
Communicating with MS Outlook 2000

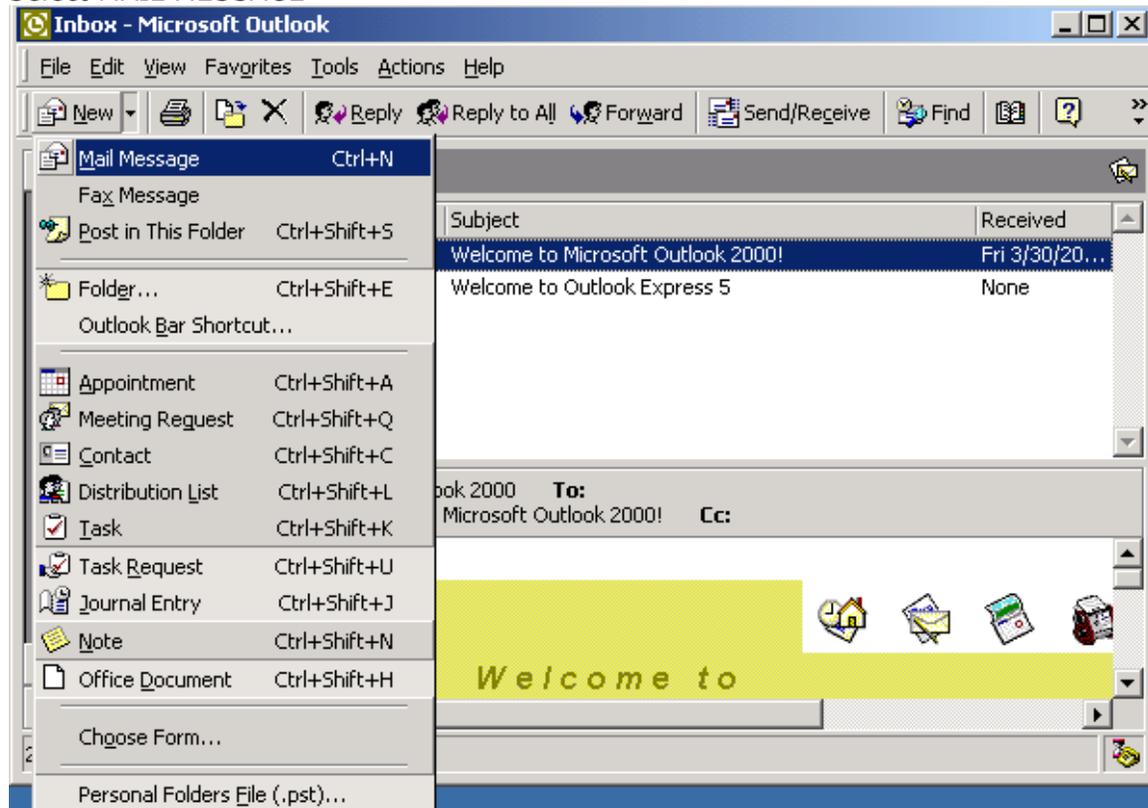
SENDING AND RECEIVING EMAIL MESSAGES

COMPOSING AND SENDING MESSAGES

CREATE A NEW MESSAGE

Select **NEW** from the Toolbar

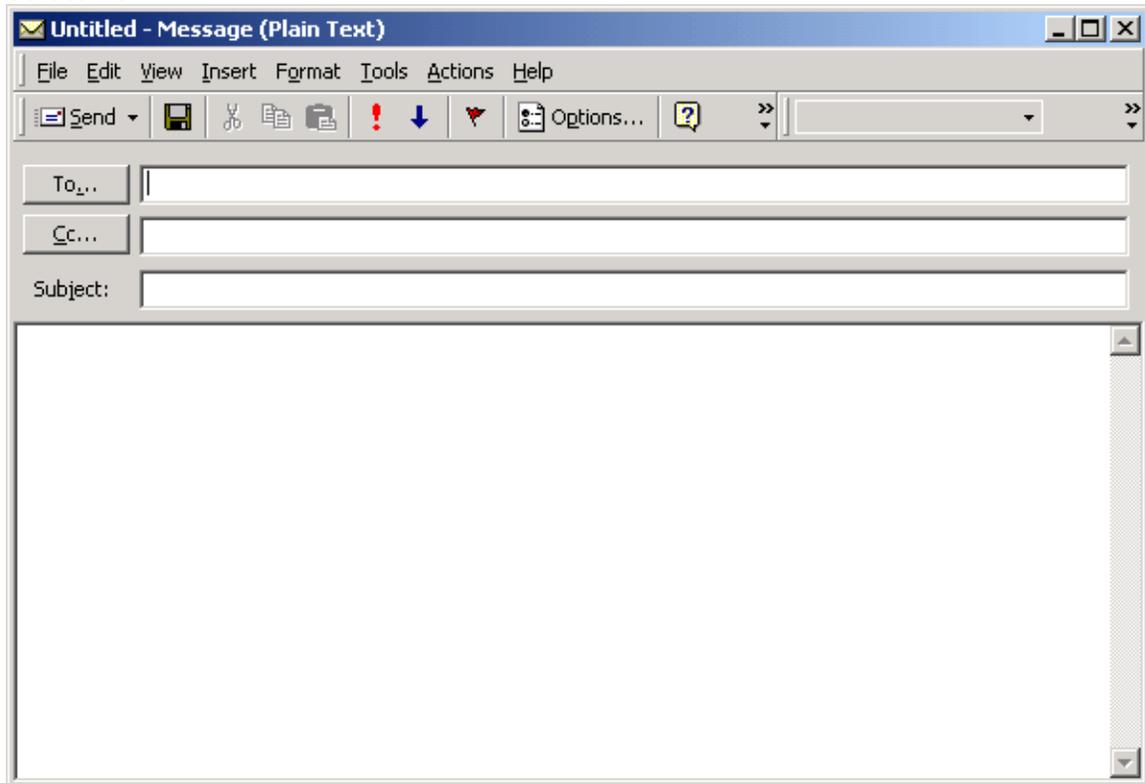
Select **MAIL MESSAGE**



THE COMPOSE MESSAGE WINDOW

Address the EMAIL

Select TO:

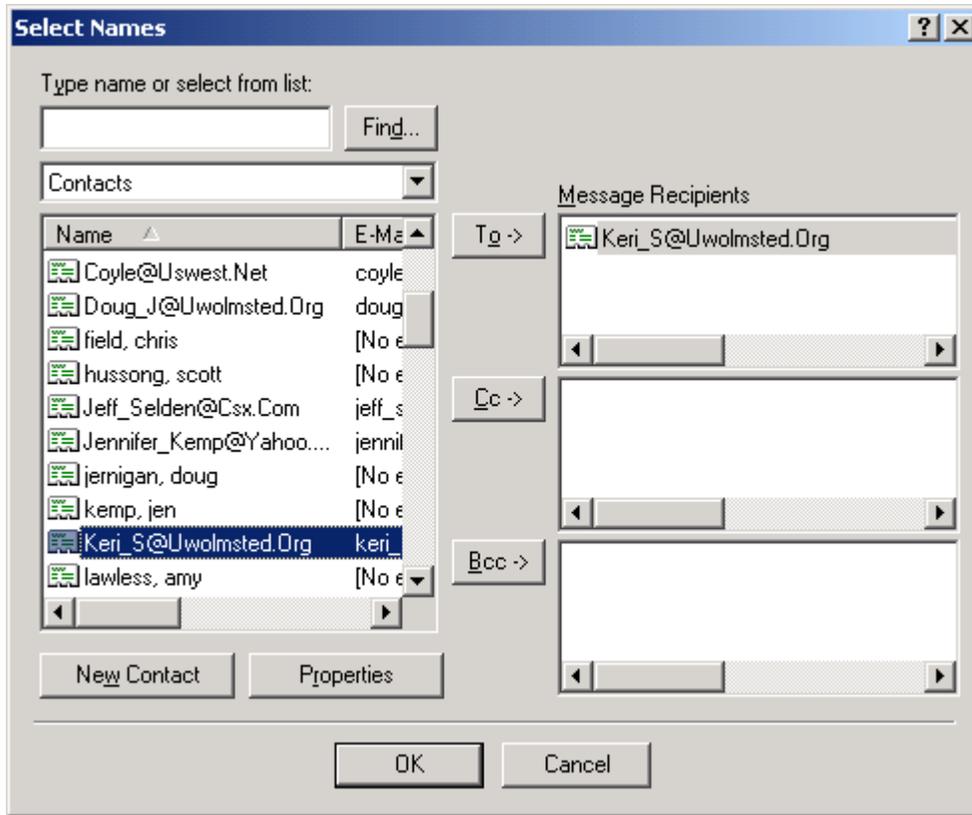


SELECT NAMES

Select the list you wish to use (e.g. CONTACTS)

Double click on the name, OR, Click on TO, CC, or BCC for each recipient

Select OK when you have selected recipients for TO, CC, and BCC



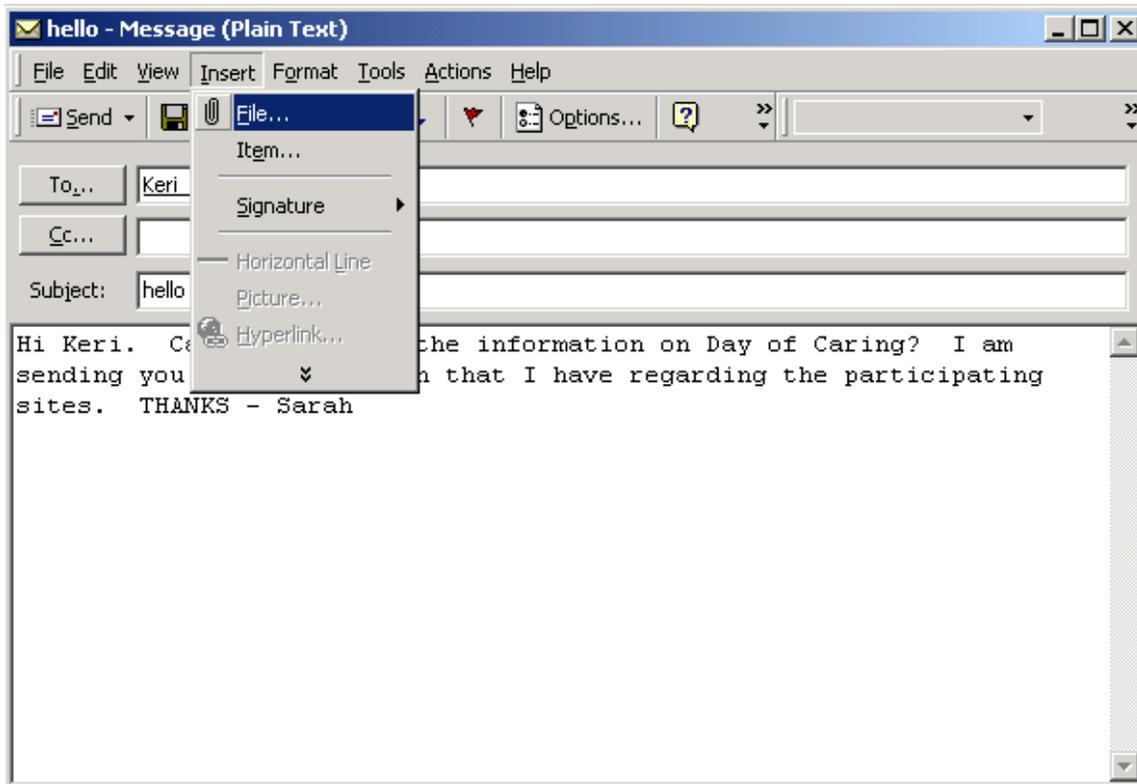
COMPOSE MESSAGE

Type message in the body portion of the window

ATTACH A FILE

Select *INSERT*

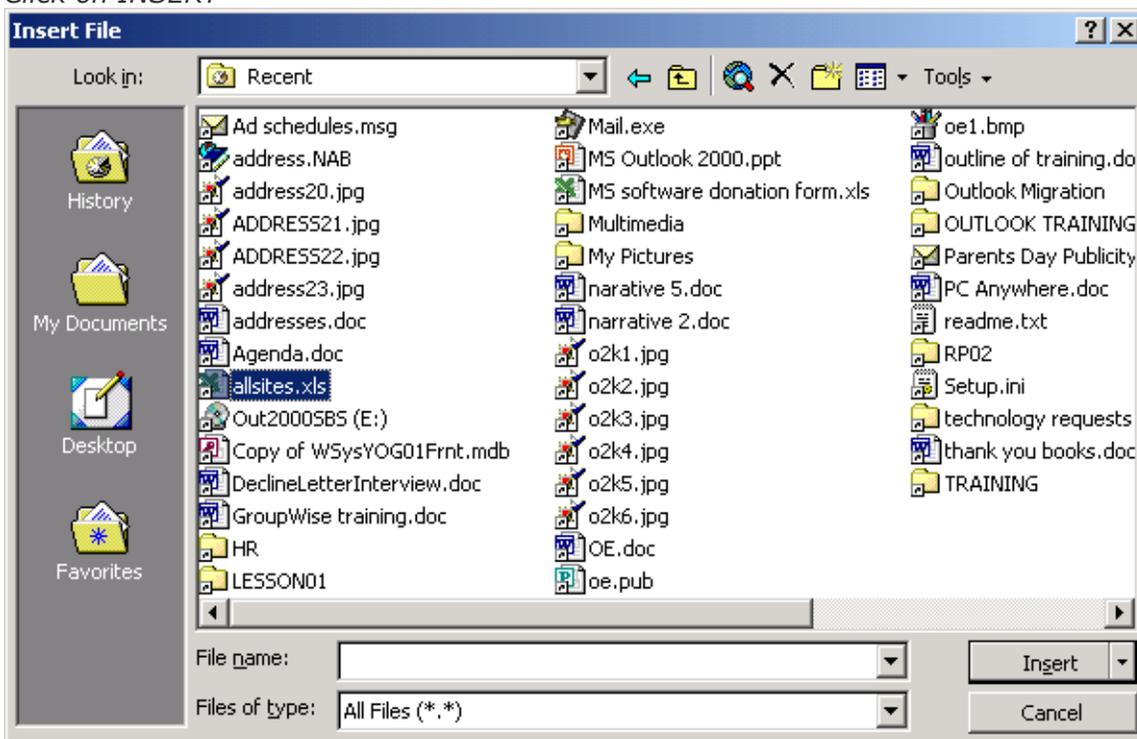
Select *FILE*



LOCATE FILE(S) YOU WISH TO INSERT

Select the file(s) you wish to insert

Click on INSERT

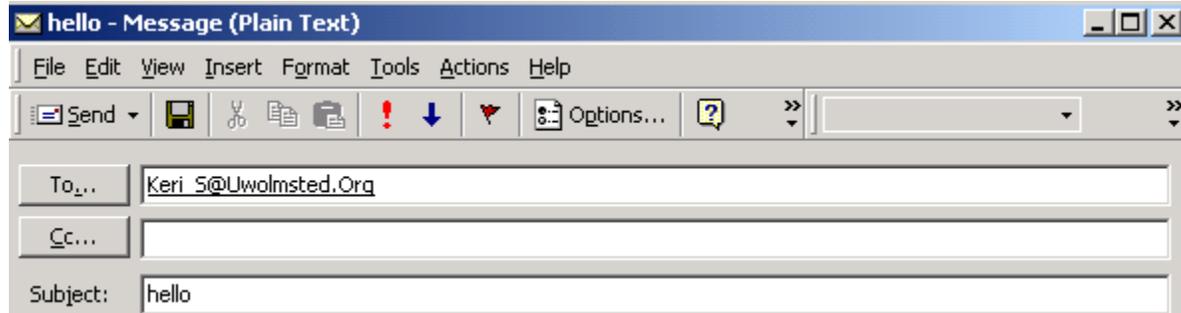


SETTING THE IMPORTANCE LEVEL

From the Standard toolbar, click either the **IMPORTANCE:HIGH**

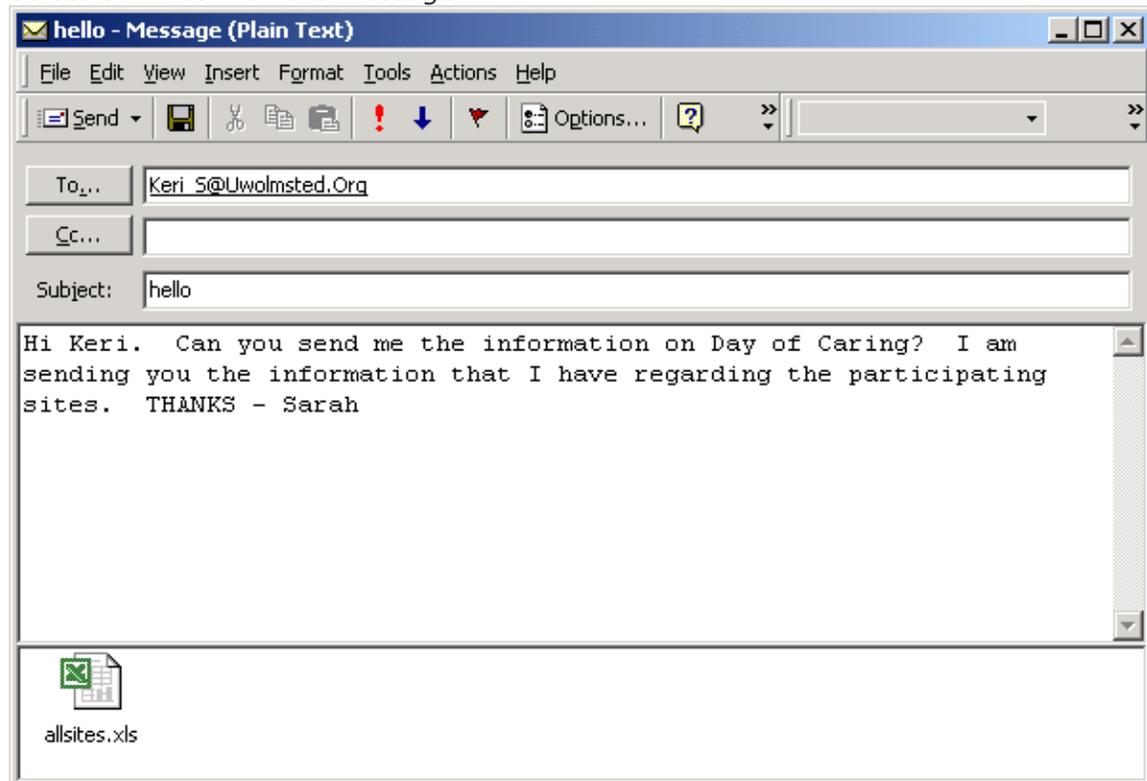


or the **IMPORTANCE:LOW**  buttons.



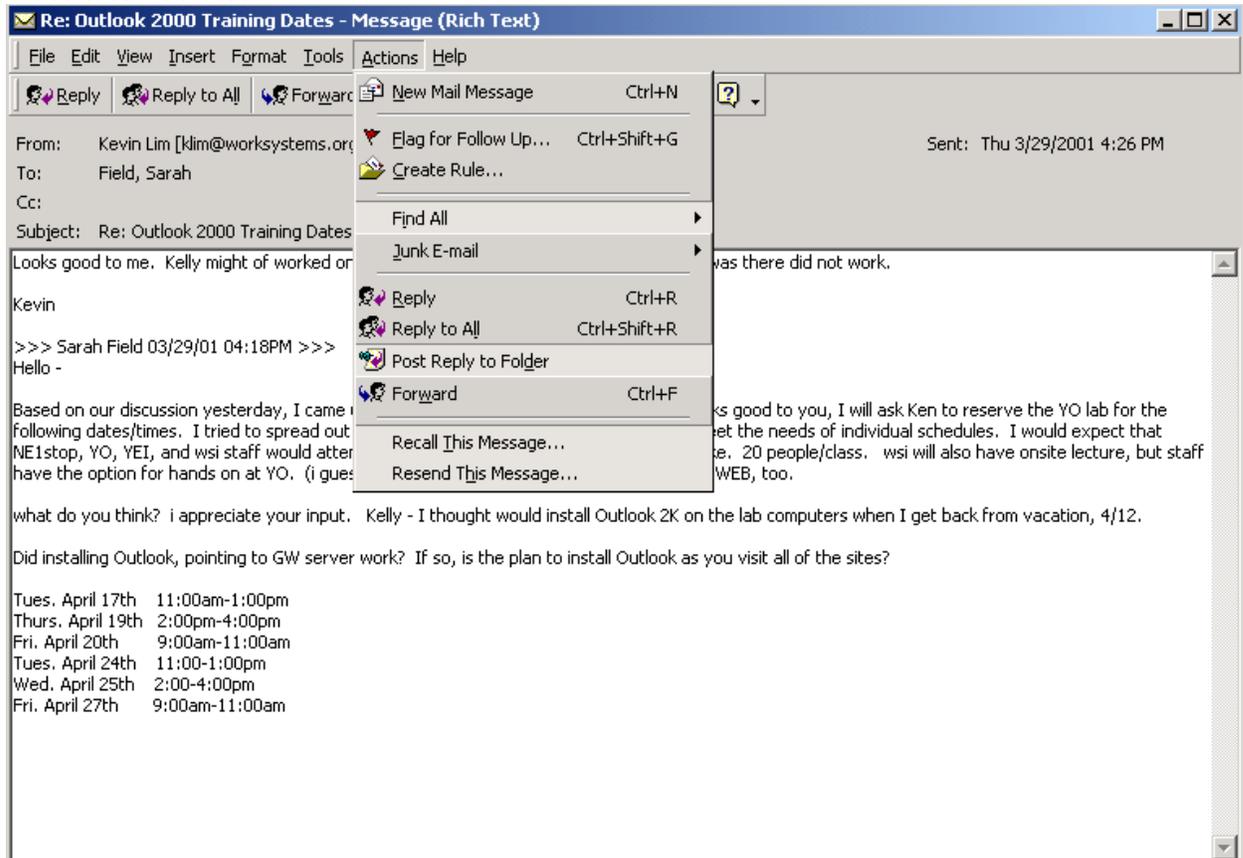
SEND MESSAGE WINDOW

Select **SEND** to mail the message



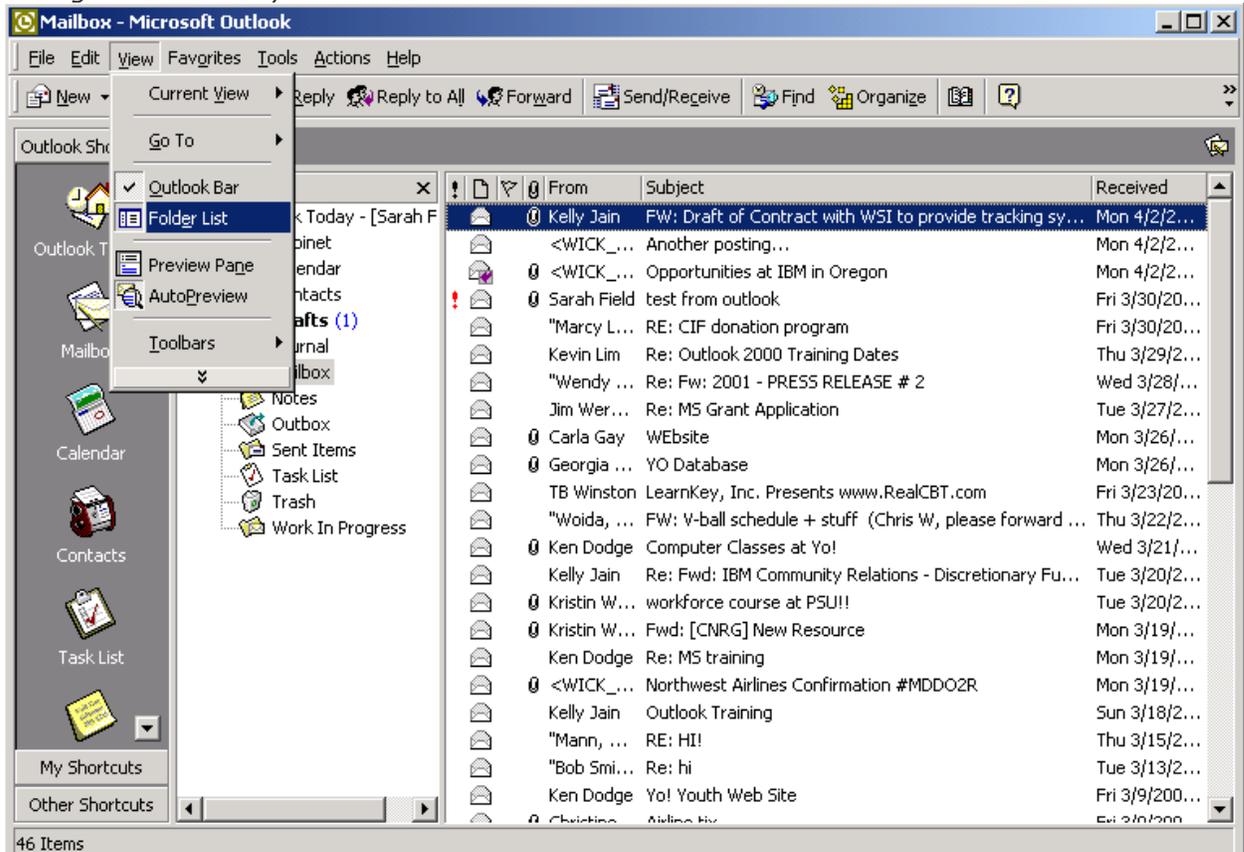
RESPONDING TO MESSAGES

You have many options for responding to messages. Use the ACTIONS menu to become familiar with these choices. Reply, Reply to All, and Forward are the options most often utilized.



SAVING MESSAGES TO A FOLDER

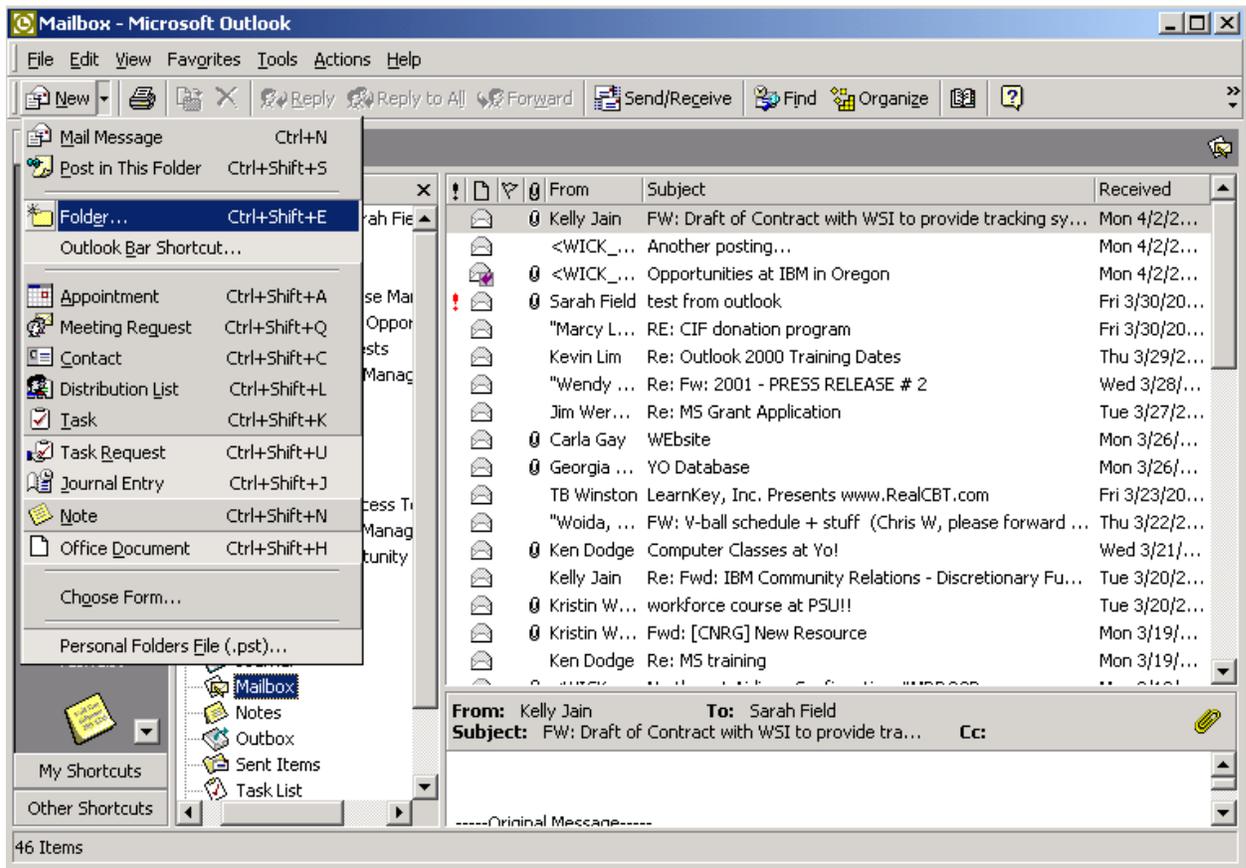
Change the view of your window to see folders



CREATING A FOLDER

Select NEW from the toolbar

Select FOLDER



CREATE NEW FOLDER

Enter the **NAME** you wish to give to the new folder

Select where to place the folder (e.g. CABINET)

Select **OK**

