Microsoft Office Setting up Outlook 2013

Scott A. Concilla

Microsoft Certified Trainer

ICG Inc.



• Hello and welcome to Setting up Outlook 2013. This short video will walk you through some of the changes you may wish to make to your default settings of Outlook before you begin creating emails and appointments.



So now you've been upgraded to Outlook 2013, and while your overall account was not affected, several of your settings and defaults in Outlook have probably changed.



 Some of this is due to changes and new features from Microsoft, and some of this is due to how the upgrade process works.



 Regardless of the reason, let's take a look at how to fix and change some of the most common default settings in Outlook 2013.



 First, since it's where you probably spend the most time, let's change some settings related to the Inbox.



- Outlook 2010 introduced a new feature called
 Conversations.
- The Conversations feature gathers related messages together and displays them in expandable groups.

FILE HOME SEND / RECEIVE	FOLDER VIEW
■ New New Email Items + New Detete	Reply Reply Forward I More *
illi buttu	inciponta in
Drag Your Favorite Folders Here	Search Current Mailbox (Ctrl+E) 🔎 🔎
▲ mbrookes@pckeys.com	All Unread ▼ Newest ↓
Inbox 2	Michael Brookes 1/26/2013
Drafts [5] Sent Items	Annual Reports
Deleted Items	Susan Jensen 1/22,20
Junk E-Mail	Erin A. Olsen 1/22/2003
Outbox	Erin A. Olsen 1/11/2013
RSS Feeds	Web Site Regardi
Search Folders	Erin A. Olsen 1/22/2013
▲ mbrookesvp@gmail.com	Budget Projection Erin A. Olsen 1/21/2013
Inbox 6 ▷ [Gmail]	Servers will be do ! Erin A. Olsen 1/20/2013
Anderson Project 1 Outbox	This is an HTML m In this is an HTML m
RSS Feeds Search Folders	This is a rich text Erin A. Olsen 1/20/2013
▷ Online Archive - mbrookes@pck	This is a plain text
≥ (¢)	New Not Alone C 🛛 ! Susan Jensen 1/12/2013
	Contact PCKeys A

 This feature makes the Inbox less cluttered, but it changes where messages show up chronologically.

FILE	IME SEND / RECEIVE	FOLDER VIEW	
New New Email Items •	fi gnore ≧ Clean Up + S Junk +	Reply Reply Forward Mor	Team Em
New	Delete	Respond	
Drag Your Fa	vorite Folders Here	Search Current Mailbox (Ctrl+E	P +
▲ mbrookes@pckeys.com		All Unread Order for New Co	Newest ↓ ▲
Inbox 2		Michael Brookes	1/26/2013
Drafts [5] Sent Items Deleted Items		Annual Reports	
		Susan Jensen 1/22/20	
Junk E-Mail		Erin A. Olsen 1/22/2003 Erin A. Olsen 1/11/2013	
Outbox		1	
RSS Feeds		Web Site Regardi	1/22/2013
Search Folder	s		172272013
 mbrookesvp@gmail.com Inbox 6 [Gmail] Anderson Project 1 Outbox RSS Feeds Search Folders Online Archive - mbrookes@pck 		Budget Projection Erin A. Olsen	1/21/2013
		Servers will be do Erin A. Olsen	! 1/20/2013
		This is an HTML m Erin A. Olsen	0 ! 1/20/2013
		This is a rich text Erin A. Olsen	0 1/20/2013
		This is a plain text Erin A. Olsen	↓ 1/20/2013
	as (7) •••	New Not Alone C Susan Jensen	0 ! 1/12/2013
	EAD: 2	Contact PCKeys A	v

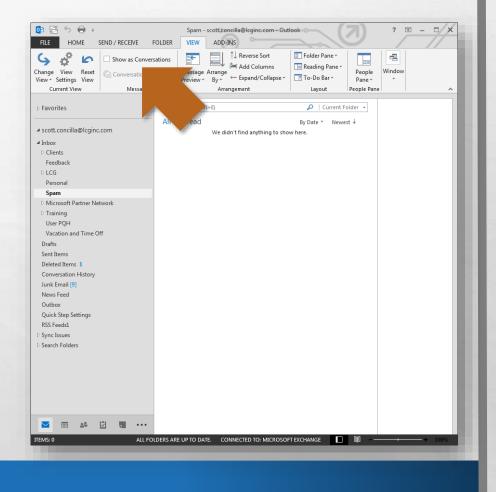
- In Outlook 2010, the Conversations feature was OFF by default.
- But now, in Outlook 2013, the Conversations feature is ON by default.

New New Email Items*	Ignore ★ Clean Up + ★ Bunk + Delete	Reply Reply Forward I Mor	E Team Em
New	Delete	Respond	1
Drag Your Fa	vorite Folders Here 《	Search Current Mailbox (Ctrl+B	<u> </u>
▲ mbrookes@pckeys.com		All Unread • Order for New Co	▼ Newest ↓
Inbox 2		Michael Brookes	1/26/2013
Drafts [5] Sent Items Deleted Items		Annual Reports	I
		Susan Jensen 1/22,20	►×
Junk E-Mail		Erin A. Olsen 1/22/2003	
Outbox		Erin A. Olsen 1/11/2013	
RSS Feeds		Web Site Regardi	
▷ Search Folders		Erin A. Olsen	1/22/2013
▲ mbrookesv	o@gmail.com	Budget Projection Erin A. Olsen	1/21/2013
Inbox 6 (Gmail) Anderson Project 1 Outbox RSS Feeds Search Folders		Servers will be do Erin A. Olsen	! 1/20/2013
		This is an HTML m Erin A. Olsen	0 ! 1/20/2013
		This is a rich text Erin A. Olsen	0 1/20/2013
▷ Online Archive - mbrookes@pck	This is a plain text Erin A. Olsen	↓ 1/20/2013	
—	as (j) •••	New Not Alone C Susan Jensen	0 ! 1/12/2013
	22 V ···	Contact PCKeys A	

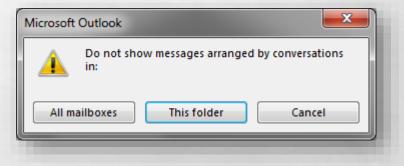
 If you don't like displaying your messages as conversations, you can disable this feature.

FILE HOME SEND / RECEIVE	FOLDER VIEW	
Elean Up +	Move to:	
New New Delete	Reply Reply Forward E More - All	
New Delete	Respond	
Drag Your Favorite Folders Here	Search Current Mailbox (Ctrl+E)	
▲ mbrookes@pckeys.com	All Unread	
Inbox 2	Michael Brookes 1/26/2013	
Drafts [5] Sent Items	Annual Reports	
Deleted Items	Susan Jensen 1/22,20 🕨 🗙	
Junk E-Mail	Erin A. Olsen 1/22/2013	
Outbox	Erin A. Olsen 1/11/2013	
RSS Feeds	Web Site Regardi	
▷ Search Folders	Erin A. Olsen 1/22/2013	
▲ mbrookesvp@gmail.com	Budget Projection Erin A. Olsen 1/21/2013	
Inbox <mark>6</mark> ▷ [Gmail]	Servers will be do ! Erin A. Olsen 1/20/2013	
Anderson Project 1 Outbox	This is an HTML m I I I I I I I I I I I I I I I I I	
RSS Feeds Search Folders	This is a rich text 🔋 Erin A. Olsen 1/20/2013	
Online Archive - mbrookes@pck	This is a plain text Erin A. Olsen 1/20/2013	
Mai 1 ····	New Not Alone C 🛛 ! Susan Jensen 1/12/2013	
	Contact PCKeys A	

- From the Inbox, select the View tab.
- On the View tab, in the Messages section, uncheck the Show as Conversations option.



 When changing this setting you will be asked if you are making this change just for this folder, or for the entire mailbox.



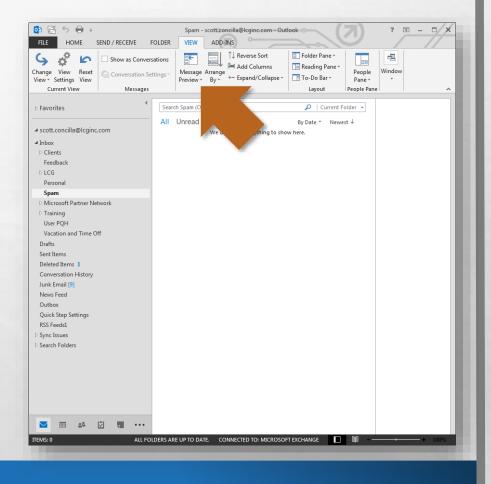
 Click the desired option button and the dialog box will close automatically.

Microsoft Outlook	x
Do not show messages arranged l	by conversations
All mailboxes This folder	Cancel

 While we're on this tab, let's look at a few other settings that can be changed.



 Right next to the Conversations option is the Message Preview settings button.



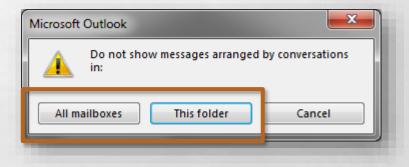
 When you click this button, a set of options is displayed.

🖸 📰 🕤 🖶 🕫			
FILE HOME	SEND / RECEIVE FOLDER	VIEW	
9 ¢ 6	Show as Conversations	F	≞ <mark>⊙</mark> <u>D</u> ate
Change View Reset View - Settings View	Conversation Settings -	Message Provine a	
Current View	Messages	✓ <u>O</u> ff	
↓ Favorites		<u>1</u> Li <u>2</u> Li	nes
✓ scott.concilla@lcginc	.com ! 迩	<u>3</u> Li	nes

 You can either disable this feature by selecting Off, or you can set it to display up to the first three lines of each message in the message list.



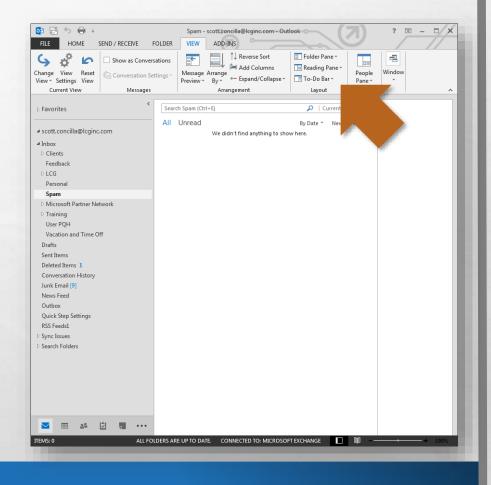
 Again, when changing this setting you will be asked if you are making this change just for this folder, or for the entire mailbox.



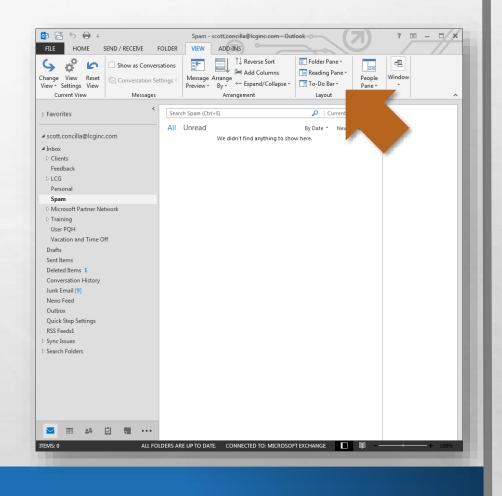
 Click the desired option button and the dialog box will close automatically.

Microsoft Outlook	
Do not show messages arranged l	by conversations
All mailboxes This folder	Cancel

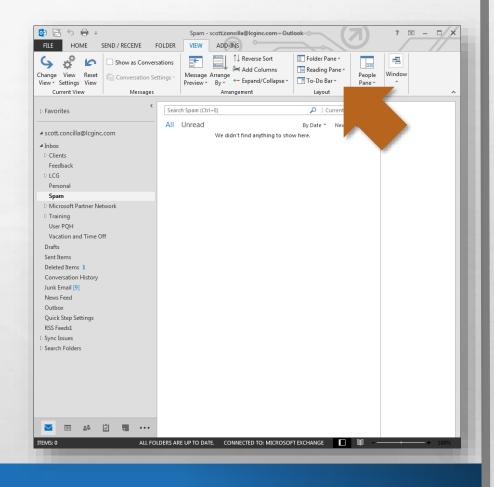
Moving to the right on the same tab, let's look at the Layout section.



- There are three buttons here that allow you to configure and customize the layout of the Inbox.
 - Folder Pane
 - Reading Pane
 - To-Do Bar



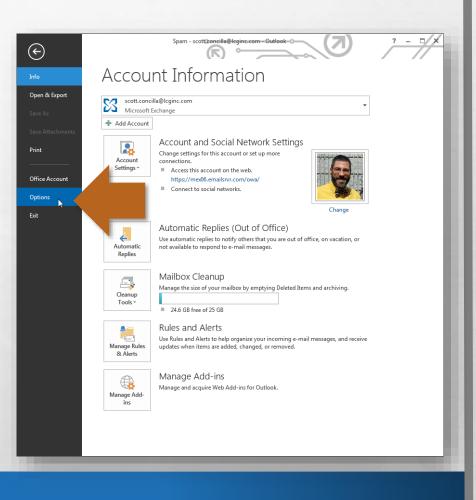
 Review the defaults for these options, and make any changes you desire.



 Now let's move on to settings that are found in the Outlook Options dialog box.



 On the File tab, select the Options option near the bottom of the list.

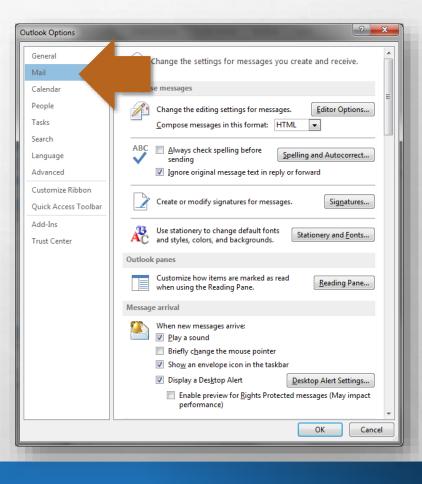


The Outlook Options dialog box displays, with the General tab in view.

utlook Options	
General Mail	General options for working with Outlook.
Calendar	User Interface options
People	✓ Show Mini Toolbar on selection ^①
Tasks	✓ Enable Live Preview ^①
Search	ScreenTip style: Show feature descriptions in ScreenTips
Language	Personalize your copy of Microsoft Office
Advanced	User name: Scott A. Concilla
Customize Ribbon	Initials: SAC
Quick Access Toolbar	<u>A</u> lways use these values regardless of sign in to Office.
Add-Ins	Office Background: Circuit
Trust Center	Office <u>T</u> heme: Dark Gray
	Start up options
	✓ Make <u>O</u> utlook the default program for E-mail, Contacts, and Calendar
	OK Cancel

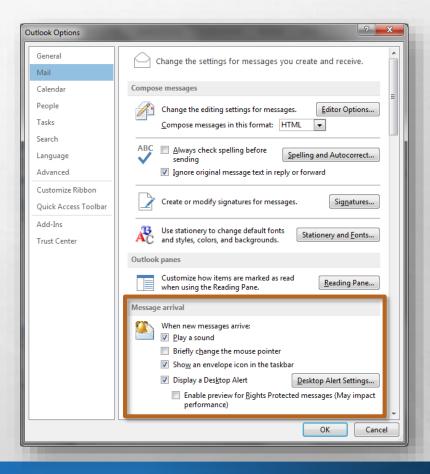
Select the Mail tab.

1.00

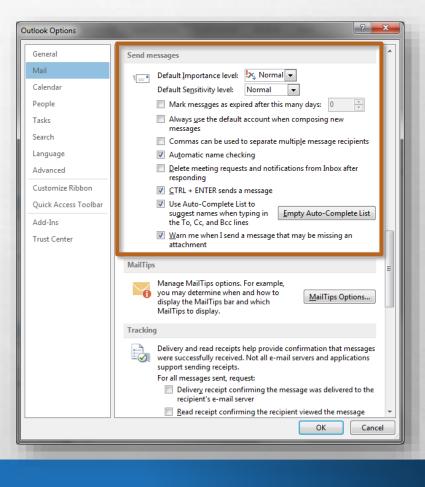


L DE

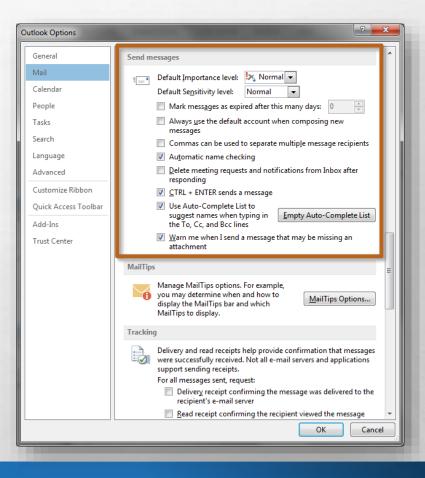
- First, look at the Message arrival section.
- There are various notification options for when new mail arrives.
- Select (or unselect) the options you desire.



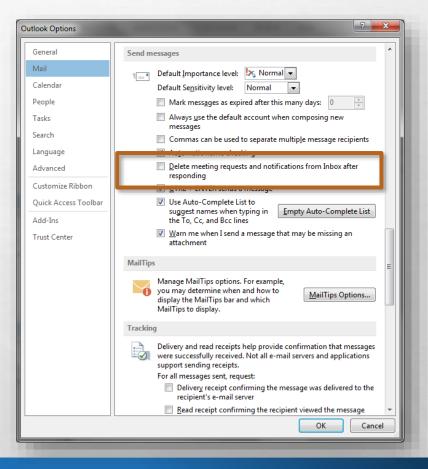
 Next, scroll down to the Send messages section.



 By default, Outlook will delete meeting requests from the Inbox after you have accepted or declined them.



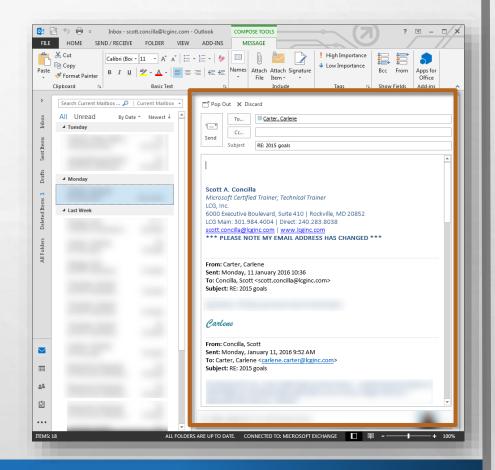
 If you wish to keep the requests in your Inbox until you delete them yourself, uncheck the Delete
 meeting requests and notifications from Inbox after responding option.



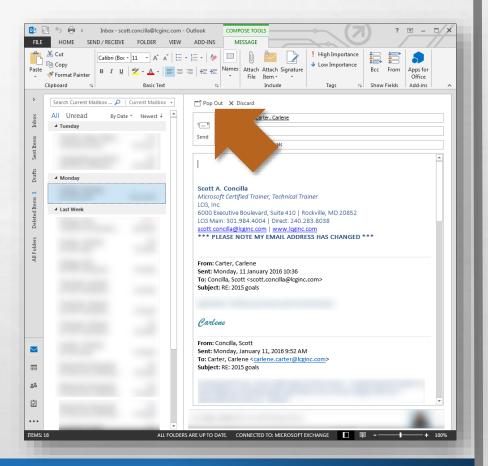
 Outlook 2013 has introduced a new feature for when you reply to or forward a message.



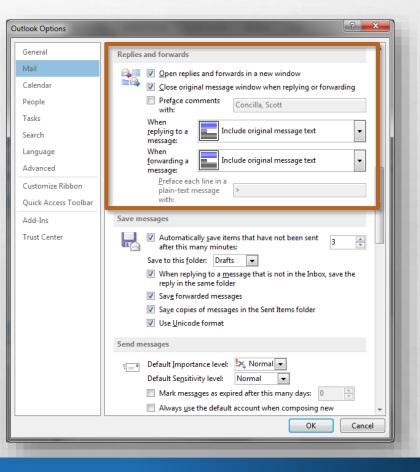
 Instead of opening the reply or forward in a separate window, the message appears in the preview pane for editing.



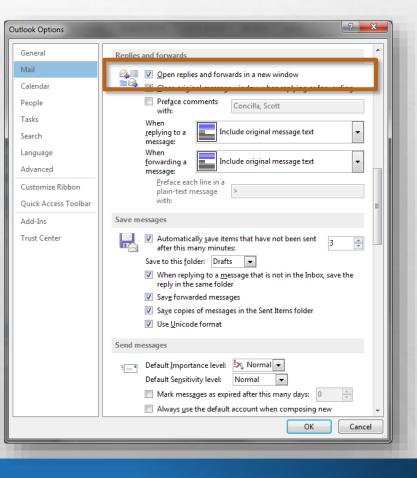
 You can choose to open the message into a separate window by clicking the **Pop Out** button at the top of the message, but this is only on a per message basis.



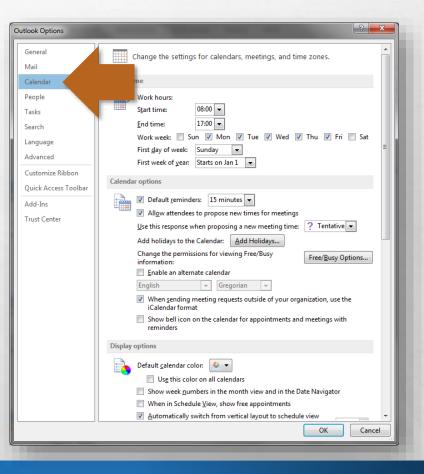
 If you prefer the old method of having replies and forwards always open in a separate window, scroll back up to the **Replies and** forwards section.



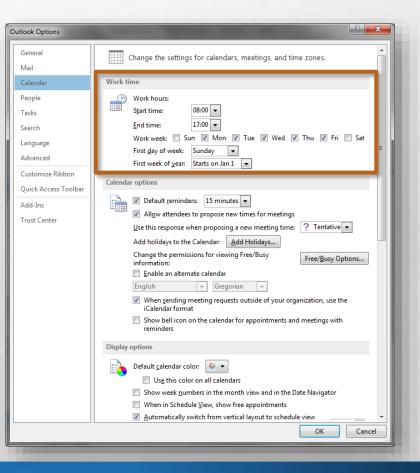
 Select the Open replies and forwards in a new window option.



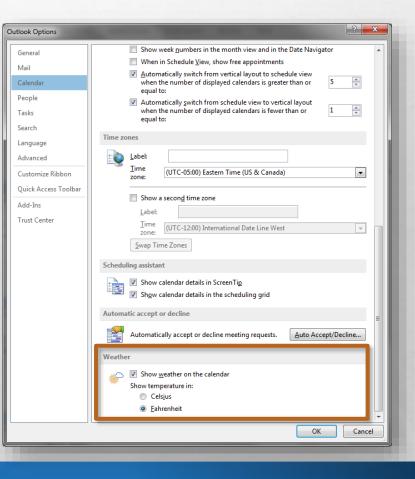
 Staying in the Outlook
 Options dialog box, select the Calendar tab.



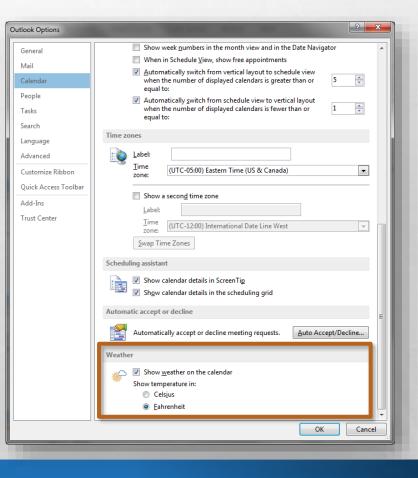
- First, you may wish to set your work hours.
- The work hours are when you are available to other users for meetings.



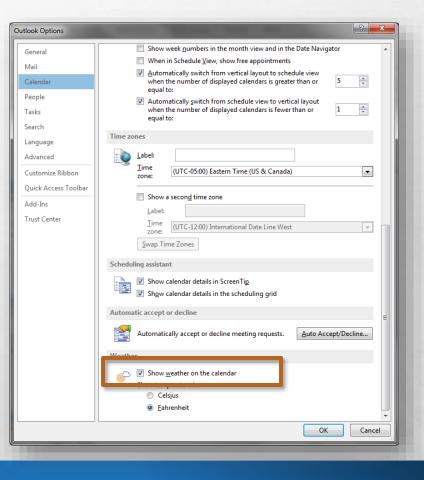
 Now scroll down to the bottom of this tab, and find the Weather section.



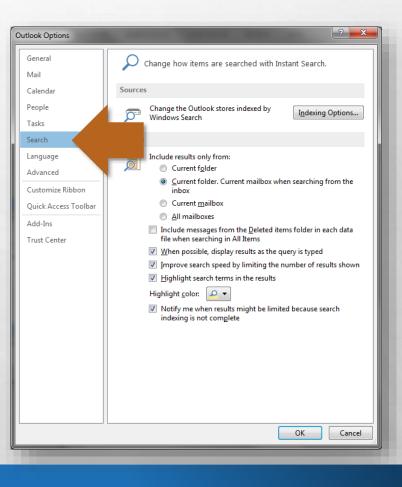
 A new feature of the Calendar in Outlook 2013 is to display a weather bar above the calendar.



 You can enable or disable the weather bar here by selecting or unselecting the Show weather on the calendar option.

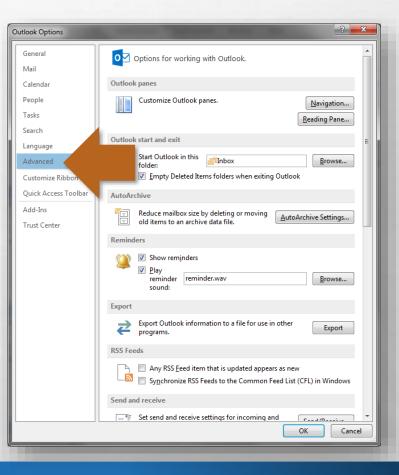


 Now select the Search tab in the Outlook Options dialog box.

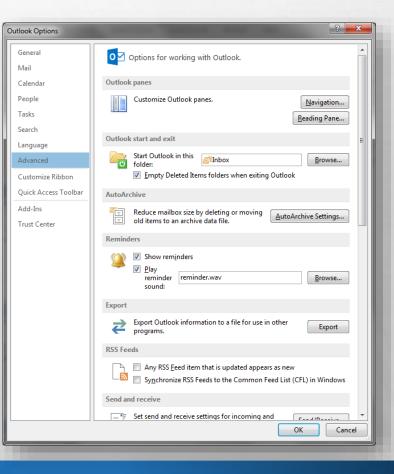


- This is a new section that allows you to set defaults for how searches work and where they search in your account.
- Select your desired default options for search.

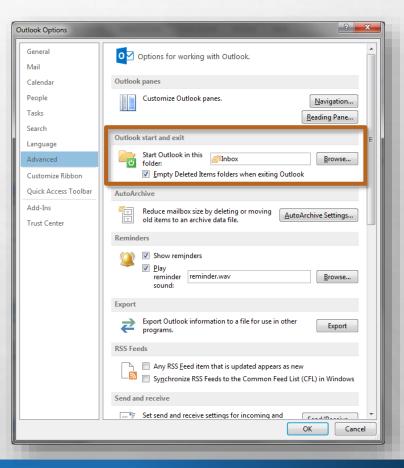
 Lastly, select the Advanced tab of the Outlook
 Options dialog box.



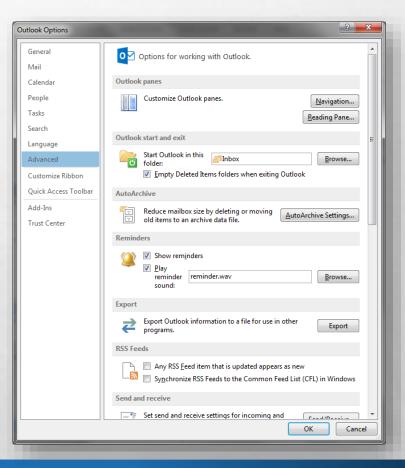
 By default, Outlook does not empty the Deleted Items folder automatically.



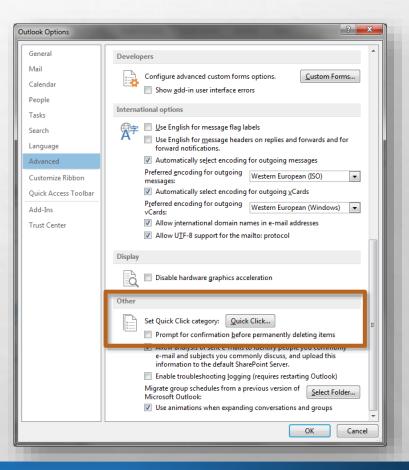
To have Outlook empty this folder every time you exit the program, in the **Outlook start and exit** section, select the **Empty Deleted Items folders** when exiting Outlook option.



 However, selecting this option also means that every time you quit
 Outlook, a dialog box will display, prompting you to confirm the permanent deletion of deleted items.



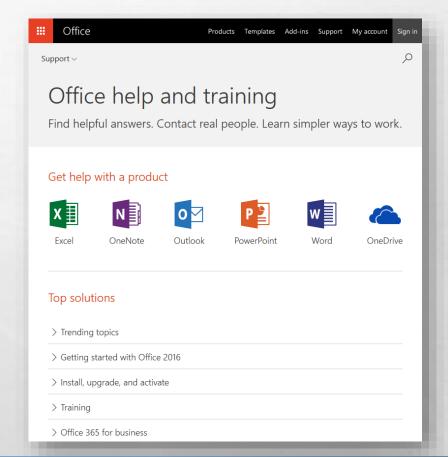
 If you do not want to have to confirm the deletion, scroll down to the Other section, and deselect the
 Prompt for confirmation before permanently deleting items option.



 That covers most of the basic changes you're probably going to want to make before getting started with Outlook 2013.



 If there was something not covered in this video, go to the Microsoft Office help site at support.office.com for further information.



Microsoft Office Setting up Outlook 2013



Thank you for watching!