



THE MAIL SYSTEM IN UNITED NATIONS DPKO

Instructor:

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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

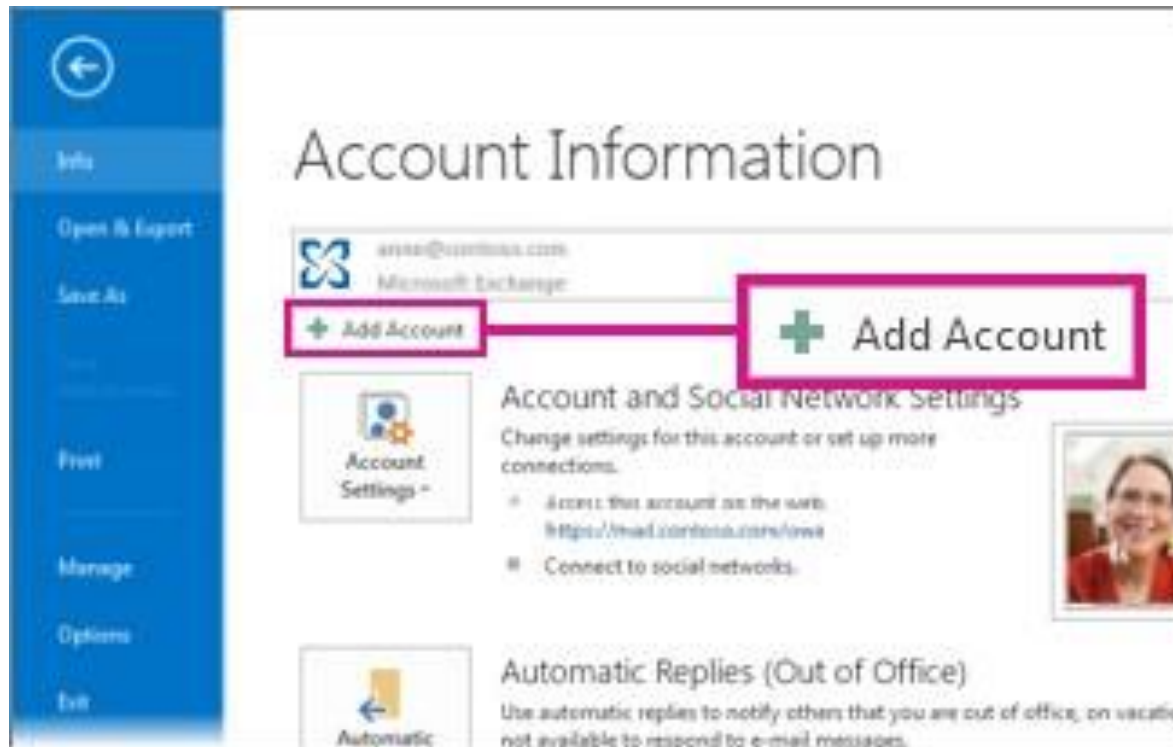


Installation & Setup

- 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

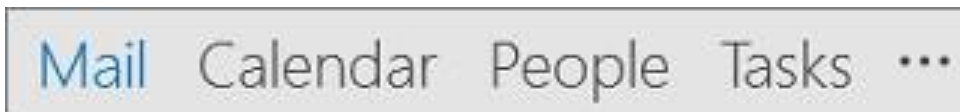
- **File > Add Account** to start Auto Account Setup.



- Follow Prompts and fill in Appropriate Details.

Quick Access Bar

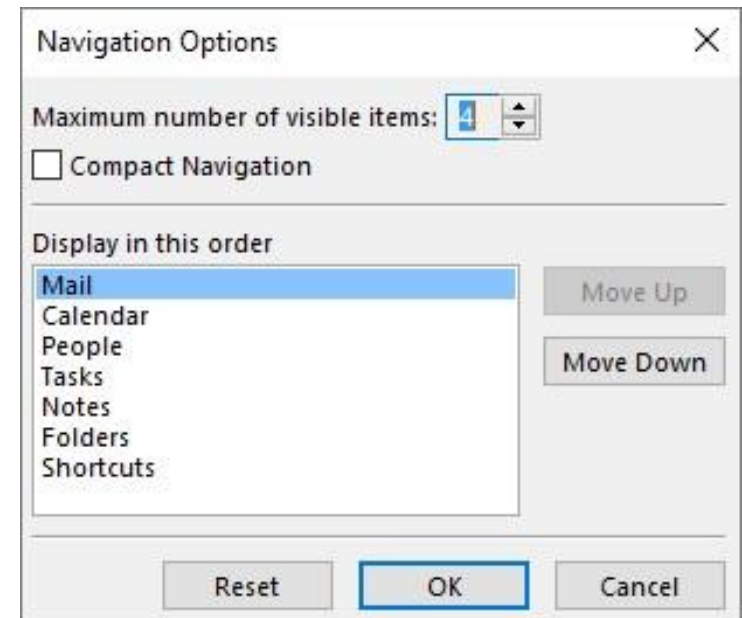
- An Easy way to Navigate through top Outlook features:
- Mail, Calendar, People, and Tasks.
- Depending on selected settings; button names or icons;



- 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**.

A screenshot of the email composition window. On the left is a 'Send' button with an envelope icon. To its right are fields for 'To...', 'Cc...', and 'Bcc...'. The 'To...' field contains 'Herbert Kirangwa <kirangwa@un.org>'. Below these is a 'Subject' field containing 'Creating a New Email'.

 After you are done composing the email, Click Send Above.

Adding Mail Signatures

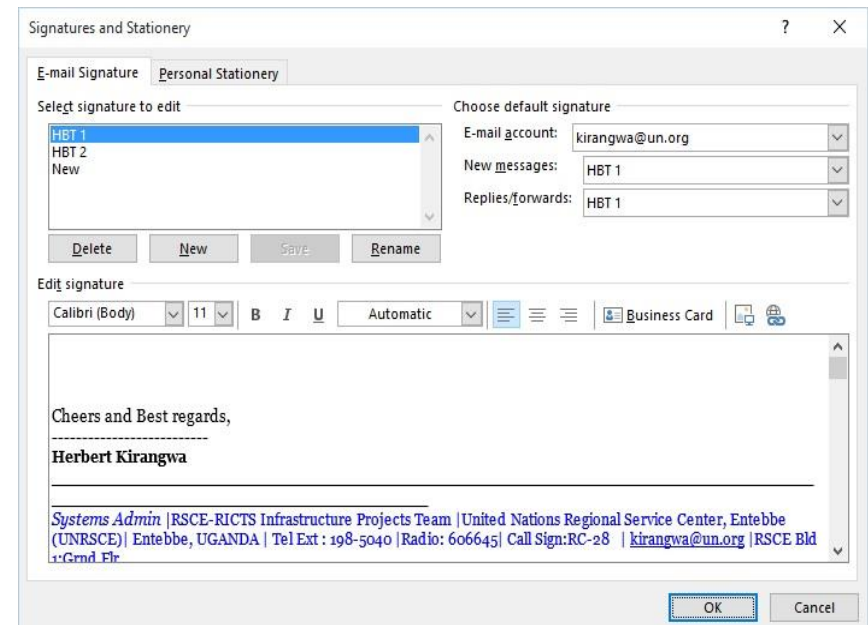
- **Signatures** can include:
- Text, images, your Electronic Business Card, a logo, or even an image of your handwritten signature.
- In a new message, choose **Signature >Signatures**.



- **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**



FILE MESSAGE INSERT **OPTIONS** FORMAT TEXT REVIEW

Themes Colors Fonts Effects Page Color Bcc From Permission Use Voting Buttons Request a Delivery Receipt Request a Read Receipt Save Sent Item To Delay Delivery Direct Replies To

We can't show MailTips right now.

Send

To... Herbert Kirangwa <kirangwa@un.org>; [PRIMARY Contacts or Groups you want to send this mail]

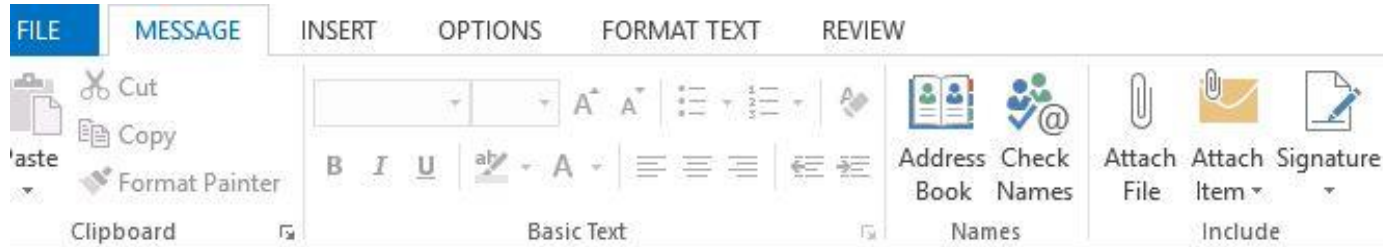
Cc... RSCE-SignalsAcademy; Robertson Lumasi; [SECONDARY Contacts or Groups COPIED in this mail];

Bcc... Blind Copied Contacts [Receive Mail but are NOT SEEN by people sent mail above]

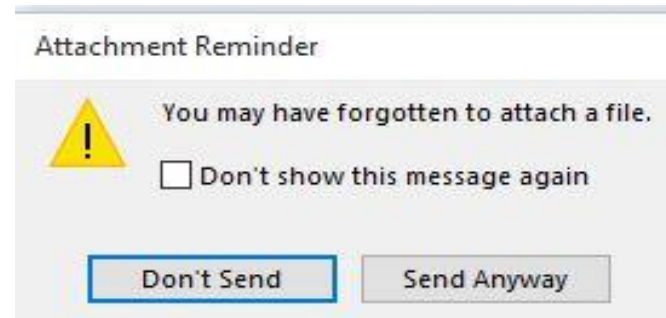
Subject SUBJECT OF THE MAIL

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**.



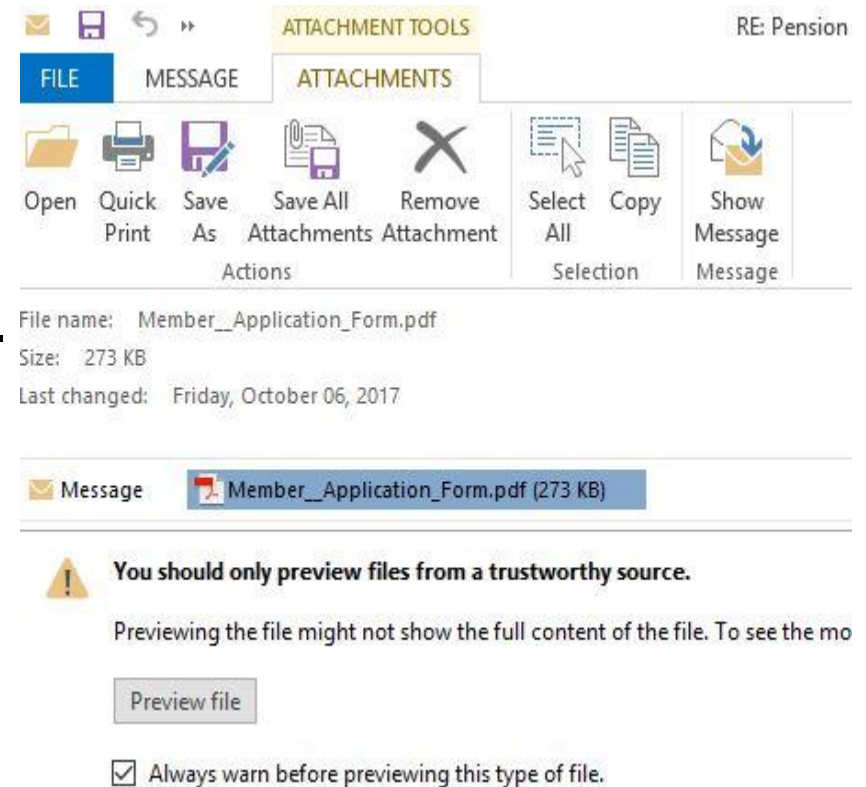
- **Attachment Reminder**



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**.



Create A Calendar Appointment

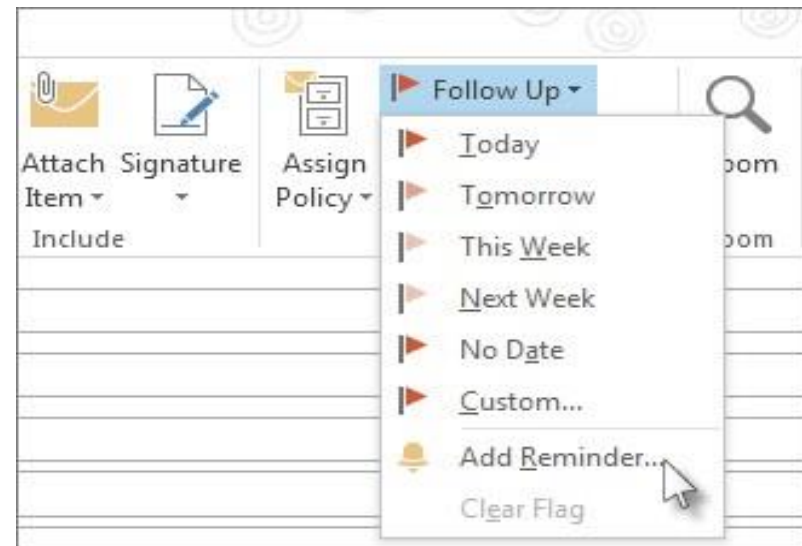
- **Appointments** are calendar items that don't involve inviting other people or reserving resources, such as a conference room or equipment.



- 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**.

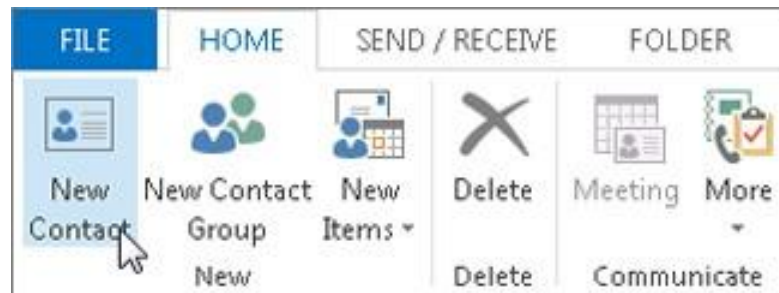
Set a reminder

- **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**.

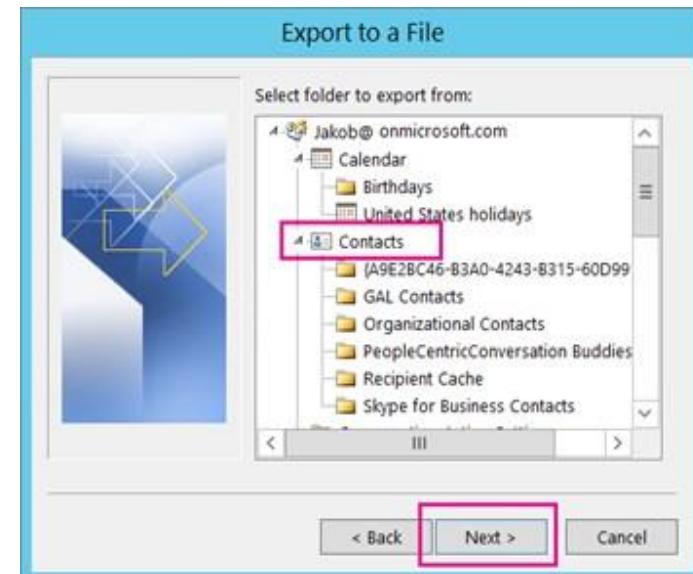
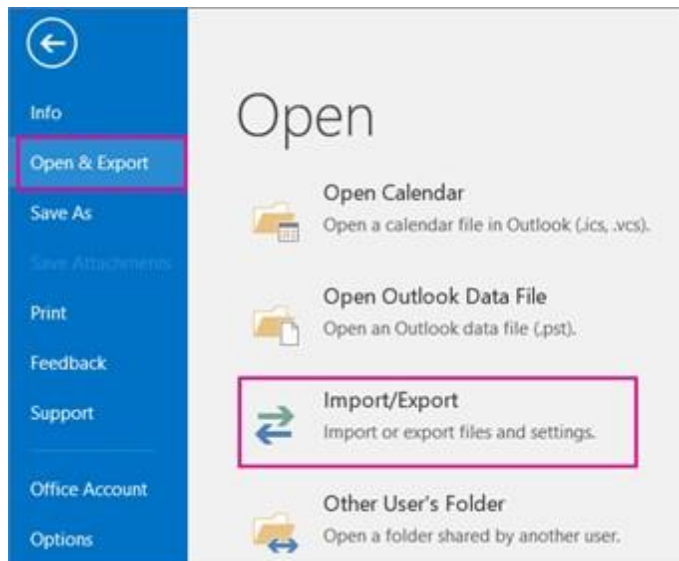


- **Keyboard shortcut:** To create a contact from any folder in Outlook, press **Ctrl+Shift+C**.

Import/Export your Contacts

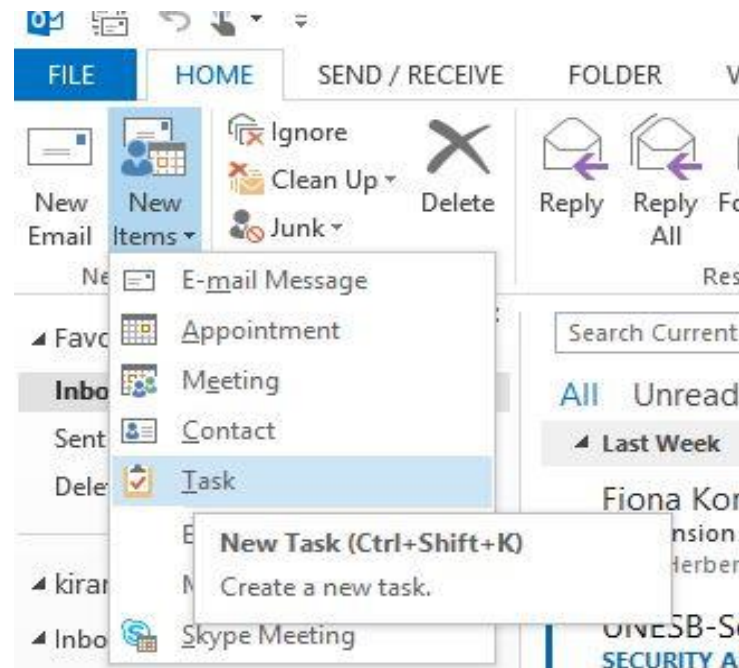
- You can download a comma-separated value (.csv) file of your contacts to your device and open it in Excel.
- Open Outlook &
- Click **File > Open & Export > Import/Export.**

Export to a file > Next.



Create A Task

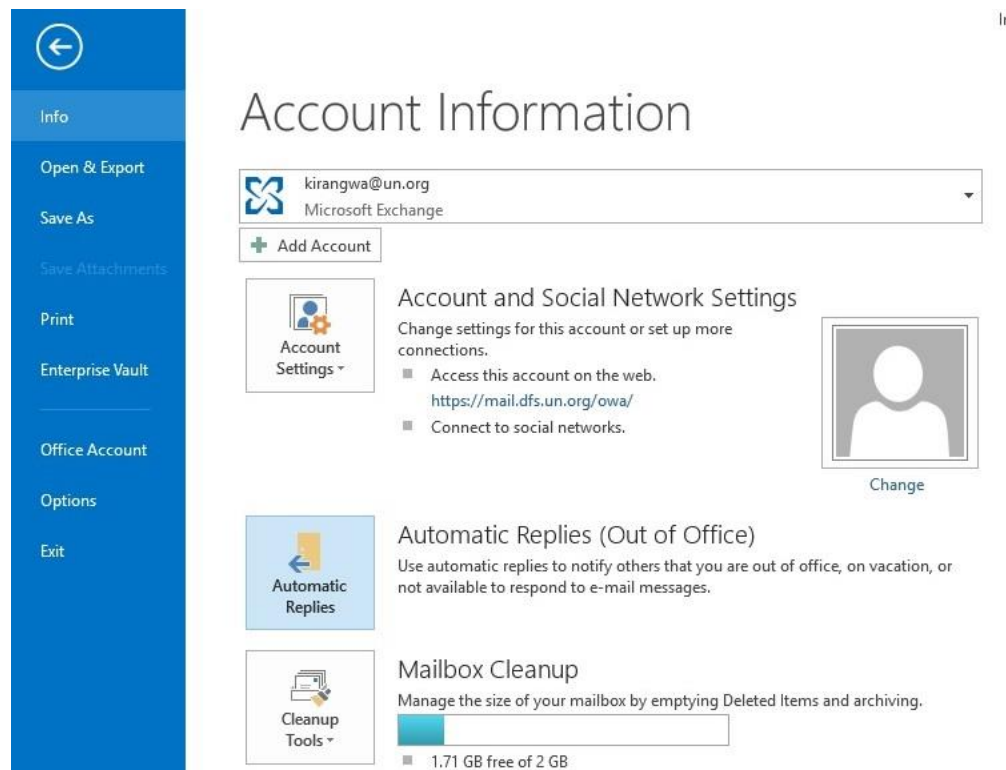
- In the **Home** tab, Click **New Items**.
- Choose **Task**, fill in the task form as needed, and then
- Click **Save & Close**.



- **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)**.



Any QUESTIONS?

