



Outlook Basics



Your Team for Today



Dan Noble

Dumfries, Scotland



Jonathan So

Settler in Milton, Ontario Treaty 19

The land upon which I work, live and sustain ourselves is the ancestral and treaty lands of the Miichizaagiig Anishinaabek also known today as the Mississaugas of the Credit, the rightful caretakers and title holders of this land. I also recognize the rich pre-contact history and relationships which include the Anishinaabek and the Onkwehonwe. Since European Contact, this land continues to be home to Indigenous and non-Indigenous peoples. As responsible community members, we value the diversity, dignity and worth of all people. Colonialism displaced and dispossessed Indigenous peoples of their ancestral lands and continues to deny their basic human rights, dignities and freedoms. I am committed to learning true history to reconcile, make reparations and fulfill our treaty obligations to the Original Peoples and our collective responsibilities to the land, water, animals, and each other for future generations.

Land Acknowledgement - native-land.ca





THE

Cobblestone Collective

Connecting together to build
foundations for learning

cobblestonecollective.ca

Today's Plan

Outlook Basics

EMAIL

- Composing email
 - Fonts and Formatting, switch background
 - Dictating
 - Signatures
 - Fields
- Messages
 - Flags for follow-up
 - Translating, Immersive Reader
- Folders & Subfolders
 - Organization
 - Searching
- Contact Organization
- Out of Office
- Personalization

Email



Composing an Email

There are two ways:

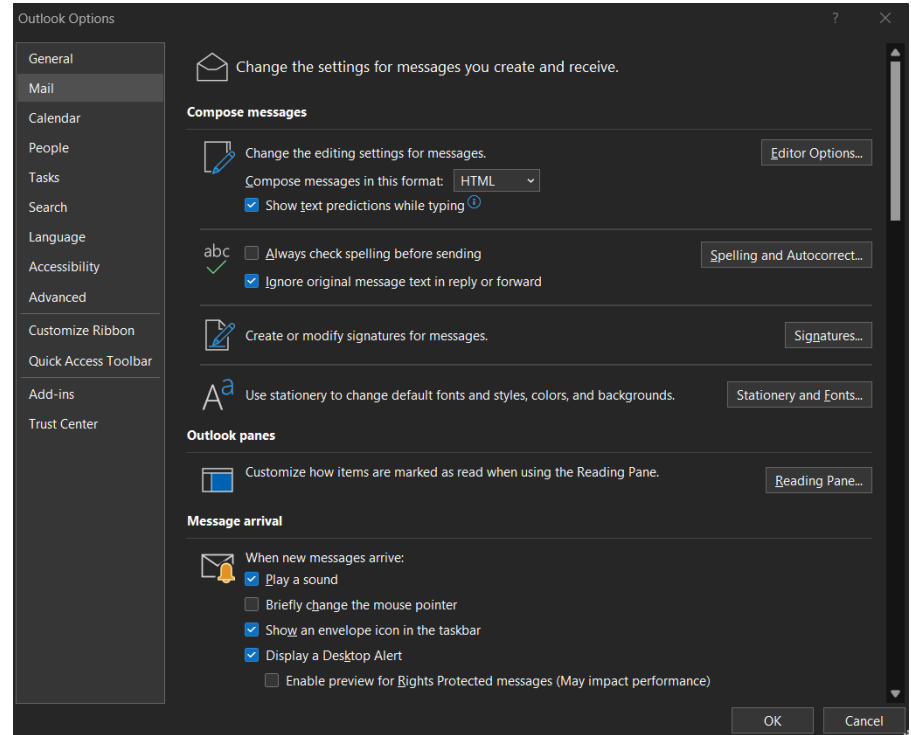
1. Click the New Email button
2. Ctrl + N



Email Formatting

Personalize your email style:

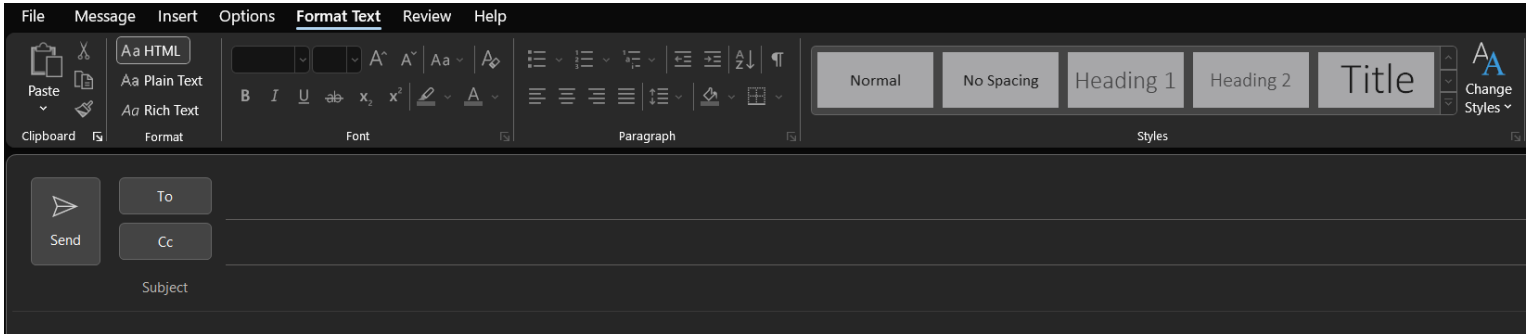
File>Options>Mail>Stationary and Fonts



Email Formatting

Change your message formatting:

Format Text

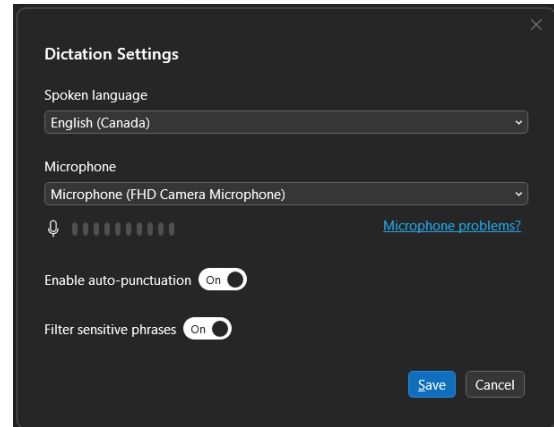
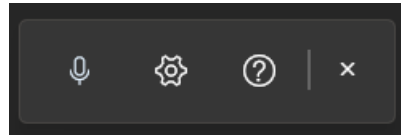
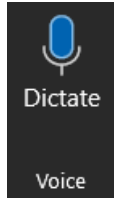


Tip: Change the background from dark to light mode



Dictate your emails

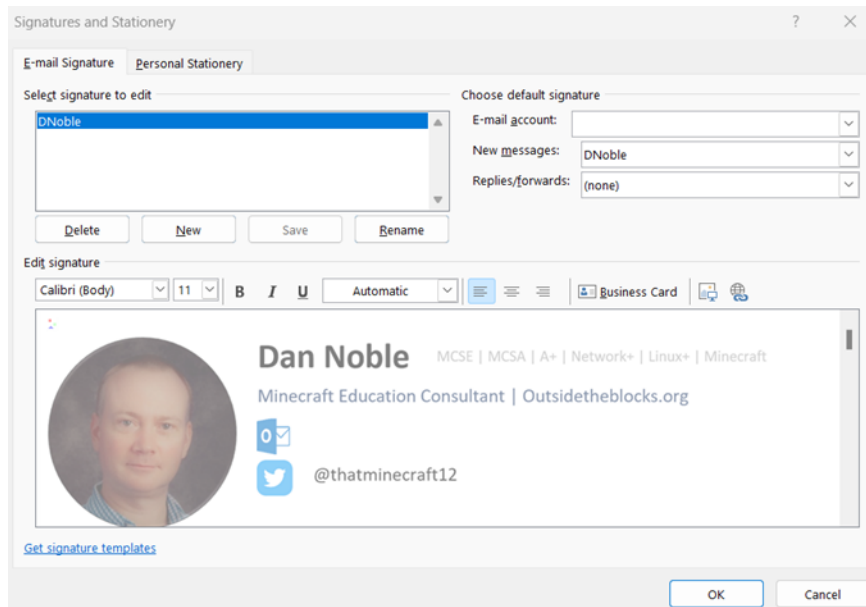
An incredible accessibility option: Open a message and click Dictate!



Signatures

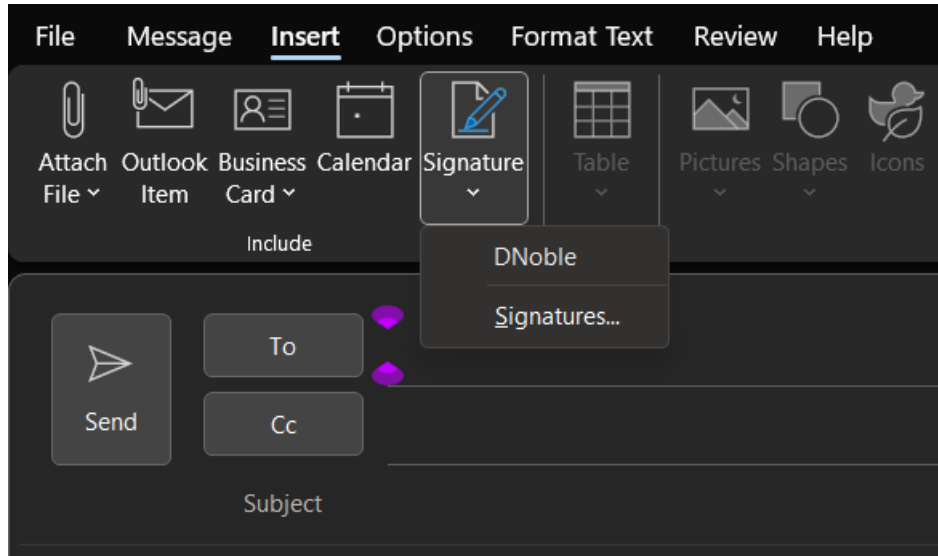
File>Options>Mail

- Add multiple signatures
- Choose which signature and when to use it



Signatures

When you are composing an email, you can toggle between your signatures:



Out Of Office

To access: **File**➤**Automatic Replies**

Automatic Replies -

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Fri 2022-11-25 1:00 PM

End time: Sat 2022-11-26 1:00 PM

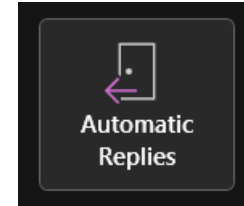
Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Segoe UI 7

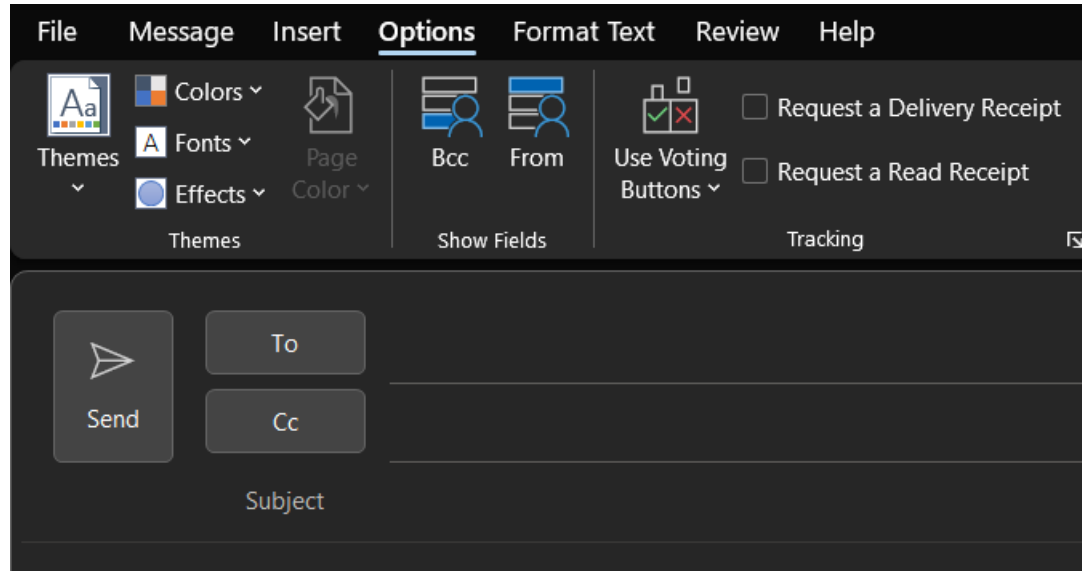
B *I* U **A** [List Icons]

Rules... OK Cancel



Fields

Add the Bcc field, and add recipients to it when you want to protect their privacy.



Flagging for Follow up

Flag a message to follow-up or take action at a later time. Your flagged message will appear in Tasks.

To flag an email:

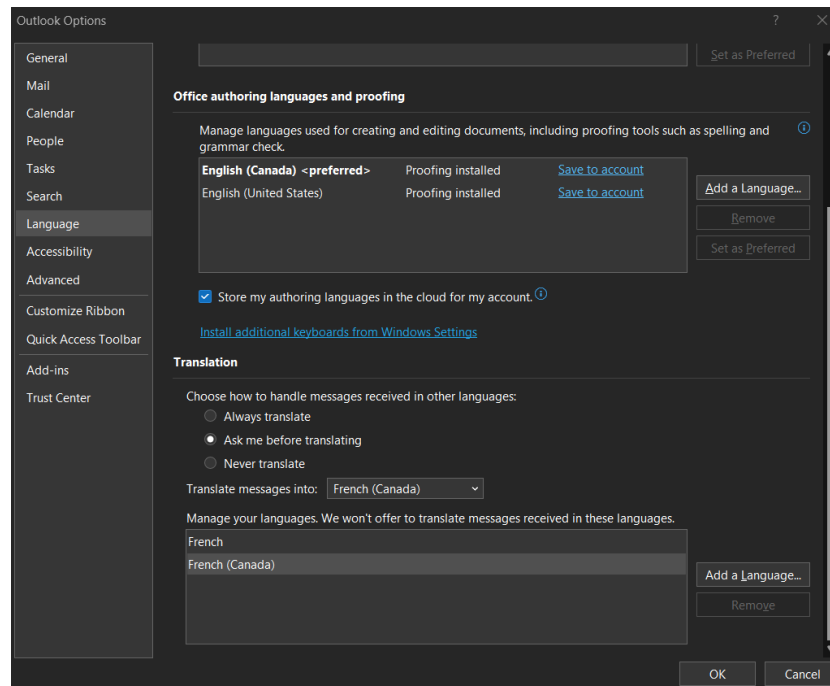
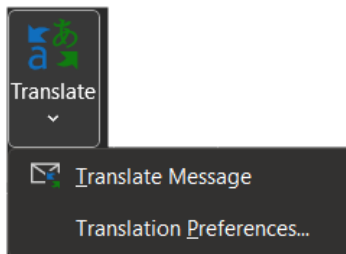
1. Click the flag
2. Right Click for additional options



Translation

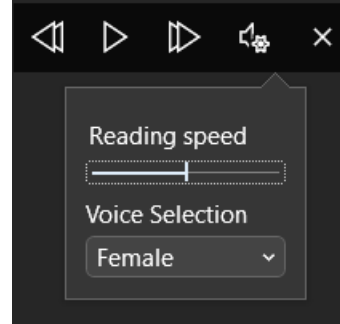
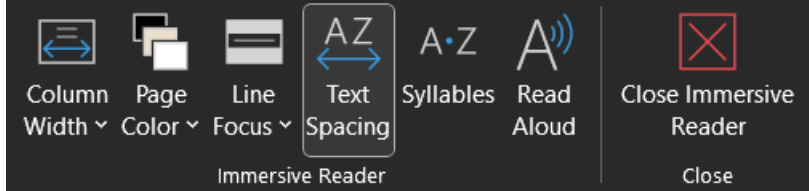
You can translate messages to multiple languages, in either the preview or in the email.

Use preferences to add additional languages, and which language to translate to.



Immersive Reader

Read aloud from the email preview or jump into Immersive Reader within the message.



Folders

Organize your emails and keep your Inbox clear!

- Create folders and subfolders
- Drag and drop where you need them!
- Right click>New Folder

Tip: Right-click on a folder and add to favourites



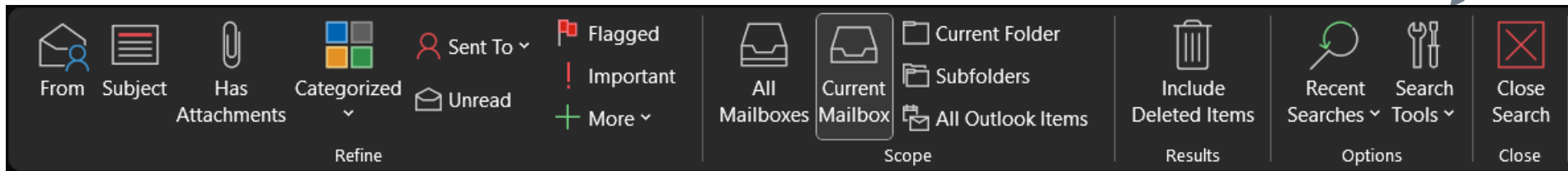
Searching

Find emails!



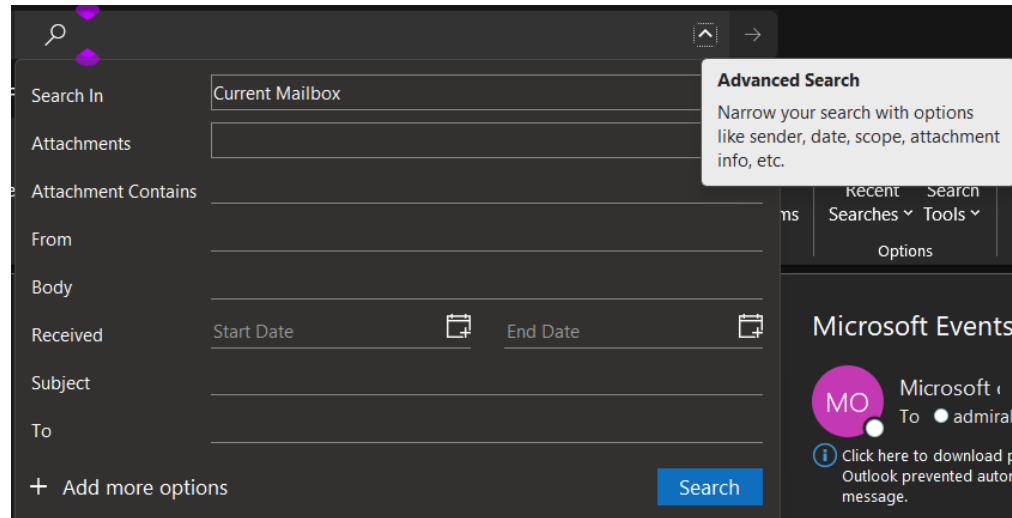
Go to the search bar in the top right.

Use the filters on the ribbon to refine your search



Searching (con't)

Click the down arrow on the search bar to enter advanced search and refine the parameters further.



Out Of Office

You can customize your automatic replies to include dates and how to respond to people within and outside of your organization

Automatic Replies -

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Fri 2022-11-25 1:00 PM

End time: Sat 2022-11-26 1:00 PM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Auto-reply to people outside my organization

My Contacts only Anyone outside my organization

Segoe UI 7

B *I* U A

- ☰
- ☰
- ↶
- ↷

Rules... OK Cancel

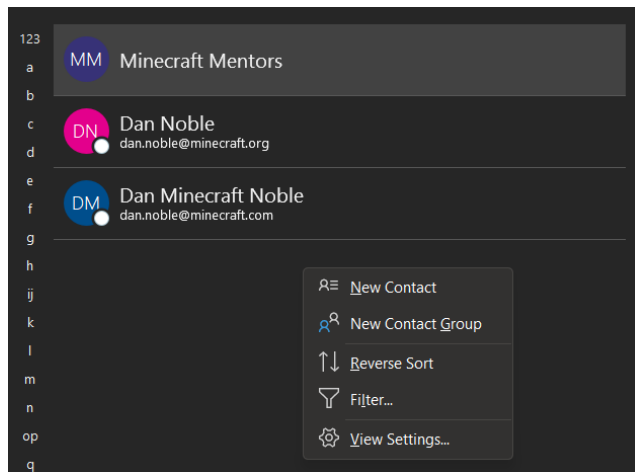
Contacts



Creating Contacts

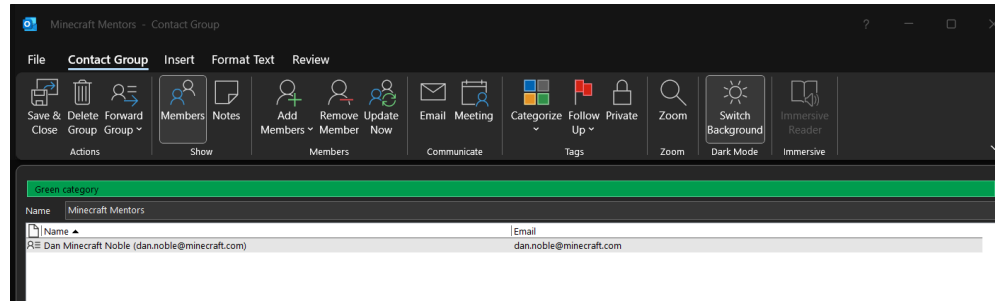
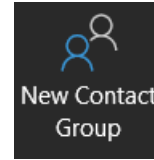
Click the New Contact button in the ribbon or

Right click and select New Contact



Organizing Contacts

- Create Contact Groups to email contacts your regularly message at collectively
- Create Folders to group contacts into related subjects



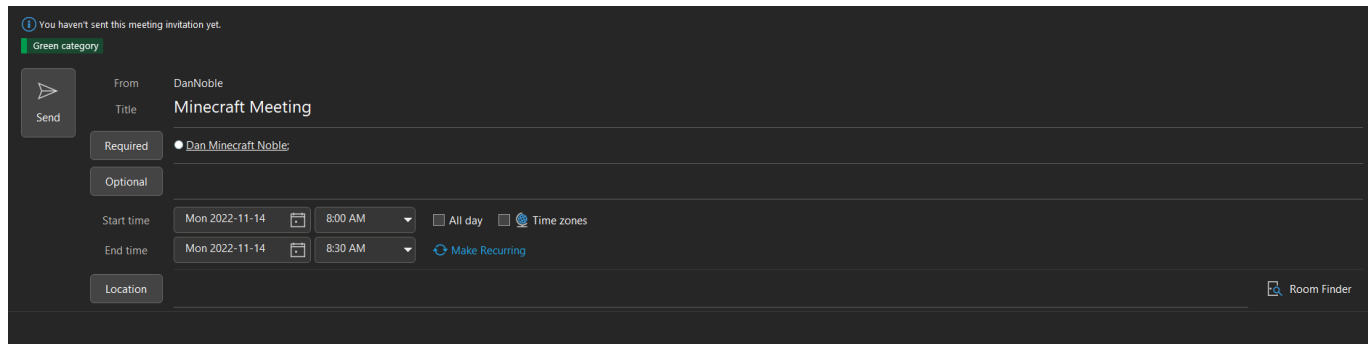
Calendar



Creating Meetings & Inviting Others

To create an event click **New Meeting** or double-click on the day you want to schedule the meeting.

Add details of the Tip: Colour code your meetings based on subject. meeting, and click Required or Optional to add contacts from your address book. Tip: Colour code your meetings based on subject.



The screenshot shows a meeting creation form with the following fields and options:

- From:** DanNoble
- Title:** Minecraft Meeting
- Required:** Dan.Minecraft.Noble
- Optional:**
- Start time:** Mon 2022-11-14 8:00 AM
- End time:** Mon 2022-11-14 8:30 AM
- Location:** (empty field)
- Buttons:** Send, All day, Time zones, Make Recurring, Room Finder
- Notifications:** You haven't sent this meeting invitation yet. Green category

Tip: Colour code your meetings based on subject. meeting, and click Required or Optional to add contacts from your address book.

Questions?



Ask them now!



Thank you!

Feedback: TheCC.Page/feedback

Support: help@cobblestonecollective.ca

Outlook for Mac
TheCC.Page/OutlookForMac