



# Using Microsoft Outlook 2003

by  
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# Introduction

Type of e-mail users.

1. Home users: need Internet, e-mail, and newsgroup.
2. Business users: need more e-mail functionality and  
  
tight integration between tools for information management and collaboration.



# Introduction (cont.....)

## Outlook Express:

- Suitable for Home users.
- Included with Microsoft Internet Explorer.
- Free with all Microsoft Operating Systems.
- Built on open Internet standards.
- Used with SMTP, POP3, IMAP
- Provides full support for LDAP, MHTML, HTML, S/MIME, and NNTP



# Introduction (cont.....)

## Outlook:

- Suitable for Business users.
- Powerful Inbox rules to filter and organize e-mails.
- Multiple e-mail accounts.
- Personal and Group Calendars.
- Contacts and Tasks.
- Designed for use with Internet (SMTP, POP3, and IMAP4), Exchange or any other communication system that support MAPI, including voice mail.



## Introduction (cont.....)

- Supports LDAP, MHTML, HTML, NNTP, MIME, and S/MIME, vCalendar, vCard, iCalendar.
- Supports easy migration from Microsoft Mail, Microsoft Schedule+ 1.0, Microsoft Schedule+ 7.0, Lotus Organizer, NetManage ECCO, Starfish SideKick, Symantec AC.
- Support for Synchronization with all leading Personal Digital Assistants (PDAs) such as 3 Com Pam Pilot.



# Introduction (continue.....)

## Outlook with Exchange Server:

- Workgroup information sharing and workflow communications.
- Group Scheduling.
- Public Folders and Forms.



# Understanding the basics (cont.....)

Information required to configure Outlook:

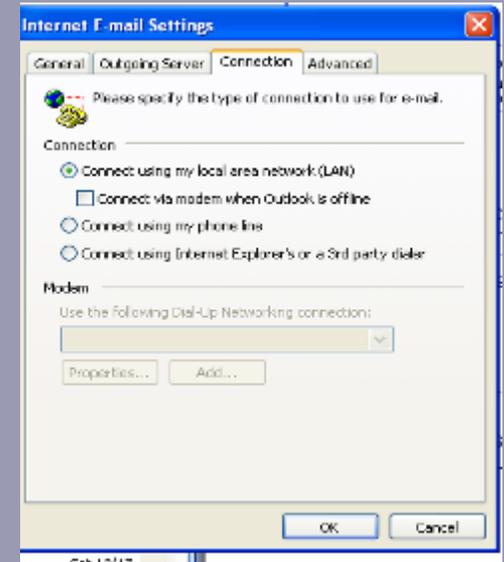
- Type of account (Exchange Server, POP3, IMAP, HTTP).
- Name of incoming and outgoing servers.
- User name.
- User e-mail address.
- User password.



# Understanding the basics (cont.....)

How to connect your e-mail server:

1. Over Phone lines
2. Through LAN
3. Using another dialing program





# Understanding the basics (cont.....)

Outlook e-mail Profiles contains :

1. What e-mail account information to use.

- User name
- Display name
- E-mail server name
- Account password

2. Where the data is delivered and stored.

- On e-mail server
- In a .pst file on your computer





# Understanding the basics (e-mail Profile)

Scenario to use multiple e-mail profiles:

1. You want to keep your work data separate from your personal data.
2. You are using a shared computer.
3. You have multiple Exchange Server e-mail accounts.

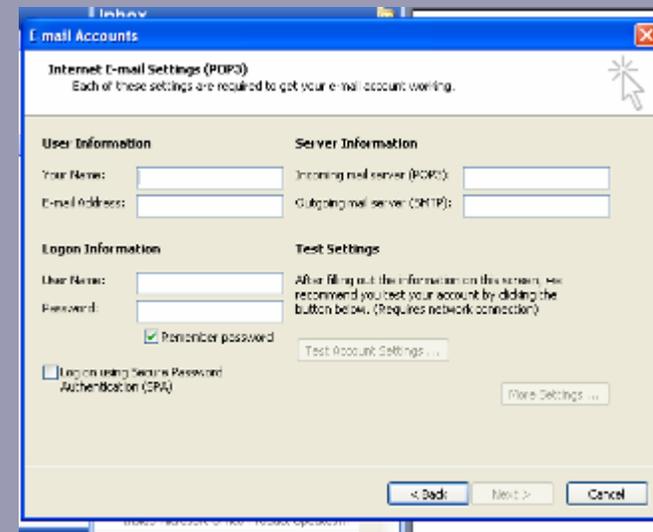




# Setting e-mail account in Outlook

Add an e-mail account:

1. On the "Tools" menu, click "E-mail Accounts".
2. Select "Add a new e-mail account", and then click "Next".
3. Select the e-mail server type (Microsoft Exchange Server, POP3, IMAP, HTTP, additional server type) used for your account, and then click "Next".
4. In the appropriate boxes, type the required information, and then click "Next".

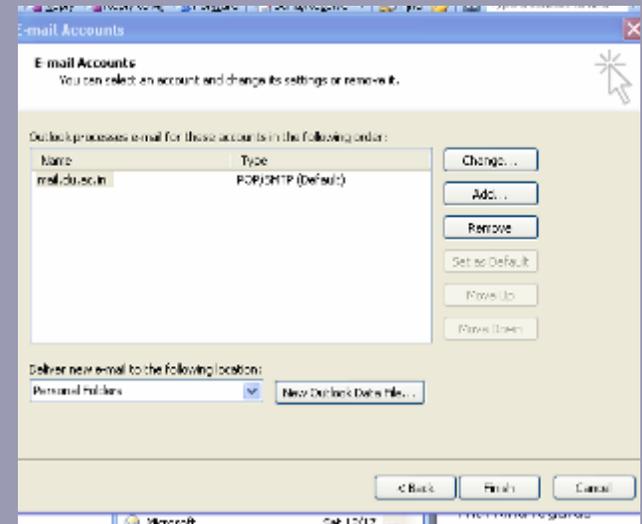




# Managing Personal Folder files (.pst)

Determine whether the default delivery location is a .pst file:

- On the Tools menu, click E-mail Accounts.
- Click View or change existing e-mail accounts, and then click Next.
- Under Deliver new e-mail to the following location, verify the default delivery location that is listed.

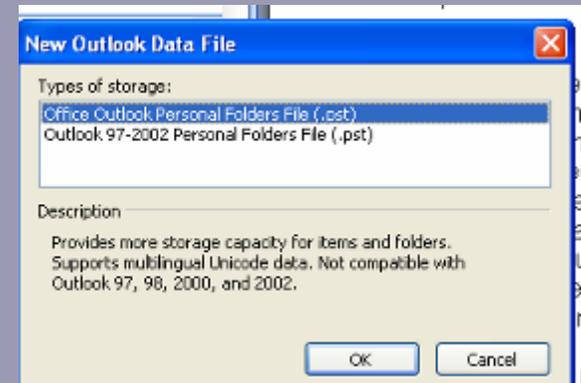




# Managing Personal Folder files (.pst) (cont...)

## Creating a new data file (.pst)

1. On the "File" menu, point to "New", and then click "Outlook Data File".
2. Select "Office Outlook Personal Folders File (.pst)", and then click "OK"
3. In the "File name" box, type a name for the file, select the location, and then click "OK".
4. In the "Name" box, type a display name for the .pst folder, and then click "OK".





# Managing Personal Folder files (.pst) (cont...)

Changing Password of .pst file:

1. Click "Data File Management" in "File" menu.
2. Select your .pst file and click "Settings".
3. Change your Password, and click "OK"



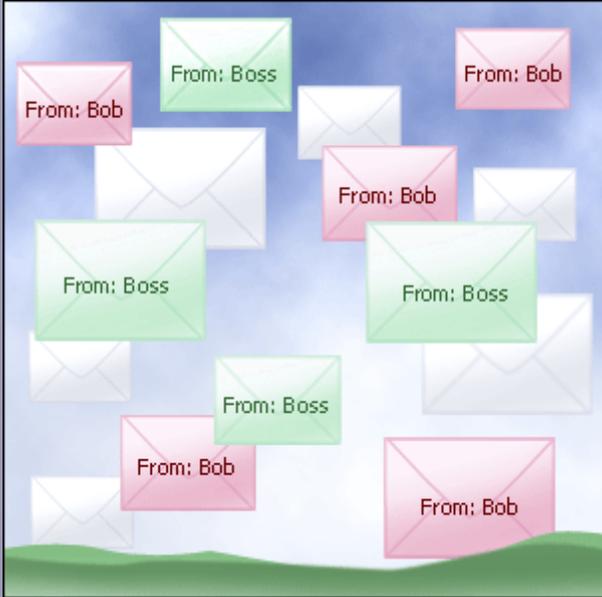


# Inbox Management

- Use colors to make specific messages stand out.
- Easily locate messages by changing the way they are arranged.
- Use flags to set your own priorities for how and when to follow up on messages.
- Organize messages into actual groups and virtual groups by using folders and Search Folders.
- Get easy access to the folders you use most often by adding them to the Favorite Folders pane.



# Inbox Management (cont....)



See messages from your boss in one color and messages from your friend in another.

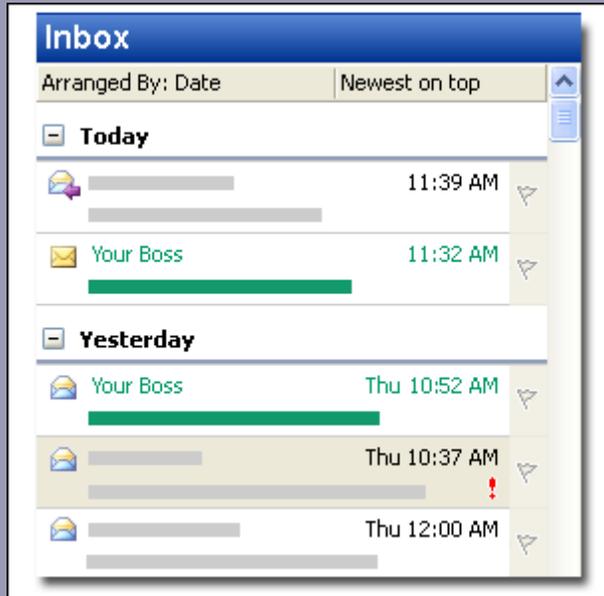
Color code with automatic formatting:

Whether you keep a lot of e-mail around or only a few messages, you can use colors to help clarify what's there.

You can use the Automatic Formatting feature to instantly organize your e-mail with color.



# Inbox Management (cont....)



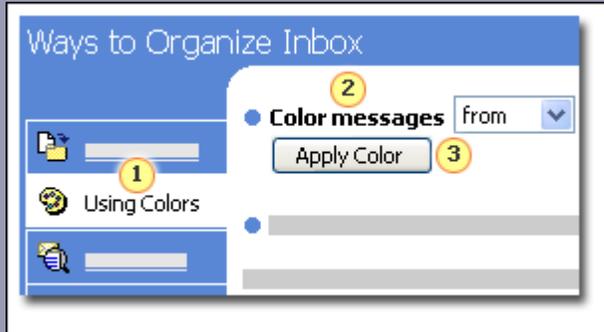
Color code messages:

Use Automatic Formatting to make certain messages stand out with color.

Even if you have thousands of messages in your Inbox, the green ones will catch your attention.



# Inbox Management (cont....)



To color code messages, use the Organize pane.

Use Organize for color coding:

Once you select a message and click the **Organize** command on the **Tools** menu, you're just a few quick steps away from color-coded messages.

1. Click **Using Colors**.
2. Set up the rule for color coding.
3. Click **Apply Color**.



# Inbox Management (cont....)

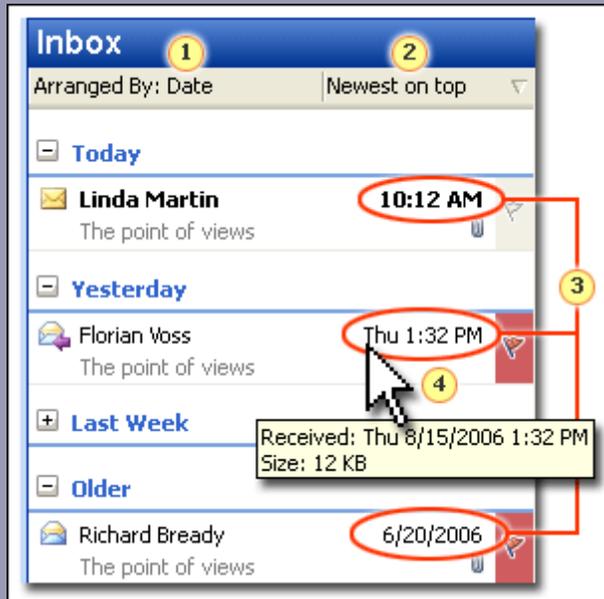


Find it fast with arrangements

You may be able to spot the message you're looking for more quickly by changing the way messages are arranged.



# Inbox Management (cont....)



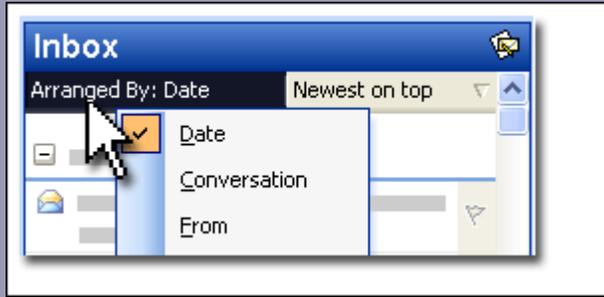
By default, Outlook shows messages grouped and sorted by date.

1. The type of arrangement.
2. How messages are ordered. Here the newest messages are on top.
3. Outlook displays only relevant date information.
4. To see the full date, position the pointer over the displayed date.

In messages grouped by date, one thing you'll always be able to see is the sender's name.



# Inbox Management (cont....)



The **Arranged By** shortcut menu

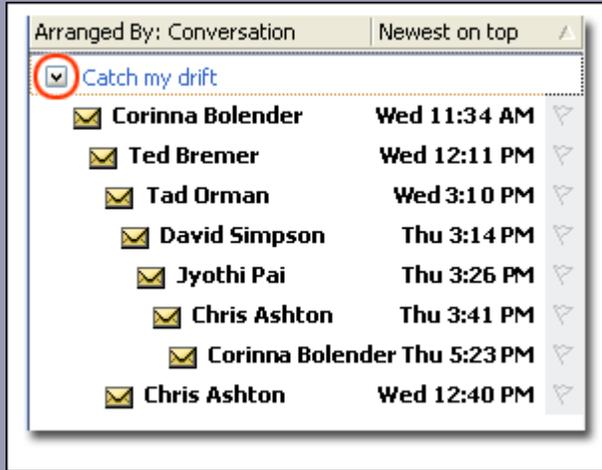
Quickly change arrangements:

You can also arrange messages other ways: by size, by who they're from, or by subject (to name just a few).

To quickly change from one arrangement to another, you would click **Arranged By** and select the choice that suits you.



# Inbox Management (cont....)



Arrange by conversation topic:

When you arrange messages by conversation topic, only unread messages are displayed.

At first, you'll see only the bits of the conversation that you haven't yet read.

To see all the messages, click the arrow next to the conversation title (circled in the picture).



# Inbox Management (cont....)

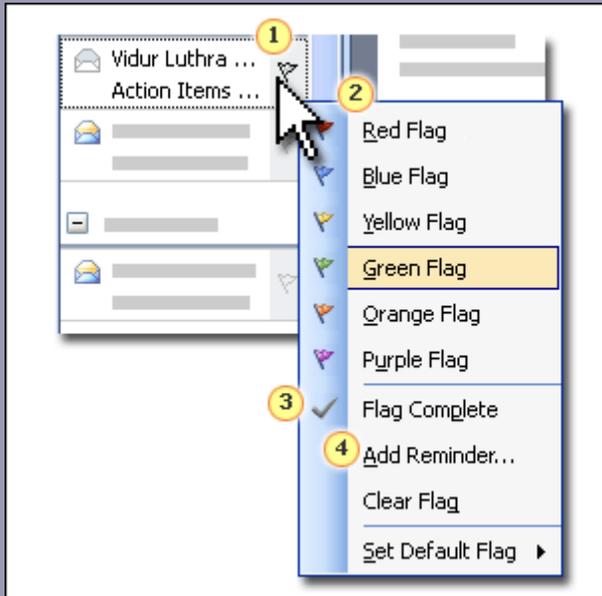


Use flags to follow up:

You can use flags to prioritize your messages and follow up.



# Inbox Management (cont....)



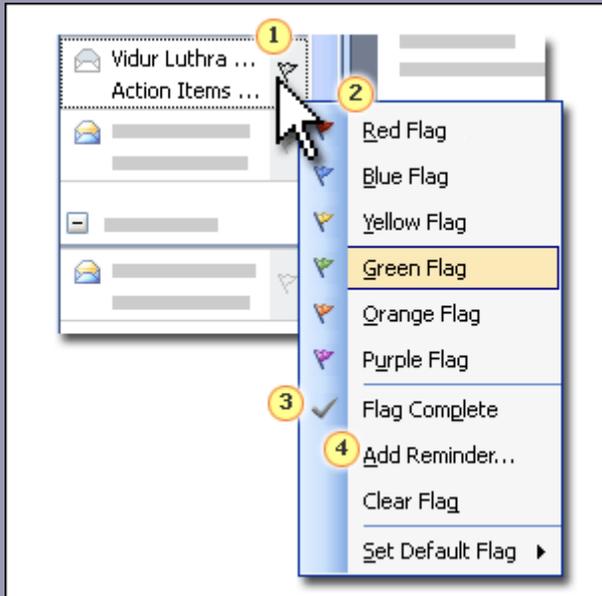
## Flag it!

You can flag messages right from your Inbox.

1. The Flag Status column. Right-click here to add a flag.
2. You have six flag colors to choose from. The flags aren't labeled, so you decide what significance to assign a particular color.



# Inbox Management (cont....)



Flag it!

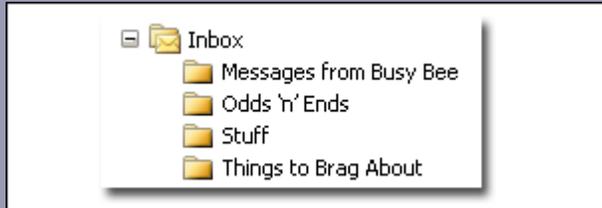
You can flag messages right from your Inbox.

3. When you've followed up, use the **Flag Complete** command to change the flag status.

4. Use **Add Reminder** to set a date and time for a reminder.



# Inbox Management (cont....)



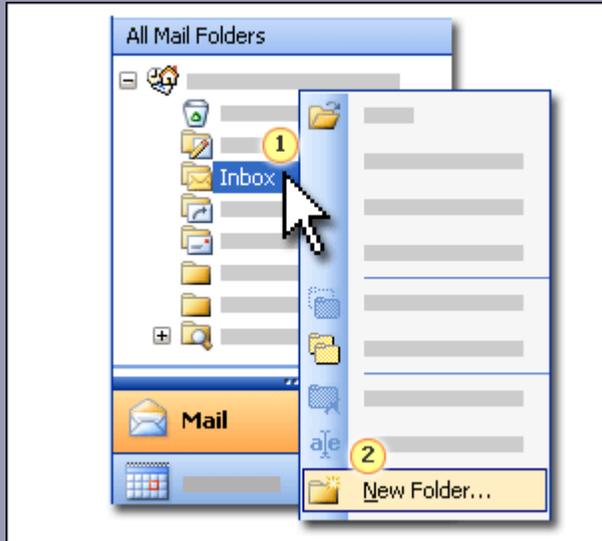
Use folders:

Folders can help you sort your messages into intuitive groups.

Folders can reflect your personal needs and interests.



# Inbox Management (cont....)



How to create a folder in your Inbox

- Right-click **Inbox**.
- Click **New Folder**.

Then, you would type the name of the new folder and click **OK**.



# Inbox Management (cont....)

## Creating Rules:

1. Right click the message.
2. Click "Create Rule.."
3. Create rule according to your need, and then click "OK".





# Junk e-mail Management



Junk e-mail, often called "spam," can be bothersome and even offensive.

Outlook 2003 includes powerful tools that will help you slice the spam and recapture your Inbox.



# Junk e-mail Management (cont....)



How the filter works:

Outlook treats a message as junk because of several factors, including the time it was sent, the sender, the names on its To line, and its content.



# Junk e-mail Management (cont...)



Where junk messages go:

If the filter deems a message to be junk, the message is moved to the Junk E-mail folder.

The Junk E-mail folder  
in the Navigation Pane



# Junk e-mail Management (cont.....)



The **Junk E-mail Options** dialog box

Controlling the Junk E-mail filter:

1. These options adjust the level of protection. Your choice here determines the filtering applied to incoming messages.
2. Use these tabs to view and modify the Safe Senders, Safe Recipients, and Blocked Senders lists.



# Junk e-mail Management (cont....)



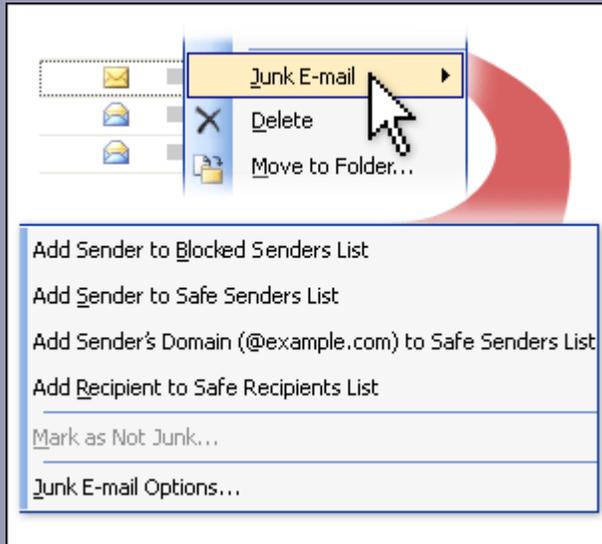
Safe or Blocked? You decide with lists:

Messages from or to people on your Safe lists are always allowed into your Inbox.

Messages from people on your Blocked Senders List are banished to the Junk E-mail folder.



# Junk e-mail Management (cont....)



## Safe and Block lists:

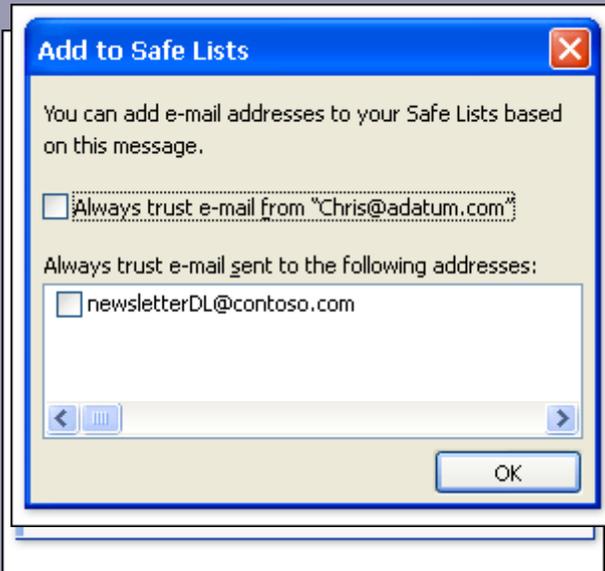
Your Safe and Blocked lists can evolve as you receive e-mail.

You can add names to these lists directly from messages in your Inbox.

1. Right-click the message.
2. Click **Junk E-mail**.
3. Choose from the commands on the shortcut menu.



# Junk e-mail Management (cont....)



If a message is addressed to more than one person and you click **Add Recipient to Safe Recipients List...**

...you'll see a dialog box similar to this one.

Use it to choose which addresses to add to your Safe lists.



# Junk e-mail Management (cont...)



Use a domain name in your Safe or Blocked lists:

A domain name in a Safe list allows all messages with that domain to pass directly to your Inbox.

The domain name is the part of an e-mail address after the @ sign.



# E-mail Security and Privacy Tips

1. Create Windows user accounts.
2. Use Microsoft Windows logon password.
3. Create Multiple Outlook profile.
4. Set a Password on your Personal Folder file (.pst).
5. Always use strong password.
6. Keep changing your e-mail account password periodically.
7. Configure your Junk E-mail filter setting according to your need.



# E-mail Security and Privacy Tips (cont...)

8. Keep your Junk e-mail filter updated.
9. Block images in HTML messages. By default Outlook is set to block automatic picture downloads. (Tools-Option-Security-Change Automatic Download Settings).
10. Turn off automatic processing of meeting requests and read and delivery receipts.
11. Be cautious about posting your e-mail address on public web sites.
12. Don't reply to spam.



# Thanks.

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