Fun with Outlook 2003

Inbox

The default view has a lot of extra stuff that most people don't care about right-click in the from/subject/received line and pick **Customize Current View**

Customize View: Messages Description Fields From, Subject, Received, Attachment Group By None Sort Received (descending) Filter Off Qther Settings Fonts and other Table View settings Automatic Formatting User defined fonts on each message Format Columns Specify the display formats for each field	Then click on Fields and remove and add fields, so things look the way you want them to.
Reset Current View OK Cancel Other Settings X Column Headings and Rows X Column Font 8 pt. Tahoma Allow in-cell editing Row Font 8 pt. Tahoma Show in-cell editing	Do Not AutoArchive Due By Flag Status Follow Up Flag Icon Importance Message Originator Delivery Requested Properties Delete OK Cancel
Grid Lines and Group Headings Grid Lines and Group Headings Grid Lines style: Solid Shade group headings AutoPreview Font 8 pt. Tahoma Preview all items Preview unread items No AutoPreview Reading Pane Right Bottom Off Hide header information Other Options Show Quick Flag column Use multi-line layout Always use single-line layout Always use single-line layout Always use single-line layout OK Cancel	on Customize View > Other Settings to change font font size in views can customize other folders in the same way.)

Signature

To set up your signature, start a new email, then click on the arrow next to Options, then make it the way you want it—you can even add a graphic! You can also create a signature by going to Tools > Options > Mail Format and clicking on the Signatures button.

Addressing Emails

Use this to fill in address you already have in your address book

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		Check Names	

Bcc-where did it go?

It's hiding. But that doesn't have to stop you. To send a blind copy of your email, start a new email, then click on the little down triangle to the right of Options... and pick Bcc

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When you do that, you'll have a Bcc... field to work with:

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Subject:	

Here's yet another way: click on the To... or Cc... field and you'll see this window:

Select Names		
Type Name or Select from List:	Show Names from the:	
	Global Address List	*
Name	Business Phone	Office
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Administrator Agnes Wolfe Aimee Griggs Al Gemmell Al Zeller Alex Hernandez Alexander Matheson Allyson Kelley Amalia Robles Amanda Kaup		×
Message Recipients		
To -> nick		
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