

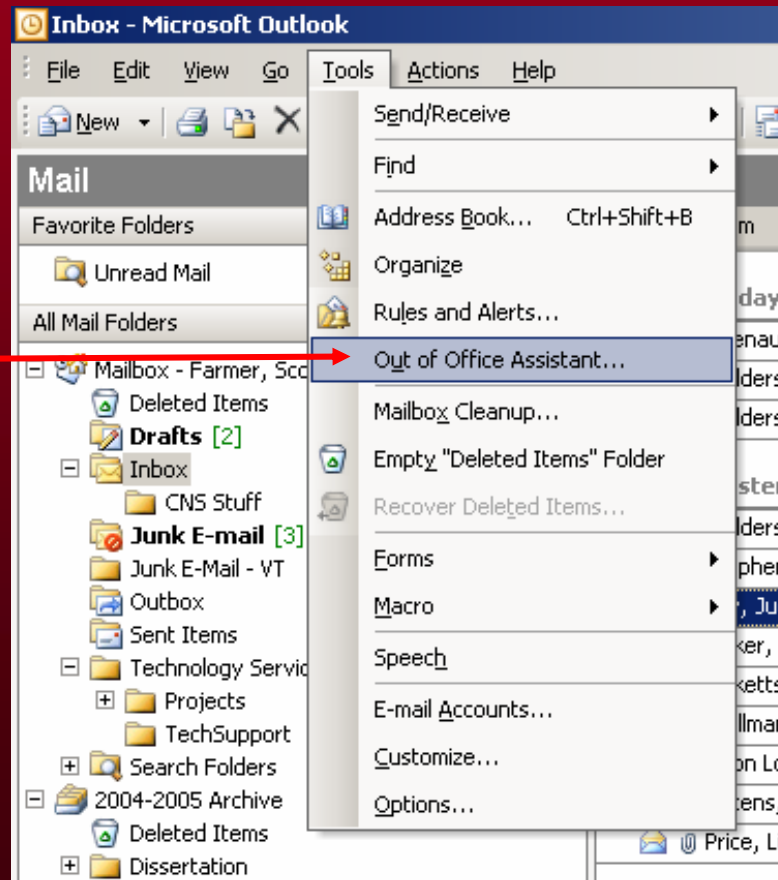
Outlook 101

E-Mail

- **Checking, reading, and replying: Pretty straight forward**
- **Creating mail folders**
- **When out of the office and you don't have a laptop, web outlook**
- **URL is <http://weboutlook.vt.edu/>**

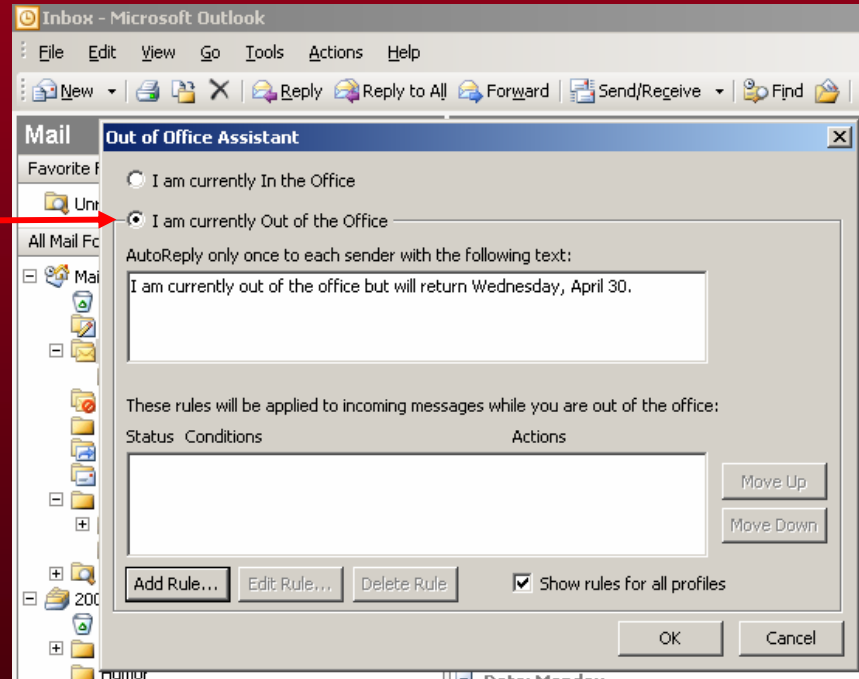
Out of Office Assistant...

- In Outlook, go to Tools -> Out of Office Assistant...



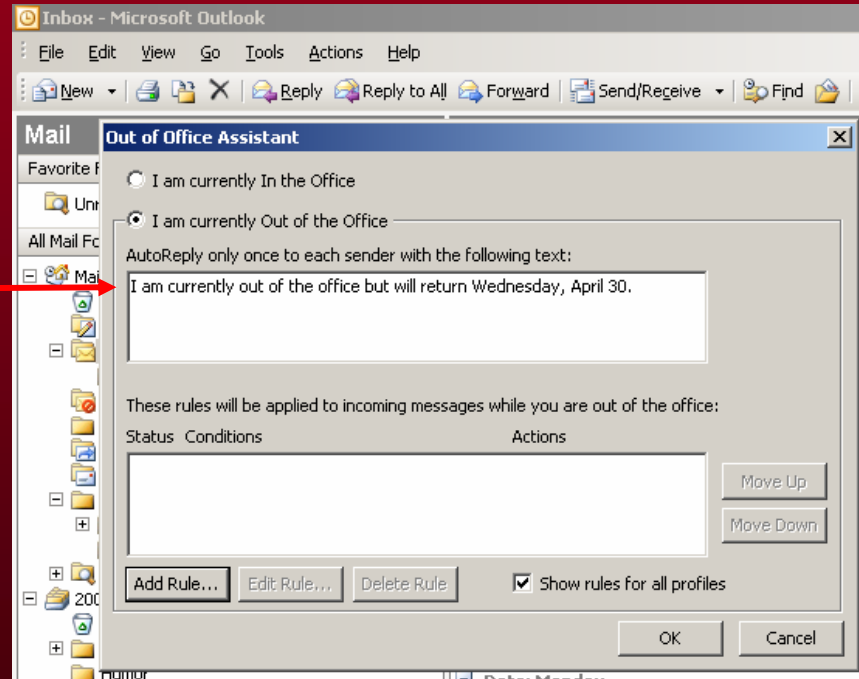
Out of Office Assistant...

- 1. Select “I am currently out of the Office”



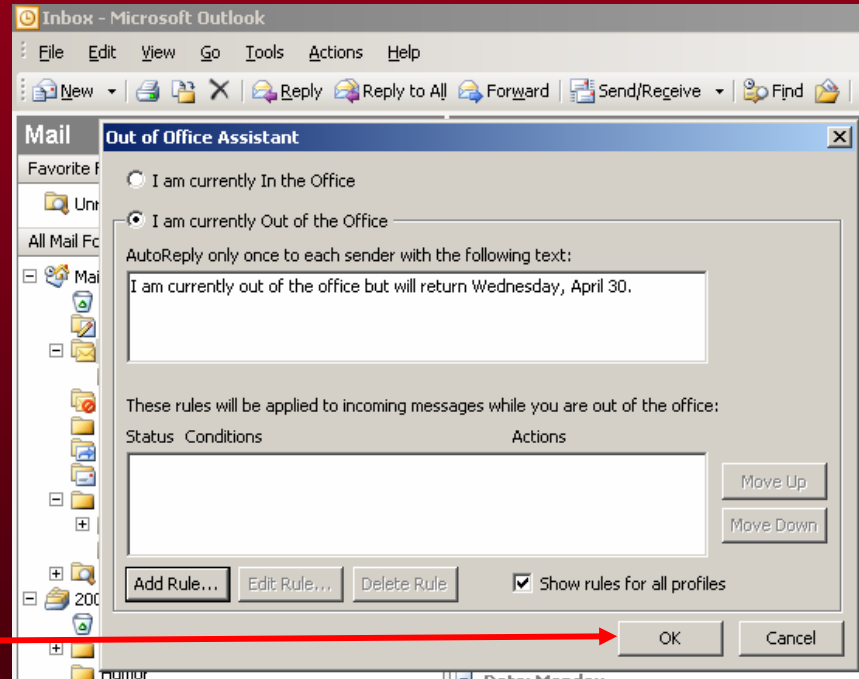
Out of Office Assistant...

■ 2. Type your message



Out of Office Assistant...

■ 3. Click OK

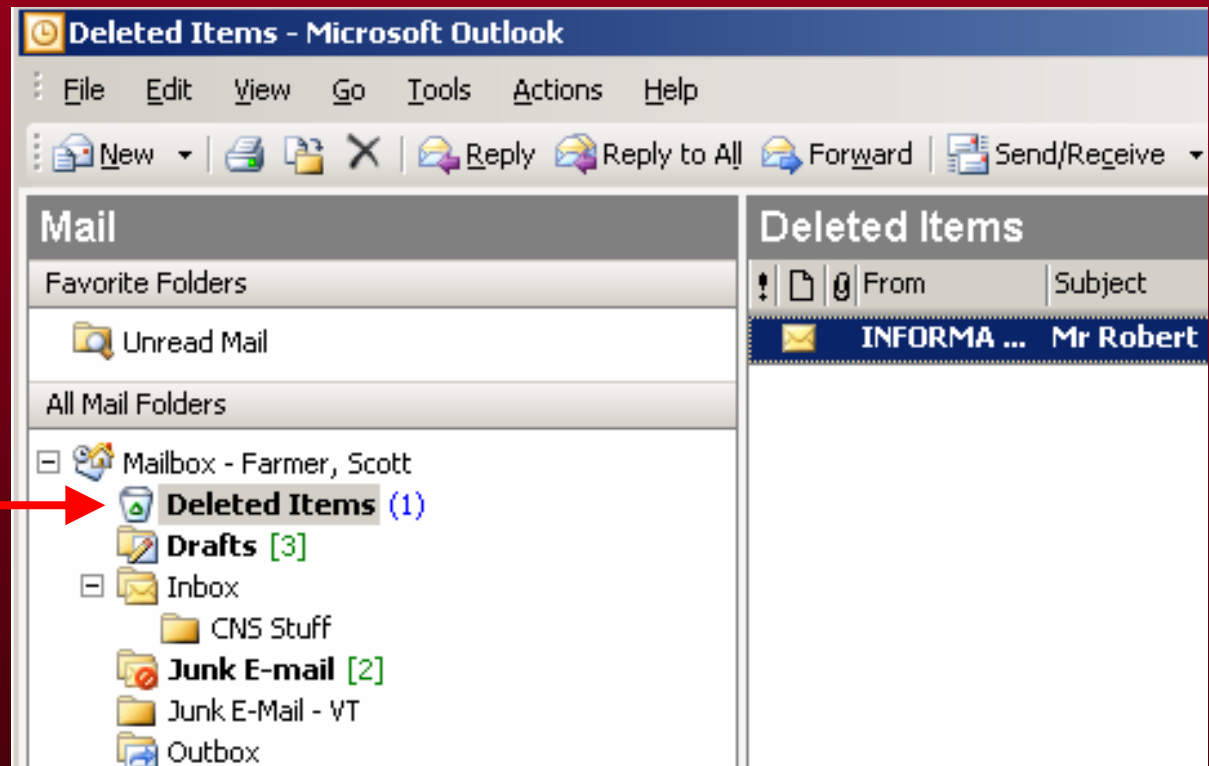


Out of Office Assistant...

**Don't forget to turn it off when
you get back!**

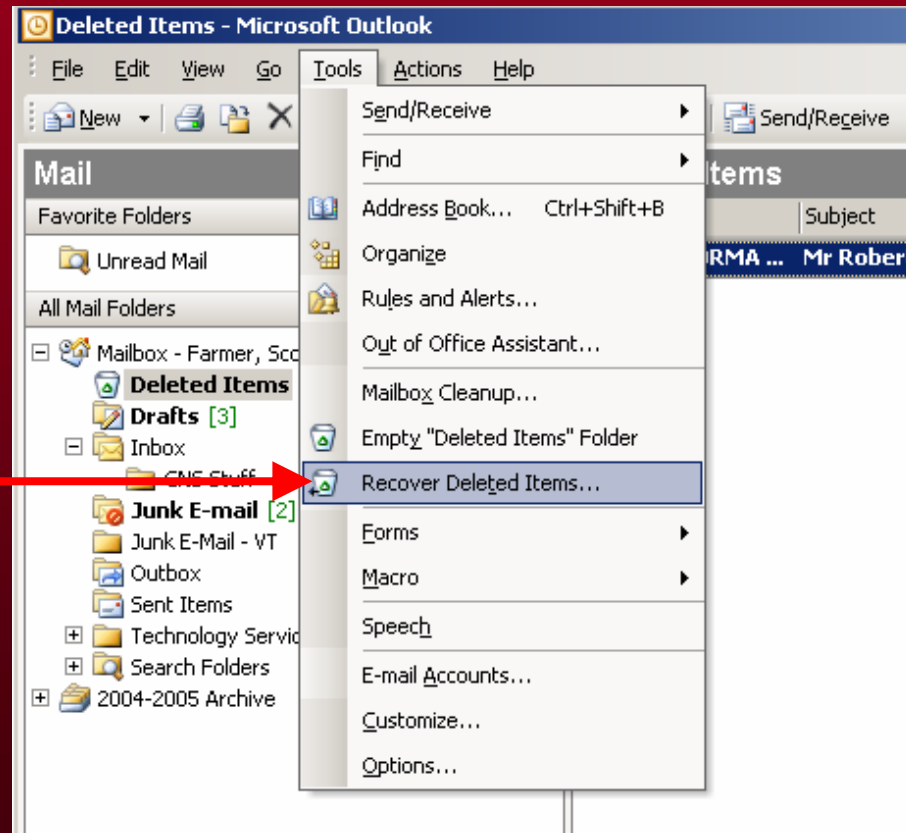
Recovering Deleted Items

- 1. In Outlook, select the Deleted Items folder



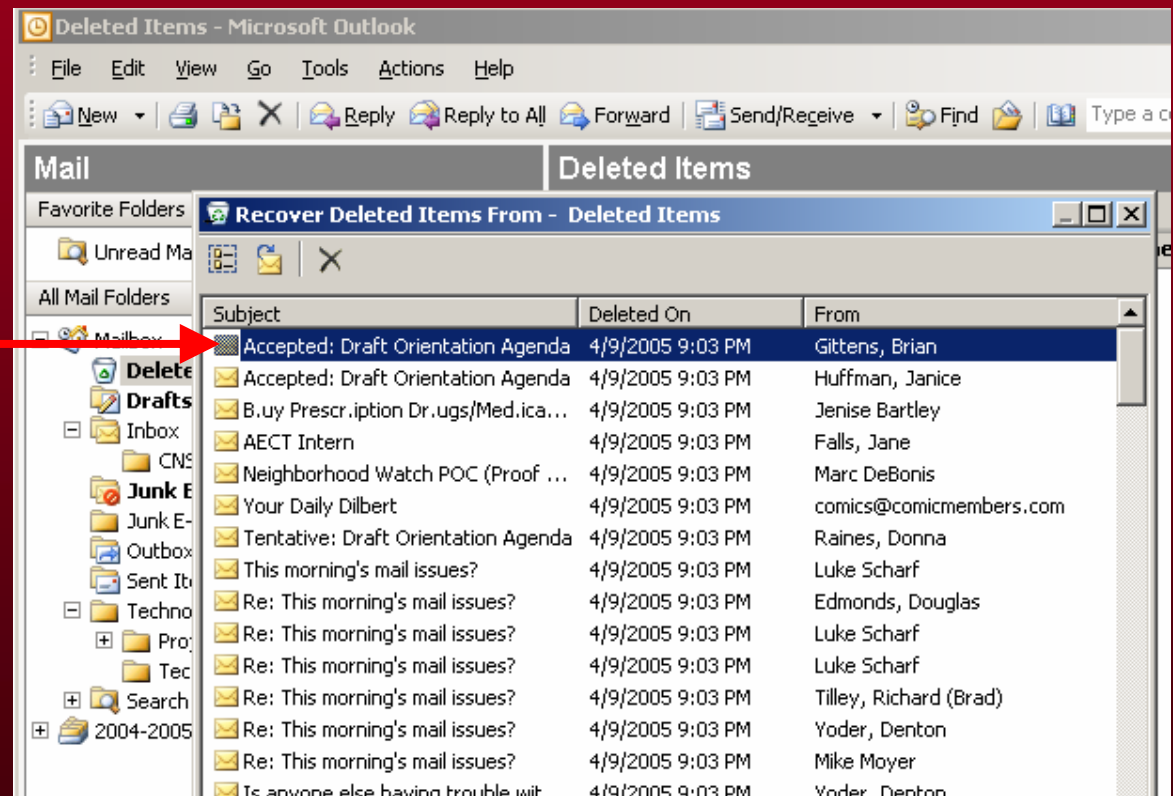
Recovering Deleted Items

- 2. Go to Tools -> Recover Deleted Items...



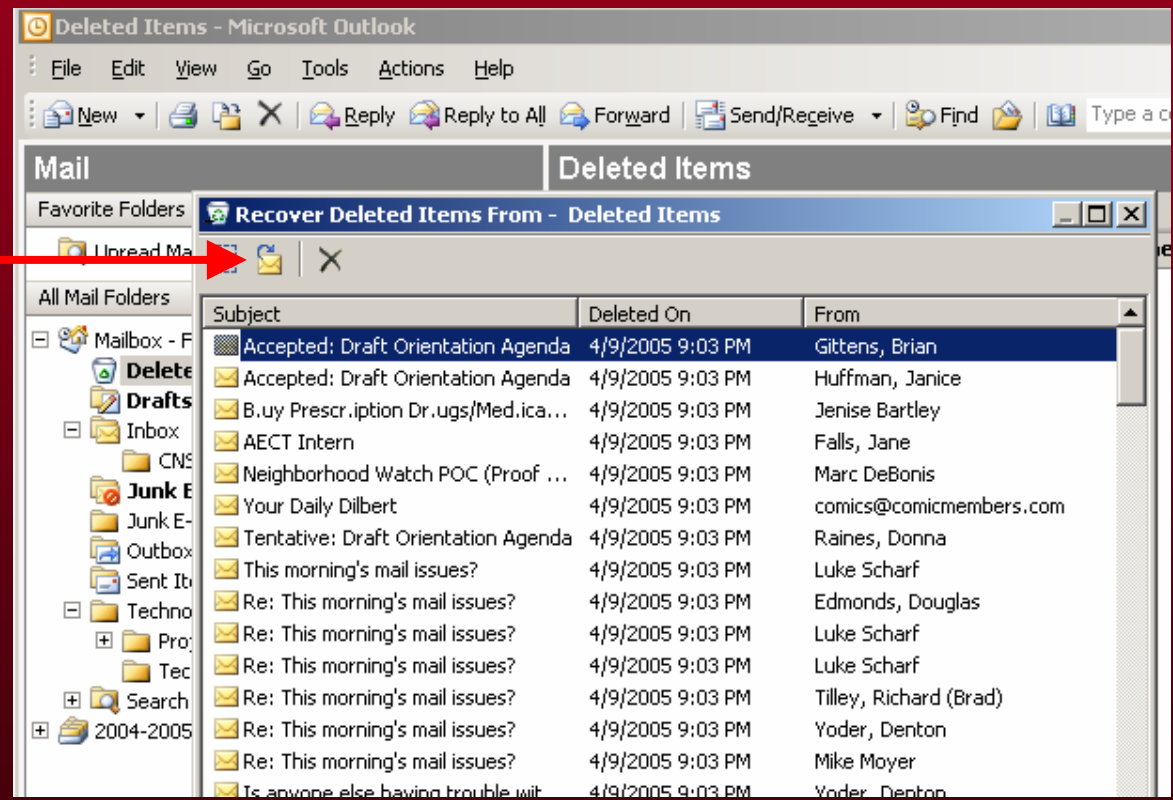
Recovering Deleted Items

- 3. Select the message or messages you wish to recover.



Recovering Deleted Items

- 4. Click the “Recover Selected Items” button



**What is SPAM and what
does it mean?**

Shredded Pigs And More?

NOPE.

SPiced hAM

What is SPAM and what does it mean?

Sporadically Posted Anti-social Material?
Stop Posting Arid Messages?

NOPE. And the answer is...

A Monty Python Skit Reference on...

SPAM SPAM SPAM SPAM SPAM SPAM SPAM SPAM
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SPAM!

Why is SPAM So Hated?

Where do They Get their Addresses?

How do I Limit SPAM?

Outlook Calendar Functions

- **Viewing Someone's Calendar**
- **Changing Calendar Viewing Permissions**
- **Marking an Appointment Private**
- **Scheduling an Appointment with Multiple Attendees**
- **Reserving Conference Rooms and Equipment**

Questions?