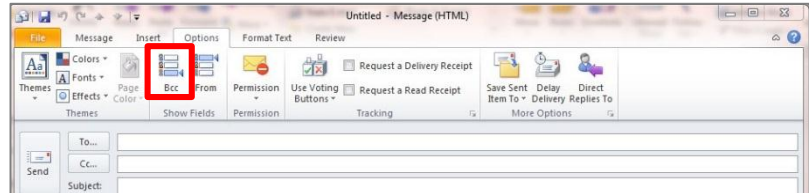## EMAIL: OPTIONS TAB

Add Blind Copy to Emails

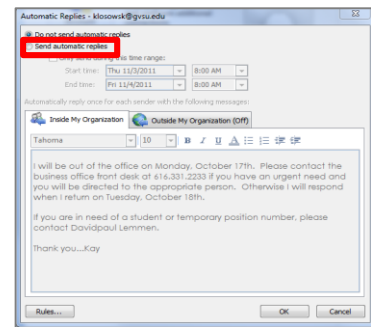1. Click **New Email → Options** tab → **Bcc**

To remove the Blind Copy field:
1. Select **Bcc** again.

Set Up Automatic Replies:

1. Select **File** tab → **Automatic Replies** → Select **Send Automatic Replies**

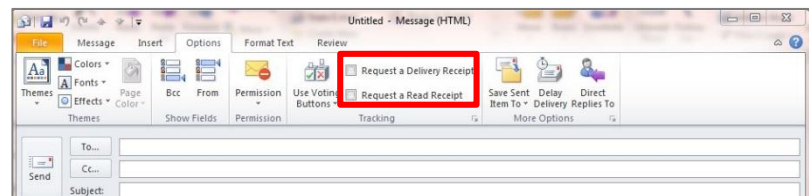2. Designate **Start time** and **End time** → Type message → Select **OK**

Track Sent Emails

1. Click **New Email → Options** tab → Check **"Request a Delivery Receipt"** and/or **"Request a Read Receipt"**

You will receive an email notification.

To apply this feature to ALL future emails:
1. Select **File** tab → **Options** →
2. Within **Mail**, scroll to **Tracking** →
3. Select appropriate setting(s)

DIVISION *of* INFORMATION TECHNOLOGY

LOCATION Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

A Regional University of the University System of Georgia and an Equal Opportunity Institution

Outlook: Management

Create Polls in Messages and Review Results

1. Click **New Email → Options** tab →
   Select one of the voting options or create custom options
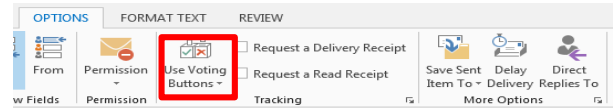
To Review the voting responses:

1. Open the message that you sent which included voting buttons. By default, sent messages are saved in the Sent folder.

2. On the **Message** tab, in the **Show** group, click **Tracking**.
   Tracking appears after one recipient has replied with his or her vote.

3. You may choose to copy/paste results into a spreadsheet or word processing document.
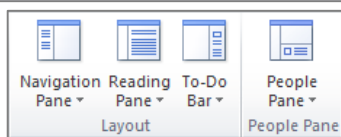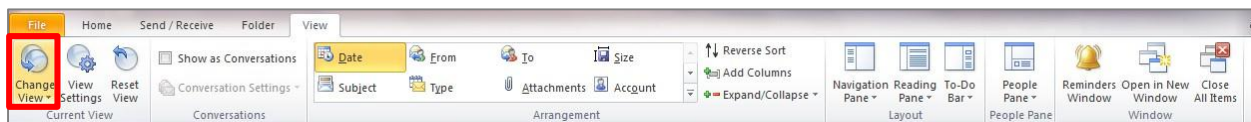
VIEWS

View Email as Conversation: (In Email Section of Outlook)

1. Select **View** tab → **Show as Conversation**
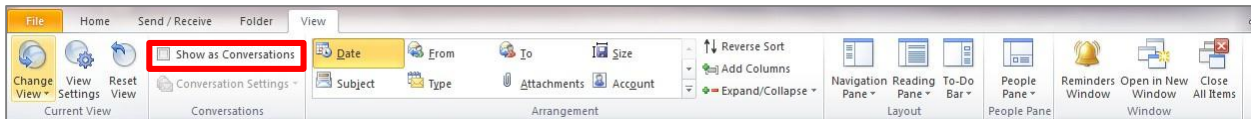
Change Viewing Screen:

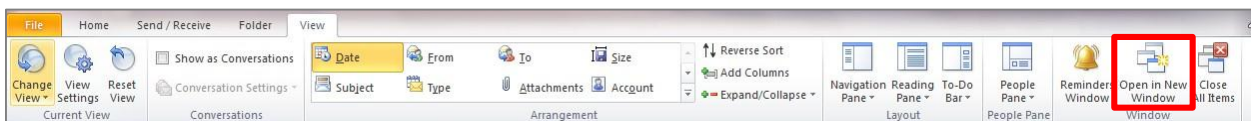1. Select **View** tab → **Change View** → Choose desired View

Navigation Pane - provides options for viewing mail folders**.**

Reading Pane - provides options for viewing emails without opening them.

To Do Bar - provides an overview of calendar, tasks and upcoming meetings.

Open New Window:

Select **View** tab → **Open in New Window**.

DIVISION *of* INFORMATION TECHNOLOGY

LOCATION Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

A Regional University of the University System of Georgia and an Equal Opportunity Institution
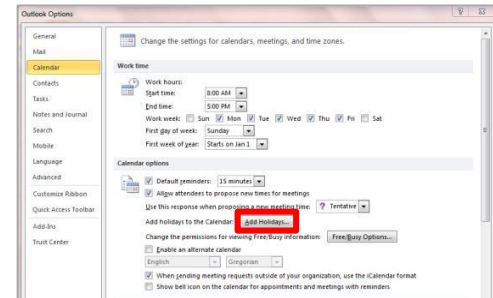
CALENDAR

View Multiple Non-Consecutive Days:

1. Open **Calendar(s)** -> hold down the **Ctrl** key ->
2. Select dates from the small calendar in the upper left screen.
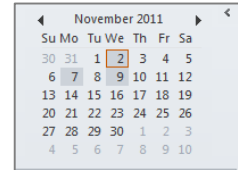
Include Holidays on Calendar:

1. Select **File** tab → **Options** → **Calendar** → **Add Holidays**.

CONTACTS

Make Your Contact List Available When Sending Emails:

1. Click Contacts -> **Right-click on your personal contact folder ->**
2. Click **Properties** -> **Outlook Address Book** tab ->
3. Check **Show this folder as an e-mail Address Book**.

DIVISION *of* INFORMATION TECHNOLOGY

LOCATION Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

A Regional University of the University System of Georgia and an Equal Opportunity Institution