".
5. You'll see checkmarks next to several items. Click to Add or Remove the ones you think you might use. Be sure to select, "Current View", we'll look at it later.
6. Point to "Add or Remove Buttons" again and point to Standard.
7. Select the following: New, Print, Delete, Reply, Reply To All, Forward, Find.
8. Notice, on the left of the toolbars, four little vertical dots. If you point to these dots, you get the 4-sided arrow that allows you to move the toolbar. You can drag them on one line, next to the Menu Bar, etc. to your liking.
9. Lets now look at several of these settings. On the Advanced toolbar, there is a textbox called, "Current View". Click the drop-down arrow and select, "Messages". This will cause your messages to show on one line, easier to see.
10. Click the drop-down arrow next to, "New". You will use this mostly for creating a new Contact or Distribution List. We will get into that on another worksheet.
11. "Reply", allows you to Respond To or answer the sender of an email. The body of the original message will appear in your reply. "Reply To All" will send your reply to anyone else the email was originally sent to.
12. "Forward" allows you to send a received email to someone else or to another account, for instance, your home account.
13. "Find", allows you to search your folders. Type keywords in the, "Look for:" box and choose which folder to "Search In". Click the words, "Find Now", to begin the search. Click the "X" on the far-right to close the search bar.
14. The "Address Book" is the listing of all Wise County School employees, or the Global Address Book. You can access you personal Contact List from the icon on the Folder List or by clicking the drop-down arrow next to Global Address List.
15. There is also a, "Help" text box where you can find answers, hopefully, to Outlook questions from Microsoft Office Online.