

Outlook Tips and Tricks

Attachments

Attachment vs. putting text in message body

- Use an attachment when the receiver needs a copy of the file to save or edit, the file contains graphics or formatting features that might not transfer via email, or the file is something other than a Word document.
- Do not use attachments for short messages or anything that you could put directly in the email message. You want the reader to SEE your message (not an icon for a word document) when they open their mail. Busy people are annoyed by the extra step to open a word document and may not bother.

Attachment from Outlook

- From your email message click on **Insert/File**
- Click the drop down arrow in the **Look In** box and select the drive the file is stored on
- Find the file you want to insert and select it with a click
- Click the **Insert** button
- The attachment appears as an icon in the message area of your email

Attachment From Word

- Click **File/Sent to/Mail Recipient (as attachment)**, the Outlook message window will appear enter the recipients of the email and your cover message and press send.
- If you want the file to appear in the body of the message click **File/ Sent to/ Mail recipient**. This works better than drafting an announcement directly in Email if you want to use graphics, different fonts, images etc.)

Attachment from Webmail

With the new message window open

- Click the **Attachments** Button
- Click the **Browse** button
- Click the drop down arrow in the **Look In** box and select the drive your file is stored in.
- Locate the file you want to attach, select the file and click the **Open** button.
- The file path/name appears in the box next to the browse button. If the information is correct click **Attachments** button. The filename will appear in the Current File Attachments area.
- Add additional files one at a time in the same way. When all the attachments have been added click the **Close** button to return to the message.

- Complete your message and send. (Warning if the files are big you may need to send them one at a time).

Cut and Paste Method

You can also copy information from a document and paste into the message area of an email. Formatting maybe lost.

Spell Check

- In Outlook click the **Tools** menu/ **Options/ Spelling** Tab
- Click all 5 (or only those item you want) in the *General Options List*
 - Always suggest replacements for misspelled words
 - Always check spelling before sending
 - Ignore words in UPPERCASE
 - Ignore words with numbers
 - Ignore original message text in reply or forward
- Click **OK**

Emptying the Deleted Folder On Exit

- Click **Tools** menu/ **Options/Other** tab
- Under *General*, make sure the **Empty Deleted Item Folder Upon Exiting** is checked.

Out of Office Reply

- From Outlook click on **Tools/ Out of Office Assistant**
- Click the **I am currently Out of the Office** button
- If you would like to include a message (such as the date you will return or who to copy in your absence) type a message in the text box provided.
- Click **OK**

Signatures

To add your signature and contact information automatically at the end of your message

- Click on **Tools/Options/Mail Format**
- Look at the Signature section and click on **Signature Picker**
- Click **New** and follow the screen prompts to name and create your signature

Web Mail

Access your email over the web by going to
<https://webmail.sunybroome.edu>