

This was a presentation given to the ComputerPals clients in 2017 to assist them in understanding different office applications available on a computer

Computer Pals is a non-profit organization that provides computer training and support free of charge. Whilst we endeavour to give the best advice possible there is no guarantee on the information given. Our handout sheets attempt to provide the easiest method to achieve the goal for the target audience. It should be noted that changes in computer type, manufacturer and software versions may invalidate some of the examples provided. E&OE.



WHAT iz

OUTLOOK (eMail Client)...



Outlook

a **eMail Processing Tool** from Microsoft, and a part of Microsoft Office

Similar to

- Mailbird
- Inky
- Mozilla Thunderbird
- Opera Mail
- Zimbra
- em Client
- Claws Mail
- And many more ...

It is an **eMail CLIENT**, unlike

- Web based eMail tools

Which are free but simple...



eMail CLIENT:

Email client is a desktop application:

- Enables configuring one or more email addresses to:
 - Receive
 - Read
 - Compose
 - Send emails

Through the desktop interface.

- It provides a central interface for receiving, composing and sending emails of configured email address(s).

Outlook is **NOT** best for:

- Nomadic users
- Using multiple platforms
- Having limited local storage



©ComputerPals 2017

eMail Client

At a pre-defined time (or when invoked manually by user) the email client fetches new emails from the email service provider's hosted and managed mailbox. These eMails are stored locally

Similarly when sending emails, the email client talks to the service provider to deliver messages to the email server

Moreover, the email client can be used to configure multiple email addresses from different email service providers.



Web Mail

Webmail (or web-based email) is any email client implemented as a web application running on a web server.

Examples of webmail providers are AOL Mail, Gmail, Outlook.com and Yahoo!

You use your WEB BROWSER to look at your eMails

- The eMails remain on the Web Server



©ComputerPals 2017

eMail Service Providers

A Service Provider does what it says, it provides the eMail service

Common Service Providers include:

- BT
- Yahoo
- Sky
- gMail
- iCloud Mail
- Talktalk
- Outlook Mail
- etc, etc ...



These Service Providers may also provide other services, such as:

- Your connection to the Internet
- Search Engines (Goole, Yahoo)

They usually provide a WEB based Client to their email service

A Web Client can be used instead...



BT / Yahoo Mail

List of eMails in the Inbox folder

Main Service Provider Account

Inbox and Folder Structure

The screenshot shows a web browser displaying a Yahoo Mail inbox. The browser address bar shows 'mg.mail.yahoo.com/neo/b/launch?fid=Inbox&fidx=18&order=...'. The page header includes the BT and Yahoo! logos, a search bar, and navigation links for 'Inbox', 'Contacts', 'Notepad', and 'Calendar'. Below the header, there are tabs for 'New', 'Delete', 'Spam', and 'Actions'. The main content area displays a list of 11 emails in the 'Inbox' folder, sorted by date in descending order. The left sidebar shows the folder structure, including 'Inbox (11)', 'Drafts', 'Sent', 'Spam (13)', 'Trash (7)', 'My Folders', and various sub-folders like 'Albert', 'Amazon (513)', 'Archive', 'Art', 'Barclays (2)', 'bt (13)', and 'ComputerPals (116)'. The email list includes entries from Amazon.co.uk, Super!!, g@hmc.co.uk, BKG Rewards Club, auto-confirm@amazon.co.uk, LinkedIn, PET SUPERMARKET, Sky TV, carwow, The SAA Team, Amazon.co.uk, and Tish@hmc.co.uk.

From	Subject	Date
Amazon.co.uk	Your Amazon.co.uk order of "ARTIST 2 PIECE MAHL STICK..." has been dispatched	12:14
Super!!	Hurry! Just a few days left before Sonos prices increase!	12:11
g@hmc.co.uk	Nokia charger	10:06
BKG Rewards Club eStatement	Reminder: Your February BKG Rewards Club eStatement is Ready	9:40
auto-confirm@amazon.co.uk	Your Amazon.co.uk order of "Royal Canin Cat Food..." and 2 more item(s)	8:09
LinkedIn	more than 5,000 new jobs in Northampton, United Kingdom	8:04
PET SUPERMARKET	Peet - your last chance for 15% off selected products!	7:00
Sky TV	Don't forget: James will see you Friday	0:40
carwow	Great savings on Ford Fiesta alternatives via carwow	Sun, 19/2/17
The SAA Team	Harry Offer Ends Soon - FREE Schmincke Watercolour Set When You Join Today!	Sun, 19/2/17
Amazon.co.uk	Science fiction Kindle Books on sale	Sun, 19/2/17
Tish@hmc.co.uk	Gate sign	Sat, 18/2/17
g@hmc.co.uk	Re:ingram@hmc	Sat, 18/2/17



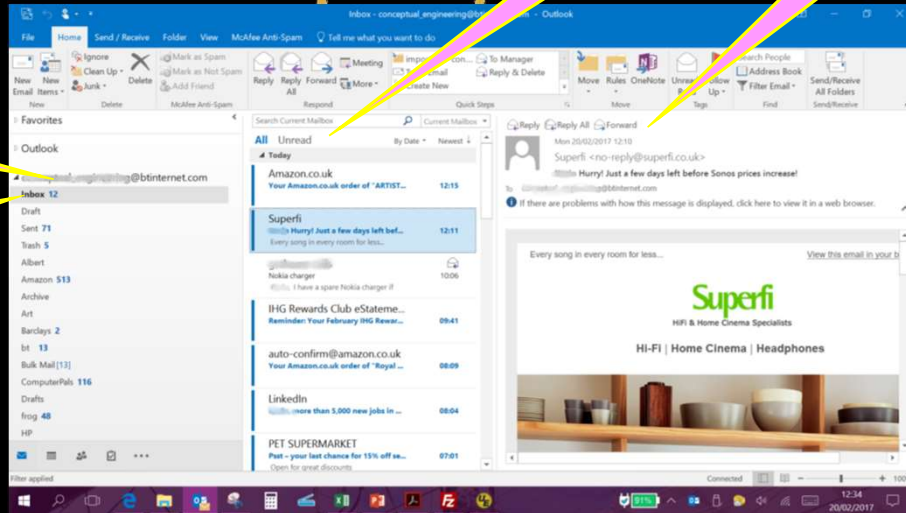
Outlook

List of eMails in the Highlighted folder → Inbox

Highlighted eMail, With buttons to reply, forward etc..

Main Service Provider Account

Inbox and Folder Structure, synchronised from the eMail account



OUTLOOK Configuration

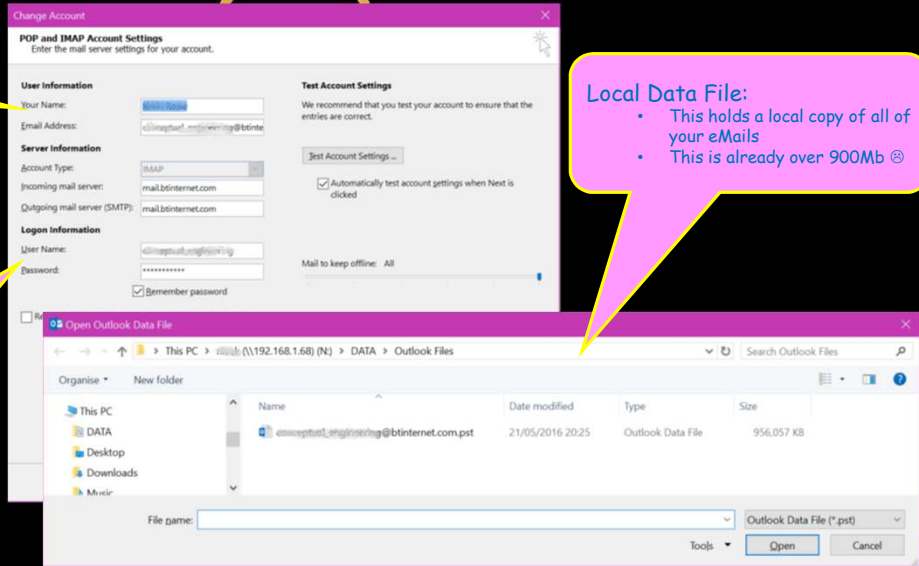
Account Name

Automatic Login Information

- Username
- Password

Local Data File:

- This holds a local copy of all of your eMails
- This is already over 900Mb ☹



OUTLOOK Tabs

HOME Tab

Move:

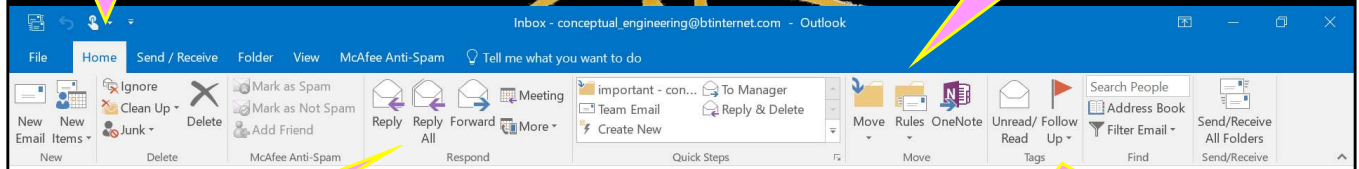
- Manually to a specific Folder
- Automatically via a rule
- To OneNote

Provides:

- Reply
- Reply to all on the address list
- Forward

Tags:

- Mark as Unread
- Put a Reminder Flag



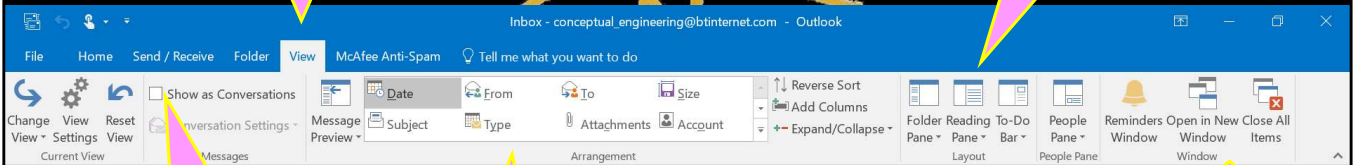
©ComputerPals 2017

OUTLOOK Tabs

VIEW Tab

Layout:

- Different ways to look at your eMails



Conversations View

- Groups eMails by

Provides Different Views:

- Date
- Subject
- From
- Type
- To
- Etc..

Windows:

- Open in Separate Windows
- Show those with Reminders
- Close all Open windows



©ComputerPals 2017

OUTLOOK New

Send Button

Text Area:

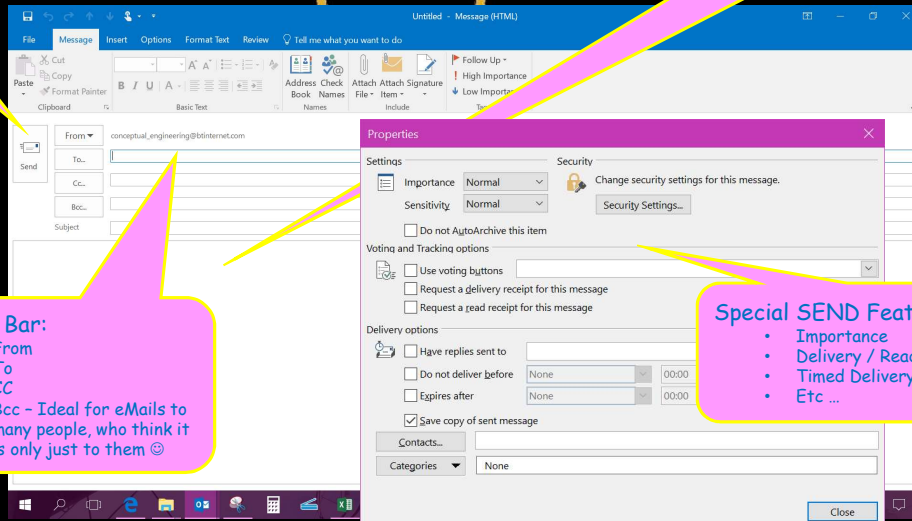
- You can also embed Pictures, Documents ... in here

Address Bar:

- From
- To
- CC
- Bcc - Ideal for eMails to many people, who think it is only just to them 😊

Special SEND Features:

- Importance
- Delivery / Read Receipt
- Timed Delivery
- Etc ...



OUTLOOK is NOT
best for:

Being a Nomad



- Using Public Computers
- Travelling around
- etc ...

- Using multiple platforms
 - Tablet
 - Laptop
 - Desktop
 - Phone

Small Local Storage


- ie: My PST file is 900Mb

HOWEVER ...

- Anything is possible,
just ask 😊



©ComputerPals 2017



So WHAT do YOU
want to try today?

Just Ask a Volunteer



©ComputerPals 2017

Also (if you want)
in this series of



any of the
following programs →



The small print: ComputerPals is run by volunteers who provide their own knowledge and experience free of charge. Whilst we endeavour to give the best advice possible there is no warrantee on the information given. Our handout sheets attempt to provide the easiest method to achieve the goal for the target audience, it should be noted that changes in computer type, manufacturer and software versions may invalidate some of the examples provided. EAQE.

©ComputerPals 2017