**Outlook Email Basics and Beyond**

Professional Development

September 24, 2014

Professional Teaching Standard 5e

Participating in a Professional Community

*The teacher maintains rapport with colleagues—consistently communicates professionally with staff.*

**Add an e-mail signature to messages**

**Create a signature**

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



1. On the **E-mail Signature** tab, click **New**.

**Add a signature**

* In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.



**Change Stationery**

1. While in **Signature** mode, click **Personal Stationery**.



**Add an attachment to an e-mail message**

1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
2. In the message window, on the **Message** tab, in the **Include** group, click **Attach File**.



**Open or save an e-mail message attachment**

**Open an attachment**

* Double-click the attachment.

**Save an attachment**

1. Click the attachment in the Reading Pane or the open message.
2. On the **Attachments** tab, in the **Actions** group, click **Save As**. You can also right-click the attachment, and then click **Save As**.

**Standard Outlook 2010 View**

Reading Pane

People Pane

**Ribbon**

**Instant Search**

**Navigation Pane**

**To Do Bar**

**Main View Buttons**

**Status Bar**

**Terms**

 **Navigation Pane**: used to switch information viewed

 **Ribbon**: most frequently used Outlook Commands

 **To Do Bar**: Keep track of upcoming appointments, meetings and tasks, flagged messages

 **Status Bar**: used to switch between normal and reading views

**Notes:**

**Main View Buttons**

**Status Bar**

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