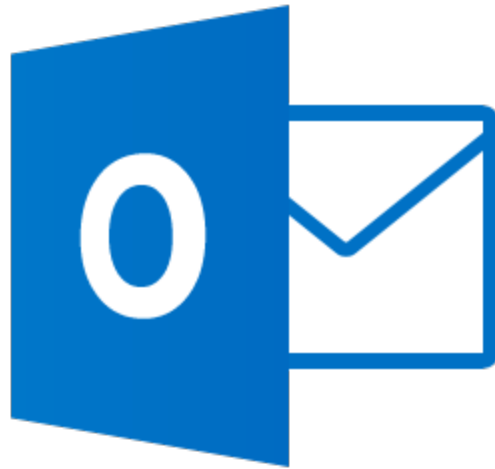


# Outlook Wizardry

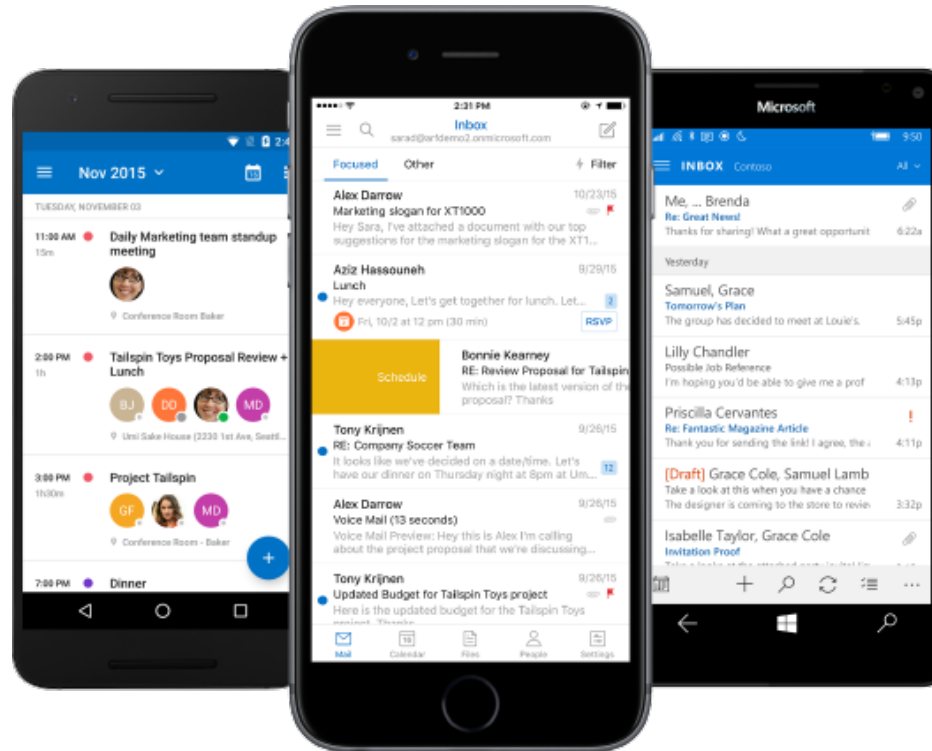


# Checking your Penn Law email

- Outlook on Desktop
- Webmail:  
<https://email.law.upenn.edu>
- Mobile:
  - Get approved for mobile access by your IT partner
  - Complete the Online Security & Privacy training
  - Directions: [www.law.upenn.edu/its/docs/remote/mobile.php](http://www.law.upenn.edu/its/docs/remote/mobile.php)
  - The Outlook app for iOS & Android is recommended

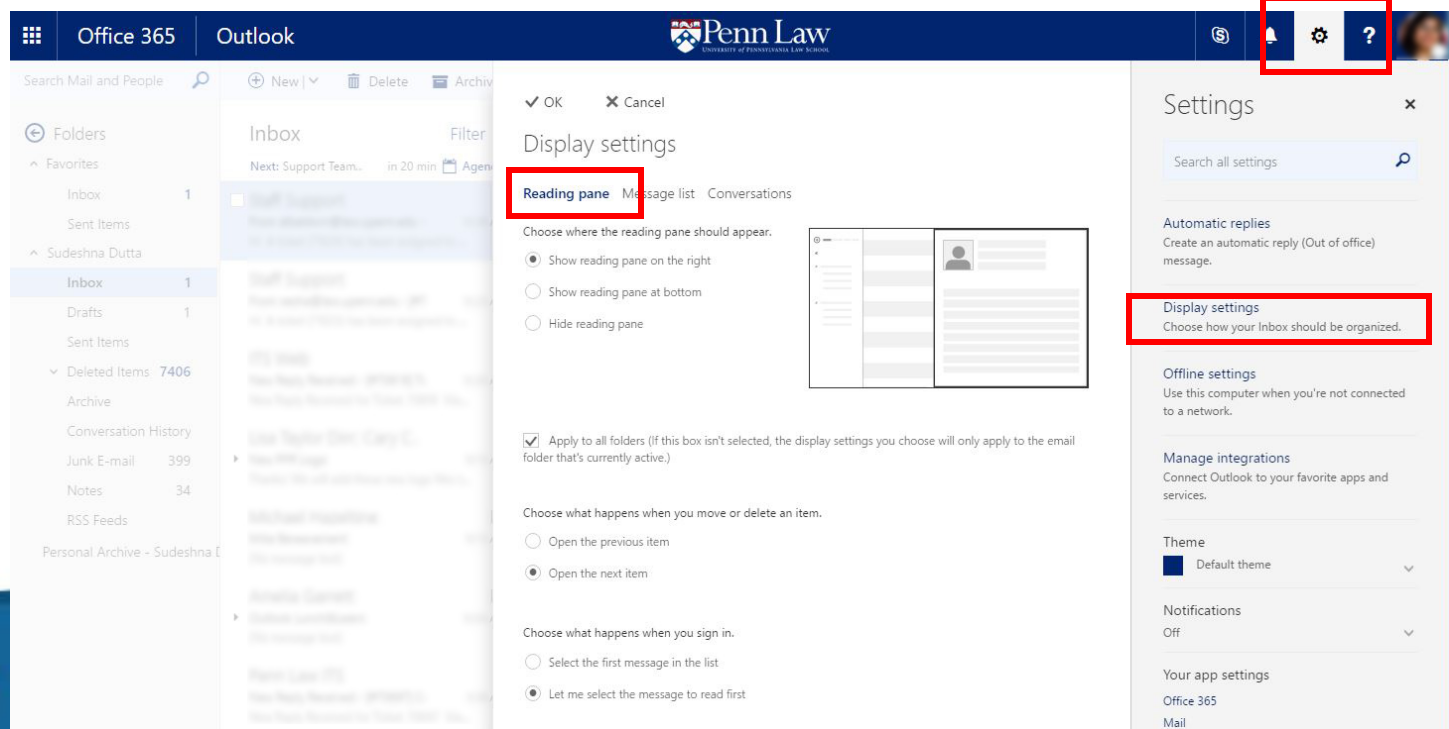
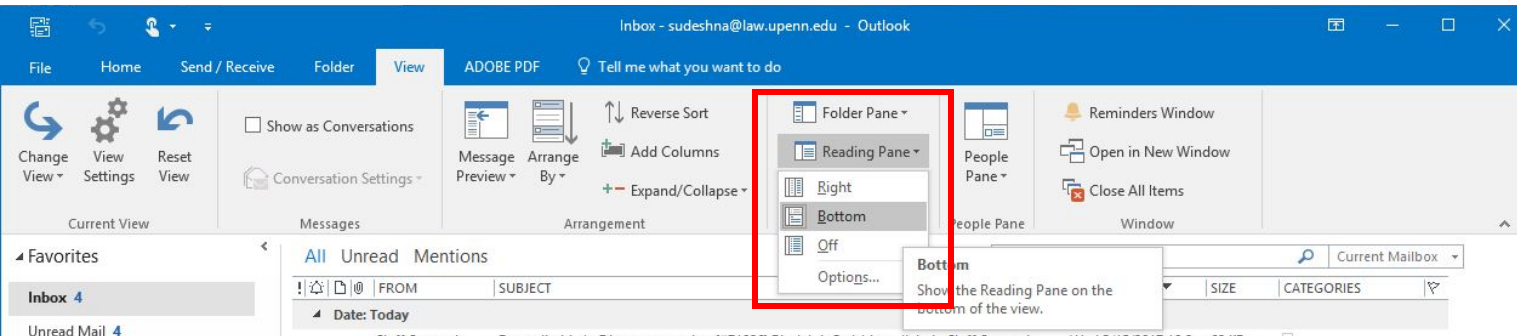
# Checking your Penn Law email

## Outlook Mobile app:



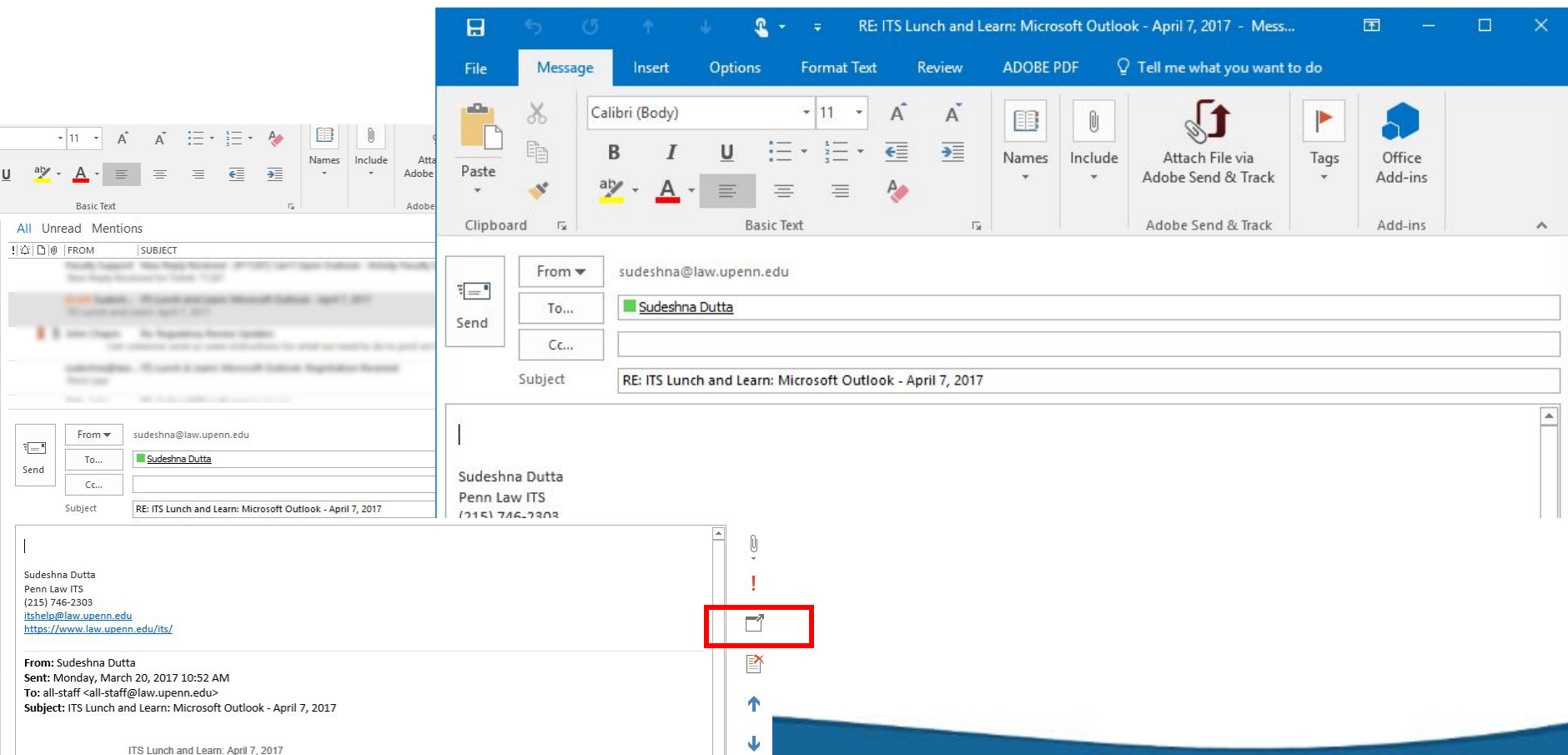
# Viewing panes for email

You can change how you view your emails by changing your reading pane settings.



# Reply options

Replying in viewing pane gives limited options, double click/pop-out in new window to access all available email tools.



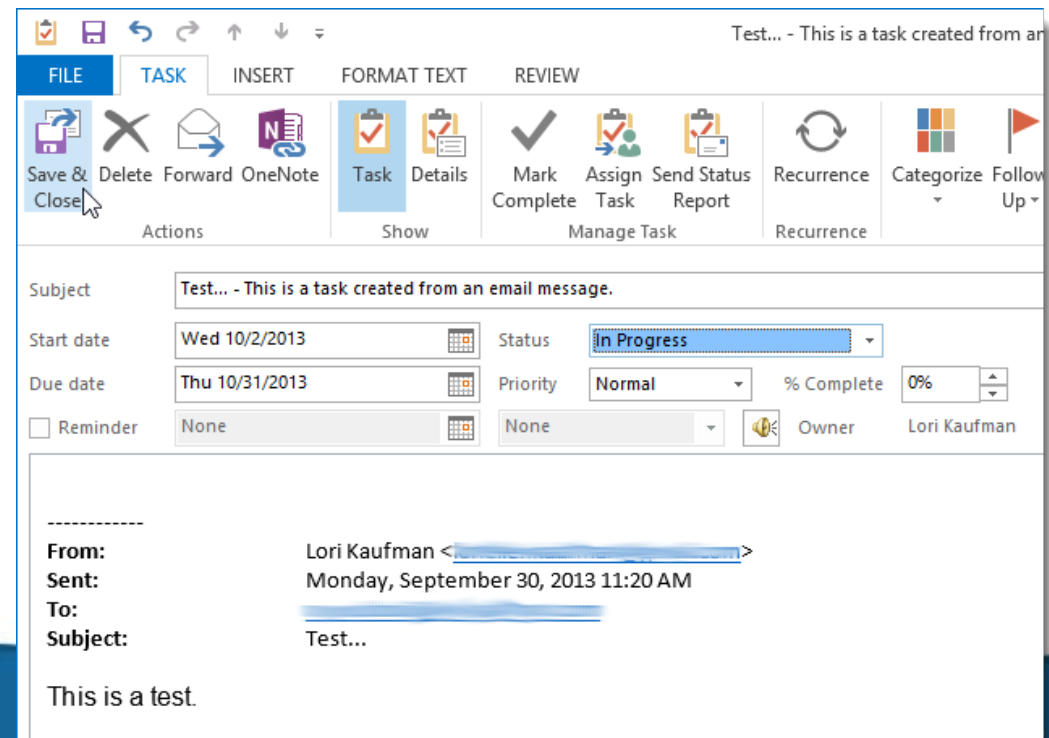
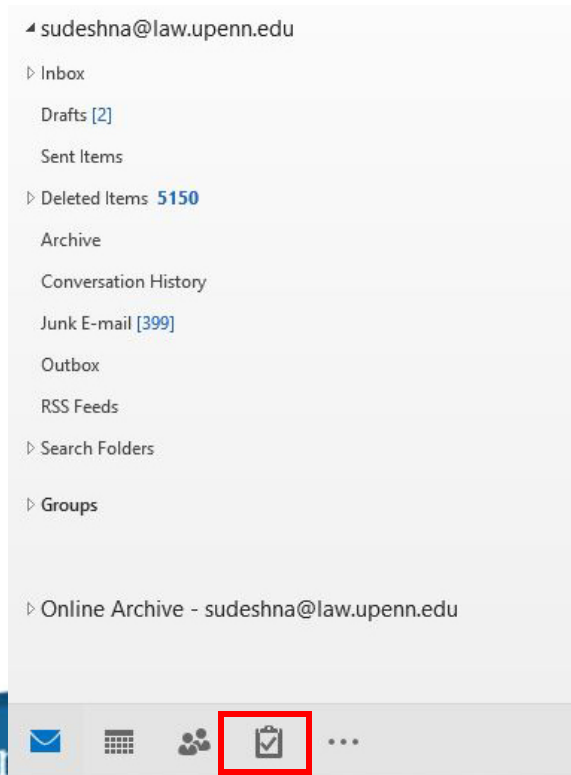
# Send from an email alias

- Confirm send permissions for alias with ITS.
- Display "From" field: Options > Show Fields or more options (...) on new email in Webmail & select email to send from.

The screenshot displays the Penn Law Webmail interface for composing a new email. The top navigation bar includes 'File', 'Message', 'Insert', 'Options' (highlighted with a red box), 'Format Text', 'Review', and 'ADOBE PDF'. Below this, the 'Options' dropdown menu is open, showing 'Show Fields' (highlighted with a red box) and 'From' (highlighted with a red box). The 'From' field is currently set to 'sudeszna@law.upenn.edu'. The 'Send' button is visible in the bottom left. On the right, the 'More options' menu (three dots) is open, showing options like 'Save draft', 'Show From' (highlighted), 'Check names', 'Set importance', 'Switch to plain text', 'Show message options...', and 'Check for accessibility issues'.

# Tasks

- A task allows you to schedule and track items related to any email you receive
- Add new task by dragging email to Task symbol
- Deleting your email won't delete your task



# HTML Formatting

Set default message format options by going to  
Options > Mail > Compose Messages or  
Settings > Layout > Message Format

The screenshot displays the Outlook Options window. On the left, the 'Mail' option is highlighted with a red box. The 'Compose messages' section shows 'Compose messages in this format' set to 'HTML'. In the center, the 'Layout' option is highlighted with a red box. On the right, the 'Message format' pane shows 'Compose messages in this format' set to 'HTML' and a 'Message font' section with 'Calibri' selected and a sample text area.

Options

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Change the settings for messages you create and receive.

Compose messages

Change the editing settings for messages.

Compose messages in this format: HTML

ABC

☐ Always check spelling before sending

☒ Ignore original message text in reply or forward

Shortcuts

General

Mail

Automatic processing

Automatic replies

Clutter

Undo send

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Retention policies

Accounts

Block or allow

Connected accounts

Forwarding

Attachment options

Attachment preferences

Storage accounts

Layout

Conversations

Email signature

Link preview

Message format

Message list

Quick actions

Save Discard

Message format

☐ Always show Bcc

☐ Always show From

Compose messages in this format: HTML

Message font

Calibri 12 B I U A

Sample text



# Link Preview

To show a summary below a link, you can turn on link preview in webmail

The screenshot displays the Outlook webmail interface for a user at Penn Law. The interface is divided into three main sections: a left-hand navigation pane, a central message area, and a right-hand settings pane.

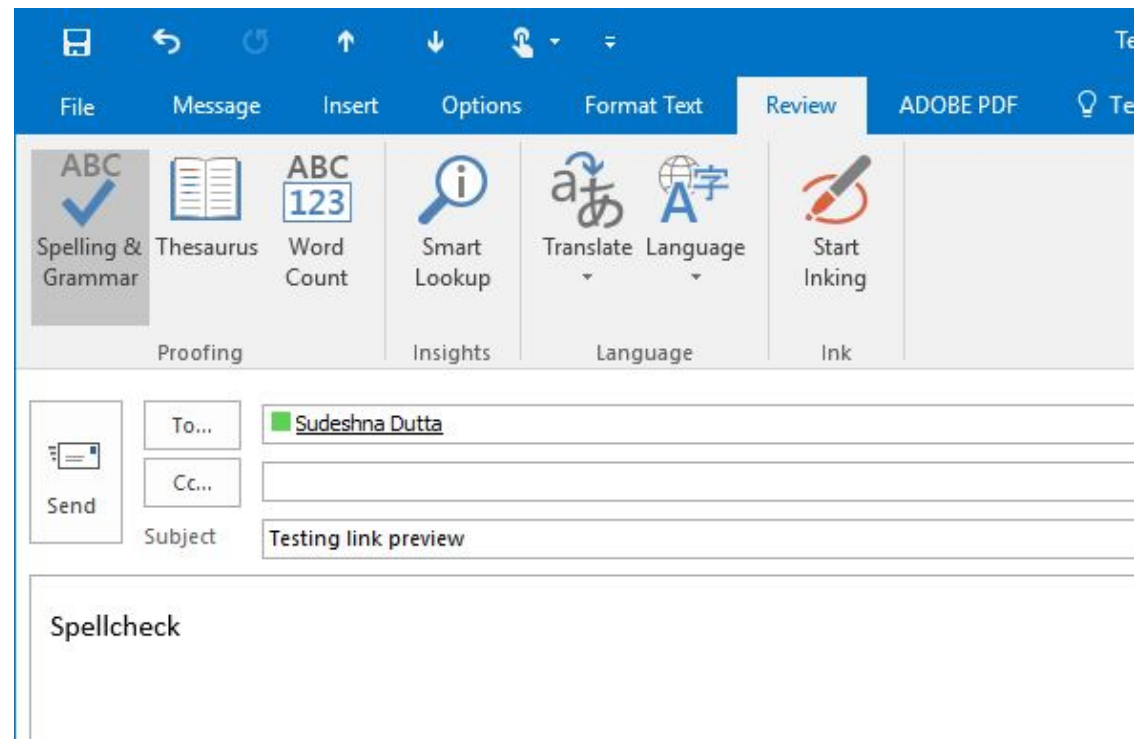
**Left-hand navigation pane:** Under the 'Options' menu, the 'Mail' option is highlighted with a red box. Below it, the 'Link preview' option is also highlighted with a red box.

**Central message area:** The 'Link preview' section is visible, showing a preview of a link. The link is <https://www.law.upenn.edu/>, which is previewed as 'University of Pennsylvania Law School • Penn Law' with the website address [www.law.upenn.edu](http://www.law.upenn.edu). Below the preview, a summary of the website's content is shown: 'The University of Pennsylvania Law School, or Penn Law, provides a superior legal education through cross-disciplinary studies and our deserved reputation as...'. The 'Mail' option in the bottom right corner of the central area is also highlighted with a red box.

**Right-hand settings pane:** The 'Settings' pane is open, showing various configuration options. The 'Mail' option in the bottom right corner of the settings pane is highlighted with a red box.

**Top navigation bar:** The 'Office 365' and 'Outlook' tabs are visible. The 'Settings' gear icon in the top right corner is highlighted with a red box.

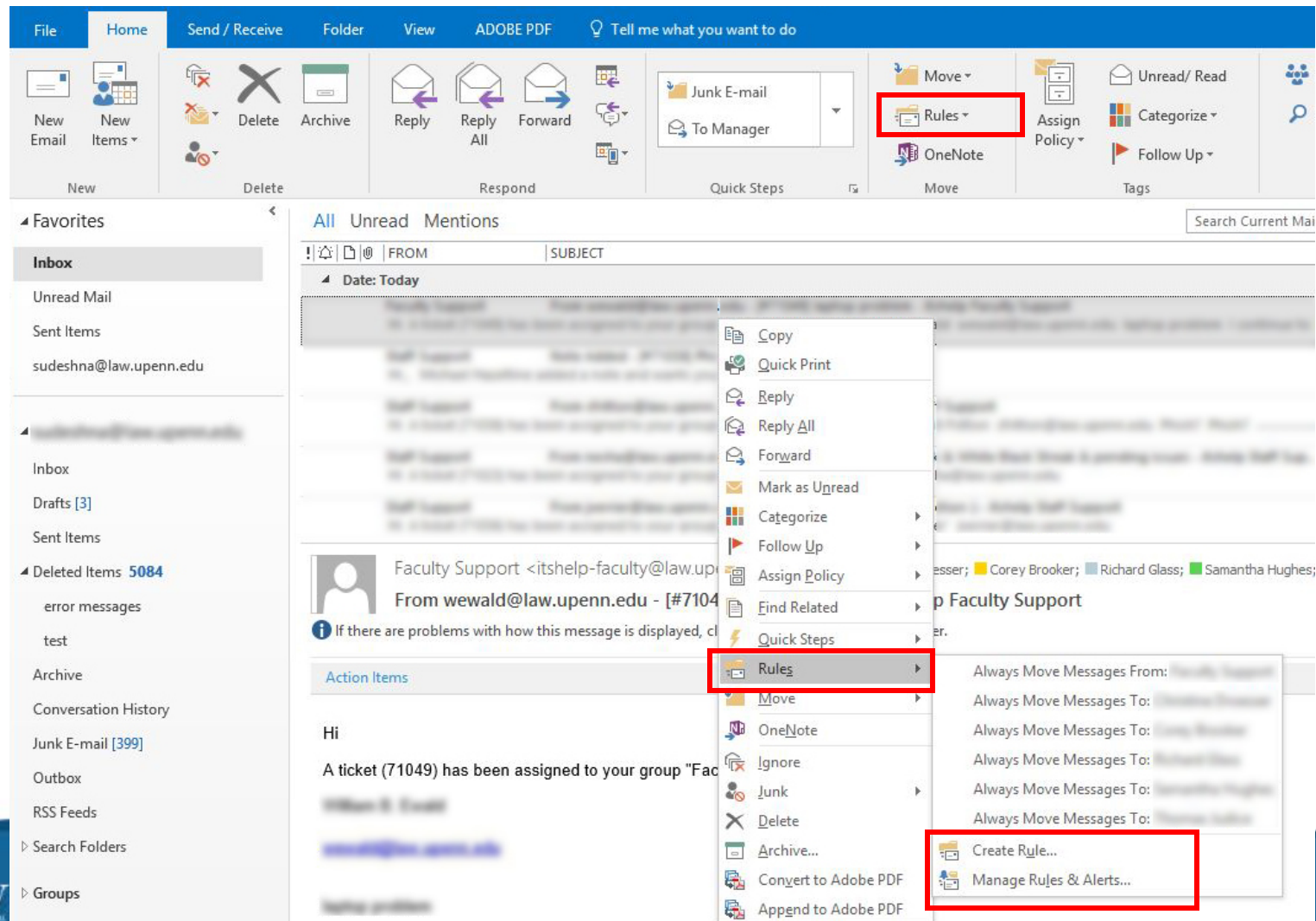
# Spellcheck



- Outlook:  
Review > Spelling & Grammar
- Webmail:  
In webmail, there is no built-in spellcheck. Instead, use your web browser for spellcheck (all modern browsers will have this option)

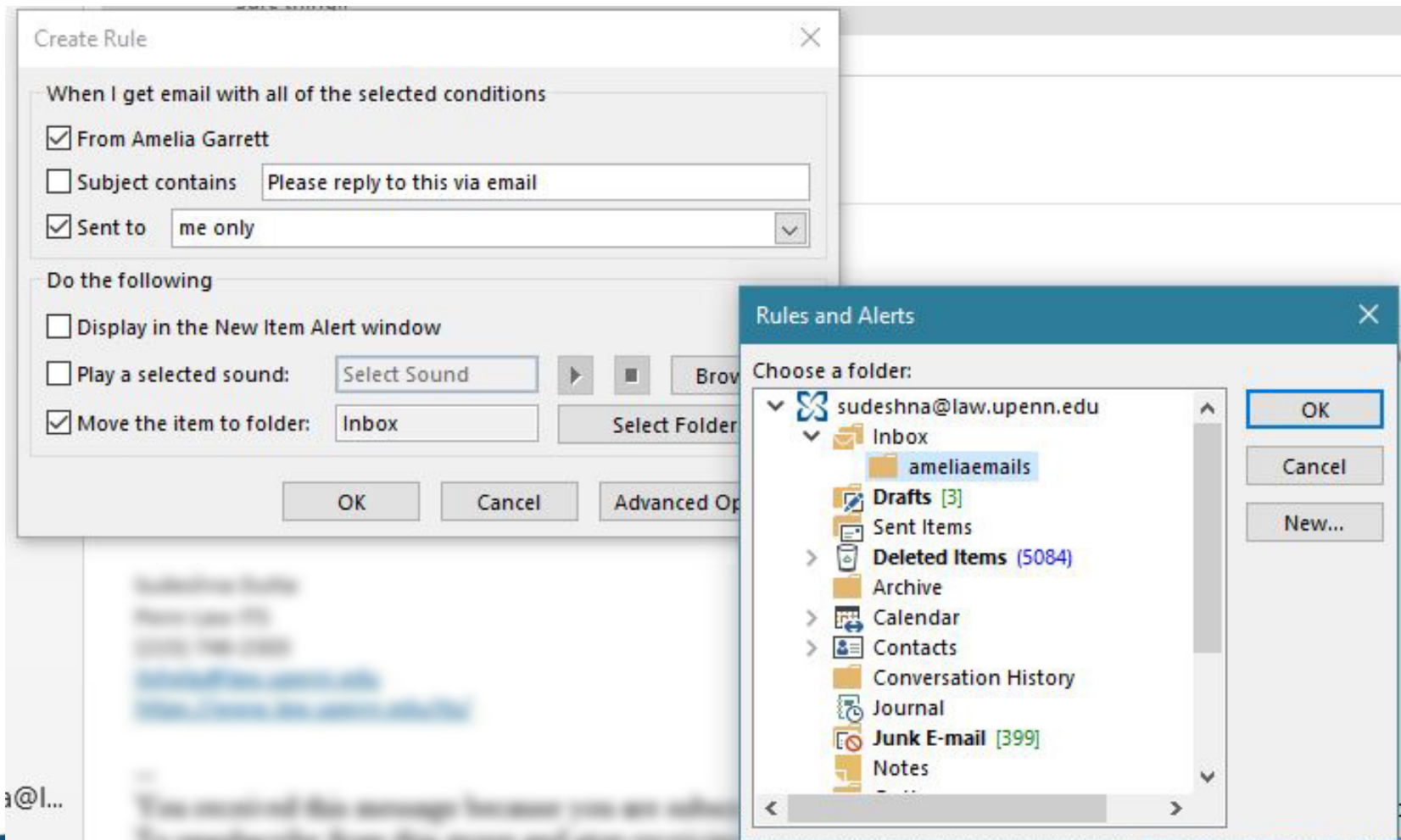
# Mailbox Filtering: Rules

To set up rules for specific emails, select & choose Home > Rules, or right click and go to Rules



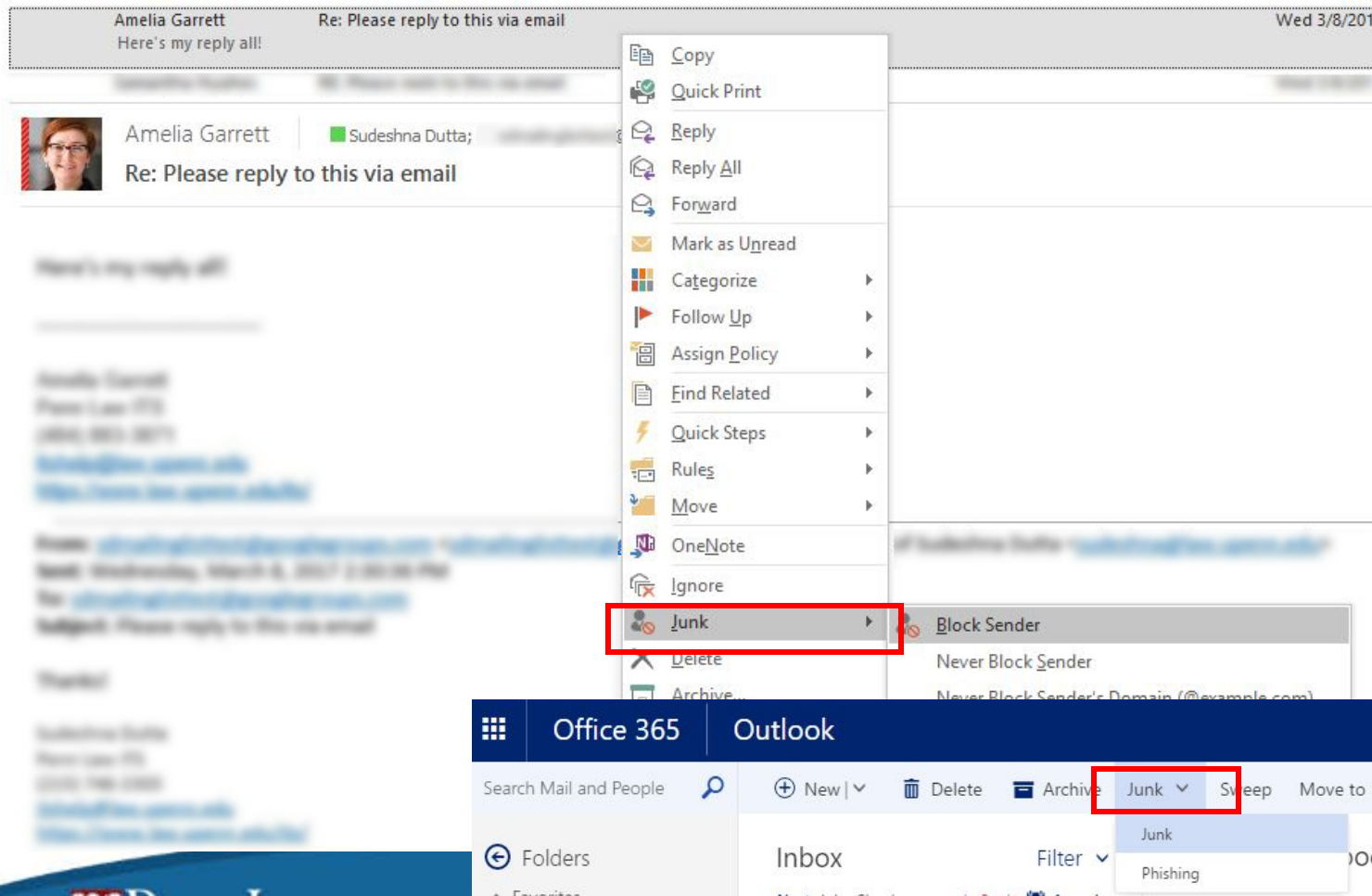
# Mailbox Filtering: Rules contd.

To set up a rule, set your conditions under Create Rule and it should filter all future incoming mail



# Mailbox Filtering: Junk mail

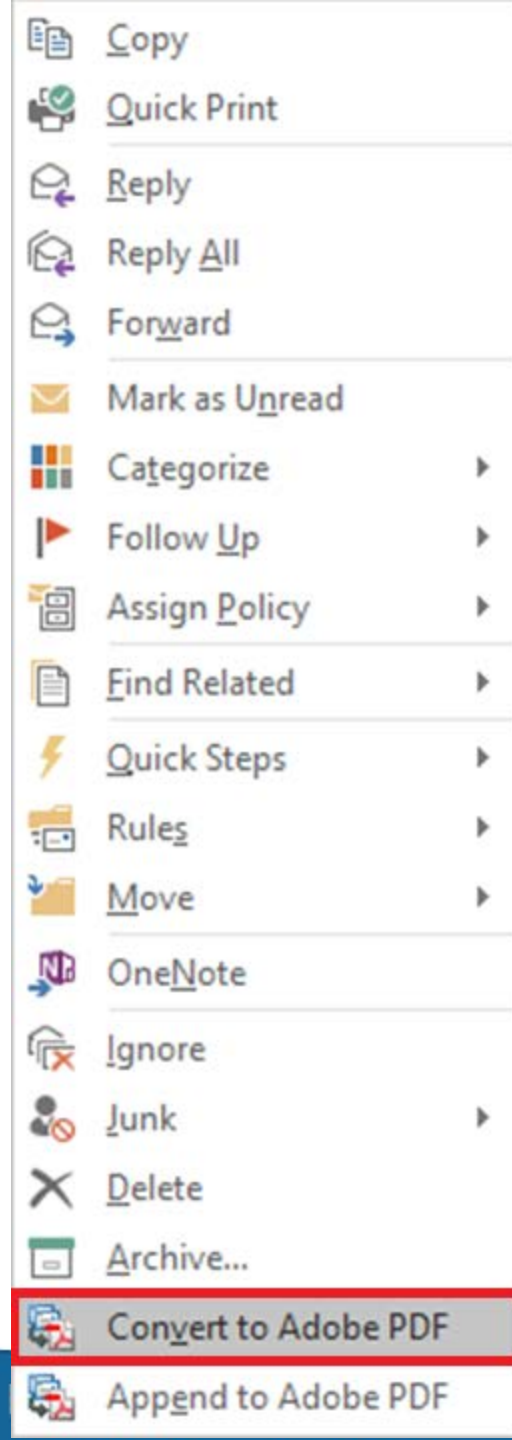
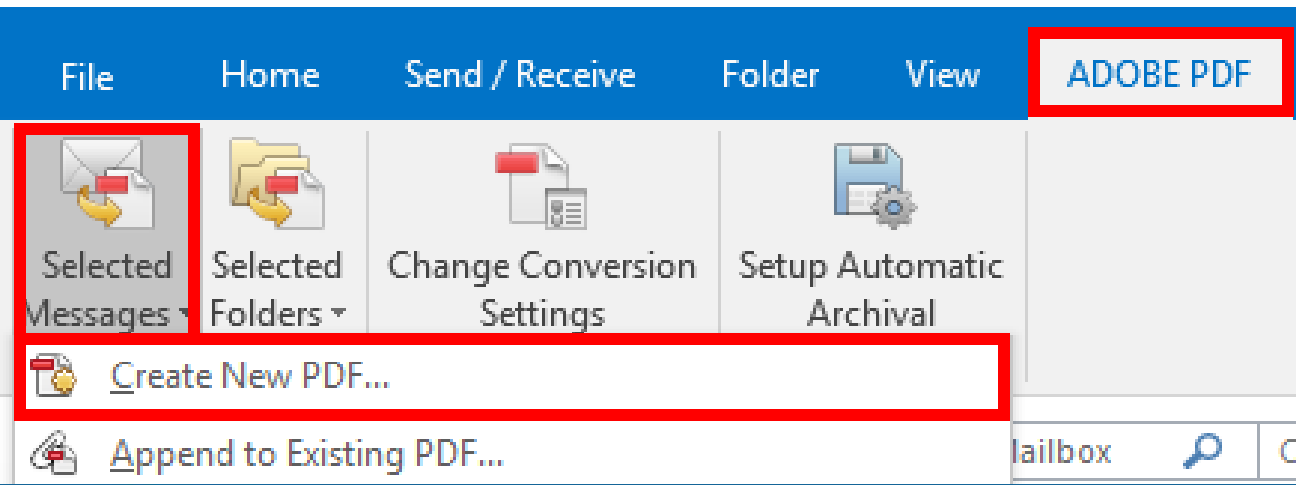
To mark something as Junk, right click and choose option desired under the Junk menu item or click on Junk on the top toolbar





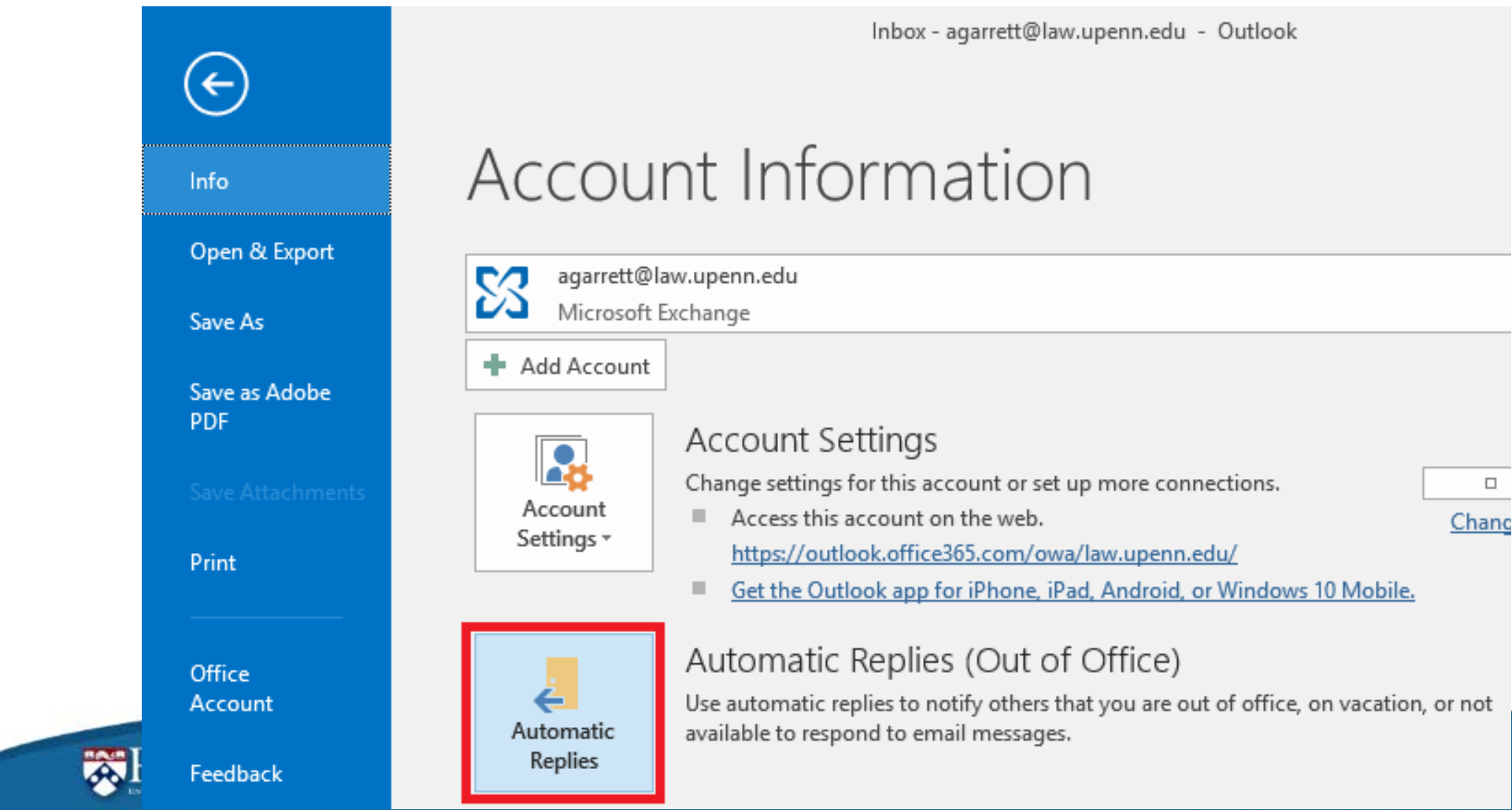
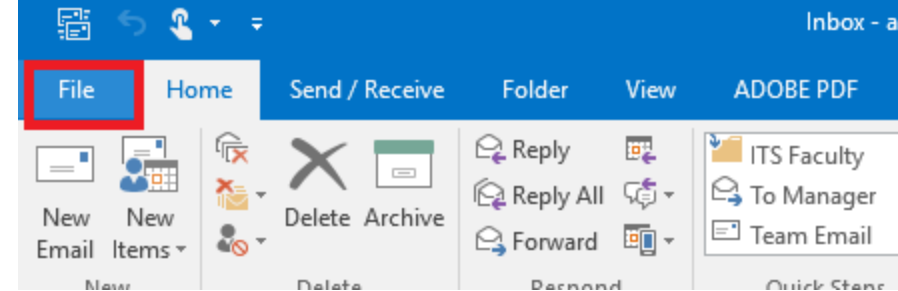
# Converting Emails to PDF

- Right click on an email in Outlook (not webmail) and choose “Convert to Adobe PDF”.
- In the “ADOBE PDF” tab in an Outlook email window, choose “Selected Messages” and “Create New PDF”.



# Automatic Out of Office Replies

In Outlook, navigate to File > Automatic Replies.



- Choose “Send automatic replies.”
- Enter your reply message.
- Optional: Select the date range for sending the replies.

Automatic Replies - agarrett@law.upenn.edu

☐ Do not send automatic replies

☒ Send automatic replies

☒ Only send during this time range:

Start time: Mon 1/16/2017 9:00 AM

End time: Fri 1/20/2017 9:00 AM

Automatically reply once for each sender with the following messages:

Inside My Organization Outside My Organization (On)

Segoe UI 8 B I U A

Hello,

I will be out of the office from January 16th to January 19th. Please email my colleague if you have any pressing concerns. Otherwise, I will get back to you as soon as possible when I return to the office on January 20th.

Thank you,

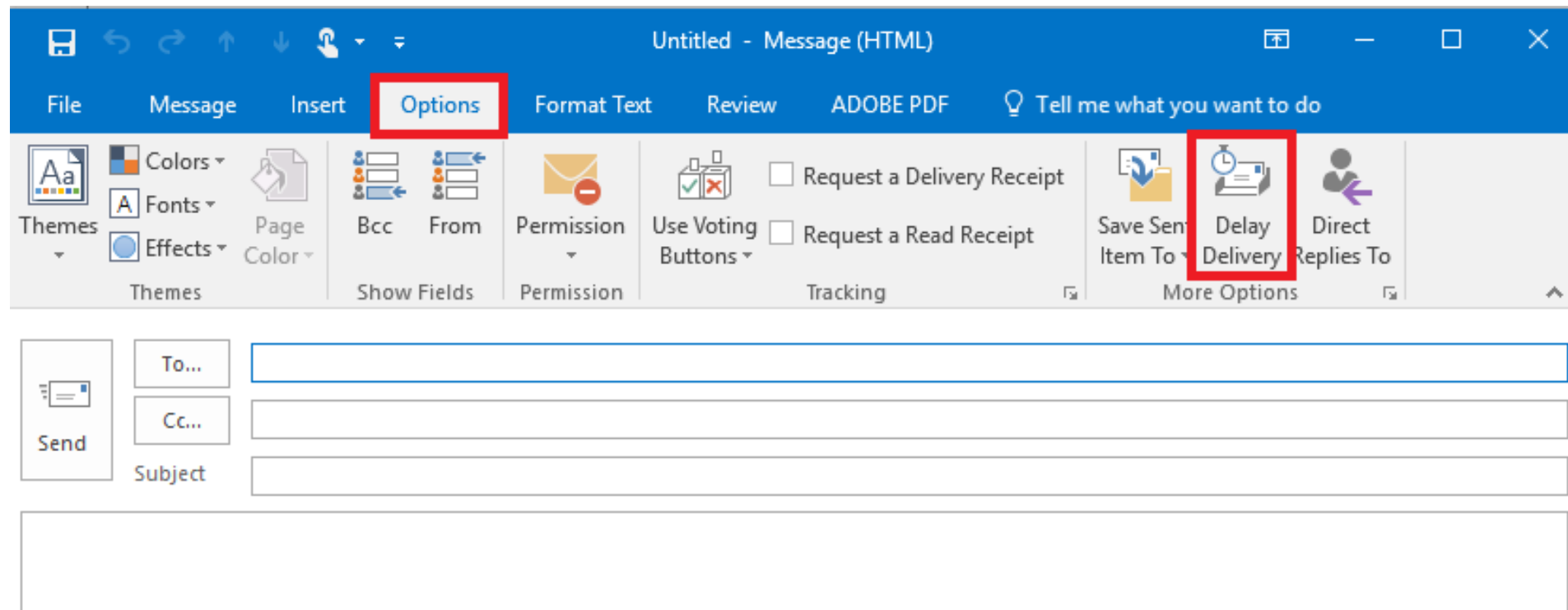
Amelia

Rules... OK Cancel

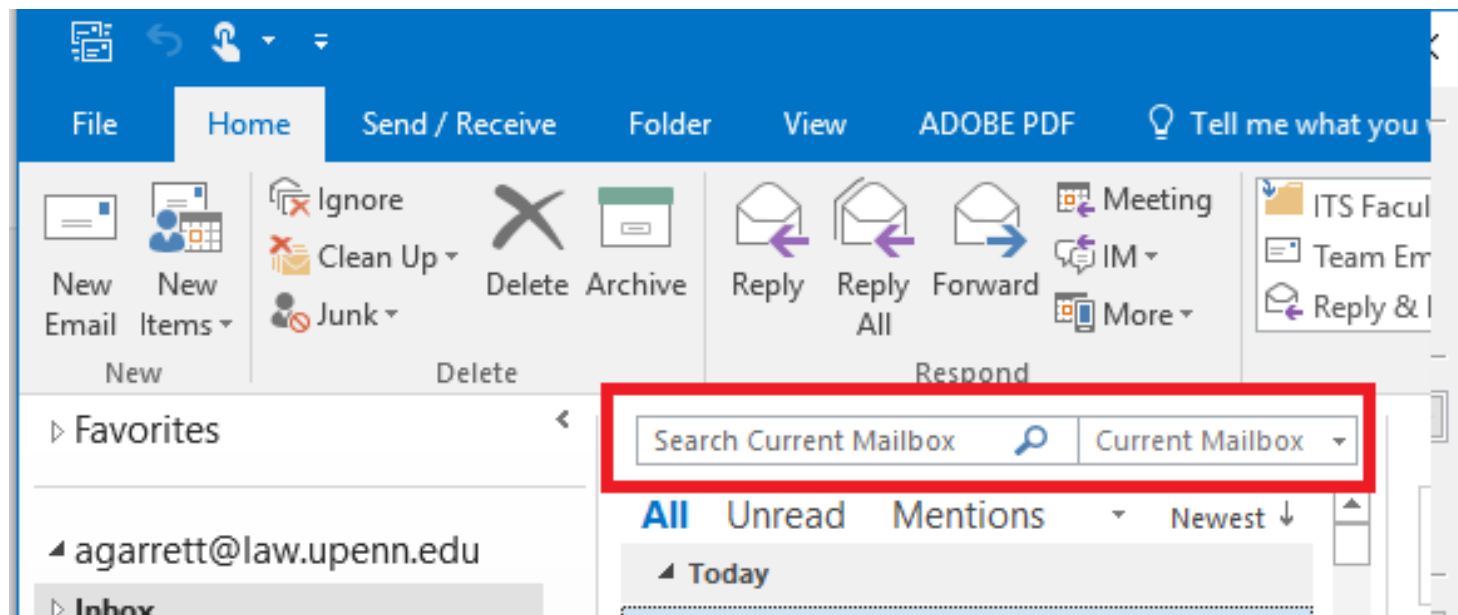


# Schedule Delivery

- In Outlook, choose to write a New Email.
- In the New Email window, choose Options > Delay Delivery.



# Email Searches



- Your default search location is your Current Mailbox.
- You can search your folders, subfolders, All Mailboxes, and All Outlook Items as well.

# Filtering searches

The screenshot displays the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and ADOBE PDF. The Home tab is active, showing icons for New Email, New Items, Ignore, Clean Up, Delete, Archive, Reply, Reply All, Forward, Meeting, IM, and More. The right sidebar shows the Search Tools section with a search bar and a 'Tell me what you want to do' button. Below the ribbon, the 'Favorites' section shows the email account 'agarrett@law.upenn.edu' and the 'Inbox' folder. The main pane displays a list of emails from 'Sudeshna Dutta' and 'Amelia Garrett'. A red box highlights the 'Filter by' dropdown menu, which is open, showing various filtering options: Date, From, To, Categories, Flag: Start Date, Flag: Due Date, Size, Subject, Folder, Type, Attachments, Account, Importance, Show as Conversations, Show in Groups, and View Settings... The 'Date' option is selected.

File Home Send / Receive Folder View ADOBE PDF Search Tools Search Tell me what you want to do

New Email New Items Ignore Clean Up Delete Archive Reply Reply All Forward Meeting IM More

ITS Faculty Team Email Reply & Delete Quick Steps

favorites

agarrett@law.upenn.edu

Inbox

Drafts

Sent Items

Deleted Items 1

Archive

Conversation History

Food

Junk Email [41]

Outbox

Panopto

RSS Feeds

Search Folders

Groups

sudeshna du Current Mailbox

All Unread Mentions

Last Week

Sudeshna Dutta Accepted: Outlook Lunch a...

Amelia Garrett Outlook Lunch and Learn

Sudeshna Dutta Sudeshna Dutta has share... Here's the folder that

Amelia Garrett Amelia Garrett has shared '... Here's the document that

Sudeshna Dutta Sudeshna Dutta has share... Here's the document that

Christine Droesser FW: April Lunch & Learn To... Hi, Jo-Ann approved the

Filter by

Date

From

To

Categories

Flag: Start Date

Flag: Due Date

Size

Subject

Folder

Type

Attachments

Account

Importance

Show as Conversations

Show in Groups

View Settings...

# Attachments

Attach as copy vs. OneDrive sharing

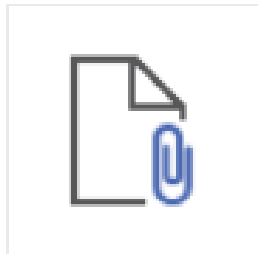
Webmail gives you this option:

How do you want to attach this file?



Attach as a OneDrive file

Recipients can see the latest changes and work together in real time.



Attach as a copy

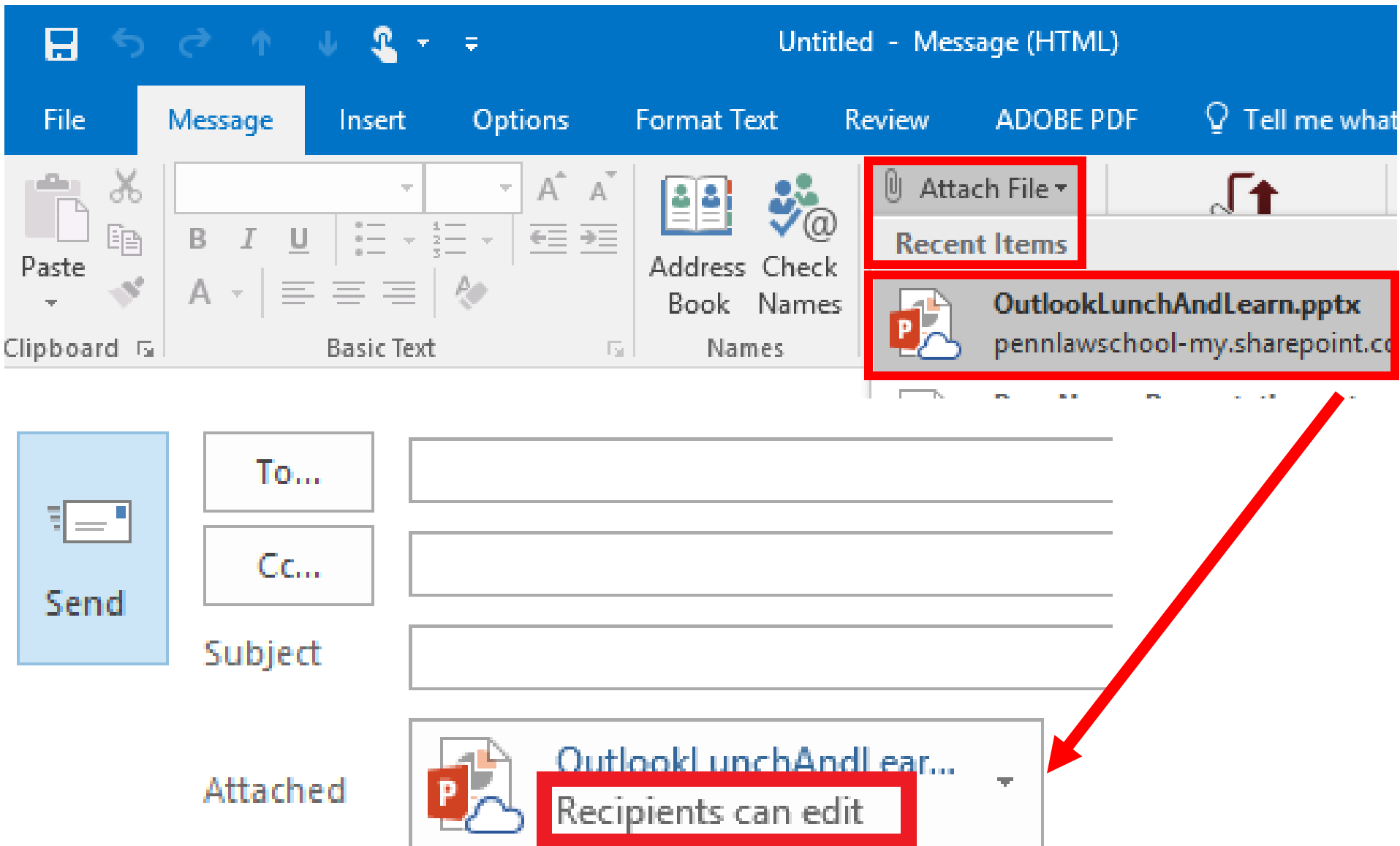
Recipients get a copy to review.

☐

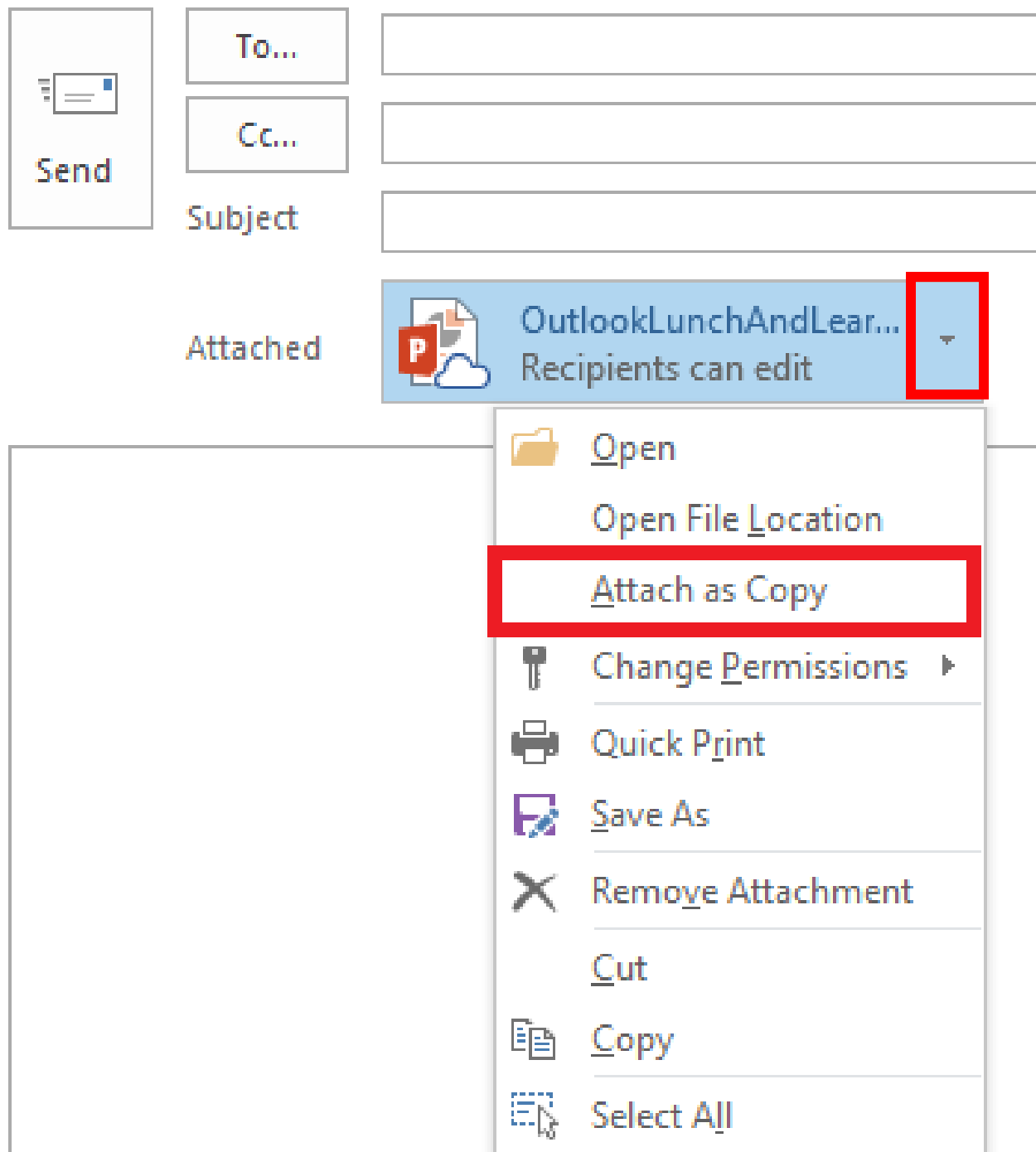
Remember my choice for files from OneDrive



# Outlook default is **share**, *not attach copy*!

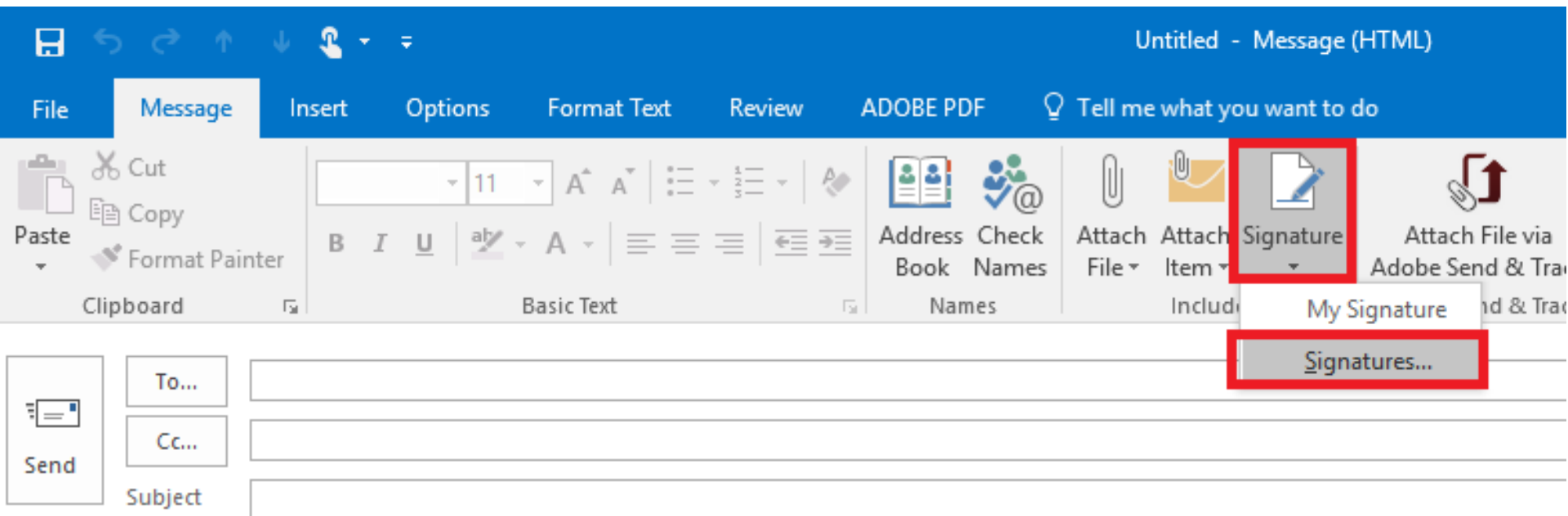



# Attach as Copy in Outlook



# Email Signatures in Outlook

- Signature settings in Outlook don't transfer to Webmail and vice versa.
- In a **New Email** window, click on **Signature**.
- Select the **Signatures**.




Search Mail and People 

+ New | v

 Delete Archive


...

 Undo

# Email Signatures in Webmail

- Navigate to **Settings** in Webmail.
- Select **Mail**.
- Choose **Email signature** under Layout.

## Settings

Search all settings 

### Automatic replies

Create an automatic reply (Out of office) message.

### Display settings

Choose how your Inbox should be organized.


### Offline settings

Use this computer when you're not connected to a network.

### Manage integrations

Connect Outlook to your favorite apps and services.

### Theme

 Default theme 

### Notifications

On 

### Your app settings

Office 365

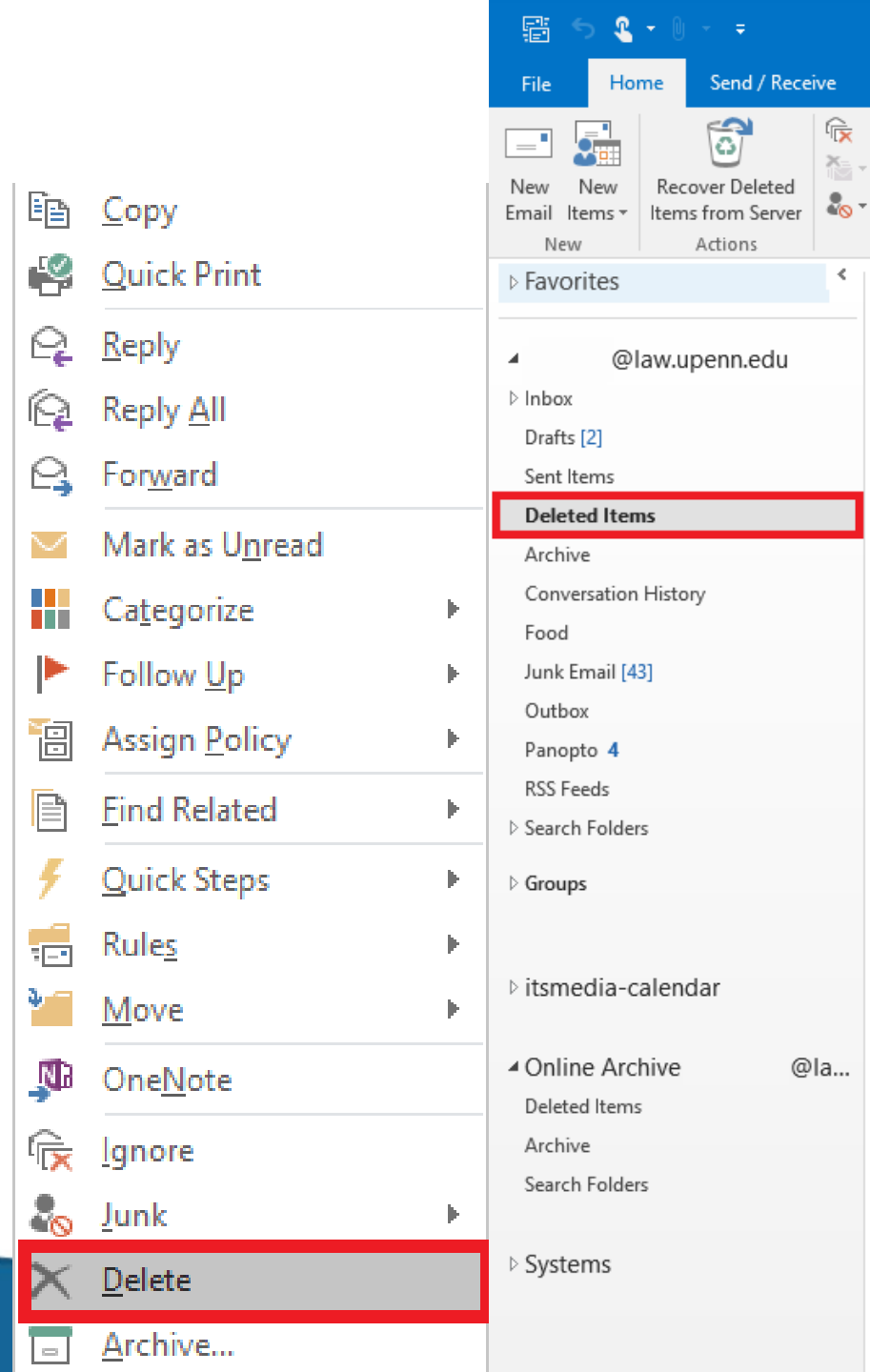
 Mail

Calendar



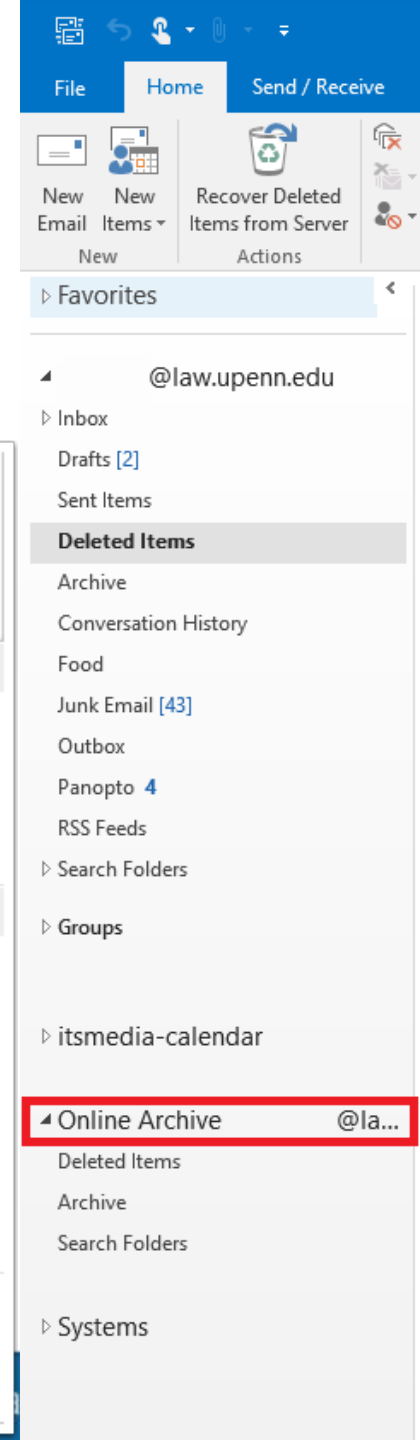
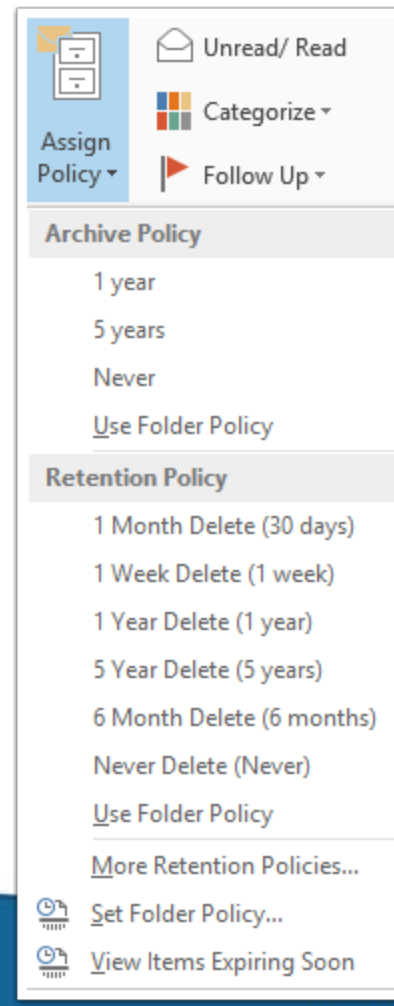
# Deleted Items Folder

- Mail items deleted in Outlook are sent to the Deleted Items folder; you can permanently delete item from this folder.
- Do not use the Deleted Items folder for email storage!
- We recommend regularly deleting emails in the Deleted Items folder monthly.



# Email Archiving

- Email are archived from your regular inbox to your archived inbox after two years.
- Customize your archiving policy using the **Assign Policy** button in the Outlook ribbon.
- You can also set a Retention Policy that will automatically delete messages (which only applies to the currently selected email).

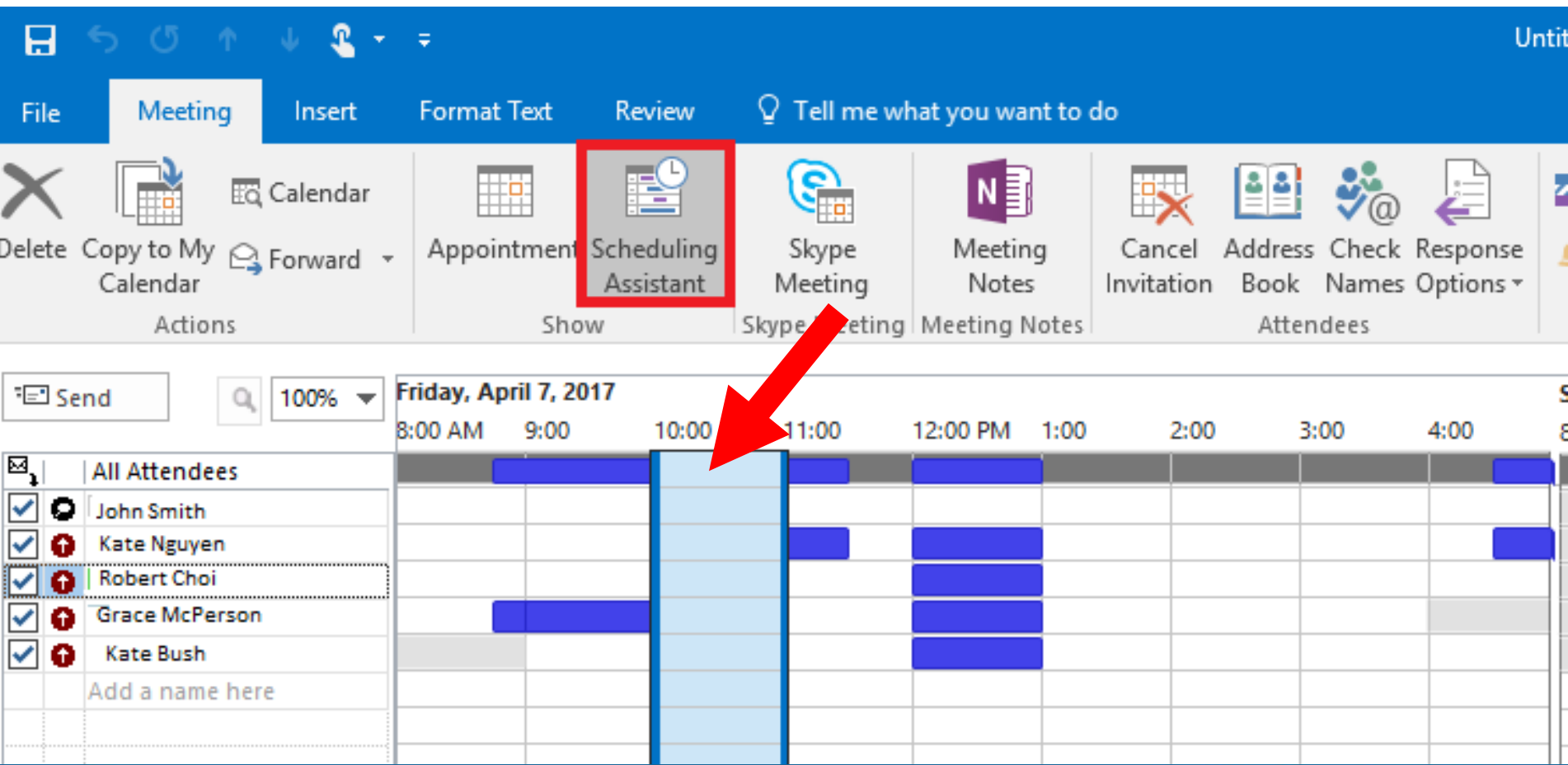


# Email Questions?

# Outlook calendars

# Scheduling Assistant

- In Outlook Calendar, choose **New Meeting**.
- Enter names of meeting invitees.
- Select **Scheduling Assistant**.



# Meeting Recurrence

- In Outlook Calendar, choose **New Meeting**.
- Select **Recurrence**.

The screenshot shows the 'Appointment Recurrence' dialog box in Outlook. The 'Recurrence' button in the top ribbon is highlighted with a red box. In the 'Recurrence pattern' section, the 'Weekly' radio button is selected and highlighted with a red box. To its right, the recurrence pattern is set to 'Recur every 1 week(s) on: Friday', with the 'Friday' checkbox checked and the entire pattern area highlighted by a red box. In the 'Range of recurrence' section, the 'End after: 10 occurrences' option is selected and highlighted with a red box. The 'OK' button at the bottom is also highlighted with a red box.

**Appointment Recurrence**

Appointment time

Start: 12:00 PM

End: 1:00 PM

Duration: 1 hour

Recurrence pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☒ Friday ☐ Saturday

Range of recurrence

Start: Fri 4/7/2017

☐ No end date

☒ End after: 10 occurrences

☐ End by: Fri 6/9/2017

OK Cancel Remove Recurrence

# Subscribe to Penn Law Calendars

- Copy the link to the iCal feed you want from the main calendar > Subscribe to calendars section or from the ITS help docs page.
- In Outlook, choose Open Calendar > From Internet.

The screenshot displays the Microsoft Outlook interface. On the left, the 'Subscribe to calendars' menu is open, showing a list of Penn Law calendars with RSS and iCal links. The iCal links are highlighted with a red box. The main window shows the 'Calendar' view for 'sureshna@law.upenn.edu'. The 'Open Calendar' dropdown is also open, showing options like 'From Internet...', which is highlighted with a red box. The calendar view shows a monthly calendar for April 2017 and a weekly view for April 2 - 8, 2017.

**Subscribe to calendars**

- All Events RSS iCal
- Academic C... RSS iCal
- Alumni Events RSS iCal
- CLE Events RSS iCal
- Conferences ... RSS iCal
- Faculty Events RSS iCal
- Public Events RSS iCal
- Staff Events RSS iCal
- Student Events RSS iCal

**Calendar - sureshna@law.upenn.edu - Outlook**

Home Send / Receive Folder View ADOBE PDF Tell me what you want to do

Appointment Meeting Items New Skype Meeting Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar Calendar Groups E-mail Calendar

From Address Book... From Room List... **From Internet...** Create New Blank Calendar... Open Shared Calendar...

**April 2017**

MO	TU	WE	TH	FR	SA
27	28	29	30	31	1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

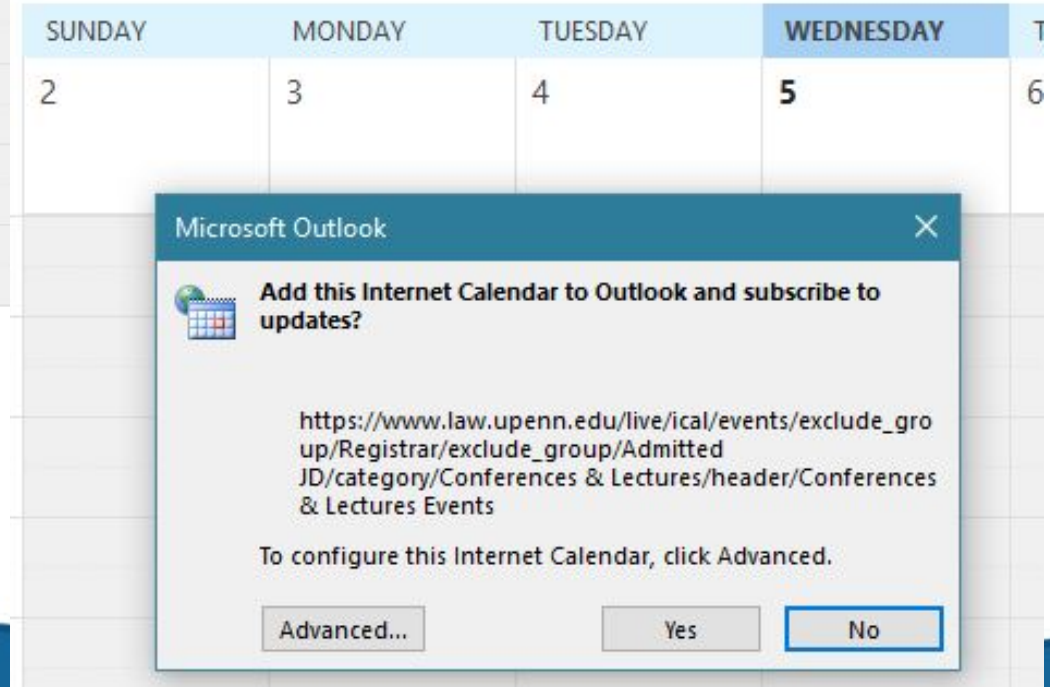
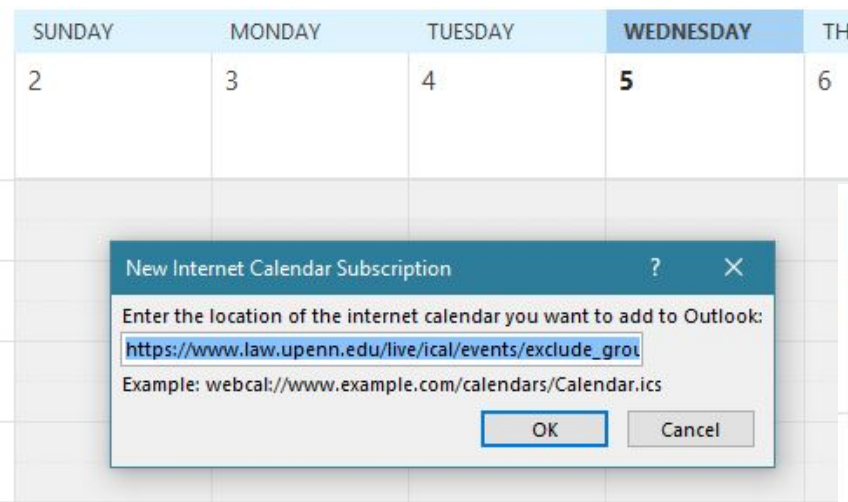
**April 2 - 8, 2017**

SUNDAY	MONDAY	TUESDAY
2	3	4
4 AM		

**Penn Law**  
UNIVERSITY OF PENNSYLVANIA LAW SCHOOL

# Subscribe to Penn Law Calendars

- Add copied calendar link and click OK.
- Select Yes to add internet calendar & subscribe to updates.
- Learn more: <https://www.law.upenn.edu/its/docs/calendar/livewhale.php>





March 2017

SU	MO	TU	WE	TH	FR	SA
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

☐ United States holidays

- ☒ Other Calendars
- ☒ Penn Law Events
  - ☒ Staff Events Events
  - ☐ Academic Calendar Events
  - ☒ Alumni Events Events

March 15, 2017

Penn Law Events x

WEDNESDAY

15

7<sup>AM</sup>

8

9

10

11

12<sup>PM</sup>

1

2

3

4

5

Previous Appointment

Next Appointment

Washington, D.C.



Today  
66° F / 51° F

Staff Events Events x

WEDNESDAY

15

Sujatha Baliga L '99 visit to Penn Law; TE

How Far is China from the Rule of Law?  
Tanenbaum 145, Gittis Classroom

Search Penn Law Events



Alumni Events Events x

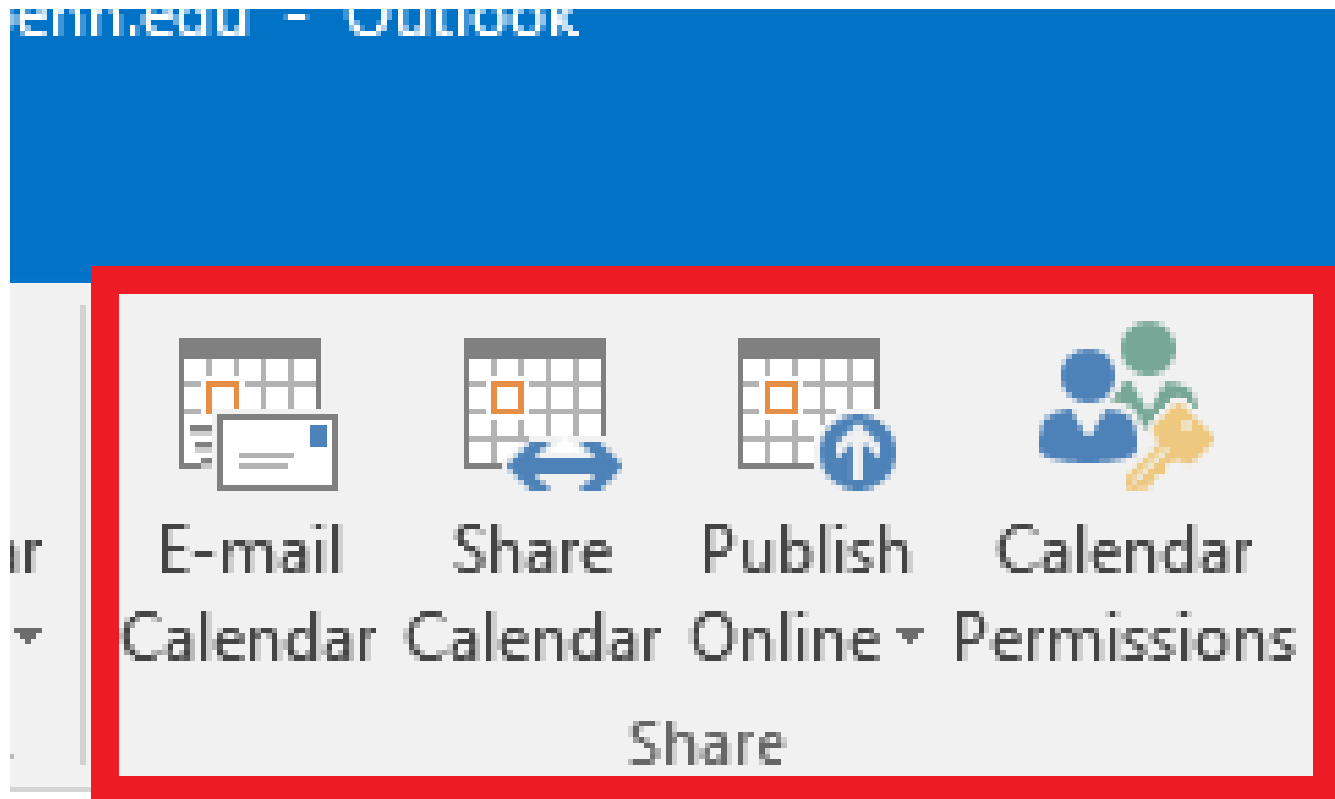
WEDNESDAY

15

Critical Global Conversations: Lady  
Catherine Ashton  
Tanenbaum 112

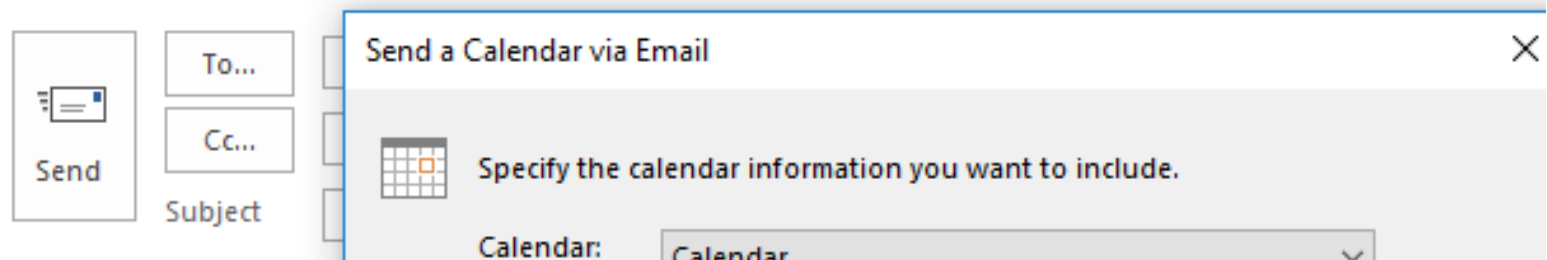
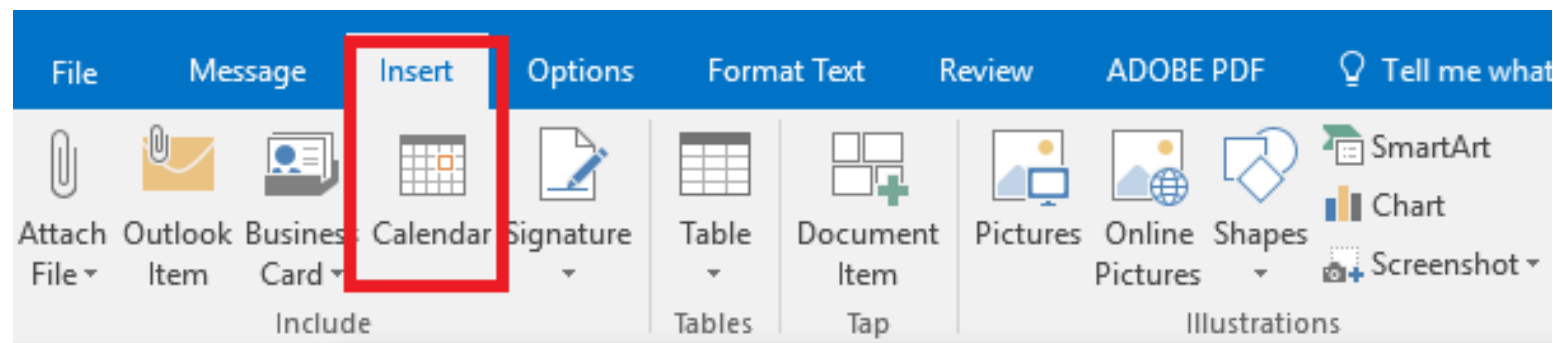
# Sharing Calendars

- In your Outlook Calendar, you can share using:



# Email Calendar

Also send from an email window in Outlook, select **Insert > Calendar**.



## Availability only

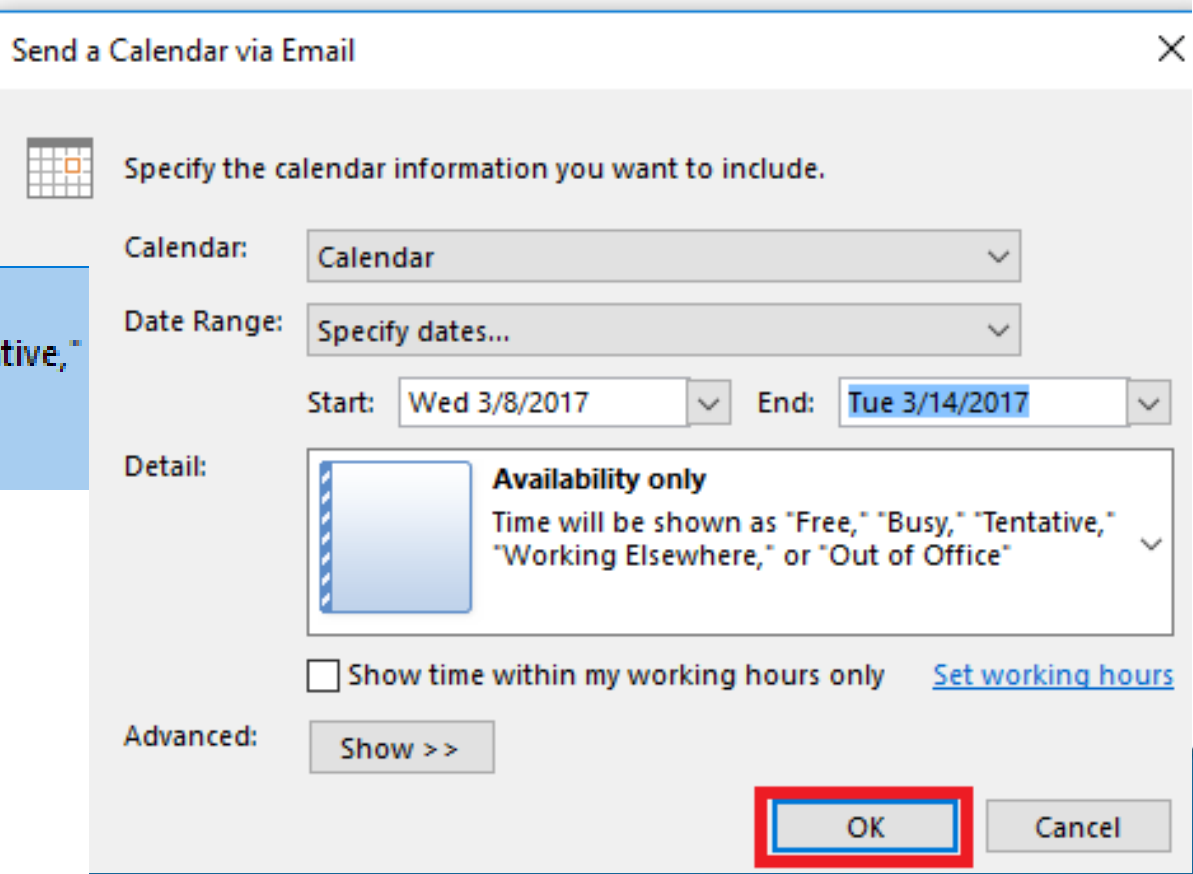
Time will be shown as "Free," "Busy," "Tentative," "Working Elsewhere," or "Out of Office"

## Limited details

Includes the availability and subjects of calendar items only

## Full details

Includes the availability and full details of calendar items



# Questions?

Learn more on ITS online:

[www.law.upenn.edu/its/docs/email-calendar-office/](http://www.law.upenn.edu/its/docs/email-calendar-office/)

[Itshelp@law.upenn.edu](mailto:Itshelp@law.upenn.edu)