# Quick Start Outlook Guide

## Creating an Outlook Shortcut

You can create a shortcut to it on your desktop by going to Start-All Programs-

Right Click on Microsoft Office-Microsoft Office Outlook

Select to Send to Desktop Create a shortcut
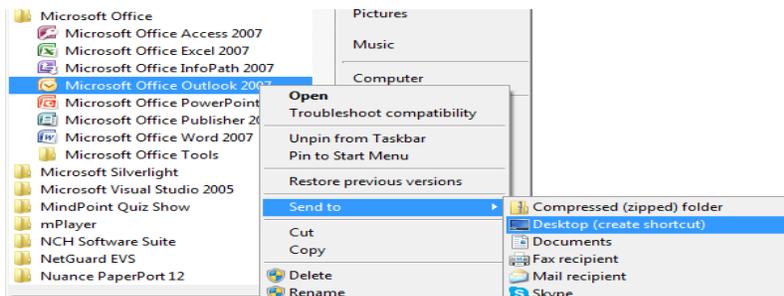


## Sending a New Message

Click the New Button

Enter a Subject,  Type your message

Select the To: button to see WISD Employee names, or type in the recipient address in the To Box.

## Deleting Items

Clean out your emails frequently.  To delete an item Click on the message (s) to delete.  Click the X button

Make sure you open the sent items and deleted items folders and delete the messages in them. This will all count toward your email size.

Sally Bender
July 2013

**Creating your Signature**

Create a signature to automatically populate at the end of your emails

Select Tools-Options-Mail Format-Signatures

Select New---create a title for the signature

Create the signature

Choose to apply the signature to your new messages and/or replies and forwards.
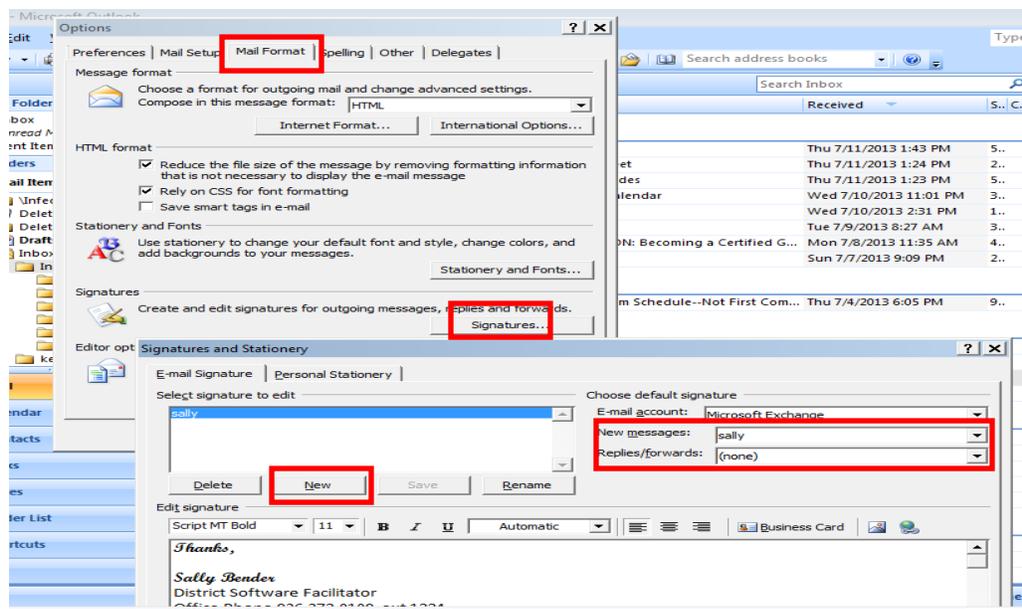


**Creating a Distribution List**

Go to Tools—Address Book

Select File—New Entry—New Distribution List

Note the default entry is Contacts.  You can leave it or change the location.

Enter a Name for the group in the Name Box

Click Select members button

Click on the faculty members you want in the group (hold control Key to select several)


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Click the Members button—OK

Click Save and Close

To use the new group open a new message

Click To— Under Address Book Select Contacts ( or the location you saved your list to)

Click the name of the group—Click the To Button, Select OK

# Email Limits

**Email Limits—Emails will be kept for you to access for 45 days. After 45 days, they will automatically drop off. See your campus technologist if there is something you need to archive.**

# Checking Email from Home

Open a Web Browser

Go to   www.wallerisd.net       Select the Staff Resources Tab

Select Microsoft Outlook Icon

Enter your Network username and Password



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