



THE MAIL SYSTEM IN UNITED NATIONS DPKO

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Learning Objectives

- By the End of this session, You are going to familiarize yourself with:
 - Installation and Setup of Microsoft Outlook Email
 - Creating and Managing Emails
 - Creating and Managing Calendar Appointments & Meetings
 - Creating and Managing Contacts
 - Creating and Managing Tasks
 - Automatic Replies / Out of Office Alerts

Introduction

- Today, Ms Outlook is the world's most widely used email client.

Main Reasons:

- Simple to use interface
- Easy to set up on both PCs and mobile devices
- Organizes your emails, calendars, contacts, tasks, and to-do lists, all in one place.
- Stores info about people you interact with in your contacts so that you never have to remember an email address or a phone #.
- Advanced features: E.g Mail Attachment Reminder
- And Efficiency

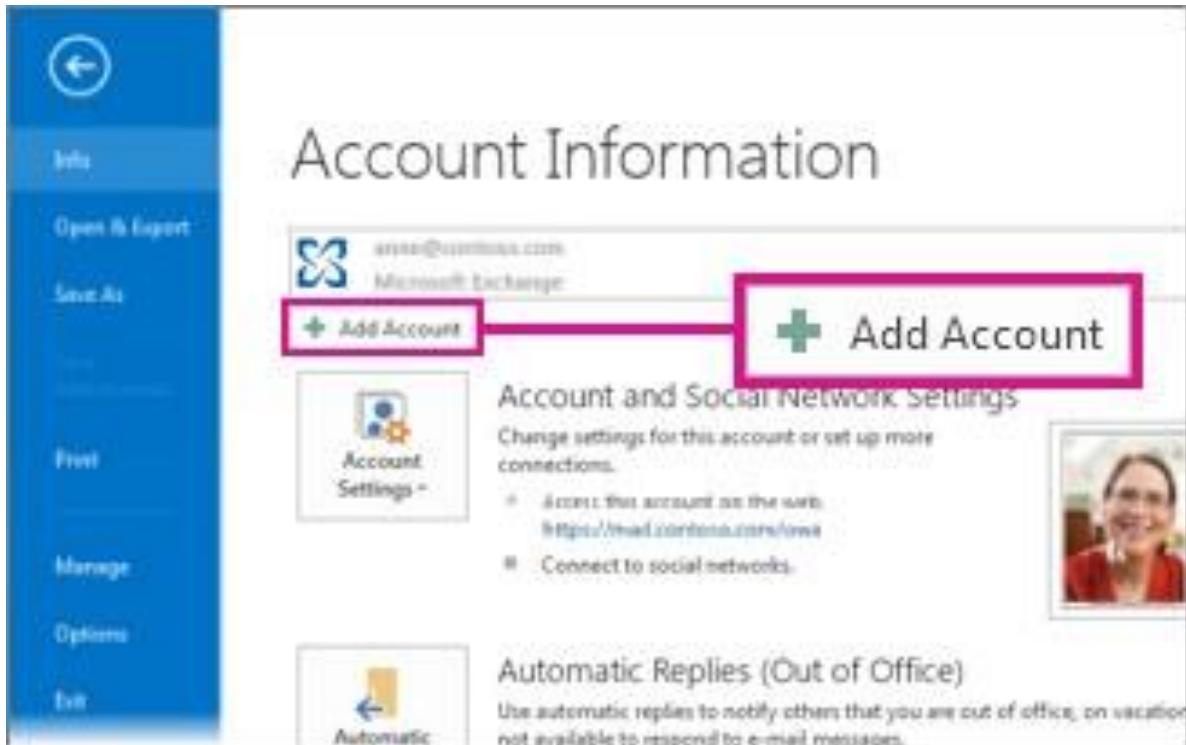


Installation & Setup

- Installed as part of the Microsoft Office Suite.
- Setup is Automatic if you used an earlier version of Outlook on the same computer.
- If you didn't, the Auto Account Setup will start the first time you start Outlook and walk you through the process.
- Let's do it.

Setup of an Additional Account

- **File > Add Account** to start Auto Account Setup.

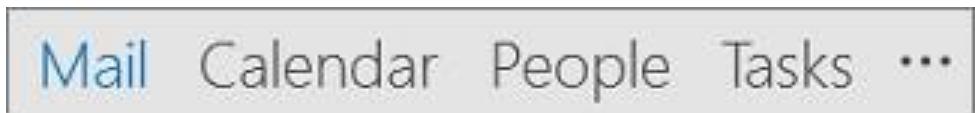


- Follow Prompts and fill in Appropriate Details.



Quick Access Bar

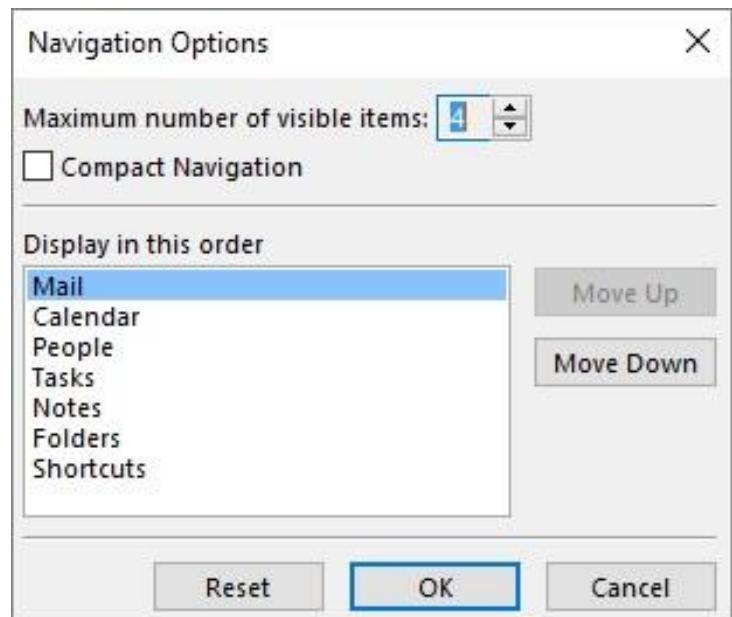
- An Easy way to Navigate through top Outlook features:
- Mail, Calendar, People, and Tasks.
- Depending on selected settings; button names or icons;



- You can also **CHANGE** what appears on the quick access bar and in what order they appear.

Change Quick Access Bar Options

- CHANGE what appears on the quick access bar and in what order they appear.
- Choose **More > Navigation Options**.
- Maximum number of visible items
- View icons instead of names, select;
- ✓ **Compact Navigation** check box
 - To rearrange;
 - choose **Move Up** or **Move Down**.
 - To save changes: Click **OK**.

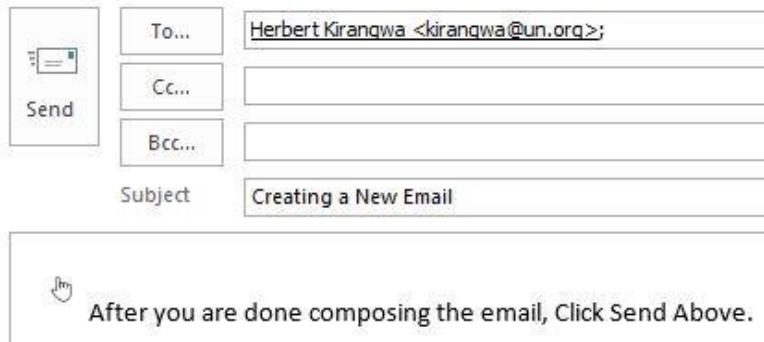


Create New Mail Message

- Choose **New Email**.



- **Keyboard shortcut:**
- Press **Ctrl+Shift+M**.
- When you're done composing your email,
- Click **Send**.



Adding Mail Signatures

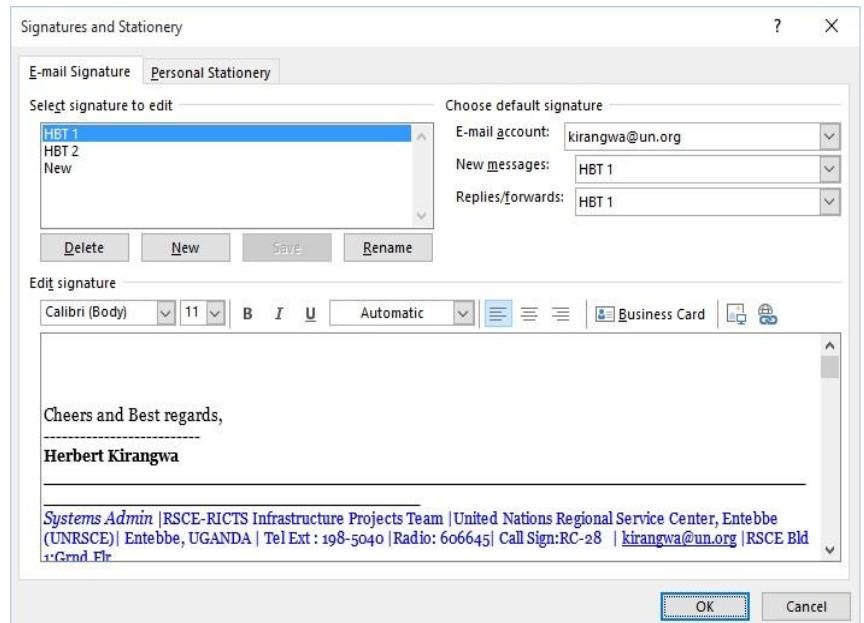
- **Signatures** can include:
- Text, images, your Electronic Business Card, a logo, or even an image of your handwritten signature.
- In a new message, choose **Signature >Signatures**.



- **Email Signature** tab, choose **New**.
- Type a *name* and then Click **OK**.
- Under **Edit signature**;
- *Type the signature*, and then
- Click **Save**.

Mail Signature Options

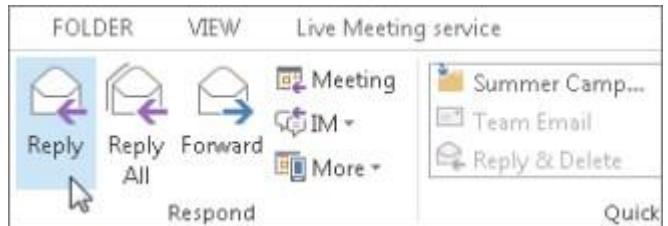
- Under **Choose default signature:**
- **E-mail account** list, choose an email account to associate with the signature.
- **New messages** list: Select which signature to use for new messages or **none**.
- **Replies/forwards** list:
 - Select which to use or **none**.
- Under **Edit signature:**
 - Type the *signature*, and then
 - Click **OK**.





Reply /Forward Mail Options

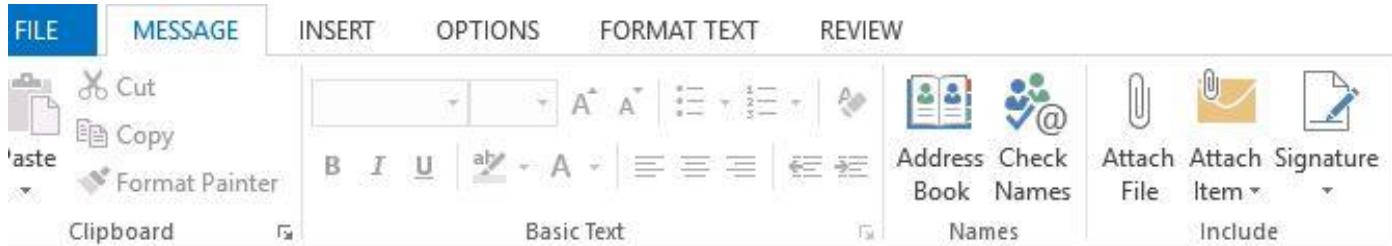
- On the ribbon or in the reading pane,
- Click **Reply**, **Reply All**, or **Forward**
- **To, Cc, or Bcc**



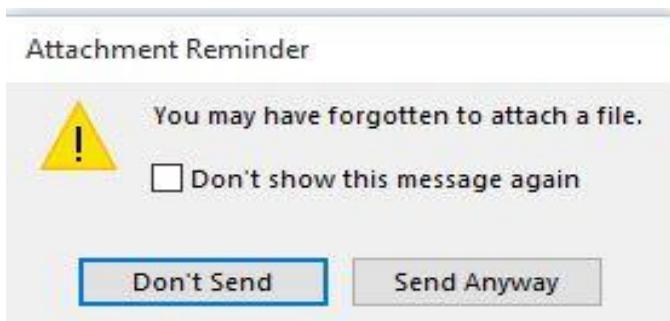
A screenshot of the Microsoft Outlook message composition window. The 'OPTIONS' tab is selected in the ribbon. The 'Bcc' button is highlighted with a blue background. Below the ribbon, there are fields for 'To...', 'Cc...', 'Bcc...', and 'Subject'. The 'To...' field contains the text "Herbert Kirangwa <kirangwa@un.org>; [PRIMARY Contacts or Groups you want to send this mail]". The 'Cc...' field contains the text "RSCE-SignalsAcademy; Robertson Lumasi; [SECONDARY Contacts or Groups COPIED in this mail];". The 'Bcc...' field contains the text "Blind Copied Contacts [Receive Mail but are NOT SEEN by people sent mail above]". The 'Subject' field contains the text "SUBJECT OF THE MAIL". On the far left, there is a 'Send' button with a small icon.

Add Attachment to Mail

- Attachments allow us to share:
- **Files, Contacts, Business Cards, Tasks, other Outlook items & even other Messages.**
- Click **Message > Attach File or Attach Item.**



• Attachment Reminder

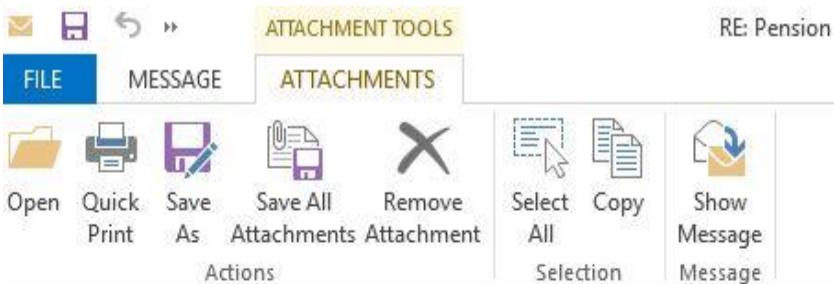




Received Attachments

- **To Open:**
- Double-click the attachment or click Open.

- **To Save:**
- 1. Select the attachment(s) in the Reading pane or the Open message.
- 2. On the **Attachments** tab,
- **Click Save As.**
- 3. You can also right-click the Attachment & choose **Save As.**



File name: Member_Application_Form.pdf

Size: 273 KB

Last changed: Friday, October 06, 2017

Message Member_Application_Form.pdf (273 KB)



You should only preview files from a trustworthy source.

Previewing the file might not show the full content of the file. To see the mo

Preview file

Always warn before previewing this type of file.

Create A Calendar Appointment

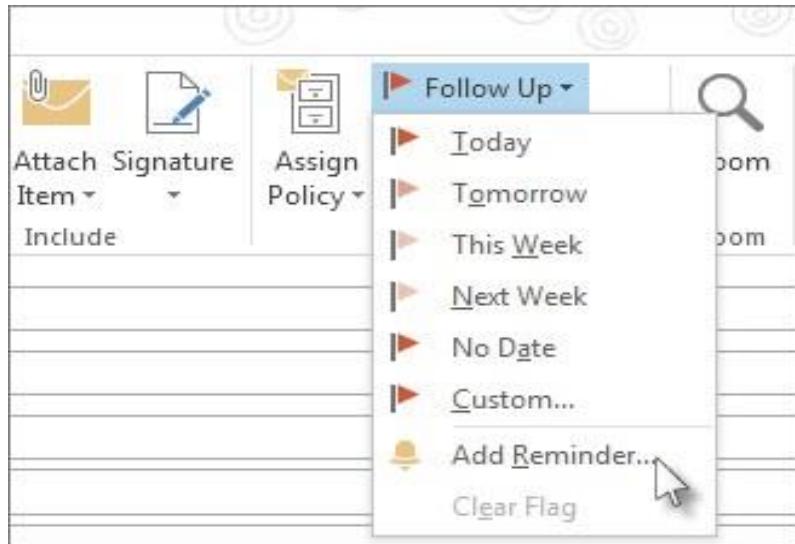
- **Appointments** are calendar items that don't involve inviting other people or reserving resources, such as a conference room or equipment.



- In a **Calendar** folder, choose **New Appointment**.
- You can also right-click a time block in your calendar grid, and then choose **New Appointment**.
- **Keyboard shortcut:** To create an appointment, press **Ctrl+Shift+A**.

Set a reminder

- **Reminders** pop-up in an alert window so you don't miss an important deadline.
- You can set or remove reminders for almost anything in Outlook, including **email messages, contacts, appointments, and tasks**.
- **For email messages, contacts, and tasks**
- Click:
- **Follow Up > Add Reminder.**



Create a Contact

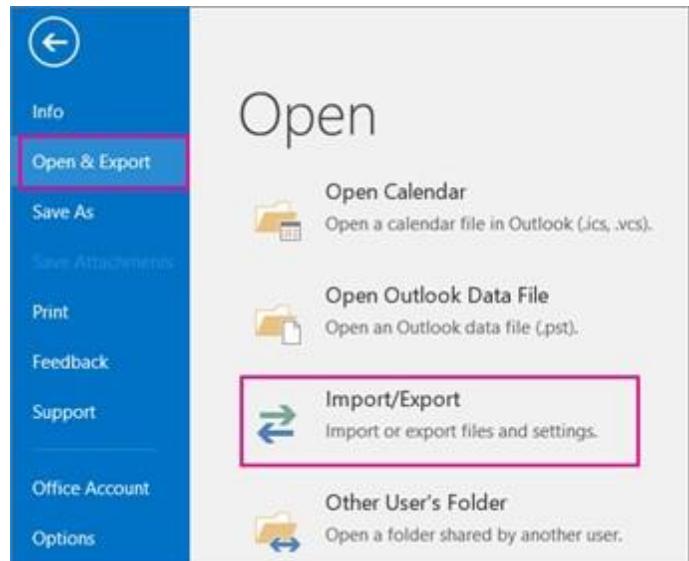
- A **Contact** can be as simple as a name and email addresses, or you can include, for example, details such as street addresses, multiple phone numbers, a picture, and birthdays.
- In **People**, choose **New Contact**.



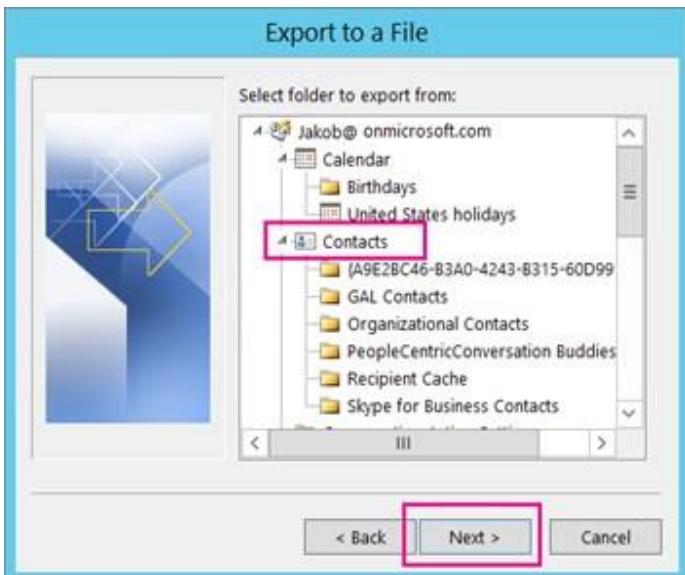
- **Keyboard shortcut:** To create a contact from any folder in Outlook, press **Ctrl+Shift+C**.

Import/Export your Contacts

- You can download a comma-separated value (.csv) file of your contacts to your device and open it in Excel.
- Open Outlook &
- Click **File > Open & Export > Import/Export.**

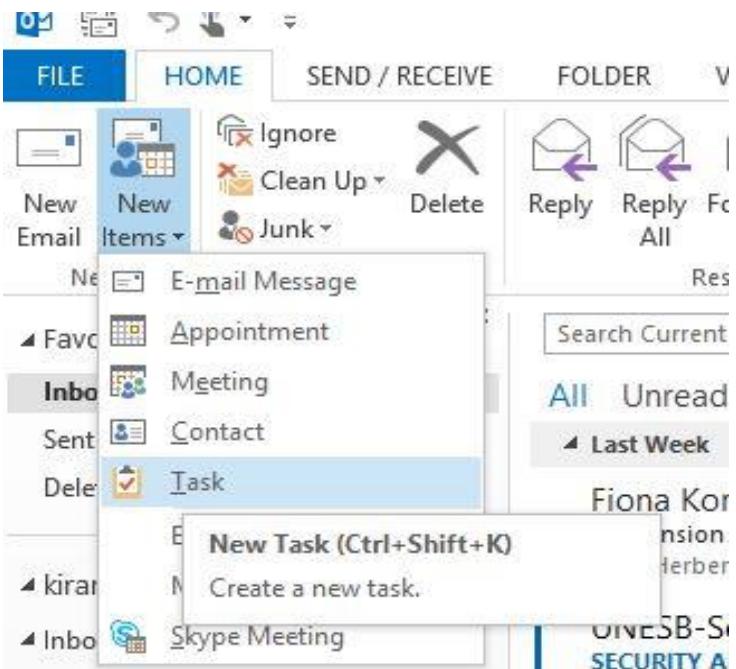


Export to a file > Next.



Create A Task

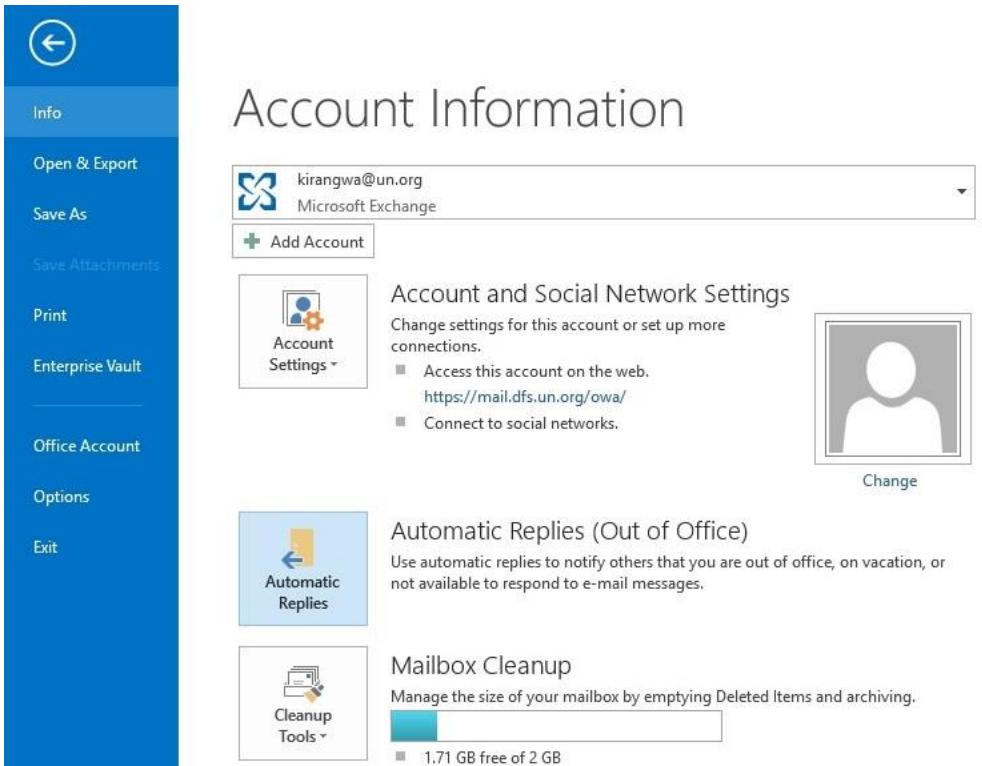
- In the **Home** tab, Click **New Items**.
- Choose **Task**, fill in the task form as needed, and then
- Click **Save & Close**.



- **Keyboard shortcut:** To create a new task, press **Ctrl+Shift+K**.

Automatic Replies (Out Of Office) Alert

- Click **File** tab, at the Top.
- Choose **Automatic Replies (Out of Office)**.



The screenshot shows the Microsoft Outlook 'File' tab interface. The 'File' tab is selected, and the 'Account Information' section is displayed. The account listed is 'kirangwa@un.org' (Microsoft Exchange). Below the account, there is a 'Change' button next to a placeholder profile picture. Under 'Account and Social Network Settings', there are options to 'Access this account on the web' (with a link to <https://mail.dfs.un.org/owa/>) and 'Connect to social networks'. The 'Automatic Replies (Out of Office)' section is highlighted with a blue background, showing a description of using automatic replies to notify others of absence. The 'Mailbox Cleanup' section shows that 1.71 GB is free of a 2 GB limit.

Info

Open & Export

Save As

Save Attachments

Print

Enterprise Vault

Office Account

Options

Exit

kirangwa@un.org

Microsoft Exchange

Add Account

Account Settings

Change

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

1.71 GB free of 2 GB

Any QUESTIONS?

