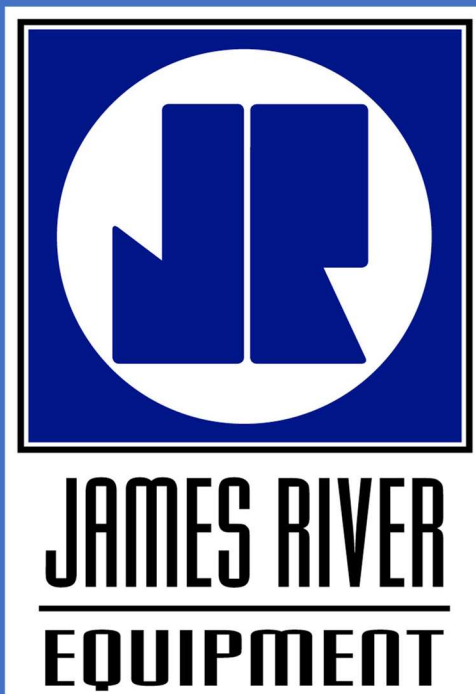




# Office 365

## OUTLOOK

### QUICK REFERENCE GUIDE



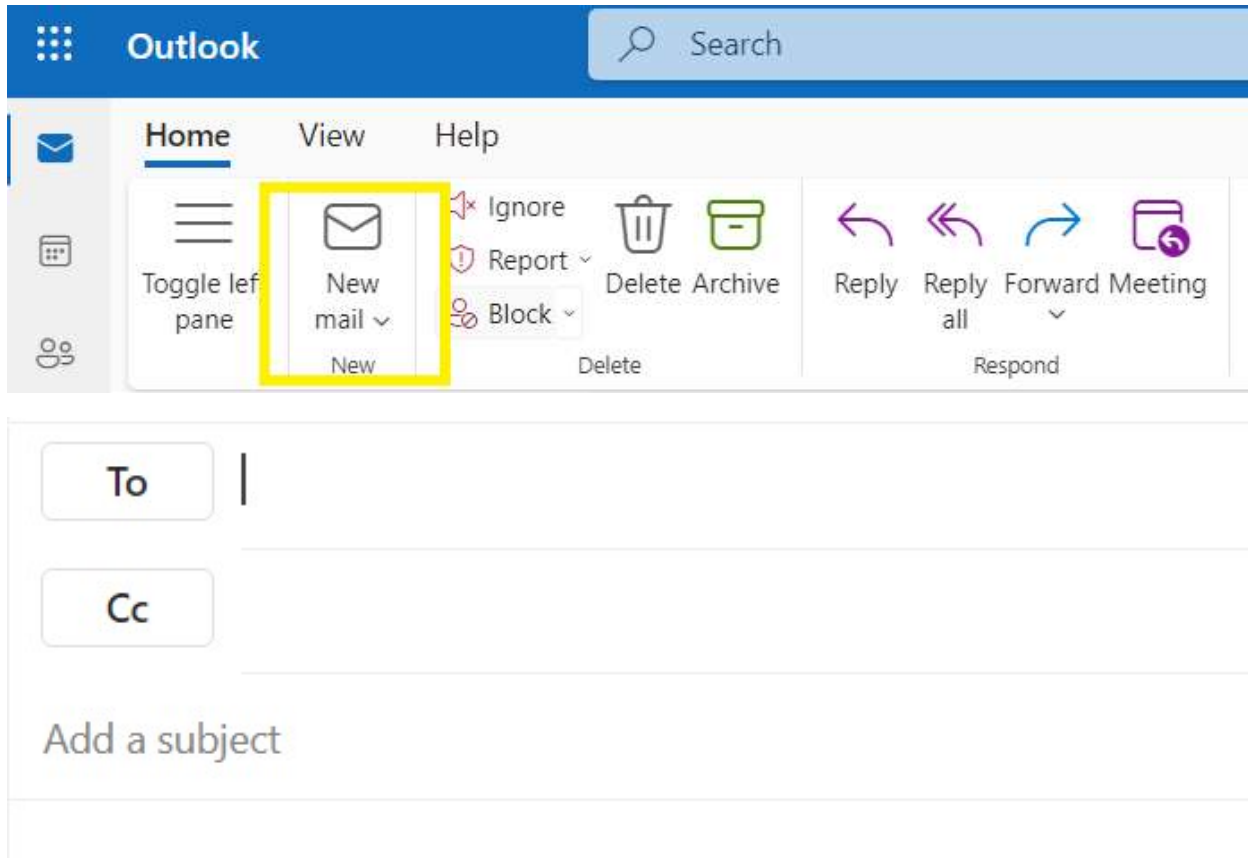
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## Composing Email

To create a new email, navigate to the ribbon at the top of Outlook

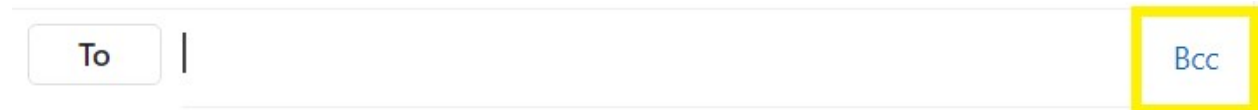
There is a 'New Mail' button here



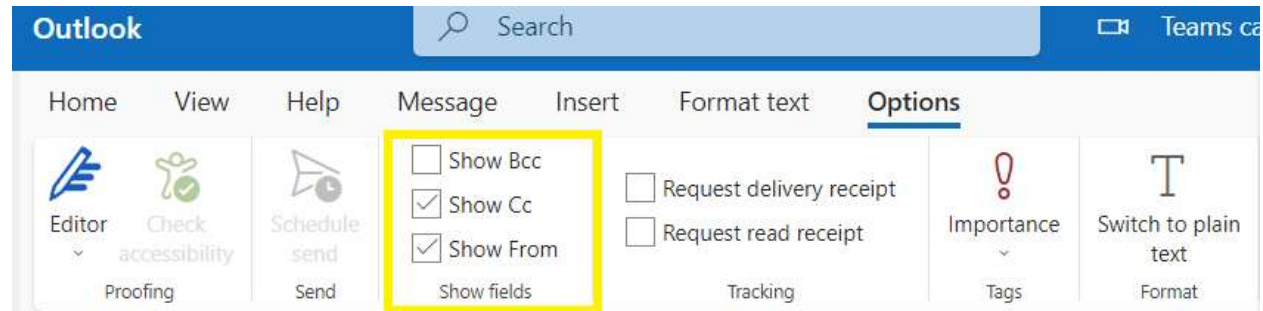
## Blind Copy

Outlook, by default displays just the 'To' and 'Cc' fields when composing an email

However, there is an option on the righthand side of the 'To' field for Bcc

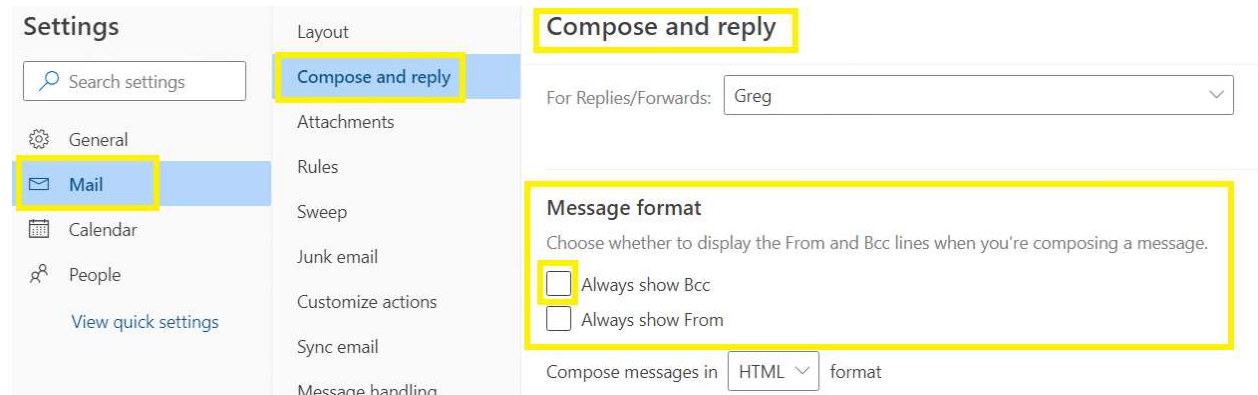


Alternatively, you can also go under 'Options' and check the box to Show Bcc:



If you have the need for Bcc to always be a visible field navigate to '[View all Outlook settings](#)'

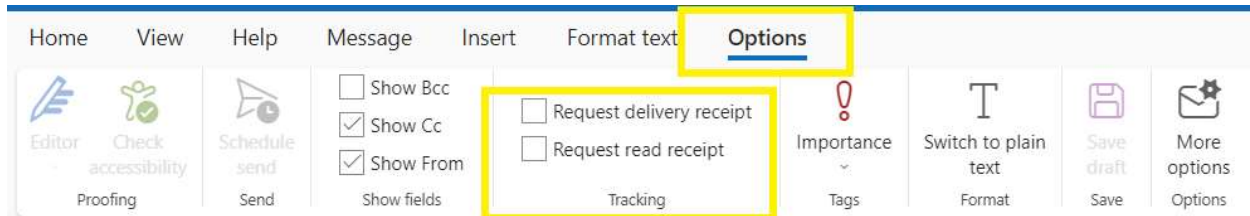
On the lefthand side, ensure the 'Mail' tab is selected > click on 'Compose and Reply' and scroll down to 'Message Format' – there is a checkbox here to always show Bcc field



## Read/Delivery Receipts

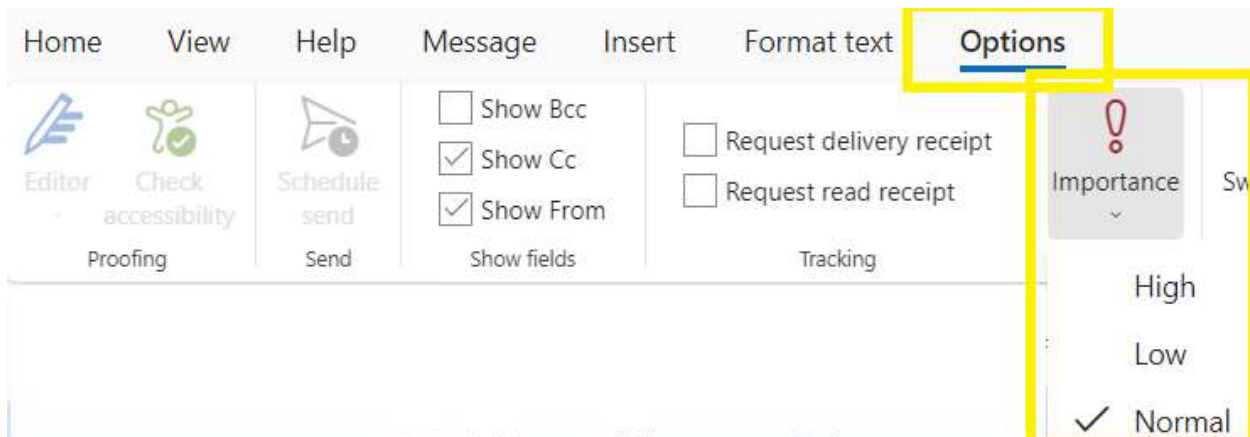
Read/Delivery Receipts are found under the options tab, when composing a new email:

Check the appropriate box to enable desired function for the email you are composing



## High Importance

This setting is found when composing an email, under 'Options' on the ribbon



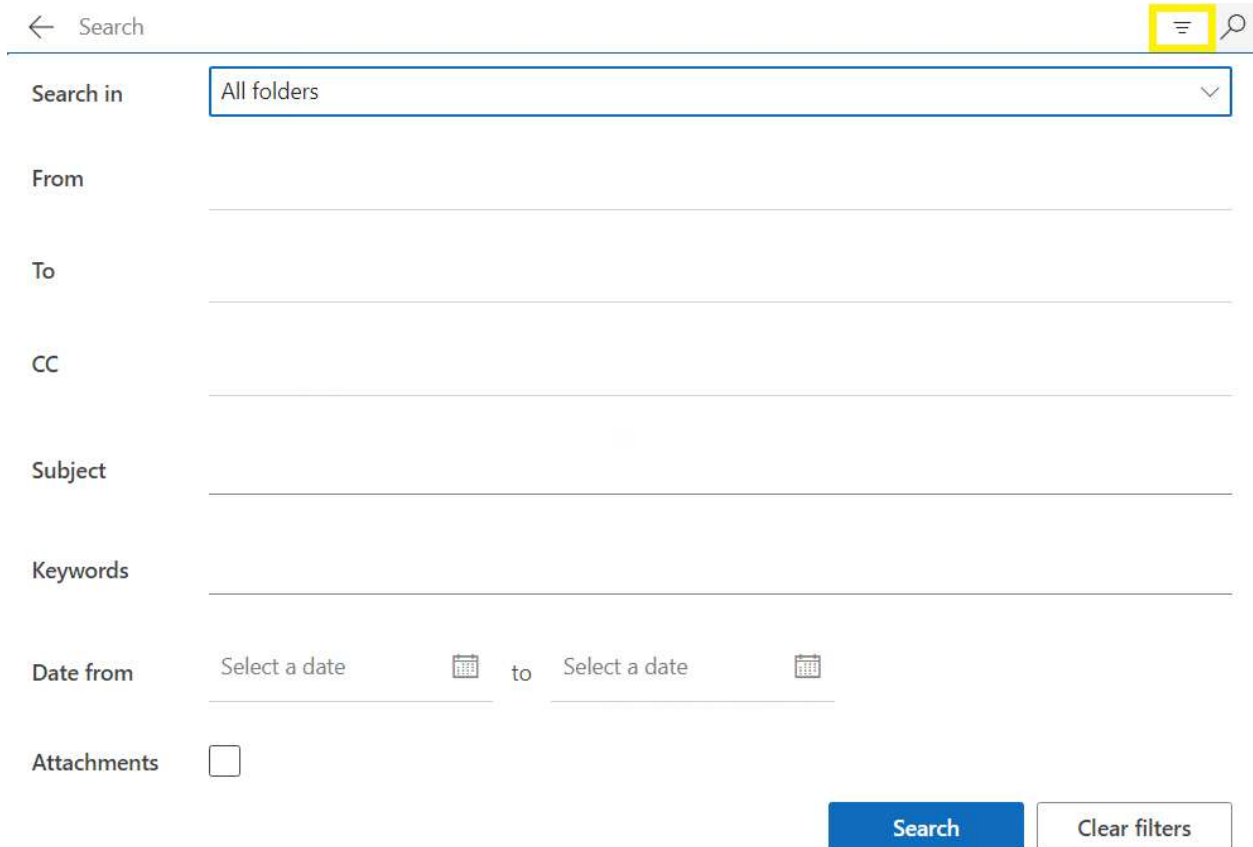
## Searching Email

Searching email remains relatively the same

There is a search box at the top of Outlook, which provides a dropdown on the lefthand side to choose which folder to search



You can also do an advanced search by using the filter button at the right of the search bar

A screenshot of the Outlook advanced search filter panel. The panel is titled 'Search' and has a filter button highlighted with a yellow box. Below the title, there are several filter categories: 'Search in' (a dropdown menu showing 'All folders'), 'From', 'To', 'CC', 'Subject', 'Keywords', 'Date from' (with 'Select a date' and a calendar icon), 'to' (with 'Select a date' and a calendar icon), and 'Attachments' (with a checkbox). At the bottom right, there are two buttons: 'Search' and 'Clear filters'.

## Flagging Email

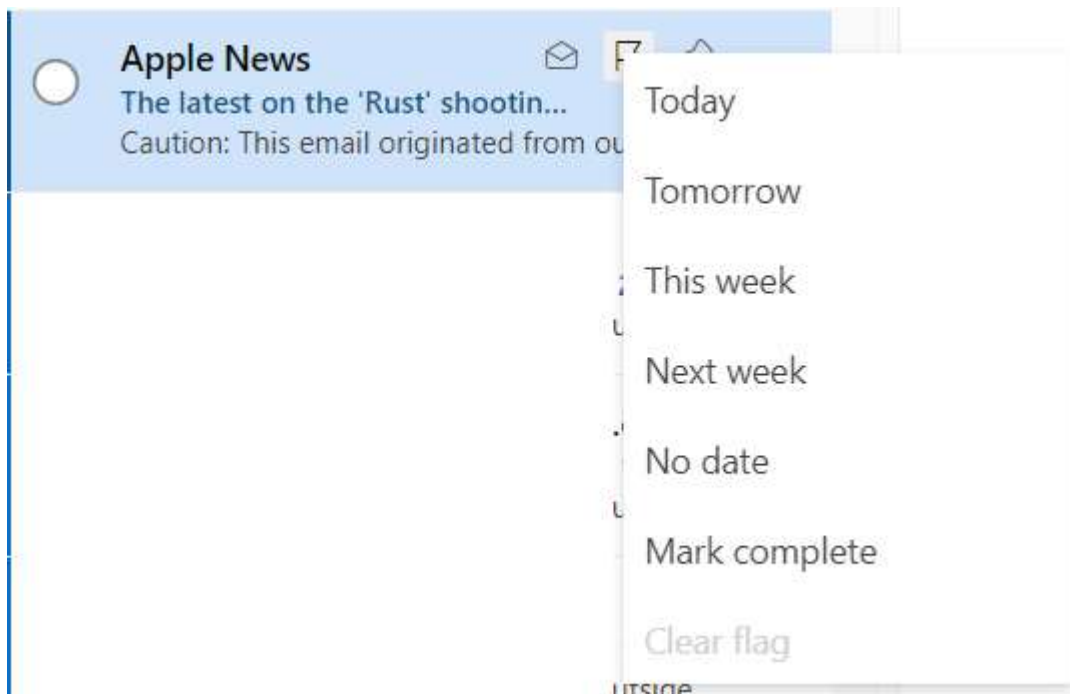
Emails give an option to flag when hovering over:



Clicking this will flag the email

If you want to get more in depth with your flags, you can **Right-Click**

This will give you additional flagging options:

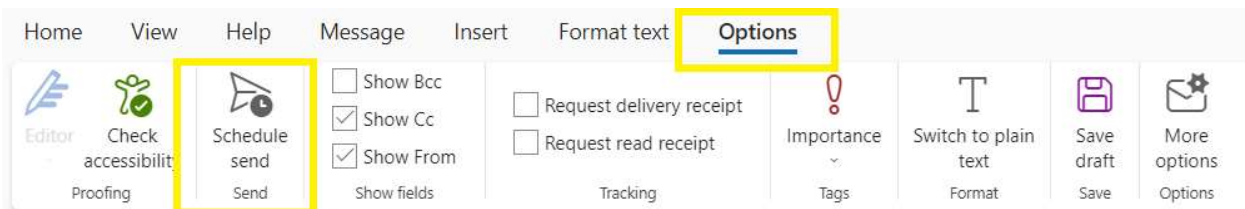


## Delay Sending/Scheduling an Email

You will find the option to schedule an email for delivery under the options tab on the ribbon when composing a new email.

Please note, you will need to compose this email, add a subject and recipient before this option 'unlocks'

You would use this option instead of the normal 'send' at the top of your email to schedule a delivery:



**Schedule send** ×

Tomorrow morning Sat 8:00 AM

Sunday morning Sun 8:00 AM

Custom time

Send Cancel

Choosing the 'Custom time' option, allows you to schedule beyond the recommendations

**Set custom date and time** ← ×

January 2023 ↑ ↓ 📅 1/20/2023

S M T W T F S 🕒 8:00 AM ▼

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

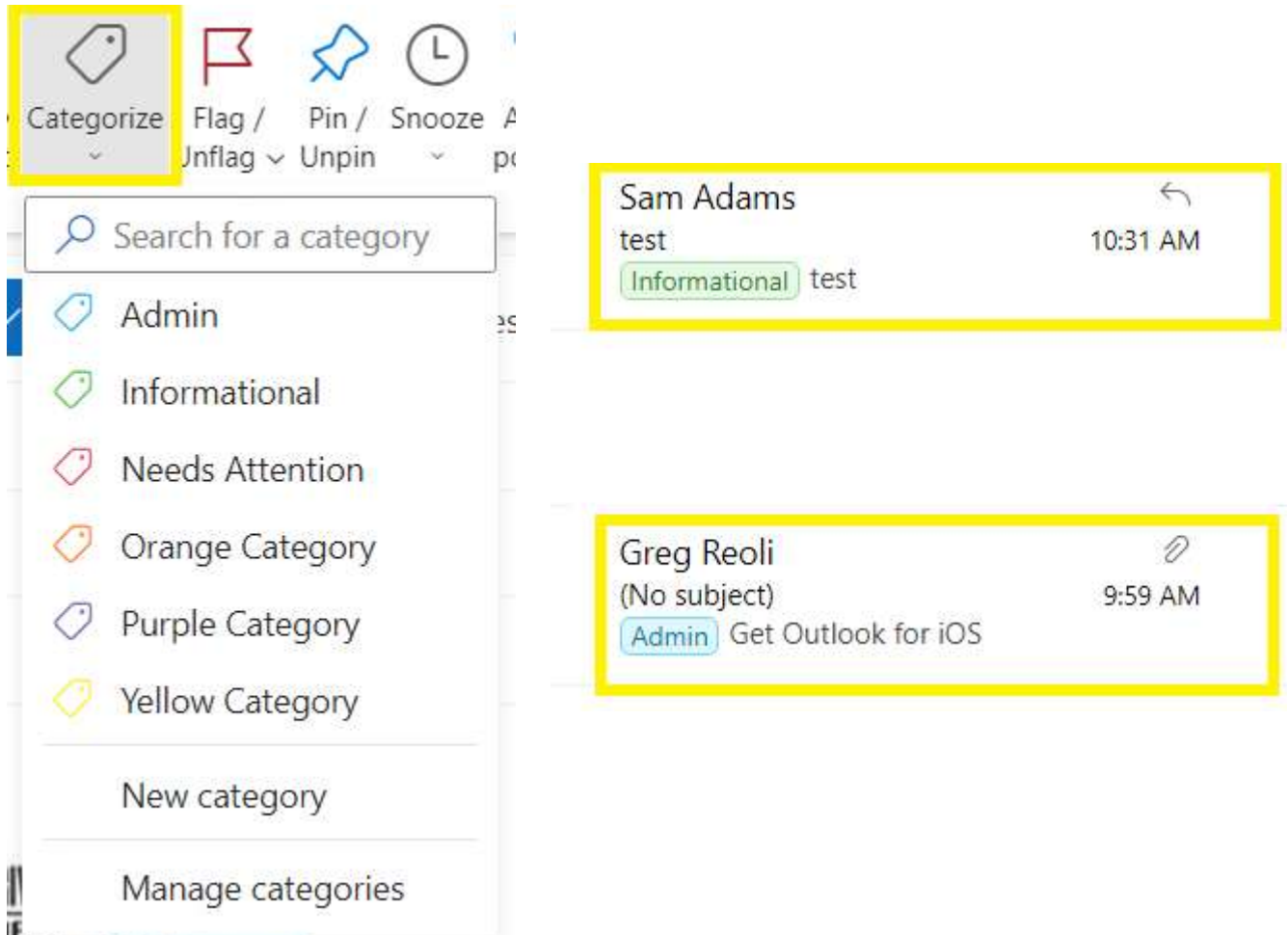
Send Cancel



## Color Coding/Categorize

In Outlook, on the top ribbon (HOME) there is a 'Categorize' option

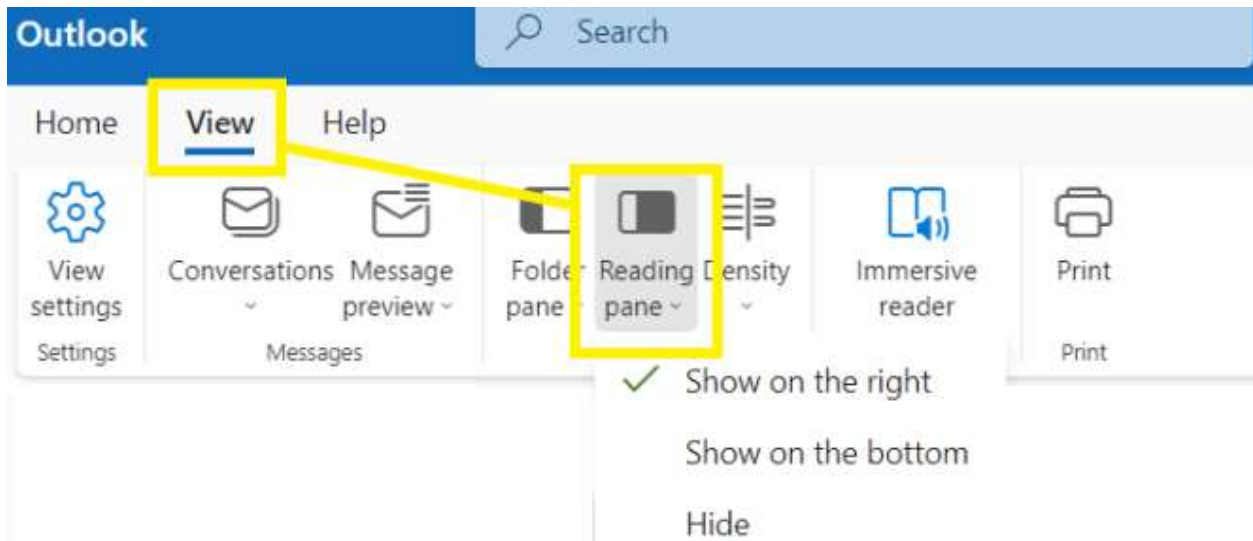
This will set colors to your emails > you can go to 'manage categories' to rename the tags, or even add new categories if you utilize all the available colors.



## Preview Pane (Reading Pane)

Under 'View' settings in the Outlook ribbon, there is a reading pane option

This setting will allow you to hide, show preview to the right, or show preview at the bottom depending on your preferred configuration



## Task Pane / To Do

Task Pane can be used in various ways

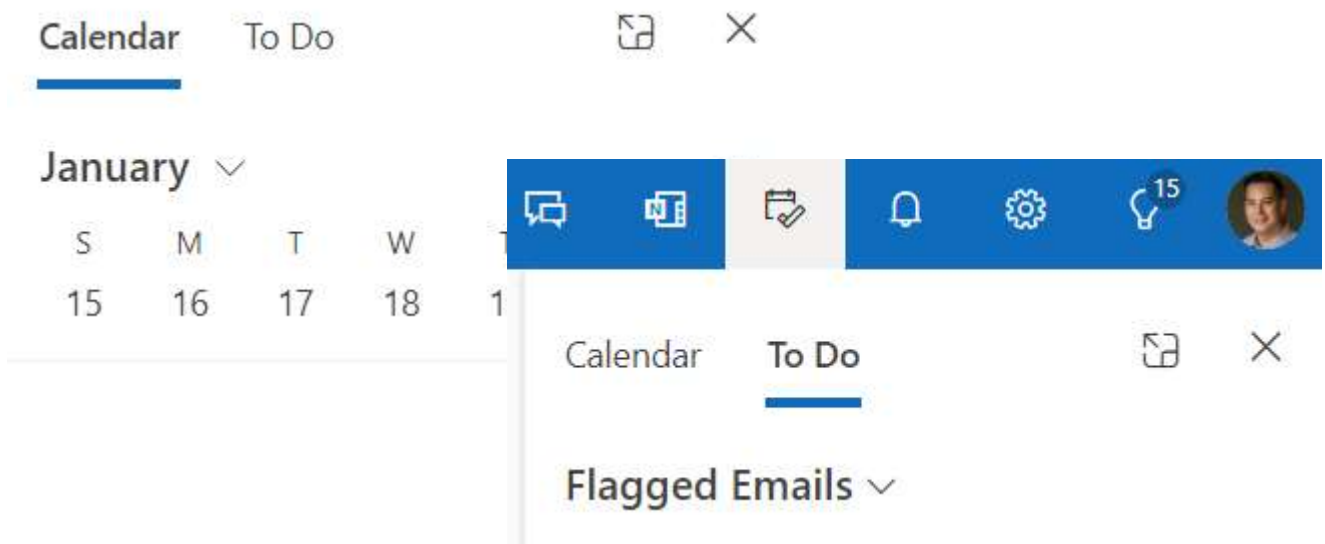
You can use it to display your calendar, tasks you created, flagged emails, and more



This will add your calendar to the right hand side by default,

But you can switch it over to 'To Do'

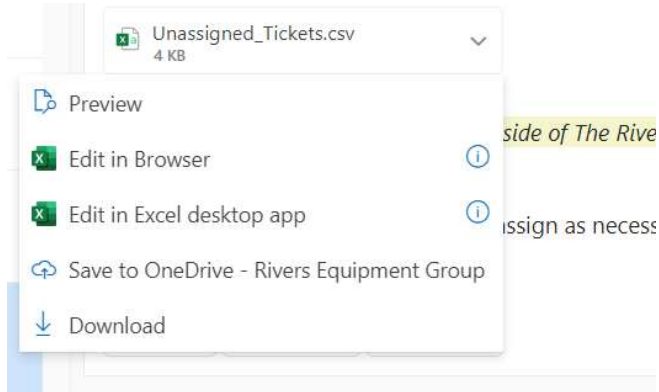
For further information on setting up this view for 'Flagged Emails' please check out the KBA we have in KACE: [KB:00079](#)



## Saving Email Attachments

Select the email with the attachment to open it

You will see a few options here, depending on file type

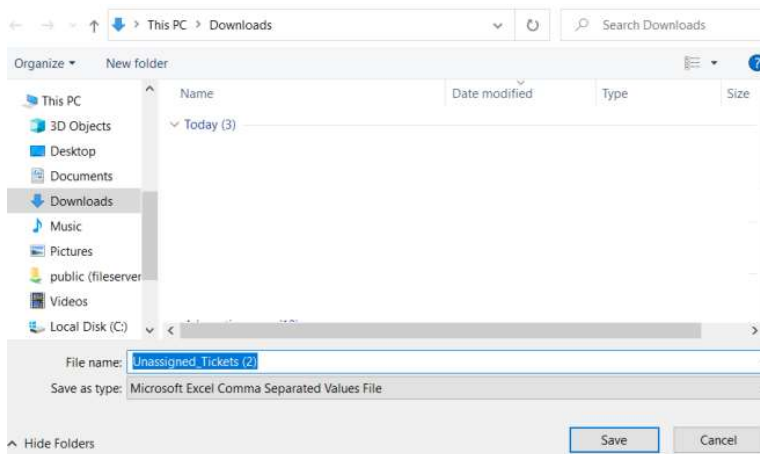


You can either save to your OneDrive – which will place it in your OneDrive under the Attachments folder

OR

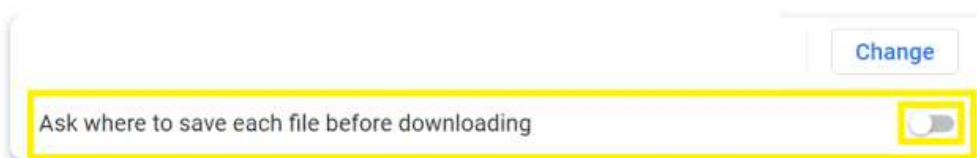
You can hit ‘download’

This should prompt you for save location:



If it does not give you this window when saving, you need to navigate to Google Chrome’s download settings (chrome://settings/downloads) and toggle ON ‘Ask where to save each file before downloading’

### Downloads



## Managing your Mail Signature

Managing your signature can be done in two ways

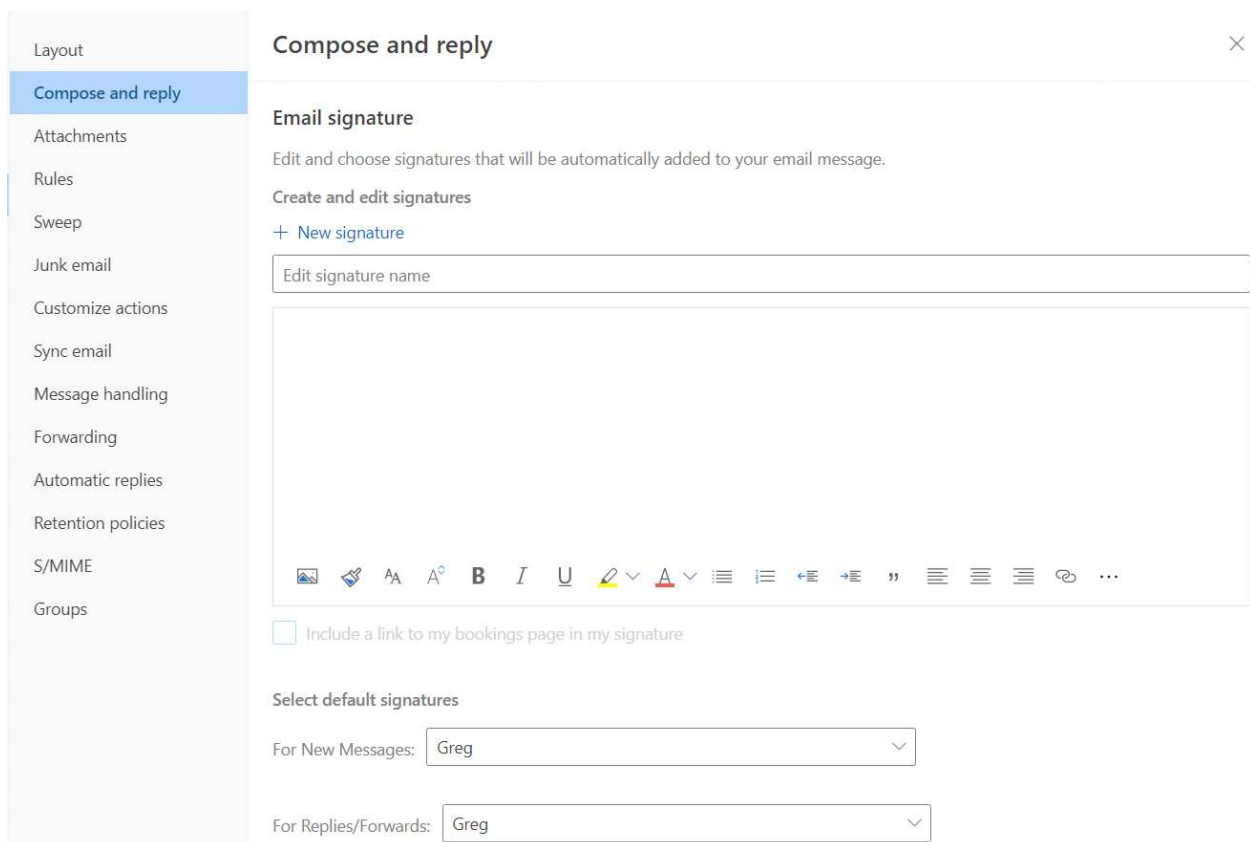
Method 1:

When compiling a new email, there is a Signature option under the 'Message' tab



Hit this option, and select 'Signatures...'

This will take you to a screen where you can add a new signature, or set default signatures for new messages and Replies/Forwards

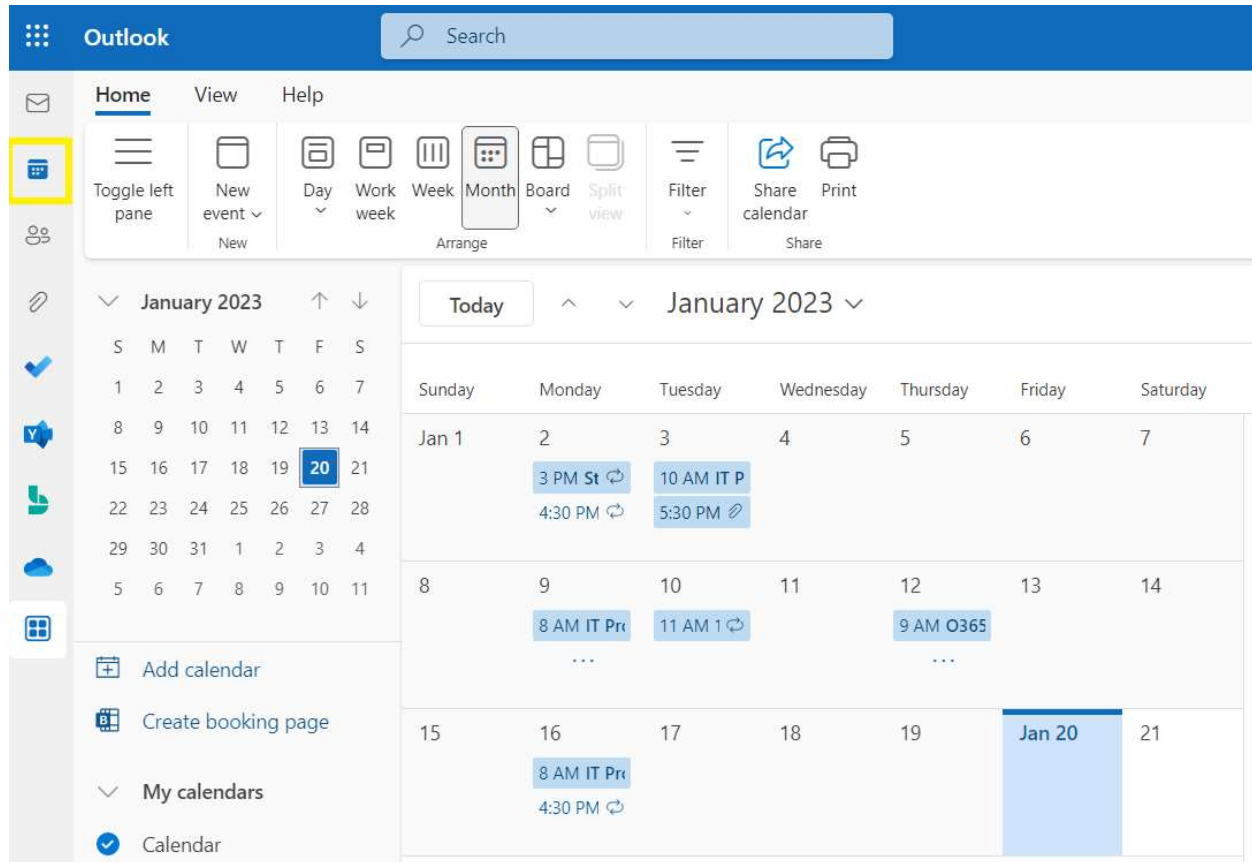


Method 2: Navigate to '[View all Outlook settings](#)' > Compose and Reply

## Calendar Usage

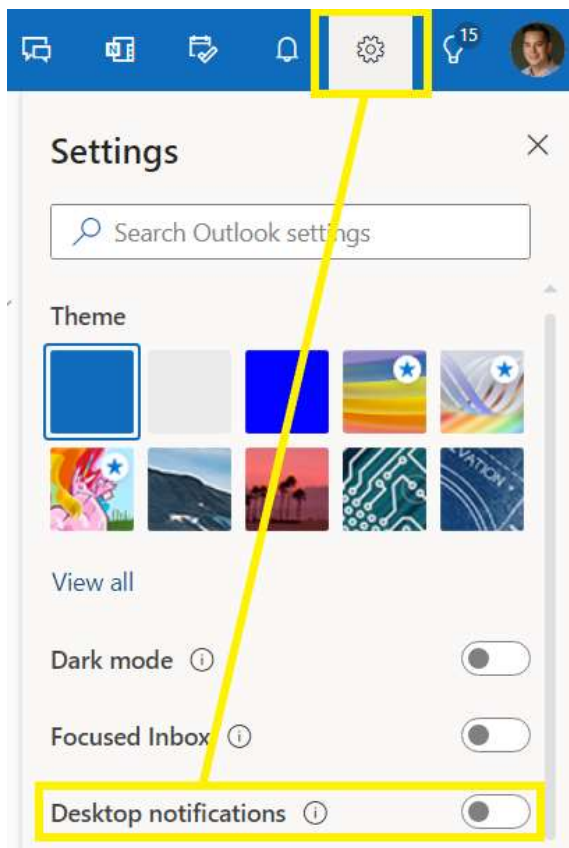
On the lefthand side, the calendar option is under mail

Once you are in your calendar, at the top you will see additional customization options

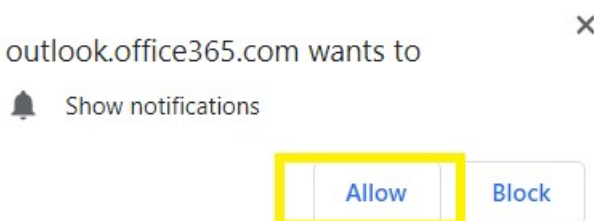


## Enabling Desktop Notifications

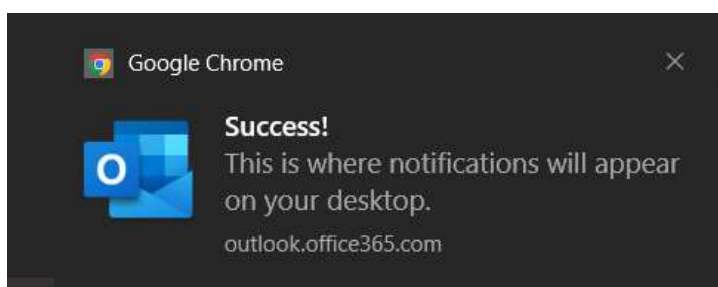
To enable notifications > navigate to the settings cog wheel in the top right of outlook



Select 'Allow' on the popup



You will get an example notification popup as confirmation this is now enabled:



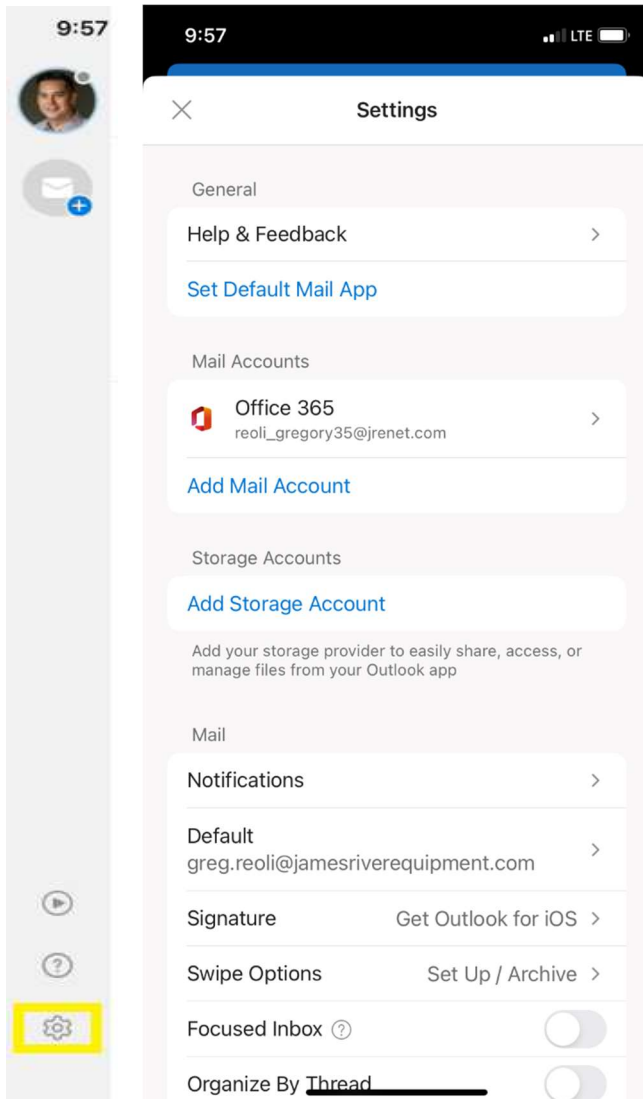
## Outlook **Mobile** Tips

The majority of customization will be done from within the outlook app

To navigate to settings, click on your profile image in the top left of the outlook app:



At the bottom of the window that pops up, there is a settings cog wheel, select this (highlighted below lefthand side)



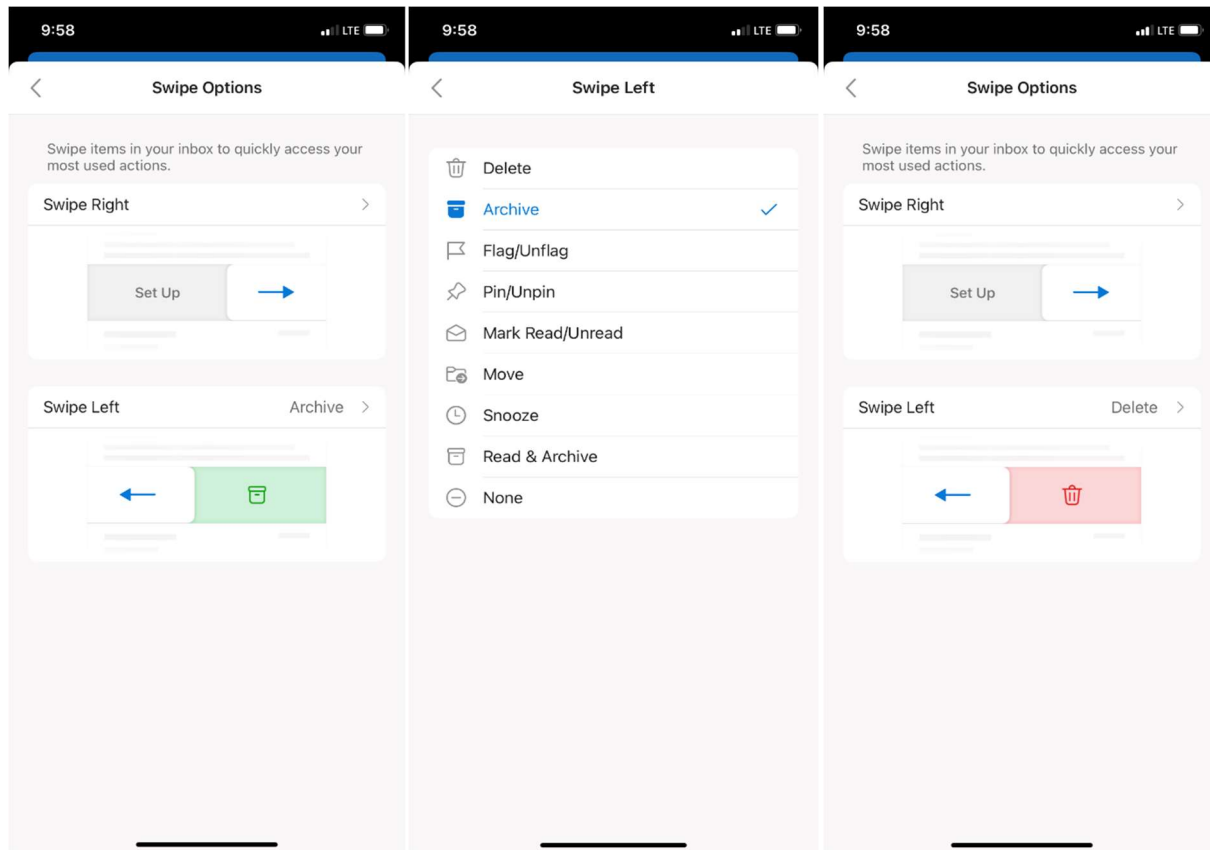
Here you can edit signatures, swipe options, notifications, etc.

One of the most common questions we get is how to change swipe options.



Outlook defaults to archiving on swipe left. If you were using iOS Mail, you are likely use to this function being 'delete'

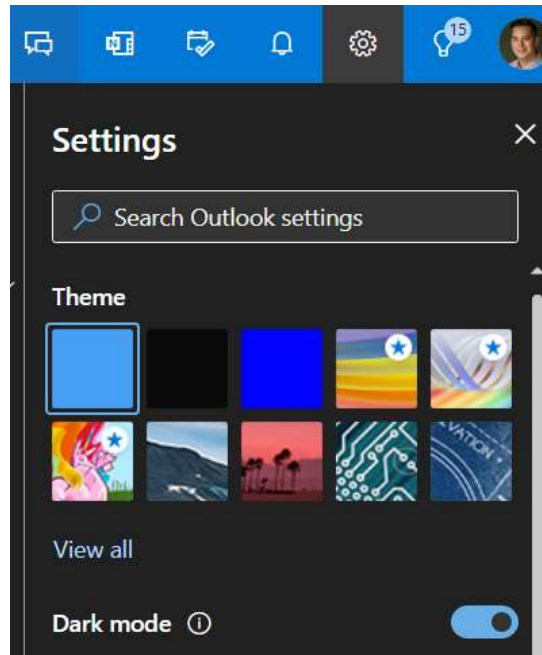
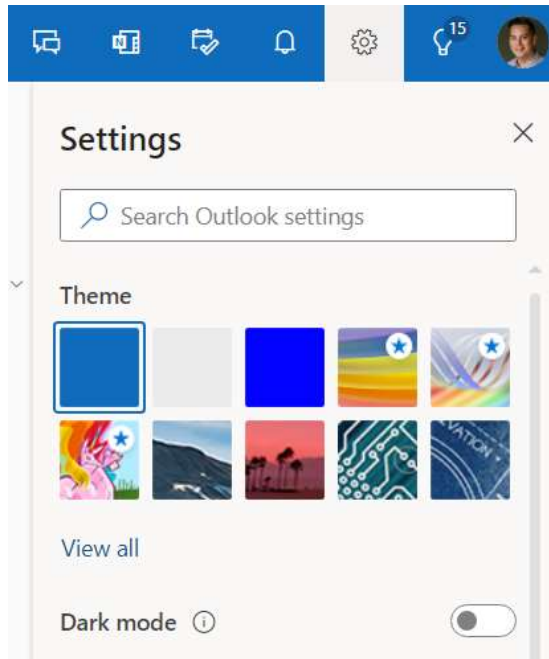
Below is how to change it to that functionality:



## Dark Mode

To enable Dark Mode > hit the settings cog wheel in the top right

Toggle 'Dark Mode' on



## View All Outlook Settings

Navigate to the settings cog wheel in the top right of outlook, advanced settings option is at the bottom:

