



# Quick Reference Guide 2

## Outlook 2011 for Mac

### Mail



### Customizing the Mail View

Please note: to make these changes, the Reading Pane must be hidden. Click **View** menu | **Reading Pane** | **Hidden**.

#### View Additional Columns

1. Display the Inbox then right-click on the **Mail folder column headings**. A Shortcut menu displays a list of available columns. Currently enabled columns have a checkmark to their left.
2. Make your selections by clicking on a **column heading** to enable or disable it.

#### Sorting Options

1. Use one of these options to access the feature:
  - a. Click **View** menu | **Arrange By**;
  - b. Click **Organize** tab | **Arrange By** button; or
  - c. Right-click on the **Mail folder column headings** | **Arrange By**.
2. In each case, a Shortcut menu displays with a list of sort options based on the enabled columns (shown lower right).
3. Select your desired sort.

#### Show in Groups

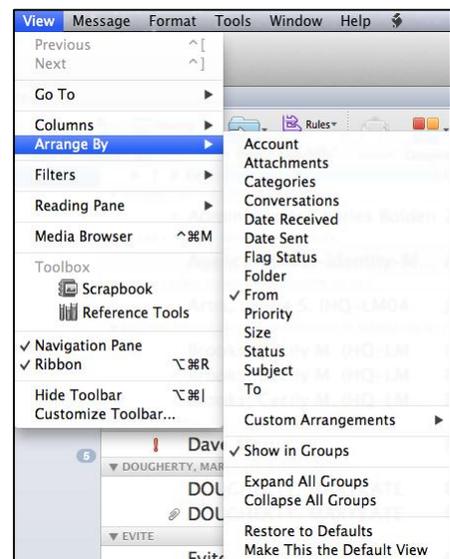
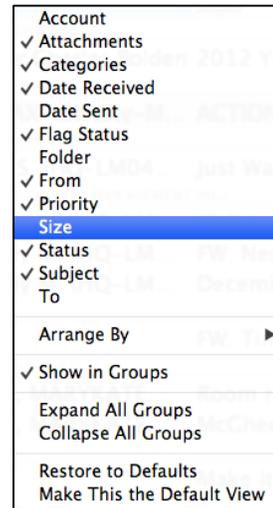
Click **Organize** tab | **Arrange By** | **Show in Groups**; or right-click the **Mail folder column headings** and select **Show in Groups**.

When enabled, Outlook items are grouped by the selected sort.

#### Filter options

1. Click **View** menu | **Filters** | select desired filter. The result displays messages that meet the specified filter conditions.
2. If a filter is applied, the **Search** tab displays and the **Filter** tool is enabled on the **Home** Ribbon.
3. Either click **View** menu | **Filter** | **Clear All Filters** to remove the filter, or click **Home** tab | **Filter** | **Clear All Filters**. Once the filter is removed the **Search** tab no longer displays.

Filters remain applied until the user clears them or closes/opens Outlook.



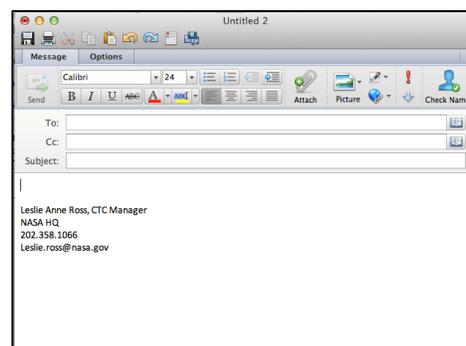
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## Working with the Inbox

### Creating a New Message

- Use one of these options to create a new e-mail:
  - Click **File** menu | **New** | **E-mail Message**.
  - Click the **Home** tab | **E-mail** button.
  - Use the Shortcut Keystroke **Command + N** (caution: **Command + N** creates a “new item” so you must be displaying the Inbox for **Command + N** to create a new e-mail). The E-mail Message window displays.
- The e-mail message window contains two tabs: **Message** and **Options**, along with the **Standard Toolbar** for messages.



### Customizing the Standard Toolbar for Messages

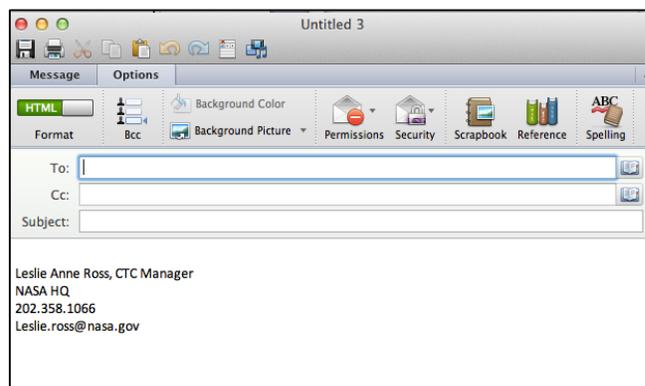
- In the message window, right-click in the **Standard Toolbar** | **Customize Toolbar**.
- Click and drag new items to add. Icons include **Delete**, **Next** and **Previous** buttons that are not in the toolbar by default.



### Working with E-mail Options

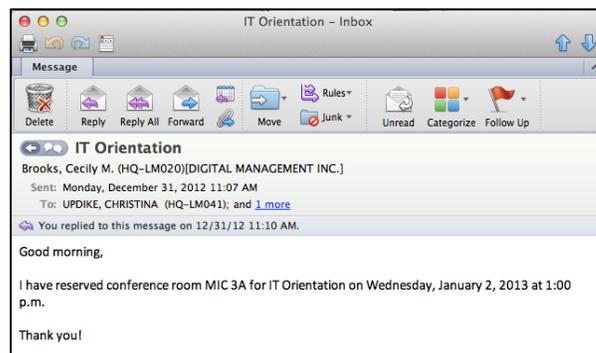
From the new e-mail, click the **Options** tab to display options to:

- Change format from **HTML** to **Plain**.
- Add the **Bcc** field.
- Change the **Background Color** or use a picture as the background of the e-mail.
- Manage **Permissions** e-mail by e-mail.
- Use **Security** for **PKI** encryption.
- Access items saved to the MAC **Scrapbook** and **Reference**.
- Run a spell check by clicking **Spelling**.



### Working with Existing E-mail Messages

- Use one of these methods to access features associated with existing messages:
  - Open any e-mail and it will display a **Messages** tab.
  - Right-click on the message in the Inbox. A Shortcut menu displays with the features below.
  - Highlight the message and click the **Message** menu.
- Use the following features when working with existing messages:



-  **Delete.**

-  **Reply.**

-  **Reply All.**

-  **Forward.**

-  Create a **Meeting** from the **E-mail** message.

-  **Move** or **Copy** an item to a folder. Click the drop-down arrow to select either **Choose Folder** or **Copy to Folder**.

-  Mark item **Unread**.

-  **Categorize** an Outlook item. Click **Categorize** to **Add** a new category, **Edit** a category or select from the list.



- **Forward** this item as an attachment.



- Apply a **Flag** to track an Outlook item and set up a reminder and due date.

## Signatures

Use Signature options to automatically include a signature in messages. By default, Outlook 2011 provides a **Standard** signature that can be created and then applied to the appropriate account.

1. Click **Outlook** menu | **Preferences** | **Signatures**.
2. Select the **Standard** signature checkbox to enable the signature.
3. Click into the **Signature** field to the right and type the content of your signature.
4. Click the **Default Signatures** button at the bottom right of the window. The screen shown lower right displays.
5. For the NASA account, click the **drop-down arrow** in the **Default Signature** column and select **Standard** from the list.
6. Click **OK**.
7. Click the **Red X** to dismiss the **Preferences** dialog box.

