Email Basics

Composing an Email

Knowing how to compose or setup your email is the most basic step. Most are already familiar with the process...

To open a new mail window you either...

- Click "New Email" or
- Press Ctrl + N keys on your keyboard

Other email features you may not be aware of...

- Enabling Bcc
- Enabling From
- Inserting Hyperlinks
- Adding Signatures
- Inserting Attachments



Enabling Bcc (Blind Carbon Copy)

Click on Options > Click "Bcc"



Bcc is used when you want to copy someone into the email but don't want to let everyone else in email know about it.

Enabling From

Click on Options > Click "From"



The From field is used when you have multiple mailboxes (such as a team mailbox) and want to send an email from a different email address instead of using your primary email address.



Once the "From" field is enable you can click on it and choose from your available options.



Inserting Hyperlink

Adding a hyperlink into your email body will point the recipient to either to website or a shared folder.

Click on Insert > click "Hyperlink"





You can type in "text to display" and then select a shared folder or a web address to be shared via email from there.

		Insert Hyperlink	? ×
Link to:	Text to displa	ay: hesitate	ScreenTi <u>p</u>
e Existing File	Look in:	😭 Libraries 🔍 🎦 🕅	
or Web Page	Current	Libraries\Documents	B <u>o</u> okmark
(Folder	Libraries\Music Libraries\Pictures	Target Frame
Pl <u>a</u> ce in This Document	<u>B</u> rowsed Pages	Eibraries\Videos	
Create <u>N</u> ew Document	Re <u>c</u> ent Files		
E-mail	Addr <u>e</u> ss:	~	
Address		ОК	Cancel

Personalized Signature(s)

Adding a personalized signature is very good way to provide details about you, or provide a message from your company to everyone you are emailing.

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You can have multiple signature formats for different type of emails.. Such as

- : a default signature for all new emails and/or for replying to emails
- : customized signature(s) that are client or response specific

Click File > Select "Options" > Select "Mail" > then "Signatures"

Outlook Options	?	×
General Mail	Change the settings for messages you create and receive.	^
Calendar	Compose messages	
Contacts Tasks	Change the editing settings for messages. <u>E</u> ditor Options <u>C</u> ompose messages in this format: Rich Text v	
Notes and Journal Search Mobile	ABC Always check spelling before sending	
Language Advanced	Create or modify signatures for messages. Signatures.	
Customize Ribbon Quick Access Toolbar	Use stationery to change default fonts and styles, colors, and backgrounds. Stationery and <u>Fonts</u>	,
Add-Ins	Outlook panes	
Trust Center	Customize how items are marked as read when using the Reading Pane.	
	Message arrival	
	When new messages arrive: Play a sound Briefly change the mouse pointer Show an envelope icon in the taskbar Display a Desktop Alert Desktop Alert Settings	
	Cleaned-up items will go to this folder: Browse OK Ca	✓







Attachments

You can add a file from your computer as an attachment to an email. You can add in another email from your Outlook emails as an "Item" attachment to your email. You can add in files and other Outlook emails together.

To attach a file:

Click on "Attach File" and then browse through your files. Click on the file(s) that you want to attach to your email.

To attach an email as an Item attachment:

Click on "Attach Item" and then browse through your emails. Click the email(s) that you want to attach to your email.

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