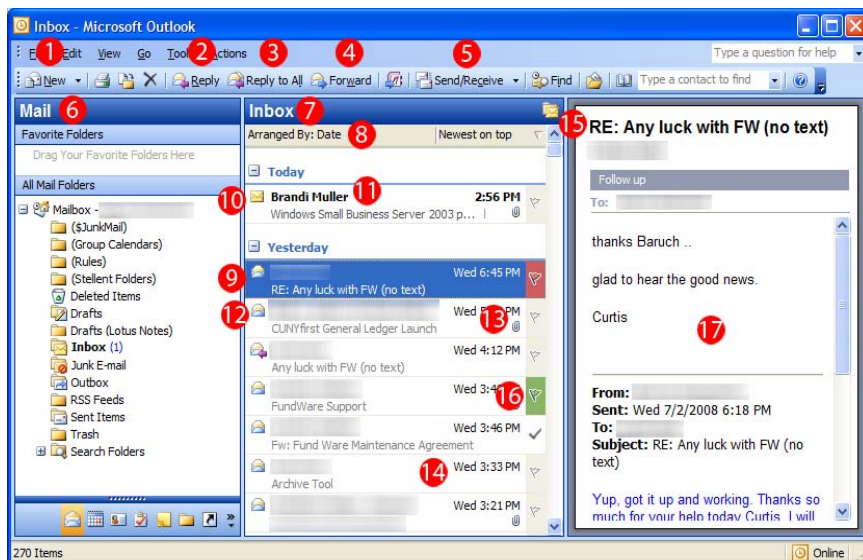


E-Mail - Inbox

1. **New Mail Message** - Creates a new message
2. **Reply** - Allows you to answer the selected message
3. **Reply To All** - Allows you to answer everyone who was sent the selected message
4. **Forward** - Sends a copy of an email message to one or more recipients
5. **Send/Receive** - Checks the Internet of mail server for stored messages
6. **Navigation Pane: Mail** - Your current location in Outlook
7. **Inbox Folder - Table View** - Allows you to organize e-mails so they are easier to locate
8. **Sort Order** - Tells you how each item is sorted, order of receipt, etc. Click the button to switch the sort order
9. **Selected Message** - A selected message is displayed in beige or gray. To select a message click it once. To open a message, double-click it
10. **Unread Message** - Messages that have not been read are displayed in **bold** text with a yellow closed envelope
11. **Sender** - This area displays who the message is from
12. **Read Message** - Messages that have been read are displayed in white, with an open envelope
13. **Attachment Indicator** - Messages that have attachments are displayed in with the paper clip symbol
14. **Date of Time Received** - Today's messages have the time received; all others show the date
15. **Subject** - Displays the subject line of the message
16. **Flag** - Messages requiring further action can be marked with colored flags. A check mark can be used to indicate action has already been taken. To use a flag, right click the message and select which flag you would like
17. **Reading Pane** - Displays a preview of the first part of the selected message. Use the scroll to view more

Baruch College Faculty & Staff Desktop E-mail Overview



Create a New Message

1. Click the **New Message** icon
2. Type the necessary **To;** **Cc;** and **Bcc:** recipient names OR click the **To:** button to select recipients from the address book
3. Type a Subject
4. Type the body of the message
5. Click the **Send** button
6. You can save any message as a Draft by going to File -> Save. The unfinished message will be stored in the Drafts folder

Replying to a Message

- **Reply** - No attachments, replies to sender
- **Reply to All** - Replies to sender and those who were CC'd
- **Forward** - Includes attachments
- **History** - Included in each email
- **Your Reply** - Written in blue text

Attach a File

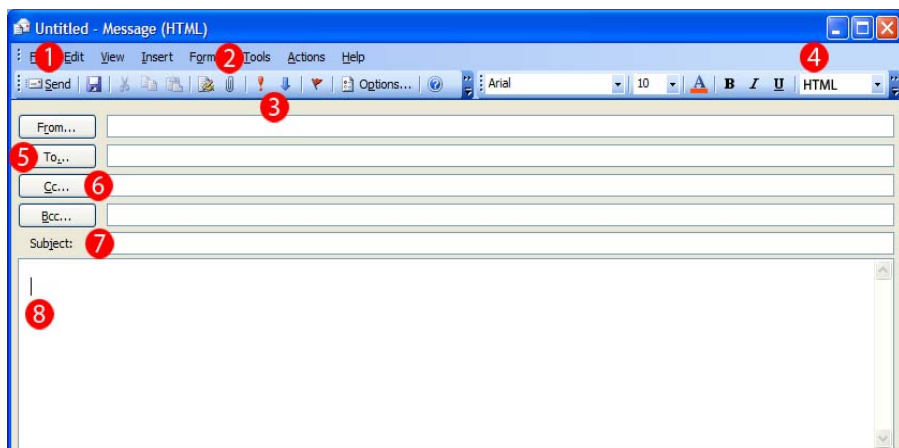
1. Click on the **Attachment** icon or go to **Insert -> File** in the menu
2. Browse to and select the file. Choose one of the Insert options. You can select multiple items at one time or go back to the Insert menu as many times as needed

Signatures

1. Go to **Tools -> Options** in the File menu
2. Select the **Mail Format** tab
3. Click the **Signatures** button, then click **New** and enter a name for this signature
4. Click **Next**, type in your signature and format it, then click **Finish**
5. Once created, set a default for new messages and/or reply/forwarded messages if you like. Click **Ok**

Message Window

1. **Send** - When you are ready to send your message
2. **Insert File** - Manage your attachments
3. **Levels of Importance** - Specify the message importance
4. **Message Format** - HTML is on by default
5. **To:** - Specify an addressee
6. **CC:** - Specify an individual who should be sent a copy
7. **BCC:** - Blind CC. Recipients cannot be seen by others
8. **Message Subject**
9. **Message Body**



E-Mail Address Book

- Click the **To: Button**
- Your Address Book will appear
- Click the down arrow next to **Show Names from the:**
 - Your personal **Contacts**
 - **Global Address List**
- Click in white space next to desired field (To, CC, or BC)
- Double-click name to insert Contact in To, CC, or BC field

* You can also send messages to a Distribution List this way

Managing E-Mail

Click on the e-mail to read it in the Reading Pane OR double-click it to read it in a separate window.

Reply or Forward as needed

Create a Folder

1. Go to **File -> New -> Folder**
2. Type the name of the new folder
3. Choose the parent folder where you want to put the new folder
4. Click **OK**

Move an Item Into a Folder

Click and drag the item(s) into the folder or Copy/Paste to make a Duplicate Message

Rename or Delete a Folder

Right click on the folder and choose Rename or Delete

Deleting Messages

- Delete sends the message to Trash
- Recover from Trash
 - Drag and Drop Back to Folder
 - Counts Against Server Limitations
 - Right Click - Remove (There is no undo)
- Shift+Delete - Delete an email permanently (No undo)

Emptying Deleted Items

Go to **Tools -> Empty Deleted Items Folder** OR Right click on the **Deleted Items** folder and choose **Empty "Deleted Items" Folder** from the contextual menu.

Out of Office Assistant (Vacation Notice)

1. Go to **Tools -> Out of Office Assistant...**
2. Type in an appropriate message and turn "On"
3. Click **OK**

NOTE: You must remember to turn this feature off; Outlook will not remind you.

Organizing Inbox

Sorting Columns - Click on column heading to sort by that field.

Finding Messages

- Select **Inbox Folder**
- Click on the **Find** Icon
- Enter text to start your search
- Click the **Find Now** button

Favorite Folders

Drag items to the favorites folder area if you have some items you would like to get to easily

Search a Folder

- For Follow Up (Flagged)
- Large E-mail Messages (> 100kb)
- Unread Messages
- Create Search Folders to always search for the same items (Right-click on the search folder)

Options

Archiving

- To set up, go to **File -> Archive**
 - Archive all items prior to a particular date
- Manually Archive - Right-click on individual folders or elements to set archives
- View Archives - File -> Open Archive

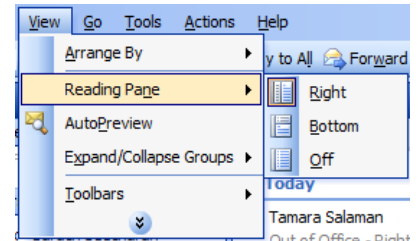
Mail Rules

Right-click on any message

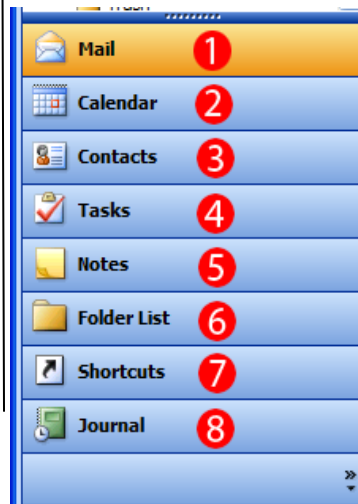
Choose **Create Rule** and select options for rules.

Reading Pane (Views)

- **View -> Reading Pane**
 - **Bottom** - Similar view to Lotus Notes
 - **Right** - Default view in Outlook
 - **Off** - Remove email preview



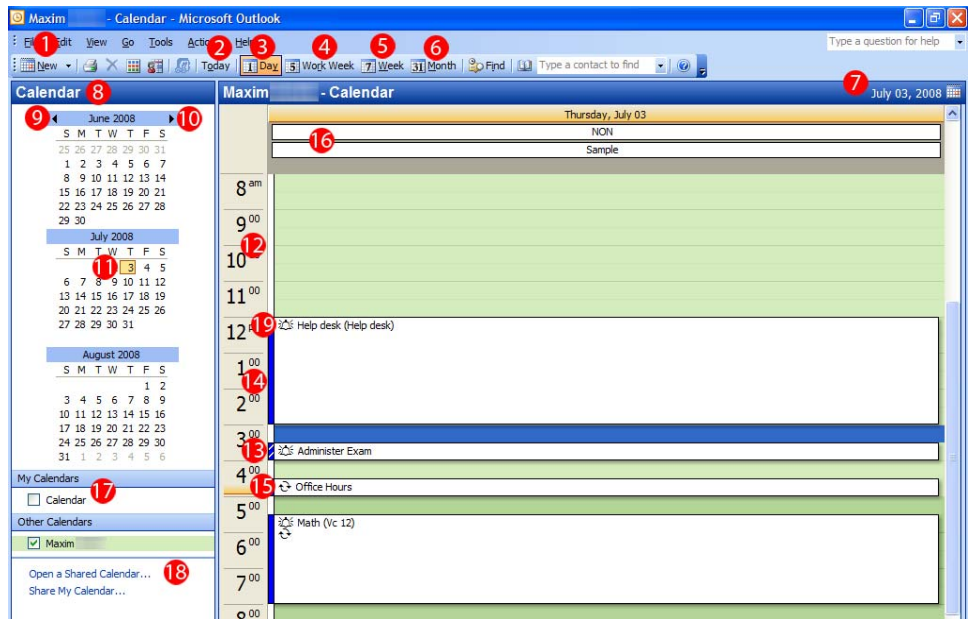
Menu Toolbars Navigation Pane



1. **Mail** - Email
2. **Calendar** - Make/view appointments
3. **Contacts** - Local address book
4. **Tasks** - To do list
5. **Notes** - Sticky Notes
6. **Folder List** - Show all folders in navigation pane
7. **Shortcuts** - Create shortcuts to folders and create groups
8. **Journal** - Advanced organization for projects

Calendar

- New Appointment** - Creates a new appointment. New appointments can also be scheduled by double clicking on the start time of the event.
- Today** - Displays today's calendar in the current view
- 1 Day** - Displays the calendar window in Day view (1 day at a time)
- 5 Work Week** - Displays the Calendar in Work Week view (Monday—Friday)
- 7 Week** - Displays the Calendar in Week view (Monday - Sunday, with half boxes for the weekend)
- 31 Month** - Displays the Calendar in Month View (5 weeks at a time, Monday - Sat./Sun.)
- Date Currently Viewing** - The date currently viewed is displayed in these places.
- Navigation Pane: Calendar** - Displays the top portion of the Navigation Pane in Calendar View
- Display Previous Month** - Clicking on this arrow lets you scroll through the previous months of the Calendar
- Display Following Month** - Clicking on this arrow lets your scroll through the upcoming months of the Calendar

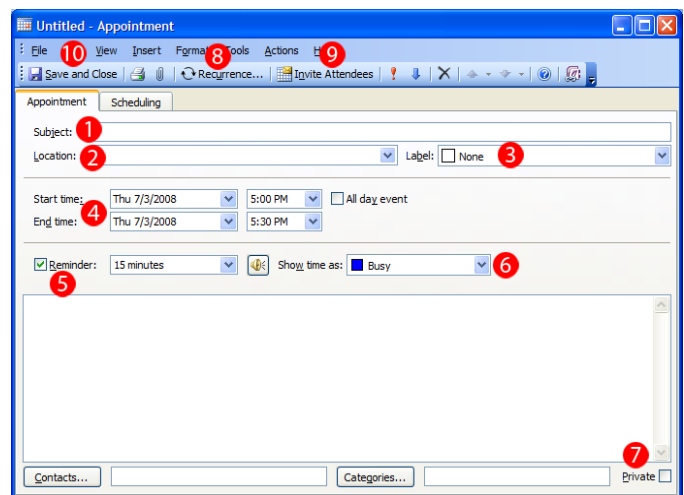


- Today** - The current date is highlighted with yellow and outlined in red
- Free** - White indicates free time (Nothing scheduled)
- Tentative** - Striped blue beside a Calendar entry identifies the time slot as a tentative appointment
- Busy** - Dark blue beside a Calendar entry identifies the time slot as busy or unavailable
- Recurring Event** - The circular arrows identify the time slot as a repeating event
- All Day Event** - Displayed across the top of the scheduled day
- My Calendars** - Displays the calendars that are part of your personal folders
- Open a Shared Calendar** - If you have permission to access a shared calendar, you may open it and display it with yours
- Reminder Set** - This lets you know a reminder has been set for this appointment

Create Appointment, Meeting or Event

Double-click on the date/time you wish to create an appointment OR click the New button in the top left corner.

- Subject - This will display on the calendar
- Location - Where the event will take place
- Label - Color coding for your personal calendar
- Time Option (Hour or All Day event) *Note: All day events appear at top of day*
- Reminder - Do you want a reminder for this event? How far in advance?
- Show Time As - Free, Tentative, Busy or Out of Office.
- Mark Appointment as Private - Subject will not be visible
- Recurrence - Specify options if this is a repeating event
- Invite Attendees
- Save and Close



Recurring Events

- Click on the Recurrence button
- Choose your options for how often and for how long the recurring event will occur.

Invite Attendees

- Click on the **Invite Attendees** button to select who you would like to invite
- Go to the Schedule Tab. Here you can see the 'show time as' for each of the invitees
 - Zoom (100/Day, 75 or 50/Week): makes it easier to see more or less of the available time
 - Add other users
 - Options: Auto Pick the next available time
- Send. Meeting invitations will be sent to everyone on your attendee list.
- Double-click the event to open

Navigating and Using The Calendar

- Double-Click on the **Event** to change the entry
- Calendar conflicts will show up next to each other in the same time slot
- Click and drag calendar entries to adjust date and/or time

Sharing Your Calendar or Inbox With Others

- Calendars
 - Share my Calendar
 - Name ...
 - Find Account(s)
- Inbox
 - **Tools -> Options -> Delegates Tab**
 - Add ... : Select a delegated Inbox
 - Select Contacts

Opening a Calendar or Inbox Shared With You

- Calendars
 - Open a Shared Calendar
 - Find the name of your **Contact**
- Inbox
 - **File -> Open -> Other User's Folders**
 - Name
 - Folder Type

Contacts

New Contact

Click the **New** button. You can input the following options:

- General Information
- Name
- Phone Numbers
- Add Picture
- Specify a contact category (for your own organization)
- Activities (Can search for email from user, etc.)
- Addresses
- Email
- Private
- Attach File
- Details
- Actions - Menu item with more options

Distribution List

- Click the downward arrow next to **New** to choose **Distribution List**
- Name the list
- Select Members - Either from your contacts or Global Contacts
- Add New... - If the user is not in your contacts or Global Contacts
- Notes area - For your own personal notes

Send E-mail to Contact

1. Click on contact (hold **CTRL** to select multiple contacts)
2. Click on Mail icon

Baruch College Faculty & Staff Webmail Access

To access your email, calendar, contacts, tasks and more from any up-to-date web browser, please visit:

<http://www.baruch.cuny.edu/Mail>.

BaruchCOLLEGE

Welcome to Faculty and Staff Email at Baruch

Email accounts are available to all Baruch College faculty and staff. Faculty and staff can access email securely 24/7 through this web site.

Baruch Students - Access your email via Live @ Baruch.

Faculty and Staff Email Sign In

Username*: Client (what's this?)
 Premium
 Basic

Password:

*Your Username is your network or computer logon username, e.g. Bernard Baruch, 'bbaruch'.

Username: Your Baruch network username

Password: The password to your account

Log-In Options

Premium

This provides all E-mail Web Access features

Basic

This provides fewer features than the Premium client but offers faster performance. Use the basic client if you're on a slow connection.

Have a Question?

Contact the BCTC Help Desk

Come visit us in the Library Building

151 E. 25th Street - 6th Flr.

(Rear of the BCTC Computing Lab)

T. 646-312-1010

E. helpdesk@baruch.cuny.edu

Visit the BCTC Home page for Help Desk Hours of Operation, Service Alerts and more:

<http://www.baruch.cuny.edu/bctc/>