


Email Messages in Outlook

Create and Send a Message

1. On the standard toolbar, click "New".
2. In the "To" field, type the recipient's name (First, Last). Names that match an entry in the MUSC Address List should automatically appear as underlined. If you are sending to a person outside MUSC, type in the full email address.
Note: If you addressing the email to more than one person, separate each recipient with a semicolon (;)

Or... Select the address book icon 
 - Type the name in the text box (first, last)
 - Select appropriate name
 - In "Message Recipients" select To, CC, or BCC
 - Click OK.
3. Type your subject, press tab to move to the message.
4. Enter your message.
5. Click **Send**.










Open a Message

1. Double-click the message, **OR**
2. Select the message, choose **File** → **Open** → **Selected Items**, **OR**
3. Right-click the message and choose Open, **OR**
4. Select the message and press **Enter**.

Message Symbols

Each email in your Inbox displays with one or more message symbols next to it. The symbols represent the type of status of the message.

Examples of Message Symbols

Symbol	Description
	High importance message
	Low importance message
	A read message
	An unread message
	A replied message
	A forwarded message
	Message with an attachment
	Message is flagged for follow-up
	Message is flagged as complete

Reply to an open message

1. Click “**Reply**” button.
2. Type the message.
3. Click “**Send**”.
4. Close the original message.

When you reply to a message, there are a few options:

Use the **Reply** button to send a response to the sender of the message.

Use the **Reply to All** button to send a response to the sender and copies of your response to all other recipient who received the original email.

Use **Forward** button to forward a copy of the message to someone who did not receive the original message.

Note: The Info Bar displays information about what has occurred or what action you need to take. It is displayed below the active toolbar, see display below:



Follow up
Completed on Wednesday, February 07, 2007 10:35 AM.

Print a Message

1. Open the message you want to print.
2. Choose **File** → **Print**
3. Modify the print options (i.e., increase number of copies you want to print).
4. Click **Print**.

Note: If you want to print a message by using the default print options, on the standard toolbar, click the “**Print**” button.

Delete a Message

1. With the email selected or opened, click “**Delete**” button (all deleted emails go in the “**Deleted Items Folder**”.)

To Recover a Deleted Item

1. Open the deleted items folder, drag the message from the deleted items folder to any other folder.
2. Choose **Edit** → **Undo Delete**.