

MS OUTLOOK – RECOMMENDED OPTIONS

Purpose

This handout goes over the recommended options of MS Outlook – these recommendations are for staff only using the full MS Outlook Client.


By following these recommendations, your productivity in MS Outlook should improve.

Preferences - Email No Cache

In MS Outlook go to File→Info→Account Settings→Account Settings



The email tab is automatically selected. Under here, click on the account, in this case it is nra@sayresd.org

Click on the Change button 

Server Settings

Enter the Microsoft Exchange Server settings for your account.



Server Settings

Server: 60a02b92-2f31-4316-8657-d76eaa2e77ec@sayresd.

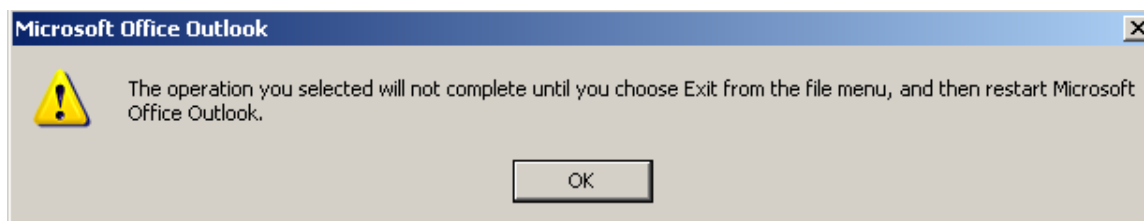
User Name: 14jimisner@sayresd.org

Offline Settings

Use Cached Exchange Mode

Mail to keep offline: 12 months

If it is not already deselected, deselect the check for “Use Cached Exchange Mode”



Click on OK

Click on Finish

Exit Outlook

Start up Outlook

You will now see the following in the bottom right-hand portion of your screen:

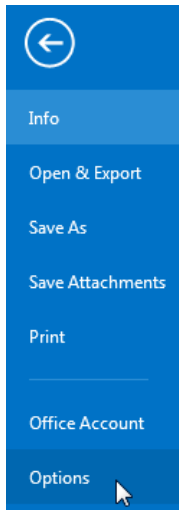
ONLINE WITH: MICROSOFT EXCHANGE

Notice that it says **Online** in the bottom right-hand side of your screen, which means that it is no longer using the cached exchange mode.

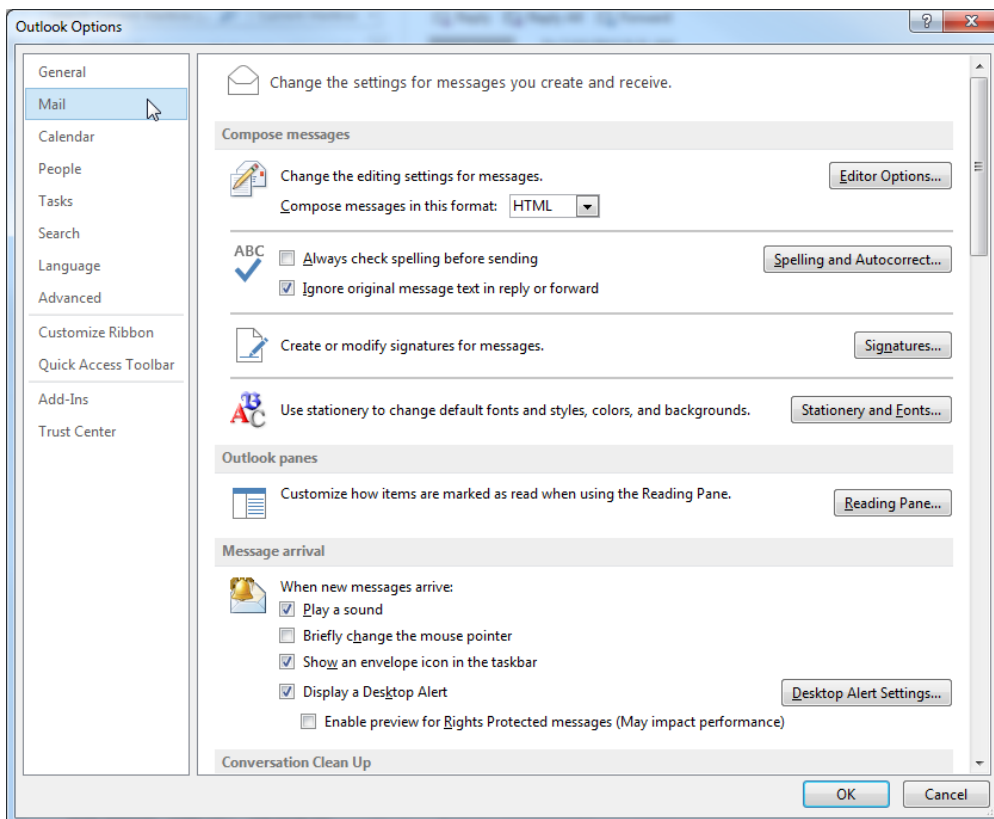
Mail Format Options

In **MS Outlook** do the following:

Click on **File** (menu) – then click on **Options**



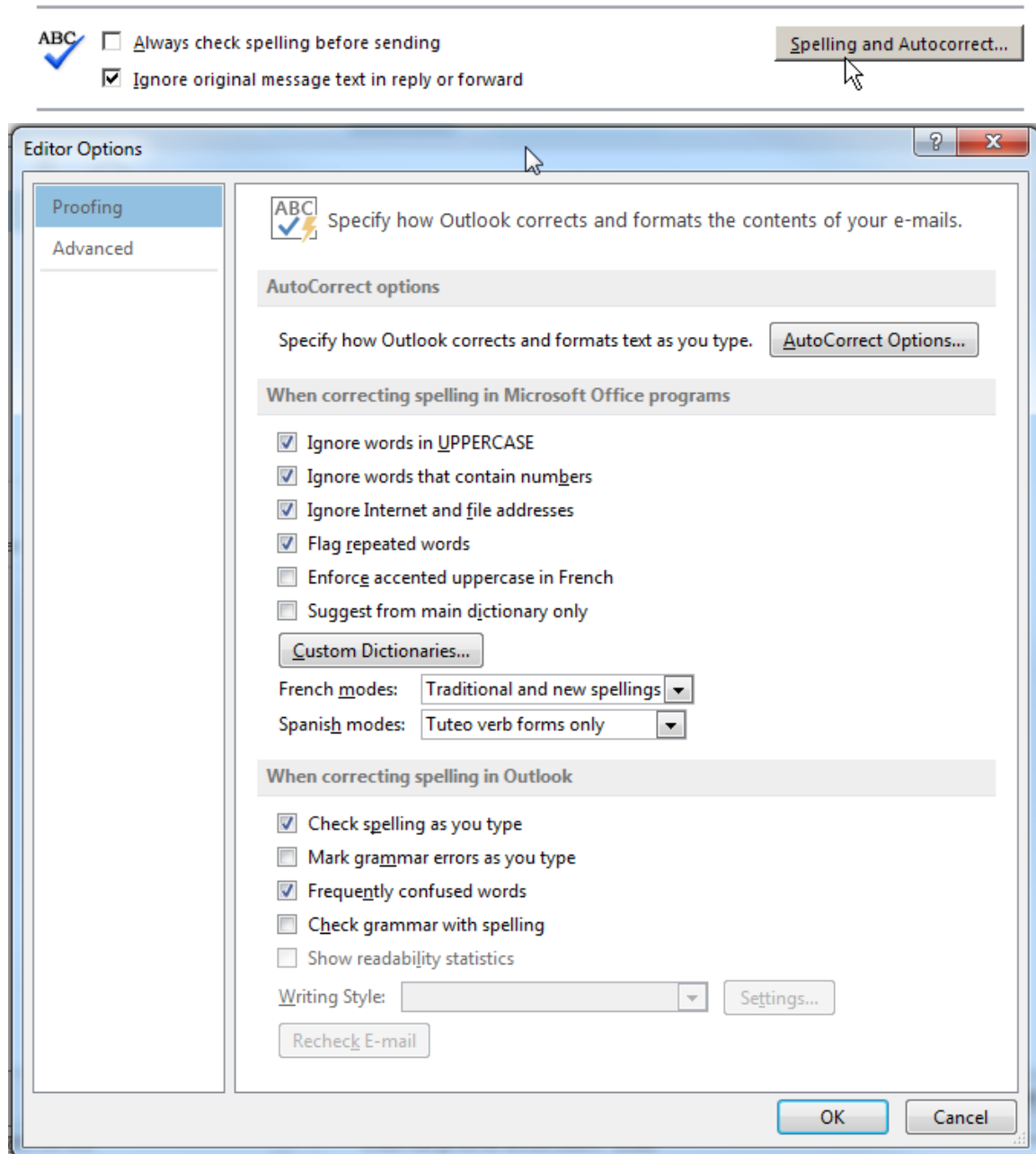
Click on the **Mail** option



Select **HTML** (this will allow pictures and text to display to your users)

Spelling Options

Click on the **Spelling and Autocorrect** option



The following two items are highly recommended:

Select **Check grammar with spelling**

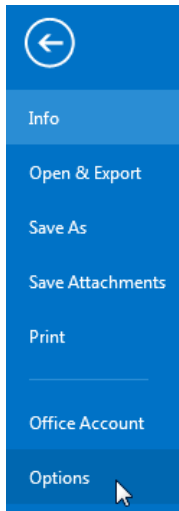
It is also wise to have **Check spelling as you type**.

Click on **OK**

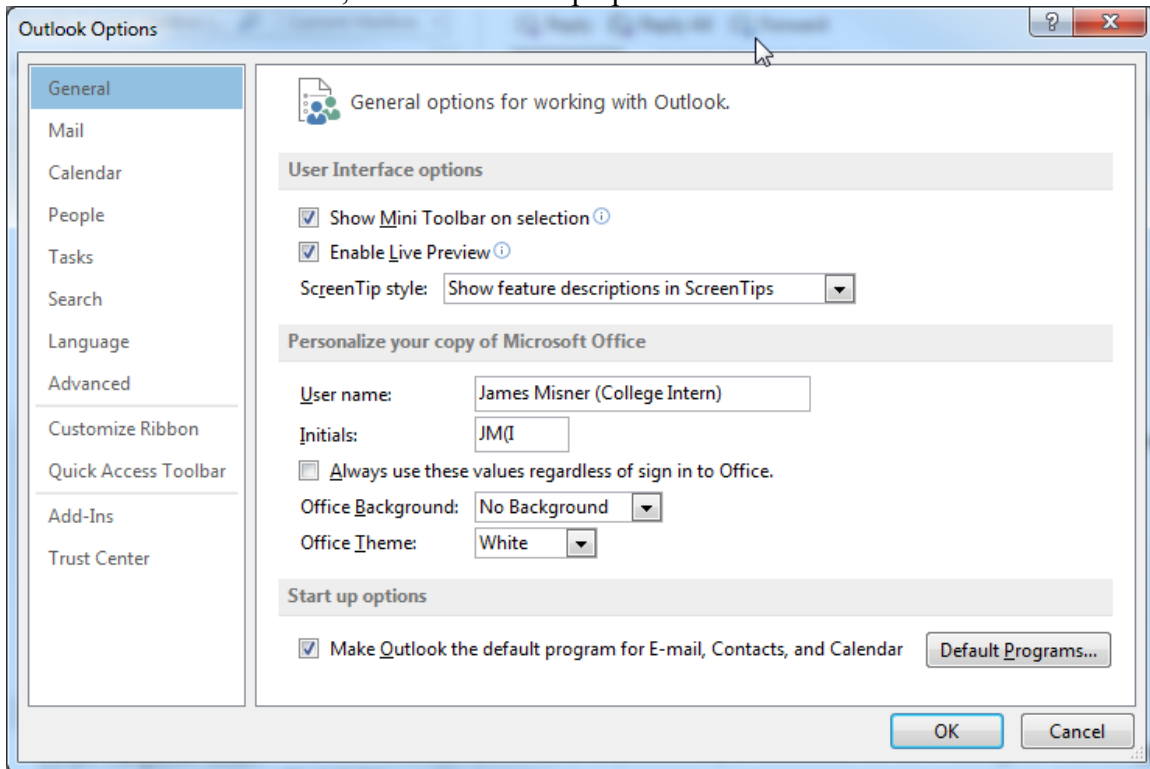
Other Options

In **MS Outlook** do the following:

Click on **File** (menu) – then click on **Options** 



Under the **General** button, notice the ‘startup options.’



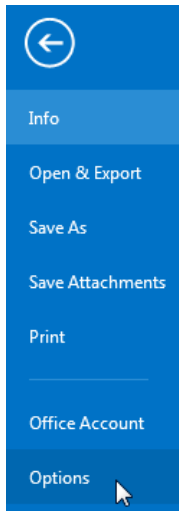
Make sure that “**Make Outlook the default program for E-mail...**” (We are using Outlook – not Outlook Express)

Click on **OK**

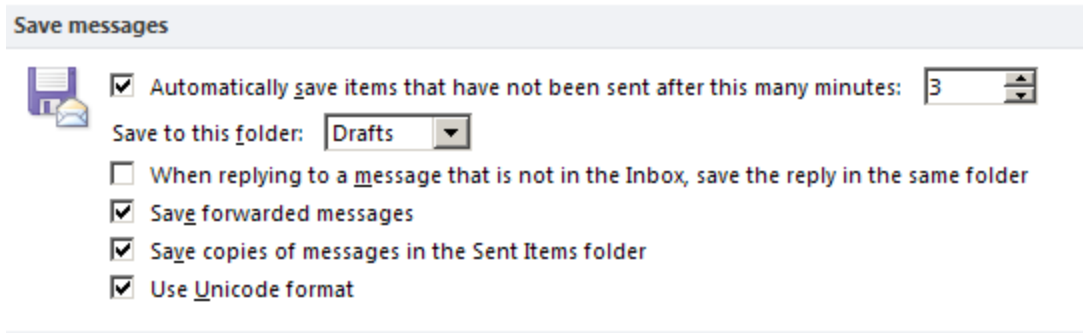
Preferences - Email Options

In **MS Outlook** do the following:

Click on **File** (menu) – then click on **Options**



Click on **Mail**



These should be the default settings. It is important to have the **Save copies of messages in the Sent Items folder** selected.