

Making your E-mail Work Harder for You

This document provides information regarding various e-mail message sending options for use in Microsoft Outlook 2007.

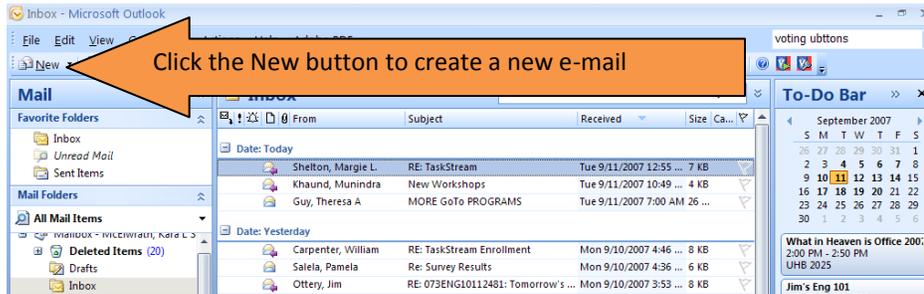
Overview of Outlook

1. Outlook provides an integrated solution for managing your time and information.
2. It can make it easier to prioritize and control your time, so that you can focus on the things that matter most.
3. Outlook is much more than an electronic mailbox!

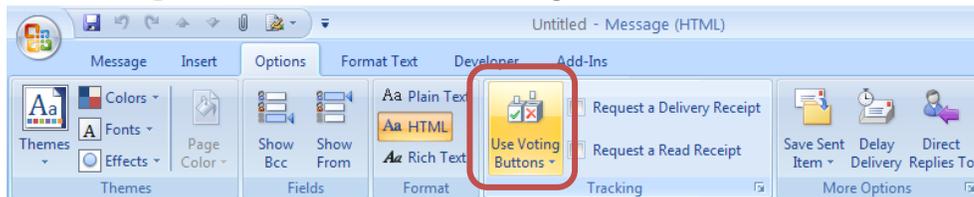
Using Voting Buttons

Voting buttons require the use of an Exchange Server, which we have at UIS. This feature allows users to easily create a poll in an e-mail message. When recipients respond to the poll, users can either automatically tabulate the results of the vote in Outlook or export the responses to Excel.

1. Create a new e-mail message or open a message that you want to reply to or forward.



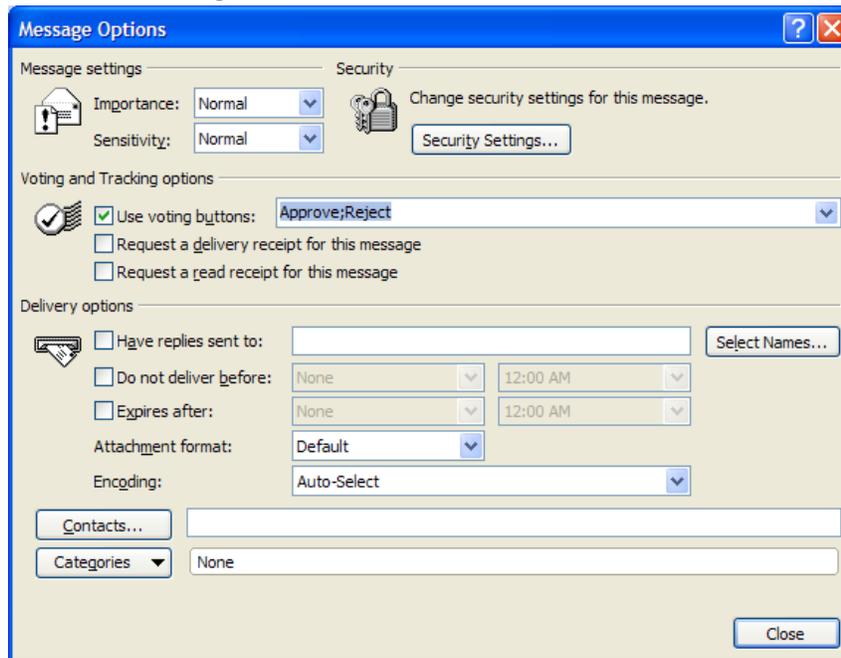
2. Go to the **Options** tab and click **Use Voting Buttons**.



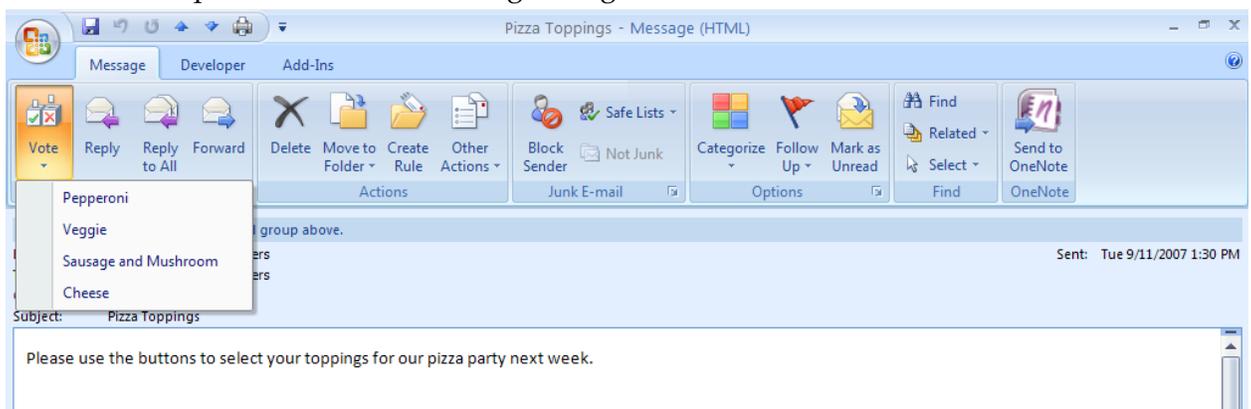
3. Choose from the pre-defined responses, or click **Custom** to create your own responses.



- a. In the Message Options dialog box, under the **Voting and Tracking options**, check **Use voting buttons**.

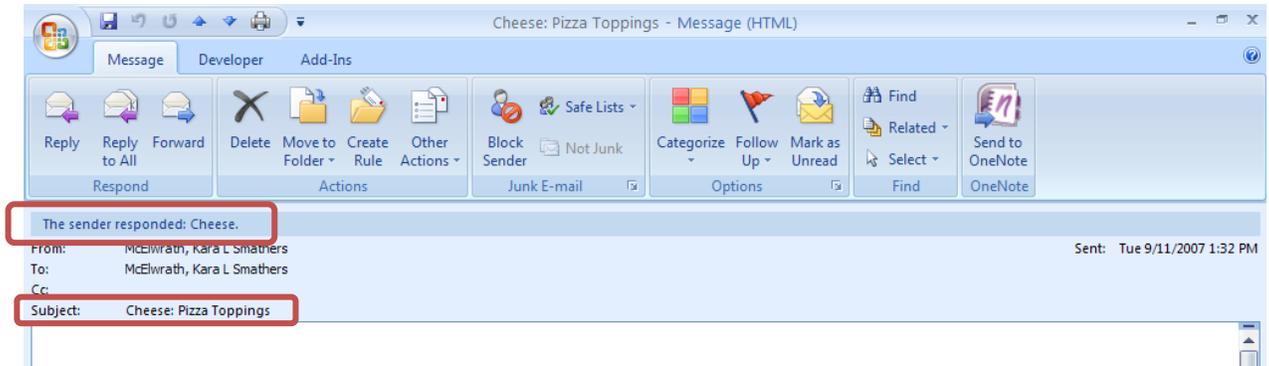


- b. Select and delete the default responses and type the text that you want. Separate responses by a semi-colon (;).
 - c. Click **Close**.
4. Compose your message and send.
5. The recipients will be able to vote using the **Vote** button in the **Message** tab. They will also have the option to include a message along with their vote.

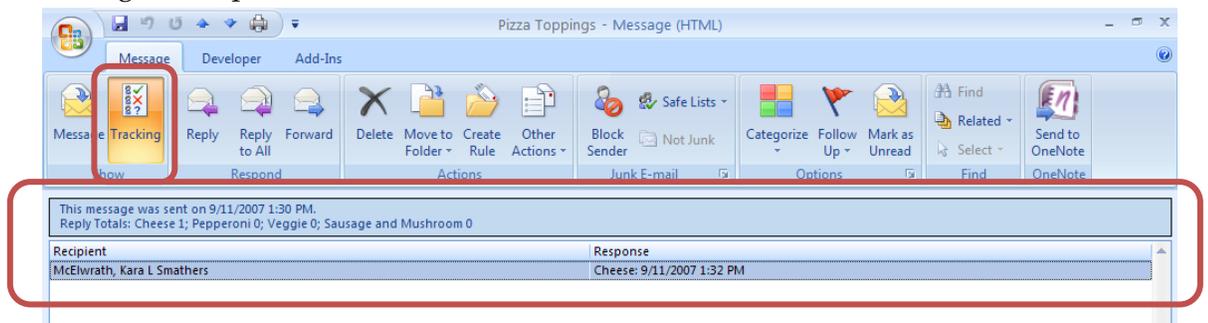


Review the Voting Responses

1. You will receive individual responses in your Inbox. The **Subject** and **Info bar** indicate the recipient's vote.



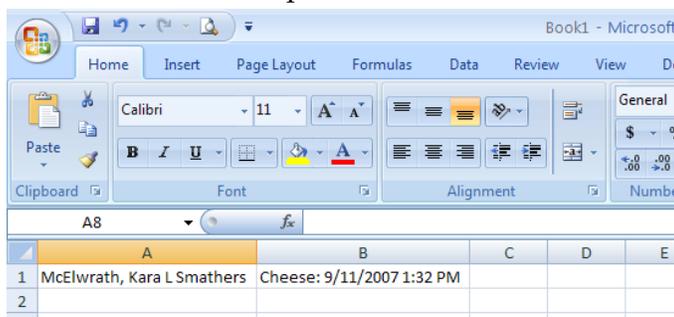
2. Open the original message with voting buttons that you sent. This message is usually located in the **Sent Items** folder.
3. On the **Message** tab, in the **Show** group, click **Tracking**.
 - a. Note: **Tracking** does not appear until at least one recipient of the e-mail message has replied with his or her vote.



Export the Voting Responses to Excel

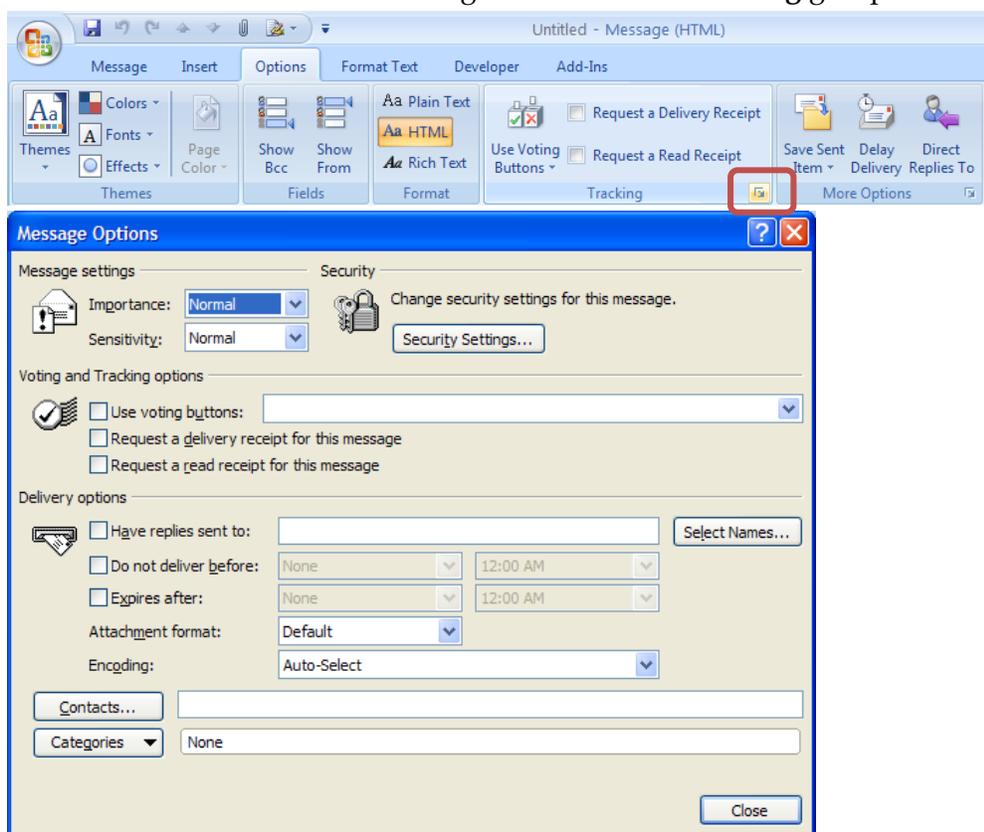
1. Open the original message with voting buttons that you sent. This message is usually located in the **Sent Items** folder.
2. On the **Message** tab, in the **Show** group, click **Tracking**.
 - a. Note: **Tracking** does not appear until at least one recipient of the e-mail message has replied with his or her vote.
3. Select the responses that you want to copy. Do one of the following:
 - a. For all rows: Click the first row, hold down SHIFT, and then click the last row.
 - b. For nonadjacent rows: Click the first row, hold down CTRL, and then click additional rows.
4. Press **CTRL+C**.
5. Start **Excel**.

6. Select a cell, and then press CTRL+V.

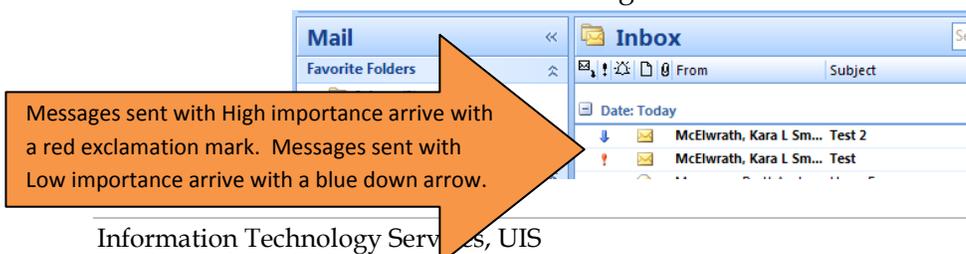


Additional Sending Options

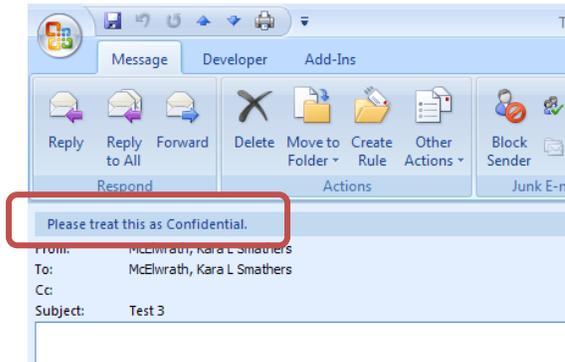
Outlook provides a variety of additional sending options. To see these options, click the **Dialog Box Launcher** arrow in the lower right corner of the **Tracking** group on the **Options** tab.



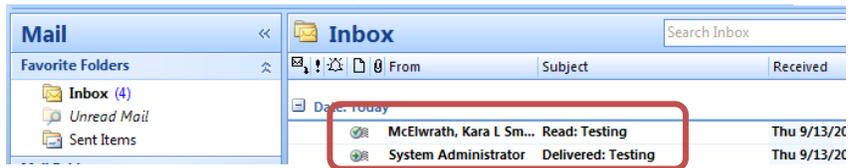
1. The importance and sensitivity setting can be adjusted.
 - a. Importance options include Low, Normal, and High. Recipients see a visual indicator when the message arrives in their Inbox.



- b. Sensitivity options include Normal, Personal, Private, and Confidential. Recipients will see text in the InfoBar of the message.
 - i. For Normal, no sensitivity level is assigned to the message, so no text is displayed in the InfoBar.
 - ii. For Private, the recipient will see **Please treat this as Private** in the InfoBar.
 - iii. For Personal, the recipient will see **Please treat this as Personal** in the InfoBar.
 - iv. For Confidential, the recipient will see **Please treat this as Confidential** in the InfoBar.



- 2. In the Voting and Tracking options section, you can choose to receive notification once the message has been delivered and/or read.
 - a. Simply check **Request a delivery receipt for this message** and/or **Request a read receipt for this message**.
 - b. As the sender of the message, the receipts will arrive in your Inbox.



- c. When requesting a read receipt, the recipient can choose whether or not to send the receipt.

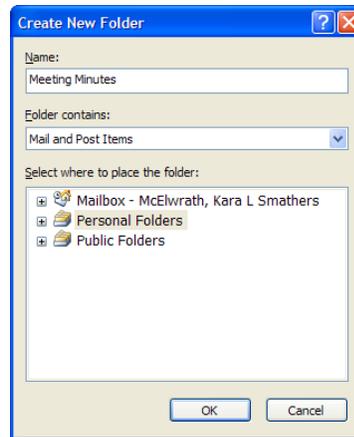
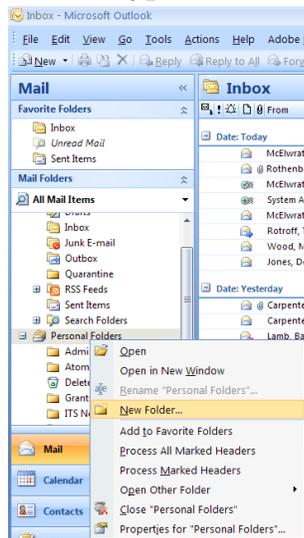


- 3. You may also select delivery options for the message.
 - a. To have replies to that message delivered to someone else, check **Have replies sent to** and select that person's name.
 - b. To delay the delivery of the message until after a particular time, check **Do not deliver before** and select the date and time.

- c. To have a message expire after a particular time, check **Expires after** and select the date and time. (When a message expires, the message header remains visible in Outlook folders with a strikethrough, and the message can still be opened.)
- d. You can create a link that associates a contact to this particular message by clicking the **Contacts** field.
- e. You can assign this message to a category by clicking the **Categories** button.

General Notes Regarding Outlook at UIS

- 1. Each employee or student's mailbox is allotted 250 MB of e-mail storage space. Once that limit is reached, no e-mail can be sent or received until the mailbox is back under the 250 MB limit.
- 2. To assist you in staying within your space allotment, personal folders can be created.
 - Messages stored in personal folders do not count towards your 250 MB.
 - a. To create a personal folder, right-click on **Personal Folders** and select **New Folder**. Type a name for the folder and click **OK**.



- b. To move a message to a personal folder, simply drag it from the Inbox and drop it on the folder. Or right-click the message and choose **Move to Folder**. Then select the appropriate personal folder and click **OK**.

