

Introduction to Outlook 2003 Workshop:

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SLC Email Account Settings:

- You enter/modify these settings by going to Tools → E-mail Accounts, then either “Add a new e-mail account” or “View or change existing e-mail accounts.”
- Your Username is your email address WITHOUT the “@slc” in the end
- Your Password is what you use to login to your WebMail
- Incoming (POP3) and Outgoing (SMTP) Server: mail.slc.edu
- Do NOT Log on using Secure Password Authentication (SPA)
- Outgoing (SMTP) Server DOES NOT require Authentication
- Incoming (POP3) Server Port: 110
- Outgoing (SMTP) Server Port: 21
- NEITHER requires SSL
- Make sure “Leave a copy of message on the server” is checked, and DO NOT remove from Server

Quick Tips and Tricks:

- Click View → Reading Pane → Right/Bottom to change the location of the E-Mail message preview.
- If you click on the little button with two arrows pointing right and one arrow pointing down on the bottom of the Navigation Pane (the one on the left that lists your Mail, Calendar, Contacts, etc.) then click “Add or Remove Buttons” you’ll have the option to change the items in the Navigation Pane, to add more or get rid of what’s already showing.
- Depending on where you are in the Navigation Pane, clicking on the New button will automatically create the new item appropriate for that location.
 - I.e. Clicking New while in the Mail Pane will create a new E-Mail message, while in the Calendar Pane, will create a new Calendar Appointment, etc.
 - If you click on the down arrow on the right hand side of the New button you will be given a menu with options to create every new item that Outlook is capable of.
- While in your Inbox, there are multiple Columns that lists who the E-Mail is From, its Subject, when it was Received, etc.
 - Click on these Columns to sort, either Ascending or Descending (a little grey arrow will show up to indicate which), by its contents.
 - For Example, if you wished to sort by when you received your E-Mails, and you wanted your newest E-Mails to be on top, you would click on the Received column until the grey arrow is pointing down, meaning Descending.
 - A good rule of thumb is to switch between either Ascending or Descending until the view is what you want as there’s no good way to characterize what the two mean depending on the column you wish to sort by.
- When you compose an E-Mail message, CC: is who you would like to “Carbon Copy” the E-Mail to, meaning they will receive the same message as your recipient in the To: field.
 - People you CC: will be listed in the E-Mail message. If you don’t want everyone to know to whom you’re sending an E-Mail, use the BCC: option.
 - The BCC: field means “Blind Carbon Copy,” and recipients in that list will not see the other recipients. It’s the best way to maintain the privacy of recipients in say a mailing list where it might not be prudent for all the recipients to know each other.
- When creating Events and Appointments in your Calendar, if you click on the Scheduling tab, you will be given the option to add Attendees from your Address Book. These people will be E-Mailed details about the meeting and prompted to RSVP.
 - You can accomplish the same task by clicking on New Meeting Request where a To: line is already there for you to enter the E-Mail addresses of Attendees.