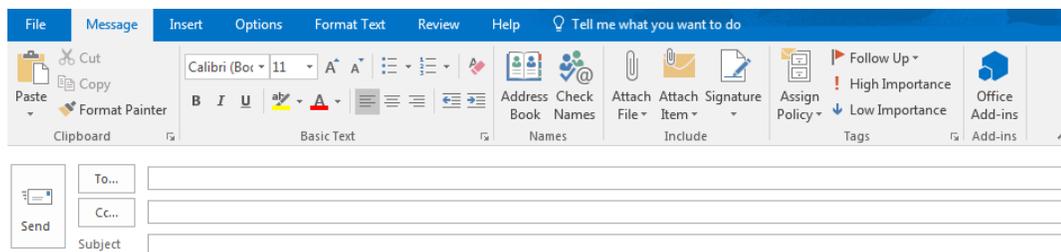


0365 EMAIL: BASIC FEATURES – WINDOWS

This document will outline some basic email features using Outlook 2016 on Windows.

Addressing, Contacts & the Global Address List (GAL)

From your inbox, under the **Home** tab, click on **New Email** to make a new email message. You should get a new window launched that looks like the one below, with many different formatting options.

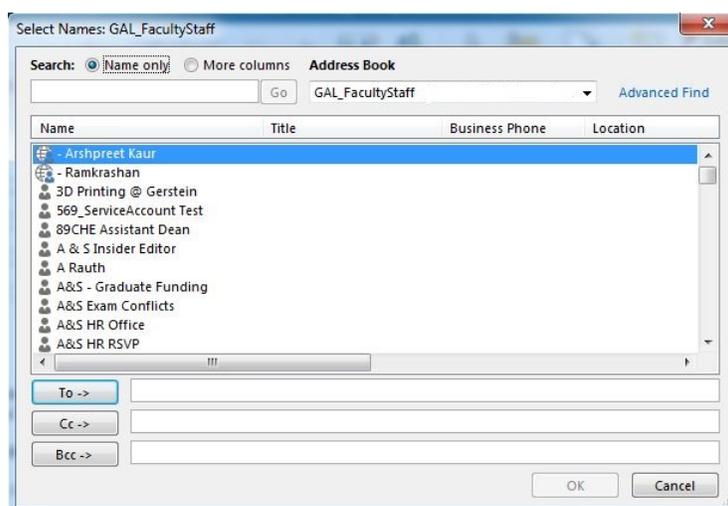


By default, there are options for To and CC. If you wish to add the BCC field, click on **Options, BCC**.

You have a few options when selecting who to send an email to. If you are using a software client like Outlook, you may have the option of using a previously used address – when you begin typing, Outlook may offer a suggestion on who you may wish to send the email to. Clicking on the suggested name should add their **Email Nickname** into the To/CC/BCC fields.

If the nickname fails to show, you can also manually type in the email address.

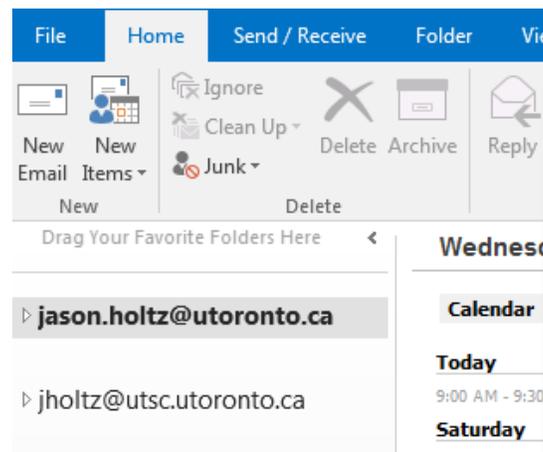
Lastly, you can look up their email address in your contacts or the GAL. Click on either the To/CC/BCC buttons to bring up a dialog allowing you to search contacts within U of T. Highlight their name and click the To/CC/BCC buttons shown below to add them to the appropriate fields. Click **OK** when done.



Managing multiple mail accounts

Unlike the web version, you can have multiple email addresses in Outlook or similar mail clients. You can add additional addresses using Account Setup – in Outlook, they should appear underneath each other under the Home tab on the left navigation pane. In the case below, they are named after an email address, but they could be labelled anything from “Work”, “Personal”, etc.

Use the arrows to the left of each entry to expand/collapse the folder listing for each email. You can also drag and drop folders and emails across email accounts, provided you are online & connected to both accounts. This will transfer items between email addresses.



When you send an email message, you can select which inbox you wish to send the message from by clicking the down arrow in the From field. You’ll be able to select from multiple email addresses attached to your email client.

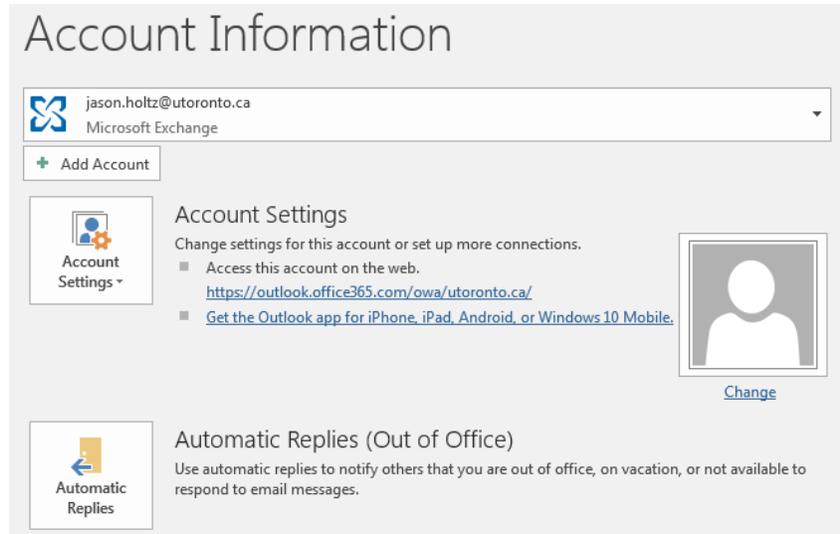


Setting Vacation Messages / Automatic Replies

If you plan to be out of the office for an extended period, you can self-set an automated vacation message that will be sent on your behalf when you receive email messages.

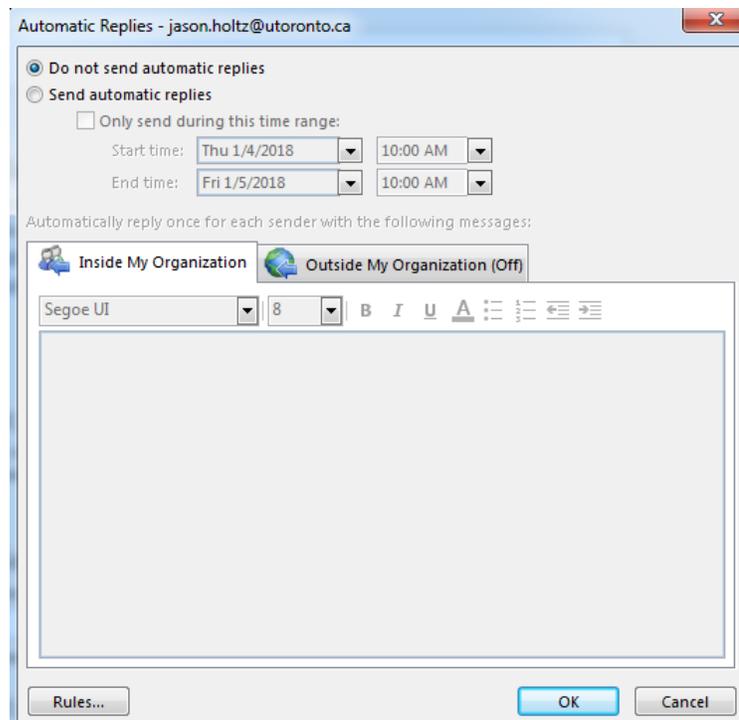
Please note that this option will be available on your new O365 email account, but may not be available using other email addresses, such as @utsc.utoronto.ca. They use a different mechanism for sending automatic replies.

To set a message, click on the **File** menu within Outlook.



Within the **Account Information** window, make sure you have the correct email address selected. If you have multiple email accounts setup within Outlook, click on the account shown and select the appropriate account.

Click on the button for **Automatic Replies (Out of Office)**.



Within this window, click on **Send automatic replies** to activate your out of office (vacation) messaging. You can also specify a date & time range you would like the messaging to be active. At the bottom, you can edit the content of your outgoing email.

Finally, there are options to send messages to those **Inside My Organization** (within U of T) or **Outside My Organization** (external to U of T). Click **OK** when finished.

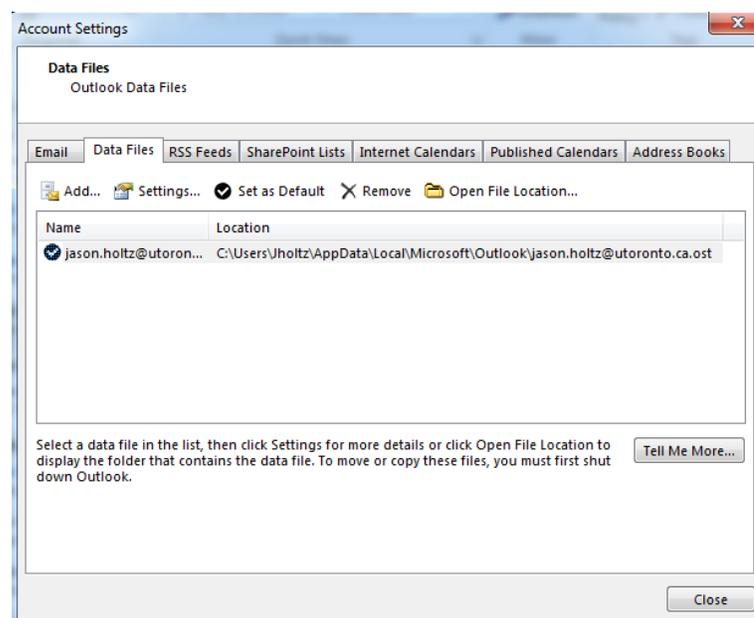
Be sure to turn this option off when you return from your vacation!

Attaching offline PST files (archived mail)

Outlook stores email, calendar, contacts and task items into files called PST files – they are usually denoted by the file extension .pst.

While storage will not likely be an issue for your new O365 email account, some email systems (@utsc.utoronto.ca) may not have sufficient storage to store all your messages on the server at all times. In these situations, it's often advised to keep older messages stored in a PST file archive and only retain the most recent (priority) mail online. Please note that PST files are stored on the computer it has been setup on – they are not online, and will not be accessible from all devices.

To attach a PST file to your Outlook account, click on the **File** Menu, then on **Account Settings**, then again on the **Account Settings** option.



Click on the **Add** button, locate your PST file (on your device) and click **OK**.

From your Inbox, the PST file should show up on your left navigation pane. You can collapse your Inbox using the arrow to easily see the file. You can freely drag and drop files to and from your PST file to your online email account.

