



# Information System Services

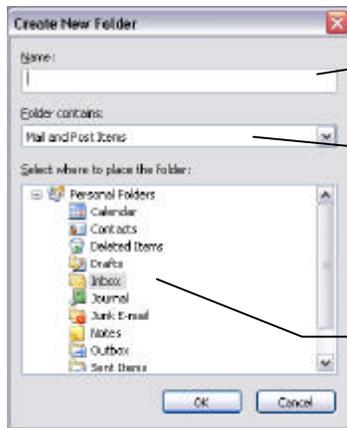
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## Outlook Email Management – Online Handout

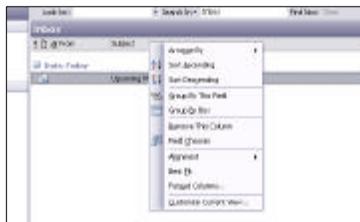
### Creating New Email Folders

1. Click on File > New > Folder
- OR
2. Click on the down arrow to the right of the New button
- OR
3. Right mouse click on a folder in the folder list



- Enter folder name
- Will the folder contain email messages?  
Is this a new calendar?
- Where should the new folder attach?

### Modifying Columns

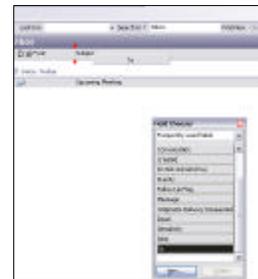


A right mouse click on the column headings will bring up a menu from which you can sort the column, remove a column or add columns.

#### Field Chooser

Click on Field Chooser to bring up a list of columns that you can add to the view.

When you create a new email folder the **From** column is included but not the **To** column. Drag the field from the list to the column heading line. Position the field at the position where you would like to place it. The red arrows will indicate the new position.



### Sorting Columns

The easiest way to sort a column is to click on the column header. The first click will sort it in ascending order. The second click will sort in descending order.

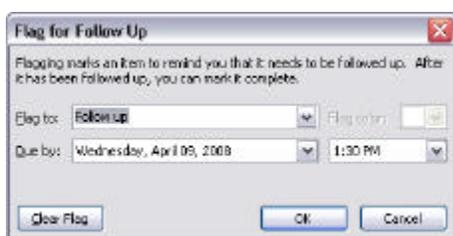
Sorting by the From column will enable you to find all the messages from one email address. Sorting by the subject line will enable you to follow a message stream – the original message and replies. The FW and REs are ignored.

## ***Changing the Order of Field Names***

Place the mouse pointer on a field name and drag it off the title bar and then replace it on the title bar in the desired position. A small red arrow will indicate where the field name will be placed.

## ***Flagging Messages***

- Click on the flag column beside the message to flag.
- To set a reminder Right Mouse Click on the flag and choose **Add Reminder...**



You can set a Due by date and then you will get a Reminder if you have not removed the flag. You can even get more specific and add a time for the reminder to appear!

### **Completed Follow Ups**

Click on the coloured flag in the flag column. It will change to a check mark.

## ***Finding Emails***

Searching can take place at various levels. Do you need to find a message from a specific person, based on the subject line or was it something in the message itself?

### **Find by Sorting Emails**

You may have several emails in your Inbox, or you may want to locate a past email from your Deleted Files folder. One of the easiest ways to find an email is to sort them. Select the appropriate email folder, click on the column heading (field) by which you wish to sort, and the emails will be sorted in alphabetical, numerical or chronological order.

The most common fields are the From: field which sorts by name and the (Date) Received field which sorts chronologically.

Click again on the field name and the emails will be sorted in reverse order.

## Find using the Find button

Click on the Find button on the top toolbar and a new toolbar appears at the top of the list of emails.



Text to search for

Location to search

## Save a Search

Under the options button you can choose to save a search. This will enable you to view this set of data when needed without having to set up the search again.



1. Search Options
2. Advanced find