Microsoft Outlook 2010: Getting Started with UCS E-Mail

Arrange E-mail Views

By default, messages are arranged in the inbox by date with the most recent at the top and the oldest at the bottom. To arrange the inbox by a field other than date, click on the **Arrange By**: heading at the top of the Central Viewing area. Additionally, users can choose to display e-mail messages as conversations:
1. Click the View tab.
2. In the Conversations group, select the Show as Conversations checkbox.
3. Choose additional arrangement options by clicking on the Arrange By drop-down menu in the Arrangement group.

Check for New Mail

By default, Microsoft Outlook 2010 will send and receive messages every 30 minutes. To send and receive messages manually:
1. Select the Send / Receive tab on the Ribbon.
2. In the Send & Receive group, select the Send/Receive All Folders button.

NOTE: To change the send / receive default settings, click the File tab, select Options from the menu on the left, and select Advanced.

Compose/Send an E-Mail Message

1. Click the New E-mail button in the New Group on the Home tab.
2. Enter the recipient’s e-mail address in the To: field.
3. Enter an e-mail address in the Cc: field, if necessary.
4. Enter the subject of your e-mail in the Subject: field.
5. Click the Options tab, and click the Bcc button in the Show Fields group to display the Bcc: field.
6. Enter an e-mail address in the Bcc: field, if necessary.
7. Type your message in the text box.
8. Click the Send button, or click the Options tab on the Ribbon.
9. Click the Delay Delivery button in the More Options group.
10. Select a date and time to send the message.
11. Click the Close button.
12. Click the Send button.

Open an E-Mail Message

1. Click on the message to display its contents in the Reading Pane, or double-click the message to display it in a separate window.
2. To open an e-mail message using Conversation view, click on the message below the conversation row to display its contents in the Reading Pane, or double-click the message to display it in a separate window.

Forward an E-Mail Message

1. Select the e-mail message.
2. Click the Forward button in the Respond group on the Home tab.
3. Type the recipient’s e-mail address in the To: field.
4. Type your message in the text box, if necessary.
5. Click the Send button.

Reply to an E-Mail Message

1. Select the e-mail message.
2. Click the Reply button in the Respond group on the Home tab to respond to the sender, or click the Reply All button in the Respond group on the Home to respond to all recipients of the original message.
3. Type your message in the text box.
4. Click the Send button.

Create a Signature

1. Click the File tab.
2. Select Options from the left-hand menu.
3. Select the Mail heading from the left-hand menu.
4. Select Signatures in the Compose messages heading.
5. Click the New button.
6. Type your name in the New Signatures dialog box.
7. Click the OK button.
8. Type your signature in the text box.
9. Select your signature from the New Messages drop-down menu.
10. Select your signature from the Replies/Forwards drop-down menu.
11. Click the OK button to close the Signatures and Stationary dialog box.
12. Click the OK button to close the Outlook Options dialog box.
Delete E-Mail Messages

1. Select the message to be deleted.
2. Click the Delete button in the Delete group on the Home tab.

Send an Attachment

Outlook users can attach files, Web pages, or a Personal Card (vCard) to e-mails. To include an attachment:
1. Open a new e-mail message.
2. Click the Attach Files button in the Include group on the Home tab.
3. Locate the attachment on your computer and click Insert.
4. The attached file will appear in the Attached: field.

Create a New Mail Folder

1. Click the Folder tab.
2. Click the New Folder button in the New group.
3. Type a name for the folder in the Name: field.
4. Select a location for the folder in the folder list.
5. Click the OK button.
6. Click the To: button.
7. Click the OK button.
8. Select a Permission level from the drop-down menu:
   - Reviewer – can view folder content.
   - Delegate – can view, edit, and delete content.
   - Administrator – can view, edit, delete, accept, decline, and administer content.
9. Click the OK button.

NOTE: Granting a user Delegate or Administrator privileges allows the user to respond to e-mails in the shared folder on your behalf.

Share a Mail Folder

Unlike other UCS items, mail folders can only be shared with other UCS users. To share a mail folder:
1. Right-click the folder to be shared.
2. Select Properties from the drop-down menu.
3. Select the Sharing tab.
4. Click the Add button.
5. Click the OK button.
6. In the Select Users dialog box, select the e-mail address of the person with whom you are sharing the folder.

Open a Shared Mail Folder

When the Outlook 2010 Connector is installed, a UCS tab is added to the Outlook 2010 ribbon. The Open Other User’s mailbox feature within the tab allows users to search for shared mailbox and calendar items. You can choose to mount shared mailboxes, contacts, folders, and calendars to your account.
1. Select the UCS tab on the Ribbon.
2. Click the Open Other User’s mailbox button in the Sharing group.
3. The Select Mailbox dialog box will appear.
4. Click on the person’s e-mail address who has shared a mailbox or calendar item with you.
5. Click the OK button.

NOTE: Contacts in your address book will display in the Select Mailbox dialog box.

Create a Filter (Outlook Rule)

A filter is an action that the e-mail client automatically performs on sent or received e-mail messages based on conditions you specify. Since rules created in Outlook will only exist in Outlook and will not exist on the server, it is recommended that you create filters in the UCS Web Client to prevent downloading of unwanted mail when opening Microsoft Outlook. To create a filter in the UCS Web Client:
1. Log into https://ucs.psu.edu with your Web Access ID.
2. Select the Preferences tab.
3. Select Filters located on the Mail heading on the left.
4. Select the Incoming Message Filters tab.
5. Click the New Filter icon.
6. Type a name in the Filter Name: field.
7. Set the parameters for the filter by selecting the appropriate options from the Any, Subject, and contains drop-down menus.
8. In the Perform the following actions section, choose the appropriate selection from the Keep in Inbox drop-down menu.
9. Click OK to close the Add Filter dialog box.
10. Move the filter to the top of the active Filter list by using the Move Up button on the left.