

## Schedule a Meeting

Meeting requests are used for multiple attendees.

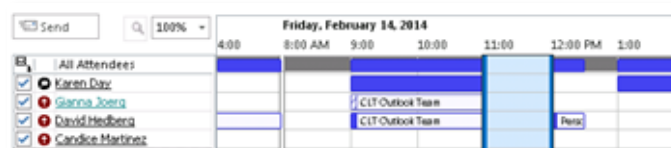
1. Click the **date/time** on the calendar for the meeting.  
If needed, the date/time can be changed later.
2. Click **Home tab** if needed and then **New Meeting**.
3. In the **To: field**, type the first name of an attendee.  
Repeat and as each name is recognized, press **Enter**.

To: gianna  
Subject: Gianna Joerg <GJoerg@addev1.unm.edu>  
Location:

4. Complete the **Subject** and **Location** fields as needed.
5. Change the **End Time** as needed.
6. Click **Send**.

## Check Attendee Availability for a Meeting

1. Click **Home tab** and then **New Meeting**.
2. In the **To: field**, type the names of the attendees.
3. Click **Scheduling Assistant** on the ribbon.
4. Click new date/time to move meeting.  
Drag an edge to increase/decrease time.



5. Complete the **Subject** and **Location** fields as needed.
6. Click **Send**.

## Edit a Meeting

1. Double-click the **meeting** to open.
  - a. If it is a recurring appointment or meeting, choose **Just This One** or **The Entire Series**.
2. Change details as needed.
3. Click **Send Update** to notify attendees.

## Respond to a Meeting Request

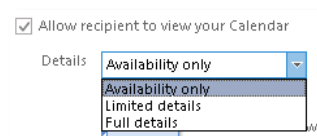
1. Double-click the **request**.
2. Click **Accept**, **Tentative**, or **Decline** on the ribbon.  
If accepted, the meeting will be added to your calendar.

## Create a Recurring Appointment or Meeting

1. Click **Home tab** and then **New Appointment** or **Meeting**.
2. Complete the **Subject** and **Location** fields as needed.
3. Click **Recurrence** on the ribbon.
4. Complete needed fields and then click **OK**.
5. Click **Save & Close** or **Send** if it is a group meeting.

## Share a Calendar

1. Open your calendar.
2. Click **Share Calendar** on the ribbon.  
*A new message window opens.*
3. Type recipient's **name**:
  - a. If last name typed, click **Check Names** on ribbon and choose recipient.
  - b. If first name typed and the system provides correct option, press **Enter**.
4. Choose an **access level** from the Details list.

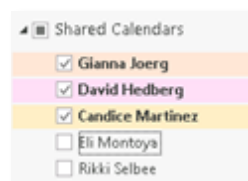


5. Click **Send**.
6. Click **Yes** to confirm sharing a read-only view.

## View a Shared Calendar

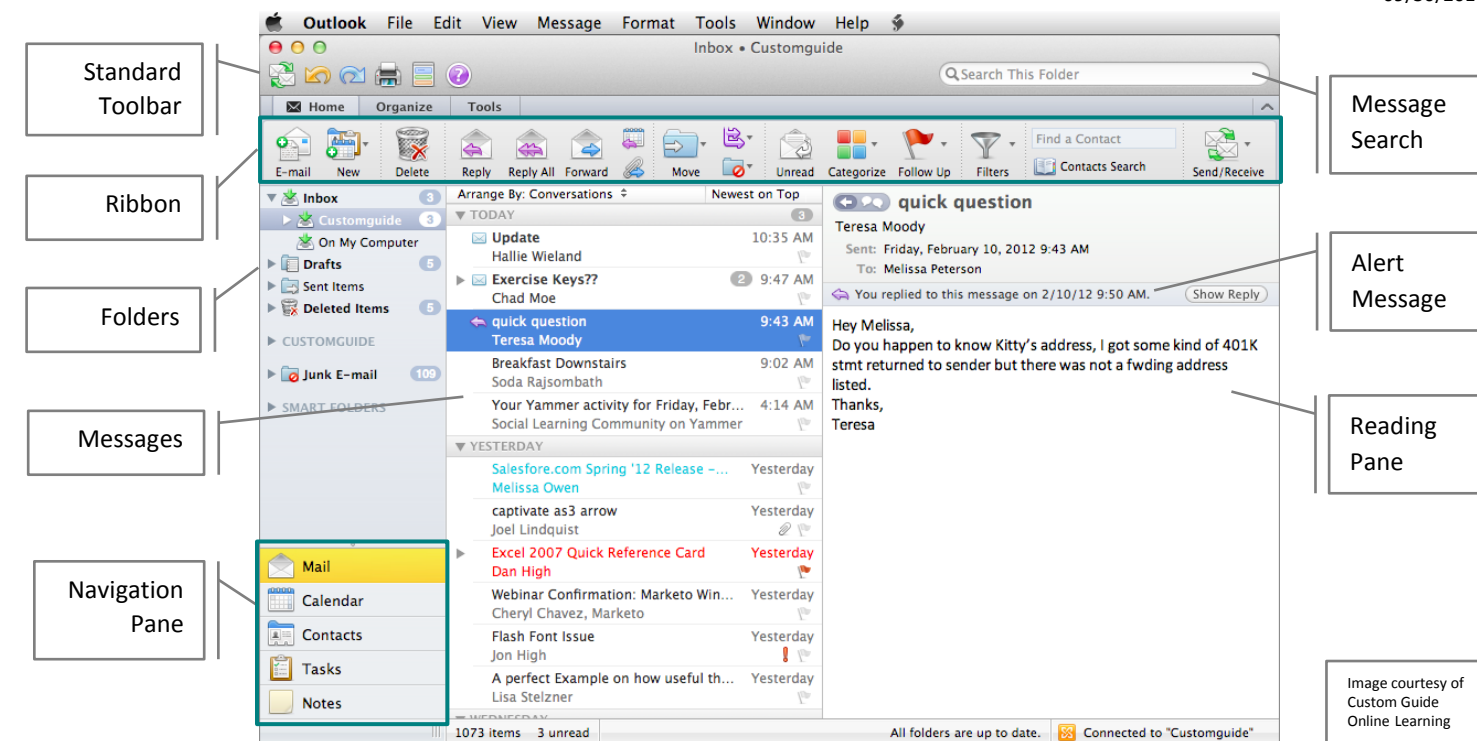
1. Open **your calendar** and then click **Open Calendar** on the ribbon.
2. Choose **Open Shared Calendar**
3. Enter a first and last **name** and press **Enter**.  
*The calendar appears on the right.*

**Note:** Check/uncheck name check boxes to display and hide calendars.



## More Resources

- HSCLink webpage for tipsheets and information: <http://hsc.unm.edu/email/>
- Lynda.com for online training <http://lynda.unm.edu/>  
Login using your UNMNetID



## The Ribbon

The ribbon contains a series of tabs and commands grouped by function. The ribbon tabs and commands change for Messages, Calendar, Contacts and Tasks.

## Restore/Minimize Ribbon

To minimize or restore the ribbon, press **Command + Option + R**.

## The Navigation Pane

Navigate between Mail, Calendar and Contacts views.

## Sort Messages

- Click **column heading** such as date, click again to reverse the order.
- Alternatively, click **VIEW tab** and choose a sort method in the **Arrangement** group.

## Filter Read/Unread Messages

- To view unread messages only, from the HOME tab, click **UNREAD** at the top of the message list.
- To view all messages, both read/unread, click **All**.

## Search for Message

1. Open Inbox or folder to be searched.
2. Type **search word** into Search field and then press **Enter**. As an alternative, click Magnifying glass.  
To clear search, click the **X** in the search box.

## Turn On/Off Email Alert

Set this option to be alerted when an email arrives. Alert displays at the bottom right of your screen.

1. Click **File**, then **Options**, then **Mail**.
2. Under Message arrival, click **Display a Desktop Alert** check/uncheck box.
3. And then click **OK**.

## Read Message

- Double-click to open, press **Command + W** to close.
- Reading Pane Option:
  - Click **View** on the ribbon and then **Reading Pane**. Choose location, either Right or Bottom
  - Watch for Alert Messages in the email:  
 Vote by clicking Vote in the Respond group above.

## View Message Attachment

- To fully open the attachment, double-click the **link**. When done viewing, close the attachment program (Word, PowerPoint, etc.) to return to Outlook.

## Save Attachment

1. From within the message, click the attachment link and then click **Save As** on the ribbon.
2. Navigate to the location to which you want to save and then click **Save**.

### Reply to Message:

1. From within an open message, click **Reply** (Command + R) or **Reply All** (Command + Shift + R).
2. Complete the message and then click **Send**.

### Forward a Message:

1. From within an open message click **Forward**.
2. Complete the message and then click **Send**.

### Delete Message(s):

- Click the message and then press the **Delete** key.
- To delete multiple messages, press **Ctrl** and then click each message to be deleted. Finally, press the **Delete** key.

### Send Message

1. Click **Home** Tab.
2. Click **New Email**. (Command + N)
3. Type **first or last name** in the To... field.
4. Click **Check Names** on the ribbon.
5. Double-click the desired **name**.

#### If needed, use Address Book:

- a. Click **Address Book**. (Command + 0)
- b. Type **first name** in Search field. System automatically searches.
- c. Double-click the **name**.  
*Name(s) are added to the To... field.*

#### Notes:

- Highlight the name and click **CC** or **BCC** to add names to those fields.
- Click name and press **Delete** key to remove.

6. Click **OK**.
7. Type a **Subject** and a **Message** in the body.
8. Click **Send**.

### Send Message with High Importance

From within a new email, click **High Importance** on the ribbon.

### Set Reply Request

1. From within a new message, click **Follow Up** on the ribbon.
2. Click **Add Reminder**.
3. Click **Reminder** check box and choose a **date/time**.
4. Click **OK**.

### Creating a Distribution List (Group)

1. From within Home tab, click **New Items**.
2. Click **More Items** and then click **Contact Group**.
3. Type **group name** in the Name box.
4. Click **Add Members**, choose **From Address Book**
5. Type first and last **name** in Search box.  
**Note:** System will automatically search.
6. Double-click each name you wish to add. Repeat steps 5 & 6 to add more members to the group.
7. Click **OK** when done.
8. Click **Save & Close**. (Command + S)

### Create Folders

1. Right-click on **Inbox**.
2. Click **New Folder**.
3. Type folder **name** and then press the **Enter** key.

### Edit Folder Name

1. Right-click folder **name**.
2. Click **Rename Folder**.
3. Type new **name** and press the **Enter** key.

### Removing Folders

1. Right-click folder **name**.
2. Click **Delete Folder**.
3. Click **Yes**.


### Moving or Copying Messages into Folders

Click and drag message into desired folder.


### Create Signature

1. Click **File**.
2. Click **Options**.
3. Click **Mail** in the menu to the left.
4. Click **Signatures**.
5. Click **New**.
6. Type a **name** for signature.  
**Note:** Multiple signatures may be used, so the name will serve as a way to identify them.
7. Click **OK**.
8. Type **signature** in the Edit Signature box.  
**Note:** To set signature defaults, choose signature options from “New Message” and/or “Replies/forwards” drop-downs.
9. Click **OK** when done.  
**Note:** Repeat steps 5—9 for additional signature(s),

### Delete/Edit/Rename Signature

1. Click **File** then **Options**.
2. Click **Mail** in the menu to the left.
3. Click **Signatures**.
4. Select the signature **name**
5. Complete desired action:
  - Click **Delete** then click **Yes**.
  - Edit text in the Edit Signature box then click **OK**.
  - Click **Rename**, edit name and then click **OK**.

### Using Out of Office Assistant

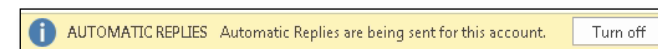
1. Click **File**.
2. Click **Info**.
3. Click **Automatic Replies**.
4. Click **Send Automatic Replies** radio button.  

5. Click **Only send during this time range** check box.
6. Enter **Start** and **End** date and times.



7. Type your reply message under the Inside My Organization tab.  
**Note:** This reply will only go to internal users.
8. Type your reply message under the Outside My Organization tab.  
**Note:** This reply will only go to external users.
9. Click **OK** when done.

### Turning off the Out Of Office Assistant

From within your Inbox, click **Turn off**.



### Create Rule

1. From within your inbox, click **Rules** on the ribbon, then **Manage Rules and Alerts**.
2. Click **New Rule**.
3. Choose a **template** from the top pane.
4. Then choose **rule specifics** in the lower pane by clicking the underlined value. Then click **Next>**.
5. Choose additional **Conditions** if needed and click **Next>**.
6. Choose **Exceptions** if needed and click **Next>**.
7. Type rule **name** if needed and click **Finish**.
8. Click **OK**.

### View the Calendar

Click **Calendar** on the navigation bar (bottom left).

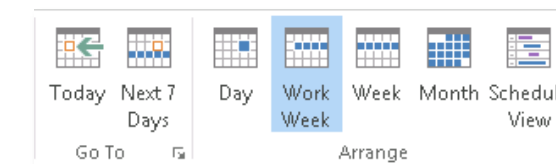


### Set Calendar Options

1. Click **File**, **Options** and then **Calendar**.
2. Set options as needed and then click **OK**.

### Calendar Viewing Options

Click **HOME** tab on the ribbon and then choose a view:



### Quick Enter an Appointment

Use to enter appointments for yourself only.

1. On the calendar, click the **date/time** for the appointment.



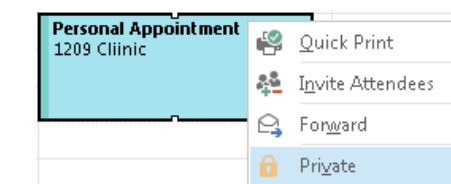
2. Type an appointment **Subject**.
3. Press **Enter** on your keyboard. Grab the bottom of the appointment and drag down to extend the time. Click and drag appointments to different date/times.

### Schedule a Detailed Appointment

1. Double-click on the calendar the **date/time** for the appointment.
2. Complete the **Subject** and **Location** fields as needed.
3. Change the **Date** and/or **Start/End Times** as needed.
4. Enter additional details into the text area.
5. Click **Save & Close**.

### Mark Appointment/Meeting Private

1. Right-click any **appointment** or **meeting**.
2. Click **Private**.



### Archived Email

After 60 days, email is moved to Outlook Archive folder. Click folder to access. Up to 1 year will be available. Older email will still be available in Groupwise.