



# **Outlook 2016 User Manual**

Version 1.0

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## Introduction

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This manual provides basic information on how to use our email system (Office 365).

- Office 365 is a cloud service provided by Microsoft and offers other collaboration tools (e.g., Office applications) in addition to the email service.
- This manual describes how to use Outlook 2016. For information on how to use Outlook on the Web (Outlook on the web), refer to “Outlook on the Web User Manual.” (Choose your email client according to the purpose, preference, and/or environment.)

### **Using Email System from Smartphone or Tablet**

You can use both the official and standard email applications.

<<Official email application>>

Use Outlook for iOS/Android provided by Microsoft. You can download this application from a distribution service such as Google Play or App Store.

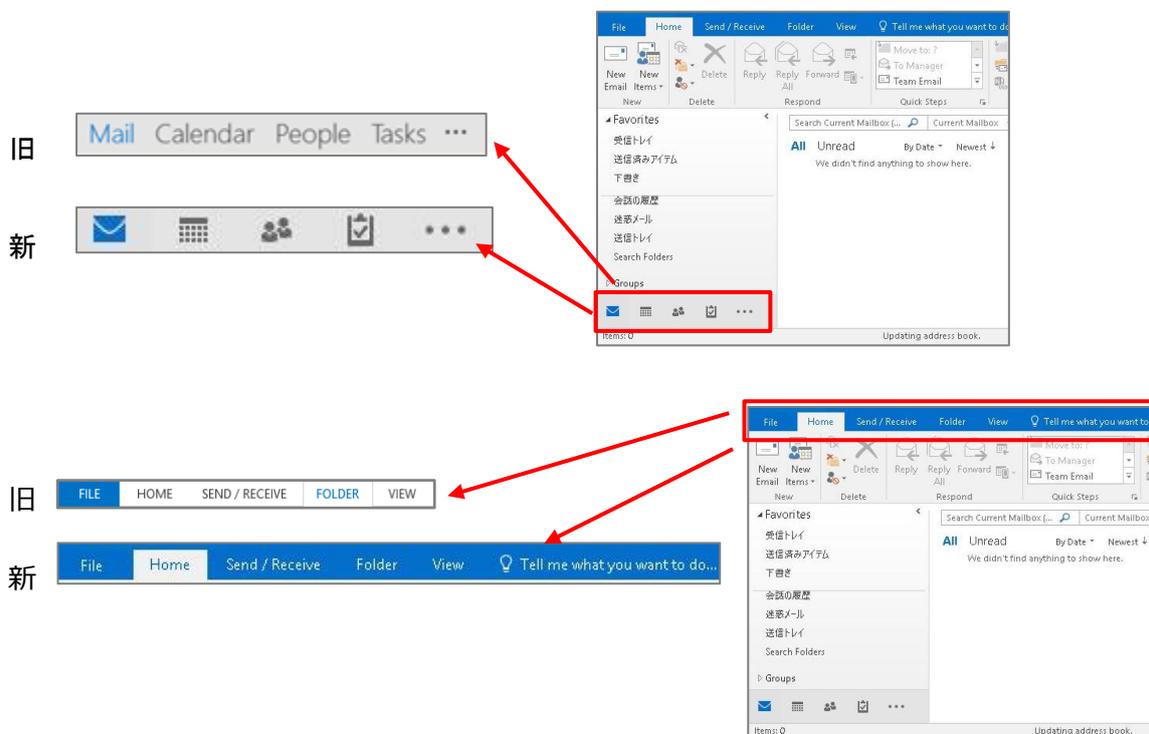
<<Standard email application>>

The standard email application is one which comes with your Smartphone. You can use the service from the standard email application by adding your Exchange account on the settings screen of your Smartphone.

[Caution] (Particularly for Staff)

\* Since you are handling business emails, pay attention to security when using the email service from outside the organization (e.g., lock the screen or enable the remote wipe function).

Outlook の仕様変更により、一部画面が変更になっている箇所があります。  
 例えば、以下の箇所が変わっており、本書では両者の画面が混在している場合があります。



## 1. What Does Outlook Do?

Outlook is the email client included in Microsoft Office and provides functions for sending and receiving emails as well as managing address book, contacts, and schedule. **You need to install Outlook on your PC to use it.**

\* Refer to "Appendix" at the end of the manual for the system requirements.

### <<Reference>> Overview of Outlook on the Web

Outlook on the web is a web-based application used to access the Office 365 mailbox from a web browser, and provides almost the same functions as Outlook, including sending and receiving emails as well as managing address book, contacts, and schedule. You can use Outlook on the web in any environment where you can use a web browser, whether you are inside or outside the university.

⇒ For information on how to use Outlook on the web, refer to "Outlook on the Web User Manual."



## 2. Types of Emails

A mailbox stores received emails, and one mailbox is provided for each email address. There are two types of emails in Office 365; personal email and shared email.

The following provides some notes on using the email function of Office 365.

### 2.1 Personal Email

#### 2.1.1 Mailbox Size

##### Warning on mailbox size

When the mailbox size increases to certain values, three types of notifications are given from Exchange Online as listed below.

#	Item	Description
1	Issue warning at	When the mailbox size has reached this size, a warning message is sent to the user via email. This message prompts the user to delete unnecessary emails.
2	Prohibit send at	When the mailbox size has reached this size, a notification message is sent to the user via email to tell him/her that no more emails can be sent. The user cannot send a new email unless he/she deletes unnecessary emails to make his/her mailbox smaller than this limit.
3	Prohibit send and receive at	When the mailbox size has reached this size, Exchange Online rejects all received emails and returns a non-delivery report (NDR) to each sender. The sender can try sending the email later. In order to receive new emails, the user must delete unnecessary emails to make his/her mailbox smaller than this limit.

##### Mailbox size limits and notifications

#	Target	Mailbox size	Issue warning at	Prohibit send at	Prohibit send and receive at
1	Default size limits	Office 365	49GB	49.5GB	50GB

### 2.1.2 Size Limit per Single Email

In order to prevent large emails from affecting the system performance and ensure that emails from all users are distributed quickly, each email is limited to a certain size.

The size of a single email to send including its attachment is limited to **35 MB**. Any email exceeding this size is not sent and a non-delivery report (NDR) is sent to the sender. The same size limit is applied to received emails.

Note that a particular email client may limit the size of each attachment to a smaller value than this limit.

### 2.1.3 Limits on Number of Recipients (Destinations)

To prevent the user from sending junk emails at once, Exchange Online limits the number of recipients for each email sent.

The maximum number of recipients to send emails from the Exchange Online mailbox (i.e., the number of email addresses specified as destinations) is **10,000 per day**. Also, **a single email can be sent to up to 500** recipients (email addresses). These limits apply to both emails sent within the organization and those sent to the outside world. While these limits cannot be changed, the limit on the number recipients per email (500) can be managed to send an email to more than 500 recipients by including multiple recipients in a distribution list.

For example, if 10 recipients are included in a single distribution list and the distribution list is specified as the destination, the number of recipients is counted up by one.

### 2.1.4 Limits on Number of Emails Sent during Certain Period

In order to prevent the system resources from being consumed excessively as well as being used illegally, the number of emails which can be sent by a single user is limited to **30 emails per 1 minute**.

If the user sends emails at a higher rate, Exchange Online sends these emails but they will be queued on the server to adjust the distribution rate.

## 2.2 Shared Email

The shared email is a mailbox where multiple users can read and send emails. By using the shared email, a shared calendar is provided so that multiple users can adjust their holiday and work shift schedules.

### **About shared email**

Using the shared email service, users of the same distribution group can send emails from a common account similar a public email address (e.g., info@contoso.com, contact@contoso.com) and easily manage these emails. When a user replies to an email which was sent the shared email account, the reply message will be shown as an email sent from the shared account (but not the personal account).

The shared email is most suitable to process inquiries from users via email since multiple responsible persons within the organization can manage and reply to the inquiries. The users can obtain answers to their inquiries quickly and related emails are saved in a single mailbox.

There is no user name or password dedicated to the shared email. You cannot directly sign in to the shared mailbox using the Outlook, Outlook Web App, Exchange ActiveSync, Exchange Web Services (EWS), and other Exchange protocols. You need to be granted permission to access the shared mailbox first, and access to it using Outlook or Outlook Web App.

### **Notes on Shared Email**

- Determine who are responsible for replying to received emails as well as sending new emails and make sure that everyone in the group knows it. This is important to avoid accidents such as sending the same email twice.
- Since the mailbox is shared by all members, if someone deletes an email, other members can no longer view it.
- If one of the group members changes the state of an email from "Unread" to "Read," other members will see it as "Read."

### **Limits on shared mailbox**

The size of the shared mailbox is limited to 50 GB. When the shared mailbox size reaches 50GB, it will be locked in one month. Be careful so that the shared mailbox does not exceed this limit by archiving it regularly.

## 3. Using Email

This chapter describes the basic operation for using the email service in Outlook.

### 3.1 Setting Up Email Account

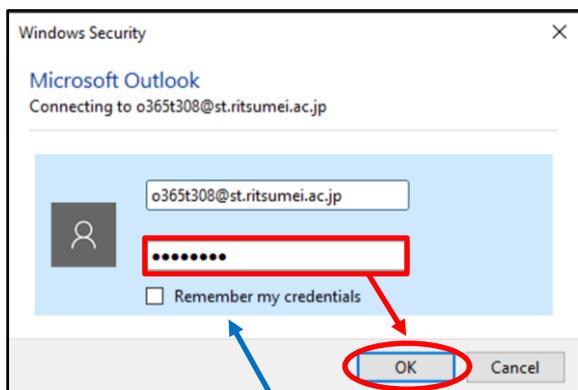
You need to set up your email account when you launch Outlook for the first time.

- (1) **Launch Outlook by double-clicking the desktop icon or choosing from the [Start] menu.**
- (2) **Set up your email account.**

①	<b>Your Name</b>	An arbitrary name
②	<b>Email Address</b>	Your email address
③	<b>Password</b>	Your password
④	<b>Retype Password</b>	Enter your password again.

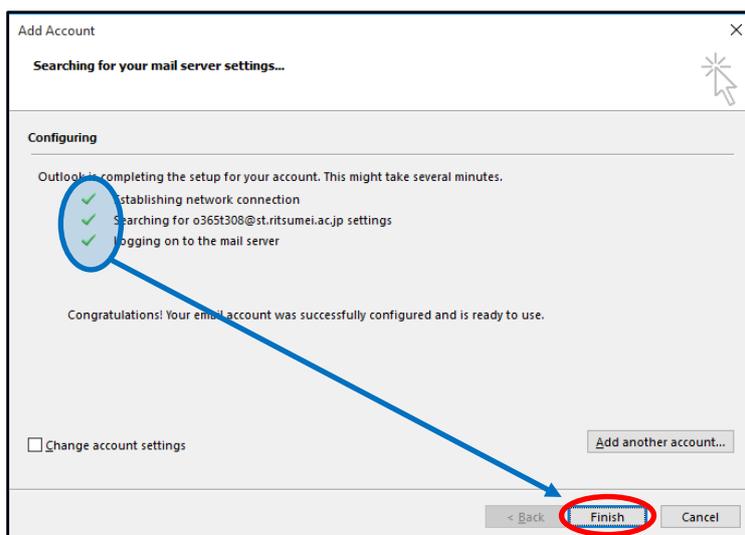
Check that entered information is correct and click **[Next]**.

(3) If the following screen appears, enter your password and click [OK].



\* Do not check [Remember my credentials].

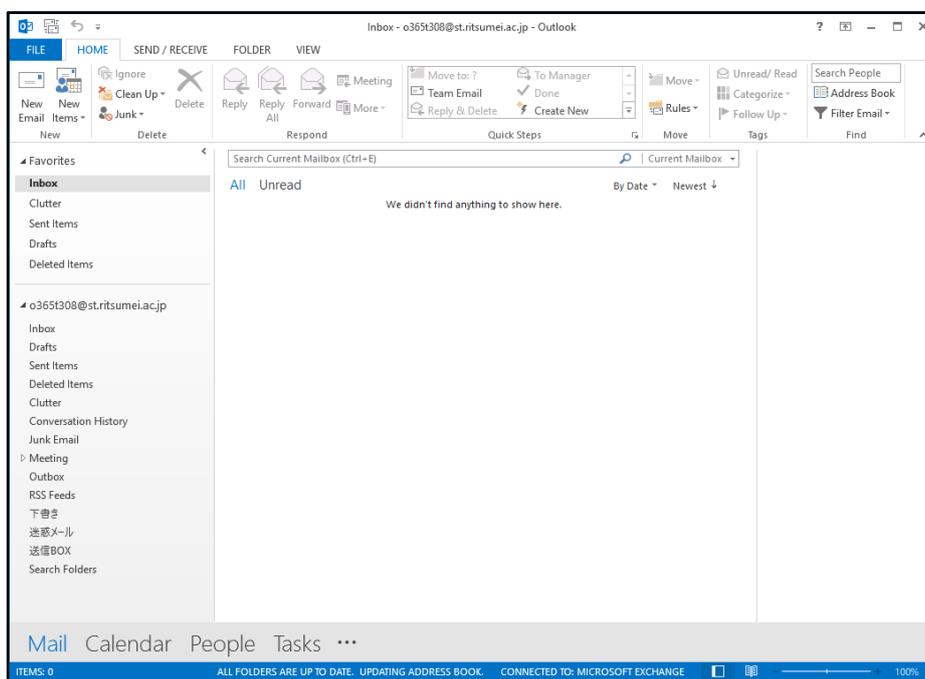
(4) All of three steps will be checked in a while. When all steps have been checked, click [Finish].



(5) Outlook launches.



(6) Account setup is complete if Outlook has launched successfully.



\* The setup procedure above is not necessary when you launch Outlook next time.

## 3.2 Basic Operation

### 3.2.1 Basic Screen and Function Buttons

#### Quick Steps

You can add frequently used operations to Quick

#### Ribbon UI

Classified into tabs and “commands” are arranged on each tab.

Use the ribbon UI to create a new email or

#### Search

By entering a keyword in the [Search] box, you can search for emails with the specified

#### Favorites

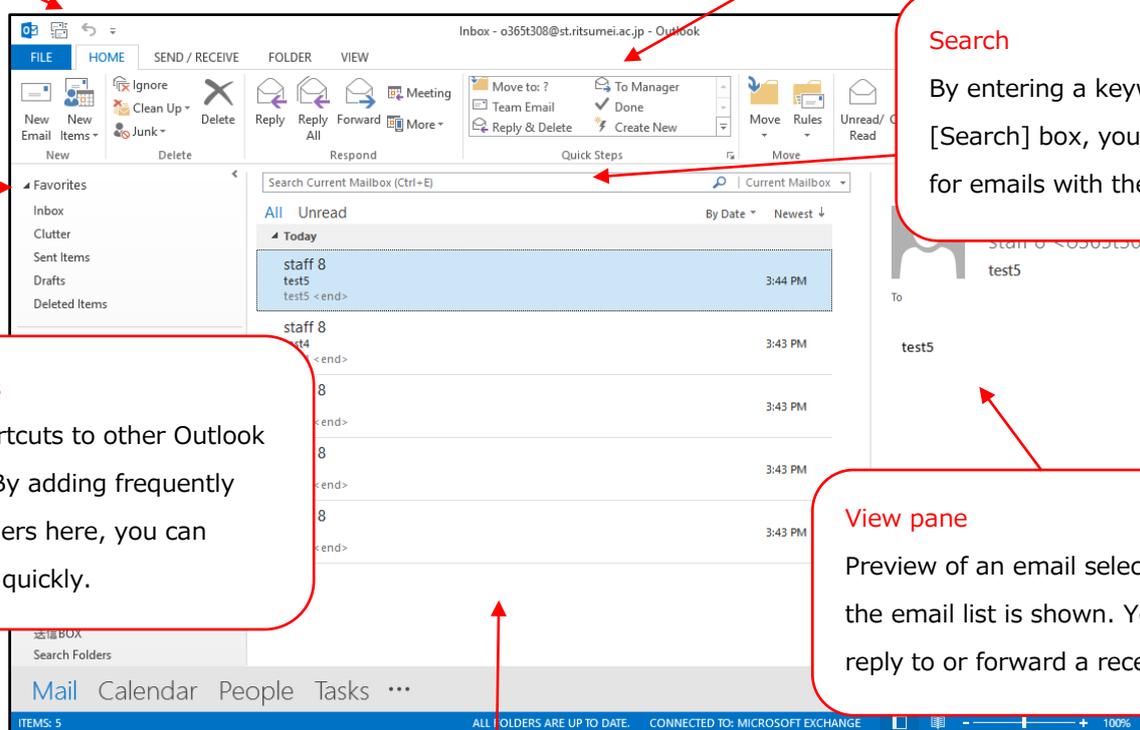
Lists shortcuts to other Outlook folders. By adding frequently used folders here, you can access it quickly.

#### View pane

Preview of an email selected in the email list is shown. You can reply to or forward a received

#### Email list

Emails included in a selected folder or search result are shown here. Outlook can show emails by conversation by organizing emails and their replies in a hierarchical manner.



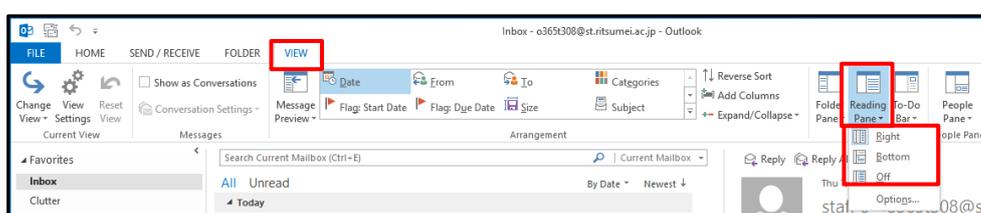
### 3.2.2 Customizing Reading Pane

The reading pane is displayed to the right of the message list.

If you are using a special size monitor or you do not prefer showing the message preview, you can move the reading pane to another location or hidden it.

#### Changing the display method of the reading pane

- Click the [VIEW] tab and [Reading Pane]. Choose [Right], [Bottom], or [Off] from the menu displayed.

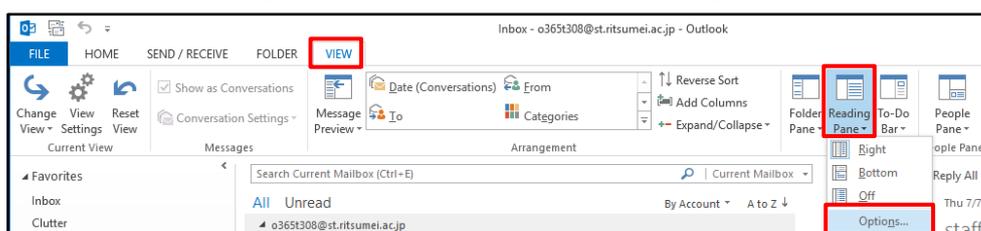


#### Configuring the options for the reading window

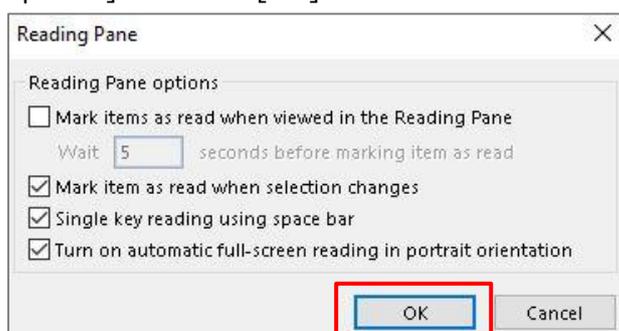
You can configure various reading pane options to specify, for example, when an email is flagged as "Read" and how the message contents are scrolled.

Configure the options for the reading window in the following procedure:

- Click the [VIEW] tab, [Reading Pane], and [Options...].  
\* When the reading pane is hidden, [Options...] is grayed out.



- In the [Reading Pane] dialog box, check desired options under [Reading Pane options] and click [OK].



### 3.2.3 Folders Initially Provided

In Outlook 2013-2016, emails are managed in folders. You can create new folders in addition to the folders initially provided.

#### Folders initially provided

Folder	Description
Inbox	Received emails are store in this folder. This folder stores unread and read emails which have not been deleted or moved to another folder. Used to email-related tasks including viewing, transferring, and replying to received emails.
Drafts	When you save an email without sending it, it is saved in the [Drafts] folder. You can open an email in this folder anytime and edit or send it.
Sent Items	Copies of sent emails are saved. You can view and/or resend sent emails saved in this folder.
Deleted Items	Items deleted in other folders are moved to the [Deleted Items] folder. Items moved to the [Deleted Items] folder can be returned to the original folder before this folder is emptied by choosing [Empty "Deleted Items" Folder].
Outbox	When you send an email message, it is first moved to the Outbox and stored there until the PC is connected to the network. When network connection is established, the message will be sent to the mail server. While you are offline, clicking [Send] moves the message to this folder. You can choose to send the message automatically or manually.
Junk Email	Received junk emails are automatically moved to this folder. You can add junk emails anytime to the junk list. If you find that an email moved to this folder is not a junk, you can move it to the Inbox.
Search Folders	A search folder is a virtual folder which shows the result of search queries from multiple folders. For example, a search folder [Larger than 100 KB] contains emails which are larger than 100 KB in size. Note that a search folder does not actually store emails. It just lists search results and deleting a search folder does not delete actual email items.

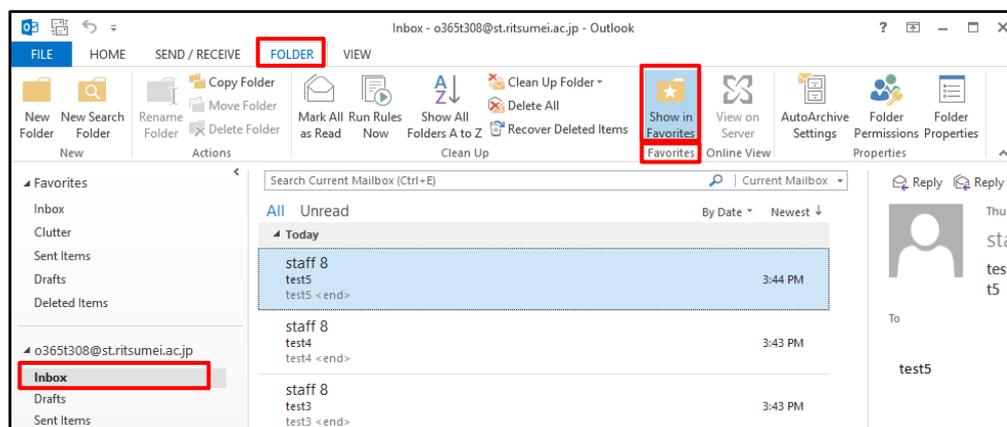
### 3.2.4 Favorites

You can add the shortcut to a frequently used folder to this folder. You can add a search folder in addition to actual folders so that you can access a desired folder without expanding the folder hierarchy. Since the folder name shown under [Favorites] is a shortcut, deleting it does not influence the folder itself.

Add a favorite folder in the following procedure:

- ① Select a folder to add to the [Favorites] folder. Click the [FOLDER] tab, and click [Show in Favorites] above [Favorites].

\* Clicking it again deletes the folder from [Favorites].



### 3.2.5 Conversation Display

Outlook 2016 can show emails by conversation by organizing emails and their replies in a hierarchical manner. In an environment linked with Exchange Online, emails replied or forwarded with their subjects modified are also grouped in the same conversation thread.

Each email in a conversation is indicated by a multi-item icon in the email list. Email messages within the same conversation are displayed with the newest one first. When a new email in a conversation is received, the entire conversation is moved to the top of the email list. Clicking the header of a conversation in the email list displays the conversation in the reading pane, with the newest message displayed first. When multiple messages are replied to a single email, the conversation is further divided into multiple threads.

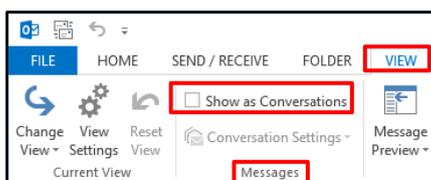
The subject of a thread with unread messages is shown in bold, with the number of unread messages indicated to the next of the subject. By expanding the conversation, the subject of the unread message is shown in bold. In the expanded conversation, you can visually check replies and emails from other members.

## **Turning on/off conversation display**

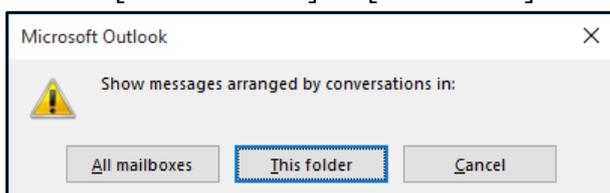
You can turn on and off conversation display as required. Also, you can turn on conversation display for particular folders or all folders.

Turn on/off conversation display in the following procedure:

- ① Click the [VIEW] tab and check or uncheck [Show as Conversations].



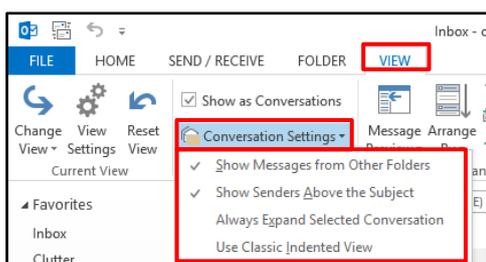
- ② Choose [All mailboxes] or [This folder].



## **Setting conversation**

You can configure items shown in the conversation title and how to display conversation in the following procedure:

- ① Click the [VIEW] tab and [Conversation Settings] above [Messages]. Check or uncheck each option as necessary.



## Options

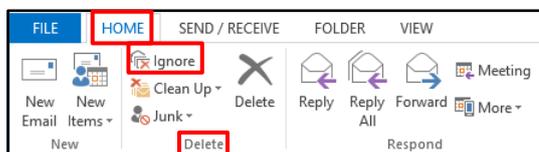
Option	Description
Show Messages from Other Folders	Allows you to check messages included in the same conversation but in other folders (e.g., subfolders under Sent Items or Inbox) within the conversation thread.
Show Senders Above the Subject	Shows sender names above the subjects of messages.
Always Expand Selected Conversation	Always shows read emails in the conversation. If this option is not checked, read messages are hidden within the conversation.
Use Classic Intended View	Shows the conversation in a hierarchical manner. Emails are indented in order of received date.

## Ignoring conversation

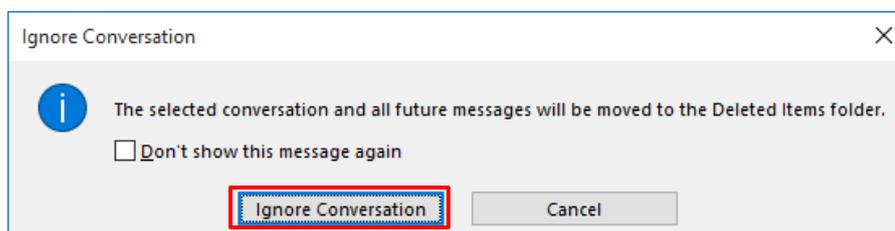
You can specify not to include unnecessary conversations in a folder (e.g., Inbox). When you specify to ignore a conversation thread, all of its past and future email messages are directly moved to the [Deleted Items] folder.

Ignore a conversation in the following procedure:

- 1 Click the [HOME] tab and the [Ignore] above [Delete].



- 2 A warning message is displayed. Click [Ignore Conversation] to delete all messages in the selected conversation. All messages to be received in the future for the specified conversation will be also deleted automatically.



### **Cleaning up a conversation**

You can reduce conversation size by cleaning up the conversation. Cleaning up a conversation regards messages which are not unread, flagged, or newest in the conversation to be unnecessary and moves them to the [Deleted Items] folder.

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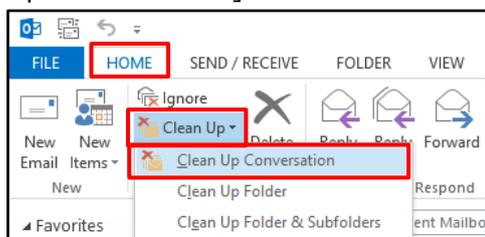
#### **Note :**

Emails with attachments are not deleted.

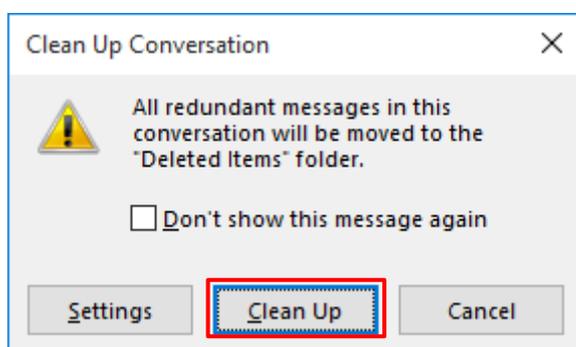
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Clean up a conversation in the following procedure:

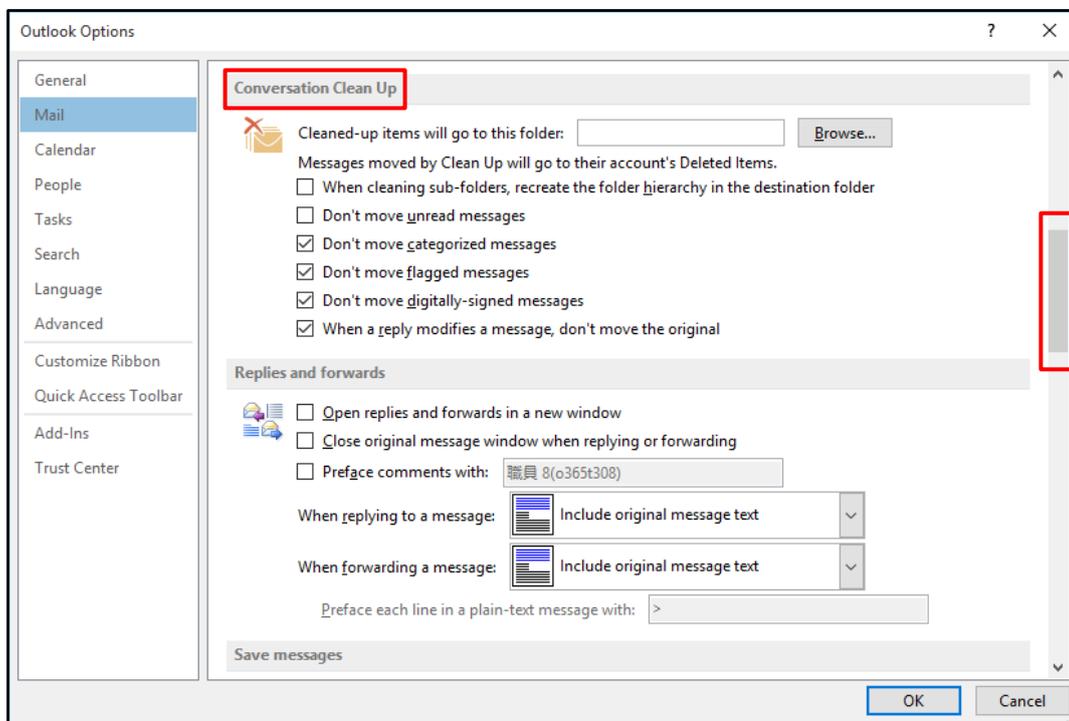
- ① Click the [HOME] tab and the [Clean Up] above [Delete], and choose [Clean Up Conversation].



- ② In the [Clean Up Conversation] dialog box, click [Clean Up].



- ③ Clicking [Settings] opens the [Outlook Options] - [Mail] screen. Scroll down the screen until [Conversation Clean Up] appears.



### Options

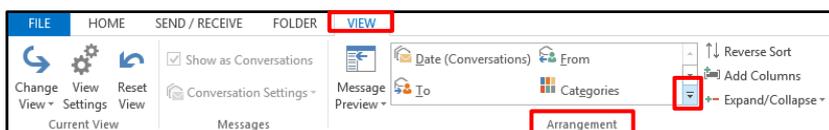
Option	Description
Cleaned-up items will go to this folder:	Specify a folder to move messages regarded to be unnecessary. By default, these messages are moved to the [Deleted Items] folder.
When cleaning sub-folders, recreate the folder hierarchy in the destination folder	If you check this option when you specified a folder other than [Deleted Items] as the destination of cleaned up messages, the same subfolder hierarchy is created in the destination folder and messages are moved to corresponding subfolders.
Don't move unread messages, Don't move categorized messages, Don't move flagged messages, Don't move digitally-signed messages, when a reply modifies a message, don't move the original	You can prevent particular types of messages from being cleaned up by checking corresponding options.

### 3.2.6 Arranging Emails

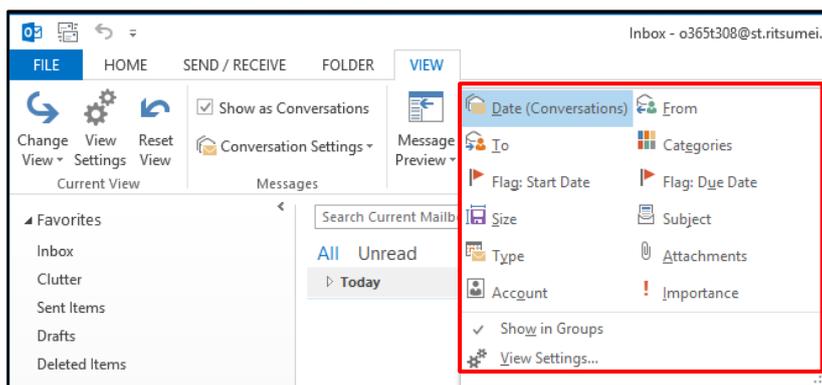
The emails in the list can be arranged in the order of date, sender, size, among other properties. Email messages can be grouped and arranged in one of twelve ways which are defined in advance. For example, by arranging messages by name, size, or subject, you can easily find a necessary message.

Arrange email messages in the following procedure:

- ① Click [VIEW] and [ ] (Other) above [Arrangement].



- ② All arrangement options are shown. Choose an arrangement option.



#### Arrangement options

Arrangement option	Description
Date (Conversations)	<p>Default arrangement order. When emails are viewed by conversation, email messages are grouped by conversation and arranged by received date. If conversation display is disabled, email messages are grouped and arranged by received date.</p> <p>Email properties are displayed in a simplified form by each date group. For example, only the receiving time is shown for each email received today, the day of the week and receiving time are shown for each email received within the past week, and more detailed information is shown for the older emails.</p>

Arrangement option	Description
From	Email messages are grouped by [From] field and arranged by received date.
To	Email messages are grouped by [To] field and arranged by received date.
Categories	Email messages are grouped by categories and arranged by received date.
Flag: Start Date	Email messages are grouped by color of the quick flag and arranged by start date. The message flag set by the sender is categorized into the "No flag" group.
Flag: Due Date	Email messages are grouped by color of the quick flag and arranged by due date. The message flag set by the sender is categorized into the "No flag" group.
Size	Email messages are grouped into one of seven size categories; Very Huge (larger than 5MB), Huge (1 to 5MB), Very Large (500KB to 1MB), Large (100 to 500KB), Medium (25 to 100KB), Small (10 to 25KB), Tiny (smaller than 10KB), and arranged by size.
Subject	Email messages are grouped by subject (in alphabetical order) and arranged by received date. Messages are grouped correctly if the subject is prefixed with "RE:" or "FW:."
Type	Email messages are grouped by item type and arranged by received date. For example, email messages, meeting invitations, and task requests are classified into different groups.
Attachments	Email messages are grouped by presence of attachment and arranged by received date.
Account	Email messages are grouped by account and arranged by received date.
Importance	Email messages are grouped by importance (High, Normal, or Low) and arranged by received date.

\* Groups are shown as expanded except for arrangement by Date (Conversations). You cannot create a new arrangement option, however, you can create your own view by using grouping and arrangement options.

### 3.2.7 Redirect Setting

You can use rules to redirect received emails. Emails which satisfy defined rules are automatically redirected to another email address.

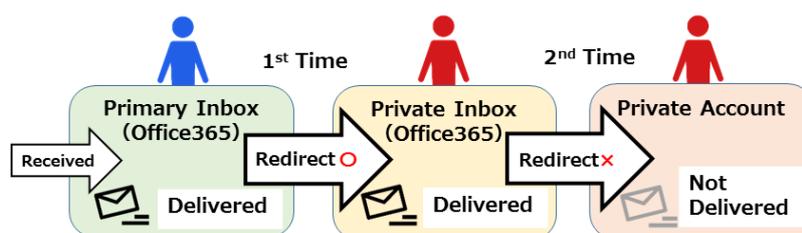
\*There are no limitations if redirecting emails manually.

The automatic redirect feature in Office 365 comes with a few limitations.

Please note that in cases such as that outlined below, you will not receive an error message even if an email cannot be redirected due to a system limitation.

**(1) Mail that is automatically redirected from Office 365 the first time cannot be redirected from Office 365 a second time.**

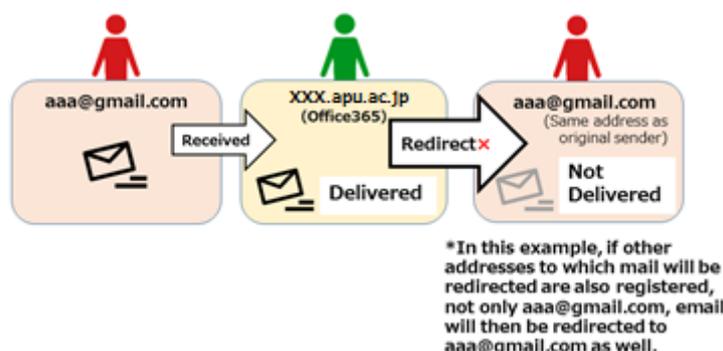
E.g.) A Primary Inbox is setup to redirect email to a Private Inbox that is setup to redirect mail to a Private Account. Email will be delivered to the Private Inbox, but will not be delivered to the Private Account.



**(2) Email can be automatically redirected to up to 10 other addresses.**

\*If you try to register 11 or more addresses, setup will fail.

**(3) You are unable to automatically redirect emails back to the original sender' s address only.**



■ Office 365 offers two different ways to redirect emails.

(1) Inbox and Sweep Rules

(2) Outlook on the web Standard Forwarding Feature

In Outlook, you can configure automatic message forwarding by setting up (1) Inbox and Sweep Rules. If using (1), forwarded messages are retained in the original account.

If you do not wish to retain messages in the original account, please configure the settings for (2) Outlook on the web Standard Forwarding Feature.

\* However, if using the Outlook on the web Standard Forwarding Feature, only one account can be specified as the forwarding destination.

For the procedures for setting up (2) Outlook on the web Standard Forwarding Feature, please see “3.2.7.1 Using the Forwarding Feature” in “Outlook on the Web User Manual.”

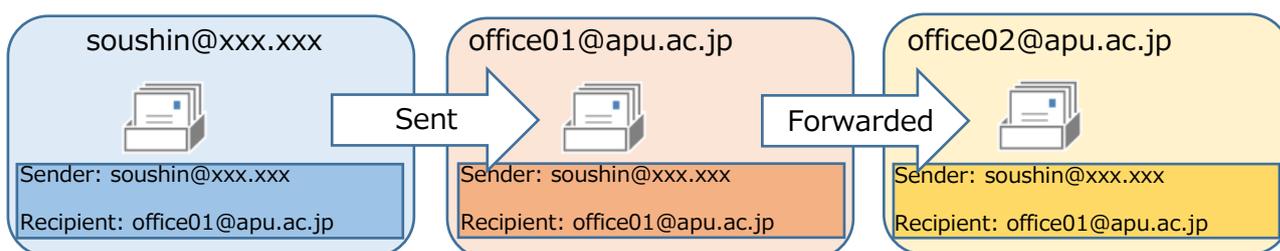
■ Overview

- You can register up to 10 accounts as forwarding destinations.
- With this setting, a copy of the forwarded message will be retained in the original account.
- Depending on the redirect method, the sender of the email may change.

a) If “Redirecting” Mail

Email received at the forwarding destination address will show the original sender and recipient.

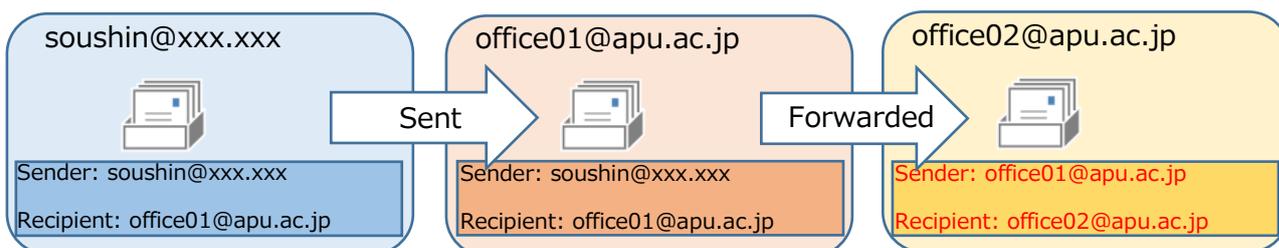
E.g.) If “office01@apu.ac.jp” is set to forward email to “office02@apu.ac.jp”, mail sent from “soushin@xxx.xxx” to “office01@apu.ac.jp” will be redirected as follows.



b) If “Forwarding” Mail

Email received at the forwarding destination address will appear to be sent from the address that forwarded the email and not the original sender.

E.g.) If “office01@apu.ac.jp” is set to forward email to “office02@apu.ac.jp”, mail sent from “soushin@xxx.xxx” to “office01@apu.ac.jp” will be forwarded as follows.



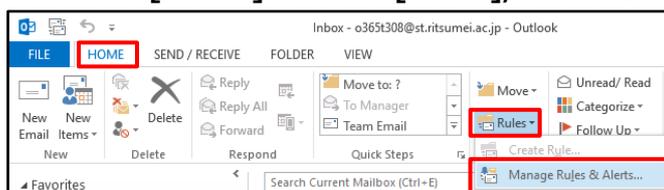
This manual uses the “Redirect Setting” in its examples. If you wish to forward email, please replace “Redirect” with “Forward” when reading the manual and configuring your settings as such.

**If you have already setup (2) Outlook on the web Standard Forwarding Feature as described above, you will be unable to redirect (forward) using (1) Inbox and Sweep Rules.**

**\*Please note that you will still be allowed to configure settings for Inbox and Sweep Rules even if you are using the Outlook on the web Standard Forwarding Feature. However, emails will not be redirected (forwarded) and you will not receive an error message. Please be sure you are not using or stop using (2) Outlook on the web Standard Forwarding Feature before using Inbox and Sweep Rules.**

Configure the redirect setting in the following procedure:

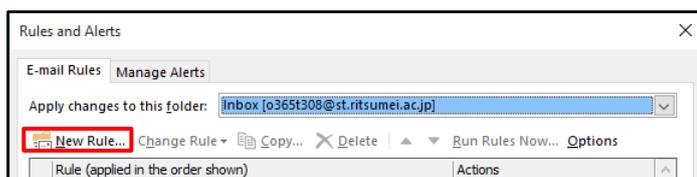
(1) Click the [HOME] tab and [Rules], and choose [Manage Rules & Alerts...].



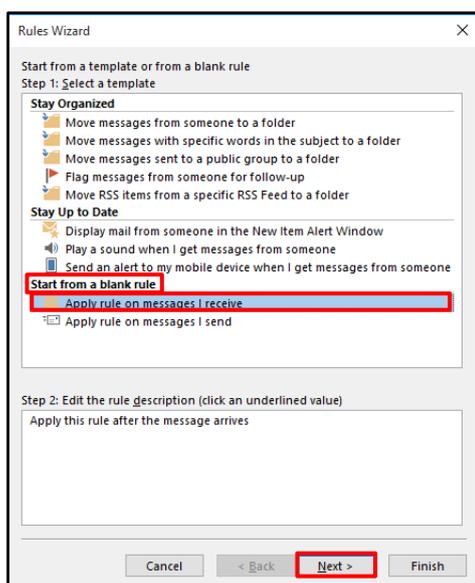
- (2) If you have multiple email accounts under your Outlook email profile, choose the Inbox of the account to apply a new rule from the [Apply changes to this folder] list.



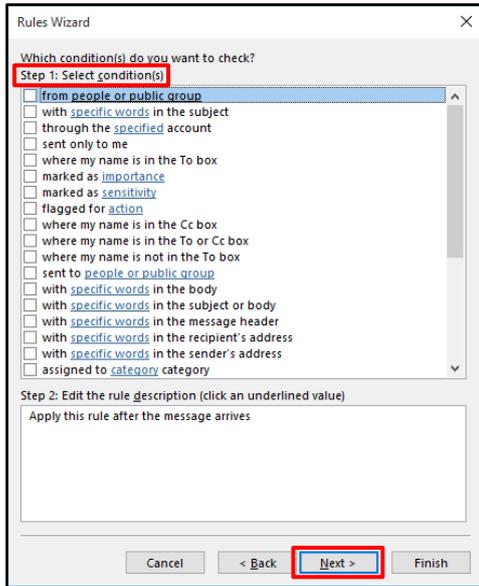
- (3) Click [New Rule].



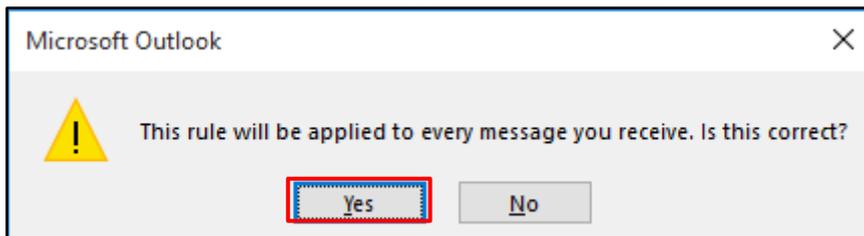
- (4) Choose [Apply rules on messages I receive] under [Start from a blank rule], and click [Next].



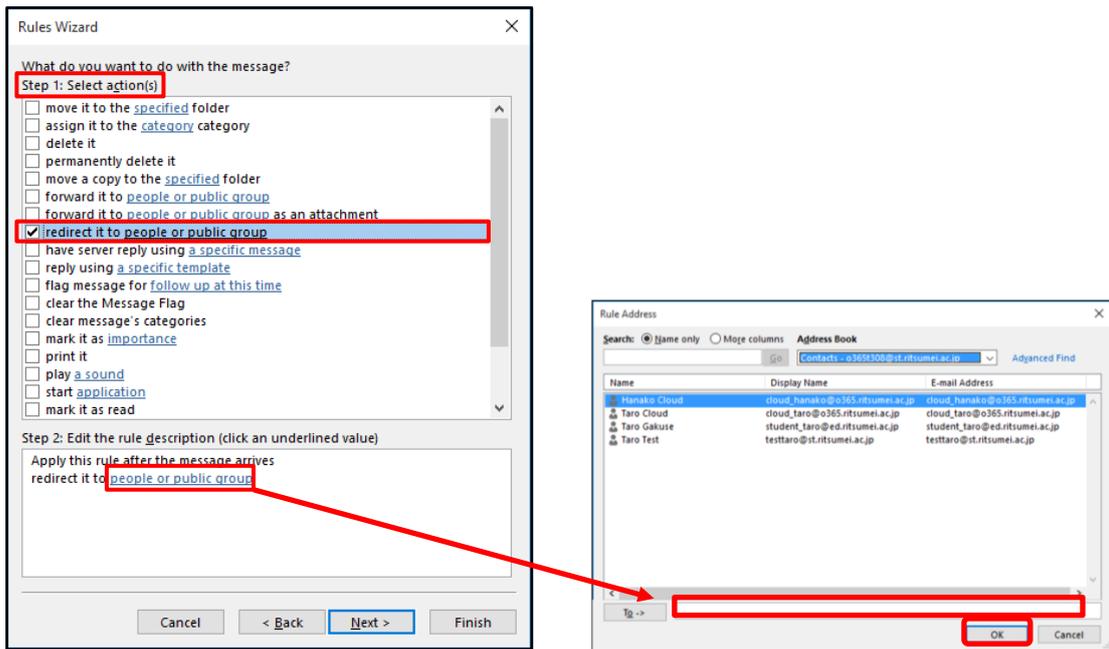
- (5) In [Step 1: Select condition(s)], leave all options unchecked and click [Next].



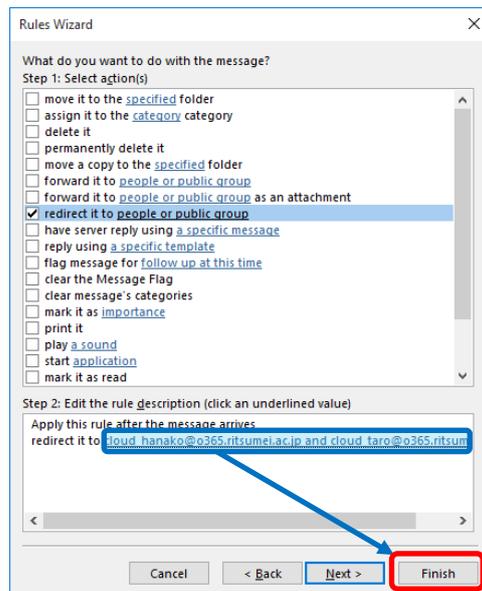
- (6) When the message “This rule will be applied to every message you receive. Is this correct?” appears, click [Yes].



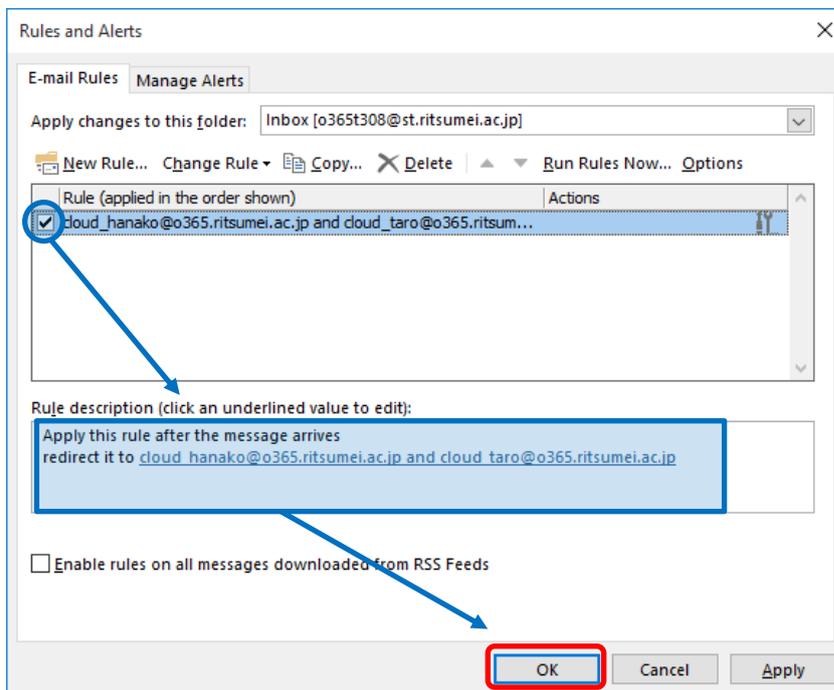
- (7) In [Step 1: Select action(s)], check [redirect it to people or public group], click underlined “people or public group” in the bottom box, and enter the email address of the redirect destination in the bottom field and click [OK].



(8) Check the setting and click [Finish].



(9) Check the setting and click [OK].



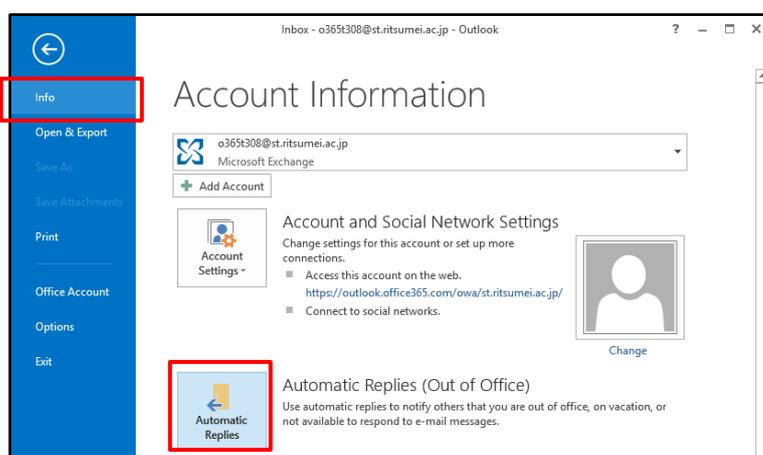
### 3.2.8 Automatic Reply

You can use the automatic reply function of Outlook to reply to received emails with a fixed message. When this function is enabled, the automatic reply message is sent to the sender of each email received (once per email).

Configure the automatic reply setting in the following procedure:

#### Automatic reply setting

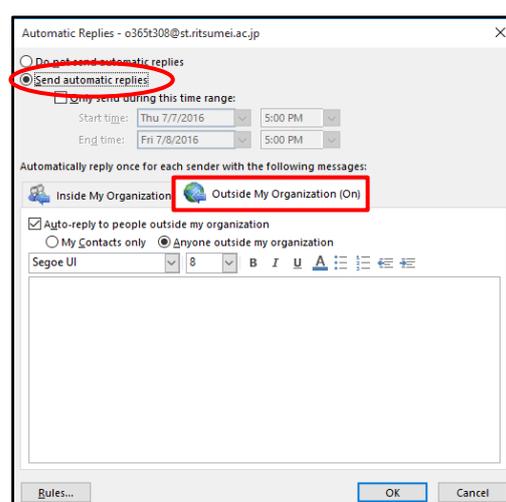
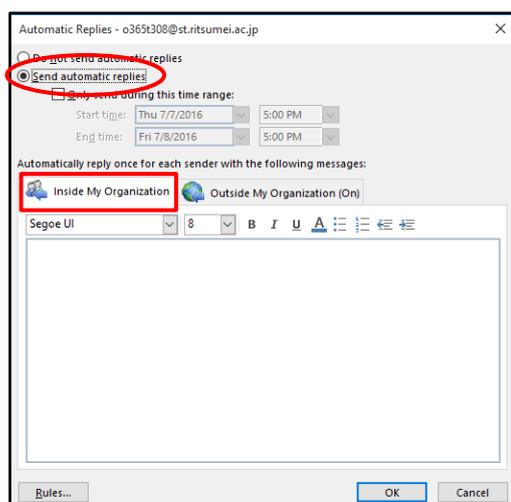
- 1 Click the [FILE] tab, [Info], and [Automatic Replies (Out of Office)].



- 2 Choose the [Send automatic replies] radio button. Switch between the [Inside My Organization] and [Outside My Organization (On)] tabs and configure each tab.

<Inside My Organization>

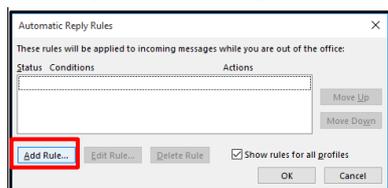
<Outside My Organization (On)>



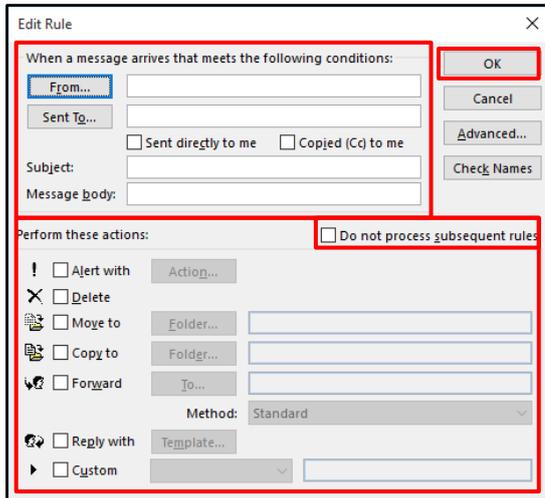
## Settings

Setting	Description
Do not send automatic replies	Choose this radio button to disable automatic reply.
Send automatic replies	Choose this radio button to enable automatic reply.
Only send during this time range	To control when to send automatic replies, check this box and specify the start time and end time. If you do not specify the period, automatic replies are sent until this function is disabled, and a message which tells that automatic reply is enabled appears each time you sign in to the mailbox.
Inside My Organization (replies for emails from internal addresses)	Use this text box to create a message which is sent only to senders within your organization.
Outside My Organization (On) (replies for emails from external addresses)	Use this text box to create a message which is sent only to senders external to your organization.  If you check [Auto-reply to people outside my organization], two more options are available. Choose one of the following options: <ul style="list-style-type: none"> <li>■ My Contacts only Automatic replies are sent only to senders who are listed your personal contacts. Those not listed will not receive automatic replies.</li> <li>■ Anyone outside my organization Automatic replies are sent to all senders outside your organization.</li> </ul>

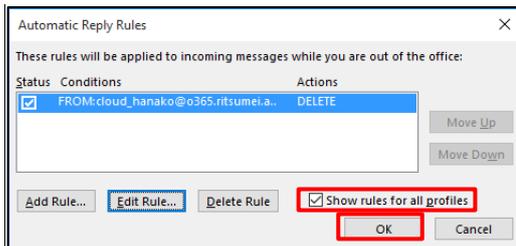
- ③ Click [Rules...] if you want to add rules.  
Click [Add Rule...].



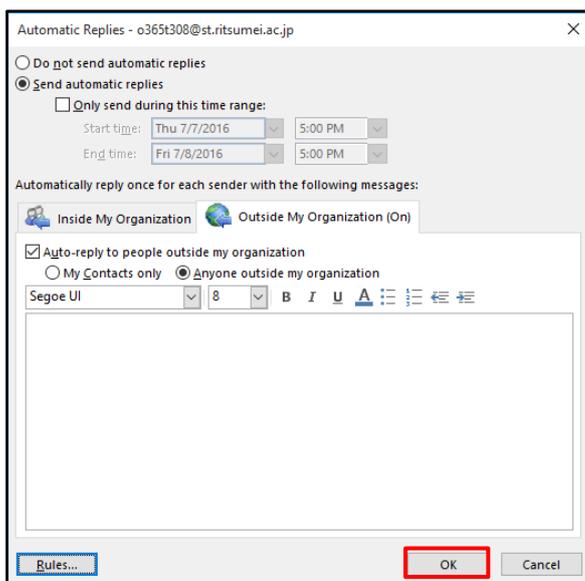
Configure the fields under [When a message arrives that meets the following conditions] and [Perform these actions], check [Do not process subsequent rules] if necessary, and click [OK].



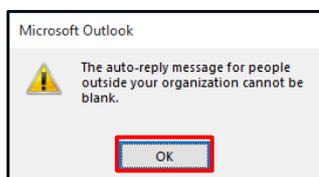
Check [Show rules for all profiles] as necessary and click [OK].



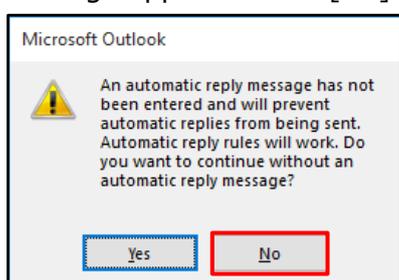
④ Click [OK].



If you check [Auto-reply to people outside my organization] on the [Outside My Organization (On)] tab but the text box is blank, a warning message appears. Click [OK] and resolve the problem.

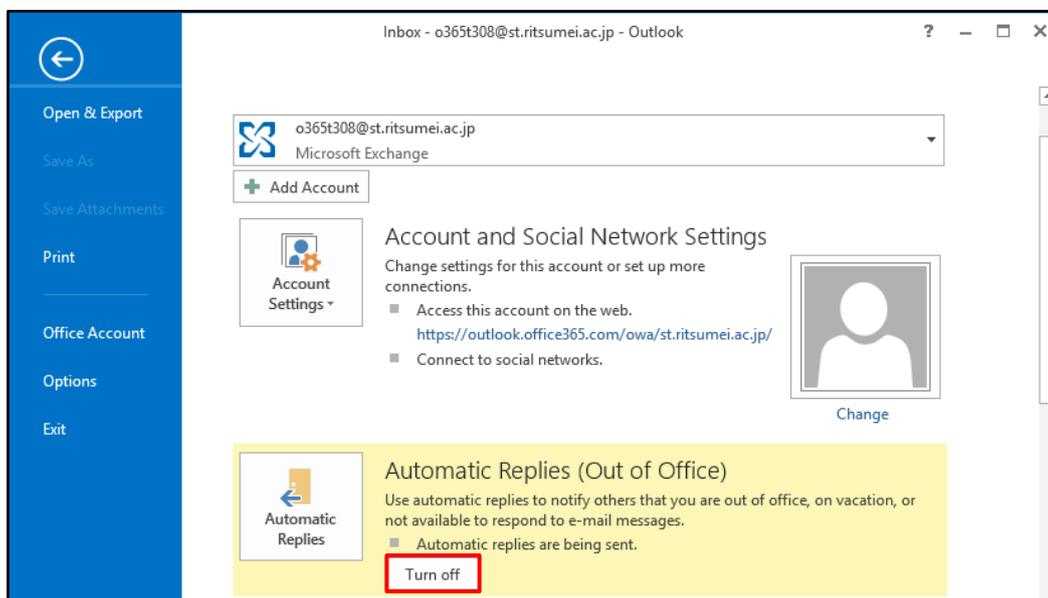


If the text box on the [Inside My Organization] tab is blank, a warning message appears. Click [No] and enter a reply message in the text box.



## Disabling automatic reply

- ① Click the [FIIE] tab, [Info], and [Off] under [Automatic Replies (Out of Office)].



## 3.3 Setting Up Email

### (1) Email Editor

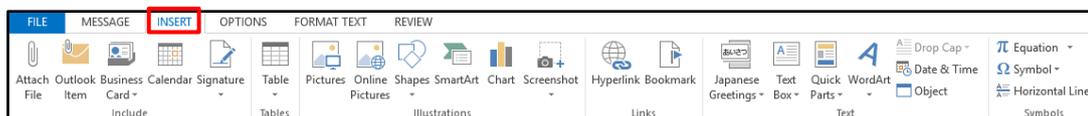
Outlook 2016 provides a standard editor (to create emails) which is functionally equivalent to Word 2016.

You can use various functions used in Word and PowerPoint to create email messages.

The email editor has the following functions:

#### [INSERT] tab

You can insert images, files, and other items into the message.



#### [OPTIONS] tab

You can configure options such as the theme and colors.



#### [FORMAT TEXT] tab

You can change the format options such as font, size, and decorations.



#### [REVIEW] tab

You can check for errors and misspelled words as well as use thesaurus and grammar check functions.



## 3.4 Creating Email Message

Outlook 2016 supports sending and receiving simple text and the Internet standard HTML email messages, as well as messages in the Rich Text (RTF) format that can embed link objects if Exchange Online is used.

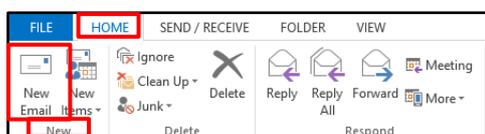
When you send an RTF email message over the Internet, it will be converted into the HTML format by default. If the email sent over the Internet is a task or meeting invitation, it will be converted into the iCal format. iCal is a commonly used format for calendar items over the Internet and can be used in other email applications. When you reply to a message, the format of the original message is automatically used.

### 3.4.1 Creating New Message as Personal Email

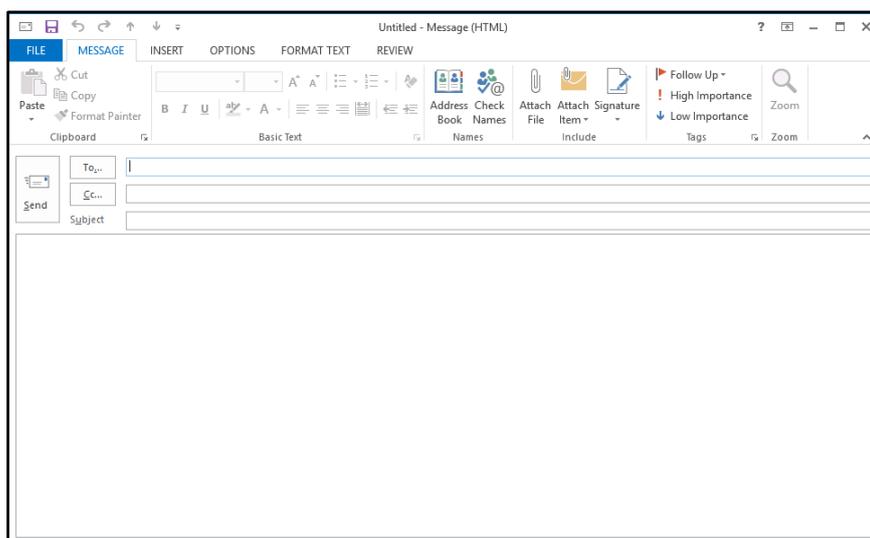
Use the email editor to create a new email message.

Create a new message in the following procedure:

- 1 Click the [HOME] tab and [New Email] above [New]. Or, click [New Items] and choose [E-mail Message].



- 2 The message creation screen is displayed. Specify the recipient (destination address, Cc (carbon copy) address, and/or Bcc (blind carbon copy) address), enter subject, and write the message body.



- ③ Click [Send]. The message is moved to the Outbox and will be sent at the specified timing.

### **Specifying the recipient**

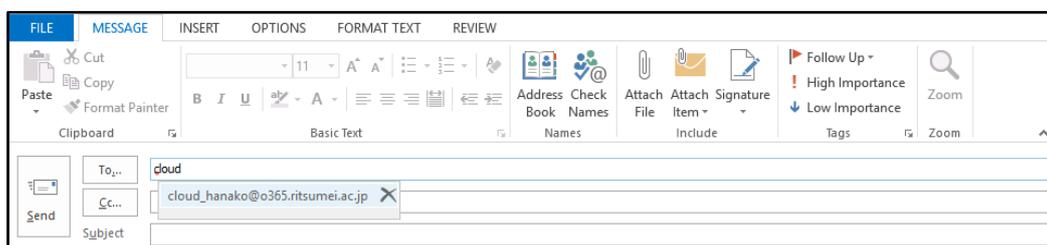
You can specify three types of recipients; To, Cc, and Bcc as required.

#### **Types of recipients**

Recipient	Description
To	Specify who receives the message. You can directly enter the email address in the [To] field, or click [To], choose a contact from the [Select Names] dialog box, and click [To]. You can specify multiple contacts in the [To] field.
Cc	“Cc” stands for “carbon copy.” Specify who receives the copy of the message in the [Cc] field. Recipients specified in the [Cc] field will be also shown to other recipients of the message.
Bcc	“Bcc” stands for “blind carbon copy.” Specify who receives the copy of the message in the [Bcc] field. Recipients specified in the [Bcc] field will not be shown to other recipients of the message.

#### **Note :**

The enhanced auto complete function automatically chooses an email address from the past recipients based on what you are entering in the address field. You can save time to find the desired address when you create an email message.



If you want to delete an address suggested by the auto complete function, click [**X**] next to the address.

### 3.4.2 Creating New Message as Shared Email

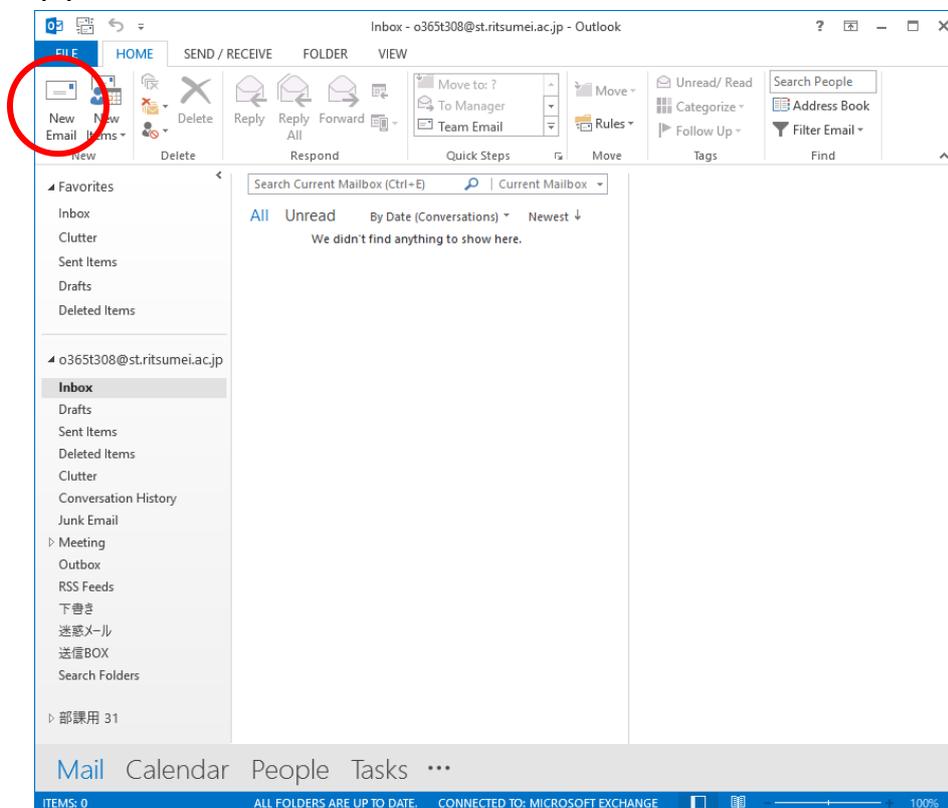
[Precautions]

- Your address will be shown as the sender of a shared email by default. If you want to show the shared email address as the sender, change the default sender each time in the procedure below.
- This procedure is not required when you reply to or forward a received shared email. (The shared email address will be used as the sender.)
- Sent shared emails are saved in the [Sent Items] folders for your own email address and the shared email address.
- If you save a draft shared email, it is saved in the [Drafts] folder for your own email address, but not in the [Drafts] folder for the shared email address.

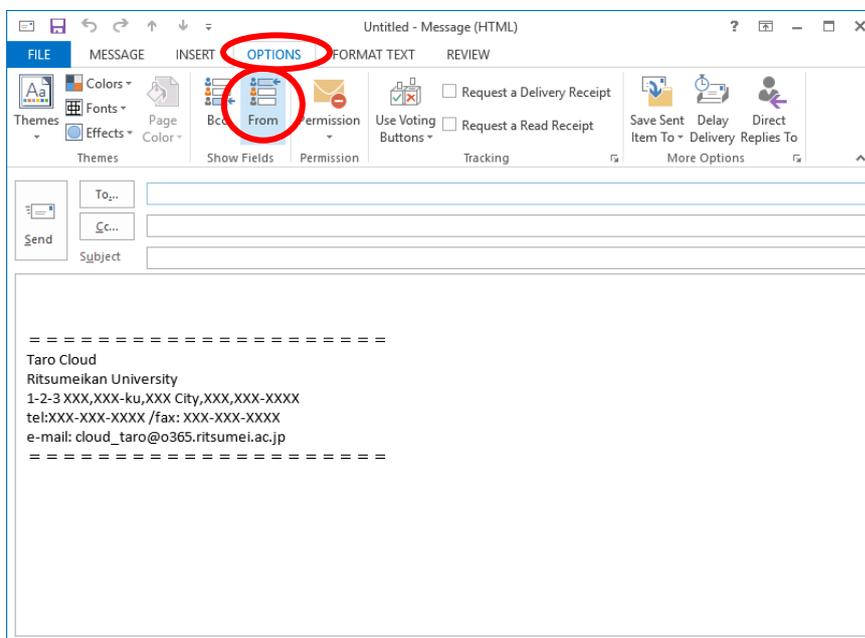
If you want to save it in the [Drafts] folder for the shared email address, please use Outlook on the web.

- When you create a shared email, the signature for your own email address is displayed by default. Choose an appropriate signature as required.

#### (1) Launch Outlook and click [New Email].

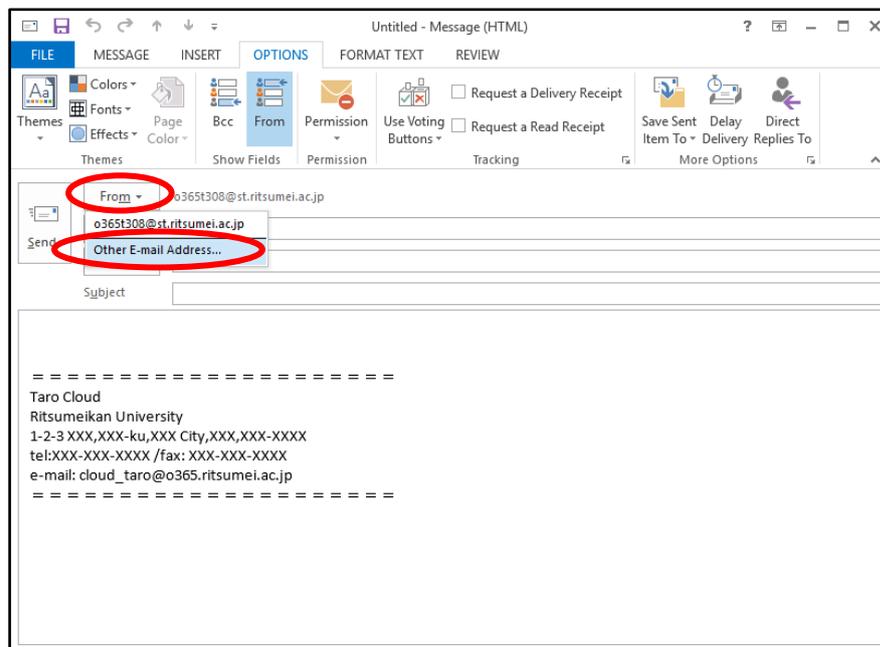


(2) Show the [From] field. (If it is already shown, proceed to Step (3).)  
Click [OPTIONS] and [From].



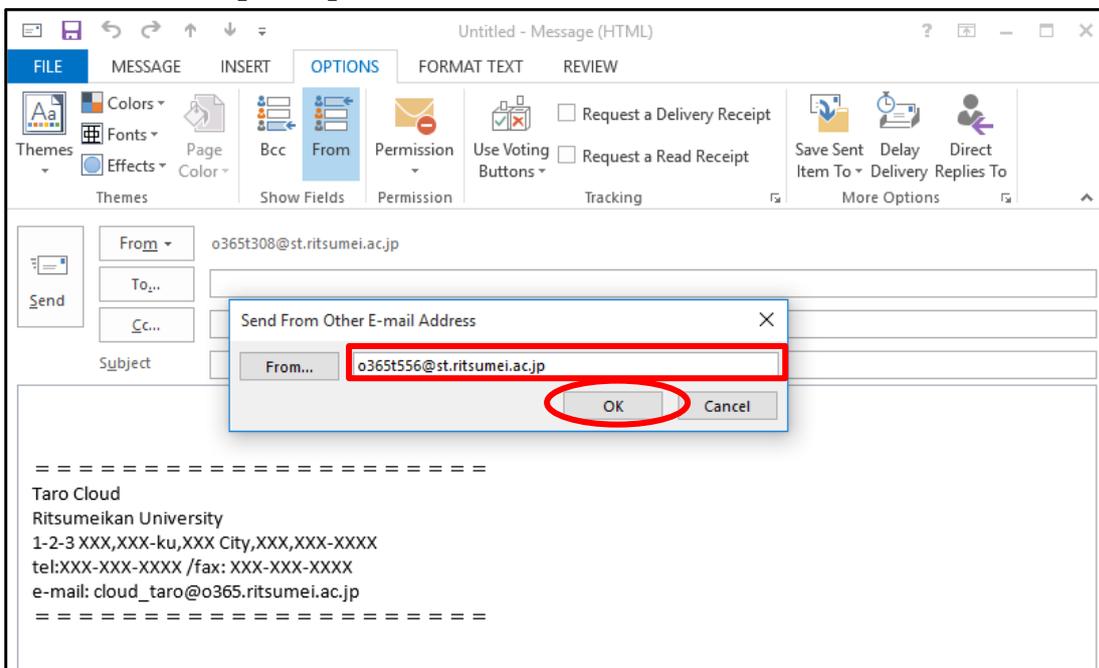
(3) Click [From] and choose [Other E-mail Address...].

\* Email addresses entered before may be shown as options. In this case, choose the appropriate address.

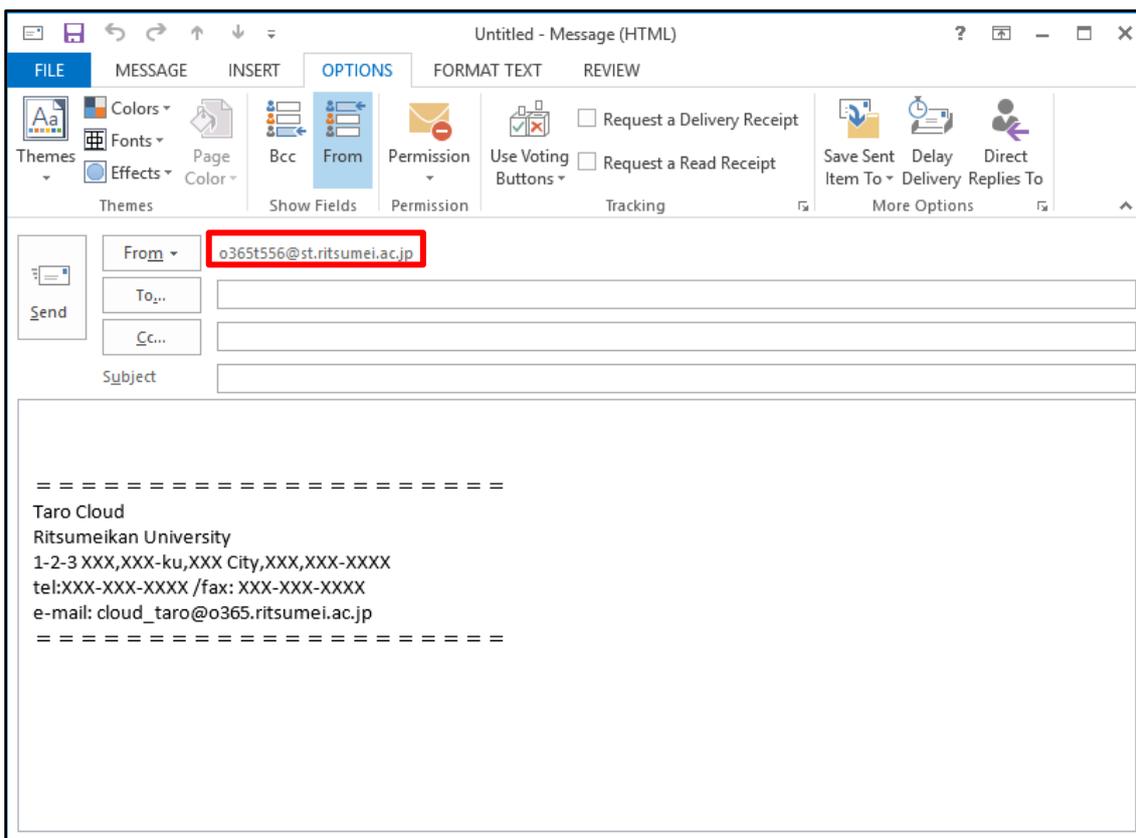


(4) Enter the shared email address in the [From] field and click [OK].

\* You can click [From] and search for an address.



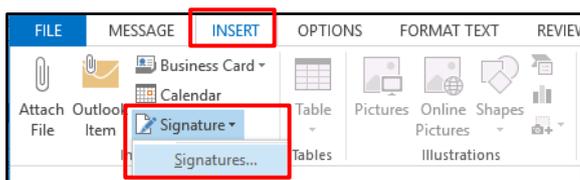
(5) Ensure that the [From] field has been changed.



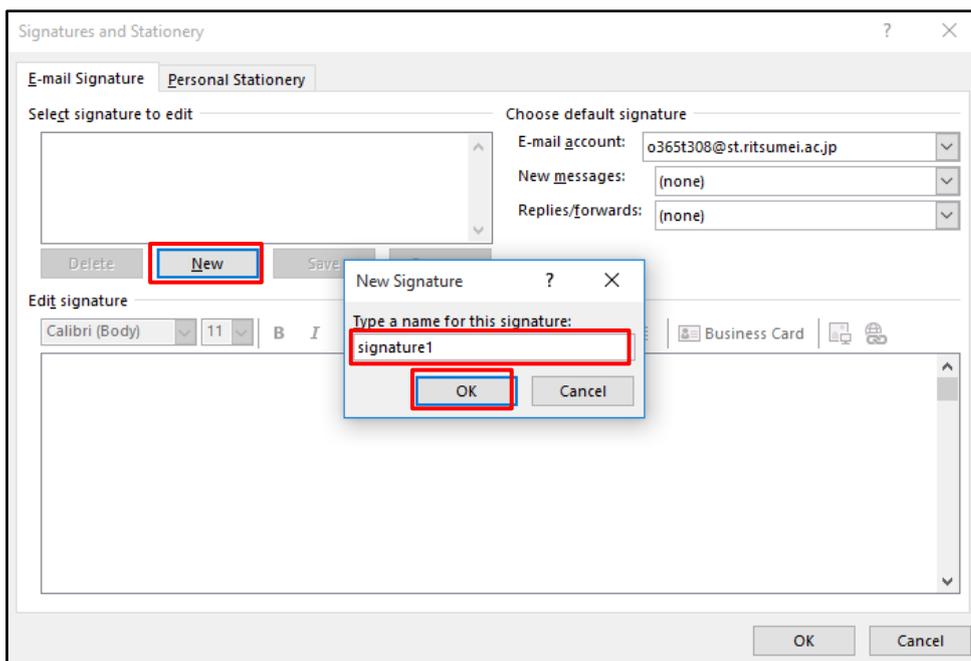
### 3.4.3 Creating Signature for Personal Email

By creating a signature, you can append a fixed phrase such as your name or contact information to every message automatically or to each message manually. Create a signature in the following procedure:

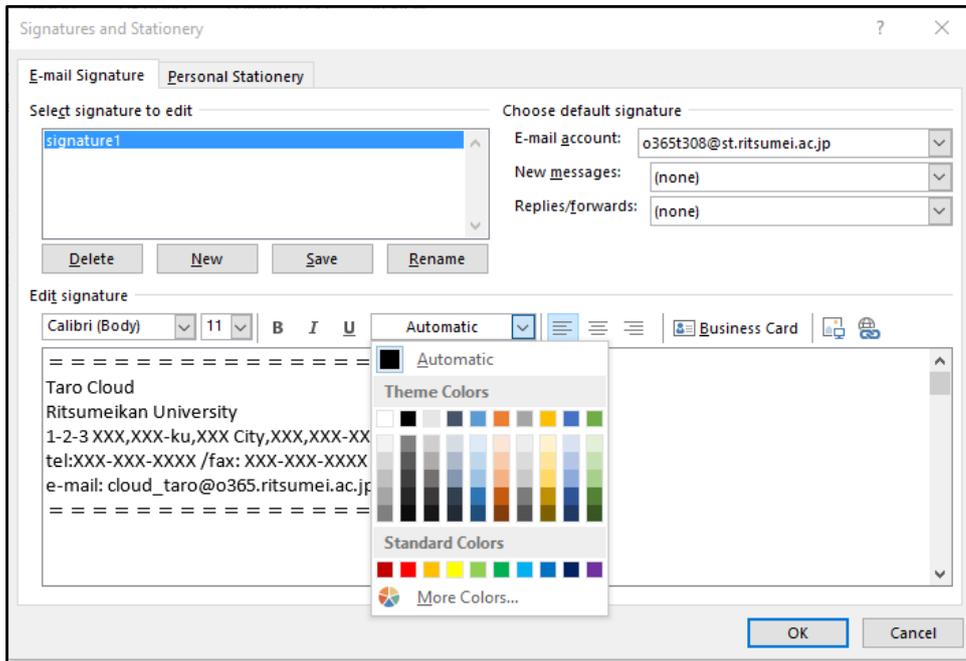
- ① On the message creation screen, click the [INSERT] tab and [Signature], and choose [Signature].



- ② In the [Signature and Stationery] dialog box, click [New] and enter the name for the new signature in the [New Signature] dialog box. Click [OK].

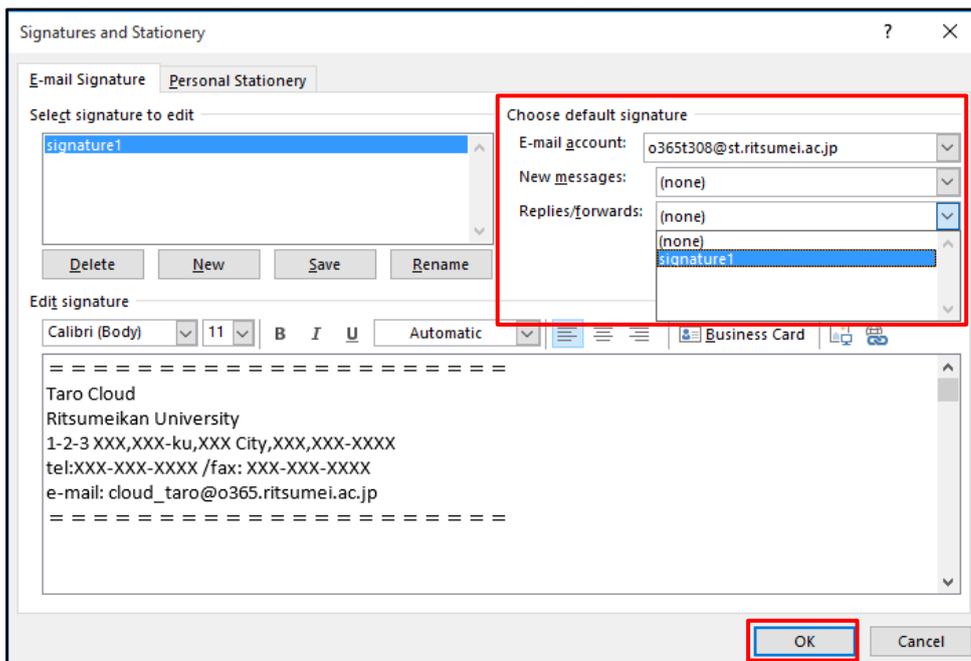


- ③ Create a signature and click [Save]. You can create a signature in the Rich Text format.



\* Repeat Steps ② and ③ if you need multiple signatures.

- ④ Under [Choose default signature], choose the email account, signature used for new messages, and signature used for replied/forwarded messages in appropriated dropdown menus, and click [OK].

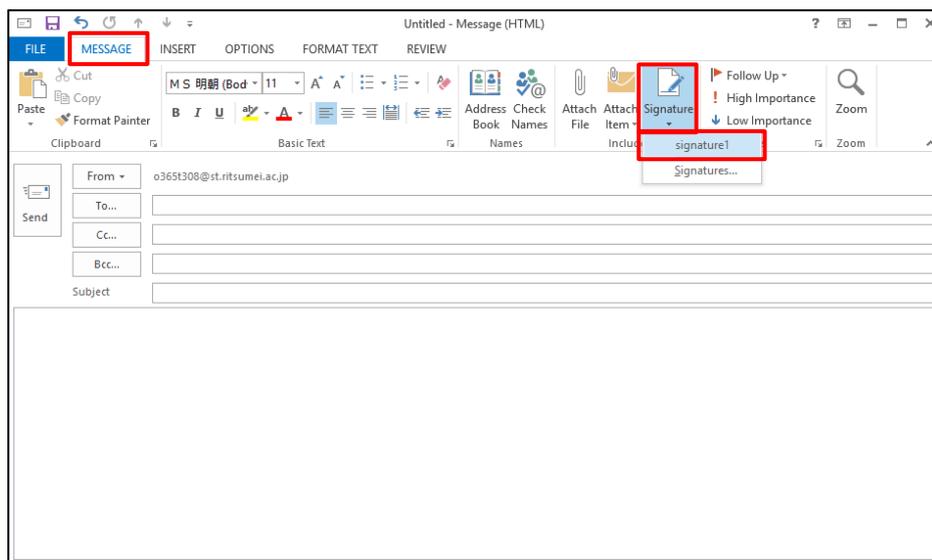


## **Specifying the signature**

On the message creation screen, you can specify a signature for the message or change from the default signature to another one.

Specify the signature in the following procedure:

- ① On the message creation screen, click the [MESSAGE] tab and [Signature].  
Choose a signature from the displayed list.



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### **Note :**

Outlook allows you to choose only one signature per message.

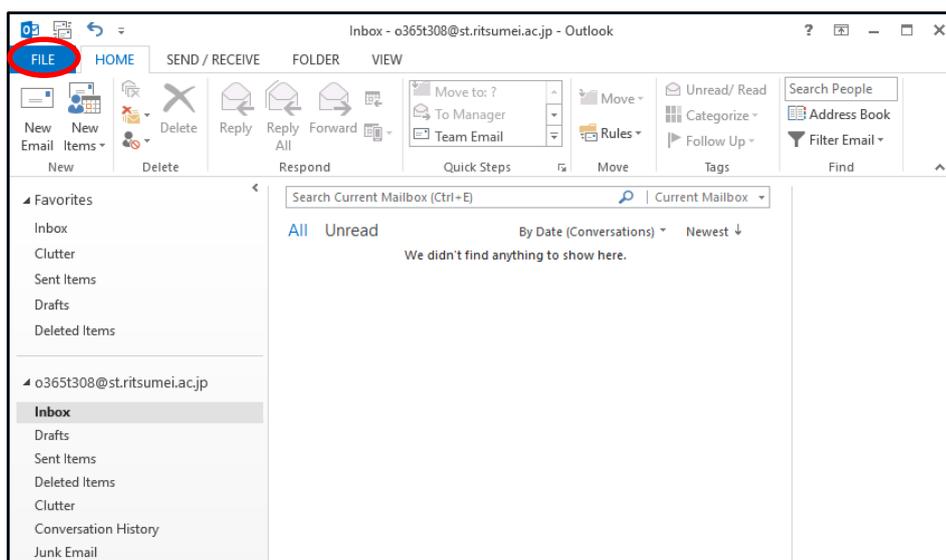
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### 3.4.4 Creating Signature for Shared Email

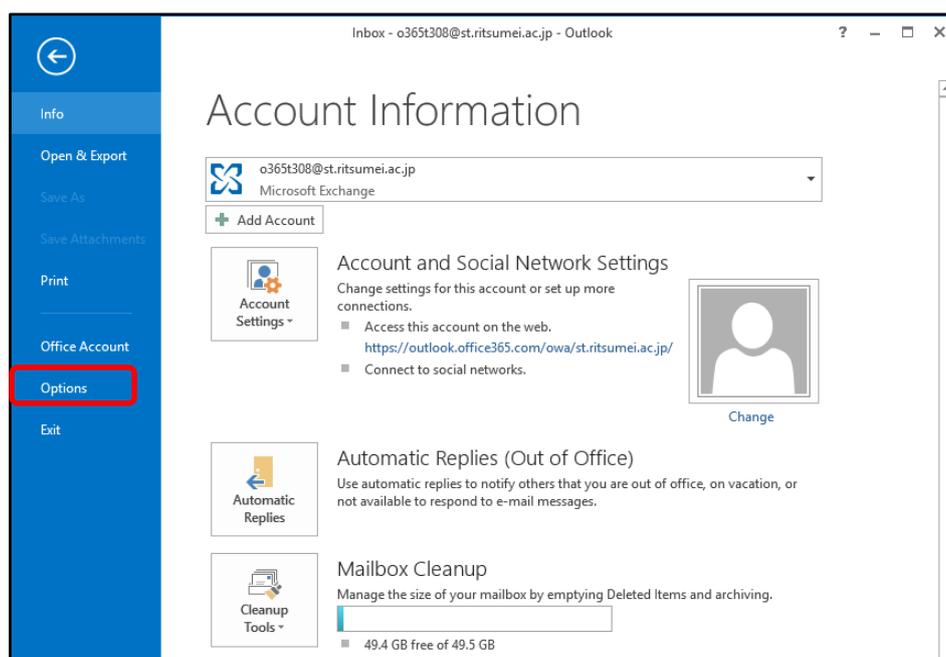
\* You can register multiple signature. Use signatures as required for personal and shared emails.

- A signature created in Outlook will not be reflected on Outlook on the web. If you use both Outlook and outlook on the web, set up the signature in each application.

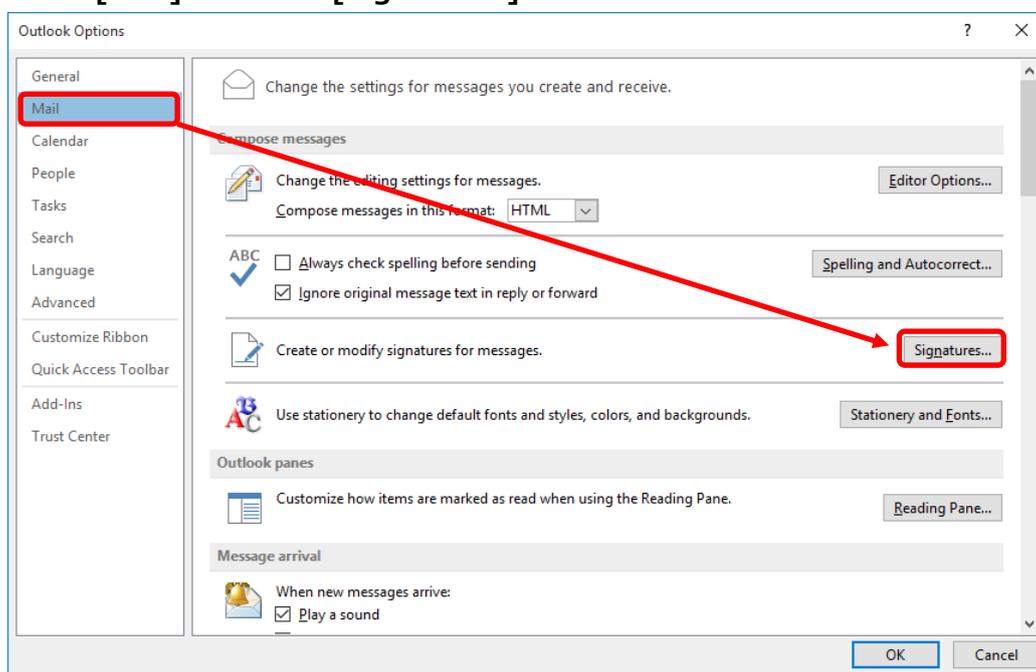
(1) **Launch Outlook and click [FILE].**



(2) **Click [Options].**



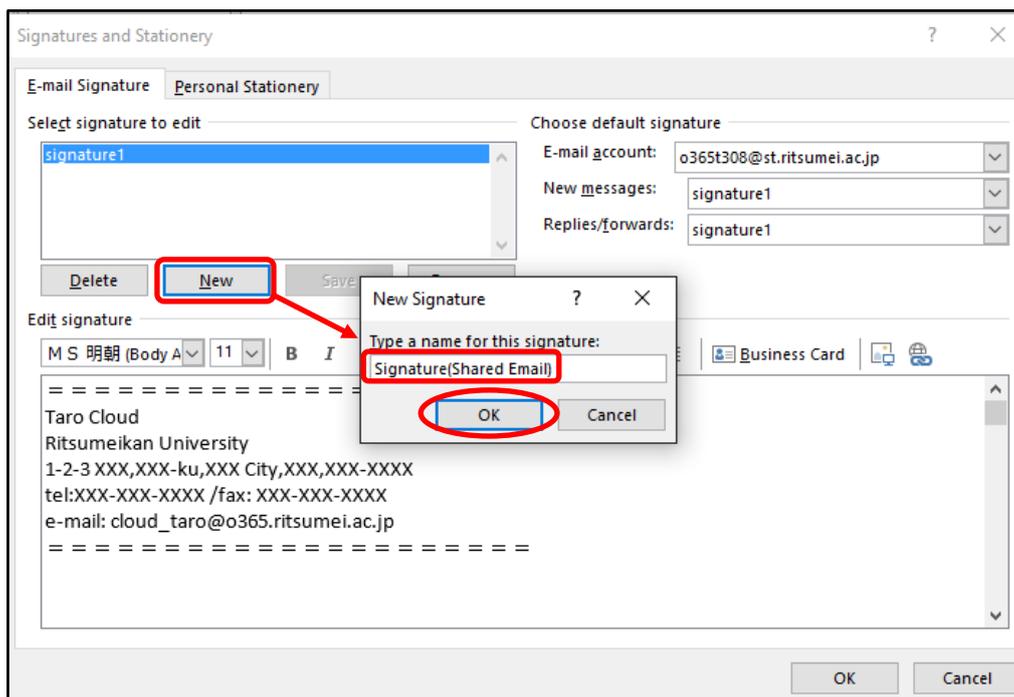
(3) Click [Mail] and click [Signatures].



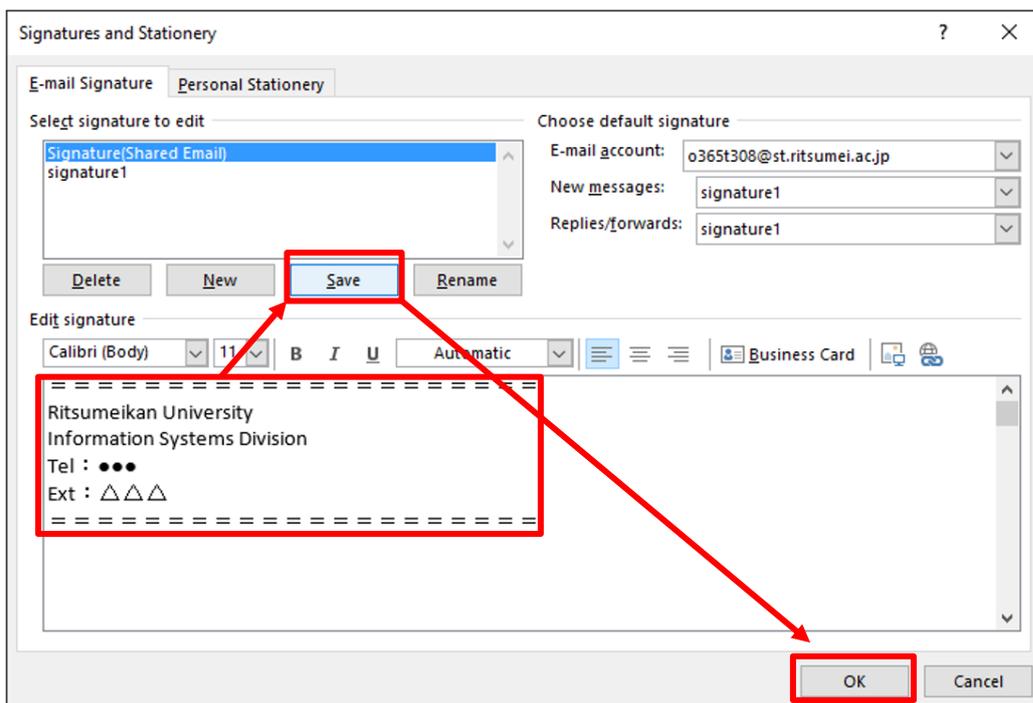
(4) Click [New]. Enter the name for the new signature in the [New Signature] dialog box and click [OK].

\* A personal signature already exists in this example.

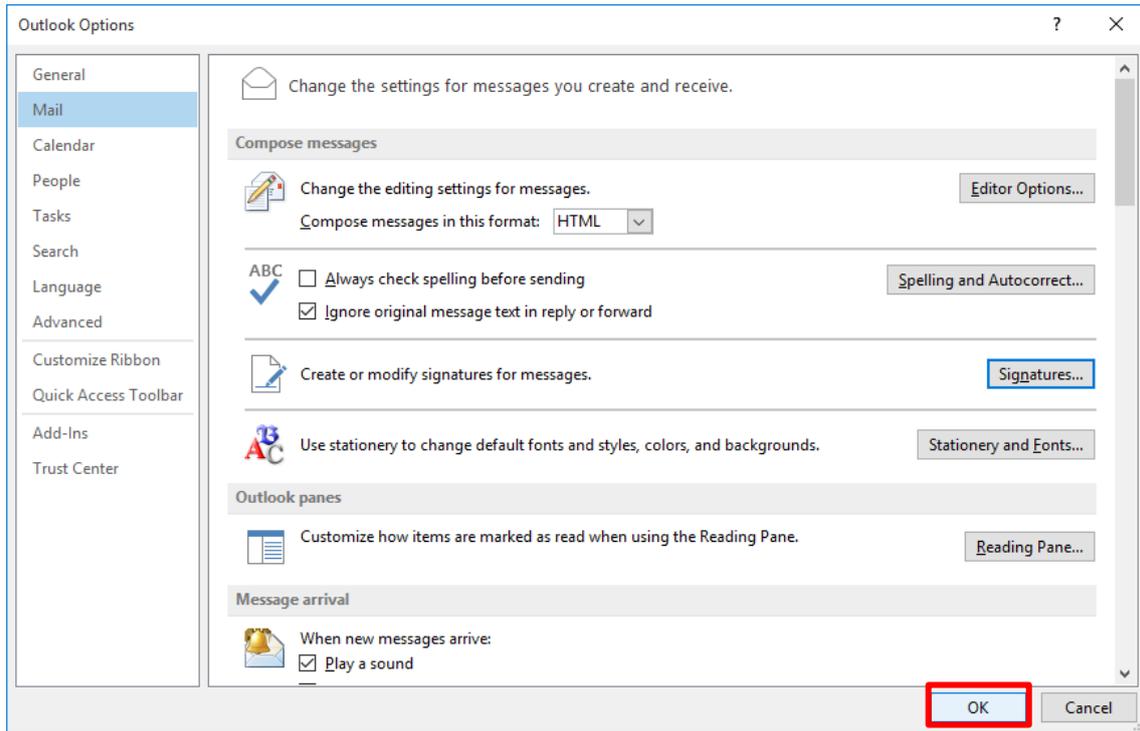
\* In this example, a name "Signature (Shared Email)" is used for clarity.



(5) Create a signature. Click [Save] and [OK].



(6) Close the [Outlook Options] screen by clicking [OK].

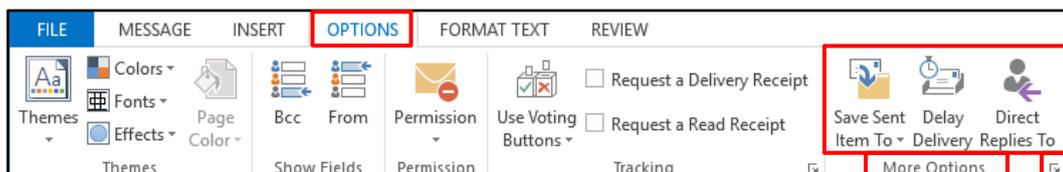


### 3.4.5 Message Options

You can specify message options before sending an email. By using these options, you can specify the importance and sensitivity of the email as well as request for a read receipt or voting.

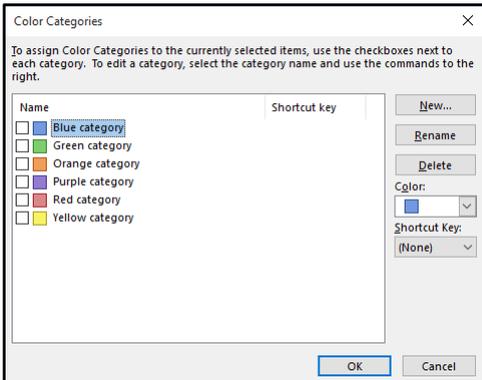
Specify the message options in the following procedure:

- ① On the message creation screen, click the [OPTIONS] tab and choose appropriate options on the ribbon.
  - \* If the desired options are not shown, click [More Options] to open the [Properties] window and choose appropriate options.



## Properties

Option	Description
Importance	By setting importance, the recipient can see how important the received email is by just viewing the email list. Available importance levels are [High], [Normal], and [Low], and [Normal] is used by default. You can also change the importance on the message creation screen. Each time you click [High Importance] or [Low Importance] above [Tags], the importance level respectively increases or decreases by one.
Sensitivity	By setting sensitivity, the recipient can see which security level is required for the received email by just viewing the email list. Available sensitivity levels are [Normal] (with no sensitivity setting), [Personal], [Private], and [Confidential], and you can choose one of them as necessary. For a message with a security level set, related information is shown in the Information Bar of the reading pane.
Use voting buttons	Outlook 2016 allows you to easily conduct a survey by adding voting buttons to an email message. Votes from recipients are distributed to the Inbox. When you check [Use voting buttons], three reply button sets are provided by default; [Approve;Reject], [Yes;No] and [Yes;No;Maybe]. You can also enter any text strings as buttons in this field as necessary. Separate the text strings by a semicolon (;) to represent multiple choices (e.g., Necessary;Not necessary). Each recipient can send the answer just by clicking a button.
Request a delivery receipt for this message	By checking [Request a delivery receipt for this message], you can confirm when the message has been delivered. Open the original message saved in the [Sent Items] folder and click [Confirm] on the [Message] tab to log the confirmation message.
Request a read receipt for this message	By checking [Request a read receipt for this message], you can confirm when the message has been read. Open the original message saved in the [Sent Items] folder and click [Confirm] under [View] on the [Message] tab to log the confirmation message.
Have replies sent to	You can add an email address to receive replies. You can directly enter an email address or click [Select Names] to choose from your address book. You can also specify this address by clicking [Direct Replies To] above [More Options] on the [Options] tab to open the [Properties] dialog box. Check [Have replies sent to] and enter or choose the desired address.
Do not deliver before	If you are using Exchange Online, you can specify when to deliver each message. You can also specify the delivery timing by clicking [Delay Delivery] above [More Options] on the [Options] tab to open the [Properties] dialog box. Check Do not deliver before and choose the date and time for delivery.

Option	Description
Expires after	You can specify the expiration date and time of the message by checking [Expires after] under [Delivery options] and choosing the date and time. When the expiration date and time arrive, the message is marked with strikethrough and a message appears on the Information bar to indicate that the message has been expired.
Categories	<p>[Categories] allows you to categorize the message. Use categories to group similar messages according to certain rules. For example, when users submit their expenses to the administrator via email, categorize these email messages into the “Expenses” category so that the administrator can easily check messages related to expense submission in a single category. Also, by categorizing email items posted to the [Public] folder, you can view them per subject matter such as “Competition information” or “News release” without creating a subfolder for each. You can specify an arbitrary text string for a category or click [Categories] and choose from the master list. By specifying categories, you will be able to search for emails by category.</p> <p>You can create, change, and/or delete categories by clicking [Home] tab and [Categorize], and choosing [All Categories] to open the [Color Categories] dialog box.</p> 

### 3.4.6 Message Flag

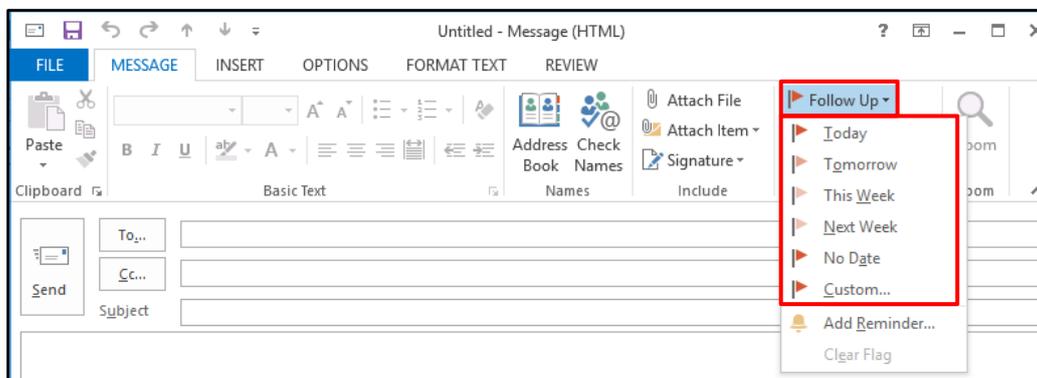
Attaching a flag to an email message helps to check necessary tasks or attract attention of the recipient. The [  ] (flag) column of the email list indicates the flag status as listed below.

#### Flag list

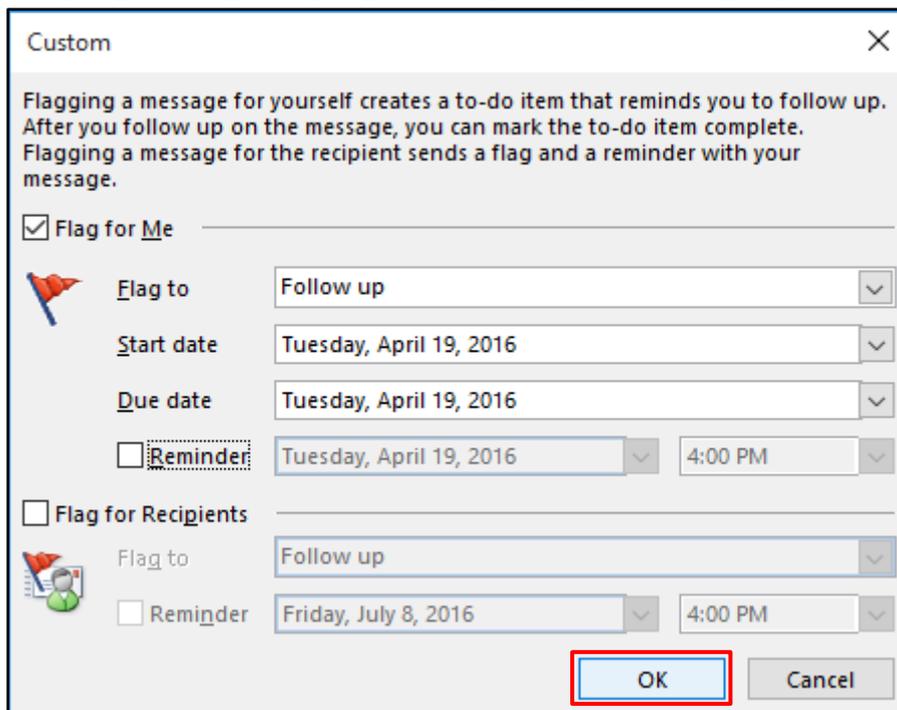
Flag	Description
Blank	No flag
	With flag
	Flag completed

## Adding a message flag to an outgoing message

- ① On the message creation screen, click the [Message] tab. Click [Follow Up] and choose from the list of flags displayed. To specify detailed options, click [Custom].



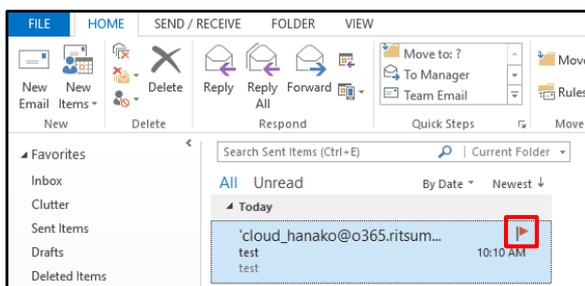
- ② Set [Flag for Me] and [Flag for Recipients] and click [OK].



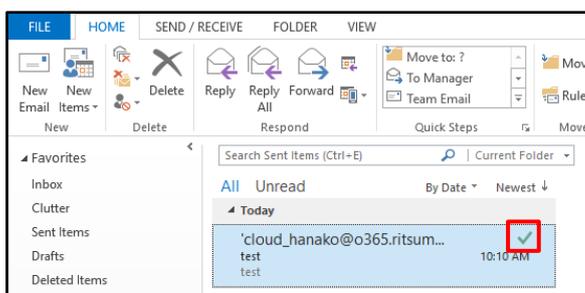
### Completing a flag

By completing the flag attached to an email of which task has been completed, you can visually indicate that the email has been processed in any way.

- ① In the message list, click [  ] at the right edge of the message.



- ② The flag changes its status and completes.



### 3.4.7 Message Format

Outlook 2016 can send and receive messages in HTML, plain text, and Rich Text (RTF) formats.

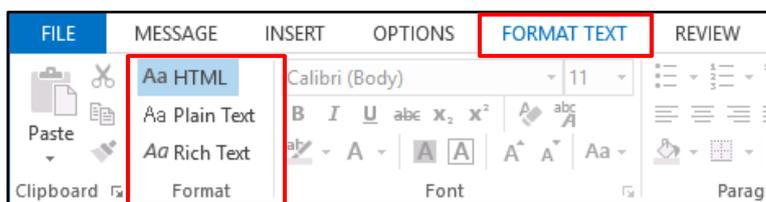
#### Message types

Message Format	Description
HTML format (default)	Outlook 2016 uses the HTML format to create a new email message by default. Using the HTML format, you can specify the font, bullets and numbering, text alignment, ruled lines, figure (background), HTML style, prototype, signature, and Web-related properties. Since popular email application uses HTML, it is recommended to use the HTML format if you often send email messages over the Internet. It is also recommended to use the HTML format if you often send internal messages using Exchange Online.

Message Format	Description
Plain text format	The plain text format can be used by all email applications. Also, an email in this format is smaller than the HTML and Rich Text formats. However, you cannot specify the font, including bold, italic, and colored text. While you cannot show an image directly within the message body, you can attach an image file to the email.
Rich Text format	The Rich Text format can only be used in Microsoft Exchange and Outlook. Using the Rich Text format, you can specify the font, itemization with a leading letter, text alignment, and link object properties. No matter which format is used as the default, messages for meeting invitation and task request as well as messages with reply buttons are automatically created in the Rich Text format.

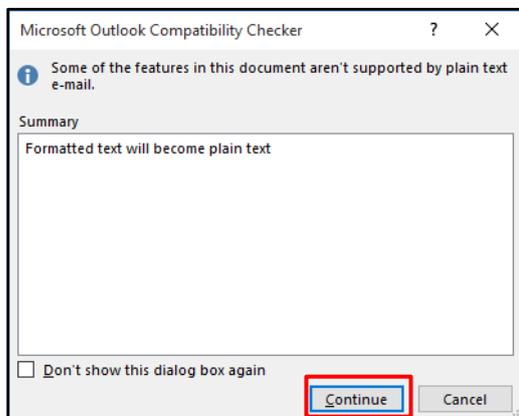
### Changing the message format

- ① On the message creation screen, click the [FORMAT TEXT] tab and [HTML], [Plain Text], or [Rich Text].



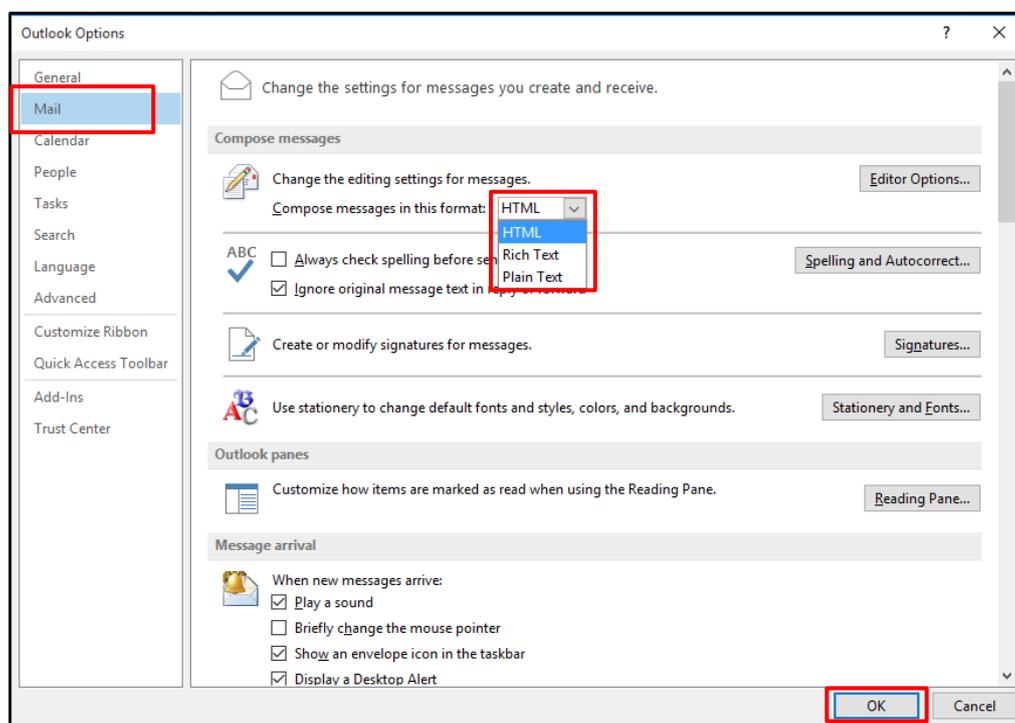
- ② If you choose [Plain Text], a confirmation message is displayed. Click [Continue].

\* A confirmation message may not be displayed on some PCs.



### Changing the default message format

- ① Click the [FILE] tab and [Options].
- ② Click [Mail] on the [Outlook Options] screen.
- ③ Under [Compose messages], choose the required message format from the [Compose messages in this format] drop-down list, and click [OK].



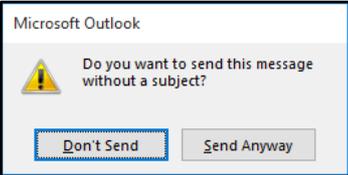
### 3.4.8 Email Error Prevention Functions: Email Tips, Spell Check,

#### Input Error Check

Outlook 2016 provides email tips, input confirmation before sending, and proofing functions to prevent erroneous distribution of emails.

#### Confirmation functions

Confirmation function	Description
Email tip	Email tips helps you avoid general email errors. The email tip appears when too many recipients are specified, or you try to send confidential information to a recipient outside your organization or to a recipient who is absent.

Confirmation function	Description
Confirmation for subject	<p>When you click [Send] to send an email message without entering a subject, a warning message appears to prevent erroneous distribution.</p> 
Proofing	<p>The email editor automatically verifies the message text to prevent errors and omissions. The proofing function automatically detects input errors and orthographical variants and marks them.</p> <p>When you right-click a marked portion, a context menu appears. When a misspelled word has been detected, right-clicking it opens a list of correctly-spelled words. You can also start proofing manually.</p> <p>Click the [Review] tab and [Spelling &amp; Grammar], and a dialog box appears. You can use this dialog box to proof the message text.</p> <hr/> <p><b>Note :</b></p> <p>To use the proofing function, you must enable it. Click the [File] tab, [Options], [Mail], and [Editor Options]. On the [Editor Options] screen, choose appropriate options and click [OK].</p> <hr/>

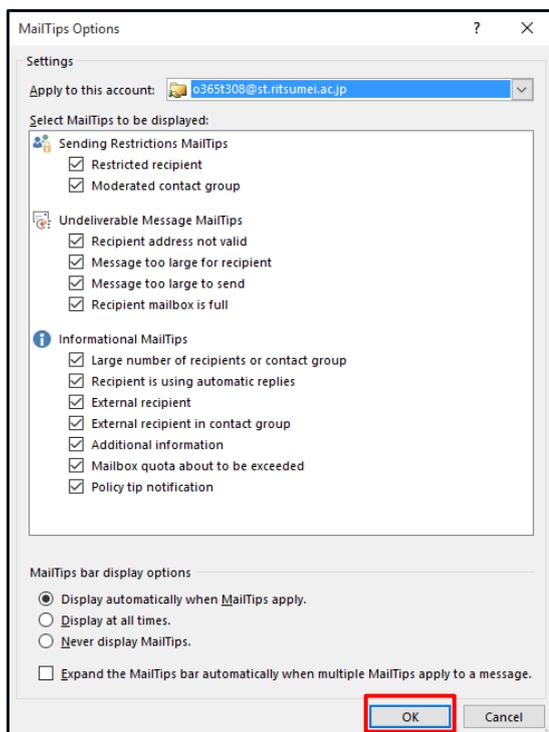
### **Setting the email tip options**

You can specify the frequency and occasions to show email tips.

Specify the email tip options in the following procedure:

- ① Click the [FILE] tab and [Options].
- ② Click [Mail] on the [Outlook Options] screen.
- ③ Click [Mail Tip Options] under [Mail Tips].

- ④ Choose appropriate options on the [Mail Tip Options] screen and click [OK].

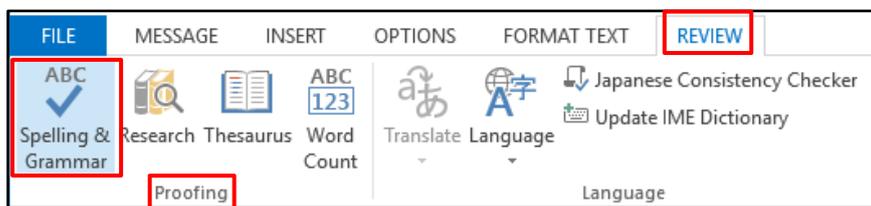


## Spell check

You can use the spell check function for the subject in addition to the message text as well as for task and meeting invitation emails.

Start spell check in the following procedure:

- ① On the message creation screen, click the [REVIEW] tab and [Spelling & Grammar].

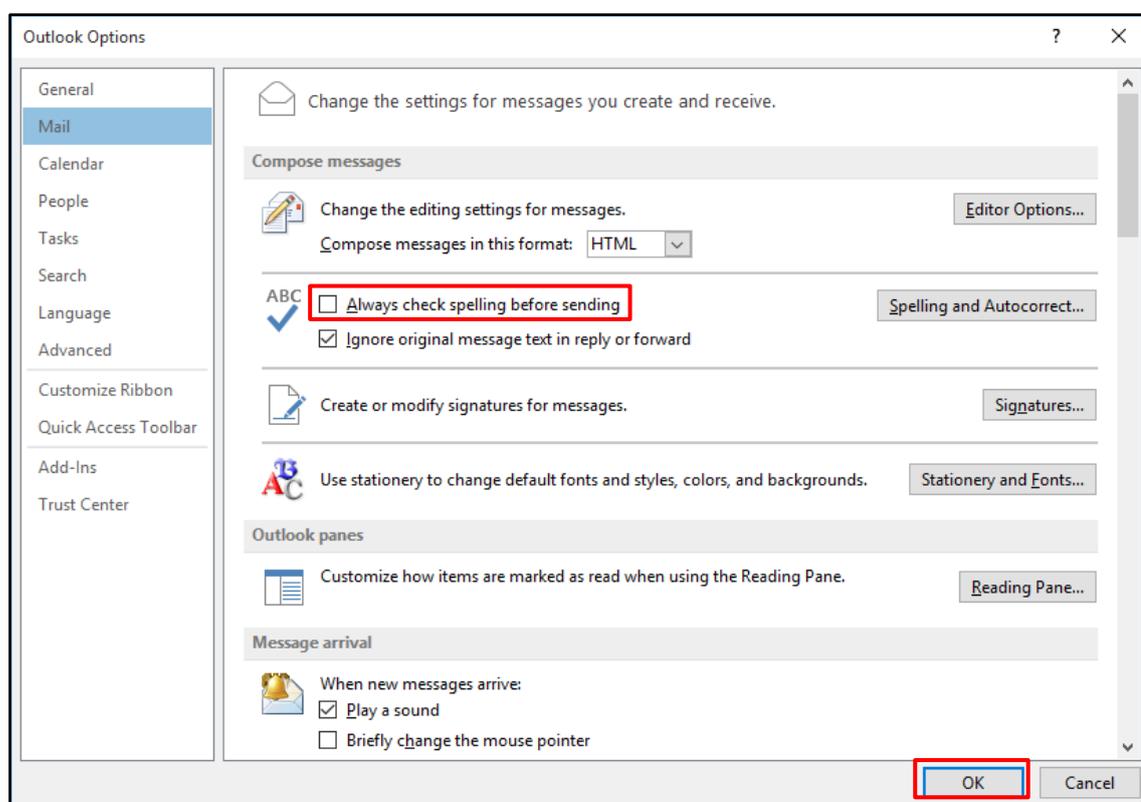


### **Using the auto check function when sending emails**

If you create English messages frequently, you can specify to perform spell check every time before sending an email.

Enable automatic spell check in the following procedure:

- ① Click the [FILE] tab and [Options].
- ② Click [Mail] on the [Outlook Options] screen.
- ③ Check [Always check spelling before sending] under [Compose messages] and click [OK].



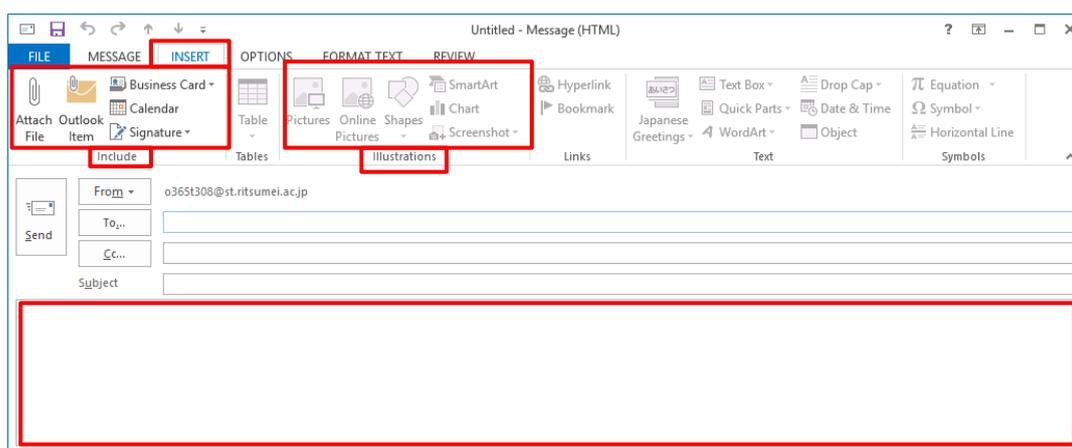
## 3.5 Attaching or Inserting Files

You can attach a file or shortcut to an email. You can also insert a file into the message body. Further, you can resize a large image before sending or capture a screenshot and insert it into the message.

### Attaching or Inserting Files

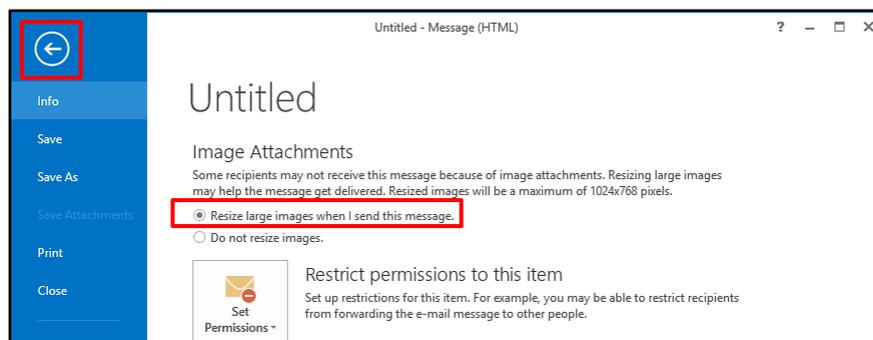
- ① On the message creation screen, click the [INSERT] tab and [Attach File], [Outlook Item], [Business Card], or [Calendar] above [Include]. To insert an image, click [Pictures], [Online Pictures], [SmartArt], or [Chart] above [Illustrations].

\* The buttons above [Illustrations] are initially grayed out and become selectable by clicking on the message form.



### Resizing a large image

- ① Select the attached file and click the [FILE] tab.
- ② Click [Info] and choose [Resize large images when I send this message]. Click the arrow icon at the top left corner to return to the message creation screen.



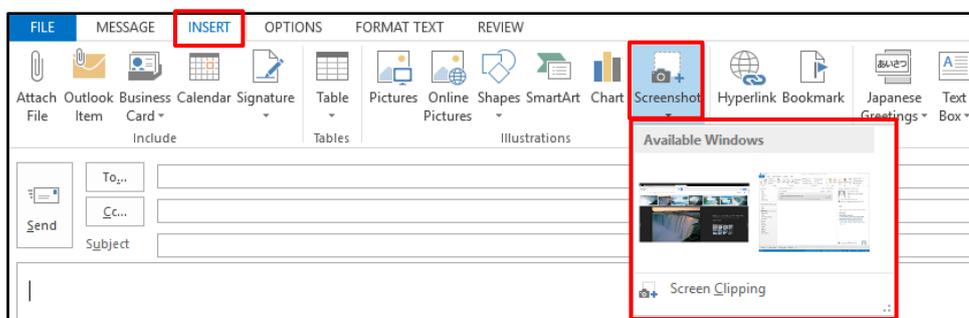
### **Inserting a screenshot**

You can take a snapshot of one of open windows or the whole or part of the PC screen, and insert it into a message.

Insert a screenshot in the following procedure:

- ① On the message creation screen, click the [INSERT] tab and [Screenshot] above [Illustrations]. Choose from window images listed under [Available Windows] or choose [Screen Clipping]. If you click [Screen Clipping], the message creation screen is minimized and the entire screen is highlighted. Move the mouse cursor to one corner of the screen area you want to capture, press and hold the mouse button, drag to the opposite corner, and release the mouse button.

\* The buttons above [Illustrations] are initially grayed out and become selectable by clicking on the message form.



### **Prohibited file name extensions**

Outlook 2016 blocks a file with one of the file name extensions listed below.

File name extensions
.ade, .adp, .app, .asp, .bas, .bat, .cer, .chm, .cmd, .cnt, .com, .cpl, .crt, .csh, .der, .diag, .ab, .exe, .fxp, .gadget, .grp, .hlp, .hpj, .hta, .inf, .ins, .isp, .its, .jar, .jnlp, .js, .jse, .ksh, .lnk, .mad, .maf, .mag, .mam, .maq, .mar, .mas, .mat, .mau, .mav, .maw, .mcf, .mda, .mdb, .mde, .mdt, .mdw, .mdz, .msc, .msh, .msh1, .msh2, .mshxml, .msh1xml, .msh2xml, .msi, .msp, .mst, .msu, .ops, .osd, .pcd, .pif, .pl, .plg, .prf, .prg, .printerexport, .ps1, .ps1xml, .ps2, .ps2xml, .psc1, .psc2, .psd1, .psdm1, .pst, .reg, .scf, .scr, .sct, .shb, .shs, .theme, .tmp, .url, .vb, .vbe, .vbp, .vbs, .vsmacros, .vsw, .webpnp, .website, .ws, .wsc, .wsf, .wsh, .xbap, .xll, .xnk,

### **Limit on email size sent and received**

A single email message size cannot exceed 35MB.

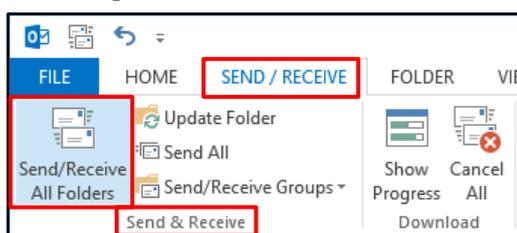
Item	Limit	Note
Limit on email size to send	35MB	Including the attached file
Limit on email size to receive	35MB	Including the attached file

## 3.6 Sending and Receiving Emails

You can send and receive emails from and to all folders of all accounts or a particular folder of a particular account.

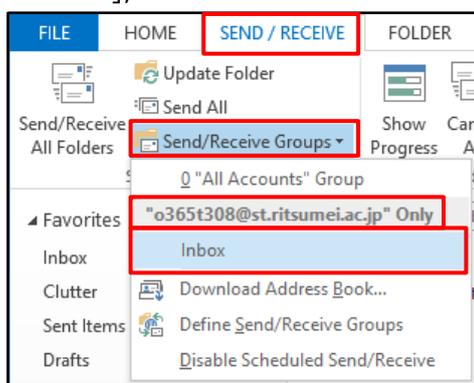
### Sending and receiving from and to all folders

- ① Click the [SEND/RECEIVE] tab and [Send/Receive All Folders] above [Send & Receive].



### Sending and receiving from and to a particular folder

- ① Click the [SEND/RECEIVE] tab and [Send/Receive Groups] above [Send & Receive], and choose the desired folder under the desired account.

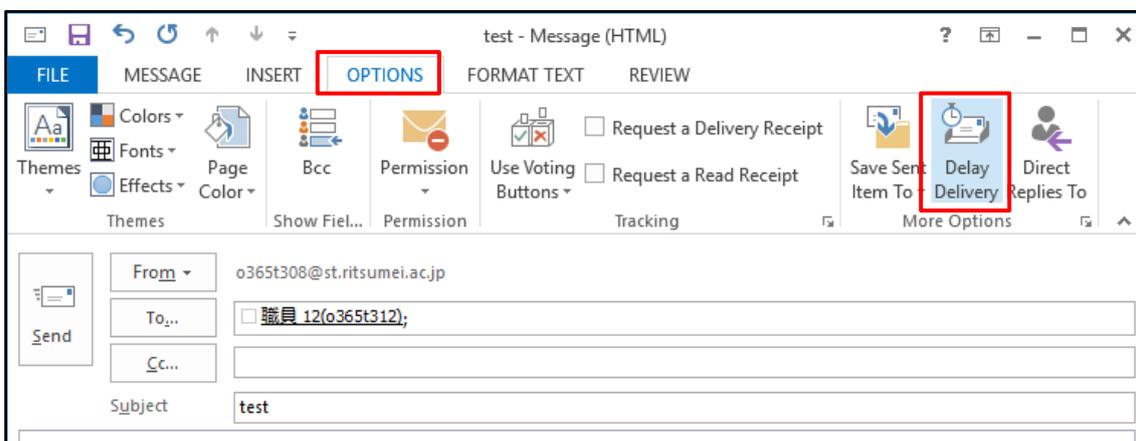


#### (1) Scheduled sending and receiving

You can specify when to send messages. Note that messages scheduled to send are saved on your PC, and **you must keep the PC and Outlook running at the scheduled date and time.** (If they are not running, the messages are not sent.) Be careful when you schedule sending messages on a holiday or during the nighttime. In addition, since it can happen that your PC gets faulty and needs replacement, do not specify a date several months later.

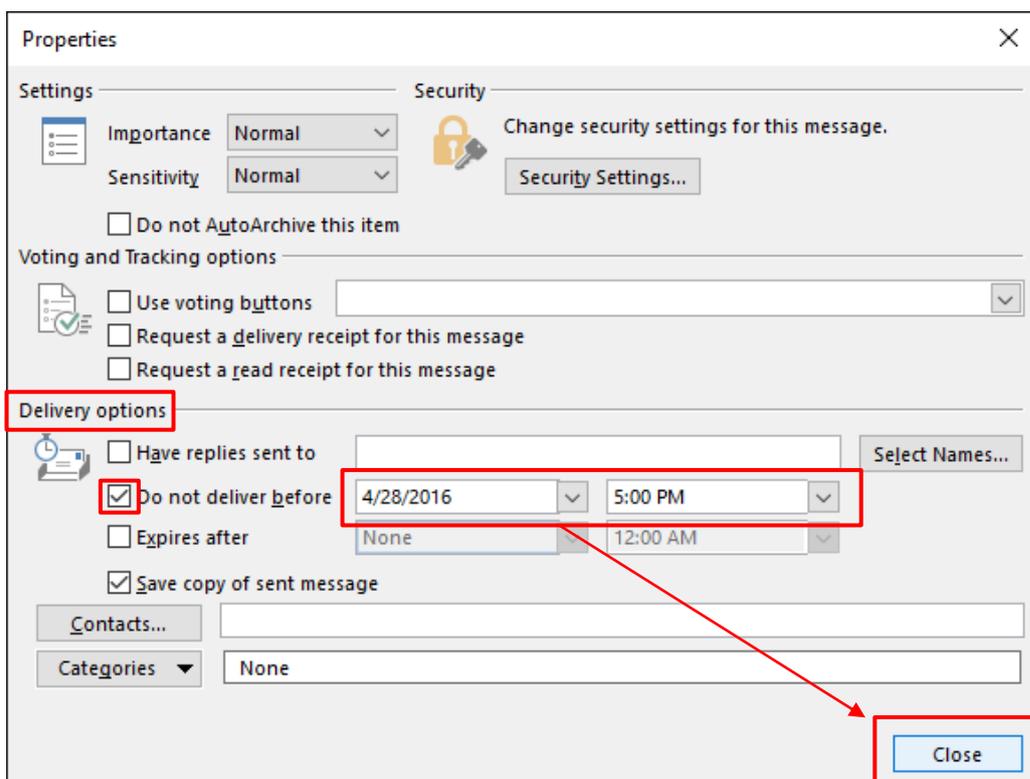
\* Outlook on the web does not have this function. Be sure to schedule sending in Outlook.

(1) Create a new message, and click the [OPTIONS] tab and [Delay Delivery].

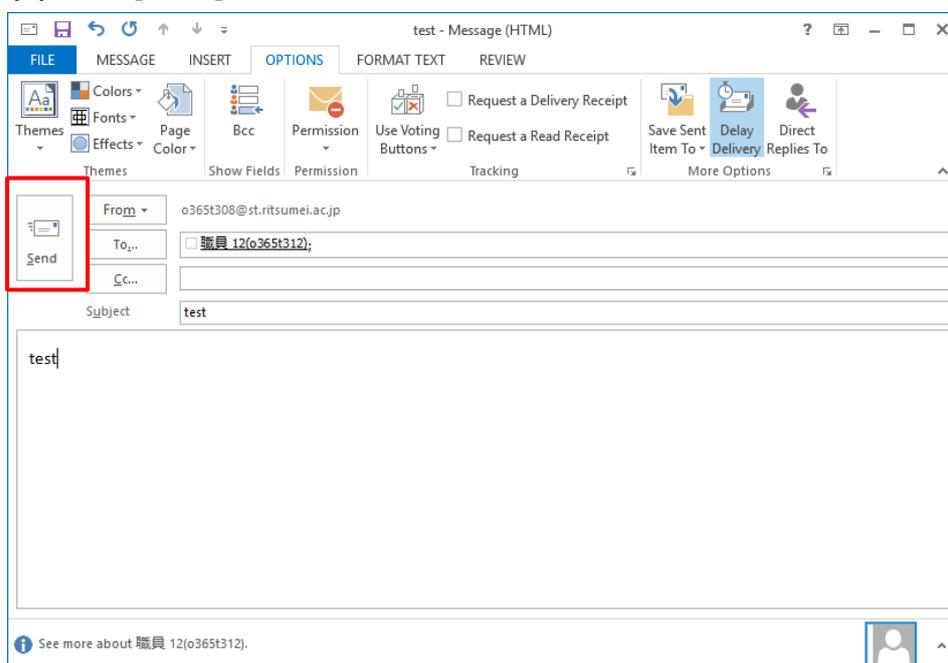


(2) On the [Properties] screen, check [Do not deliver before] under [Delivery options] and choose a date and time to send the message.

\* Check the setting and click [Close].



(3) Click [Send].



\* This concludes the setting. Be sure to keep your PC and Outlook running at the specified date and time.

## 3.7 Offline Work

Outlook 2016 allows you to work with local copies of Exchange Online data offline.

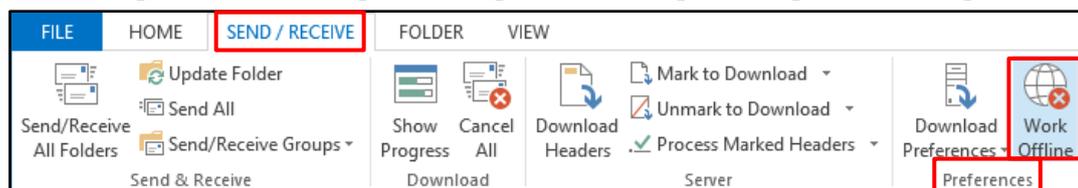
For example, you can continue working even when:

- Server is offline for maintenance,
- You cannot connect to the server while out of office, or
- You are working in a slow network environment.

During offline work, Outlook does not connect to Exchange Online unless you request for connection to the server. Messages sent while offline are saved under the Outbox and will be sent when you connect to the server next time.

Switch to the offline mode in the following procedure:

- ① Click the [SEND/RECEIVE] tab and [Work Offline] above [Preferences].



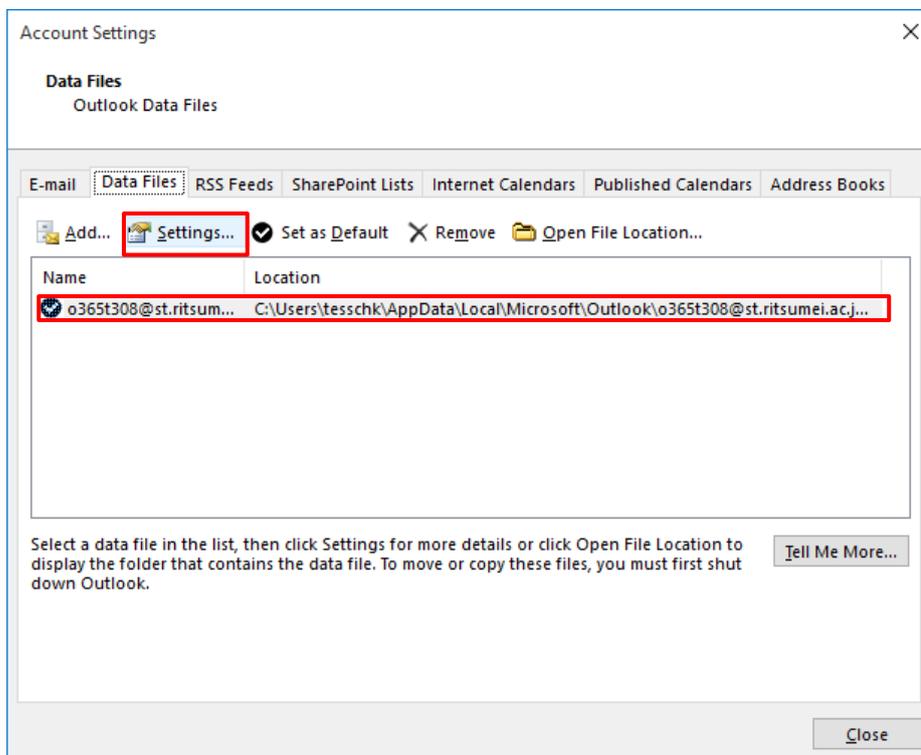
### 3.7.1 Compressing Offline Outlook Folder File (.ost)

The Offline folder is saved in the offline Outlook folder file (OST). Since this file is saved on the local PC, you can use it while network connection is not available. By compressing the offline Outlook folder file, you can increase the free space on the local hard disk.

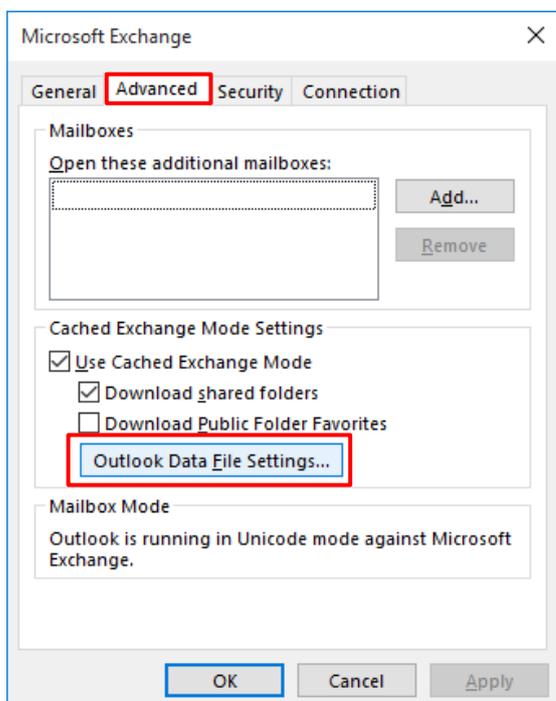
#### Compressing the offline Outlook folder file (.ost)

- ① Click the [FILE] tab and [Info].
- ② Click [Account Settings] and [Account Settings...].

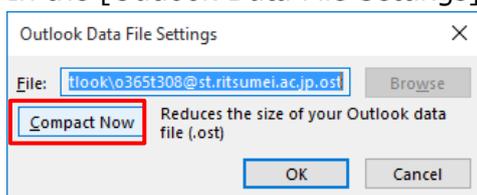
- ③ Click the [Data Files] tab in the [Account Settings] window. Choose the OST file and click [Settings].



- ④ On the [Microsoft Exchange] screen, click the [Advanced] tab and [Outlook Data File Settings...].



- ⑤ In the [Outlook Data File Settings] window, click [Compact Now].



- ⑥ When compression completes, click [OK].

### 3.7.2 Utilizing Exchange Cache Mode

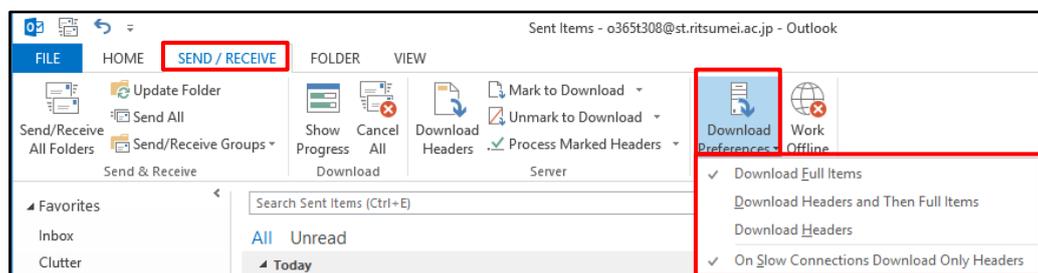
Normally, messages in the Inbox and other information (e.g., contacts) are automatically cached from Exchange Online to the user's local PC. Outlook 2016 recognizes connection with Exchange Online and you can continue processing data even when connection with Exchange Online is lost (e.g., while connecting to the network via wireless LAN). When connection recovers, Outlook 2016 automatically synchronizes changes made offline with Exchange Online.

#### Choosing how to download messages

In the Exchange cache mode, entire messages are downloaded during normal network connection and only the headers are downloaded during slow network connection. When network connection is not stable, you can specify the message download method manually.

Specify the message download method in the following procedure:

- ① Click the [SEND/RECEIVE] tab and [Download Preferences] above [Preferences], and choose appropriate options.



#### Options

Option	Description
Download Full Items	For all items, headers and contents are all downloaded together. This option is appropriate when you are connecting to a high-speed network.

Option	Description
Download Headers and Then Full Items	Headers of all items are downloaded first, and then their contents are downloaded. It is convenient when downloading full items takes time since you can view the list of item headers quickly. Clicking a header in the list downloads its contents immediately.
Download Headers	For all items, only headers are downloaded. The full contents of each item are not downloaded until you click [Download the rest of this message now] in the reading pane or open the item. This option is appropriate when you are connecting to a slow network and downloading full items takes time.
On Slow Connections Download Only Headers	If you check this option, Outlook automatically checks for the network speed and downloads full items when the network is fast and headers only when it is slow.

### 3.7.3 Downloading Messages When Connecting to Slow Network

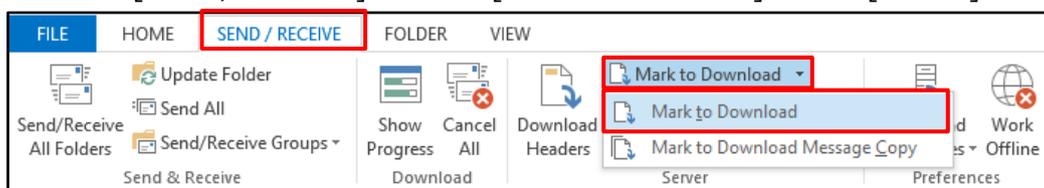
By default, only headers are downloaded when you are connecting to a slow network. To process email messages efficiently on a slow network, check the downloaded headers to determine which messages are necessary and which are not, mark the headers to download, copy, or delete them, and then download necessary messages only.

#### **Marking to download message(s)**

Mark the headers of necessary messages to download the messages next time connection to the server is established.

Mark the headers to download messages in the following procedure:

- ① Select a message.
- ② Click the [SEND/RECEIVE] tab and [Mark to Download] above [Server].

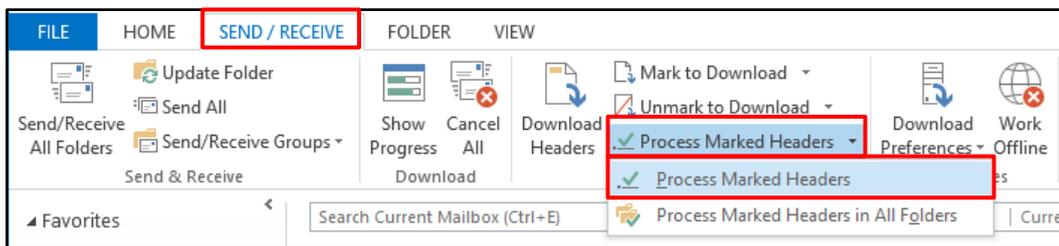


## **Processing marked messages**

After marking the headers of necessary messages, connect to the server again to download their messages. When Outlook connects to the server, it downloads only items marked to download. After that, Outlook sends new emails and/or synchronizes folders according to the settings of the send/receive group of each account.

Manually download marked messages in the following procedure:

- ① Click the [SEND/RECEIVE] tab and [Process Marked Headers] above [Server].



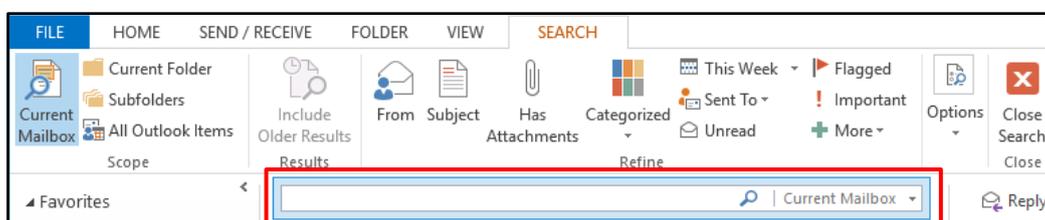
## 3.8 Putting Emails In Order

Emails are accumulated day by day. It is important to put them in order for more efficient work.

### 3.8.1 Quick Search

Outlook 2016 provides a series of filters to quickly search for particular items using keywords and search conditions.

- ① Enter a text string to find in the [Search] box and press the Enter key.



- ② Items including the entered string are listed in the [Quick Search Result] window, with the specified string highlighted. To narrow the search result, enter more strings. To widen the search target to all folders, click [Search all email items again] at the end of the search result.

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#### Note :

When you enter a text string in the [Quick Search] box, the [Search Tools] tab appears. Use various search conditions on this tab to raise the search accuracy.

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### 3.8.2 Search Folders

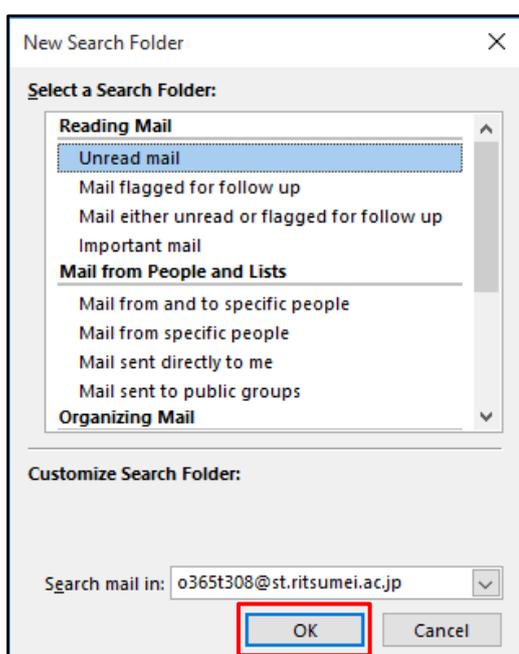
Outlook 2016 provides the Search Folders function to register search patterns as virtual folders to efficiently arrange messages. Since the [Search Folders] folder contains search results as virtual folders, you do not need to perform search each time. By preparing search folders for various purposes, you do not need to move messages to the Inbox or subfolders. Deleting a search folder does not delete actual messages.

Create a new search folder in the following procedure:

- ① Click the [FOLDER] tab and [New Search Folder] above [New].



- ② In the [New Search Folder] window, select the search folder type from the list and specify the condition. Click [OK].



#### Note :

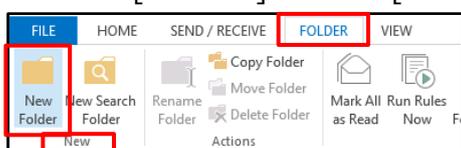
The created search folder stores the search condition instead of search result itself. Therefore, when a new message which meets the search condition of this search folder is received or created, this message will also be added to this search folder.

### 3.8.3 Creating a subfolder

In Outlook 2016, while you can classify messages by using search folders without copying or moving them, you can also create subfolders and classify messages into them. You can create a subfolder under your mailbox or the public folder. For example, you can create subfolders under the Inbox and classify messages into them.

Create a new subfolder in the following procedure:

- ① Click the [FOLDER] tab and [New Folder] above [New].



- ② In the [Create New Folder] window, enter the folder name, and choose what to store in the new folder and where to create the folder. Click [OK].

### 3.8.4 Filtering Rules

You can create rules to automatically process email messages in Outlook 2016. Rules created by the Rules Wizard are applied to emails when they are received or sent. You can also specify exceptions to the rules. When a message comes under one of the exceptions, rules are not applied to the message. Rules can also be executed manually. By manually executing rules, they can be applied to existing messages in the Inbox or other folders.

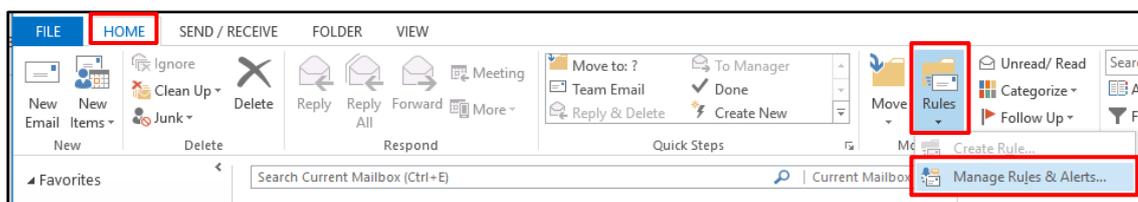
While using Exchange Online, certain rules can be applied even when Outlook is not running. These rules must be defined to be applied “when messages are received in the Inbox” of the server. Also, the actions for these rules must be completable by the server. For example, a rule which moves messages to a folder under the Outlook Data File cannot be executed by the server. Rules which cannot be executed by the server will be applied when Outlook launches the next time. These rules are indicated with “Client Rule” at the end of the name and applied last. That is, if the list of rules include those which can be and cannot be executed by the server, server rules are applied first, and then the client rules are applied.

#### Creating a rule

Use the Rules Wizard to create a new rule.

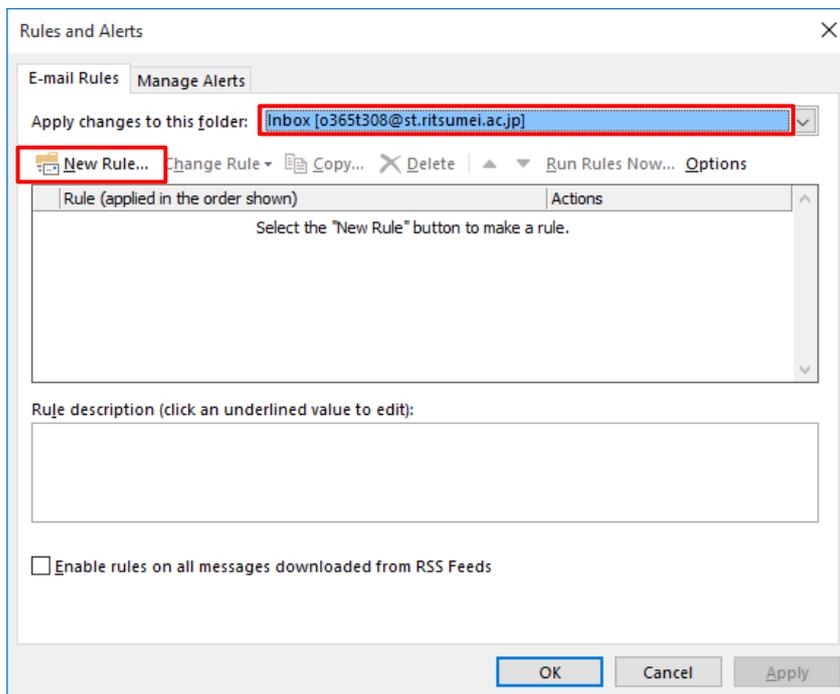
Create a rule in the following procedure:

- ① Click the [HOME] tab and [Rules] above [Move], and choose [Manage Rules & Alerts...].

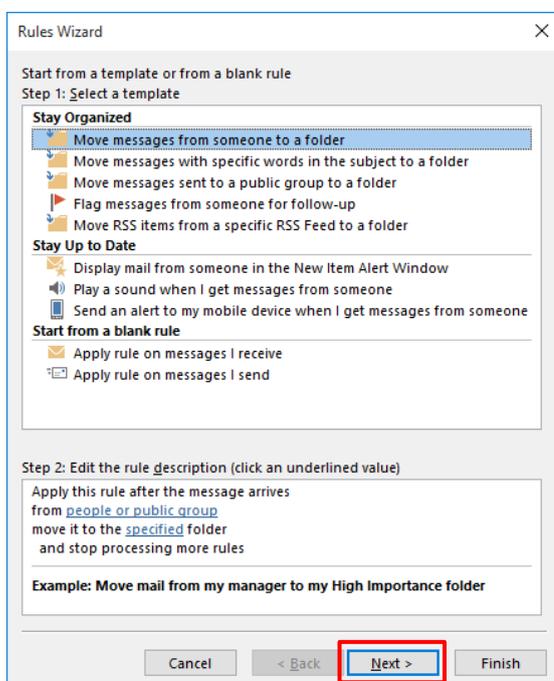


② In the [Rules and Alerts] window, click [New Rule...].

\* If you have multiple folders, specify the desired folder in [Apply changes to this folder].



③ Follow the instructions given by the Rules Wizard to define a rule, and click [Next >].



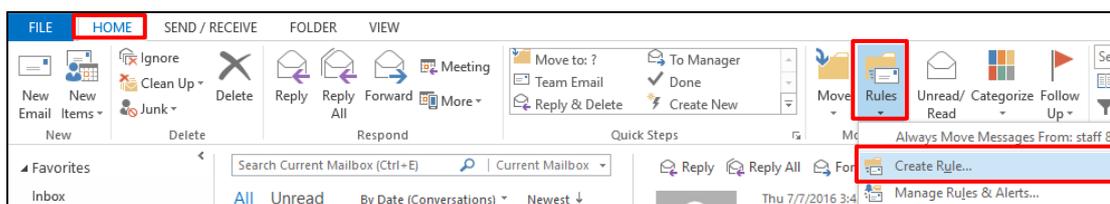
④ Click [Finish].

## Creating a message-based rule

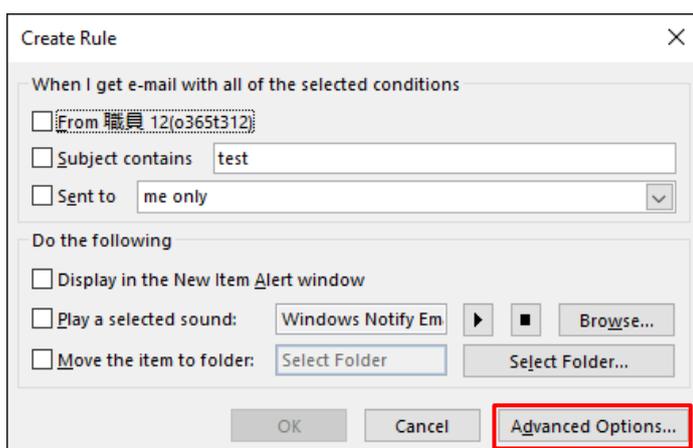
You can create a new rule based on a received email message. When you create a rule based on a message, properties (e.g., From or Subject) are quoted from the message.

Create a new message-based rule in the following procedure:

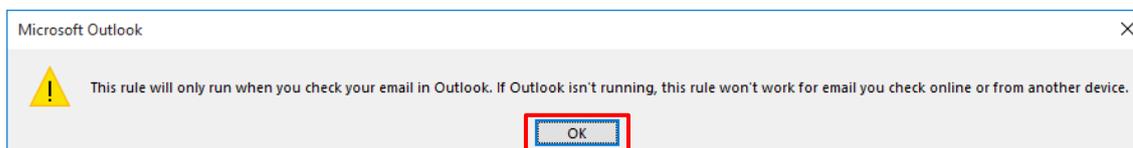
- ① Select a message.
- ② Click the [HOME] tab and [Rules] above [Move], and choose [Create Rule...].



- ③ Choose appropriate options in the [Create Rule] window. Clicking [Advanced Options...] launches the Rules Wizard.



- ④ When the Wizard completes, click [OK].
- ⑤ A message appears and asks if you want to execute the rule immediately. Click [OK].



### 3.8.5 [Deleted Items] Folder

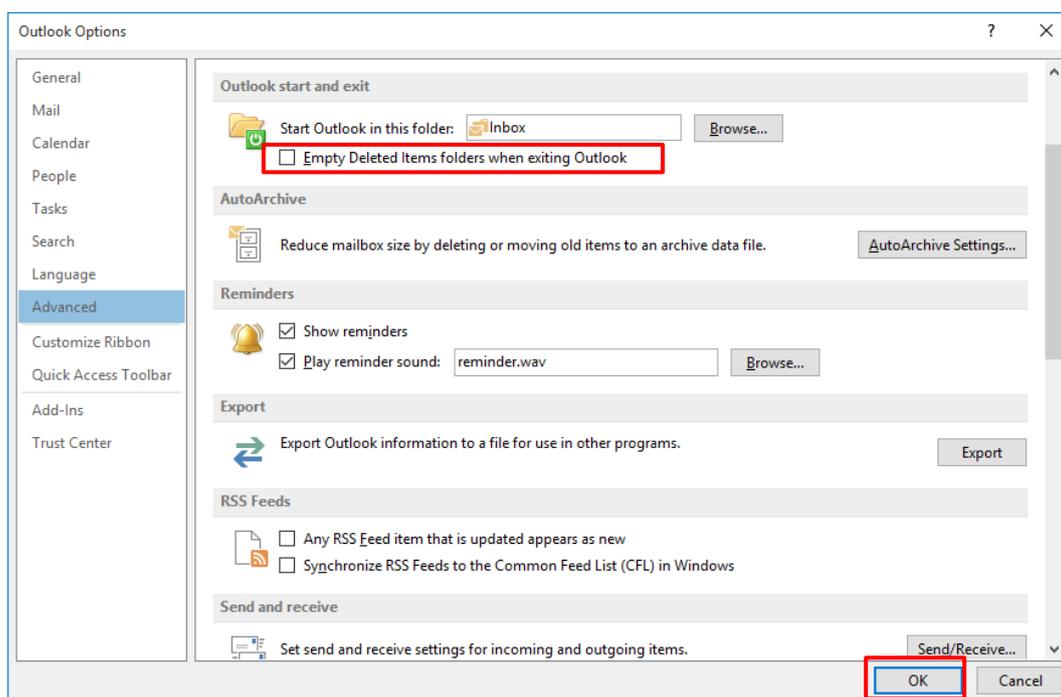
Deleted items are moved to the [Deleted Items] folder. The [Deleted Items] folder keeps items until the folder is emptied. The contents of this folder grow over time and can consume a large part of the storage for data files and email account.

#### **Automatically emptying the [Deleted Items] folder**

You can set to automatically empty the [Deleted Items] folder. When you specify to empty the [Deleted Items] folder when you sign out, a confirmation message will be displayed before emptying the folder.

Specify to empty the [Deleted Items] folder automatically in the following procedure:

- ① Click the [FILE] tab and [Options].
- ② Click the [Advanced] tab and check [Empty Deleted Items folders when exiting Outlook] under [Outlook start and exit]. Click [OK].

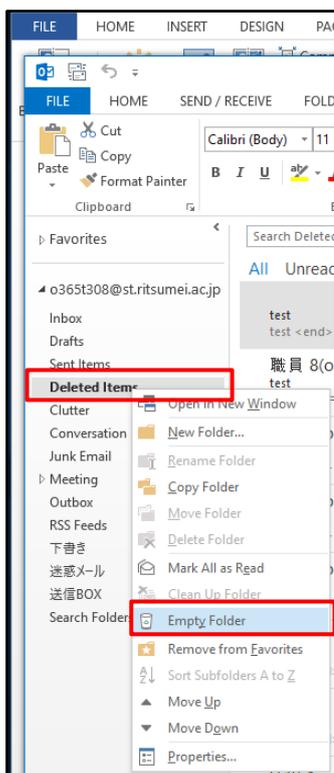


## **Manually deleting the [Deleted Items] folder**

The [Deleted Items] folder can also be emptied manually.

Empty the [Deleted Items] folder manually in the following procedure:

- ① Right-click the [Deleted Items] folder and choose [Empty folder].

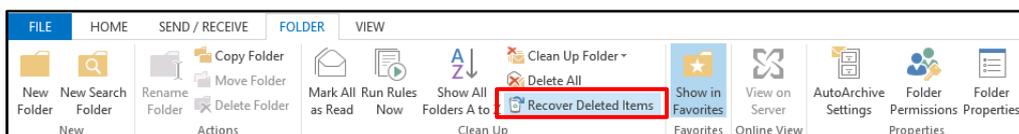


## **Recovering delete items**

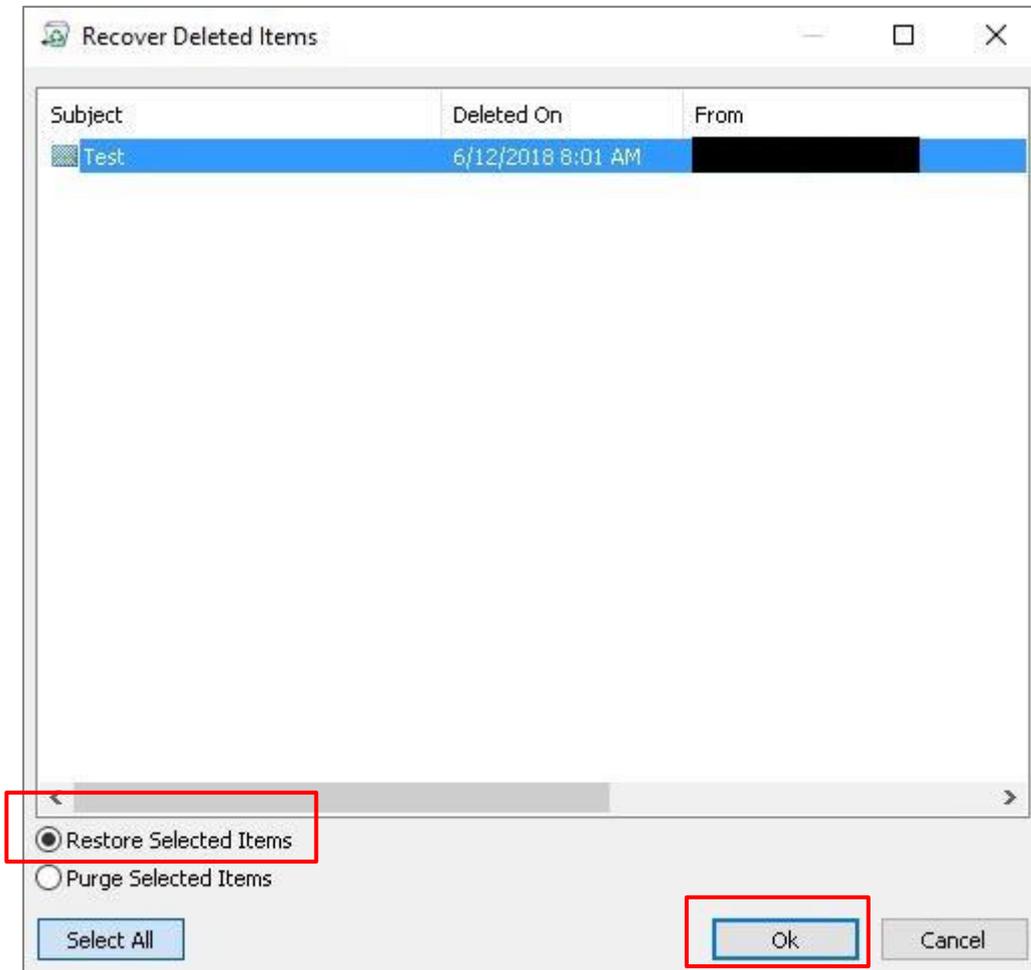
When using Outlook 2016 linked with Exchange Online, you may be able to recover deleted items even after emptying the [Deleted Items] folder, depending on how the administrator configure the related settings.

Recover deleted items in the following procedure:

- ① Show the folder where you deleted items or the [Deleted Items] folder, and click the [FOLDER] tab.
- ② Click [Recover Deleted Items] above [Clean Up].



- ③ Click the desired item and select the [Restore Selected Items]. Click [OK].  
\* It may take time before the deleted items are shown.



## 3.9 Email Security

As email has become more prevalent in the market, the importance of email security has become more significant. Emails may contain viruses and other malware which affect your computer. In addition, ad messages generally called “Junk” are also sent to you.

Outlook 2016 has the junk email filter function to decrease unnecessary emails stored in the Inbox. Junk (or Spam) emails are classified by the filter and moved from the Inbox to the [Junk Email] folder.

### 3.9.1 How Junk Email Filter Works

The junk email filter of Outlook 2016 determines whether a received email message is a junk by evaluating multiple factors. These include when the email was sent and what it contains. The junk email filter is enabled and the protection level is set to [Low] by default. At this level, only messages which are obviously judged to be Spam are filtered.

#### Functions

Function	Description
[Junk Email] folder	Email messages classified by the junk email filter are moved to the [Junk Email] folder. It is recommended to check the [Junk Email] folder regularly to see if normal messages were incorrectly moved to this folder. In this case, you can drag the normal messages to the Inbox or another folder.
List of junk email filters	While received emails are automatically checked by the junk email filters, you can use this list to control what emails should be regarded as junk emails. By adding a name, email address, and/or domain to this list, you can allow messages from a trusted source and block messages from unknown or untrusted email address or domain.  Safe Senders: Email messages from email addresses or domains registered in this list are not regarded as junk emails without regard to their contents. You can add contacts and other addresses to this list. When using an Exchange account, all names and addresses in the Global Address List (GAL) are regarded to be safe.

---

Function	Description
	<p>Safe Recipients: If you are a member of a mailing list or contact group, you can add the address of the list sender to the [Safe Recipients] list. Email messages sent to email addresses or domains registered in this list are not regarded as junk emails without regard to their contents.</p> <p>[Blocked Senders]: You can block emails from particular senders by adding their email addresses or domains to this list. By adding a name or email address to this list, all messages from this name or address are moved to the [Junk Email] folder. Email messages from a sender or domain registered in this list are regarded as junk without regard to their contents.</p> <p>Blocked Top-Level Domain List: Click this button and check the country/region code of a country or region from which you want to block incoming emails. For example, if you check [CA (Canada)], [US (United States)], and [MX (Mexico)], all messages from email addresses appended with ".ca," ".us," and ".mx" are blocked.</p> <p>Blocked Encodings List: Click this button and check the encoding of emails you want to block. Use this option to block emails written in particular character sets.</p>

---

**Note :**

The junk email filter of Outlook does not stop distributing junk emails but just moves emails which are suspicious of junk to the [Junk Email] filter.

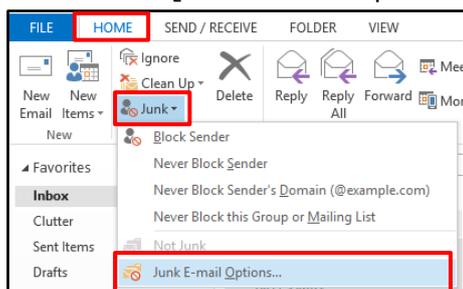
---

## Configuring the junk email filter

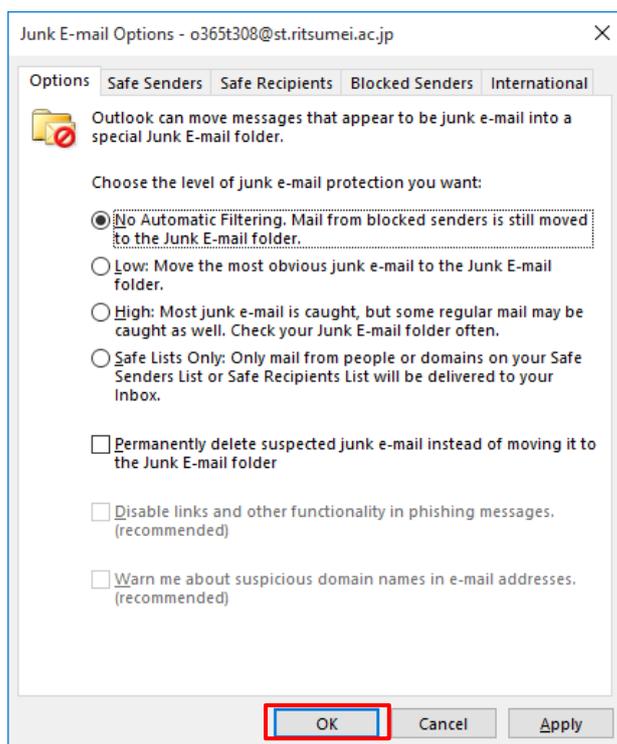
You can make the filter condition stricter by changing the protection level of the filter. Use [Junk Email Options] to configure the junk email filter.

Configure the junk email filter setting in the following procedure:

- ① Select a folder (e.g., Inbox), click the [HOME] tab and [Junk] above [Delete], and choose [Junk E-mail Options...].



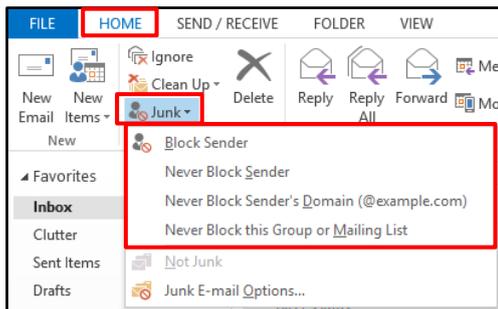
- ② Choose appropriate options on the [Junk E-mail Options] screen and click [OK].



## Manually specifying junk emails

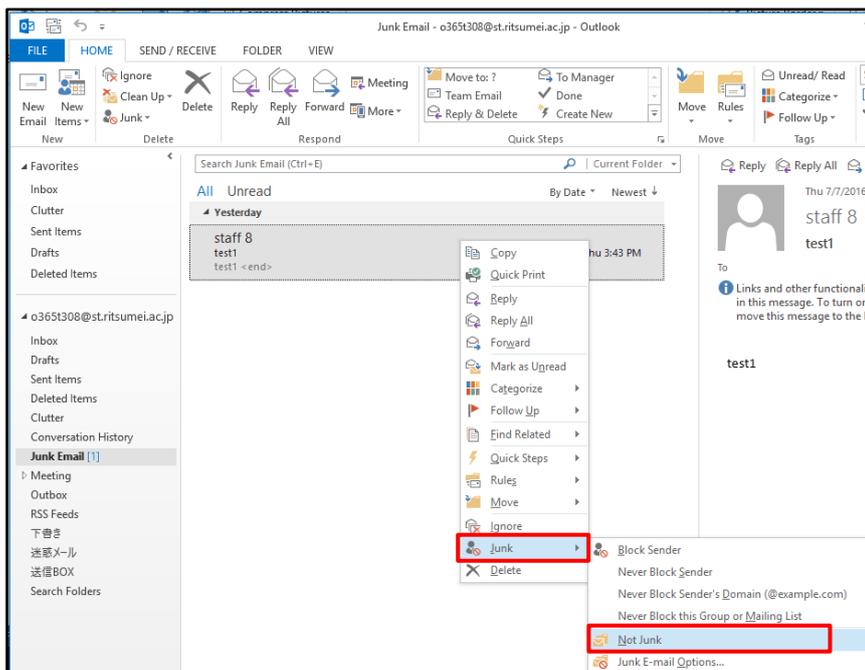
You can register an email received in the Inbox as a junk email, or set an email moved to the [Junk Email] folder not to be treated as junk.

- ① Select an email to register and click the [HOME] tab. Click [Junk] above [Delete] and choose [Block Sender], [Never Block Sender], [Never Block Sender's Domain (@example.com)], or [Never Block this Group or Mailing List].

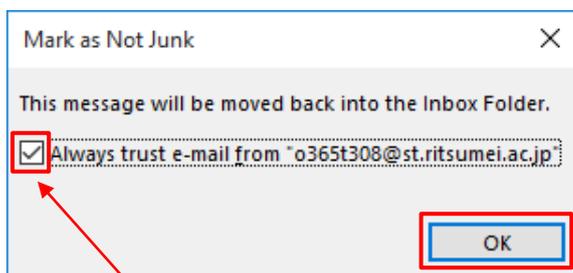


## Releasing a message from Junk Email folder

- ① Right-click a message moved to the [Junk Email] folder and choose [Not Junk].
  - \* An email message specified with [Mark as Not Junk] will not be regarded as a junk email any more.



- ② The message is displayed. Click [OK].

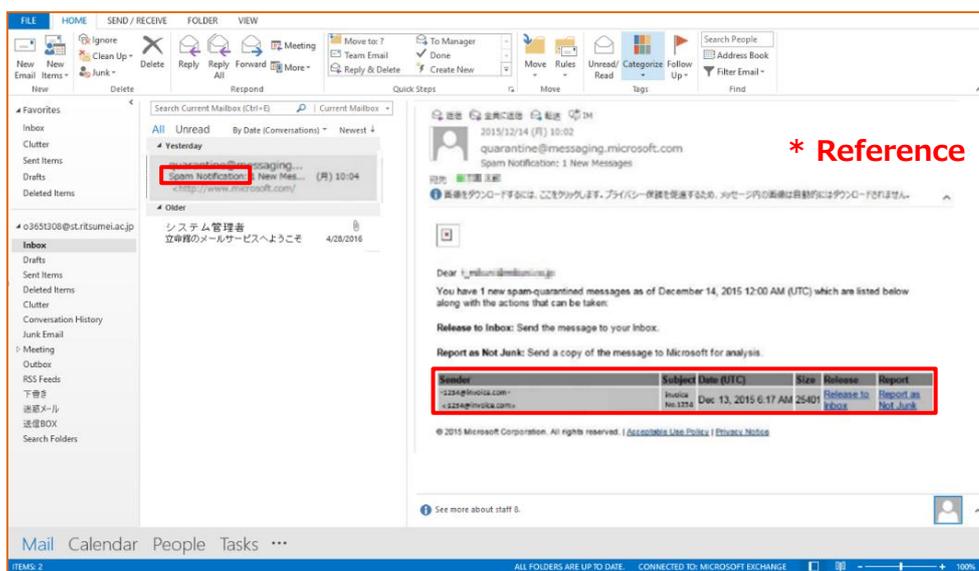


\*If you want to move back this message only, do not check this box.

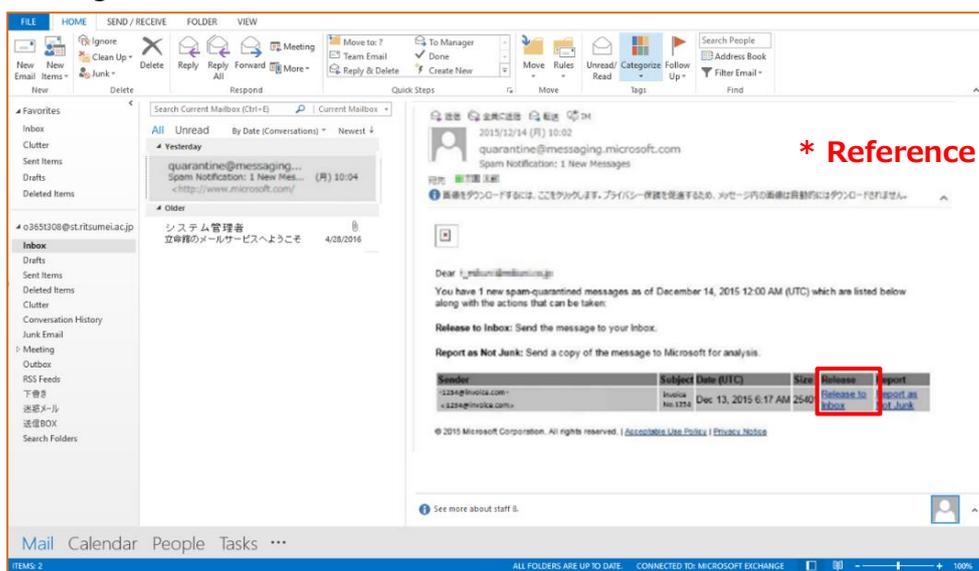
## Releasing a message from Spam notification

When a message is judged as Spam at high probability is moved to the [Junk Email] folder and reported to the user as Spam. If the message is actually not Spam, you can release it from the Spam notification.

- ① An email "Spam Notification" is sent to the Inbox. You can see the details of the message judged to be Spam at high probability from the contents of the notification email.



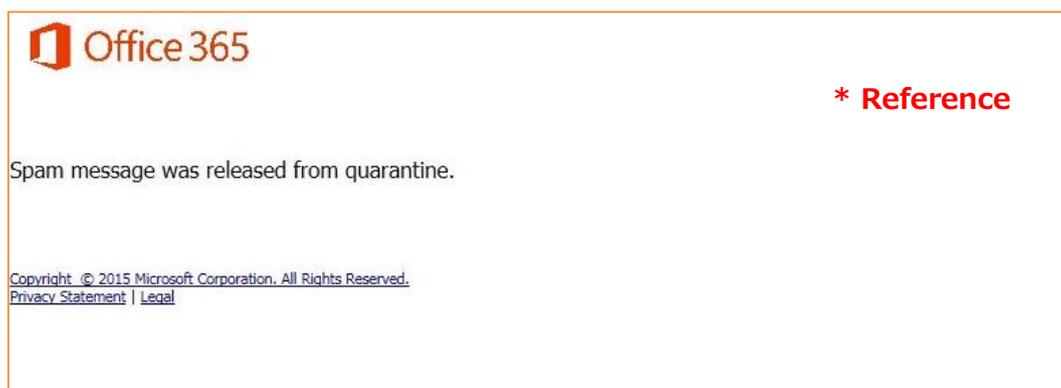
- ② If you think it is not Spam, click [Release to Inbox] in the message. The message is released.



## Items

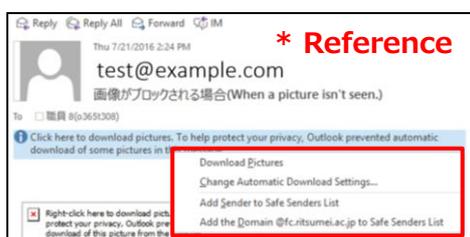
Item	Description
Sender	The sender and email address of the quarantined message.
Subject	The subject of the quarantined message.
Date (UTC)	The date when the message was quarantined.
Size	The size in KB of the quarantined message.
Release	Clicking this link moves the message to the Inbox (or another folder).
Report	Clicking this link sends the message to Microsoft for analysis. The Spam team evaluates and analyzes the message, and adjust the Spam filter rule according to the analysis result to allow the message as necessary.

- ① When you release a message from Spam notification, the following message is displayed.



### 3.9.2 Changing Download Settings of Images

Outlook 2016 and Outlook Web App prevent private information from being leaked by junk email beacons. When a message which can be used as a beacon is received, Outlook displays a warning message to prevent the user from activating the beacon. Since an incoming HTML email which refers to external contents (e.g., image) may pretend a valid email, these contents are not downloaded automatically by default. When the user is convinced that the linked image is safe, he or she can click the Information Bar to download the image.



#### Note :

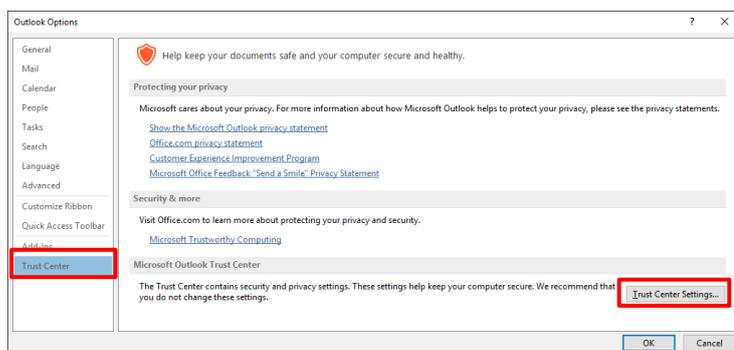
Since automatic download is not prohibited for an HTML email from or to an address or domain registered in the Safe Senders or Safe Recipients list, the contents in the message are displayed completely.

### Unblocking automatic download of images

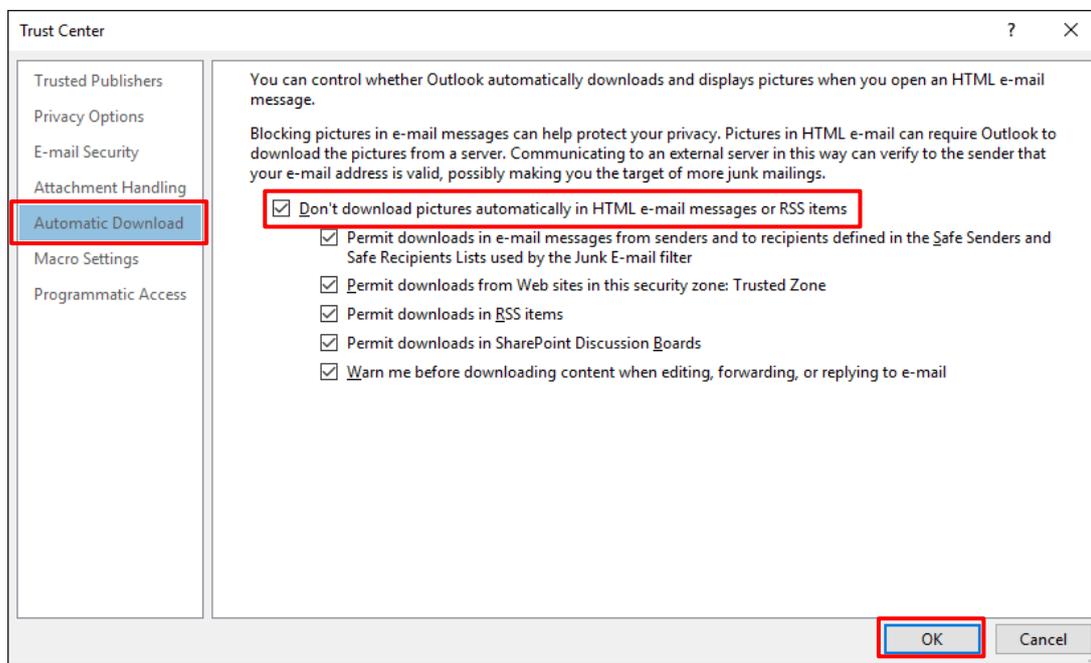
You can specify to automatically download external contents (e.g., images) included in HTML-format emails.

Unblock automatic download of images in the following procedure:

- ① Click the [FILE] tab and [Options].
- ② On the [Outlook Options] screen, click [Trust Center] and [Trust Center Settings...] under [Microsoft Outlook Trust Center].



- ③ On the [Trust Center] screen, click [Automatic Download] and uncheck [Don't download pictures automatically in HTML e-mail messages or RSS items]. Click [OK].



**Note :**

Since [Warn me before downloading content when editing, forwarding, or replying to e-mail] is checked by default, Outlook displays a warning message when you try to edit, forward, or reply to a message which refers to external contents.

### 3.9.3 Blocking Suspicious Attachment

A file attached to an email may contain malware (e.g., virus) which affects your PC. To prevent damages to the network by such malware, Exchange Online blocks attached files with particular filename extensions (e.g., .bat, .exe, .vbs, .js, .lnk) and an attached file with one of these extensions will become unavailable after sending or receiving the email.

#### **Sending suspicious attachment**

When a file with a particular filename extension (e.g., .bat, .exe, .vbs, .js, .lnk) is attached to a sent or received email, you cannot open this file.

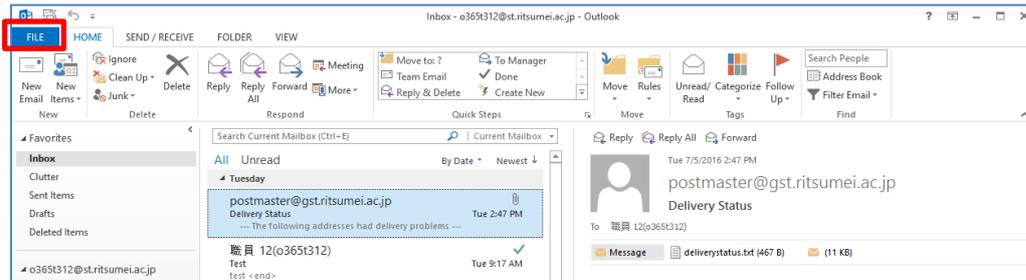
If you should need to send such a file via email, try the following methods:

- Change the filename extension to an allowed one. For example, if you attach Picture.exe file to your email, it will be blocked. However, if you rename it to MyFile.exe\_EXTRA and attach it to your email, it will not be blocked. In the email message, direct the recipient to change the file name extension to the original one.
- Compress (e.g., zip) the file and attach the compressed file to your email.
- Save the file in a shared network folder which is secured, and include the link to the file in the message.

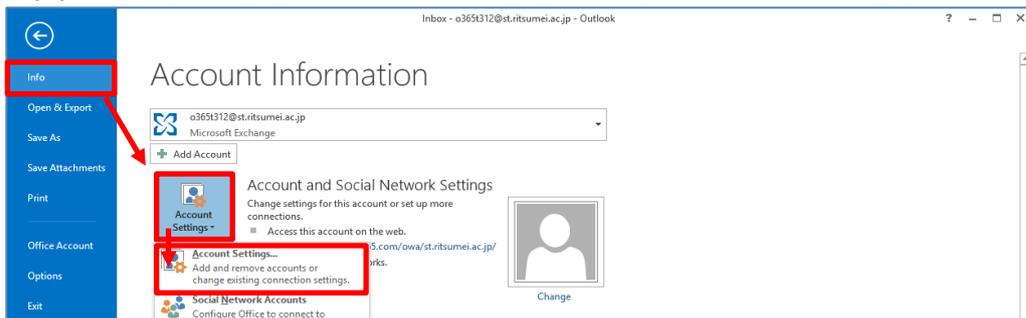
## 4. Setting Up and Managing Shared Email

### 4.1 Displaying Shared Email

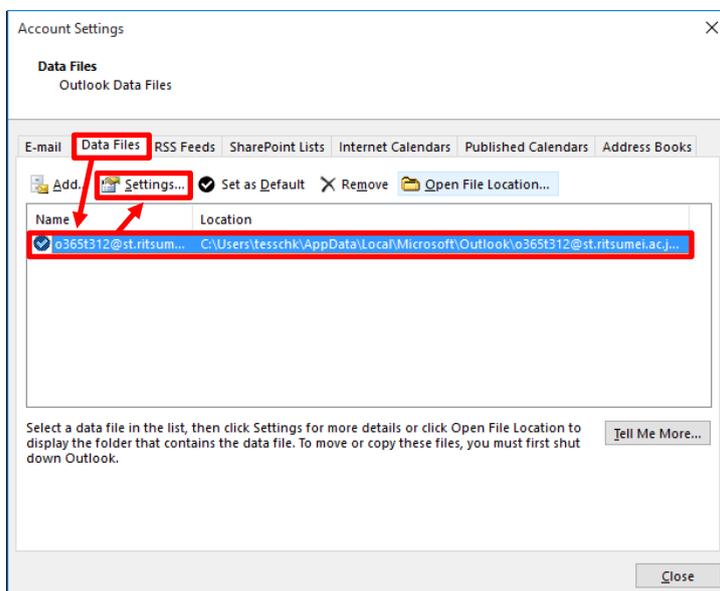
(1) Click [FILE].



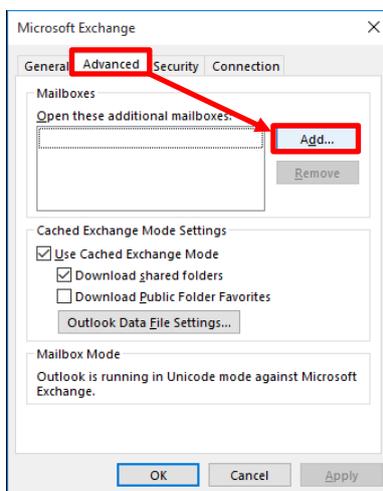
(2) Click [Info], [Account Settings], and [Account Settings].



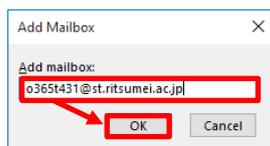
- (3) Open the [Data Files] tab, select your own email address, and click [Settings].



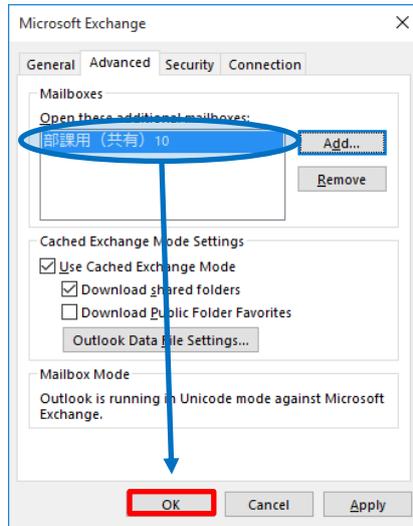
- (4) Open the [Advanced] tab and click [Add].



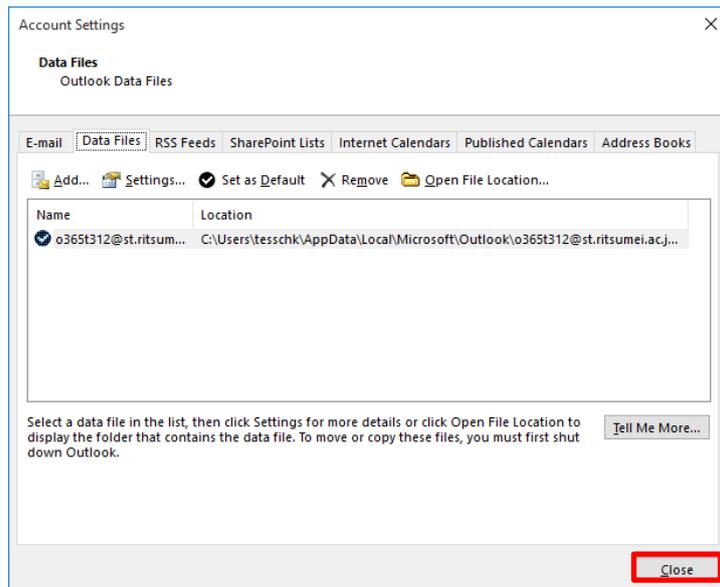
- (5) Enter the shared email address and click [OK].



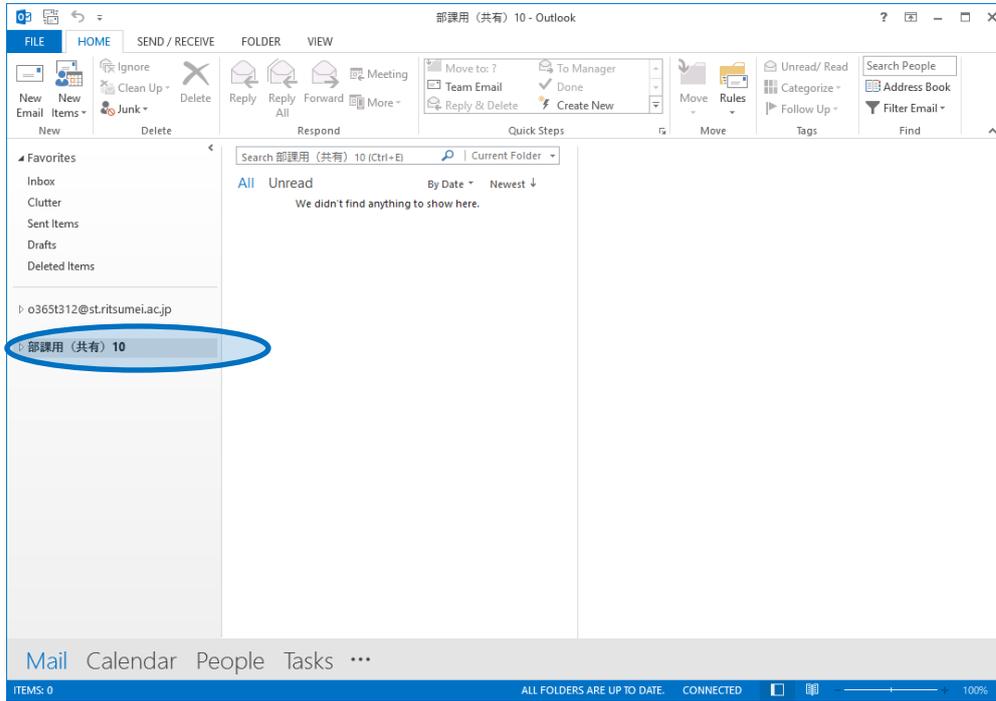
(6) Ensure that the shared mailbox has been added, and click [OK].



(7) Click [Close].



**(8) Ensure that the shared mailbox is shown.**

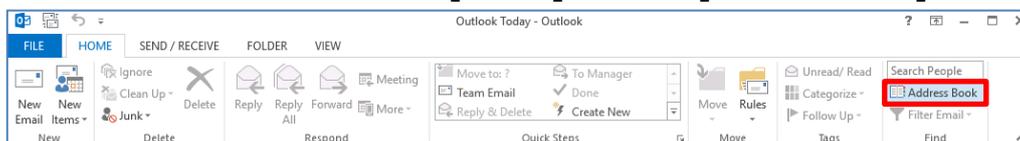


## 4.2 Managing Users (Members)

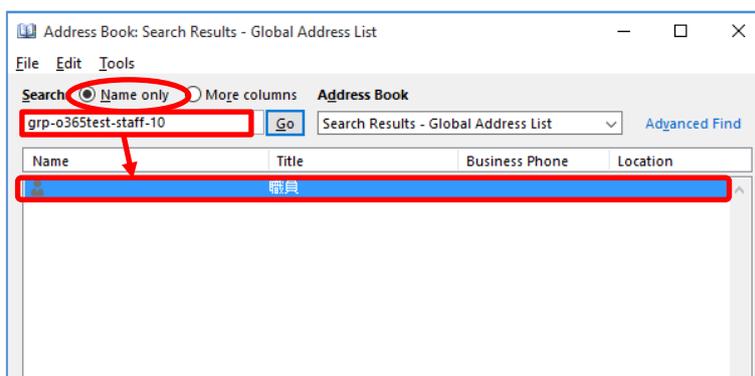
Add email addresses of members who use shared emails on Outlook. Settings in Outlook will be reflected on Outlook on the web. If you have already configured the settings in Outlook on the web, you do not need to perform the procedure below.

- \* Internal email addresses can only be registered as members.
- \* You cannot modify (e.g., add or delete) administrator settings in Outlook. Do it in Outlook on the web.

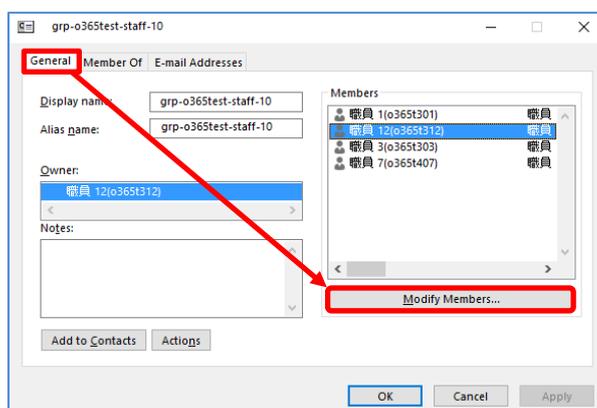
(1) Launch Outlook and click the [HOME] tab and [Address Book].



(2) Select [Name only] and enter "shared mailbox access privilege management group" in the search field. Double-click the displayed "shared mailbox access privilege management group."

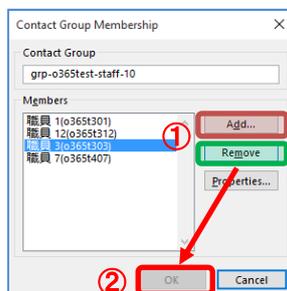


(3) Click the [General] tab and [Modify Members].

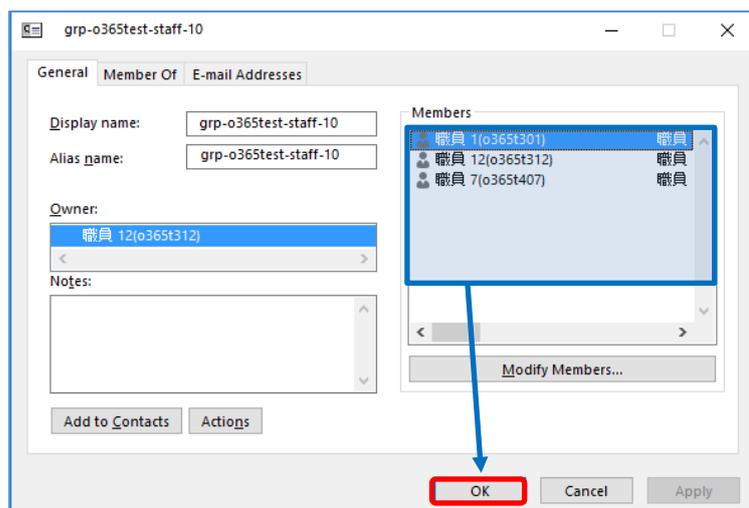


**(4) Manage (add or remove) the member.**

- (1) Click [Add] to add or [Remove] to remove a member.
- (2) Click [OK] to save changes.

**(5) Ensure that the members added and remove in Step (4) are shown and not shown, respectively, and click [OK].**

\* Check the [Members] list.



## 5. Contacts

Outlook 2013 provides the [Contact] folder to manage the list of contacts and detailed information. The [Contact] folder is not just an address book of email addresses, but stores various types of information related to contacts including the email address, postal address, phone number, among others.

### 5.1 Functions of Contacts

#### Functions

Function	Description
Ribbon UI	Classified into tabs and “commands” are arranged on each tab. The ribbon dynamically changes depending on what you are doing to provide only necessary function sets.
Contacts folder	Shows the list of personal contacts and information of the user currently open.
Contact list	Shows the list of contacts. In the card-format view, clicking the index tab jumps to the specified location of the list in the alphabetical order.

## 5.2 Managing Contacts

You can add information such as personal information, belonging organization's information, role in the organization to the Contacts as well as create a personal information database by linking other items (e.g., schedules and tasks) to utilize the information effectively.

### 5.2.1 Creating Contacts

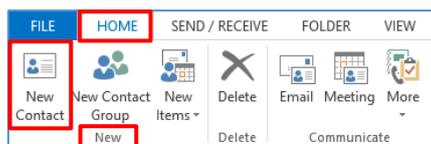
You can add contacts in one of three ways. When creating a new contact from a printed material such as a business card, enter necessary information from scratch. When you have an email message from which to create a new contact, you can omit entering the name and email address. When you are creating contacts for multiple persons belonging to the same organization, you have to enter the basic information of the organization (e.g., company name, address, or phone number) for the first contact only.

#### Creating a new contact

- Click the  icon at the bottom of the screen.



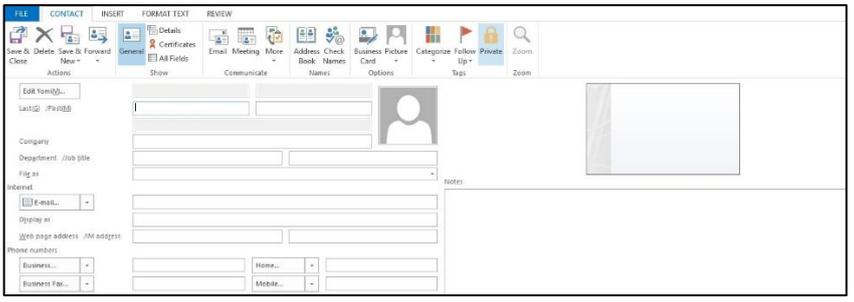
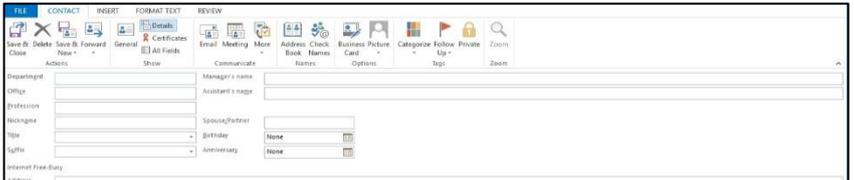
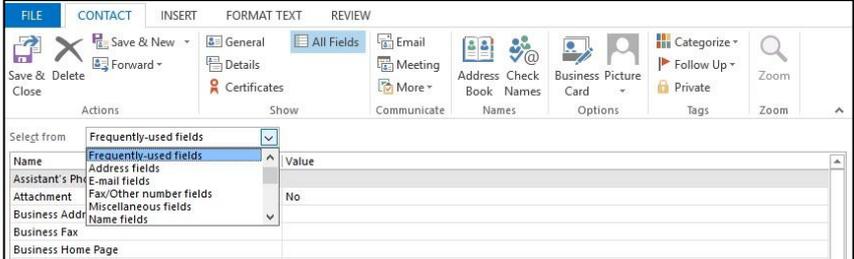
- Click the [HOME] tab and [New Contact] above [New].



- Enter necessary information for the new contact and click [Save & Close]. You can switch the view of the Contacts screen by clicking the [CONTACT] tab and [General], [Details], or [All Fields] above [View].

#### Page list

Page	Type
General	Enter the basic information of the contact. You can enter the name, company, email address, website, phone number, and postal address. You can enter multiple set of information for a single item by clicking  to the right of the item.

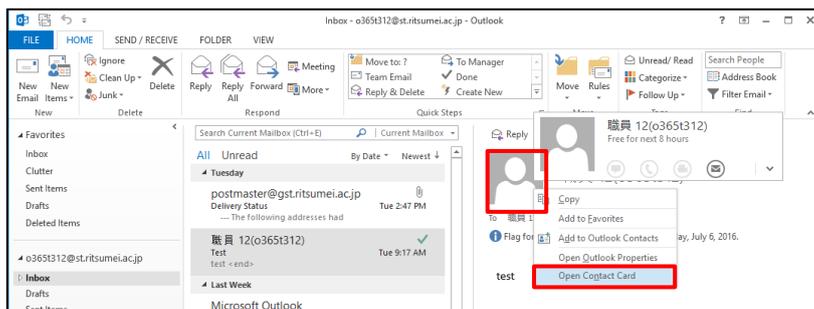
Page	Type
	
Details	<p>You can enter detailed information including the manager's name, suffix, and birthday among others.</p> 
All Fields	<p>You can list all information fields in a tabular format. Narrow fields by choosing a field group in [Select from]. Select a field and enter information in the corresponding [Value] field.</p> 

## Creating a contact from an email

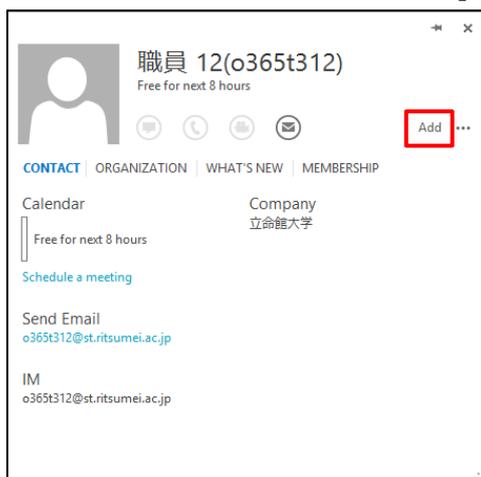
By saving a sender or recipient of a received or sent message as a contact, you can create a new contact without entering details.

Add the sender of a received message in the following procedure:

- ① Display a sent or received message. Right-click the name or photo and choose [Open Contact Card] from the context menu.



- ② The contact card is shown. Click [Add].



- ③ A new contact form with basic information entered is displayed. Click [Save].

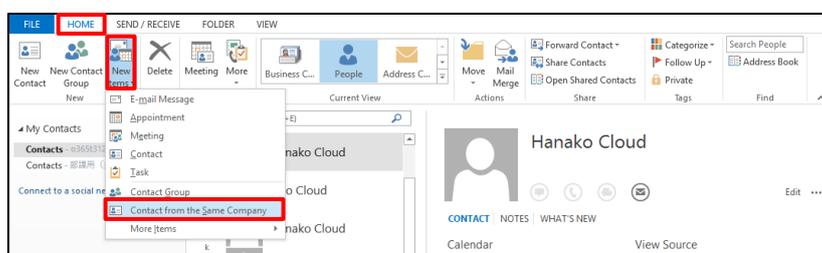


## Creating new contacts for the same company

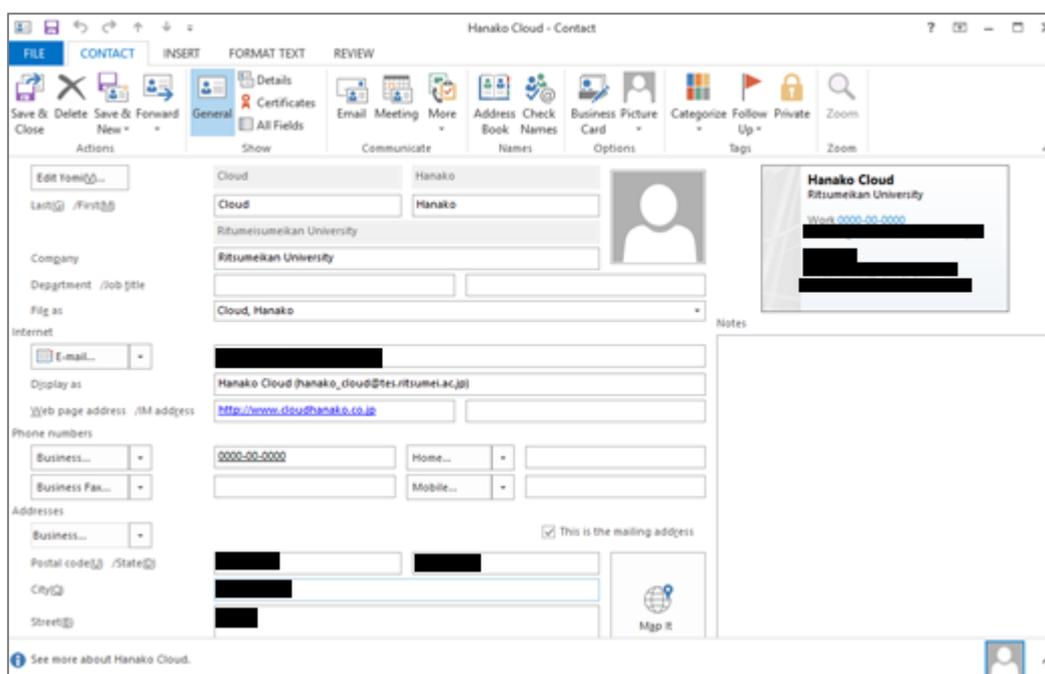
When you are creating contacts for multiple persons belonging to the same organization, you can omit entering the basic information of the organization for the second and later contacts. You do not have to repeat entering the same information such as the company name, address, phone number, and website URL.

Create a new contact with the same company information as an existing contact in the following procedure:

- ① Select a contact from [People].
- ② Click the [HOME] tab and [New Items] above [New], and choose [Contact from the Same Company].

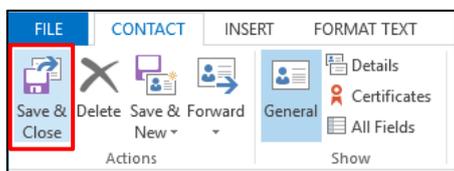


- ③ A new contact form is shown with the company information (e.g., company name, address, phone number, and website URL) already entered. Add or edit information such as the contact name or department as necessary.

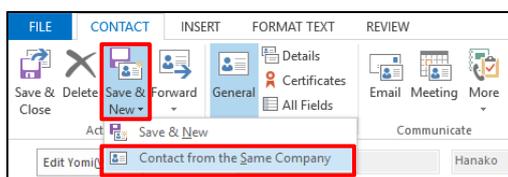


- ④ Click the [CONTACT] tab and [Save & Close] above [Actions]. To continue another contact with the same company information, click [Save & New] above [Actions] and choose [Contact from the Same Company].

<When creating a single contact>



<When creating multiple contacts>

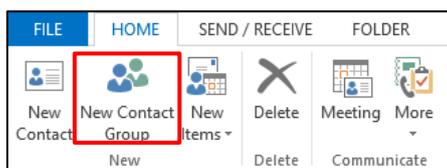


## 5.2.2 Creating Contact Group

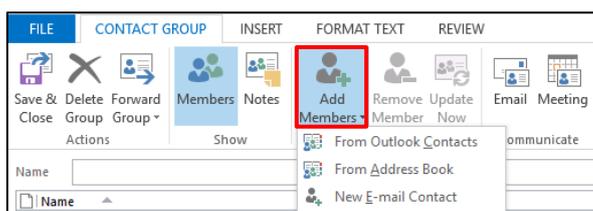
A contact group is a collection of multiple email addresses. You can use the contact group to send a message to multiple recipients inside or outside the organization at once (e.g., within a department or project team).

Create a contact group in the following procedure:

- ① On the [Contact] screen, click the [HOME] tab.
- ② Click [New Contact Group] above [New].



- ③ Enter the name of the new contact group. On the [CONTACT GROUP] tab, click [Add Members] and choose an option depending on from which source you want to add members.



**Options**

<b>Option</b>	<b>Description</b>
From Outlook Contacts	The [Select Members] dialog box appears to show the Outlook contacts. Select one or more contacts and click [Members]. Click [OK].
From Address Book	The [Select Members] dialog box appears to show the Global Address List. Select one or more contacts and click [Members]. Click [OK].
New E-mail Contact	The [Add New Member] dialog box appears. Enter or select the display name, email address, email type, and Internet format, and click [OK].

- ④ Click [Save & Close].

---

**Note :**

The contact group differs from a group in the Global Address List (GAL). A group in GAL is a distribution group created in Exchange Online while the contact group is a personal group created by each user in his or her mailbox. A distribution group can only be created by a privileged user.

---

## 5.3 Utilizing Shared Email Address Book

The address book for the shared email can be created in Outlook or Outlook on the web. (Create it in one of them, and data will be synchronized to the other.)

<Tip> Address book

### Global Address List

An address book registered to the system. GAL shows a list of email addresses of staffs and you can search it.

No individual user can edit GAL.

\* GAL cannot be displayed or searched from the shared email account due to the restriction.

### Peple

An address book linked with your email account. You can add, edit, and search the address book.

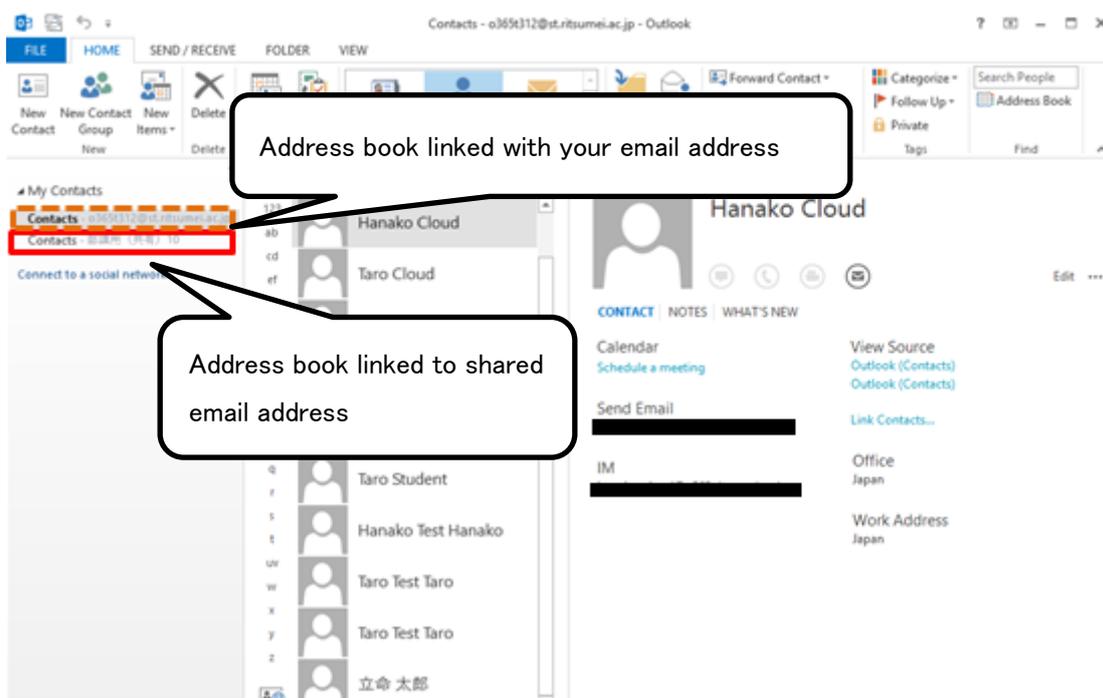
You can also create subfolders to put contacts in order.

(1) Launch Outlook and click  icon.

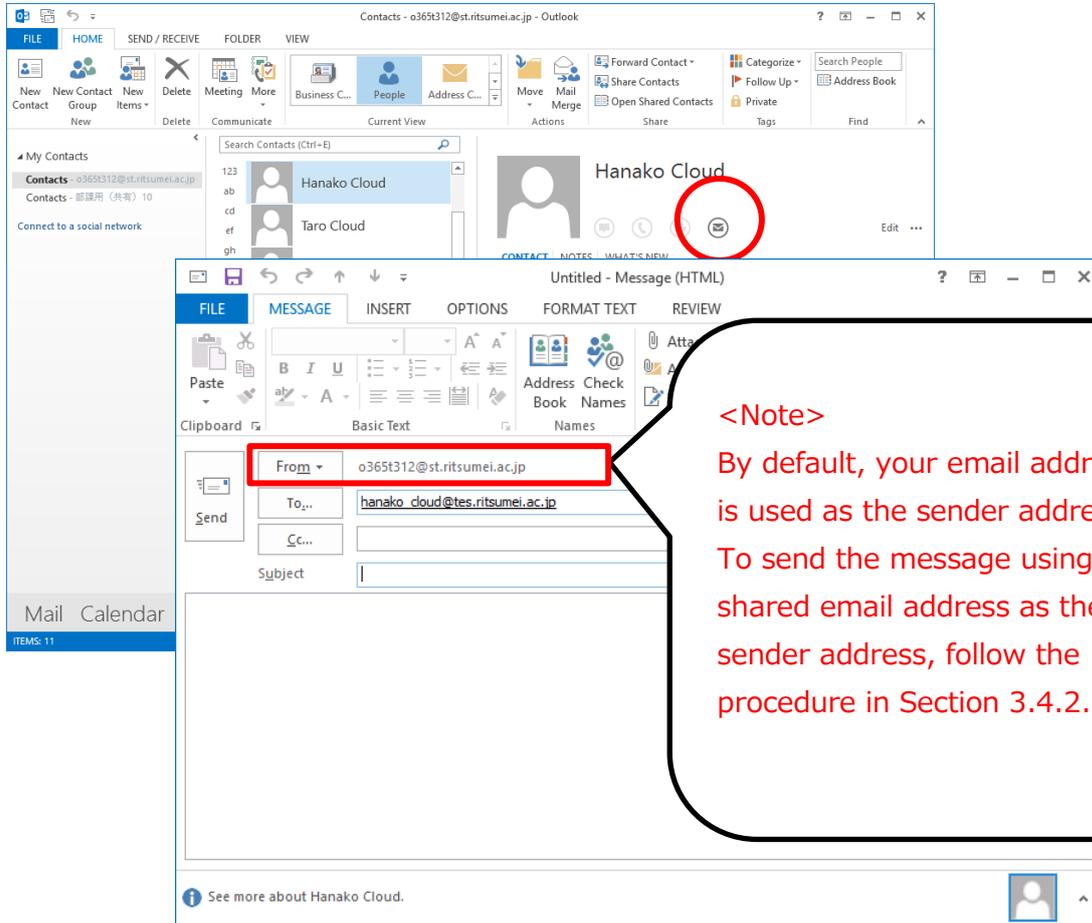


(2) Your contacts and shared email contacts are listed under [My Contacts].

\* Shared email contacts are shown only when they are registered.



(3) Click  to create a new email message.



## 6. Calendar

You can use the Calendar function of Outlook to manage your schedule as simple as using a notebook. Calendar also allows you to manage a group schedule or other team member's schedule via the network, in addition to your schedule. By linking Calendar with Contacts and Inbox, you can efficiently manage your work. The calendar screen is organized to display schedules efficiently. You can display the calendar in various ways (e.g., a single day or work week) so that you can confirm your schedule at a glance. In addition, you can display multiple calendars (e.g., your and team member's calendars) and you can make a schedule efficiently.

### 6.1 Functions of Calendar

#### Functions

Function	Description
Ribbon UI	Classified into tabs and "commands" are arranged on each tab. The ribbon dynamically changes depending on what you are doing to provide only necessary function sets.
Calendar Navigator	Shows the calendar of this month. To display a schedule on a particular day, click the date on the calendar.
My Calendars, Other Calendars	Shows the list of calendars available for display. You can also share your calendar.
Timetable	Shows schedules by day, work week, week, or month. The display method differs depending on the time span. Outlook 2016 can display multiple schedules simultaneously.

## 6.2 Calendar Display

You can change how to display the calendar so that you can view it easily. You can change the number of days displayed at once as well as the schedule view.

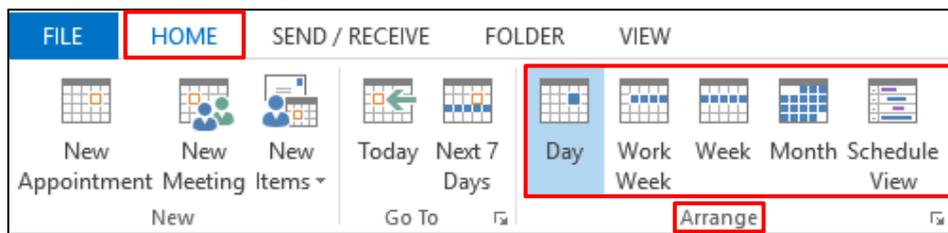
### 6.2.1 Changing Calendar Display Method

Change the calendar display method in the following procedure:

- 1 Click the  icon at the bottom of the screen.

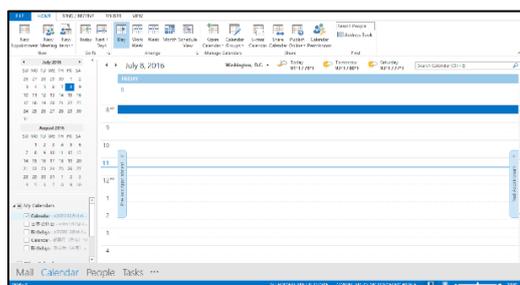


- 2 Click the [HOME] tab and [Day], [Work Week], [Week], [Month], or [Schedule View] above [Arrange].

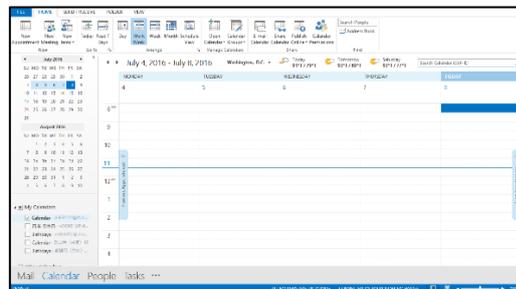


- 3 The calendar changes the display format.

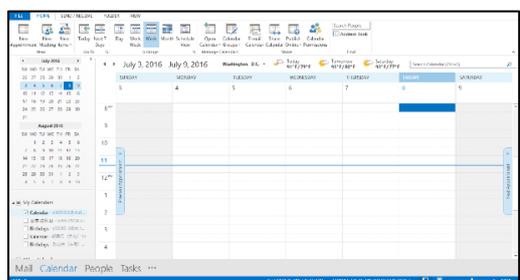
<Day>



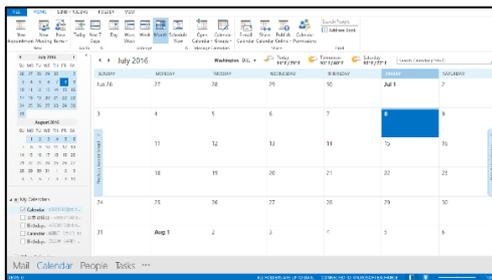
<Work Week>



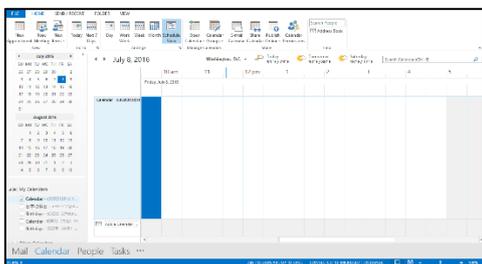
<Week>



<Month>

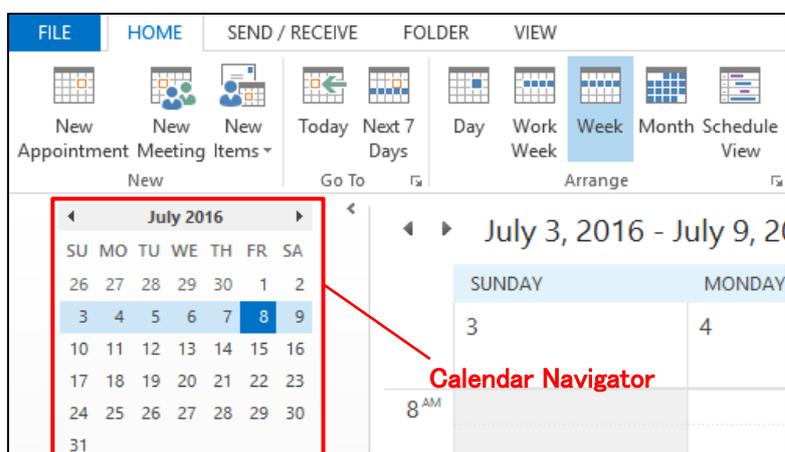


## &lt;Schedule View&gt;



## 6.2.2 Calendar Navigator

Calendar Navigator allows you to efficiently display the schedule for a day, work week, week, week, or month.



### Checking the schedule of a day, work week, or week in Calendar Navigator

To check the schedule of a day, work week, or week, click the desired date in Calendar Navigator.

### Changing the month/year displayed in Calendar Navigator

If the desired date is now shown, click one of the arrows at the right and left end of the year and month line ( ◀ or ▶ ) to change the month. (Clicking ◀ and ▶ shows the previous and next months, respectively.)

Clicking and holding the mouse button over the year and month line displays the list of seven months (the current month and three months before and after the current month). Drag to the desired month and release the mouse button to switch to the selected month.

### **Displaying multiple days**

In Calendar Navigator, you can select multiple days to display a list of schedules.

You can select continuous and discontinuous days.

To select continuous days, drag over them in Calendar Navigator.

To select discontinuous days, click each of them while pressing the Ctrl key.

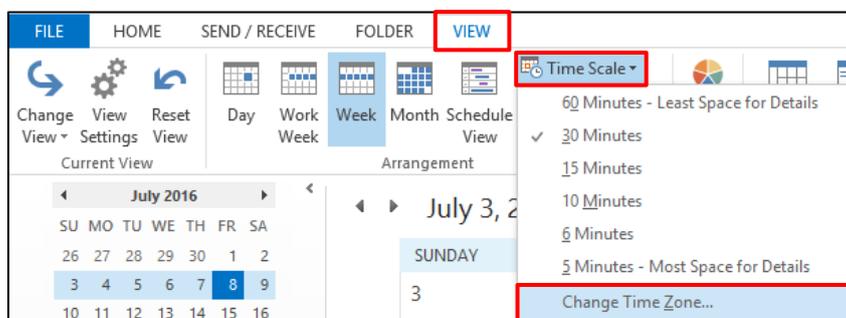
### **6.2.3 Changing and Adding Time Zone**

In Outlook 2016, you can change the time zone in accordance with the current locale at any time. Changing the time zone results in the same effect as done in Windows Control Panel.

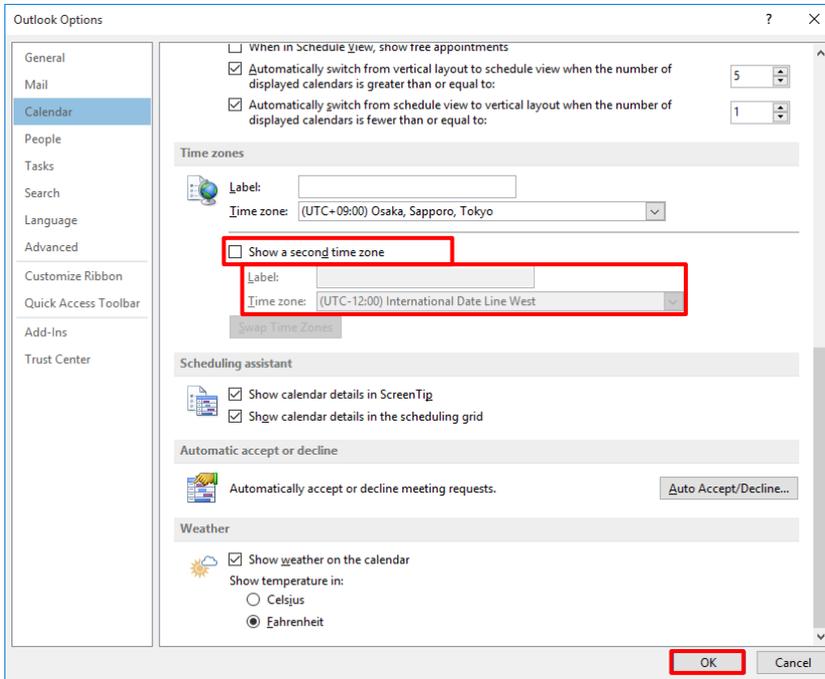
When you plan a meeting and add a user in a location with a different time zone, the date and time will be based on your time zone. That is, when you view Free/Busy information of an attendee with a different time zone, his or her time will be converted into your time zone and displayed. An added time zone is displayed in the day, work week, and week calendars only.

#### **Adding a time zone**

- ① Click the [VIEW] tab and [Time Scale] above [Arrangement], and choose [Change Time Zone...].



- ② Check [Show a second time zone] under [Time zones] and enter the label. Choose a time zone, enter the label for the current time zone if necessary, and click [OK].

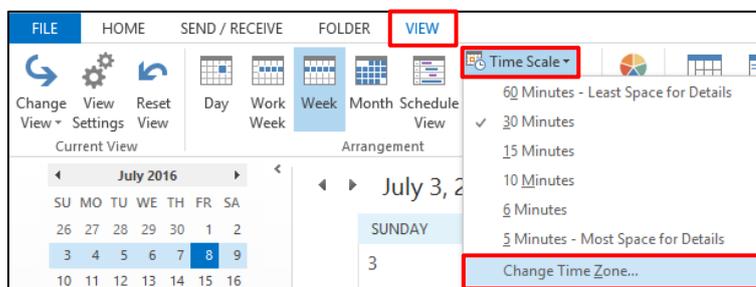


**Note :**

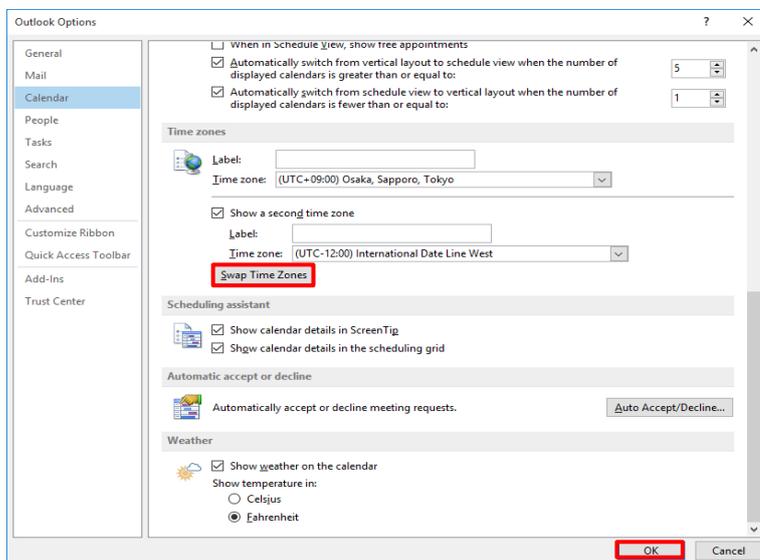
The added time zone is only used to show an additional time bar in the calendar view, and does not influence how the calendar items are saved and displayed.

**Changing the time zone**

- ① Click the [VIEW] tab and [Time Scale] above [Arrangement], and choose [Change Time Zone...].



- ② Click [Swap Time Zones] under [Time zones]. The standard time zone and additional time zone are swapped. Click [OK].



## 6.2.4 Changing Work Week

You can change the days of the week to include in the work week, the start time and end time of a work day, and the start day (of the week) of the work day. By default, the work week is set to 8:00am to 5:00pm on Monday through Friday. Also, the week starts on Sunday by default. If Saturday and Sunday are not holidays, you can change the setting of the work week in accordance with your business days.

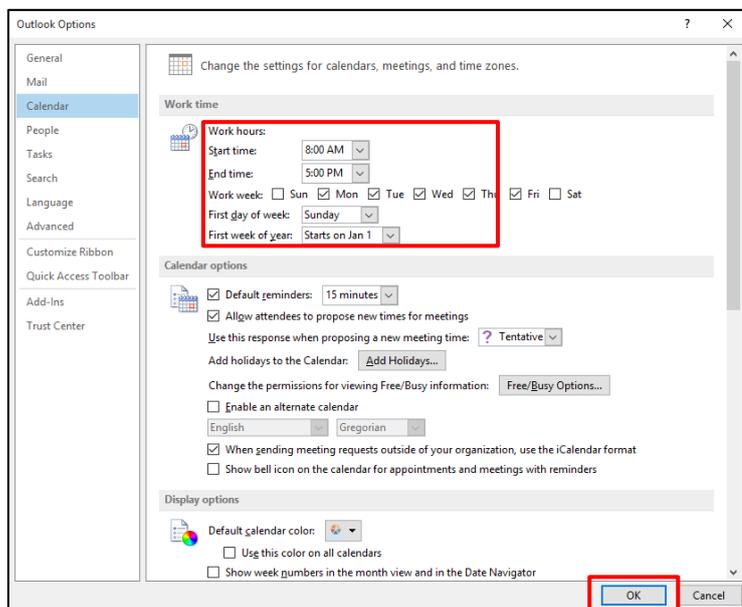
### Changing the work week and work time

You can change the work week and work time shown on the calendar in accordance with your work environment.

Change the work week and work time in the following procedure:

- ① On the [Calendar] screen, click the [HOME] tab and [📅] (calendar options) above [Arrange].

② Choose appropriate options under [Work time].



**Options**

Option	Description
Work hours	Choose the start time and end time of the work hours in [Start time] and [End time].
Work week	Check the days of the week to include in the work week.
First day of week	Choose the first day of the week.
First week of year.	Choose the first week of the year.

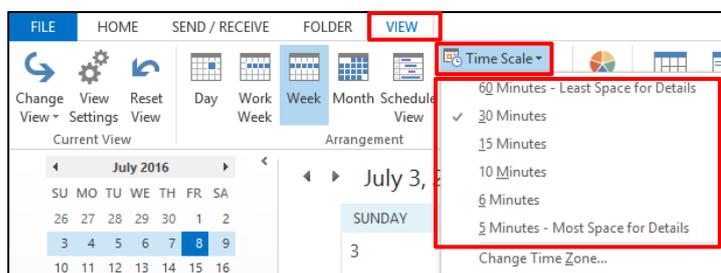
③ Click [OK].

## 6.2.5 Time Scale (Time Unit)

Time scale is the grid shown on the calendar and used as the time base to display a schedule. The default time scale is 30 minutes. You can change it within the range from 5 to 60 minutes.

Change the time scale in the following procedure:

- ① Click the [VIEW] tab and [Time Scale] above [Arrangement], and choose the desired time scale option.



## 6.3 Creating Calendar

You can perform tasks listed below using the calendar.

### Task list

Task	Description
Create schedules and events	Just like writing a schedule in your notebook, click the Calendar of Outlook and enter a schedule. You can set up a sound or message to remind you of a schedule, meeting, or event, or display different items in different colors for clarification.
Hold a meeting	Choose the time, create a schedule, and invite attendees. In Outlook, you can easily find the earliest time when all of the attendees can attend. When you send an email for invitation to the meeting, it will be shown under the Inbox of each attendee. When the invited user opens the invitation email, Outlook tells the user if the meeting schedule conflicts with an existing item in his or her item. The user can choose to accept, temporarily accept, or reject the invitation by clicking an appropriate button. The invited user can suggest a different date if it is allowed by the host user. You can open the meeting event to see who accepted, rejected, has not yet replied to the invitation or requested for another date.
Display a group schedule	You can create a schedule to display schedules of multiple persons or resources. For example, you can display schedules of all members of your department or meeting rooms of your company to quickly plan a meeting.
Manage other users' schedule	By using the proxy access function, you can manage other users' schedules easily. For example, an assistant may manage his or her manager's schedule. When the manager appoints the assistant as a proxy, he or she can create, change, and/or delete the manager's schedule as well as hold a meeting on the manager's behalf.

### 6.3.1 Calendar Items

The calendar displays three items; schedule, meeting, and event.

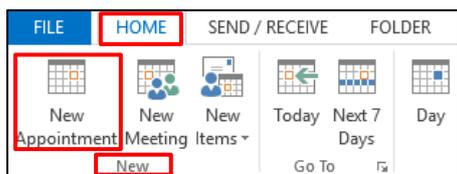
#### Items

Item	Description
Appointment	<p>An appointment is an activity which does not involve other members. You can set an alarm to display a message to remind you of an appointment. Also, you can publish your appointments such as [Busy], [Free], [Tentative], or [Out of Office] to others and control how these appointments are published. Manage an appointment repeated weekly or monthly as a regular appointment. Appointments are displayed daily, weekly, or monthly.</p> <p>Create appointments in your calendar. When you obtain the access privilege to other users' calendars, you can create and change appointments in their calendars. You can make your appointment private.</p>
Meeting	<p>A meeting is an activity which involves other members and/or resources. You can set up an online meeting if such a service is provided in your organization or over the Internet.</p> <p>To set up a meeting, specify attendees, resources to reserve, and the start time and end time. Replies to invitation to the meeting are shown under the Inbox. A user who received the invitation to the meeting can check other attendees' appointments and request for a different time. You can add attendees to the meeting already set up and change the settings of the meeting.</p>
Event	<p>An event is an activity lasting for longer than 24 hours. For example, an exhibition, holiday, seminar are all events. An event is not shown in the time frame of the calendar, but shown in the header. When another user views your calendar, an appointment which lasts for more than a day is shown as [Busy], but an event is shown as [Free]. A normal event is done just once and continues for one or more days.</p>

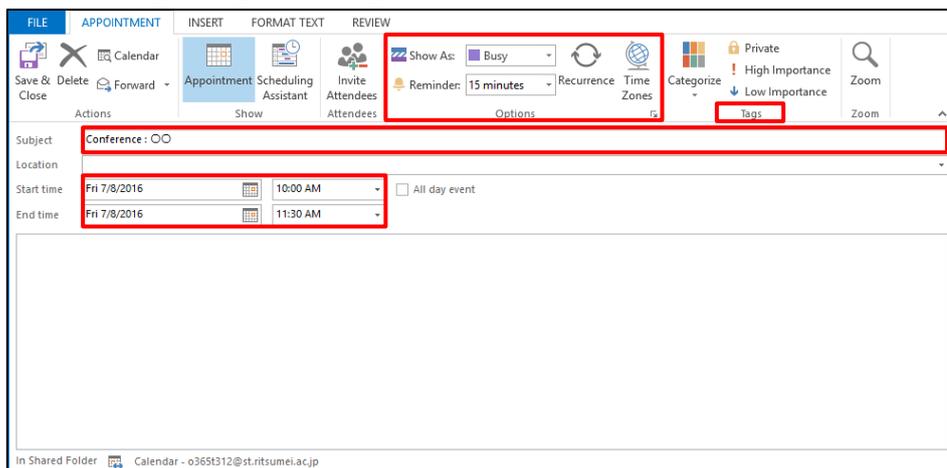
### 6.3.2 Creating Appointment

An appointment is one of the items managed on the calendar which does not require inviting other members or reserving a resource and finishes within a day. Create an appointment in the following procedure:

- 1 Click the [HOME] tab and [New Appointment] above [New].



- 2 Enter the appointment name in [Subject] and choose the time for each of [Start time] and [End time].

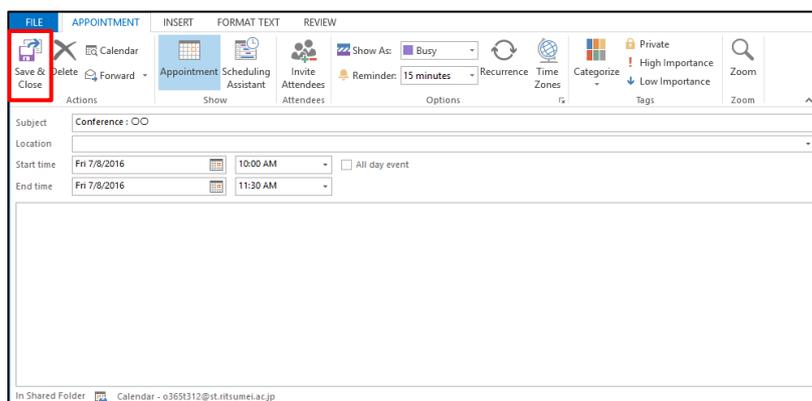


#### Items

Item	Description
Subject	Enter the subject of the appointment. A descriptive name is preferred.
Location	Enter the location where the event takes place. You can choose from locations entered in the past. For a meeting, selecting a resource automatically shows the name of the meeting room.
Start time, End time	Choose or enter the start date/time and end date/time of the appointment. For an appointment which lasts for the whole day, check [All day event]. An appointment with [All day event] checked is saved as an event.

Item	Description
Options	<p>You can control the publishing method, reminder, and recurrence of the appointment using the options above [Options].</p> <ul style="list-style-type: none"> <li>● <b>Show As:</b> When you are linked with Exchange Online and sharing the calendar with other members, you can specify how to publish your calendar. Note that details of your appointments are not published.</li> <li>● <b>Reminder:</b> You can specify how many minutes prior to the appointment to trigger an alarm.</li> <li>● <b>Recurrence:</b> For an appointment which occurs regularly, you can set the cycle to repeat the appointment.</li> </ul>
Tags	<p>You can categorize, make private, and set importance of the appointment.</p> <ul style="list-style-type: none"> <li>● <b>Categorize:</b> You can categorize the appointment using colors. By default, generic category names (e.g., Red Category) are given, but you can change them to more descriptive names to customize the categories.</li> <li>● <b>Private:</b> Click [Private] once to make the appointment private, and click it again to make it public.</li> <li>● <b>Importance:</b> You can set the importance of the appointment to High, Low, or Normal. (Click the currently selected importance to unselect it and the importance returns to Normal.)</li> </ul>

③ Click [Save & Close].

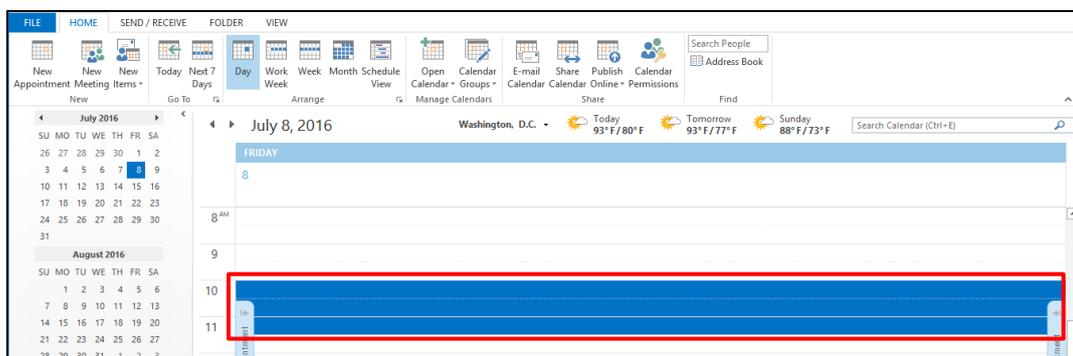


### 6.3.3 Creating Appointment from Timetable

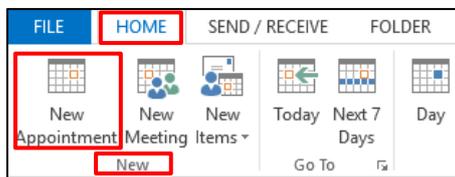
The time table is a calendar to display appointments for a day, work week, week, or month. In Outlook, you can create an appointment with the start date and time already entered from the timetable.

Create an appointment from the timetable in the following procedure:

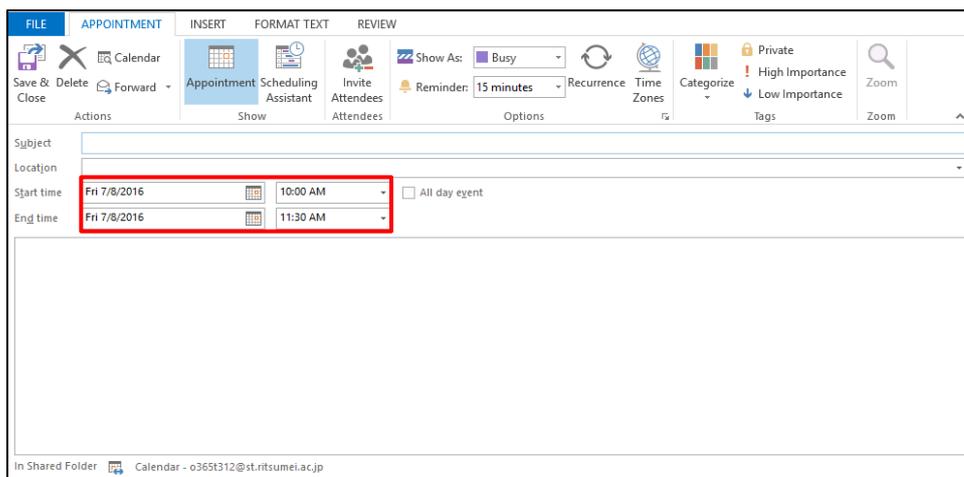
- 1 Click and hold the mouse button on the start date and time in the timetable, and drag to the end date and time.



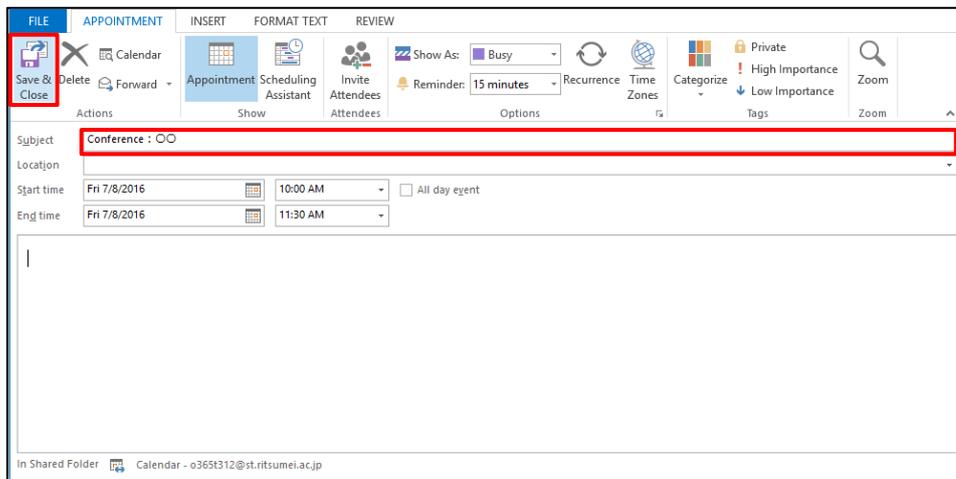
- 2 Click the [HOME] tab and [New Appointment] above [New].



- 3 The appointment creation screen appears with the start date and time already entered.



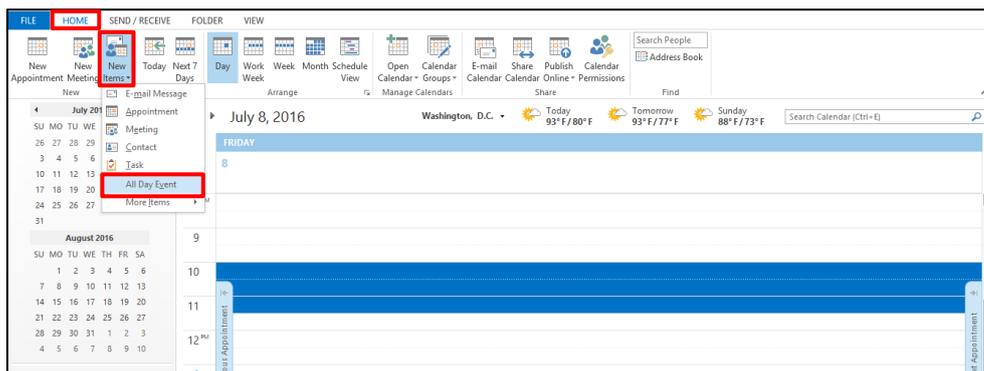
- ④ Enter the subject of the appointment in [Subject] and click [Save & Close].



### 6.3.4 Creating Event

An event is not shown in the time frame of the calendar, but shown in the header. An appointment which requires one or more days such as holiday, exhibition, or seminar, or a memorial day for the whole day is set up as an event. Create an event in the following procedure:

- ① Click the [HOME] tab and [New Items] above [New], and choose [All Day Event].



- ② The appointment creation screen appears with [All day event] already checked. Specify the date of the event.

The screenshot shows the Outlook 2016 'Appointment' creation screen. The ribbon at the top includes 'FILE', 'EVENT', 'INSERT', 'FORMAT TEXT', and 'REVIEW'. The 'EVENT' ribbon has several groups: 'Actions' (Save & Close, Delete, Forward), 'Show' (Appointment, Scheduling Assistant), 'Attendees' (Invite Attendees), 'Options' (Show As: Free, Recurrence, Time Zones), and 'Tags' (Private, High Importance, Low Importance, Categorize). The 'Start time' and 'End time' fields are set to 'Fri 7/8/2016' at '12:00 AM'. The 'All day event' checkbox is checked. The 'Subject' field is empty. The 'Location' field is also empty. The status bar at the bottom indicates 'In Shared Folder' and 'Calendar - o365t312@st.ritsumei.ac.jp'.

- ③ Enter the subject of the event in [Subject] and click [Save & Close].

The screenshot shows the Outlook 2016 'Appointment' creation screen. The ribbon and other fields are the same as in the previous screenshot. The 'Subject' field is now filled with 'Conference : OO'. The 'Save & Close' button is highlighted. The 'All day event' checkbox remains checked. The status bar at the bottom indicates 'In Shared Folder' and 'Calendar - o365t312@st.ritsumei.ac.jp'.

What you need to enter is almost the same as for an appointment. [Start time] and [End time] are set to the default values, [All day event] is checked, and you can only specify dates.

Note :

[Show As] is set to [Free] by default. If you choose [Busy] or [Out of Office], 24 hours of the specified date are shown as "Busy" or "Out of Office," making it difficult to make the plan on that day. Be sure to choose [Out of Office] only for an event for which you will be out of office (e.g., exhibition or holiday). Choose [Free] for an event for which you will be at the office (e.g., an anniversary of the company).

## 7. Task

A task is an Outlook item for work management, which lists “To Do”s and manages the progress to the end. In the task list, you can check your work (task items) and items with flags (To Do). Since tasks with due dates are shown on the calendar and the task list is displayed on the To Do bar, you can always check “what to do” in any window.

### 7.1 Task Functions

#### Functions

Function	Description
Ribbon UI	Classified into tabs and “commands” are arranged on each tab. The ribbon dynamically changes depending on what you are doing to provide only necessary function sets.
Task folder	Shows To-Do list and tasks.
Task list	Lists tasks in the selected folder.

## 7.2 Managing Tasks

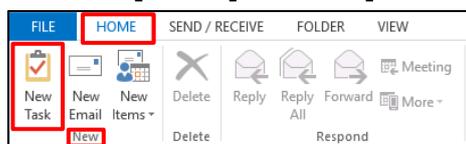
You can create a task seamlessly without interrupting the current work.

### 7.2.1 Creating Task

- Click the  icon at the bottom of the screen.

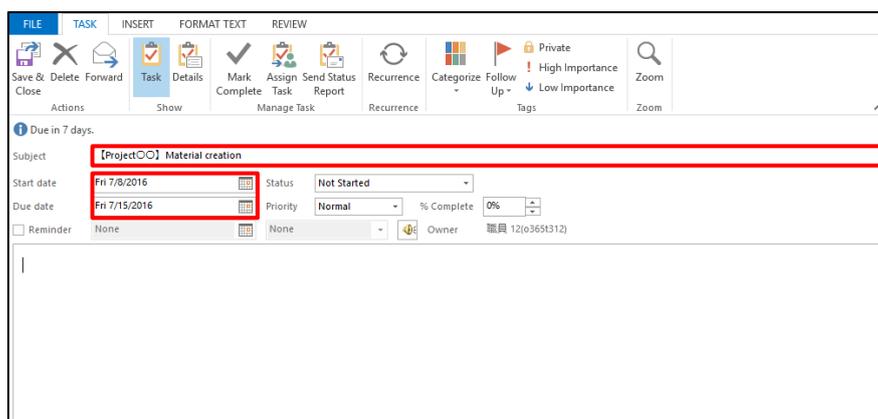


- Click the [HOME] tab and [New Task] above [New].

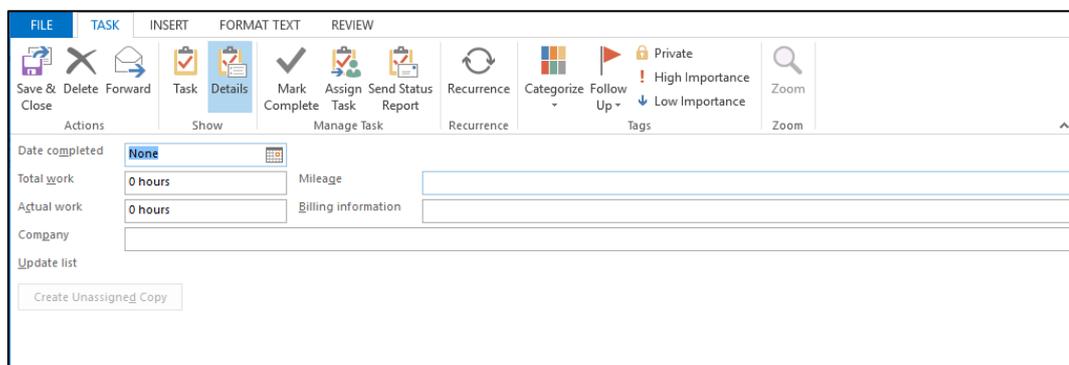


- The task creation screen appears. Enter the task subject in [Subject] and specify the start date in [Start date] and due date in [Due date]. Choose appropriate options in [Status], [Priority], and [% Complete] as necessary.
- \* You can change the layout of the task creation screen by clicking [Task] or [Details] above [Show] on the [Task] tab.

<Task screen>



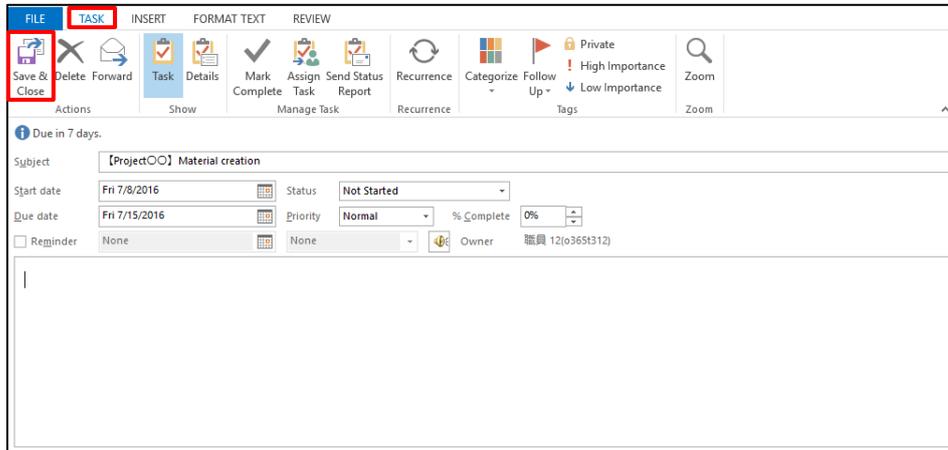
<Details screen>



**Items**

<b>Item</b>	<b>Description</b>
<b>Task screen</b>	
Subject	Enter the subject of the task.
Start date,	Enter the start day of the task (optional) and due date (required). You can choose each date from the calendar.
Due date	
Priority	Choose the priority of the task from [High], [Normal], and [Low]. [Normal] is the default.
Status	Choose status of the task from [Not Started], [In Progress], [Completed], [Waiting on someone else], and [Deferred]. [Not Started] is the default.
% Complete	Enter or choose the progress of the task in percent (%).
Reminder	To notify of the task due date, check [Reminder] and specify the date and time.
Text box	Enter description of the task.
<b>Details screen</b>	
Date completed	Specify the completion date of the task. If you choose other than [None] (i.e., if you choose a particular completion date), [% Complete] changes to [100%] and [Status] changes to [Completed].
Total work, Actual work	Enter the forecasted total work time and actual time of the task. If you enter a work time longer than 8 hours, the number of days (calculated by dividing the value by 8 hours per day) is shown instead. (*)
Mileage, Billing information, Company	You can enter arbitrary text. (*)
<b>Other items</b>	
Recurrence	You can set up a cycle for a task which needs to be done regularly.
Categorize	If you want to group tasks for particular items, you can use [Categorize] to categorize tasks in the same way as you do for other Outlook items.

- Click the [TASK] tab and [Save & Close] above [Actions].

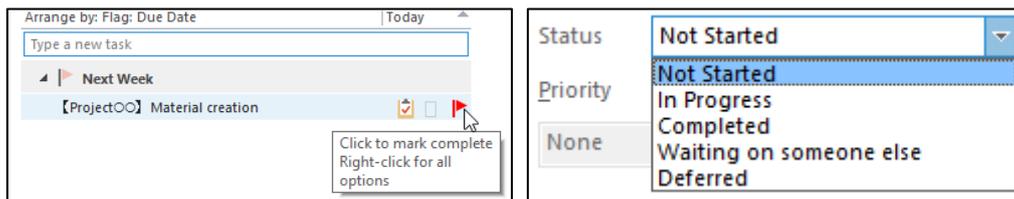


### 7.2.2 Finishing Task

Information related to created tasks (e.g., subjects and due dates) is shown in the task view and overdue task names are shown in red. You can mark completed tasks to distinguish them from those not completed yet.

Finish a task in the following procedure:

- In the task list or on the To Do bar, click [  ] (flag icon) next to the task item to finish. Or, you can open the item and change [Status] to [Completed].



## 8. Contact Us

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We accept inquiries about email data migration and operation of the system by phone or via email.

■ Information Systems Administration Systems

3<sup>rd</sup> floor Building D

Monday – Friday 10:00-16:30

■ Via email

[system@apu.ac.jp](mailto:system@apu.ac.jp)

※Please understand that it may take time to reply to inquiries received via email.

■ FAQs

Announcement of Office 365

<http://www.apu.ac.jp/home/ct/office365/>

## Appendix

### System Requirements

For more detailed system requirements, refer to following the URL.

<https://products.office.com/ja-jp/office-system-requirements>

#### Component list

Component	Requirement
Computer and processor	x86 or x64 processor, 1 GHz or faster (compatible with SSE2 instruction set)
Memory	2 GB RAM
Hard disk	3 GB or more of free space
Monitor	Definition: Windows 1024 × 768 Mac 1280 × 800 Graphics card conforming to DirectX is necessary to use the graphics hardware accelerator.
Operating system	Windows 10, Windows 7, Windows 8, Windows 8.1, Windows Server 2008 R2, or Windows Server 2012 Mac OS X 10.10 or higher
Browser	Latest Internet Explorer, Microsoft Edge, Firefox, Safari, Chrome
.NET version	3.5, 4.0, 4.5 or 4.6CLR