

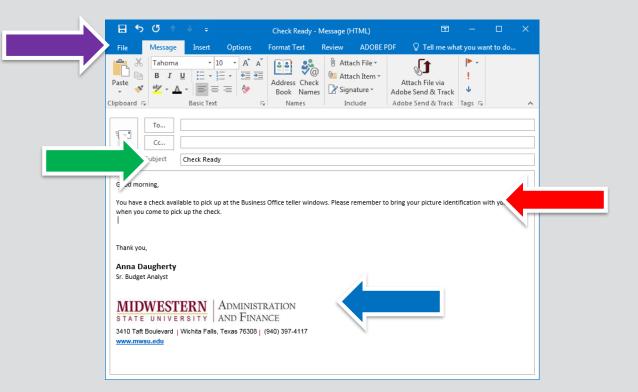
Compose an Email Using a Template in Outlook

- Go to Mail in Outlook.
- Make sure the **Home** ribbon is selected and expanded.
- Click **New Email** in the Home ribbon.

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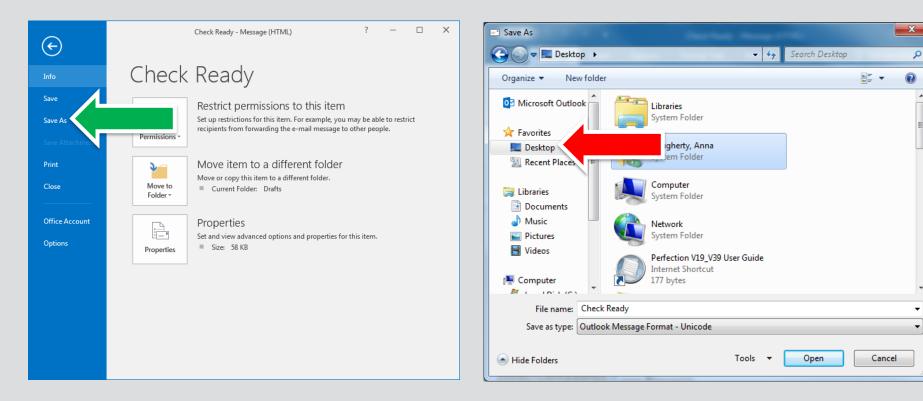
ISU Tip of the Month #1

- Enter a **subject** if you want to use one for your message template.
- Now enter the email template's **text body**.
- Do <u>not</u> remove signatures if you have set up Outlook to add a signature automatically when composing.
- Click File in the message's toolbar.



MSU Tip of the Month #1

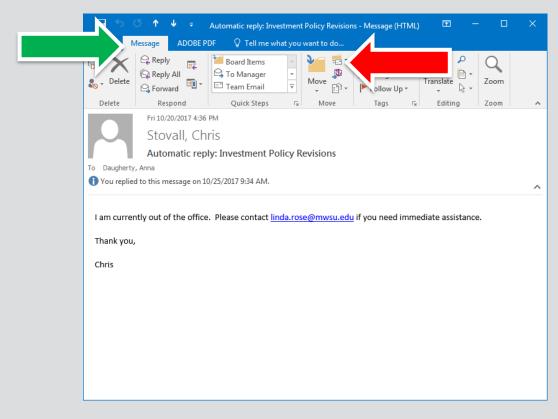
- Select Save As on the sheet that has appeared.
- Click on **Desktop** and select Save.





Automatically Sort Emails

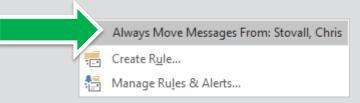
- Open an email from the sender whose messages you want to filter.
- Go to the Message tab in the ribbon.
- Select Rules.



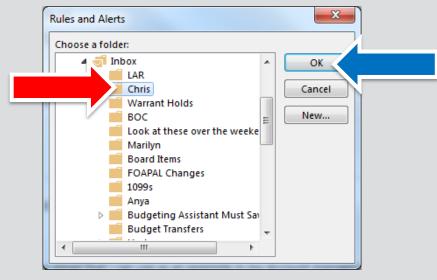


Tip of the Month #2

• Click on Always Move Messages From: [Sender].



• Highlight the desired target folder: Chris.



• Click OK.



Sending a Scheduled Email

- Go to the message's **Options** tab.
- Click on **Delay Delivery**.

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410 Taft Boulevard	Wichita Falls, Texa	s 76308 (940) 397-4117						
ww.mwsu.edu									



- Select the desired **delivery date** and **time** using the drop-down lists.
- Click Close.
- Then send message as usual.

Properties		X
Settings	Security	
Importance Normal	Chang	ge security settings for this message.
Sensitivity Normal	- Seci	urity Settings
Do not AutoArchive this	s item	
Voting and Tracking options		
📄 🔲 Use voting buttons		
🔍 🗐 Request a delivery recei	pt for this message	
📃 Request a read receipt t	or this message	
Delivery options		
💁 🔲 Have replies sent to		Select Names
Do not deliver before	10/17/2017	▼ 5:00 PM
Expires after	None	▼ 12:00 AM
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Contacts		
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		Close