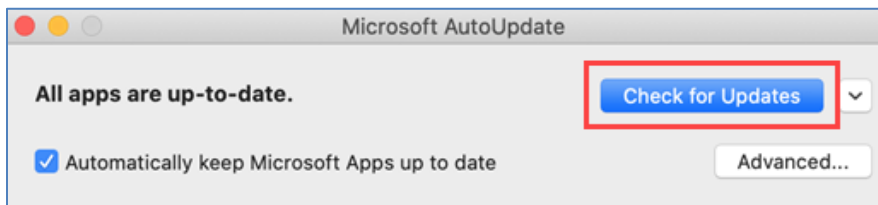


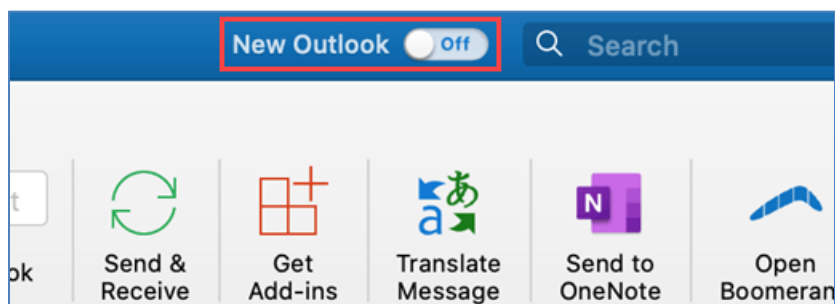
Using Outlook on a Mac

Using the New Outlook

1. Select Check for Updates to install the latest Outlook update.



2. Open Outlook, then turn on the New Outlook switch.



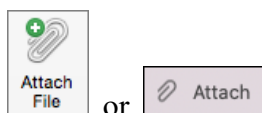
NOTE: At any time, you can switch back by turning off the New Outlook switch.

Email

Attach a File or Folder to a Message

You can send files and folders by attaching them to an email message. When you attach a folder, Outlook 2016 for Mac compresses the contents of the folder into a single .zip file.

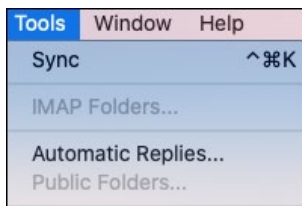
1. In your message, on the **Message** tab, click **Attach File**.



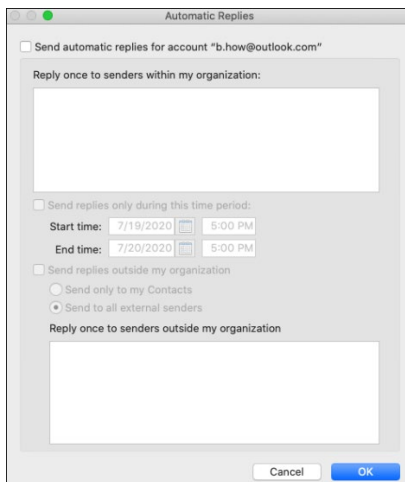
2. Locate the item or folder that you want to attach, select it, and then click **Choose**.
3. If you are attaching a folder, on the confirmation dialog box, click **Compress**.
 - a. You can also add attachments by dragging a file or folder from the desktop or Finder into the body of the message.
4. To remove an attachment from a message, hold down CONTROL and click the attachment, and then click **Remove**.

Automatic Replies

1. Click on **Tools** in the Mac toolbar and click on **Automatic Replies**.



2. From the Automatic Replies window, check the **Send automatic replies for account...** check box to turn on automatic replies.

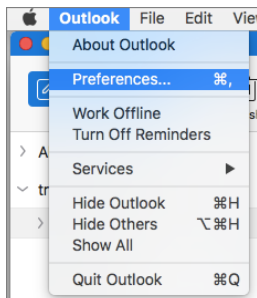


3. You can then type in your message you want to reply to emails as well as how long you want the automatic applies to continue.

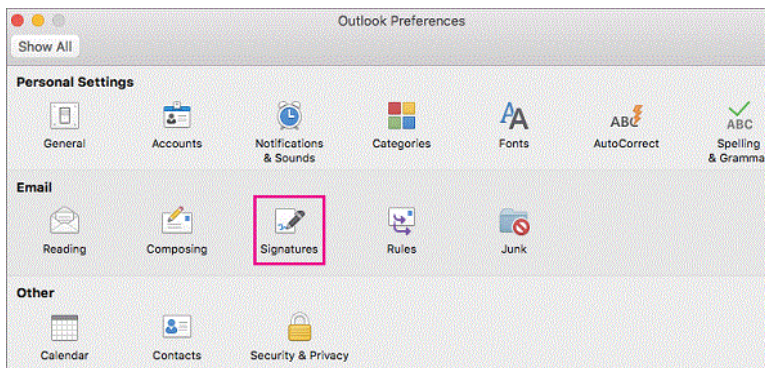
You can also have separate replies for people outside your organization if you're using a company or organization email account.
4. Click **OK** when you're done.
5. To turn off automatic replies, just uncheck the **Send automatic replies for account...** check box.


Create a Signature

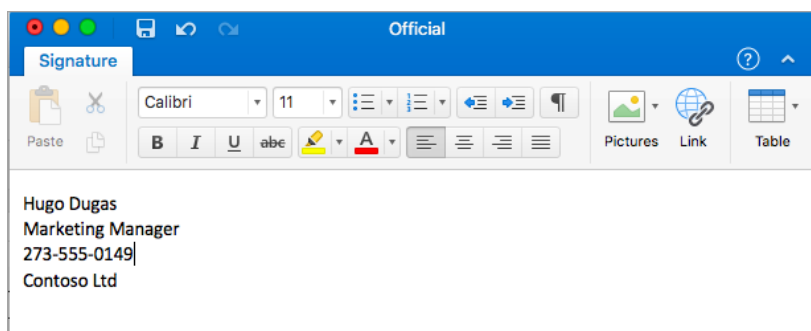
1. On the **Outlook** menu, select **Preferences**.



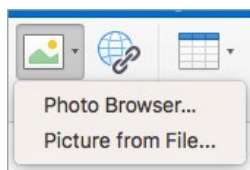
- Under **Email**, select **Signatures**.



- Double-click **Untitled**, and then type a name for the signature you created, or select  to add a new signature.



- In the Signature editor, type the text that you want to include in your signature. You can:
 - Apply formatting such as font, font style, font size, font color, or highlighting. Select the text before applying any formatting.
 - Add a photo, logo or picture to your signature by inserting **Pictures** from **Photo Browser** or **Picture from file**.



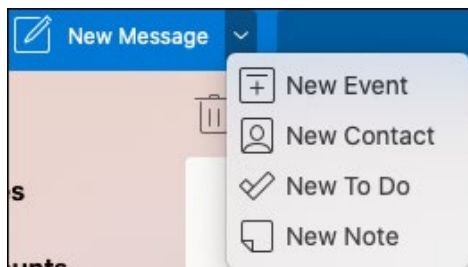
- Add a hyperlink to your portfolio or company website. Choose **Link** , type the Text to Display and Address and select **OK**.

- After you are done creating your signature, close the editor window.
- Close the **Signatures** window.

Calendar

Creating a New Meeting or Event

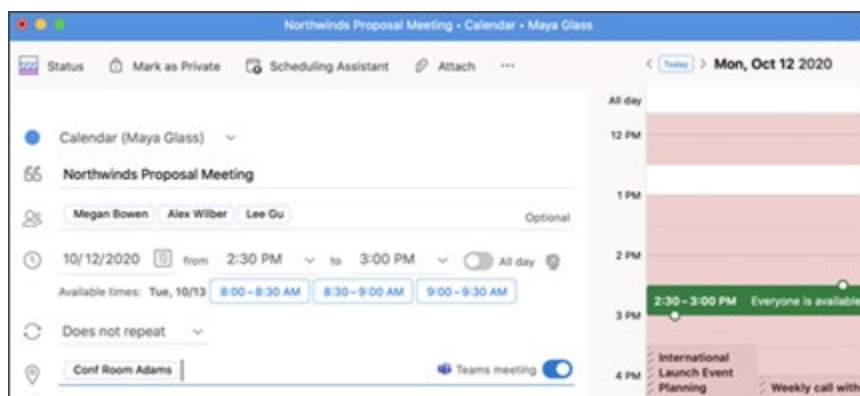
1. Click the drop-down menu next to **New Message** and select **New Event**.



2. From the **New Event** window you can name the event, add required people, set the time, set it as a recurring event/meeting, add a location, set a reminder, and add a message.
3. When you're done, click **Save**, to save an appointment, or **Send**, to send the invite to everyone you added. It will appear on your calendar at the time and date you chose.

Scheduling Assistant

1. Click the drop-down menu next to **New Message** and select **New Event**.
2. In the **New Event** window, select **See more items (...)** in the toolbar and then select **Scheduling Assistant**.

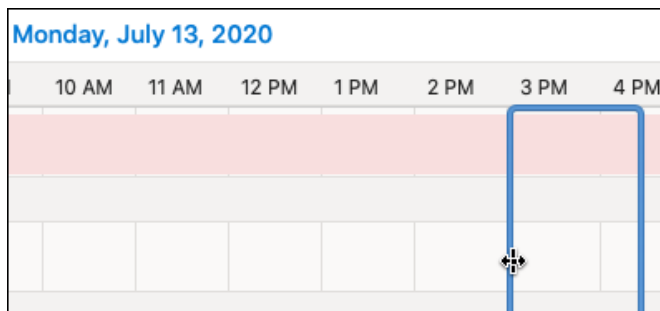


3. You'll see a row for every recipient you entered earlier as well as the availability of the location you selected (if available), and you can also add required or optional attendees right from the Scheduling Assistant as well.

Times that your attendees are busy are shown in red. Times that your attendees have a tentative appointment are shown in red and white diagonal stripes, times your attendees are working elsewhere are shown with a red outline, and times outside of your attendees' working hours are shown in light gray and white diagonal stripes.



- Click on a time to place a blue box which will help you see any conflicts. You can also click and drag the edges of the blue box to increase or decrease the length of the event or meeting.

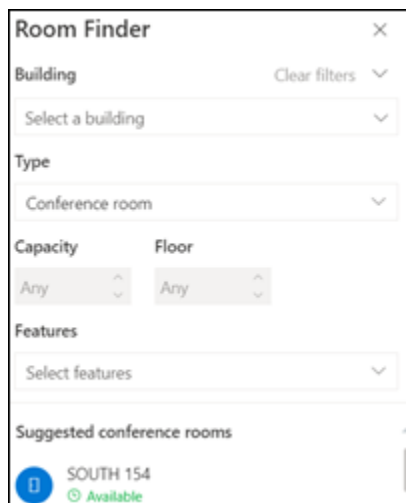


- When you're done, click **Done** at the top of the screen to go back to the **New Event** window with the changes you made. Verify everything is correct and click **Save** to send it.

Use the Room Finder

- In a new event or meeting, select **See more items (...)** in the toolbar and then select **Scheduling Assistant**.
- Click on **Add a location**, and then click **Browse with Room Finder** if it's available.

NOTE: If you don't see the Room Finder option, it's possible you aren't logged into an account with location information. Contact the I&T Service Desk for assistance.

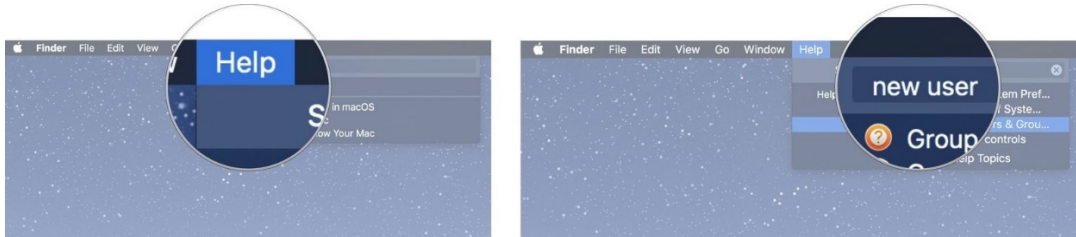


- The **Room Finder** lets you pick the building, type of room, capacity, floor, and features (such as if the room has audio, video, projector, etc.).
- Once you've selected from the available options, the **Suggested** section at the bottom locates rooms. If a room is available at the time of your meeting it will say **Available** in green text and if it's already booked or closed, it will say **Unavailable** in red text.

Mac Help

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

1. Click **Help** in the menu bar at the top of the screen.
2. Type the subject or issue you'd like help with in the Search field.



3. Click a search result from the list.
4. Click on a related link to open a specific app or program relating to your issue.

Apple Support

Apple has a robust resource library, containing specific help articles for users.

1. To access Apple Support, open a browser and enter the following website:
<https://support.apple.com/mac/macbook>
2. Scroll to the bottom of the page and utilize the “Search for More Topics” query.