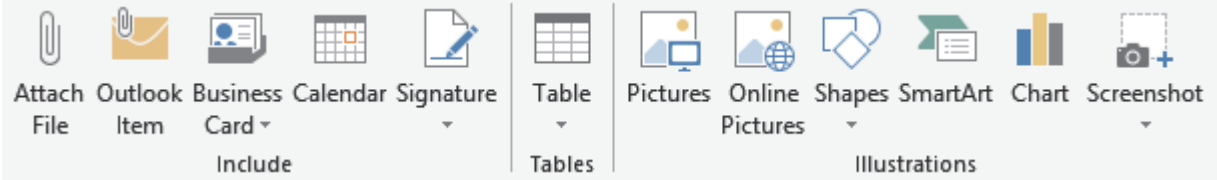
Outlook 2013: Working with E-mail

# From Me to You

## Beginning Outlook Objectives

**In this lesson, you will learn how to:**

1. Create an E-mail message that includes graphics and SmartArt.
2. Format the E-mail message as a Table and use the Table Tools to modify the layout and design.
3. Attach content to an E-mail message and work with the Attachments Ribbon.
4. Forward an attachment.
5. Save attachments and save an E-mail message in an external format.

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# Lesson 4 : From Me to You

## 1. Readings
Read Lesson 4 in the Microsoft Outlook guide, page 83-111.

## Project
An E-mail message that uses a Table for the HTML design and includes pictures and SmartArt.

## Downloads
Phone.gif
Laptop.gif
Keep It Clean.gif
Sign6Small.gif

## 2. Practice
Complete the Practice Activity on page 112.

## 3. Assessment
Review the Test questions on page 112.

**Insert Ribbon**

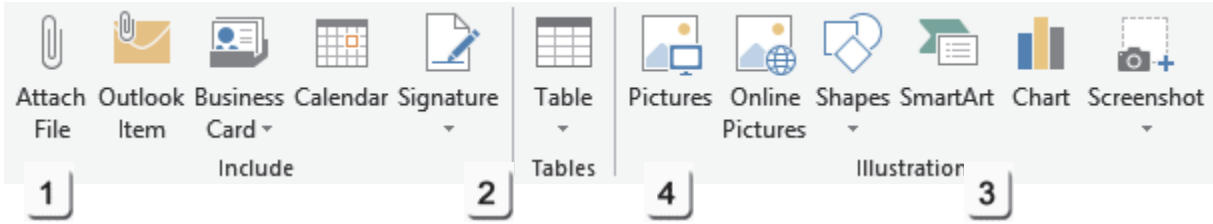
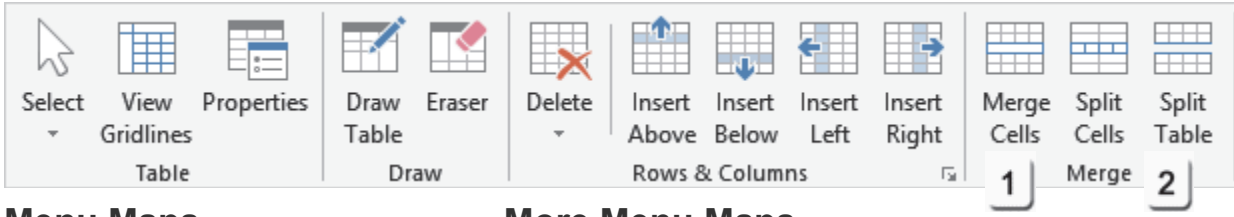



**Table Tools->Layout Ribbon**




## Menu Maps
From the **Insert Ribbon**.
1. Insert ->Include->Attach File, page 88
2. Insert ->Tables->Table, page 91
3. Insert ->Illustrations->SmartArt, page 93
4. Insert ->Illustrations->Pictures, page 99

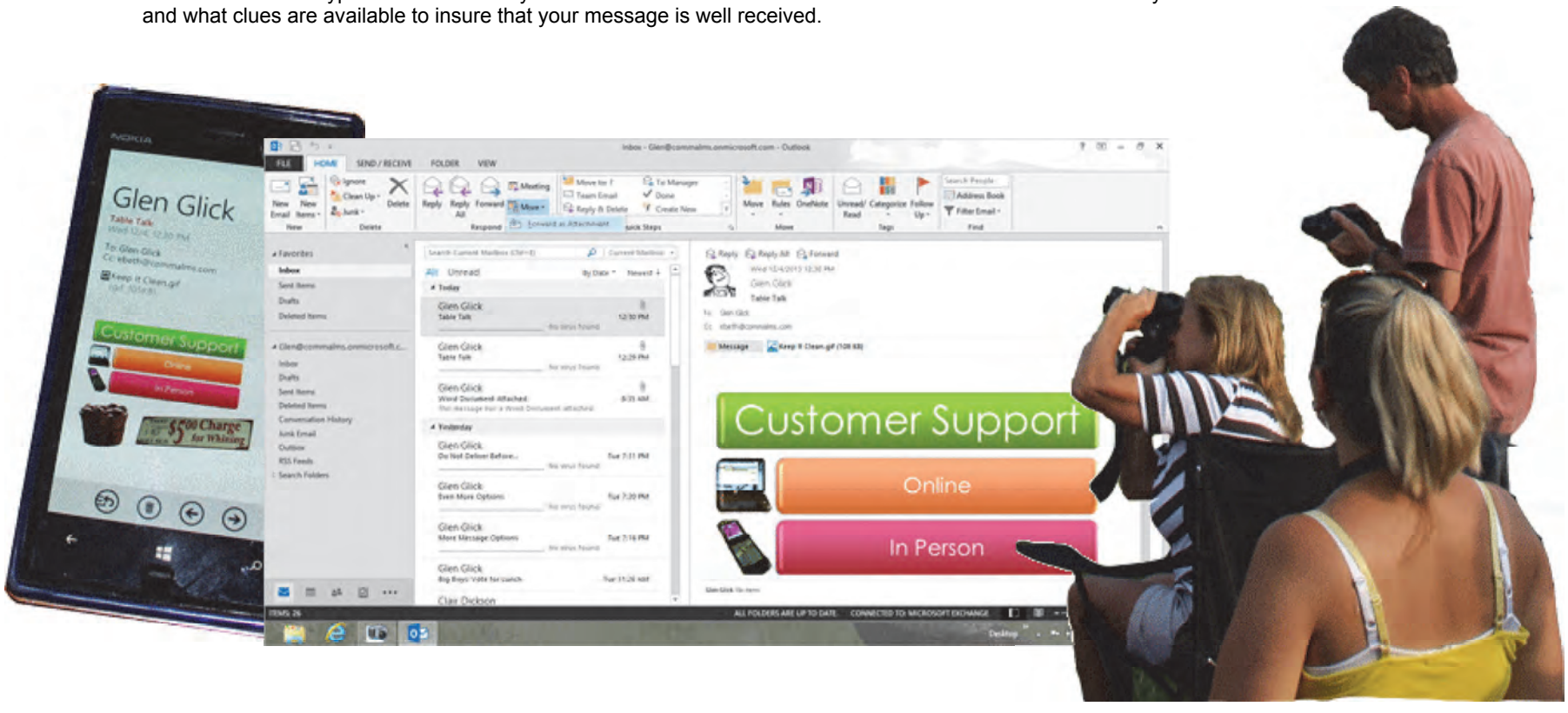
From the **Home Ribbon**
1. Home ->Respond->Forward, page 105
2. Home ->Respond->More, page 106

## More Menu Maps
From the **Table Tools**
1. Table Tools ->Layout->Merge->Merge Cells, page 92
2. Table Tools ->Design->Table Styles->Borders, page 100

From the **Attachment Tools**
1. Attachment Tools ->Attachments, page 103
2. Attachment Tools->Attachments->Save As, page 104

# From Me to You

Exciting E-mail campaigns can generate more business. The design tools in Microsoft Outlook can generate effective messages. For example, your marketing may include pictures of the products and Word documents that explain the features and benefits.  However, infected attachments have brought many corporations and departments down. This lesson looks at the types of attachments you can use with Microsoft Outlook. We will also consider the security issues and what clues are available to insure that your message is well received.



## Before You Begin

An **attachment** is something which is added to a message and sent to all of the recipients. An attachment can be a Word document, an Excel spreadsheet, a presentation, or pictures from a digital camera.

The following pages will walk through the steps for adding a simple Word document as well as a picture to an E-mail message.

**Before You Begin: Create a Document**
Start Microsoft Word.
Type your name at the top of the document.

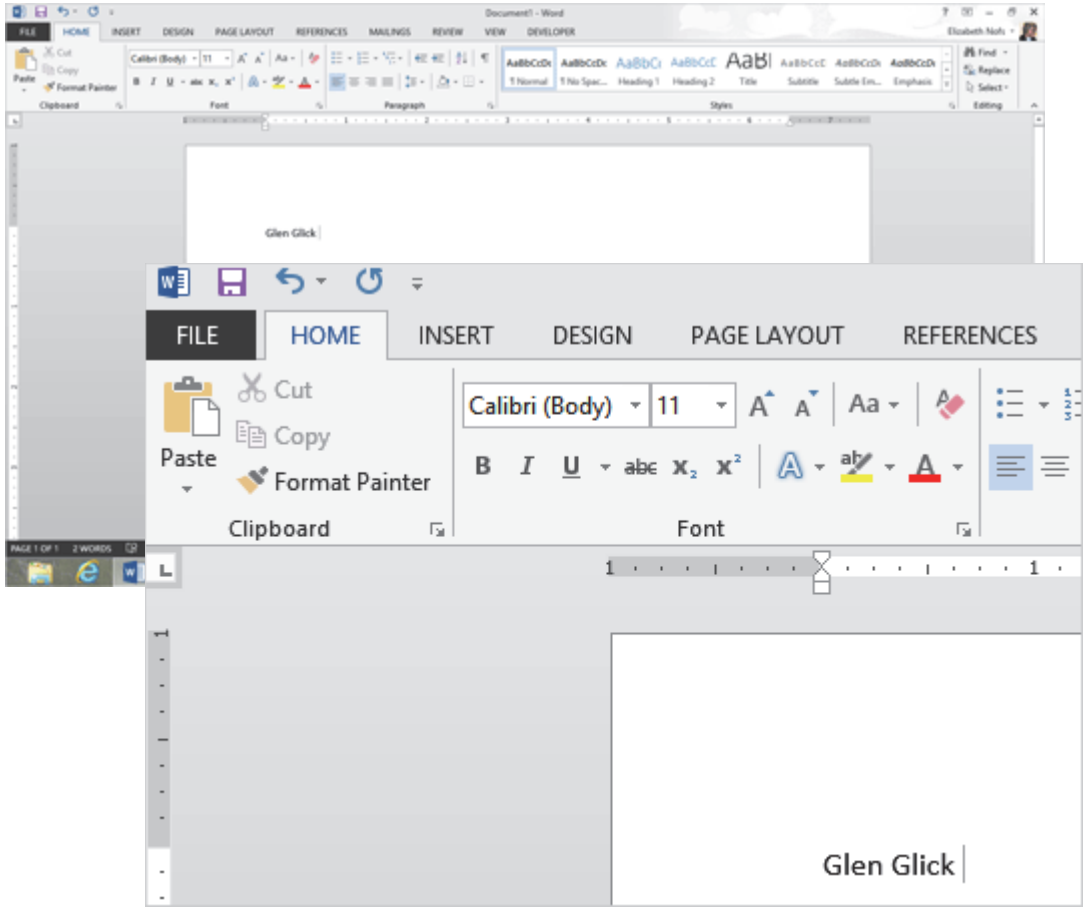
Go to **File->Save**.
**Browse** to the Documents Folder.
Enter the File Name: Small Word Attachment.
Click on **Save**.
Close Microsoft Word.

Keep going...

**Memo to Self:** You do NOT have to match the pictures and samples in this lesson. It is more important that you walk through the steps and practice the options.

**Microsoft Word 2013**

**File ->Save**



**Microsoft Outlook 2013**

**Home-> New-> New Email**

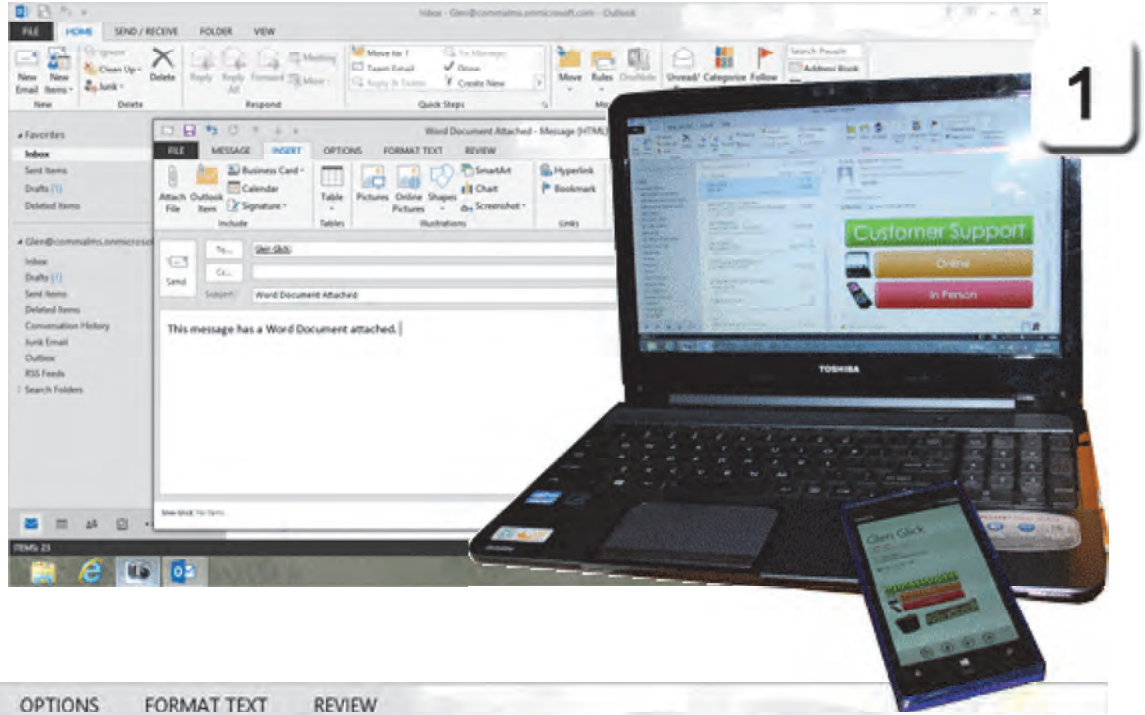
## Create a New E-mail

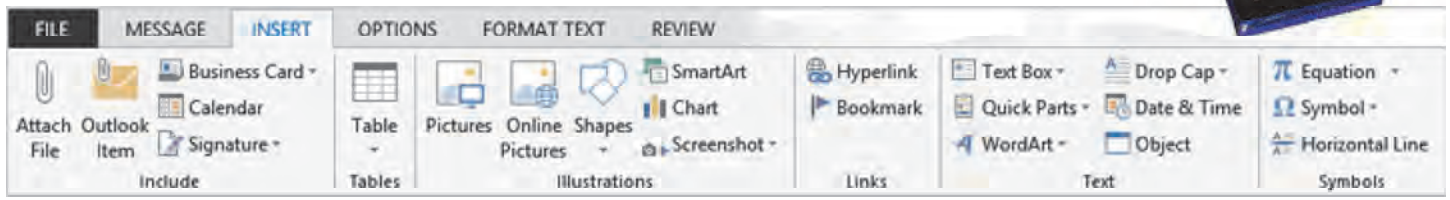
Here are the steps to create a new E-mail and attach the Word document we just saved.

**1. Try it: Create a New E-mail**
Go to **Home-> New-> New Email.**
Enter your E-mail Address.
Enter the Subject: Word Document Attached.
Enter the sample text: This message has a Word document attached.

**Try This, Too: Review the Insert Ribbon**
The **Insert** Ribbon has the following groups:
Include
Tables
Illustrations
Links
Text
Symbol

Keep going...




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Add/Remove Message Attachments (Attach File)

## Attach a File to a Message

Almost all E-mail programs use the paper clip icon to add an attachment.

**2. Try it: Attach a File**
Go to **Insert ->Include->Attach File.**
Browse to the Documents Folder.
Select: Small Word Attachment.docx
Click **Insert** to attach the file and return to the message.

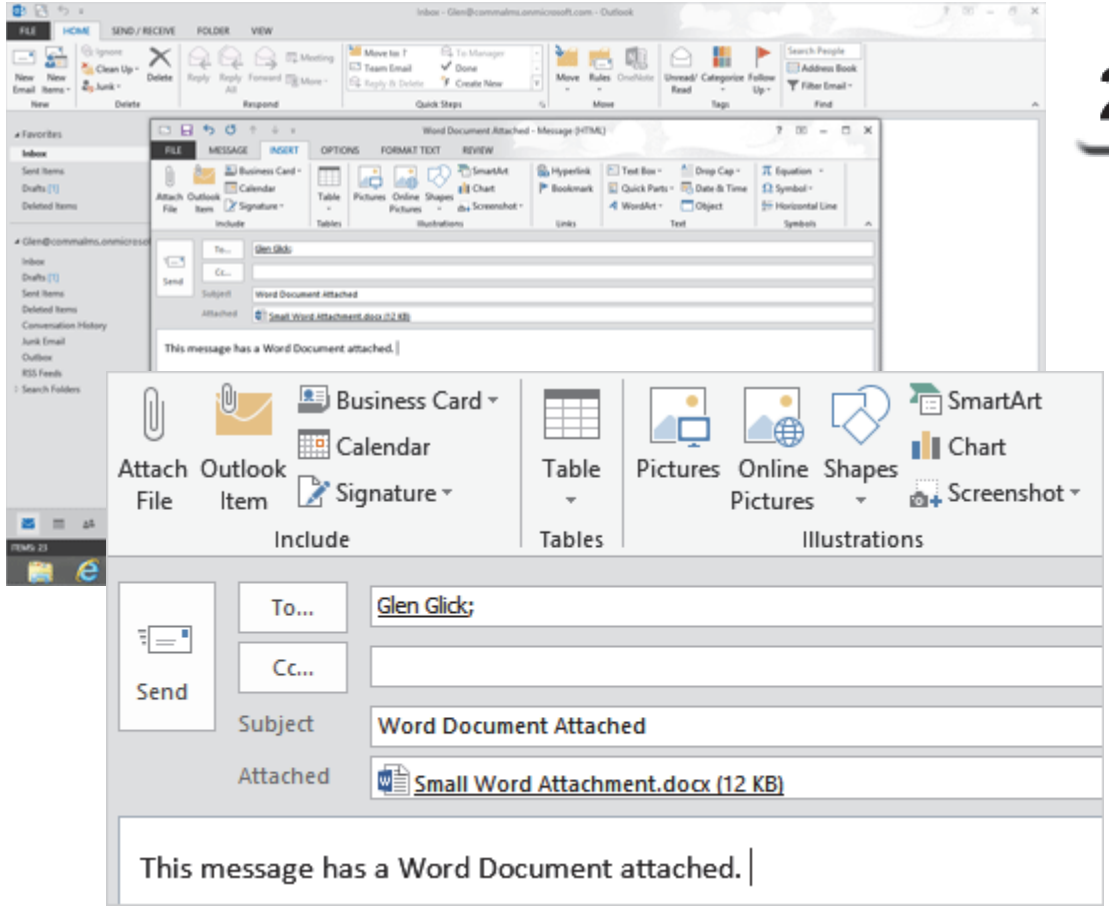
**What Do You See?** There is a new field under the Subject called Attached.

The attachment has the little icon for Microsoft Word. The size of the file is shown in parenthesis (12 KB).

Click **Send**. Keep going...

**Made You Look:** You can also add an attachment by going to **Message->Include-> Attach File.**

**Insert ->Include->Attach File**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Add/Remove Message Attachments (Attach File)

## Receive Attachments

**3. Try This: Review the Attachment**

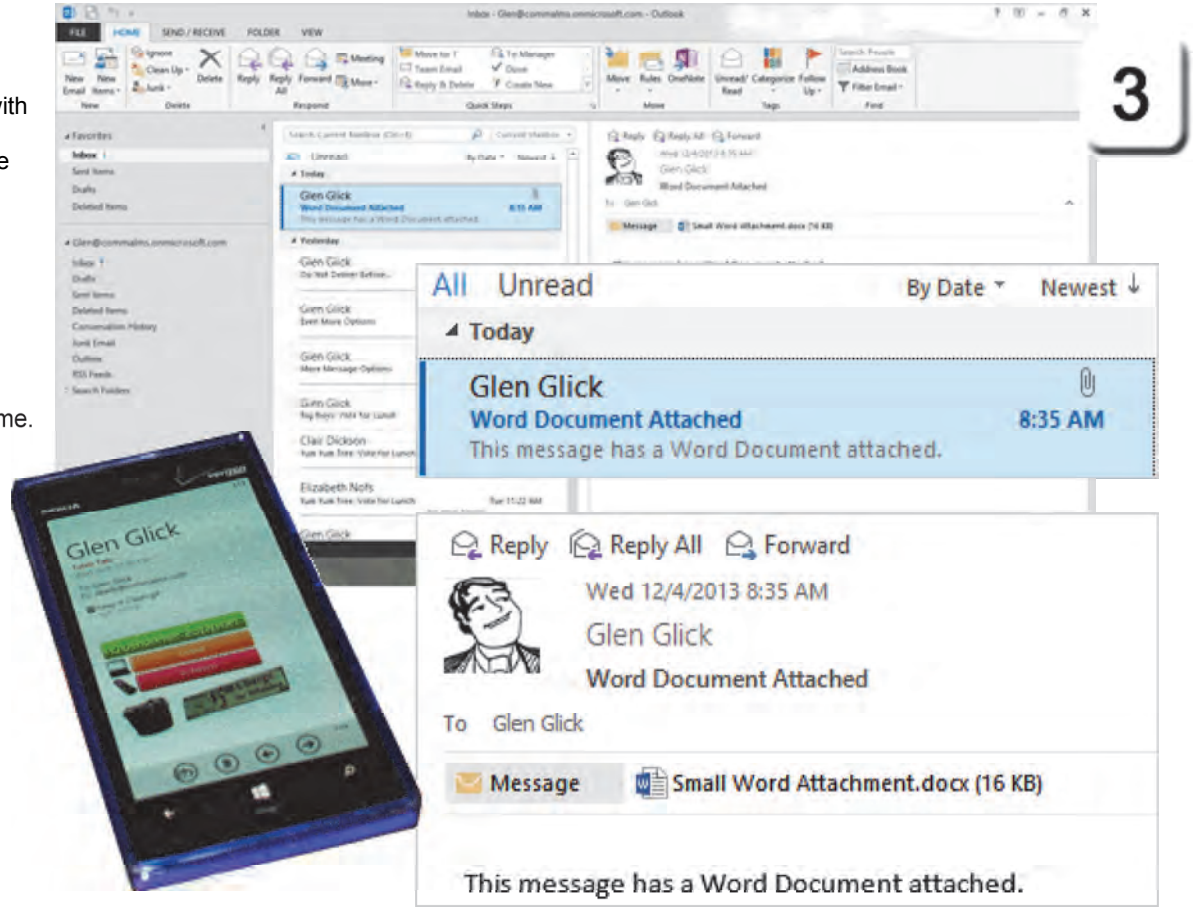
In our example, there should be a new E-mail with the subject, "Word Document Attached" in your Inbox. The paperclip indicates that this message has an attachment.

Select that E-mail.

**What Do You See?** The Reading Pane on the right side of the screen capture has two views: Message and the Small Word Attachment. You can **Preview** the attached Word document by selecting it if you wish. You should see your name.

OK, OK.
How would you use these options at work?

**Outlook->Inbox**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Manage Message Attachments (Preview File)

## Create an E-mail Blast

An E-mail Blast is a marketing message that is sent to a mailing list. An E-mail Blast can be a customer support message or sales information, such as a price list.

You can use Microsoft Word and Microsoft Outlook to create an E-mail Merge. There are also commercial Microsoft Exchange Server systems available online. The Mail Merge lesson is shown in our Microsoft Word guide. This lesson focuses on the message options.

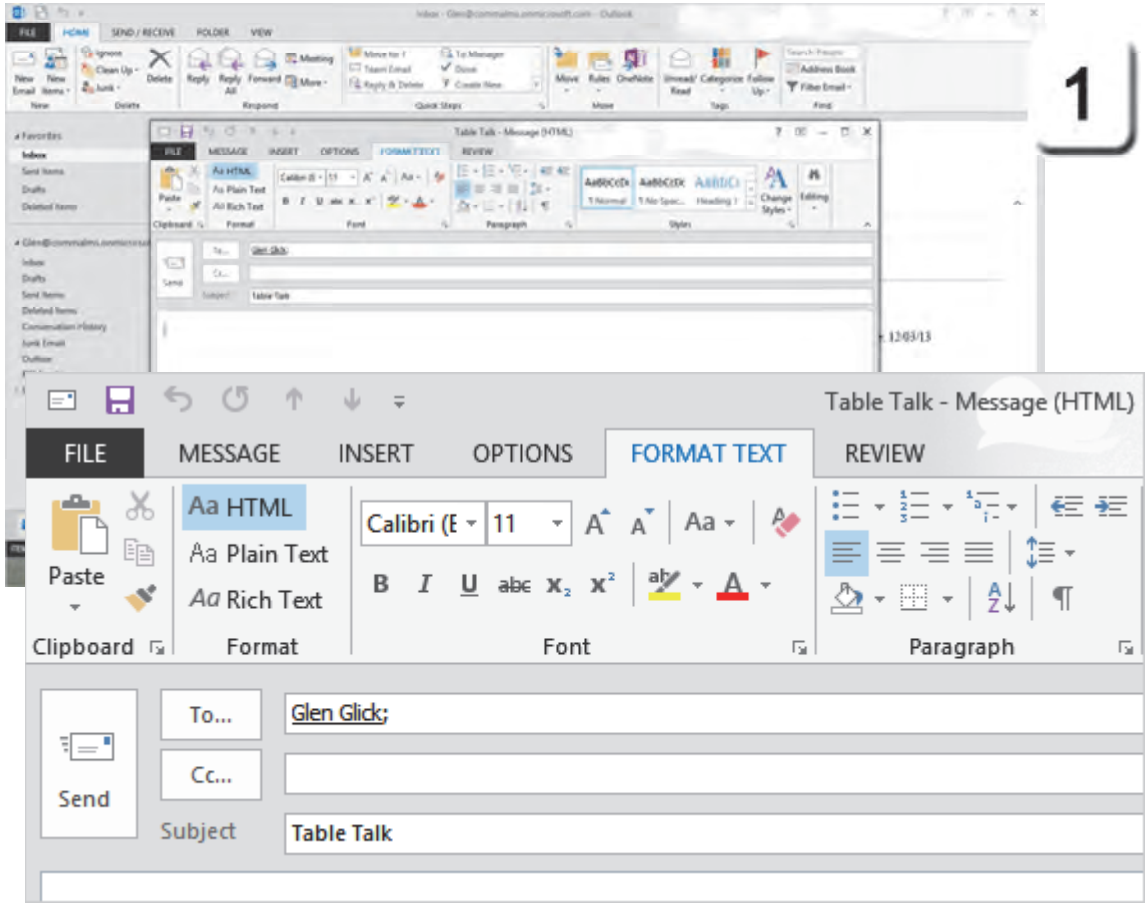
So far, we've made many messages with Plain or Rich Text. E-mail can be formatted in HTML like little web pages as well. Let's look at the authoring tools in Outlook.

**1. Try it: Create a New E-mail**
Go to **Home-> New-> New Email.**
Enter your E-mail Address.
Enter the Subject: Table Talk.

**Try This, Too: Confirm the Format**
Go to **Format Text ->Format->HTML.**

Keep going...

**Format Text ->Format->HTML**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format A Message: Format Text (HTML)

## Insert a Table

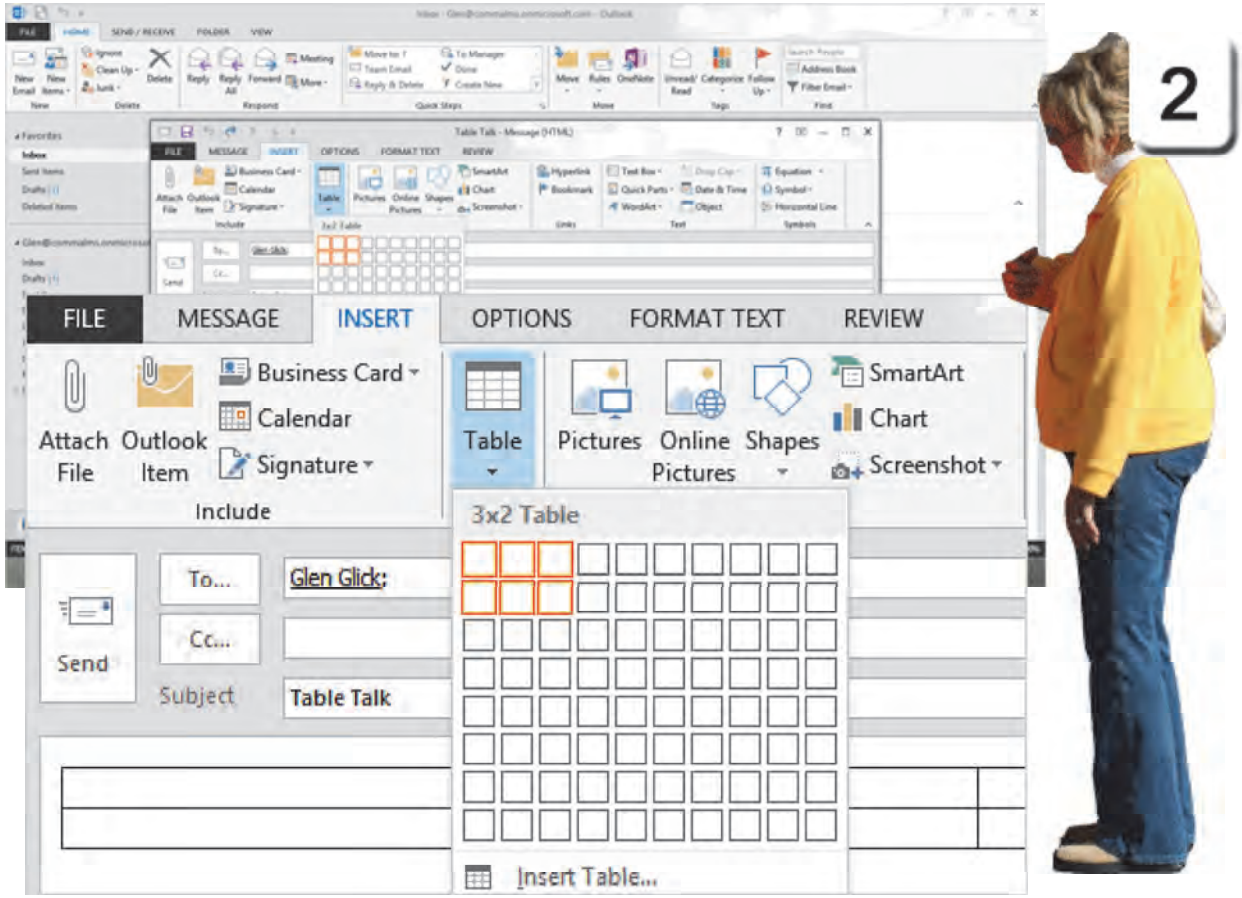
Tables are used to organize web page layout and content. It is a basic design concept. In Microsoft Word we have several lessons that demonstrate how to insert and format Tables.

You can use the same Table Tools to create an E-mail in Outlook. Here is a good example.

**2. Try it: Insert a Table**
The Table Talk Message is open.
Go to **Insert ->Tables->Table.**
Select the Cells: 3 Columns by 2 Rows.

Keep going...

**Insert ->Tables->Table**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Insert Tables

## Hello, Table Tools

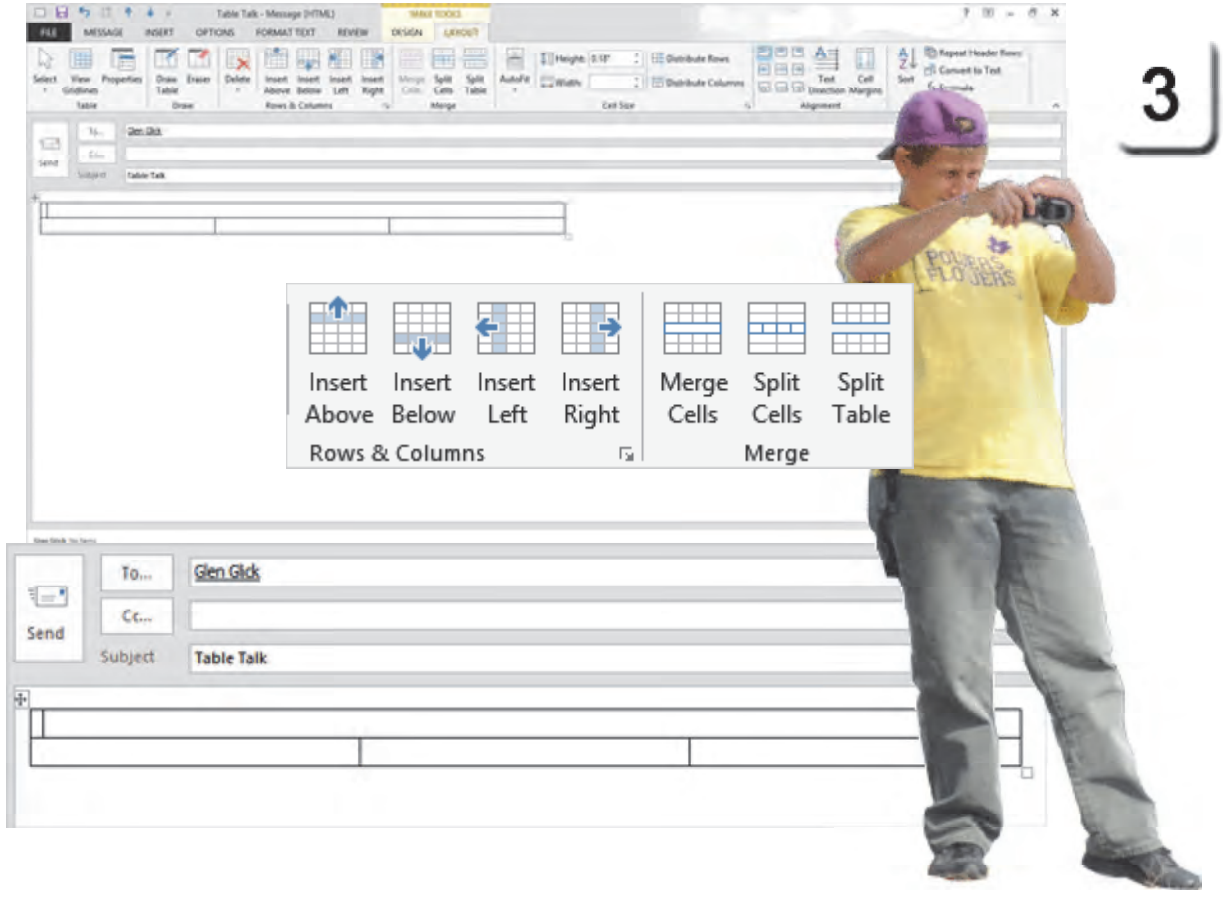
Tables are used to organize web page layout and content. It is a basic design concept. Microsoft Word has a good set of web page design tools. You can use the same **Table Tools** in Outlook. Here is a simple example.

**3. Try it: Edit the Table Layout**
Select the first row of the Table.
Go to **Table Tools ->Layout->Merge.**
Click on **Merge Cells.**

**What Do You See?** Cells A1:A3 were merged (combined) into one Cell.

Keep going...

**Table Tools ->Layout->Merge->Merge Cells**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Edit Table Layout (Merge Cells)

## Insert SmartArt

The Table can hold illustrations, text and links. This example will use SmartArt.

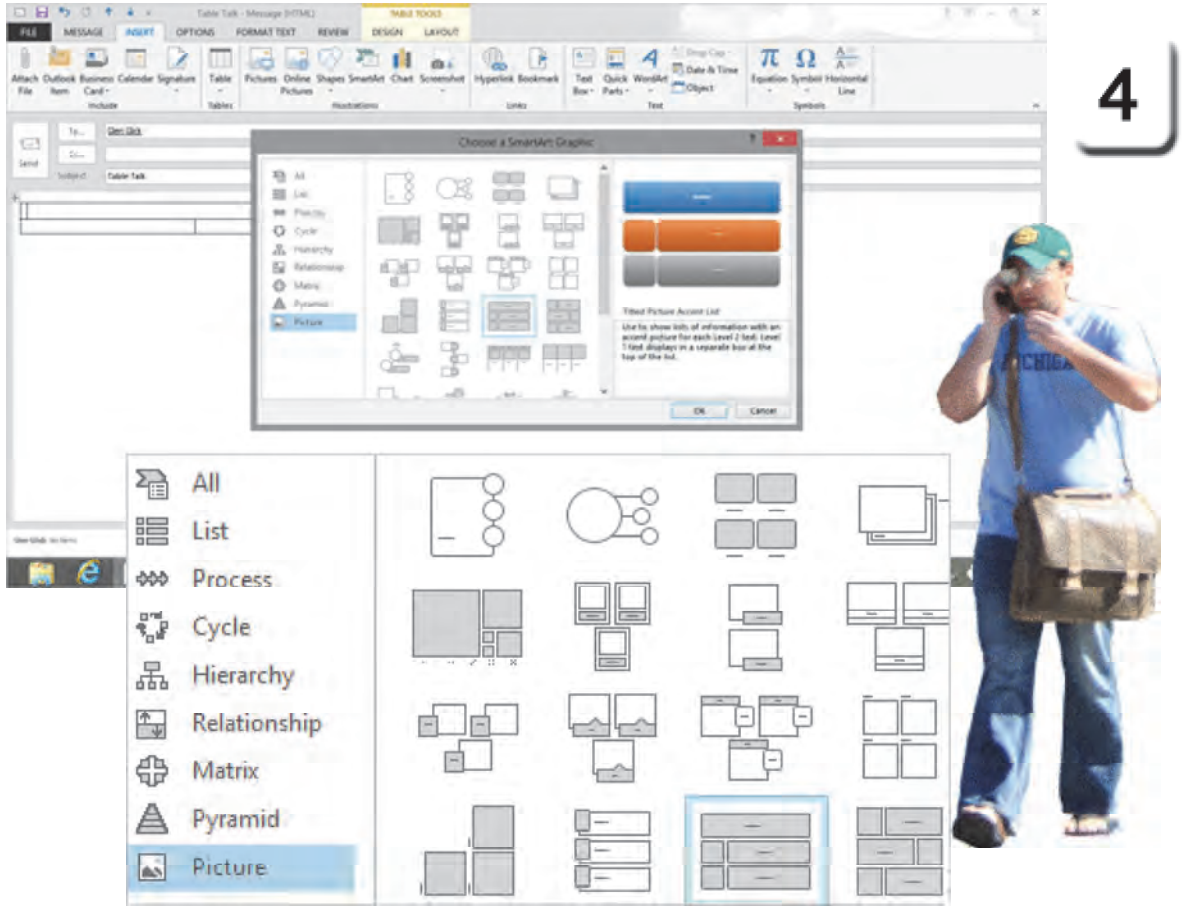
**4. Try it: Insert SmartArt**
The cursor is in Cell A1 of the table.
Go to **Insert ->Illustrations->SmartArt.**

**What Do You See?** You will be prompted to choose a SmartArt Graphic. On the left side is a list of categories.
Go to the **Picture** category.
Select **Titled Picture Accent List**.

Click **OK**.

Keep going...

**Insert ->Illustrations->SmartArt**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Insert SmartArt

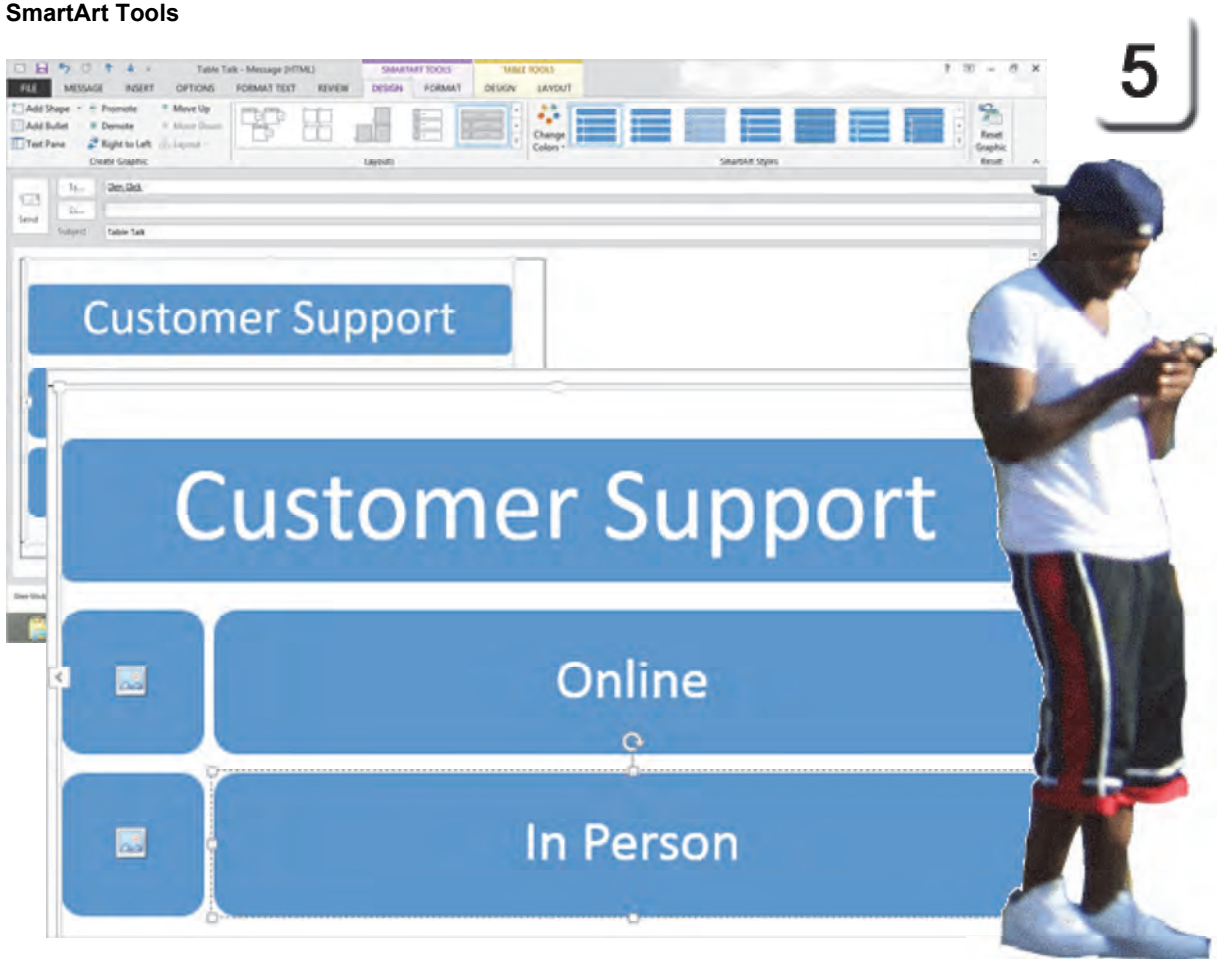
## Hello, SmartArt

The SmartArt Graphic will be placed in Cell A1 of the table. There are two **SmartArt Tools**: Design and Format. There are also two **Table Tools**: Design and Layout.

**5. Try it: Edit the SmartArt**
Enter the following text in the SmartArt:
Shape 1: Customer Support
Shape 2: Online
Shape 3: In Person

Keep going...

**SmartArt Tools**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Format SmartArt

## Add a Picture to the SmartArt

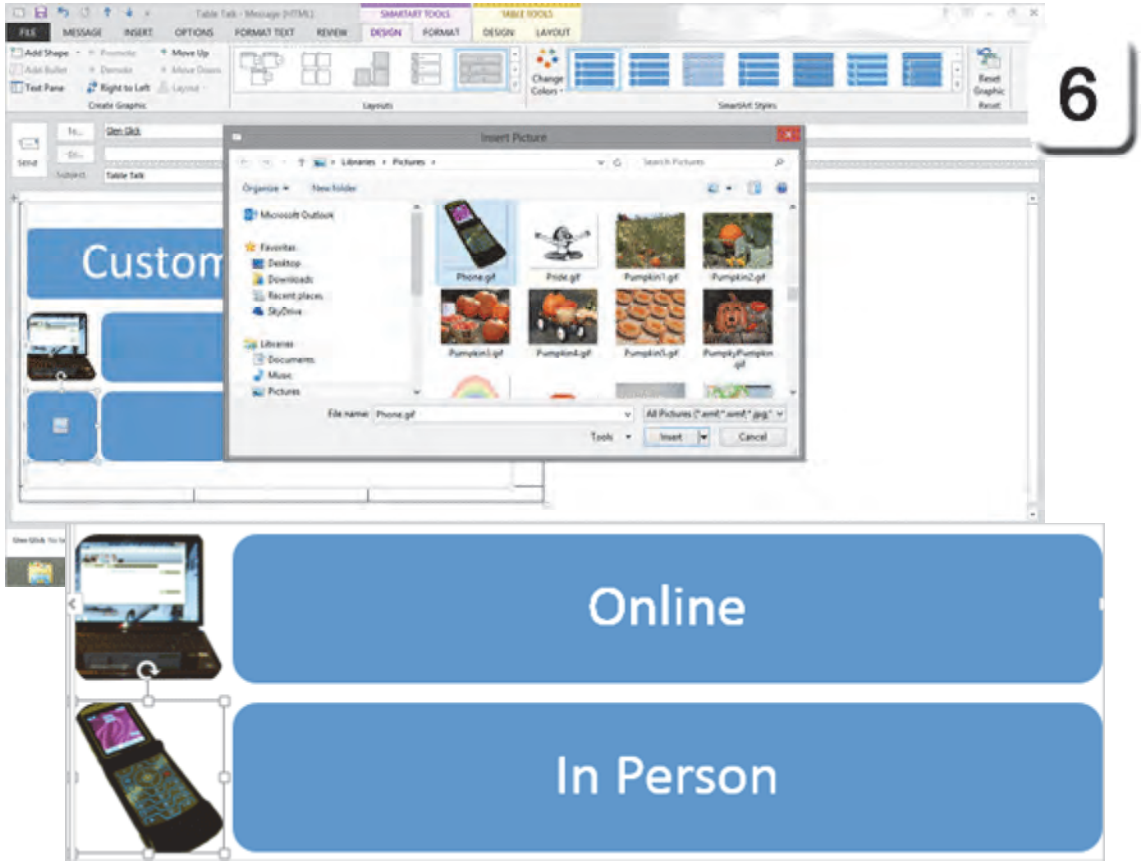
**6. Try it: Add a Picture to the SmartArt**
Click on **Picture Placeholder 1**.
Browse to the Documents folder.
Select a picture: laptop
Click **Insert**.
The picture should fill the Shape.

Click on **Picture Placeholder 2.**
Browse to the Documents folder.
Select a picture: phone
Click **Insert**.
The picture should fill the second Shape.

This is getting interesting.

Keep going...

**Insert ->Include**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Format SmartArt

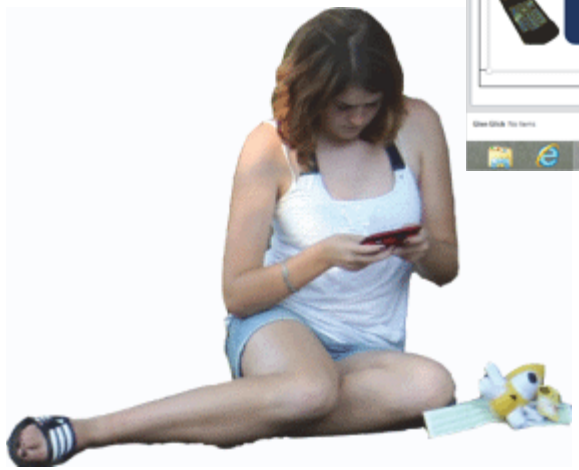
## Choose a Message Theme

**7. Try it: Choose a Message Theme**
Go to **Options ->Themes.**
Select a **Theme**: Slice.

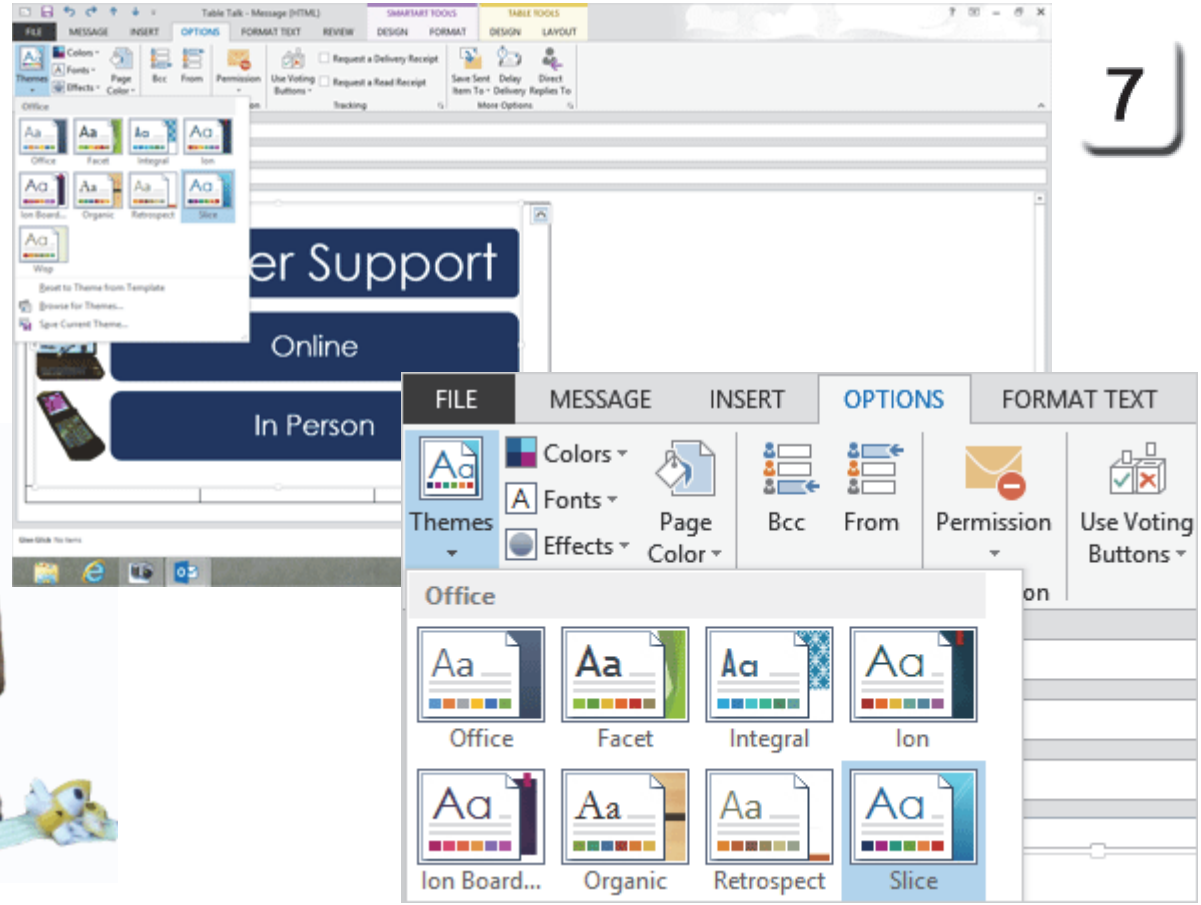
**What Do You See?** The Theme formatted everything in the message including the Colors, Fonts and Effects of the Table and the SmartArt.

Not done, yet.

Keep going...



**Options ->Themes->Theme**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Apply Themes and Styles

## Change the SmartArt Colors

In addition to the message Theme Colors, you can edit the SmartArt Colors as well.

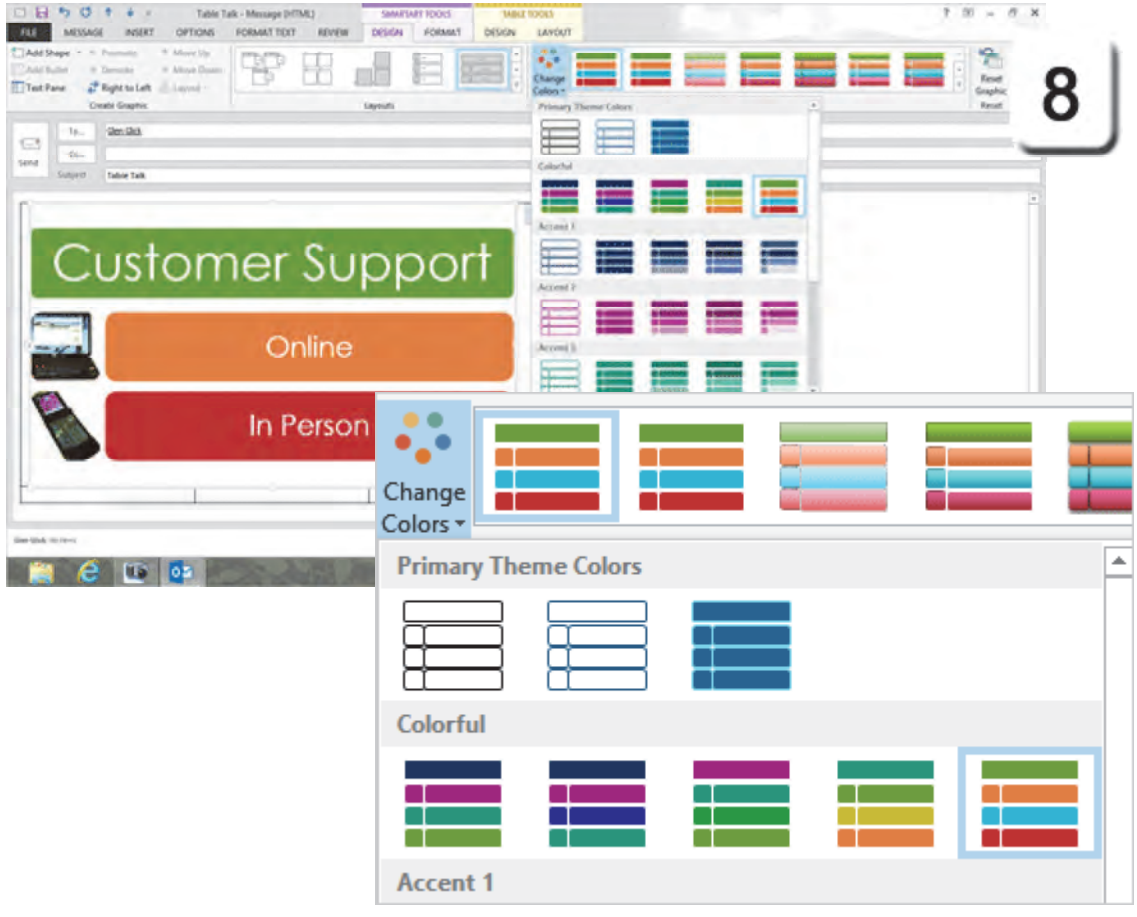
**Before You Begin: Find the SmartArt Tools**
Select the SmartArt. The **SmartArt Tools** should be available. The **Design Ribbon** has:
Create Graphic
Layouts
SmartArt Styles
Reset

**8. Try it: Edit the SmartArt Design**
Go to **SmartArt Tools ->Design.**
Go to **SmartArt Styles->Change Colors.**
Select: Colorful Range-Accent Colors 5-6

**Try This, Too: Edit the SmartArt Style**
Go to **SmartArt Tools ->Design->SmartArt Styles.**
Select a SmartArt Style: Inset.

Keep going...

**SmartArt Tools ->Design->SmartArt Styles->Change Colors**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Format SmartArt (Change Color)

## Edit the Table Layout

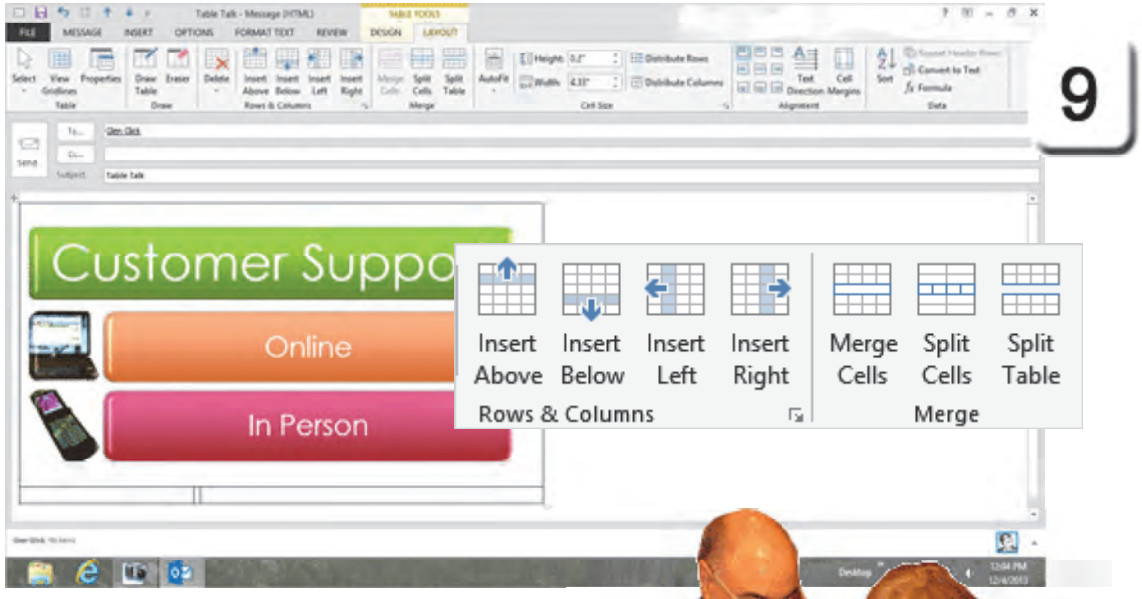
The following pages will edit the Table layout and add a picture to complete the E-mail Blast.

**9. Try it: Merge Table Cells**
Select Cells B2:C2
Go to **Table Tools ->Layout->Merge.**
Click on Merge Cells.

**What Do You See?** The two cells were merged. This "super cell" will hold a picture.

Keep going...

**Table Tools ->Layout->Merge->Merge Cells**



Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Edit Table Layout (Merge Cells)

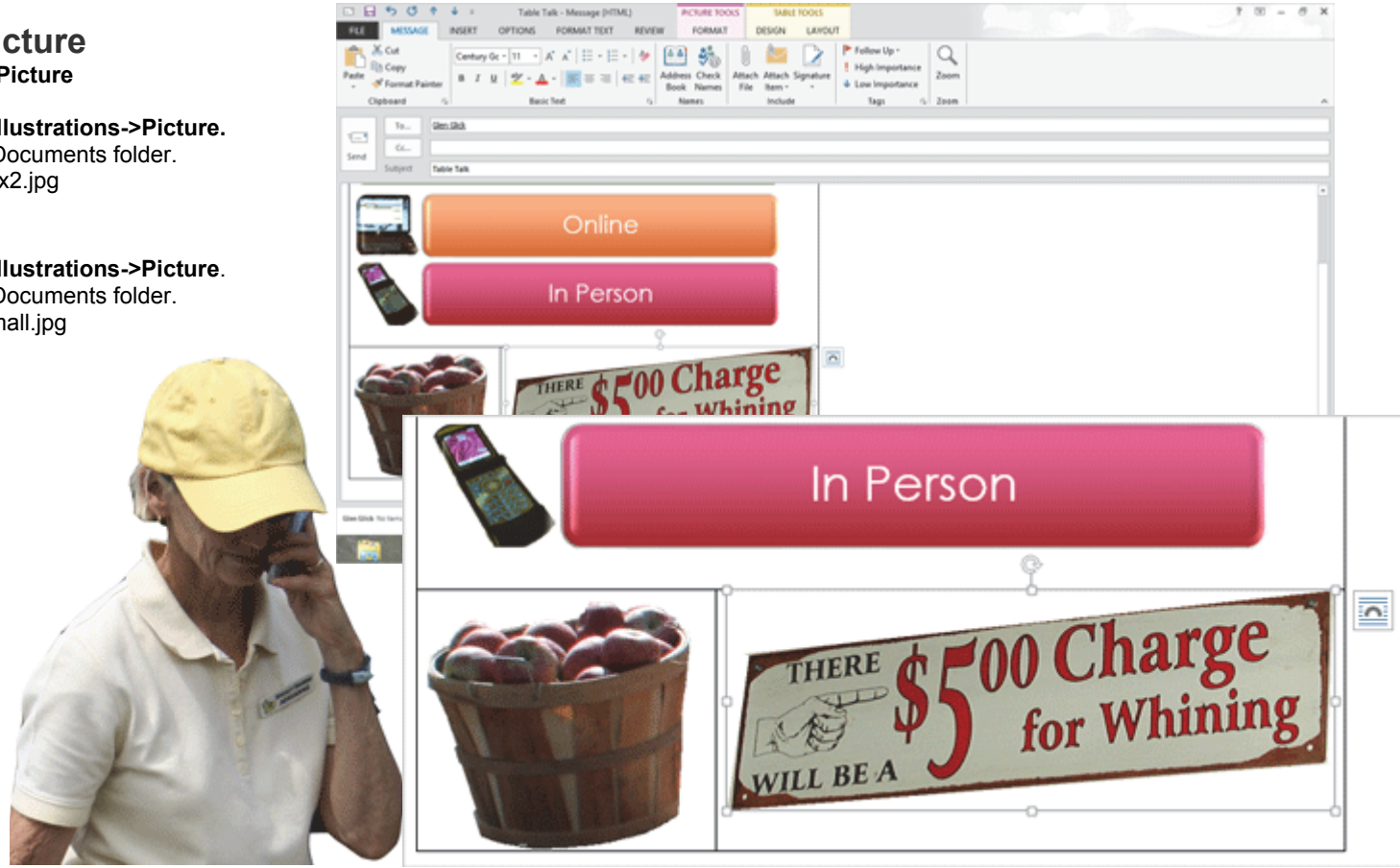
## Insert a Picture

**Try it: Insert a Picture**
Select Cell B1.
Go to **Insert ->Illustrations->Picture.**
**Browse** to the Documents folder.
Select: Applebox2.jpg

Select Cell B2.
Go to **Insert ->Illustrations->Picture**.
**Browse** to the Documents folder.
Select: Sign6Small.jpg

Keep going...

**Insert ->Illustrations->Picture**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Insert Picture

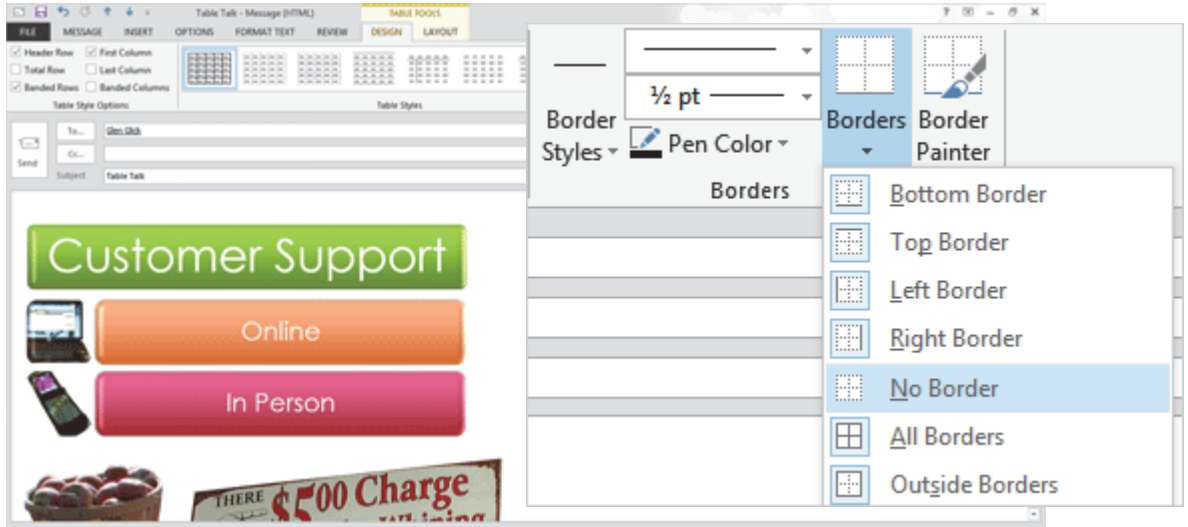
## Edit the Table Design

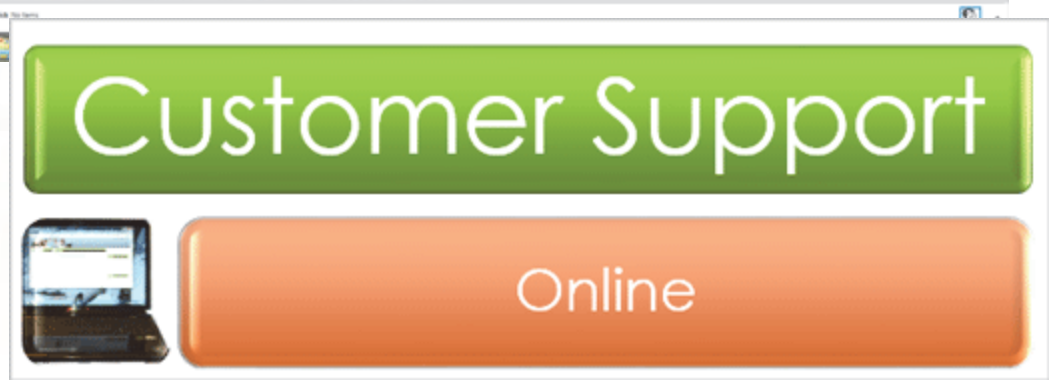
**Try it: Format the Borders**
Select the Table.
Go to **Table Tools ->Design->Table Styles.**
Go to **Borders->No Border**.

**What Do You See?** The Table is still there--holding the pictures, text and graphics--however the Table is hidden.

That was cool.

**Table Tools ->Design->Table Styles->Borders**






Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.2 Format a Message: Edit Table Design (No Borders)

## Attach a Picture to a Message

There are three different ways to add pictures to a message: as part of a graphic or shape, such as SmartArt, as a picture in the message and as an attachment.

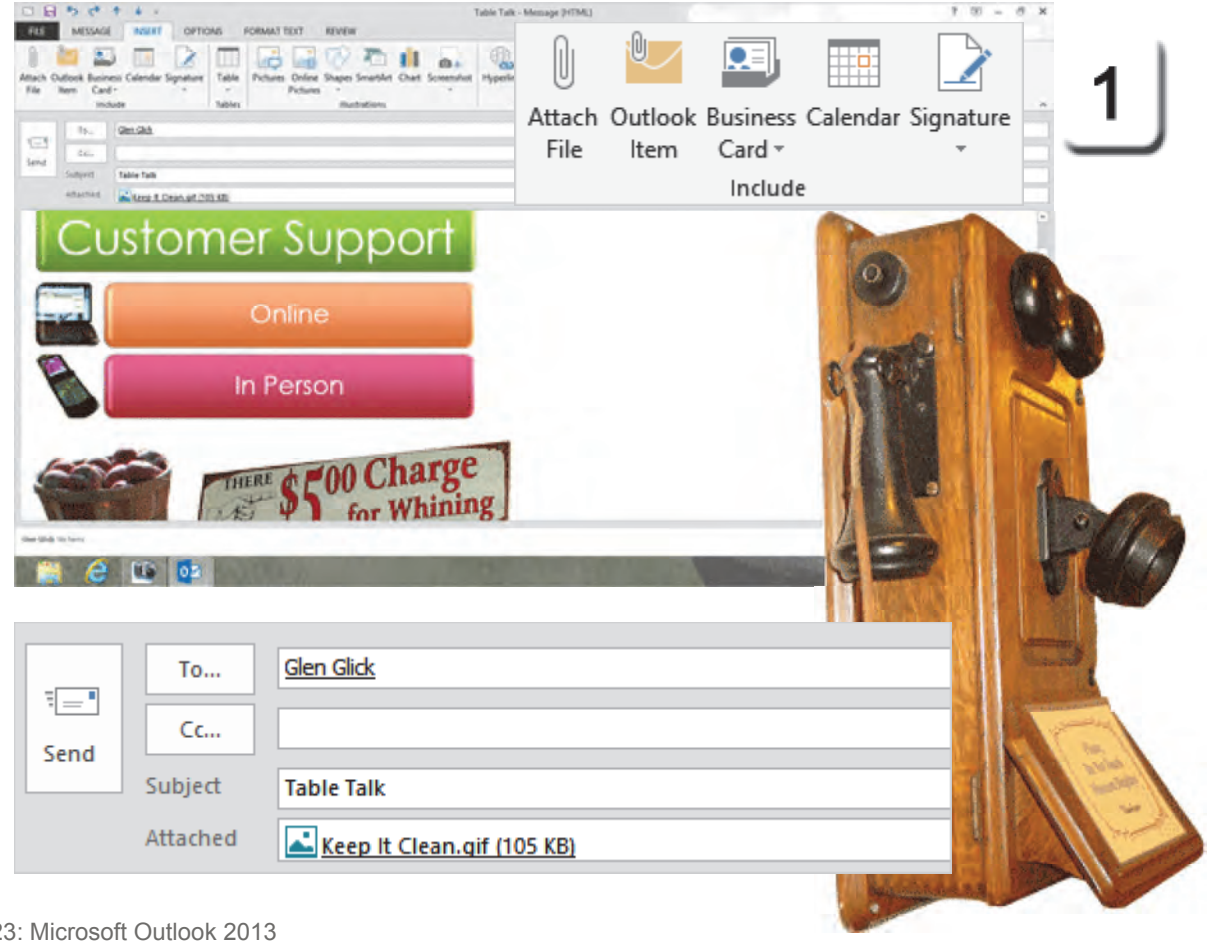
Let's add an attachment to our mighty E-mail Blast and send it on it's way.

**1. Try it: Include a Picture**
The Sample E-mail is still open.
Go to **Insert ->Include-> Attach File.**
Browse to the Documents Folder.
Select: Keep It Clean.gif.
Click **Insert** to attach the file and return to the message.

**What Do You See?** There is an attachment in the Attached field under the Subject.
The attachment has the little icon for picture.
The size of the file is shown in parenthesis.

Click **Send**. Keep going...

**Insert ->Include-> Attach File**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Adding/Remove Message Attachments

## Review the E-Mail Blast

**2. Try it: Review the Message**

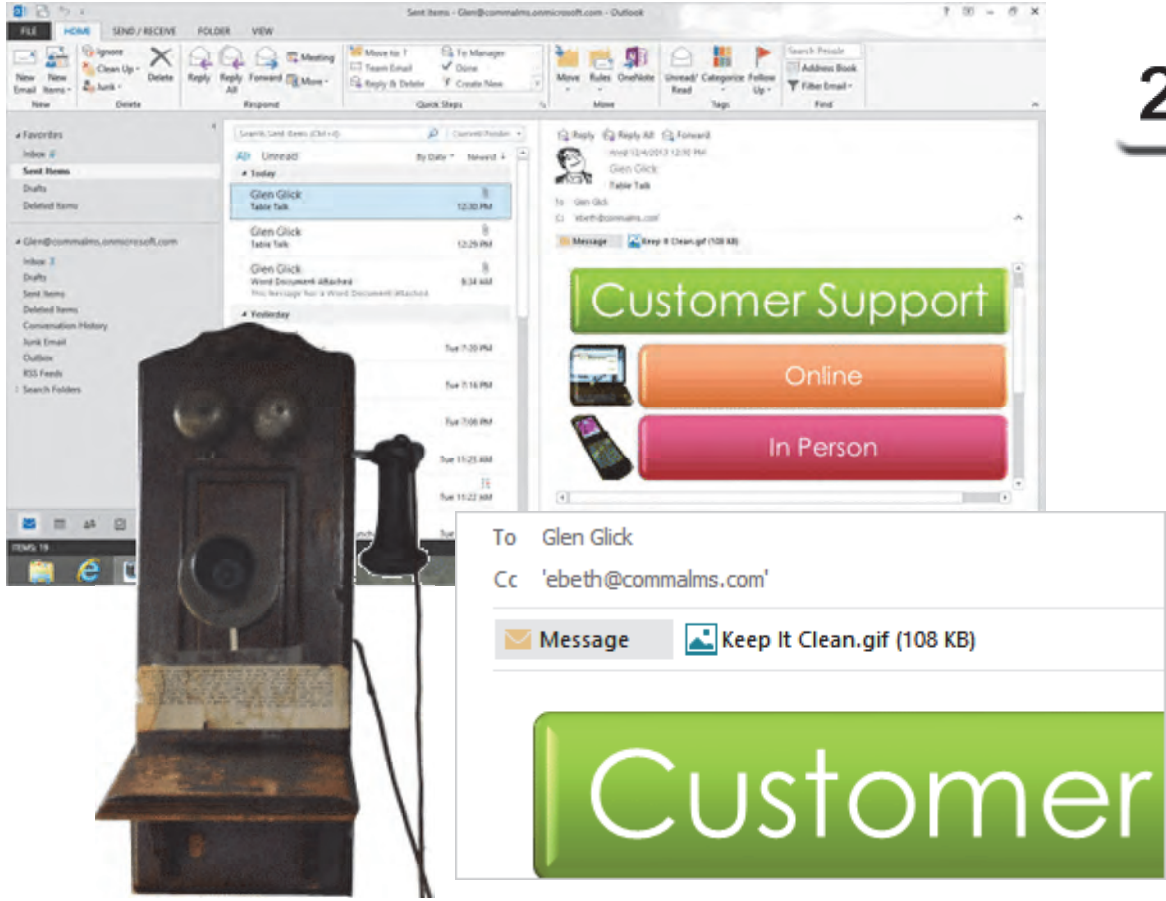
The E-mail Blast has arrived. A new message is in the Inbox with the Subject: Table Talk. The message has a paperclip which means there is an attachment.

**What Do You See?** The SmartArt and pictures look great. The Table keeps these graphics in place if the Preview pane is resized.

**What Else Do You See?** Look at the top of the message in the **Header.** This message has an attachment. The icon indicates that it is a picture. The size is shown in parenthesis.

Keep going...

**Outlook ->Inbox**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Adding/Remove Message Attachments

Take Two

## Hello, Attachment Tools

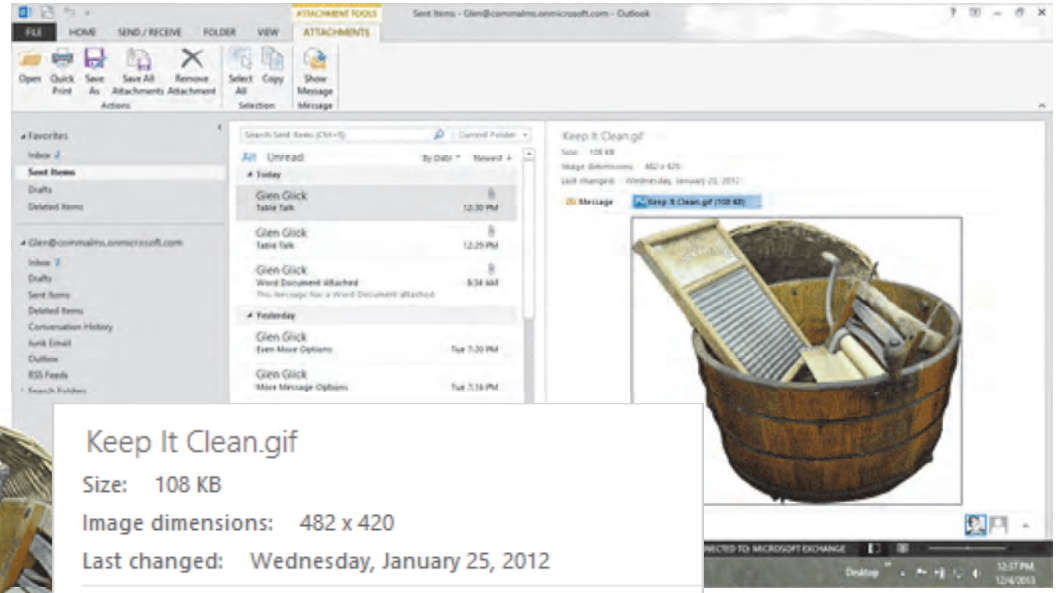
When you click on the attachment you can see the picture in the Preview pane. The **Attachment Tools** will be available, too.

**3. Try it: Review the Attachment Tools**
Select the attachment.
Go to **Attachment Tools->Attachments.**

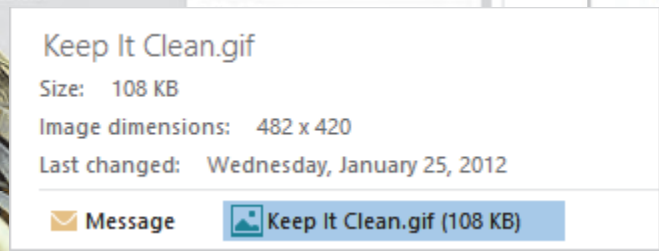
**What Do You See?** The Attachment Tools include Action, Selection and Message.

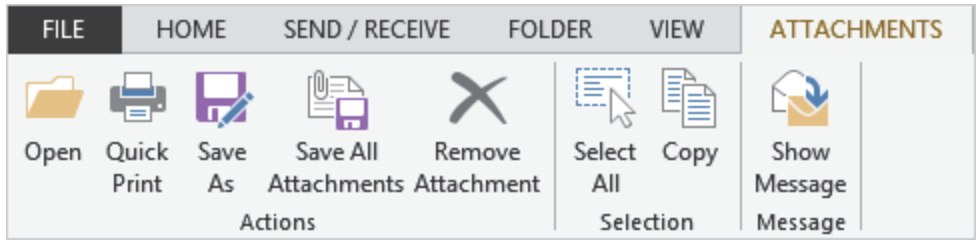
Keep going...

**Attachment Tools->Attachments**



3




Exam 77-423: Microsoft Outlook 2013
1.0 Manage the Outlook Environment
1.3 Print and Save Information in Outlook: Preview Message Attachments

## Save an Attachment

E-mail transfers millions of business files everyday. You should know how to **Save** the attachments to your drive.

**Before You Begin: Select the Attachment**
Go to the sample Table Talk E-mail.
Click on the attachment in the message.
The **Attachment Tools** should be available.

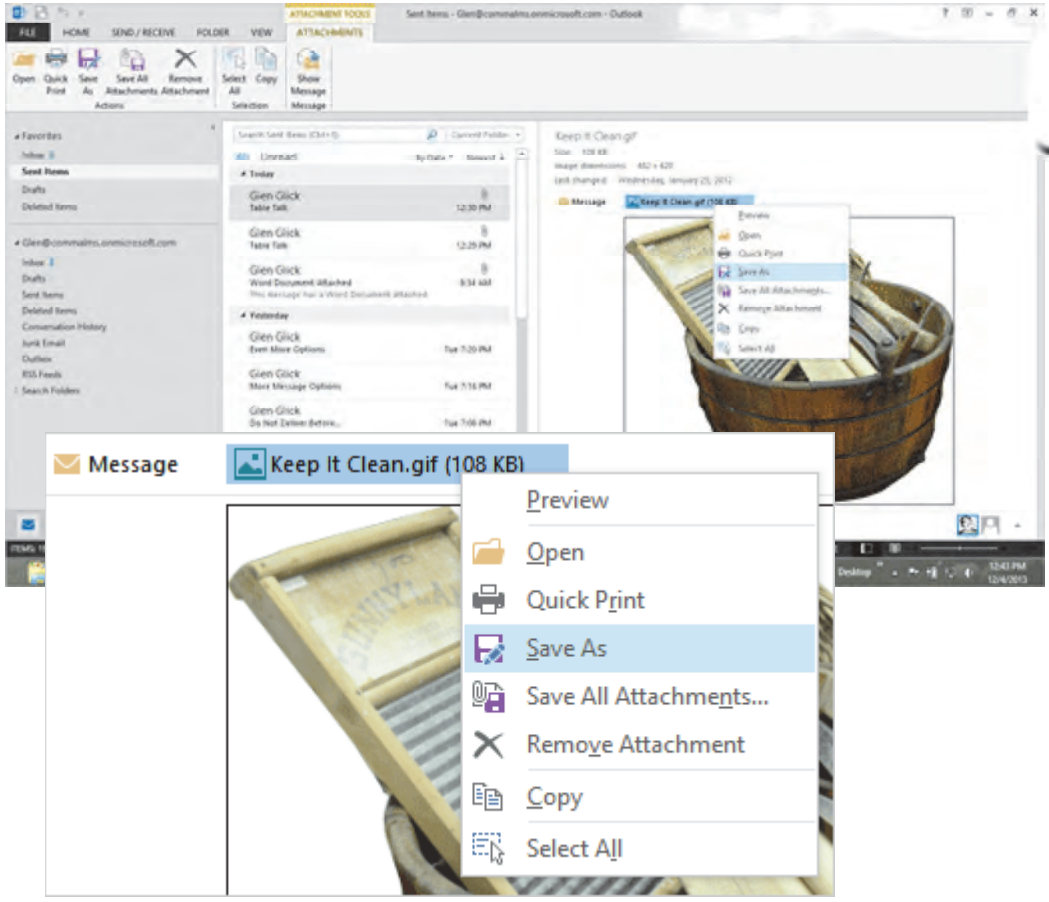
**4. Try This: Save the Attachment**
Go to **Attachment Tools->Attachments.**
Click on **Save As.**
**Browse** to your Documents Folder.
Click **Save**. You will return to the Inbox.

There's more on this subject. Keep going...

**Memo to Self:** Most of the Attachment Tools are available when you right-click an attachment as well.

Something to Remember: **Save All Attachments** can save a lot of time!

**Attachment Tools->Attachments->Save As**




4

Exam 77-423: Microsoft Outlook 2013
1.0 Manage the Outlook Environment
1.3 Print and Save Information in Outlook: Save Message Attachments

## Forward an E-mail Attachment

When you Reply to a message that has an attachment, the attachment is not included in the Reply. When you Forward a message, the attachment will be included.

**5. Try it: Forward an E-mail Attachment**
Select the sample Table Talk E-mail.
Go to **Home ->Respond->Forward.**

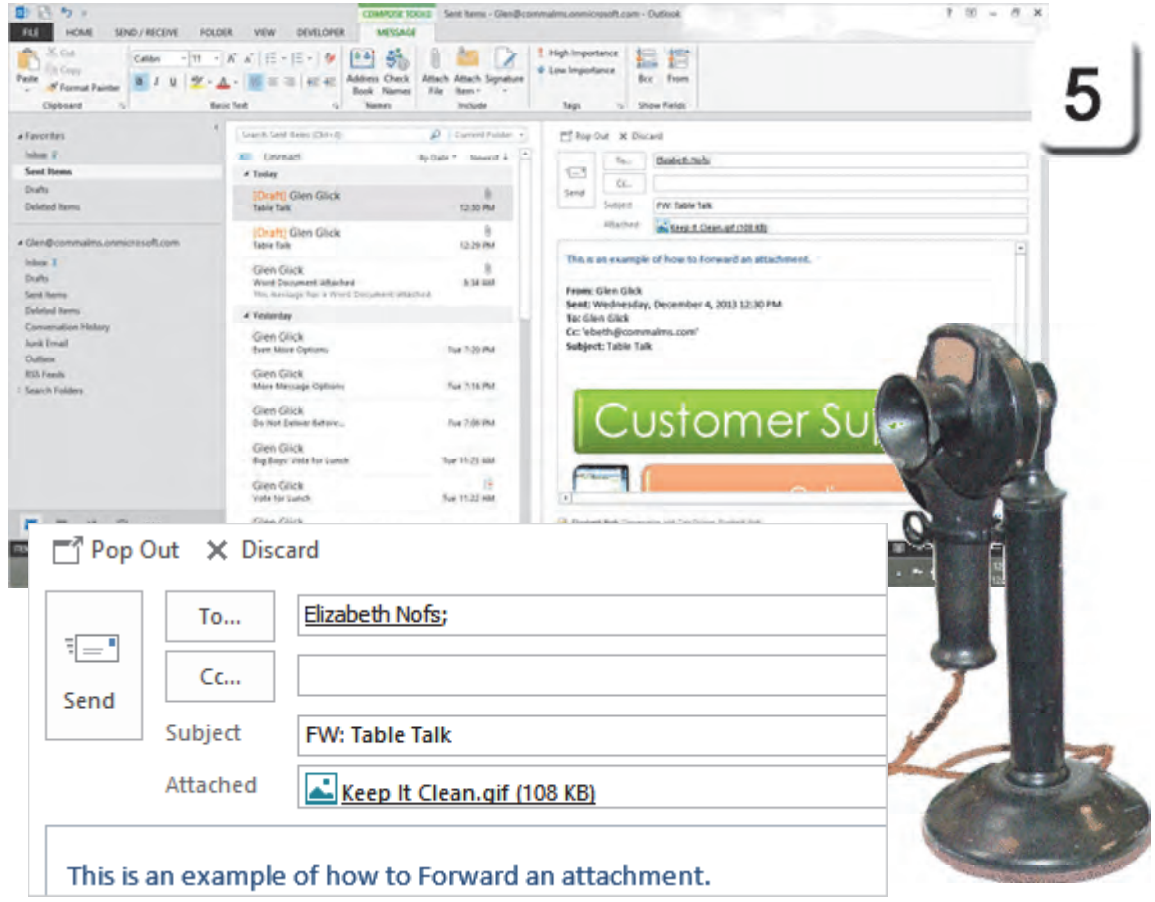
**What Do You See?** There should be a new message. The Subject has been appended as FW: Table Talk.

There is an attachment in the Attached field under the Subject. The attachment has the little icon for picture. The size of the file is shown in parenthesis.

**Do This, Too: Send the E-mail**
Address the E-mail to yourself.
Click **Send**.

Keep going...

**Home ->Respond->Forward**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Forward Message Attachments

## Forward as an Attachment

You can also forward the E-mail message--including all of the pictures, SmartArt and attachments--as an attachment.

**6. Try it: Forward as an Attachment**
Select the sample Table Talk E-mail.
Go to **Home ->Respond->More**.
Select **Forward as Attachment**.

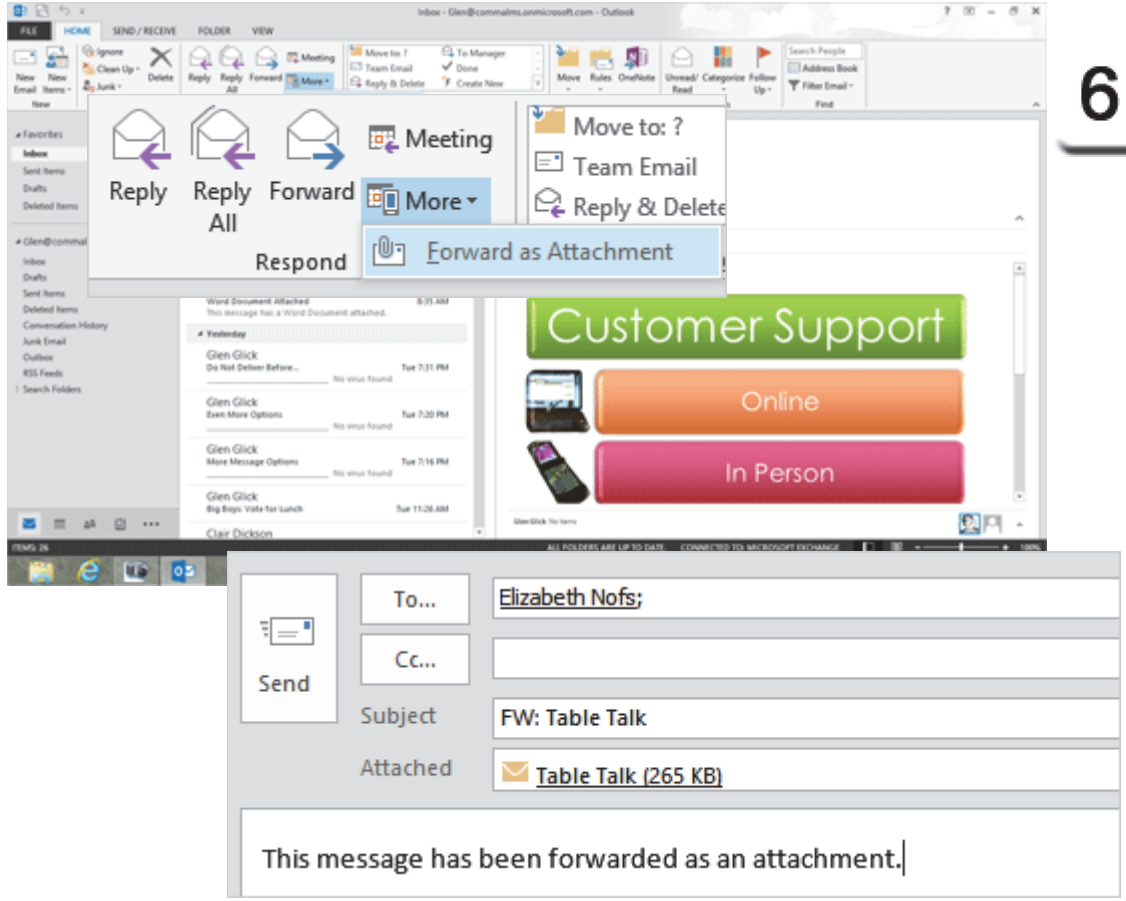
**What Do You See?** There should be a new message. The Subject has been appended as FW: Table Talk.

There is an attachment in the Attached field under the Subject. The attachment has the little message icon. The size of the file is shown in parenthesis.

**Do This, Too: Send the E-mail**
Address the E-mail to yourself.
Click **Send**.

Keep going...

**Home ->Respond->More->Forward as Attachment**




Exam 77-423: Microsoft Outlook 2013
2.0 Manage Messages
2.1 Create a Message: Forward Message as an Attachment

## Save an E-mail Message

The default file type is the Outlook Message Format, which requires Outlook to read.

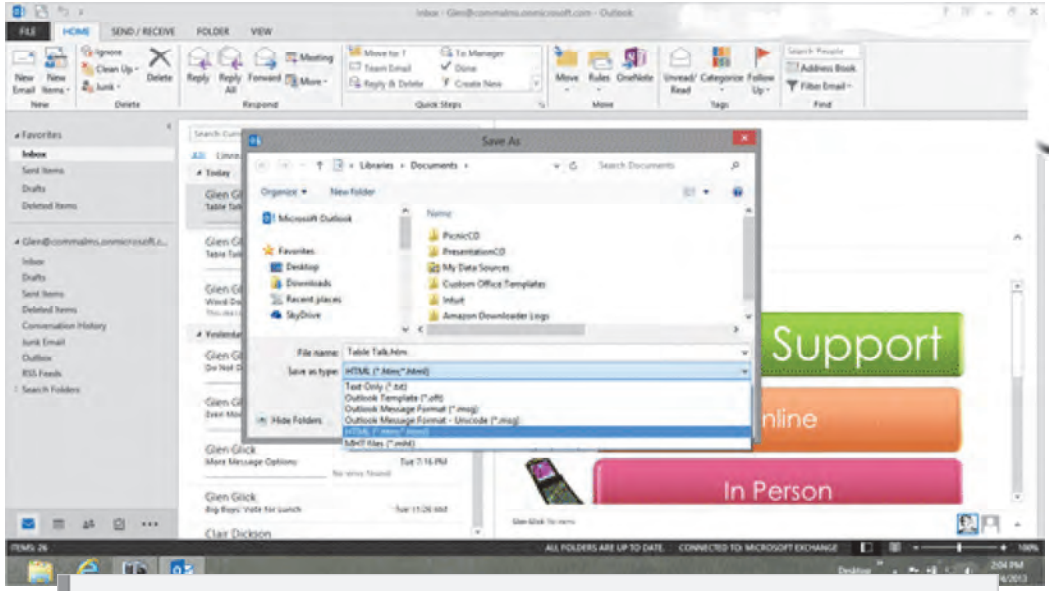
It is also possible to save the whole message in an external format so that you can read it without having to open it in Outlook.

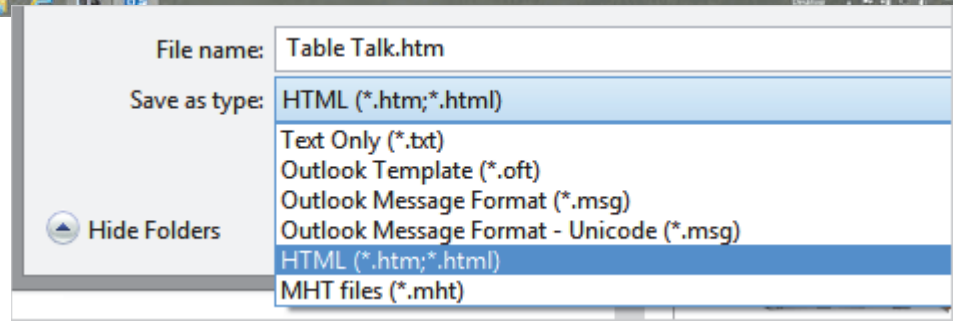
**7. Try it: Save an E-mail Message**
Select the sample Table Talk E-mail.
Go to **File->Save As**.
Select a **Save as Type**: HTML.
Browse to your Documents Folder.
Click **Save**. You will return to the Inbox.

The message has been saved as an HTML document. So, what does that look like?

Keep going...

**File->Save As**




Exam 77-423: Microsoft Outlook 2013
1.0 Manage the Outlook Environment
1.3 Print and Save Information in Outlook: Save Messages in Alternate Formats

## Review the HTML file

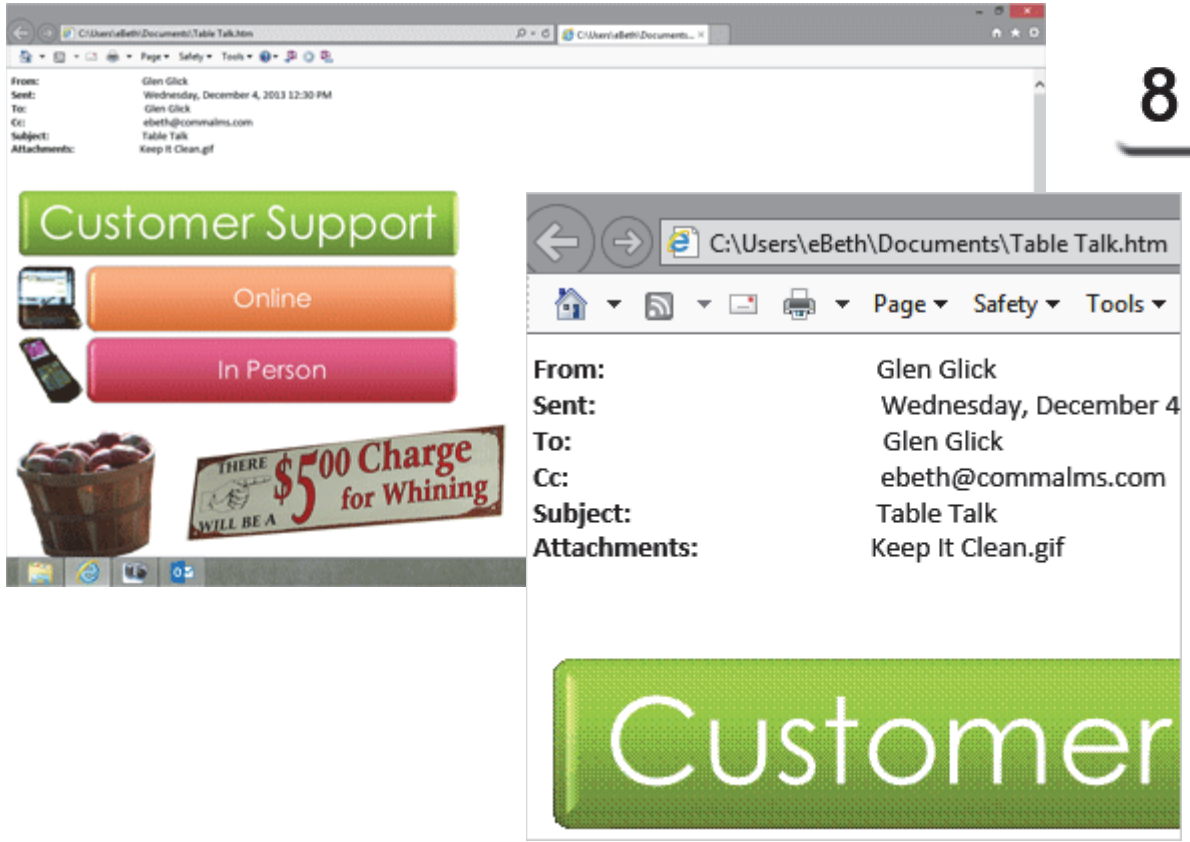
In this example, the E-mail was saved to the Documents folder. Here are the steps to open and review the HTML file.

**8. Try it: Open the HTML File**
Go to the Documents Folder.
Double-click the Table Talk file.

**What Do You See?** The HTML file should open your Internet Browser. At the top of the page is the information from the message Header. The images and pictures are still organized in a Table. However, the attachment is not included.

OK, that's a good lesson on how to add content to your E-mail.

**The HTML file opened in a Web Browser**



## Inbox Caution Signs

Any discussion on E-mail attachments has to include some cautionary tales. E-mail attachments can be infected or worse.

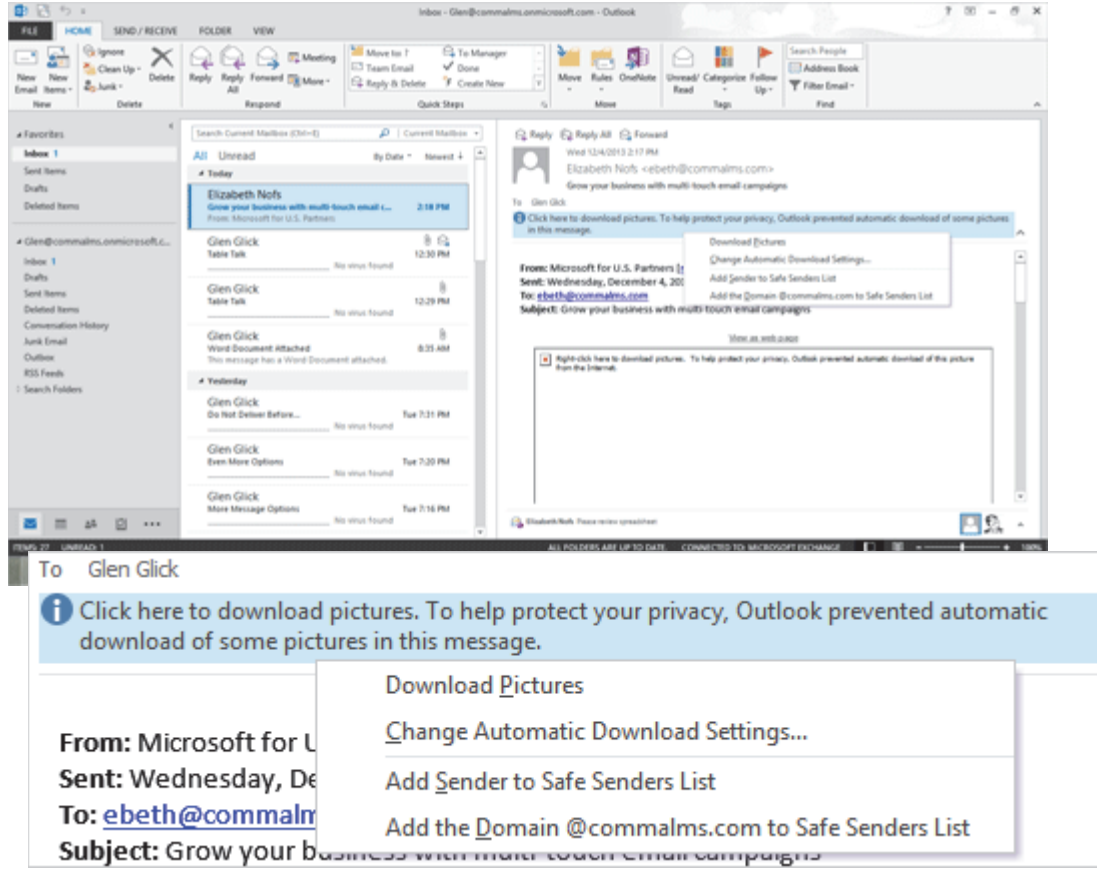
**Review a Sample Security Banner**

The image on this page has a warning banner above the message Header. The banner indicates that Microsoft Outlook blocked the pictures and hyperlinks in this message to protect your privacy.

If you trust the sender you can click on the security banner and download the pictures.

**Memo to Self:** How can a picture invade your privacy? Pictures, and other files, can be infected with Spyware, software that monitors every keystroke and sends that information back to the source.

**Microsoft Outlook->Inbox**




Exam 77-423: Microsoft Outlook 2013
1.0 Manage the Outlook Environment
1.3 Print and Save Information in Outlook: Privacy and Security

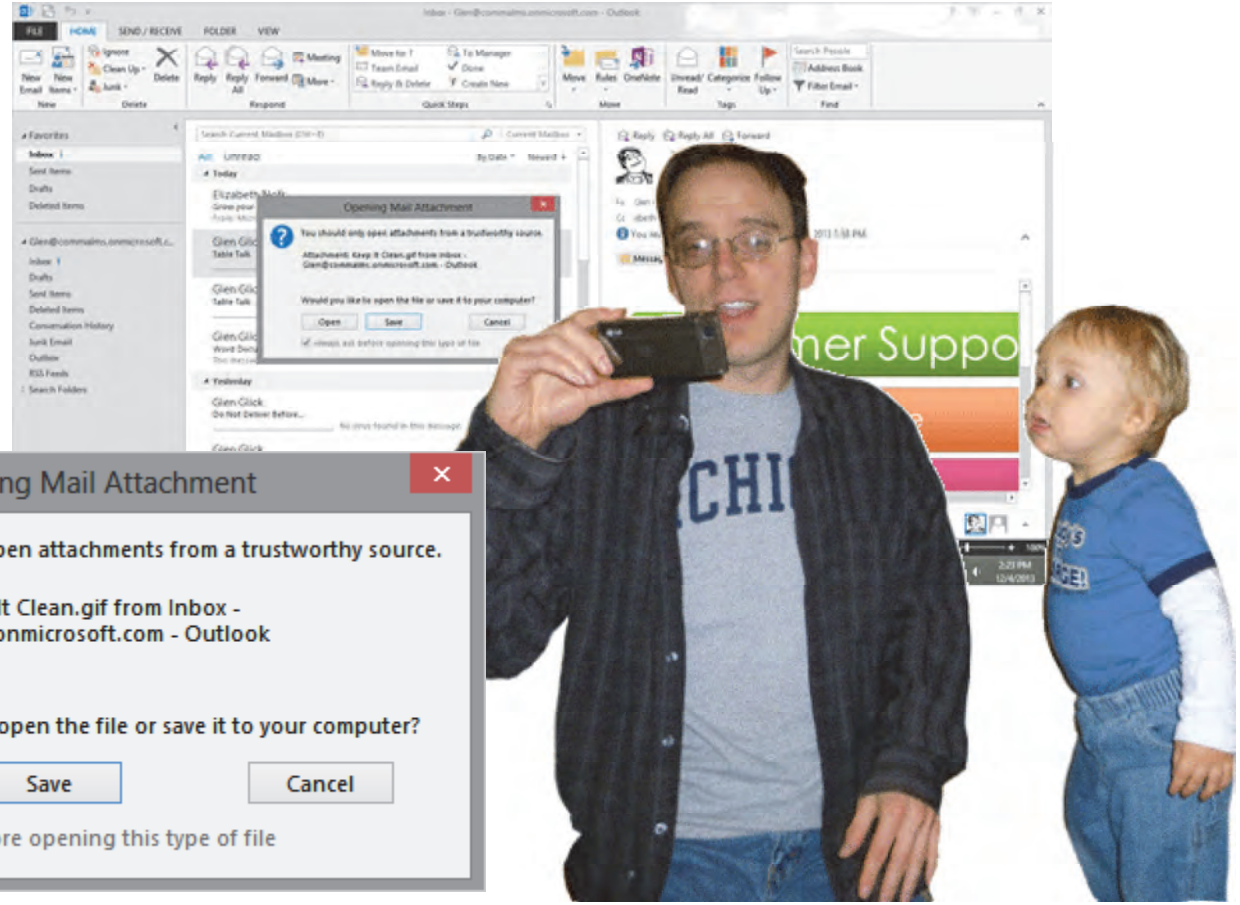
## More Concerns

When you open an attachment, Microsoft Outlook will prompt you to consider if the attachment has come from a trusted friend or colleague.

**Try it: Open an Attachment**
Select the sample Table Talk E-mail.
Double-click the attachment.

**What Do You See?** The warning box has three options: Open, Save, Cancel.
Click **Open** to see the picture.

**Outlook Inbox**




Exam 77-423: Microsoft Outlook 2013
1.0 Manage the Outlook Environment
1.3 Print and Save Information in Outlook: Privacy and Security

## Summary

This lesson created an E-mail Blast that has SmartArt as well as pictures. We looked at three different methods for adding pictures to a message: as part of a graphic, inserted into a Table and as an attachment.

Our practice with Attachments introduced the Attachment Tools and options for saving the attachment as well as the E-mail.

Practice is over! An E-mail Blast should have lots and lots of recipients. Grab a couple of cookies and send a message to every customer you know!

# Test Yourself

1. Which of the following can be an attachment? (Give all correct answers.)
**a**. Word document
**b**. Excel spreadsheet
**c**. Presentation
**d**. Pictures
Tip: Complete Guide to Outlook, page 86

2. Which Ribbon has the command to add an attachment to an E-mail?
a. Options
b. Insert
c. Attachments
d. File
Tip: Complete Guide to Outlook, page 8**8**

3. What does the paper clip icon on an E-mail represent?
a. The e-mail has been forwarded.
b. The e-mail has an attachment.
c. An attachment has been opened.
Tip: Complete Guide to Outlook, page 89

4. Which Ribbon has the command to add a Table?
a. Insert
b. Options
c. Format
d. Table Tools
Tip: Complete Guide to Outlook, page 91

5. Which are the SmartArt Ribbons?
A. Design and Format
B. Design and Layout
C. Options and Format
D. Options and Design
Tip: Complete Guide to Outlook, page 94

6. When applied a Theme also applies to the colors, fonts and effects of Tables and SmartArt
A. True
B. False
Tip: Complete Guide to Outlook, page 96

7. Which Ribbon has the command to add or remove Borders on a Table?
A. Format
B. Table Tools--> Format
C. Table Tools--> Design
D. Design
Tip: Complete Guide to Outlook, page 100

# Practice

1. Open a new blank E-mail. Address it to yourself.
2. Add the text: Remaining Stock
3. Insert a Table that's 3 columns by 3 rows.
Add the following data to the columns

| Item | Small | Large |
|---|---|---|
| Plush bear | 10 | 2 |
| Plush bear with hat | 6 | 14 |

4. Apply a Table Style of your Choice
Put borders around the outside of the Table, but none between the rows or columns
5. Apply a Theme of your choice.
6. Add the picture of a bear to the E-mail
7. Create a new Word document with the text.
Clearance Sale!
Sell the last of the celebration bears!
Save the document as Bear Flyer.
8. Return to Outlook.
Attach the document Bear Flyer to your **E-**mail.
9. Send the E-mail.
10. Go to the Inbox to confirm.

**Application Question:** What are the benefits to using a picture with content, such as pictures in an E-mail? What are the benefits of using SmartArt in an E-mail?