

Outlook Live Email Tips

1. Access from any browser. <http://outlook.com>
2. Default view uses reading pane on right. (settings are retained no matter what system is used to view mail)

If you prefer reading pane on bottom or off click on view, reading pane option

Can't print note from reading pane

3. Default is to use conversation grouping. Places all messages in thread under one entry in inbox, (shows your responses also.)

Turn off conversation by clicking on view, use conversations to remove checkmark

4. Options, See All Options:

Account Information. Change password

Organize Email Automatic Replies

Settings Signature, Default message format, message options, reading pane, conversations

Spelling options, calendar options

Block or Allow Junk mail settings

5. Auto fill To field – Name won't show in list until you have used it in previous email or searched for it in global address list or "find someone" Type in user name and click on check names icon full name will be entered. Type in single letter and click on check names all names and groups in gal whose first or last name begin with that letter will be listed.
6. Global Address List – phone book icon, upper right corner. Many options – search, scroll, people, groups, etc.
7. Find Someone – type in single letter, full name or user name, (first initial last name)
8. Instant Messaging – In left margin, mail section there is a section named contact list. This is your instant messaging contact list. Your email contact list is accessed by clicking on the Contact List main section under Calendar at the bottom of the left column.

If you don't have a Windows Live Messaging account you will be prompted to create one with a "click here" link. . You will be asked to enter your birth year and country of origin. Once this is complete you will be returned to your mail box where you can add people to your instant messaging list