



MS OUTLOOK 2016 BASICS

FOR CNC MAY DAYS 2019

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OUTLOOK & OUTLOOK WEB DIFFERENCES

There are two ways you can access outlook from a computer.

OUTLOOK WEB

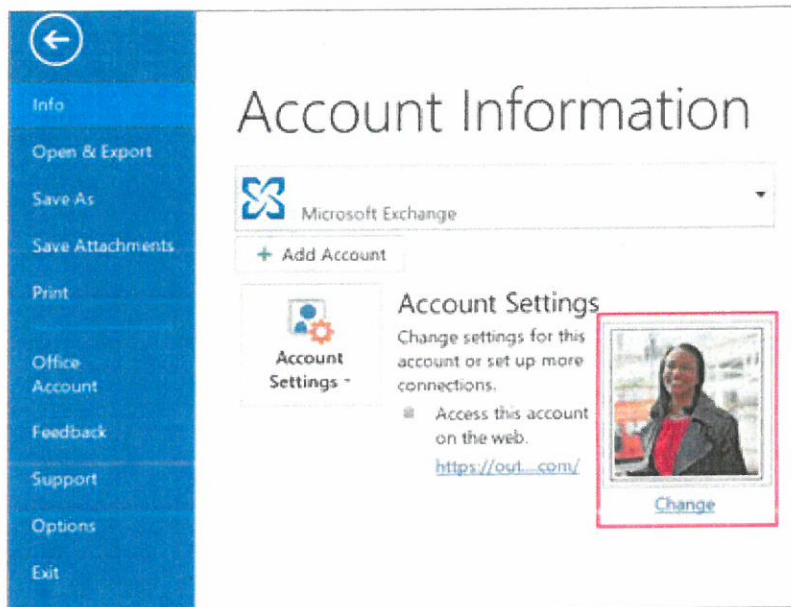
- <https://owa.cnc.bc.ca>
- Can access from any device with an internet connection
- Link available on the front page of the CNC website (<http://cnc.bc.ca>)
- Limited functionality compared to Office 2016 Outlook client
- Data is saved on the server, and presented on your screen through a web browser.

OUTLOOK 2016 (365)

- Can run from any computer with the software installed
- All CNC computers have Office 2016 with Outlook installed
- All CNC Staff / Faculty have access to a free copy of Microsoft Office 365 while employed with CNC
 - <http://www.cnc.bc.ca/Assets/IT+Services/Office+365+for+free.pdf>
- A copy of the data is stored locally and mirrored to the data stored on the email servers
- More functionality than Outlook Web

To change your profile photo:

1. In Outlook, click **File** to see your Account Information page.
2. Click the **Change** link under your current photo.



3. Depending on your setup, the next steps may vary slightly after you have clicked **Change**:
 - o If you are prompted to sign into Office 365, click the **pencil icon** after you sign in, then select **Upload photo** to choose a photo.
 - o If you are prompted to sign in Outlook Web App, click the **Browse** button after you sign in.

Tip: Outlook can use .jpg, .png, .gif, .bmp, or .tif photo file formats.

It can take up to 48 hours for the new photo to appear.

SECURITY

CNC is partnered with KnowBe4.com to provide training and phish prone testing.

<https://training.knowbe4.com>

CNC Acceptable Use Policy has been updated as of March 2019.

<http://tools.cnc.bc.ca/CNCPolicies/policyFiles.ashx?polld=165>

SIGNATURES

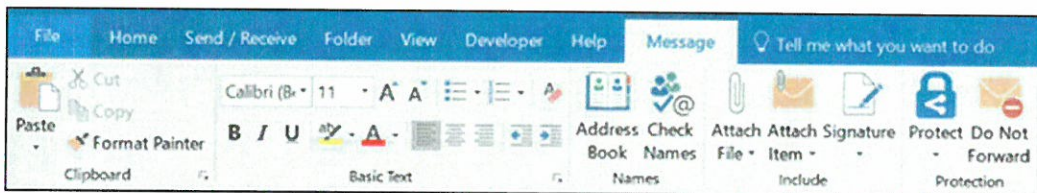
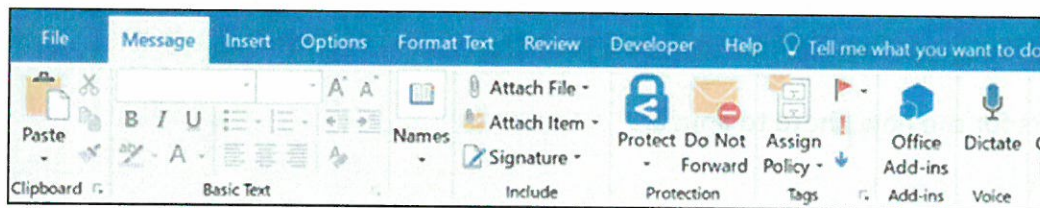
GET YOUR SIGNATURE FROM CNC

1. Navigate to <https://tools.cnc.bc.ca/businesscards/>
2. Verify all the information is correct
3. Click Submit

UPDATE YOUR SIGNATURE

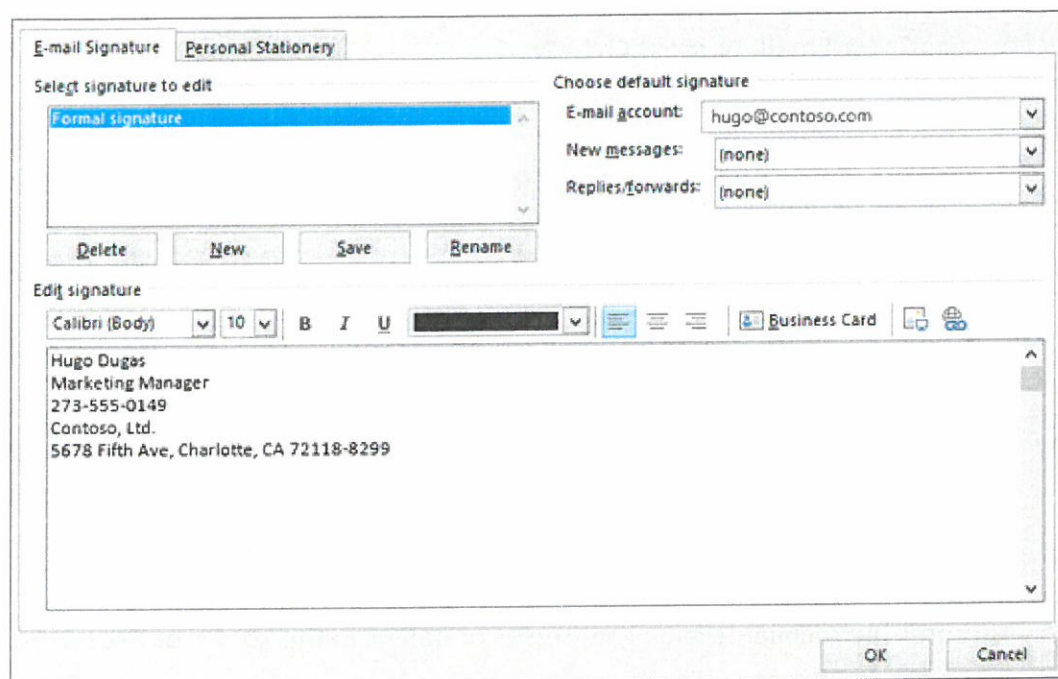
4. Open a new email message.
5. Select **Signature** > **Signatures** from the **Message** menu.

Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.



6. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.

7. Under **Edit signature**, compose your signature. You can change fonts, font colors, and sizes, as well as text alignment. If you want to create a more robust signature with bullets, tables, or borders, use Word to format your text, then copy and paste the signature into the **Edit signature** box.

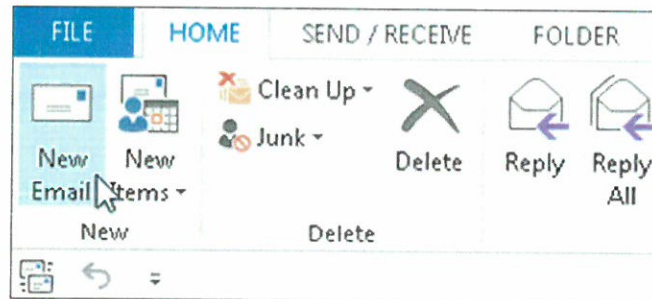


8. Under **Choose default signature**, set the following options for your signature:
 - **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.
 - **New messages** drop-down box, select one of your signatures. If you do not want to automatically add a signature to new messages, choose (none). This does not add a signature to any messages you reply to or forward.
 - **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).
9. Choose **OK** to save your new signature and return to your message.

MESSAGE COMPOSITION

CREATE A NEW EMAIL

1. Click **New Email**, or press **Ctrl + N**.



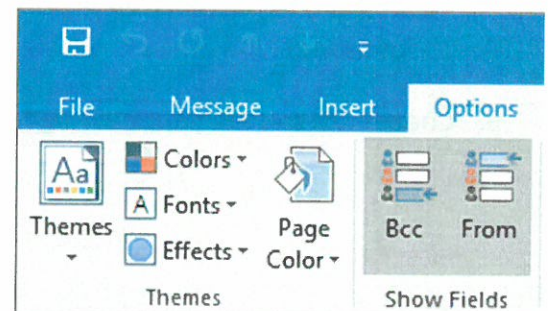
2. If multiple email accounts are configured in Microsoft Outlook, the **From** button appears and the account that will send the message is shown. To change the account, click **From** and pick the account.
3. In the **Subject** box, type the subject of the message.
4. Enter the recipients' email addresses or names in the **To**, **Cc**, or **Bcc** boxes. Separate multiple recipients with a semicolon.

Tip: As you start typing a recipient's name, Outlook will suggest the names of people you've emailed before. Those you have emailed most recently will be listed as **Recent People** and those you have emailed less frequently will appear as **Other Suggestions**. You can pick a name from the list, type a full name or email address, or click **To**, **Cc**, or **Bcc** to select a name or names from the address book.

To select recipients' names from a list in the Address Book, click **To**, **Cc**, or **Bcc**, and then click the names that you want.

CC AND BCC

To display the **Bcc** box for this and all future messages, click **Options**, and then in the **Show Fields** group, click **Bcc**.



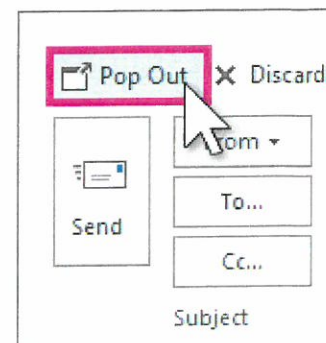
REPLY TO AN EMAIL AND POP-OUT FOR EDITING

1. From a message you have received, select **Reply**, **Reply All**, or **Forward**. These buttons can be found in several different places depending on your screen resolution and version of Outlook. You can find them at the top of your Reading Pane, alongside the right edge of the message, or on the main Outlook ribbon.



2. Write your message.

Note: If your reply or forward opens in the Reading Pane and you'd like to open your reply in a new window (so you can do things like change the font), click the **Pop Out** button.



3. Recipients can be added or removed in the **To**, **Cc**, and **Bcc** boxes.

- **Add a recipient** Click **To**, **Cc** or **Bcc**, and then select a recipient. You can also type the recipient's name or email address in the box.
- **Remove a recipient** Click the name and then press Delete.

4. **Check the subject line.** The subject line for a Reply is automatically set to show "RE:" in front of the original message subject. You can change this by simply typing in the subject box or you can leave it as is. Forwarded messages have "FW:" in front of the original subject.

5. Click **Send**.

ATTACH A FILE

Click **Attach File** to add an attachment. Or click **Attach Item** to [attach Outlook items](#), such as email messages, tasks, contacts, or calendar items.

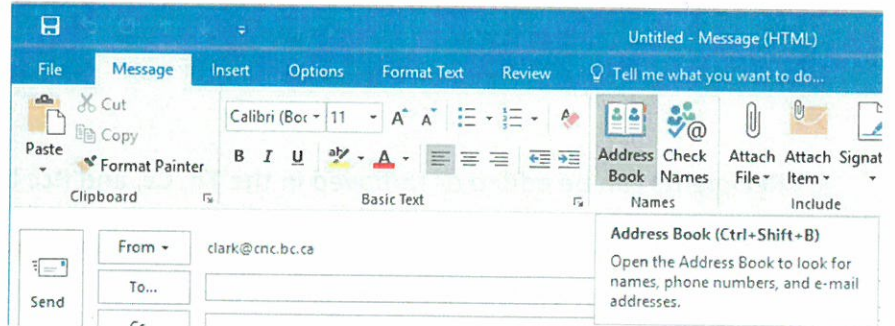


Tip: If you do not like the font or style of your mail, you can [change the way it looks](#). It is also a good idea to [check the spelling](#) in your message before sending.

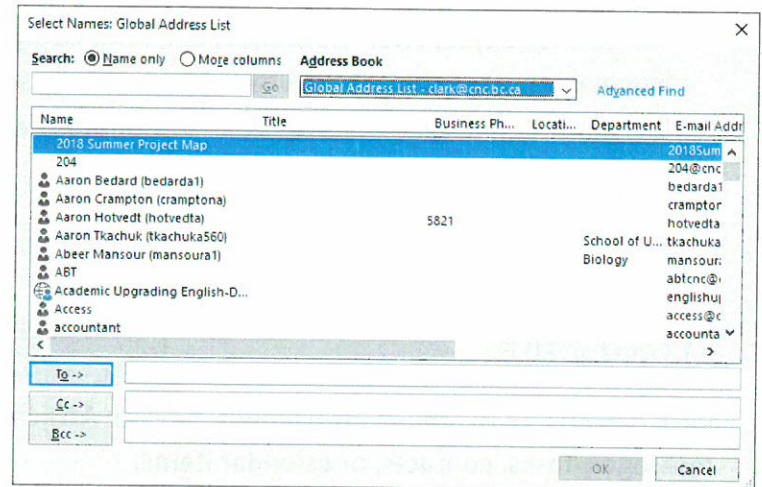
ADDRESS BOOK FROM MESSAGE PANE

Outlook offers an autocomplete function from the message pane, but if you need to use the address book and search for email addresses follow these steps.

1. Click the **Address Book** icon from the **Message Tab**

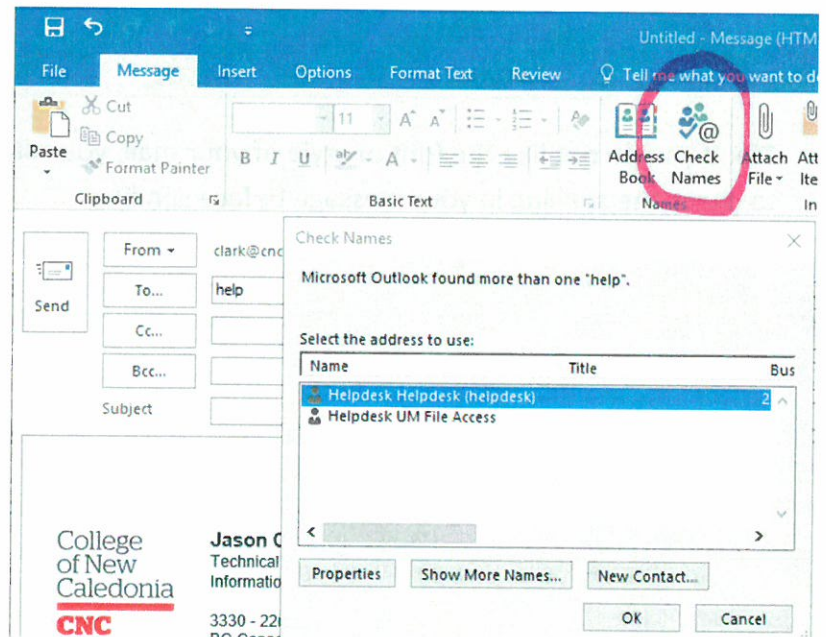


2. Ensure you are on **Global Address List** from the **Address Book** drop down menu on the top of the screen.
3. In the **Search** field type the full or partial name of the individual you want to email.
4. Click either **To**, **Cc**, or **Bcc** to add that individual to the respective list.
5. Click **OK** when done.



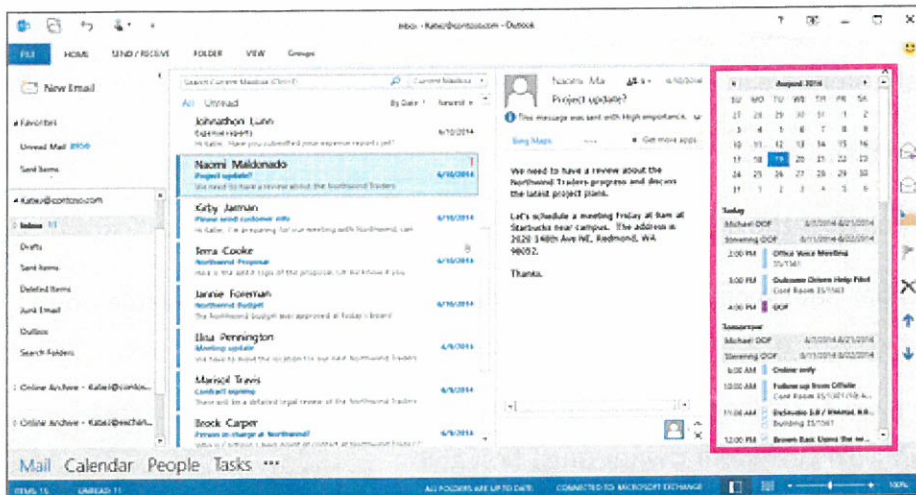
CHECK NAMES

To filter a list of recipients without going into the address book, you can partially type their name, and then click **Check Names** from the message toolbar.

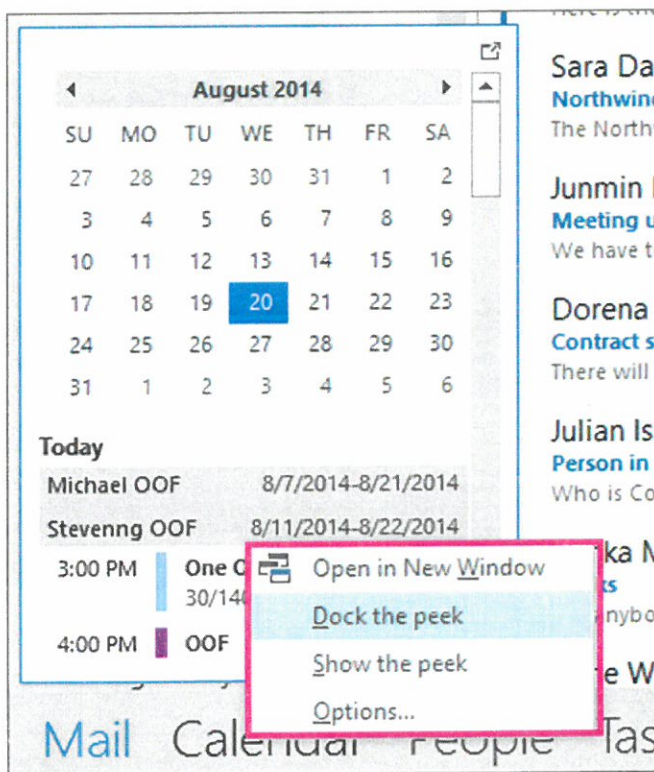


ADD CALENDAR PEEK TO MAIN INBOX

Keep your upcoming appointments and meetings in view by opening the Calendar peek on the right side of your Mail.



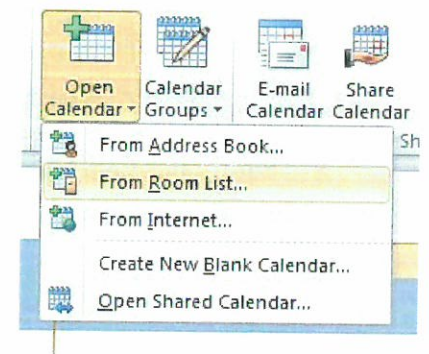
- Right-click **Calendar** on the Navigation Bar, and then click **Dock the peek**.



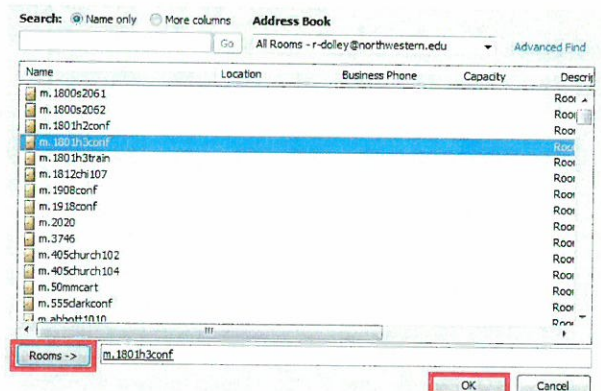
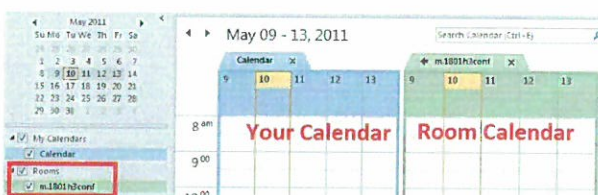
CALENDAR

ADD A CALENDAR

1. In Calendar view, click Open Calendar in the ribbon.
2. Select the type of calendar you wish to add.
 - Address Book will list all calendars in the Global Address List (GAL)
 - Room List will list all room resources
 - Internet will allow you to enter the address of a web calendar
 - Create New Blank Calendar adds a new calendar only visible to you and not available on the GAL
 - Open Shared Calendar provides a field to enter the name of a calendar shared with you. The calendar owner must first give you permission to view the calendar before you can add it.

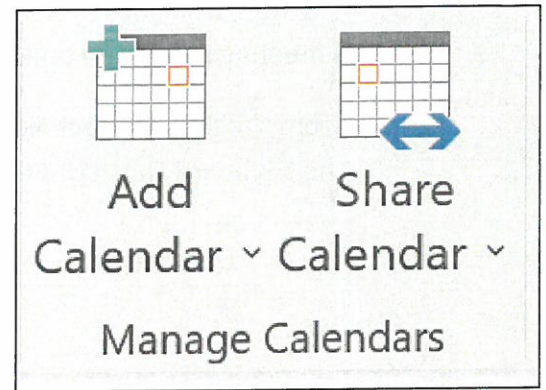


3. Add the calendar you want. If using the Global Address List, search for the name of the calendar you want, double click the name in the list, then click OK. The Calendar should now show up under My Calendars.

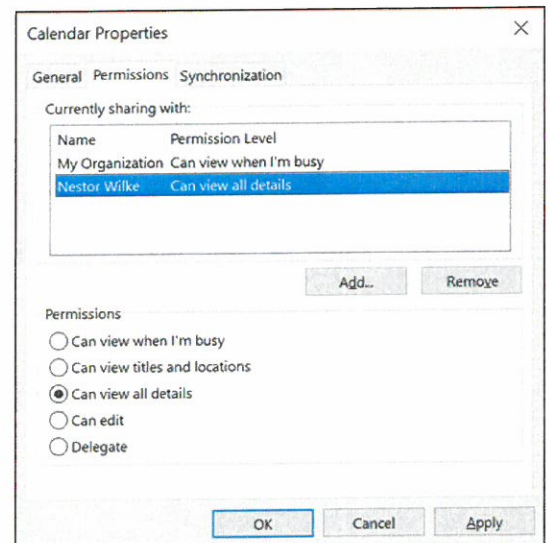


SHARE YOUR CALENDAR

1. From your **Calendar** folder, on the **Home** menu, select **Share Calendar**.
2. Choose the calendar you want to share from the drop-down menu.
3. In the **Calendar Properties** dialog box, click **Add**.



4. You can search for people from your address book or type in their email addresses in the Add box. When you're done adding names in the **Add Users** dialog box, click **OK**.
5. Back in the Calendar Properties dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click **OK**.

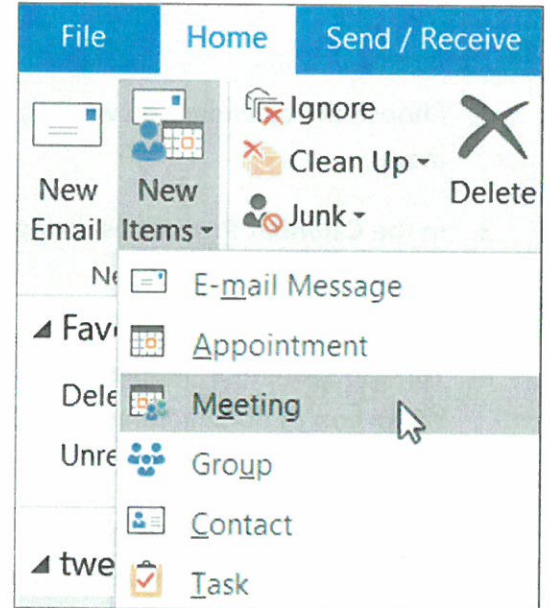


6. The person you've shared your calendar with will receive a sharing invitation by email.
7. Once the recipient clicks **Accept**, they'll see your shared calendar in their calendar list.

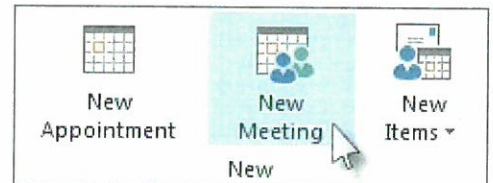
SCHEDULING ASSISTANT

1. Create a meeting request in one of the following ways:

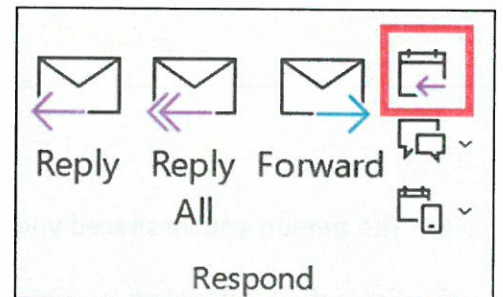
- From the Inbox, select **New Items > Meeting** or use the keyboard shortcut **Ctrl + Shift + Q**.



- From the calendar, select **New Meeting** or use the keyboard shortcut **Ctrl + Shift + Q**.



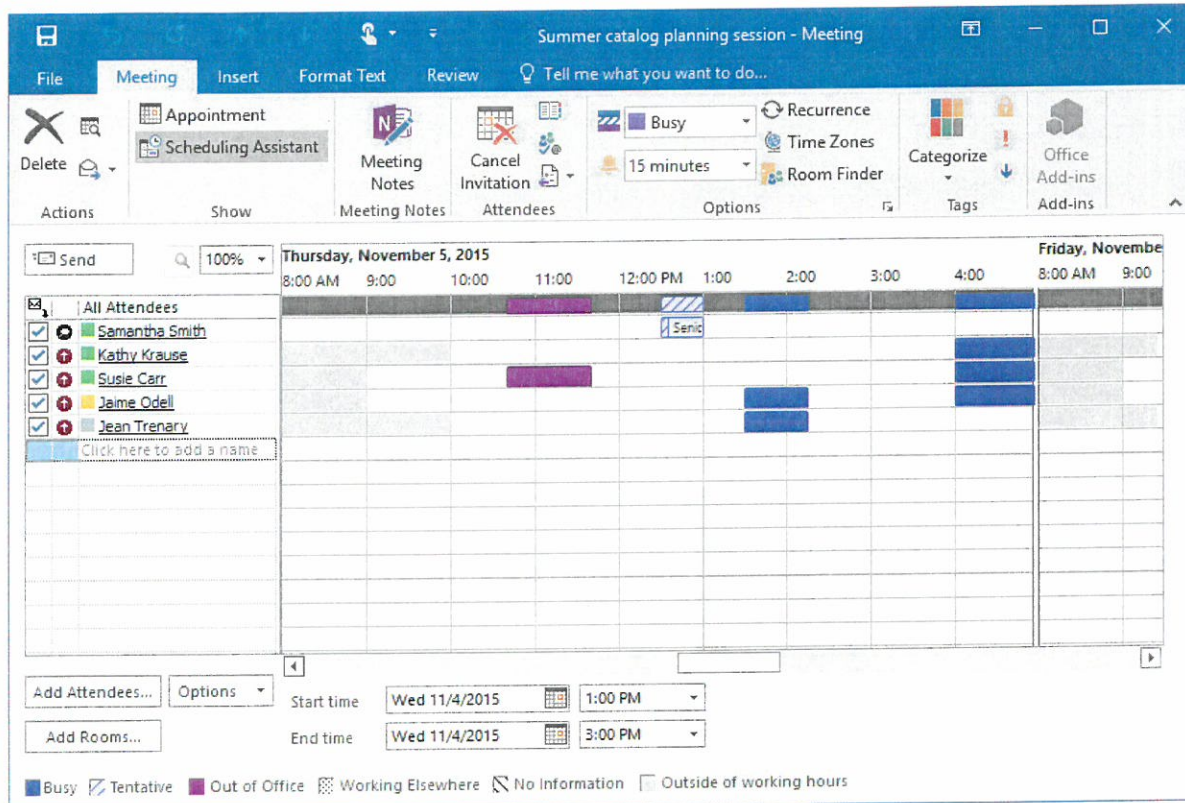
- From an email message in the Inbox, select the **Reply with Meeting** button.



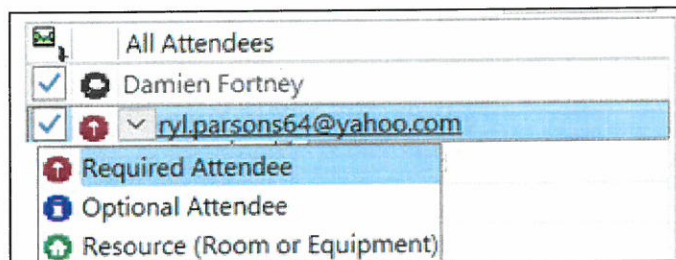
2. Add attendees in one of two ways:

- Add your attendees to the **To** line of the meeting request and skip to step 4.
- If you're using an Office 365 or an Exchange account, use the **Scheduling Assistant** to see attendee schedules.

- In the **Scheduling Assistant**, either click the box under your name and type an attendee's name or email address, or click the **Add Attendees** button to bring up your address book.



Click the icon next to the attendee's name in the Scheduling Assistant to mark a specific attendee as a **Required Attendee**, **Optional Attendee**, or a **Resource**. When you start typing a attendee's name, Outlook will provide suggestions for you based on the people you've met with or emailed recently. Choose a name from the list to add an attendee.

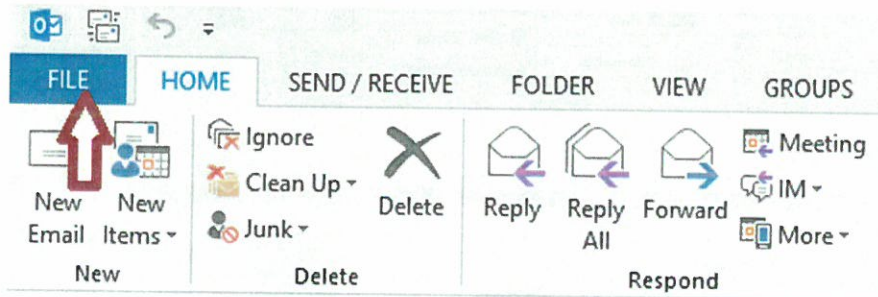


- Add a meeting subject, start time and end time, and location.

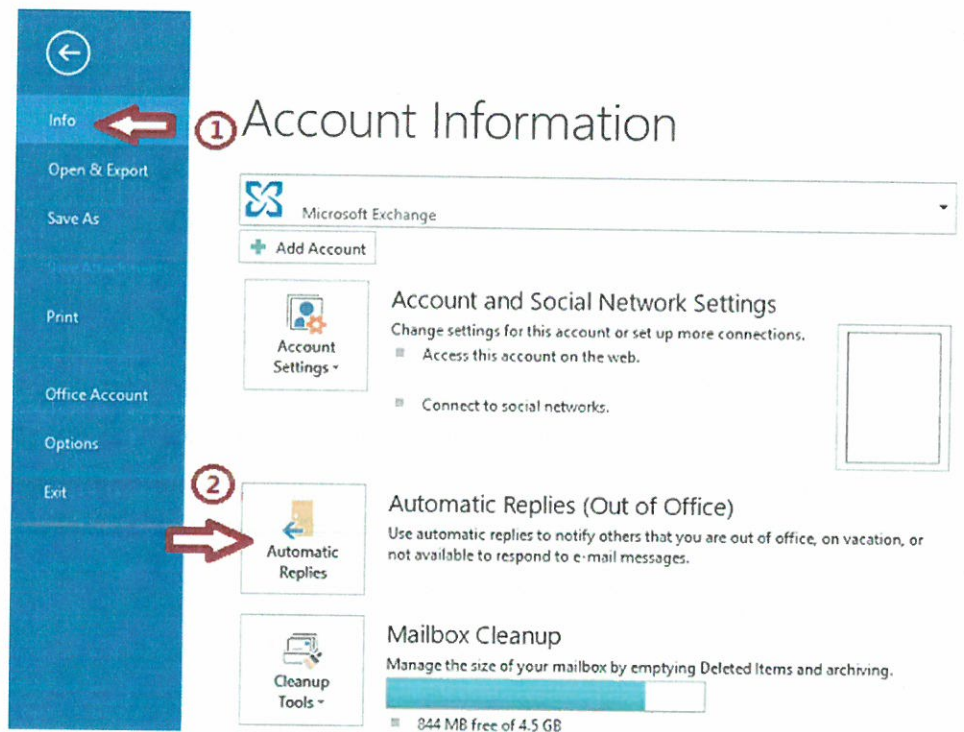
In Outlook 2016 and Outlook for Office 365, you can start typing a location's name, for example, *Fourth Coffee Shop* or *Conference Room 23*, and Outlook will look for location matches. Select one of the suggestions to choose that location, or continue typing to enter another location.

OUT OF OFFICE

1. Click the **File** tab, and then click the **Info** tab in the menu.



2. Click **Automatic Replies (Out of Office)**.



3. In the **Automatic Replies** dialog box, select the **Send Automatic Replies** check box.
4. If you want to specify a set time and date range, select the **Only send during this time range** check box. Then set the **Start time**, and then set the End time.
5. In the **Inside my organization** tab, type the message that you want to send within your organization, and in the **Outside my organization** tab, type the message that you want to send outside your organization.
6. Click **OK**.
7. If you selected the "Only send during this time range" option in step 4, the **Automatic Replies (Out of Office)** feature will continue to run until the date and time set for the End Time in step 5 is reached.

Otherwise, the Automatic Replies (Out of Office) will continue to run until you repeat step 1 and select the "**Do not send automatic replies**" option.

Automatic Replies - clark@cnc.bc.ca

Do not send automatic replies

Send automatic replies

Only send during this time range:

Start time: Tue 5/21/2019 10:00 AM

End time: Wed 5/22/2019 10:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Calibri 12 B I U A

"I'll be away until further notice due to a family emergency"

Rules... OK Cancel

