

E-mail Views

Changing E-mail Views

Views give you different ways to look at E-mail in different arrangements and formats.

The E-mail folder in Microsoft Outlook has a set of standard views

1. Click on the down arrow on the Current view icon



2. Select the required view

Click here to change view

Standard Views	What you see
<i>Messages</i>	<i>Displays messages in a list</i>
<i>Messages with AutoPreview</i>	<i>Displays messages in a list with the first 3 lines of the message showing</i>
<i>Last Seven days</i>	<i>Displays messages that have arrived within the last 7 days</i>
<i>Unread Messages</i>	<i>Displays all messages that have not been read/opened</i>
<i>Sent to</i>	<i>Displays messages by the names of recipients</i>
<i>Message Timeline</i>	<i>Displays messages represented by icons arranged in chronological order by date sent</i>
<i>By Sender</i>	<i>Grouped by Sender</i>
<i>Define Views</i>	<i>Create your own views</i>

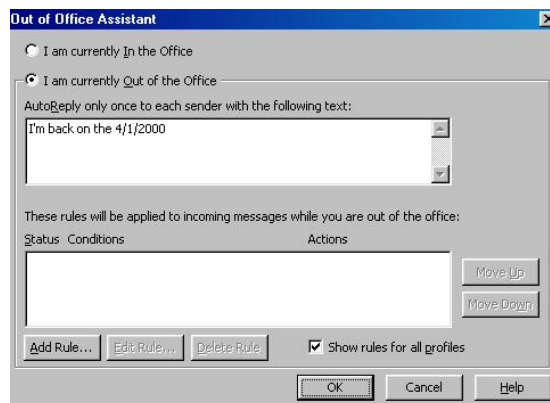
Out of Office Assistant

Out of Office Assistant

Outlook can automatically handle your messages when you are away from the office by sending an E-mail to the recipient informing them you are away! You can only use Out of Office Assistant if you have Microsoft Exchange Server (if you are unsure about this, check with your Systems Administrator)

Switch the Out of Office Assistant on

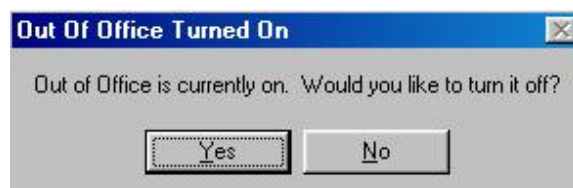
1. Click on the Tools menu
2. Choose Out of Office Assistant



3. Click in I am currently out of the office
4. Type your message that will be sent whilst you are away
5. Click OK

Switching Out of office Assistant off

1. Switch on Outlook 2003
A message appears



2. Click Yes
- OR