

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SASD MS Outlook Desktop Client Basics

### Purpose

This handout goes over the basics with SASD's MS Outlook Desktop Client. This procedure is for teachers and staff when they are using their SASD PC (the PC that they use on an everyday basis).

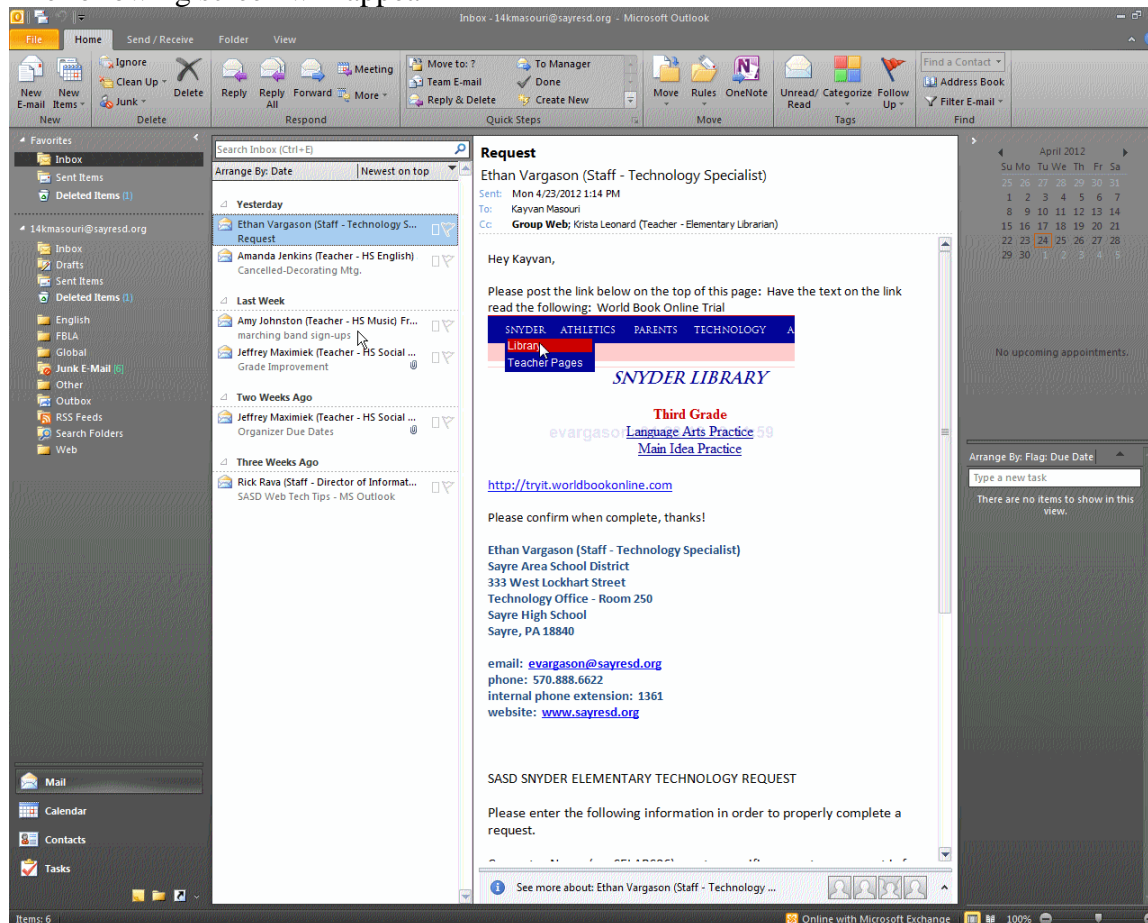
### How do I log into MS Outlook Desktop Client?

Start up your PC and log into it



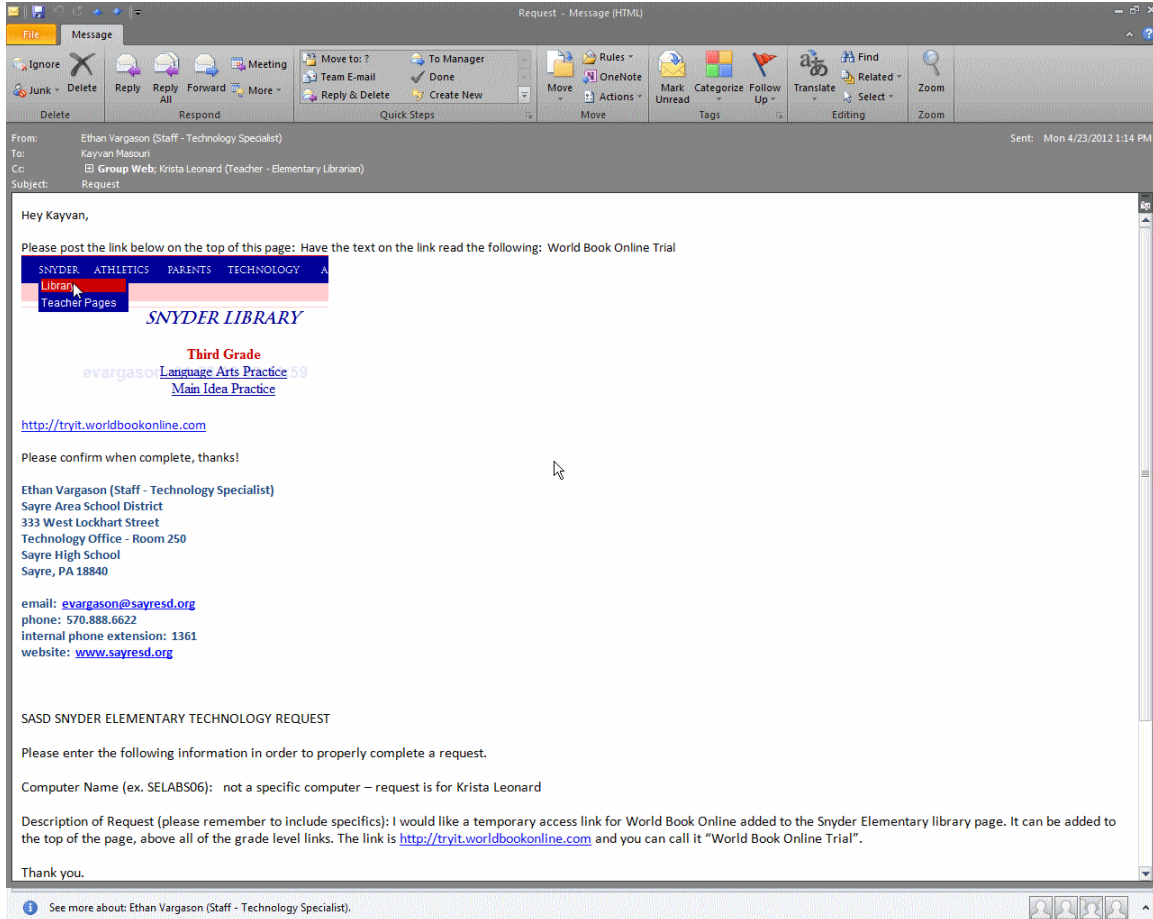
Click on the MS Outlook icon (or click on the Start button – then click on the SASD Programs group – then click on MS Office Outlook choice) – this will only appear on your PC

The following screen will appear

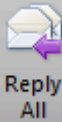


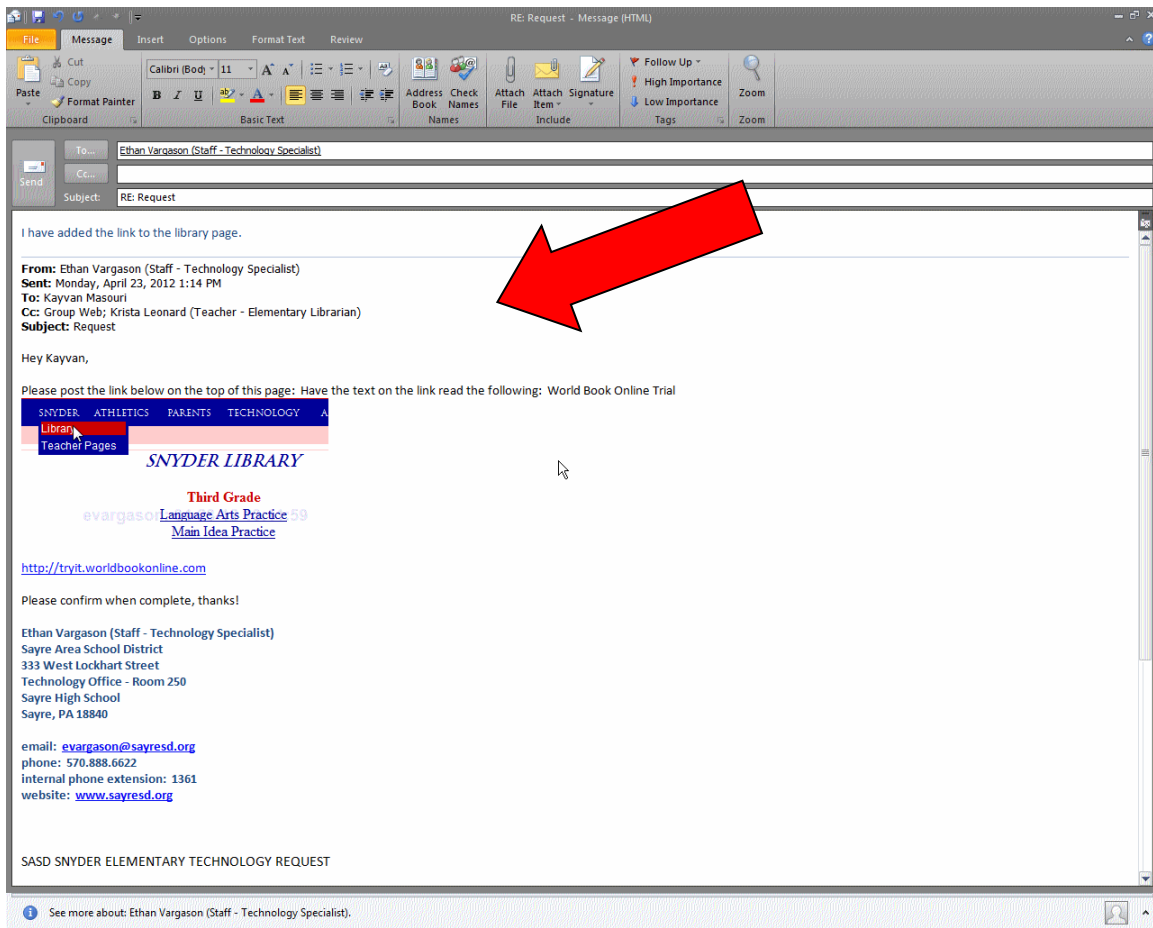
# How do I reply to an existing email?

Open the email you wish to reply to by double-clicking on it




Now if you wish to just reply to the original sender, just click on the  icon. If you wish to

reply to everyone that this email was sent to, just click on the  icon. See the following example:



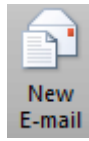
Please note that I clicked once in the beginning of the email and then pressed enter. I then began typing in my reply.



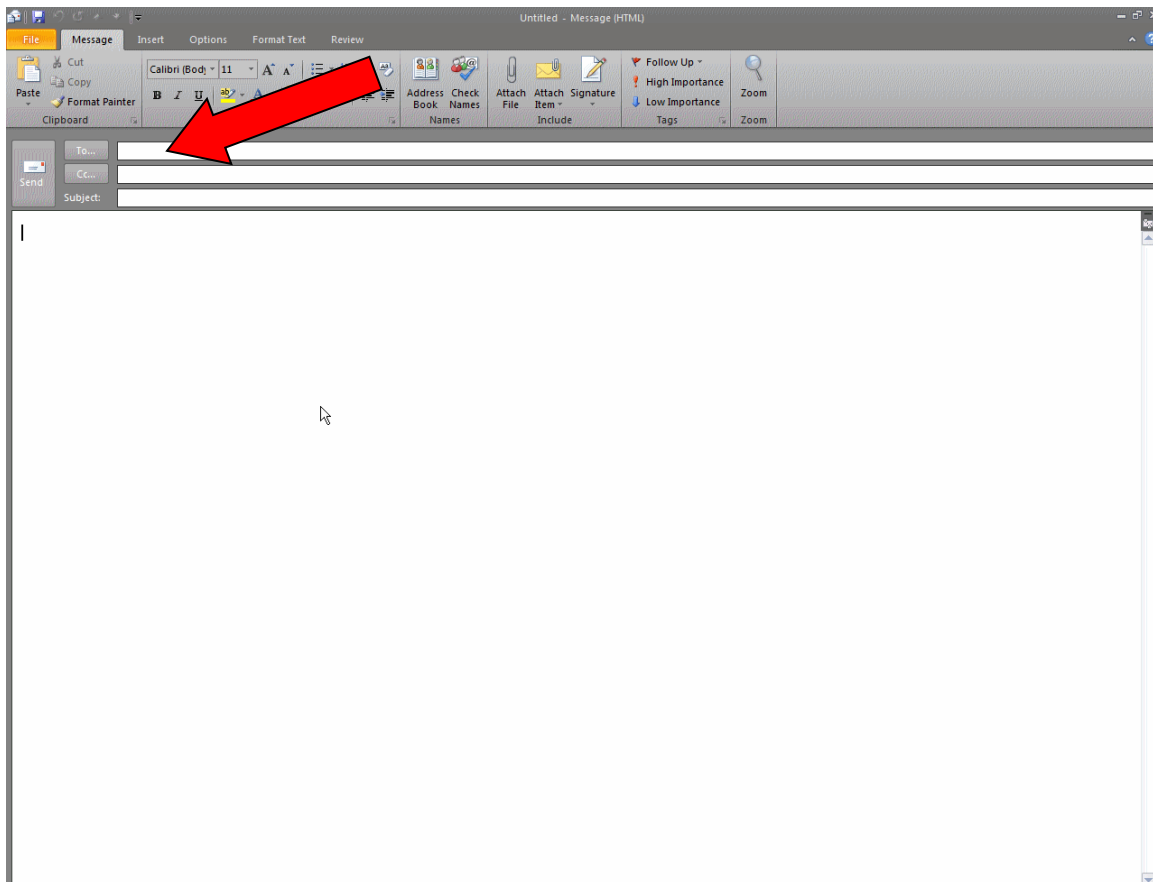
Lastly, just click on the  button

## How do I compose a new email?

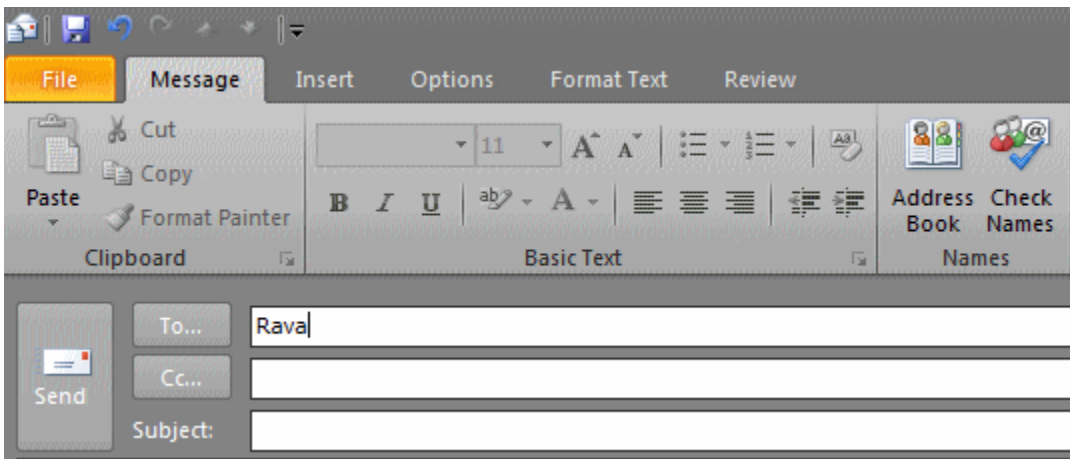
Just follow these steps:



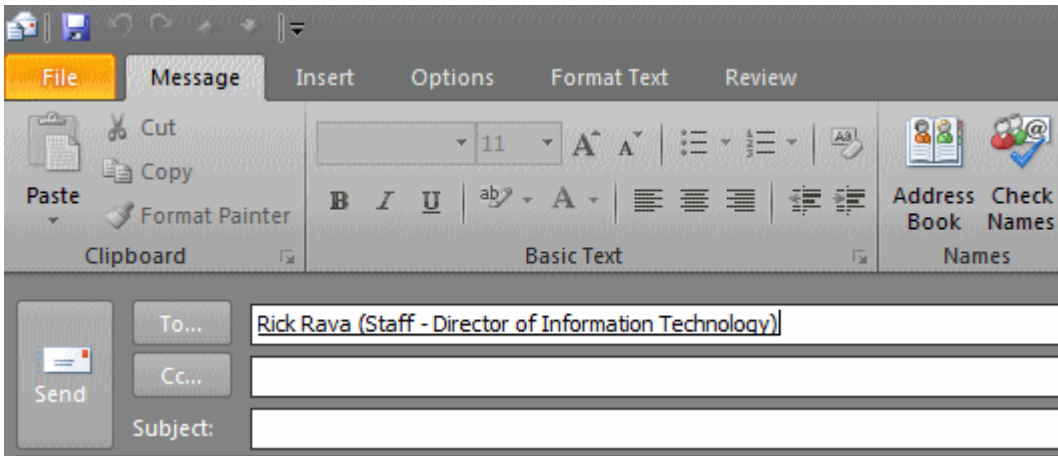
Click on the **New E-mail** button



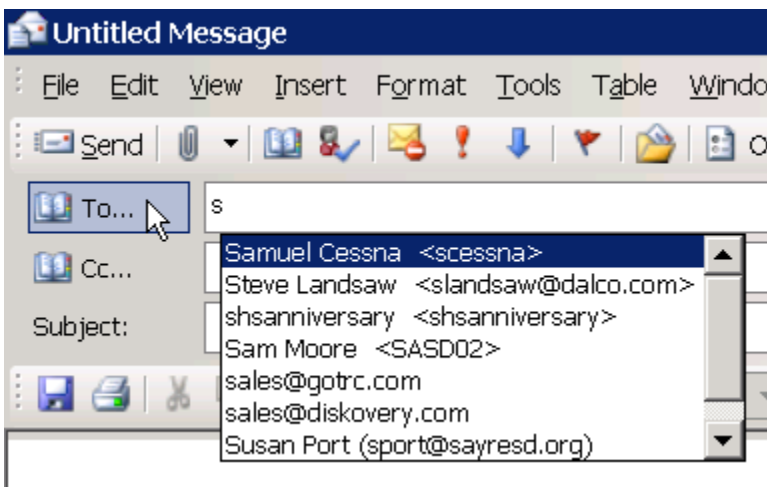
You have many different ways to look up addresses – one of the most common methods is to type in part of the person's last name (see following example):



Then click on the  Check Names button (see the following example)



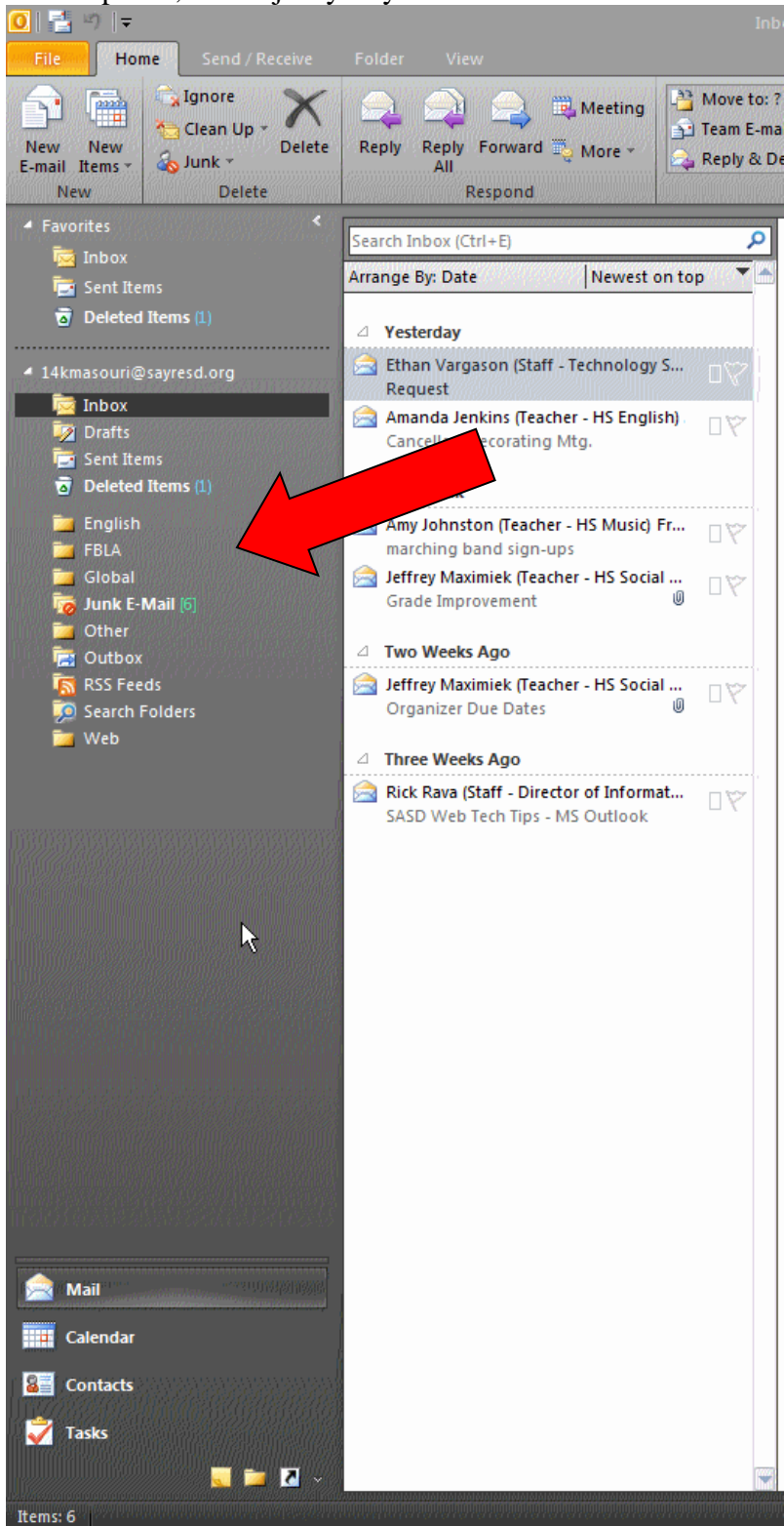
Please note that if you have already sent an email to someone, when you first start typing part of their name, it automatically displays near matches (see the following example):



Just choose the person you wish to send the message to  
 Now you can enter your Subject and your message – when complete – click on send

## Where did my old Groupwise emails go?

Your old Groupwise emails are in the inbox, sent, and cabinet folder. If you had a lot of folders in Groupwise, the majority of your mail is in the cabinet folder. See the following example:



## How do I log off from Outlook?

Just click on the  close button