



Quick Reference Guide 8

Outlook 2011 for Mac

Outlook Preferences



Working with Outlook Personal Settings

Preferences

1. Click **Outlook** menu | **Preferences**.
2. Click **Show All** to customize each set of options or
3. click the **Red X** to dismiss the dialog box.

General Preferences

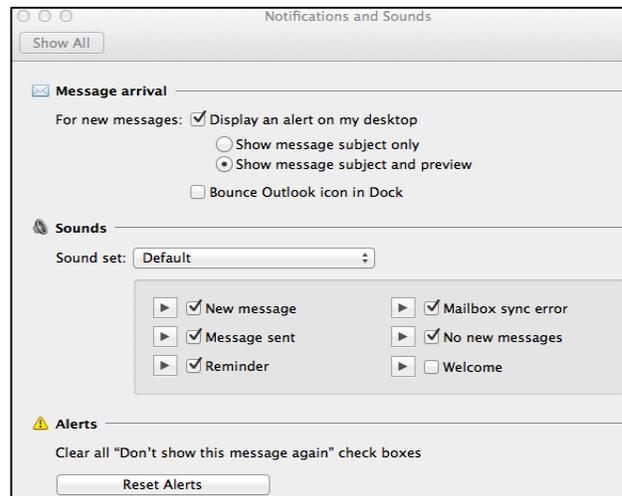
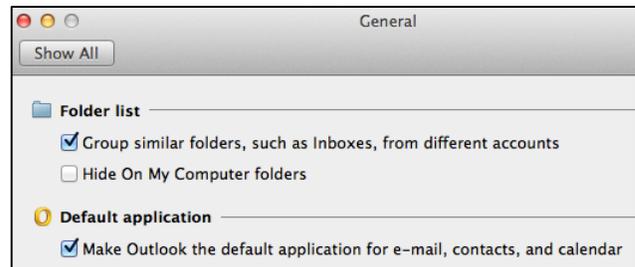
1. Click **Outlook** menu | **Preferences** | **General**.
2. Select **Folder** options:
3. **Group similar folders, such as Inboxes, from different accounts.**
4. **Hide On My Computer folders** from view in the Navigation Pane.
5. Select to **Make Outlook the default application for e-mail, contacts, and calendar.**

Notifications and Sounds

1. Click **Outlook** menu | **Preferences** | **Notifications & Sounds**.
2. Select to display an alert on my desktop either:
3. **Show message subject only;** or **Show message subject and preview.**
4. Enable **Bounce Outlook icon in Dock** if desired.
5. Adjust **Sounds**.

The only Sound set available is Default.

- a. Enable the checkbox for the alerts you want sound to play.
 - b. Click  the **Play** button to preview the sound.
6. Click **Reset Alerts** to clear any checkboxes you selected "Don't show this message again."



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

This document is posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.

Categories

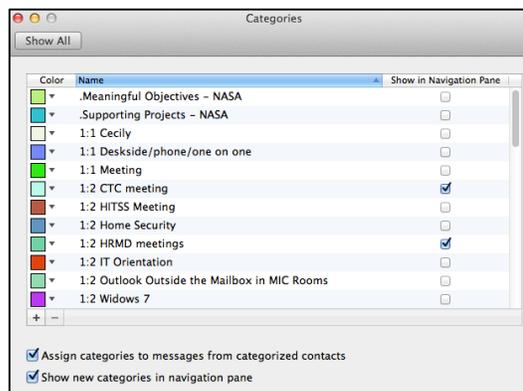
Create a list of color-coded Categories to keep data organized. The Categories can be used for sorting, filtering or searching. Categories can be applied to any Outlook item type.

Accessing Categories List

1. Click **Outlook** menu | **Preferences** | **Categories**;
2. In the Calendar – on the **Organize** Ribbon, click **Categories**; or
3. In Mail, Contacts, Tasks and Notes – on the **Home** Ribbon, click **Categorize**.

Adding/Editing A Category

1. From the **Categorize** drop-down list, click **Add New** or click **Edit Categories**.
2. From the **Categories** window (shown right), click the **Plus** sign in the bottom left corner. 
3. Select the Category color from the drop-down list and type a name for the Category.
4. Click **OK**.
5. Click the **Red X** to dismiss the **Preferences** dialog box.

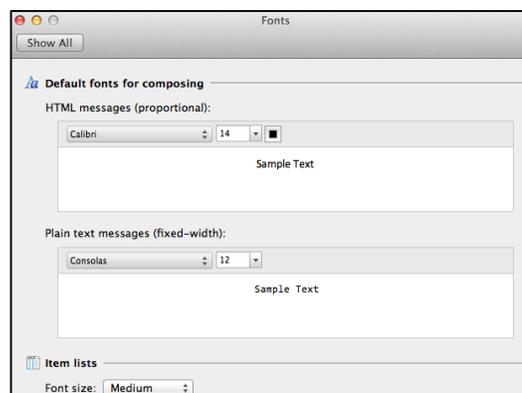


Applying a Category...

1. In the Outlook item or from the Calendar, click **Categories**; in the Outlook main folder (Inbox, Contacts, Tasks, and Notes), click **Categorize**.
2. Click on the **Category** to select it.

Changing Fonts for Composing Messages in HTML or Plain Text

1. Click **Outlook** menu | **Preferences** | **Fonts**.
2. Click the **Font drop-down arrow** to select from the list of available fonts.
3. Click to select the appropriate font.
4. Click the **Font Size drop-down arrow** to select the size.
5. Click the **Color** button to change the color of the font.
6. Change the **font** for the **Item Lists** (mail folder view): **Small, Medium or Large**.
7. Click the **Red X** to dismiss the **Preferences** dialog box.

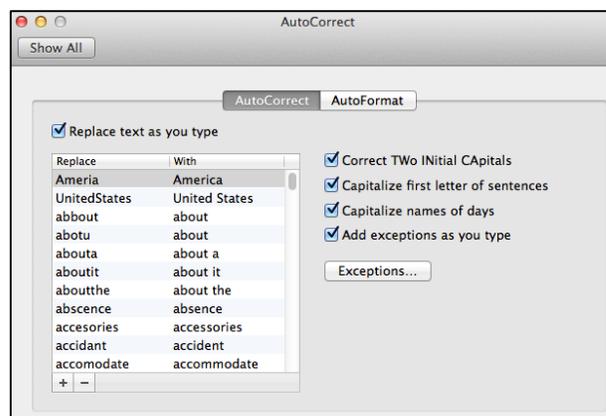


AutoCorrect and AutoFormat

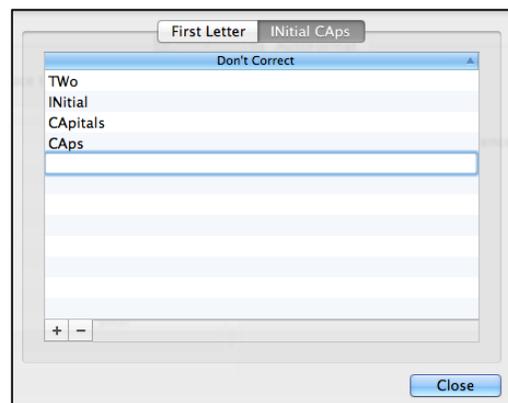
Use **AutoCorrect** and **AutoFormat** to replace text as you type, turn on features that automatically replace certain text, and define how automatic numbering and bullets are applied.

AutoCorrect

1. Click **Outlook** menu | **Preferences** | **AutoCorrect**.
2. Display the **AutoCorrect** tab. Customize the desired features:
 - a. To automatically replace misspelled words from a pre-defined list, enable **Replace text as you type**.
 - b. To add a new replacement, click  the **Plus** sign in the bottom left corner. Blank lines will be added into the table list.
 - c. **Double-click in the Replace** column and type the text to be replaced in the field that displays. Press tab.
 - d. Type the text to be entered in the **With** column.
 - e. Press **Enter**.
3. Click the **Red X** to dismiss the **Preferences** dialog box.

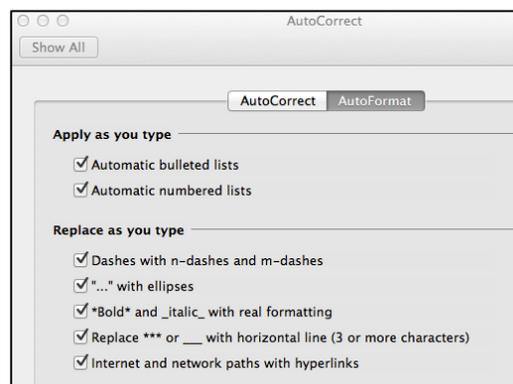


3. AutoCorrect features include automatically correcting:
 - a. **TWO Initial Capitals.**
 - b. **Capitalize first letter of sentence.**
 - c. **Capitalize names of days.**
 - d. **Add exceptions as you type.** To add exceptions to the options above, click **Exceptions...** Select the exceptions list for either **First Letter** corrections or **Initial CAPs**.
 - e. To add a new exception, click  the **Plus** sign in the bottom left corner. A blank line will be added into the table list.
 - f. Click in the **Don't Correct** column and type the text exception.
 - g. Click **Close**.



AutoFormat

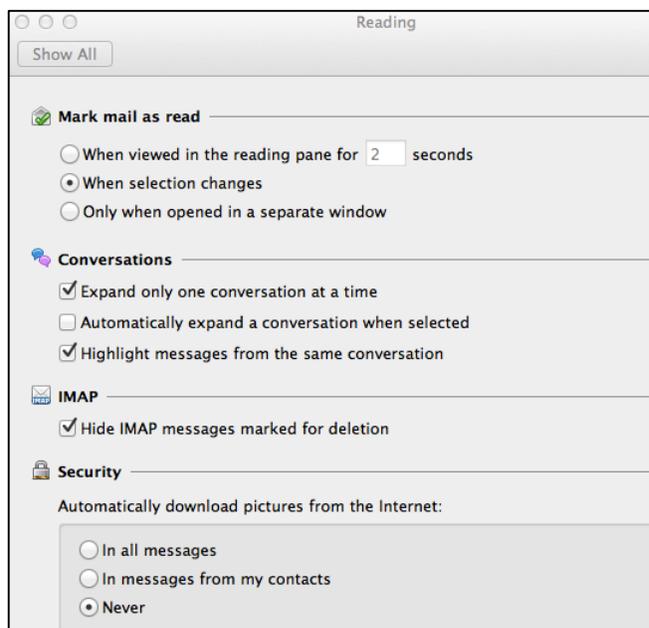
1. AutoFormat features include automatic formatting:
 - a. **Automatic bulleted lists;**
 - b. **Automatic numbered lists;** or
 - c. **Replace as you type:**
 - (1) **Dashes with n-dashes and m-dashes;**
 - (2) **"..." with ellipses;**
 - (3) ***Bold* and _italic_ with real formatting;**
 - (4) **Replace *** or __ with horizontal line (3 or more characters);** or
 - (5) **Internet and network paths with hyperlinks.**
2. Click the **Red X** to dismiss the **Preferences** dialog box.



Working with Outlook E-mail Preferences

Reading

1. Click **Outlook** menu | **Preferences** | **Reading** to change the options for the Reading Pane behavior:
2. **Mark mail as read...**
 - a. **When viewed in the reading pane for [#] seconds,**
 - b. **When selection changes,** or
 - c. **Only when opened in a separate window.**
3. **Conversations...**
 - a. **Expand only one conversation at a time.**
 - b. **Automatically expand a conversation when selected.**
 - c. **Highlight messages from the same conversation.**



iMAP

Hide IMAP messages marked for deletion.

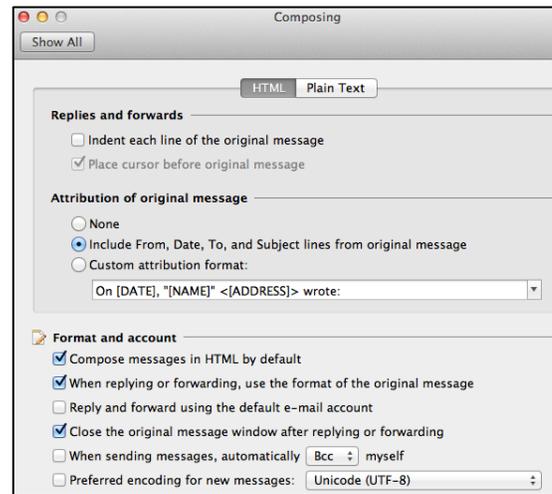
Security

Automatically download pictures from the Internet is set to **Never** – do not change. Pictures can contain a virus or be linked to a spamming website.

Click the **Red X** to dismiss the **Preferences** dialog box.

Composing

1. Click **Outlook** menu | **Preferences** | **Composing** to change the options below:
2. E-mail format choices: **HTML** or **Plain Text**.
3. **Replies and forwards**...
 - a. **Indent each line of the original message** or
 - b. **Place cursor before original message** (default).
4. E-mail Thread **Attribution of original message** (what content of original message will be included in your reply):
 - a. **None**,
 - b. **Include From, Date, To, and Subject** or
 - c. Create **Custom attribution format**.
5. **Format and account**: enable checkbox(es) for desired option...
 - a. **Compose messages in HTML by default**;
 - b. **When replying or forwarding, use the format of the original message**;
 - c. **Reply and forward using the default e-mail account** (if you have more than one account built in your Outlook);
 - d. **Close the original message window after replying or forwarding**; or
 - e. **When sending messages, automatically bcc or cc myself**.
6. Click the **Red X** to dismiss the **Preferences** dialog box.



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.

