

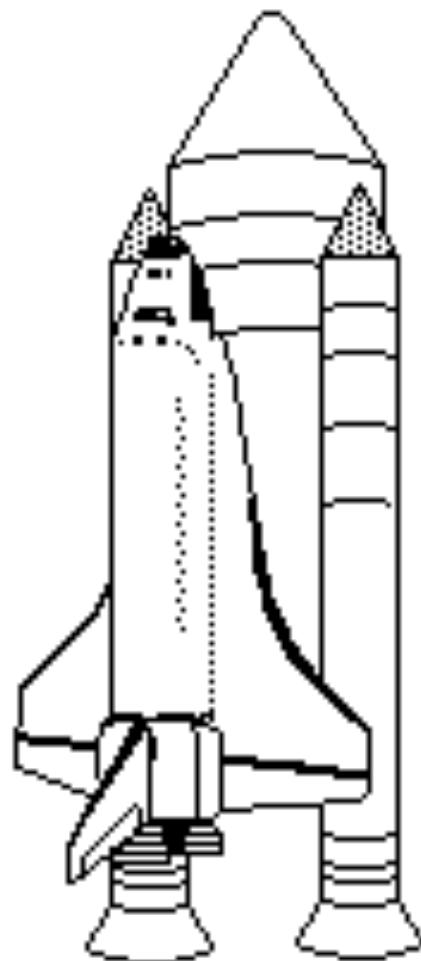


# Les Aventuriers du Bout du Monde

*La revue des clubs Microcam*

Rampe de Lancement 39 - 10/23/2010

First steps  
with  
Microsoft®  
Outlook®  
for Mac 2011.



*The e-mails. Configuring your accounts.  
Receiving and sending messages.  
The junk messages.. Managing the E-mails.  
Searching. Import/export.  
The address book.*

## **Les ABM**

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#### Software and hardware used:

Microsoft Word 2011 on iMac 2.66 under Mac OS X

10.6.4

Ambrosia SnapzPro X, Graphic Converter, etc.

*This document is dedicated to Outlook 2011, the new Microsoft messages software for the Macintosh in Microsoft® Office 2011.*

*You don't need to know any previous Outlook® or Entourage versions to read this document (except for import/export).*

*yves.cornil@free*

*La plupart des logiciels cités sont des marques déposées de leurs éditeurs respectifs.*

#### **Internet file:**

<http://web.mac.com/ycornil/Outlook2011e/Welcome.html>



## First steps with Microsoft® Outlook® for Mac 2011.



File created by Yves-Roger Cornil



[www.communautés-numériques.net](http://www.communautés-numériques.net)  
[www.microcam06.org](http://www.microcam06.org)  
[www.cornil.com](http://www.cornil.com)  
[web.mac.com/ycornil/](http://web.mac.com/ycornil/)

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# General information on the electronic mail

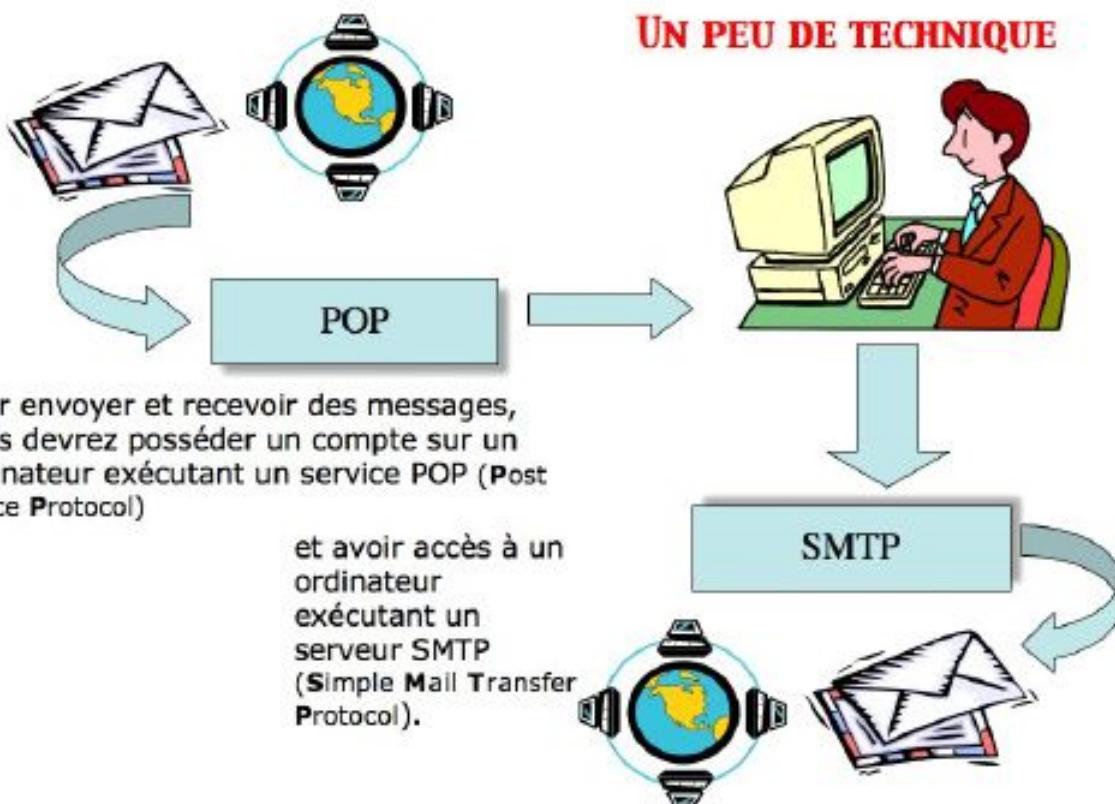
## What is an electronic mail?

Outlook 2011 is a mail software to send and to receive messages by Internet, between correspondents identified by an electronic address.

To send and receive messages, you must have an account on a computer executing a POP service (**Post Office Protocol**) and to have access to a computer executing a SMTP server (**Simple Mail Transfer Protocol**).

Your entering electronic messages will be sent on your POP account from where they will be then transferred towards the mail software.

Your outgoing messages will be sent to the SMTP server, from where they will be forwarded to your recipients.



## How to obtain an electronic address?

To access to Internet you must have an account (a subscription) in an Internet Service Provider (ISP).

The provider will allocate an electronic address to you. You can have a free or paying account, by other societies (Google, Hotmail, etc.).

The Internet address form is : name@provider.x

The number of characters of the name is variable and will depend of the provider; generally 8 to 12 characters, sometimes much more. The allocated name may be to correspond to your own name, which is desirable, but which will be depend on the doubled names existing in your ISP (and of the size granted for the electronic address).

You will be able, according to the ISP to moreover give your first name, either completely, or in abbreviated form, or under a pseudonym identity.

- Your identifier must be unique in your ISP and note that the @ (At), is mandatory in the electronic address ([name@provider.x](mailto:name@provider.x))

**Provider:** identifies the ISP (Orange, Club-Internet, Free, AOL, etc).

.x: domain, can be .us (USA) or .gov or uk (United Kingdom) or .fr (France) or .org, or .net or com or other.

For example:

[microcam06@microcam06.org](mailto:microcam06@microcam06.org)

[microcam06@orange.fr](mailto:microcam06@orange.fr)

[yves.cornil@free.fr](mailto:yves.cornil@free.fr)

## Some great functionalities of Outlook 2011.

- **Sending a message** to one or more recipients and, possibly **a copy** with one or more recipients (CC Carbon Copy).
- **Sending of invisible copies** to other recipients without the principal recipient being advised (BCC Blind Carbon Copy Copy). This BCC system is useful to send a message to several recipients without communicating the addresses.
- **Management of several different addresses.** With Outlook 2011 you can manage several different electronic addresses, at one or more ISP (Internet Service Provider).
- **Redirection of a message** to one or more recipients (forward).
- **Attachment of a document** to a message (Word document, Excel, an image, a sound, a program, a video QuickTime sequence or AVI, etc.).
  - **Attention:** it is by this system of attached documents that viruses are generally propagated.

**Filter messages** to avoid that your principal letterbox is not encumbered with undesirable messages (junk).

Outlook 2011 has an automatic and configurable filter for the undesirable messages (or junk e-mail).

You can write rules to copy, move or remove messages.

## Managing the daily mail software.

- The received messages will be filed in a folder named **inbox**.
- The sent messages will be classified in a folder named **sent items**.
- The messages on standby of sending will be classified in a file **box of sending**.
- The messages in construction will be classified in a **draft folder**.

Outlook 2011 allows you to create folders or sub-folders for better classifying the received or sent messages.

- From time to time, remove the useless messages, they will go to **the deleted items**, which you will empty from time to time, too.
- If, in a message, you give the address of an URL (**Uniform Resource Locator**), it will be accessible in the form of a link to connect directly on the Internet address while clicking on the indicated link.

**Attention:** during the reading of a message coming from an unknown user; the Internet link could send to a phishing site. It is advised to copy the link from the message and to paste it in your Internet navigator.

With Outlook 2011 you can:

- Manage your addresses in the address book. It is a complete repertory containing the postal addresses, telephones, fax, electronic addresses, URL's...
- Gather your correspondents in groups.
- Sort your messages on various criteria.
- Archive your messages in various folders and sub-folders.
- Search messages according to various criteria (subject, sender, etc.).

But Outlook 2011, it is much more than one simple mail software; you will be able to manage calendars.

## Before using Outlook 2011.

It will be necessary as a preliminary to configure your Mac for the addresses of your remote connection (telephone number, identifier, password, TCP/IP addresses, domain names, etc.). Connection to Internet could be automatic or manual

# The e-mails.

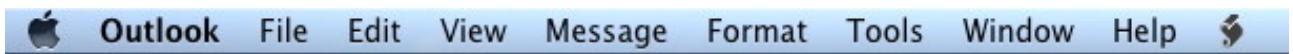
## Outlook 2011 launch.



To launch Outlook 2011, click on its icon from the Dock or from the Applications folder.

## Outlook 2011 at a glance.

A screenshot of the Microsoft Outlook 2011 inbox window. The left sidebar shows a tree view of folders: 'Inbox' (38 items), 'On My Computer' (3 items), 'Drafts' (1 item), 'Sent Items' (1 item), 'Deleted Items' (1 item), 'GMAIL' (1 item), 'Junk E-mail' (1 item), and 'SMART FOLDERS'. The main pane displays the inbox with several email messages listed. One message is selected, showing its details: 'Revers fulgurant sur le radio-réveil luna pour iPhone !' from 'Offre Flash MacWay' on May 27, 2010, at 13:26, sent to 'Yves Cornil'. Below the inbox, a large promotional banner for 'macway' is displayed, advertising an offer for an iPhone radio-alarm clock. The banner includes text like 'Débit à l'expédition et livraison 24/48 h', 'Newsletter du 27.05.2010', 'Événement exceptionnel du 25 mai à 8h au 30 mai 2010 à minuit', 'OFFRE FLASH', 'REVERS DU JOUR : XTREMEMAC LUNA', and 'Avis conso 9 / 10'. The bottom of the window shows a status bar with '72 items 38 unread'.



The menu bar.



The ribbon, Home tab.



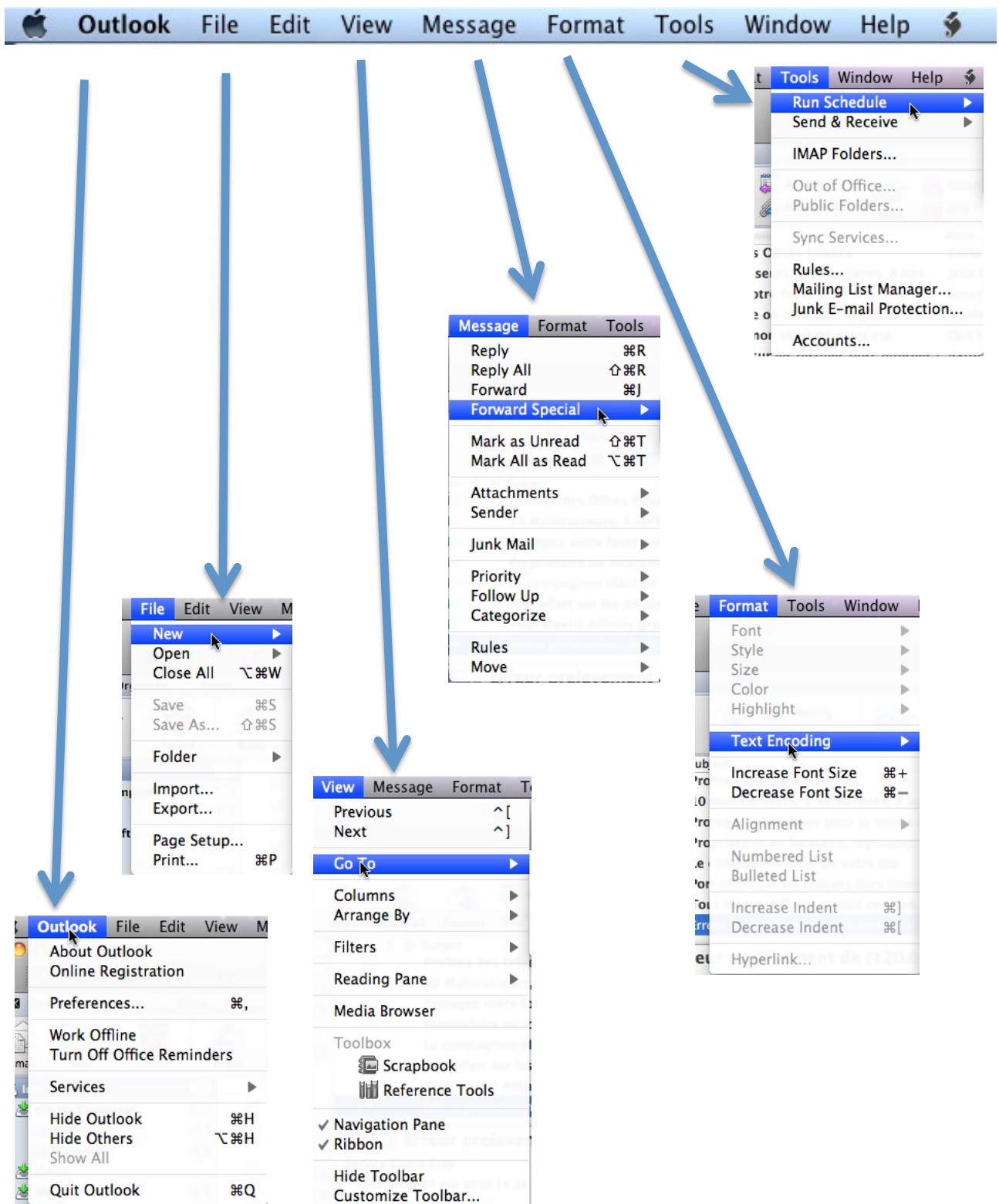
Organize tab.



Tools tab.

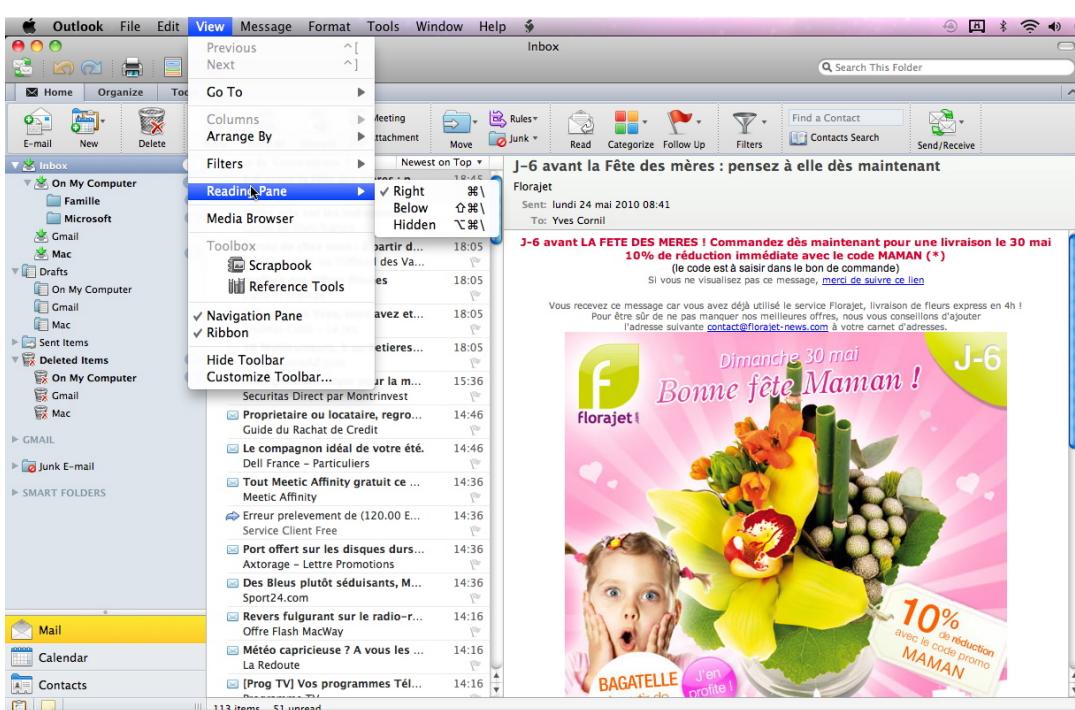
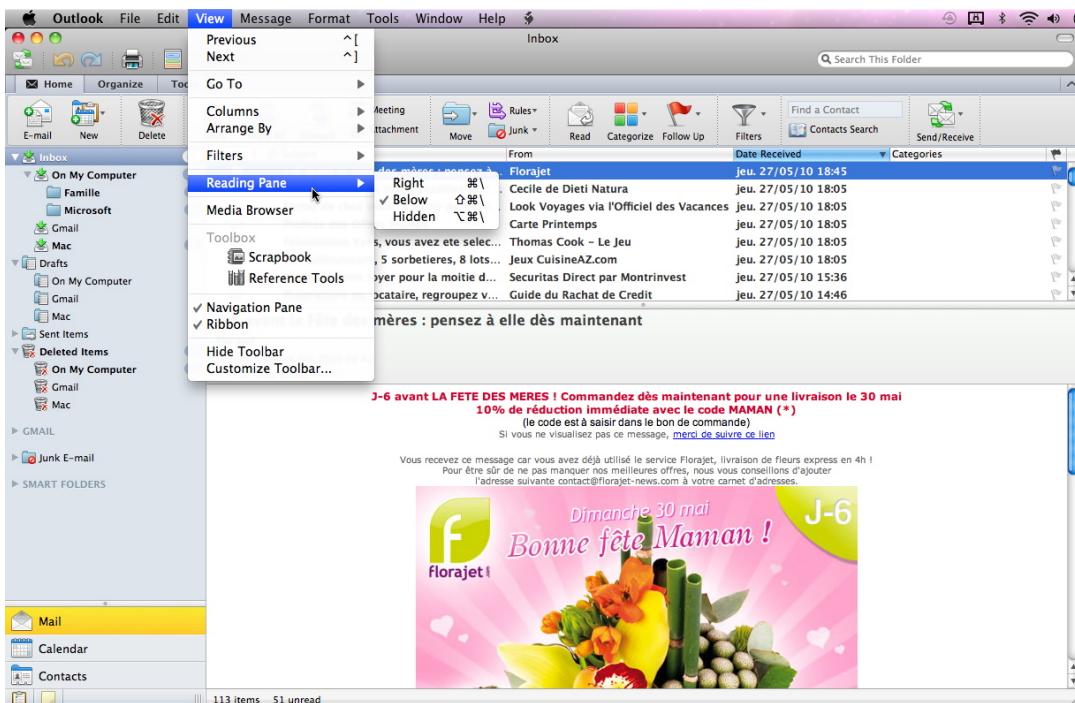
Below : the left pane.







- On the top you have the tool bar of the menus (Outlook, edit, view, etc.)
- Then you have the tool bar, whose aspect can vary according to the personalization of this tools bar.
- On the left you see the various standard folders (inbox, drafts, sent items, etc.) more the folders that you will create later on, or which you created previously.
- On the right part you see the contents of the inbox or the selected folder (here it is the inbox).
- In the lower part you have the contents of the selected message.
- The disposition can vary according to the setting of the preview pane.



# Configuring your accounts.

## POP, IMAP or Exchange?

The **Post Office Protocol (POP)** is an application-layer Internet standard protocol used by local e-mail clients to retrieve e-mail from a remote server over a TCP/IP connection. POP and **IMAP** (Internet Message Access Protocol) are the two most prevalent Internet standard protocols for e-mail retrieval. Virtually all modern e-mail clients and servers support both. The POP protocol has been developed through several versions, with version 3 (POP3) being the current standard.

Additional information:

<http://en.wikipedia.org/wiki/POP3>

The **Internet Message Access Protocol (IMAP)** is one of the two most prevalent Internet standard protocols for e-mail retrieval, the other being the **Post Office Protocol (POP)**. Virtually all modern e-mail clients and mail servers support both protocols as a means of transferring e-mail messages from a server.

Additional information :

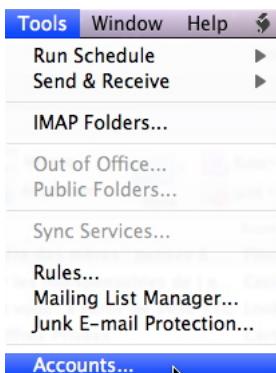
<http://en.wikipedia.org/wiki/IMAP>

**Exchange** is a protocol often seen in corporations or Universities. It is somewhat similar to IMAP but also allows you to sync contacts and events. It also offers some resource sharing capabilities (resource booking, folder sharing, delegation, global address books...).

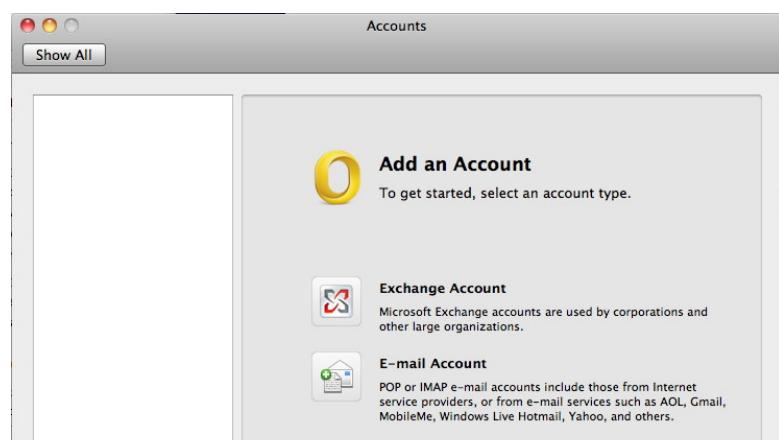
Additional information:

[http://en.wikipedia.org/wiki/Microsoft\\_Exchange\\_Server](http://en.wikipedia.org/wiki/Microsoft_Exchange_Server)

## Creating a POP account.



Before sending and receiving messages it is necessary to create the accounts of the Internet mail. To create an account, go to the **Tools** menus, **Accounts...**



### Exchange Account



Microsoft Exchange accounts are used by corporations and other large organizations.

Choose the account type: Exchange or E-mail account.



### E-mail Account

POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo, and others.

Enter your account information.

E-mail address:

Password:   Configure automatically

User name:

Type:

Incoming server:  : 110  
 Override default port  
 Use SSL to connect (recommended)

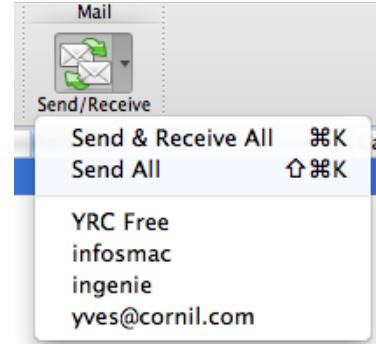
Outgoing server:  : 25  
 Override default port  
 Use SSL to connect (recommended)

To create a mail account you can use the assistant, or configure the account manually. If possible, Outlook 2011 creates automatically the account from the address.

Give the required informations:

- E-Mail address (yves.cornil@free.fr)
- Password.
- User Name (yves.cornil).
  - The User Name is depending of the ISP (or other system).
- Account type (POP).
- Incoming server (here pop.free.fr) (here smtp.orange.fr).

The POP configuration is finished; this account will be included in the scheduled process.



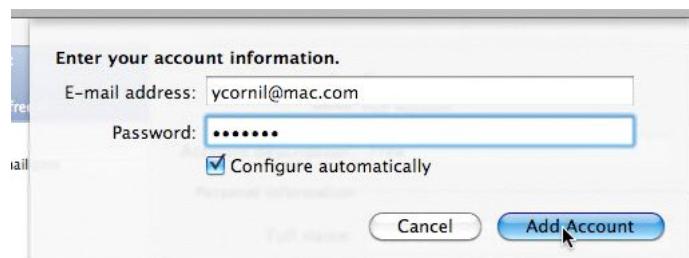
## Advanced functions on the server.

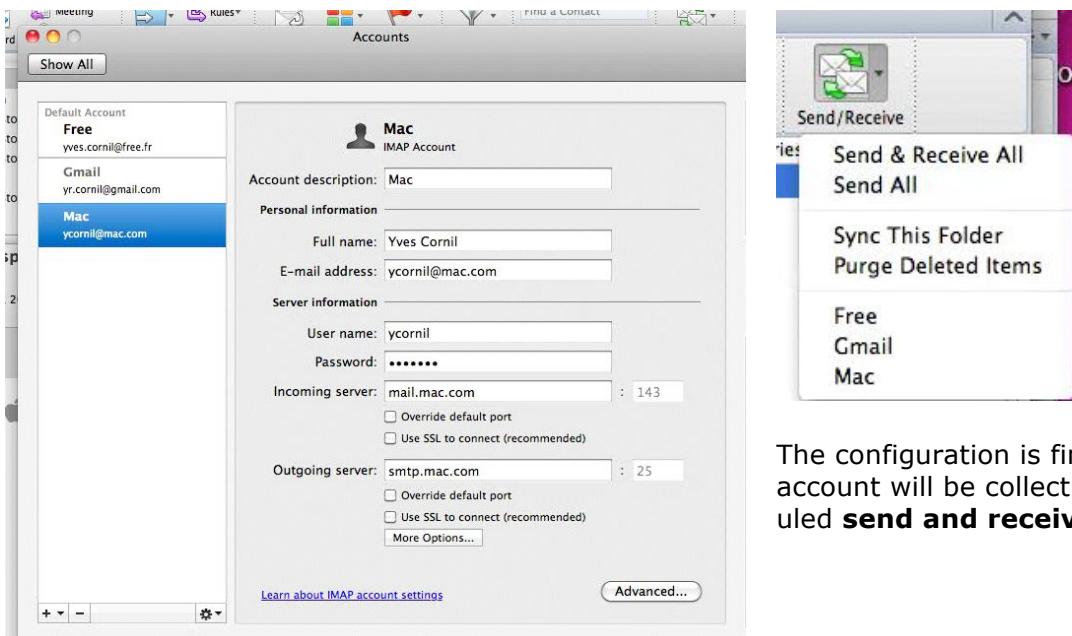
A screenshot of the Mail application's 'Add Account' dialog. The 'Server' tab is selected. It shows account information: E-mail address 'yves.cornil@free.fr', Password '\*\*\*\*\*', and User name 'yves.cornil'. The 'Type' dropdown is set to 'POP'. Under 'Incoming server', it shows 'pop.free.fr' at port 110. Under 'Outgoing server', it shows 'smtp.orange.fr' at port 25. Advanced settings include checkboxes for 'Override default port' and 'Use SSL to connect (recommended)'. On the right, there are checkboxes for 'Leave a copy of each message on server' (checked), 'Delete copies from the server' (set to 'After Deleting From This Computer'), and 'Download headers only'. Buttons at the bottom are 'Cancel' and 'Add Account'.

Clicking on the **advanced** button, you can choose some actions to do on your ISP server (leave, or not, a copy of each message, download headers only).

## Creating an account for .Mac (or MobileMe).

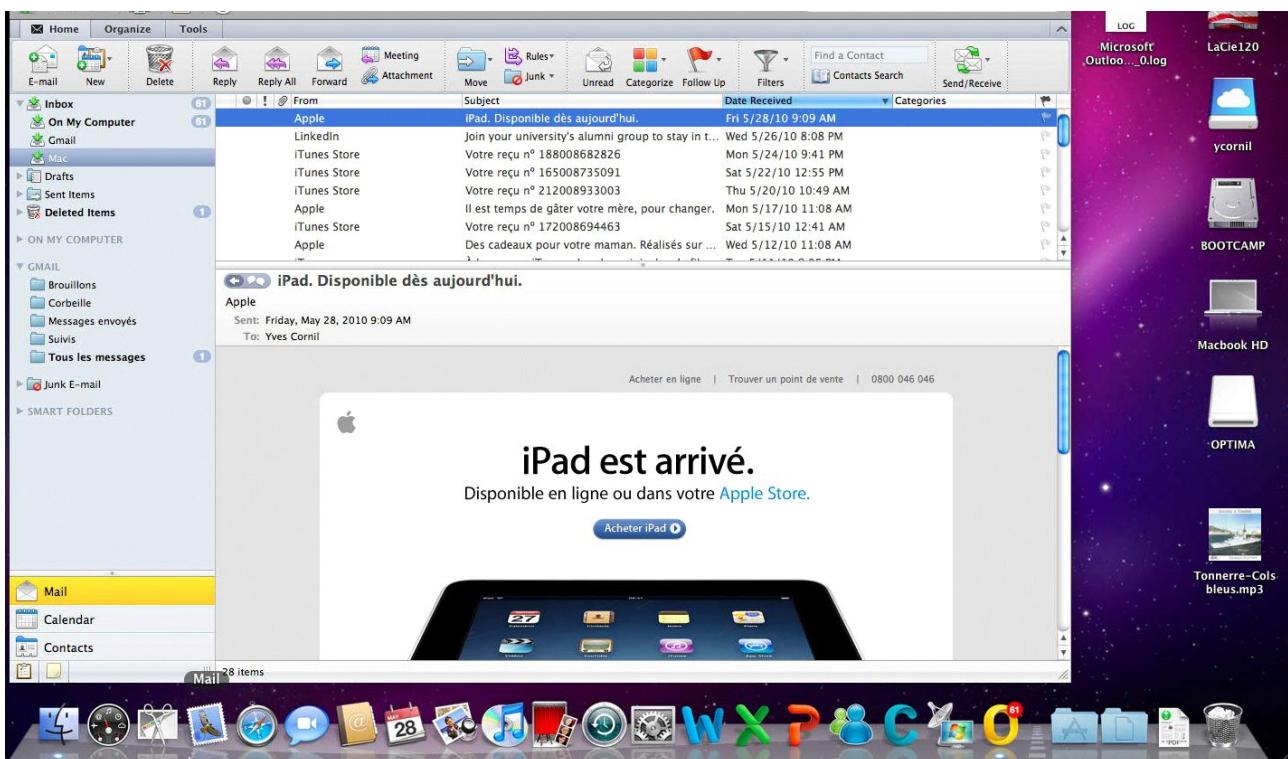
If you create an account mail on .Mac (@mac.com), Outlook 2011 will create an IMAP account.





The configuration is finished. This account will be collected in the scheduled **send and receive** operation.

## The .Mac inbox.



Outlook 2011 created a mailbox to receive the message coming from .Mac.

# Getting started with IMAP for Gmail.

## What is IMAP?

IMAP, or **I**nternet **M**essage **A**ccess **P**rotocol, lets you download messages from Gmail's servers onto your computer so you can access your mail with a program like Microsoft Outlook 2011 or Apple Mail, even when you aren't connected to the Internet.

IMAP creates a constant connection between mail clients (desktop and/or mobile) and Gmail.

## What's the difference between IMAP and POP?

Unlike POP, IMAP offers two-way communication between your web Gmail and your email client(s). This means when you log in to Gmail using a web browser, actions you perform on email clients and mobile devices (ex: putting mail in a 'work' folder) will instantly and automatically appear in Gmail (ex: it will already have a 'work' label on that email the next time you sign in).

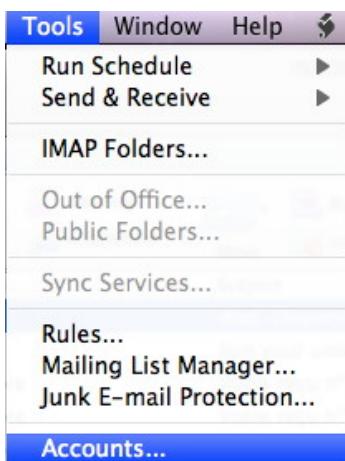
IMAP also provides a better method to access your mail from multiple devices. If you check your email at work, on your mobile phone, and again at home, IMAP ensures that new mail is accessible from any device at any given time.

Finally, IMAP offers a more stable experience overall. Whereas POP is prone to losing messages or downloading the same messages multiple times, IMAP avoids this through two-way syncing capabilities between your mail clients and your web Gmail.

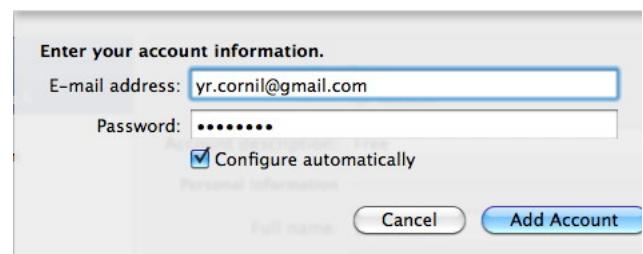
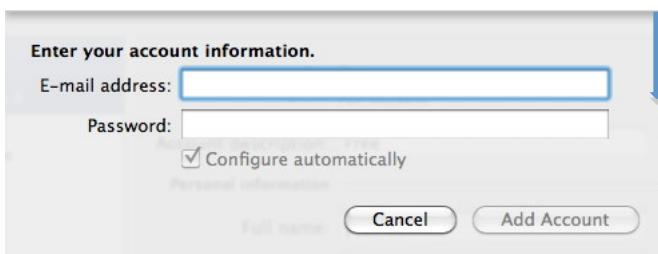
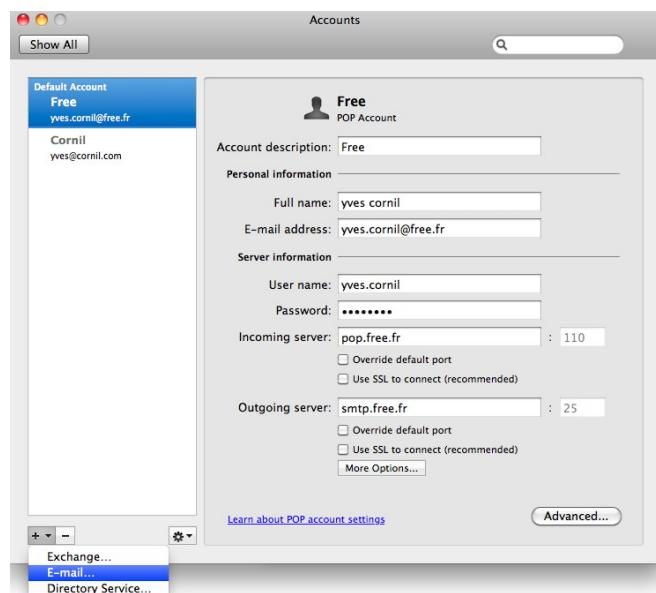
If you're trying to decide between using POP and using IMAP with Gmail, we recommend IMAP.

*(from Gmail site).*

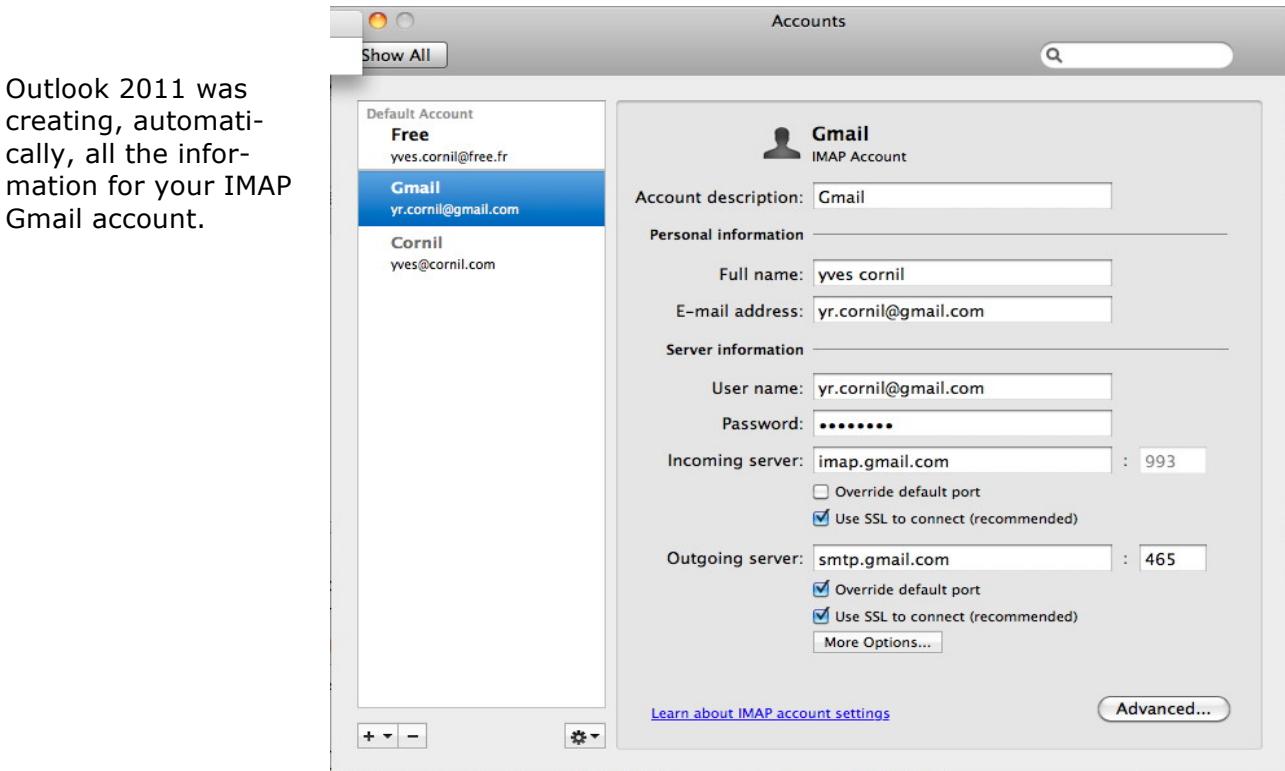
## Ajout d'un compte IMAP pour Gmail. Adding an IMAP account for Gmail.

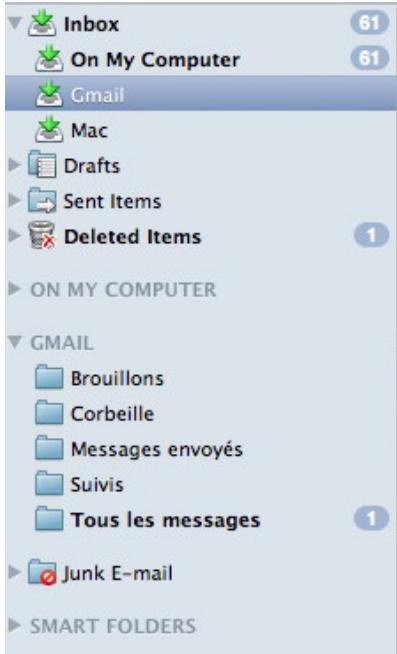


Go to Tools, click on + E-mail.



Enter your Gmail E-Mail address and the password, click on the **Add account button**.

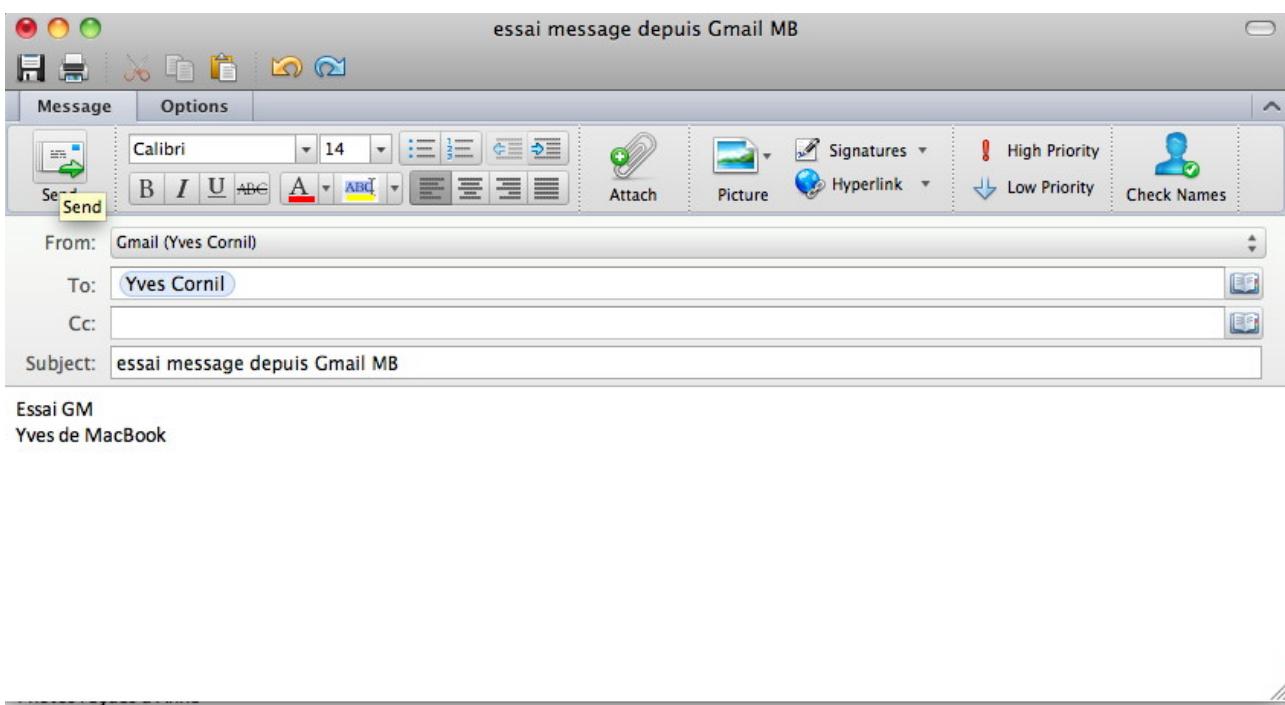




Outlook 2011 was creating an incoming mailbox in the Inbox folder, plus a GMAIL folder with different folders (drafts, junk, etc.).

**NB:** The folders names are depending of the language used by the Gmail subscriber; here, he is a French citizen.

## Sending a message from the Gmail account under Outlook 2011.

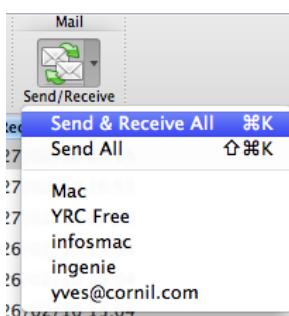
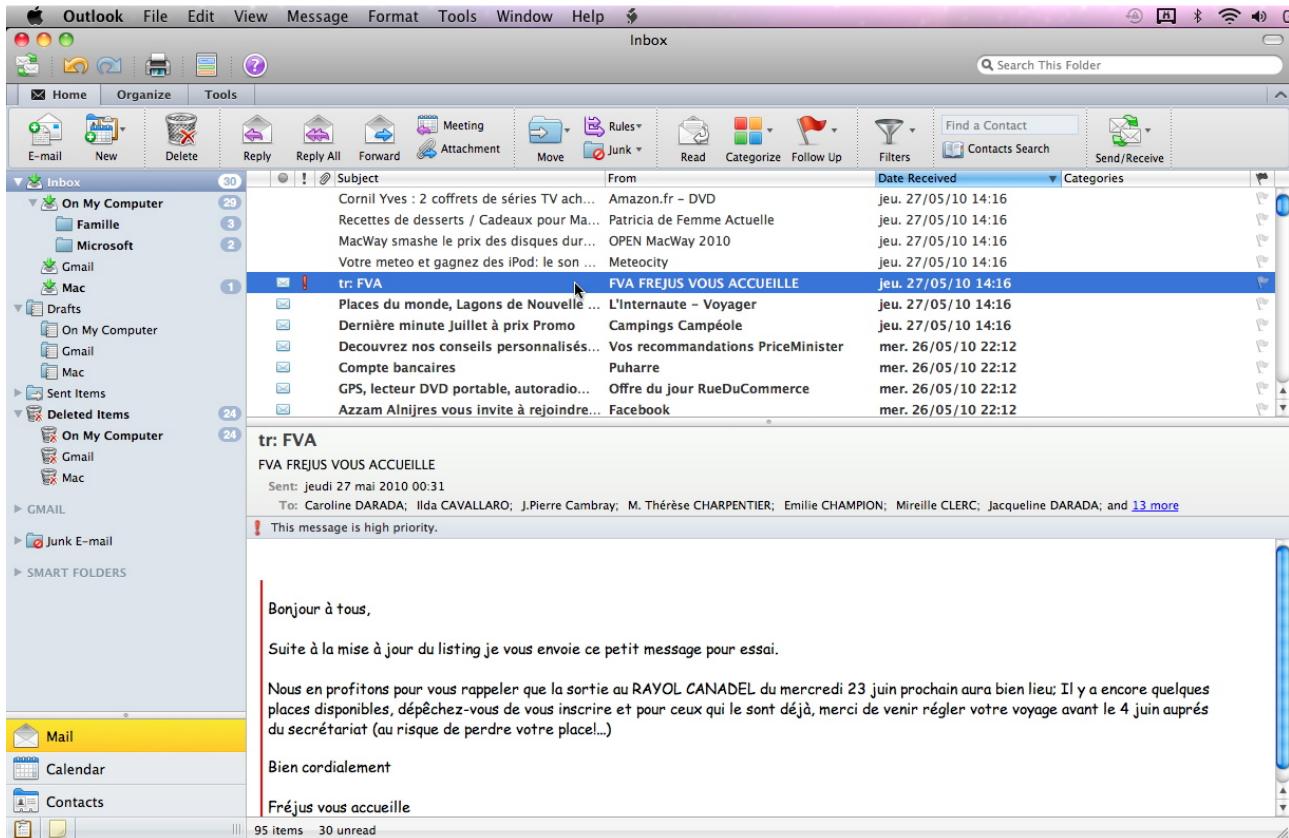


To send a message from your Gmail account, select the Gmail account (here Gmail (yves cornil)).

Enter the recipient address, message subject, the message and click on the send button.

# Receiving and sending messages.

## Reading the messages.



### For retrieving your messages :

Click on the **send/receive** button in the ribbon. If you have several addresses you can select an account to collect the corresponding messages, or click on **Send all**.

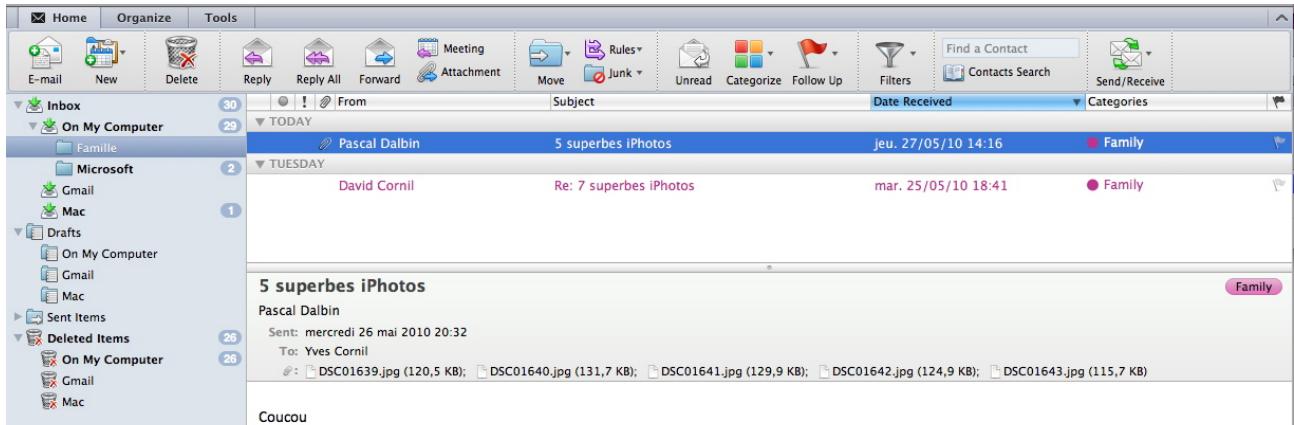


The **unread messages** are in bold characters.

## Message with attached documents.

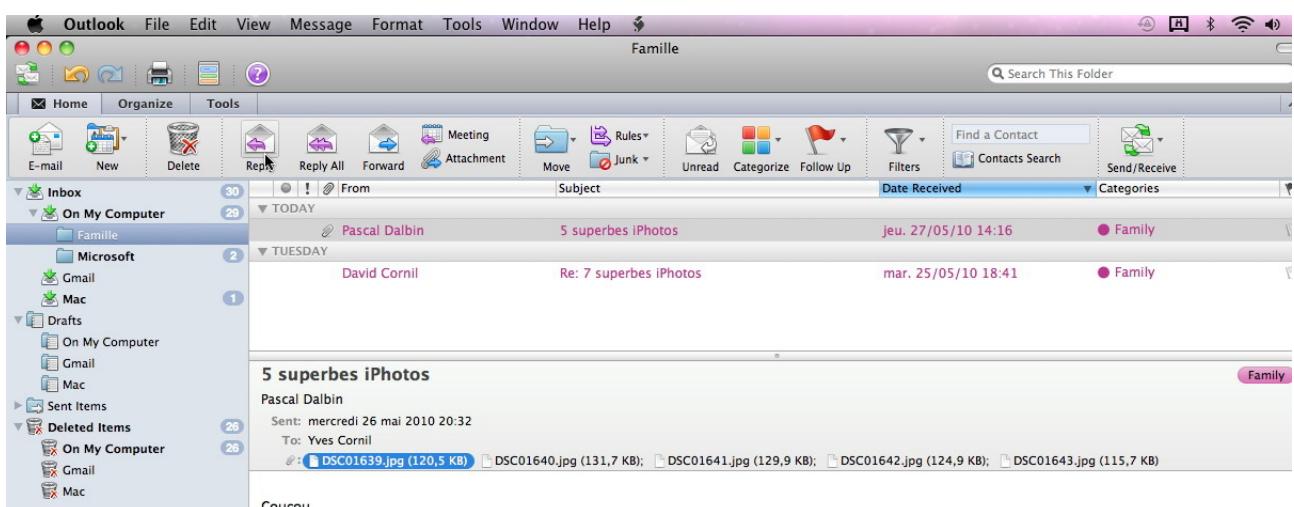


The message contains 5 attached files (here 5 photos sent by iPhoto).  
The messages with attached pieces are mentioned by a paper clip.  
You can display or save an attached file.

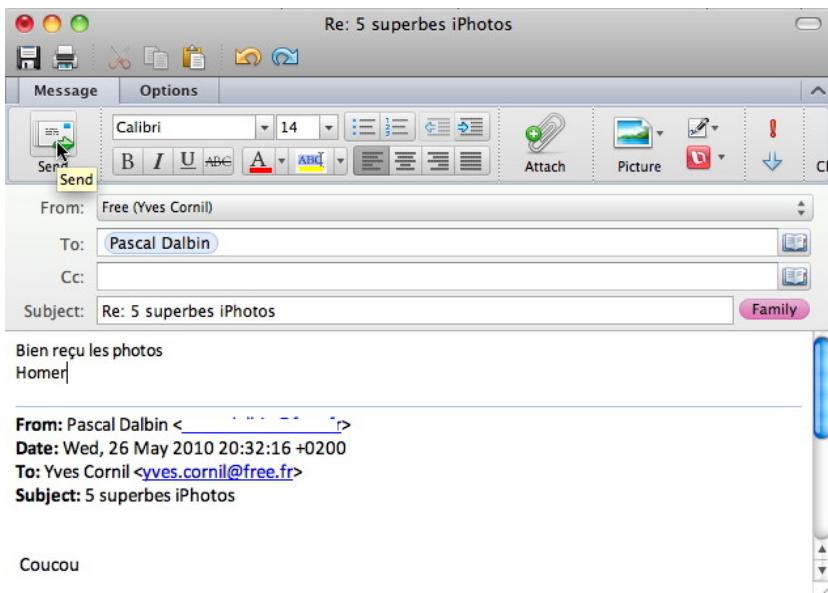


To save an attached file, select the file and click on **save as**.  
You can save all the attached files, click on **Save all**.

## Replying to messages



To reply to a message, select the message and click the **reply** button in the ribbon.



Outlook 2011 creates a new outgoing email message, pre-addressed to the sender's return address.

The recipient was filling; it is the sender's message.

If necessary you can enter one or more addresses in the CC area.

The object contains the initial object preceded by **Re**.

Type your response.

Usually the initial text of the message is included (refer to the preferences, general settings). After sent, the message is stored in a folder named **sent items**.

Inbox

Subject: Re: 3 superbes iPhotos de Toulon

To: testimac

Date Sent: ven. 28/05/10 16:57

Categories:

Re: 3 superbes iPhotos de Toulon

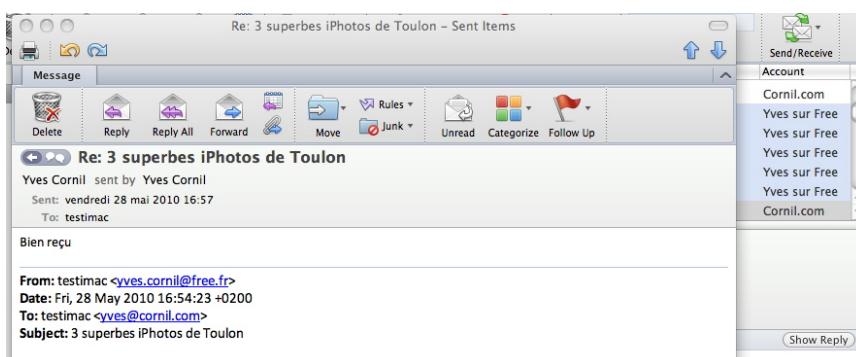
Yves Cornil sent by Yves Cornil  
Sent: vendredi 28 mai 2010 16:57  
To: testimac

Bien reçu

From: testimac <yves.cornil@free.fr>  
Date: Fri, 28 May 2010 16:54:23 +0200  
To: testimac <yves@cornil.com>  
Subject: 3 superbes iPhotos de Toulon



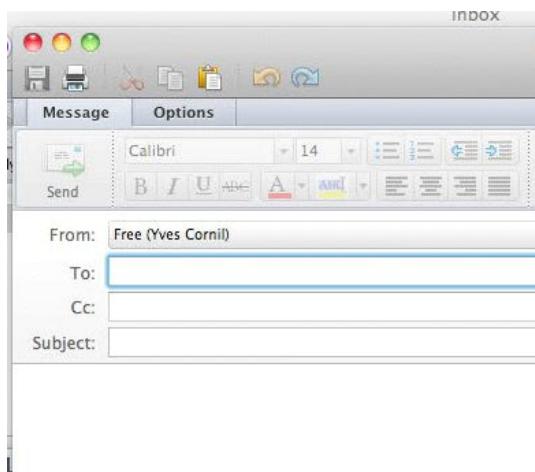
An arrow will be added before the message to mark the message as read.



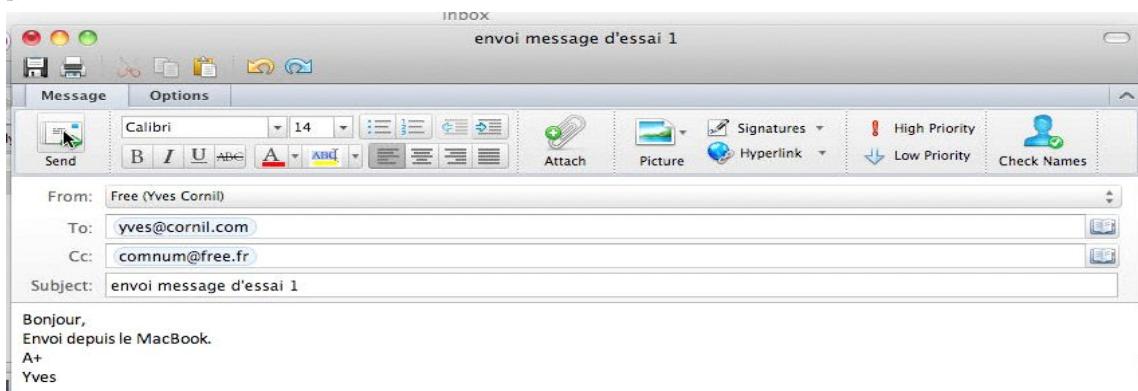
To retrieve the response message, click on the **show reply** button.

## Writing a message

To write a new message, click on the E-mail button in the ribbon.



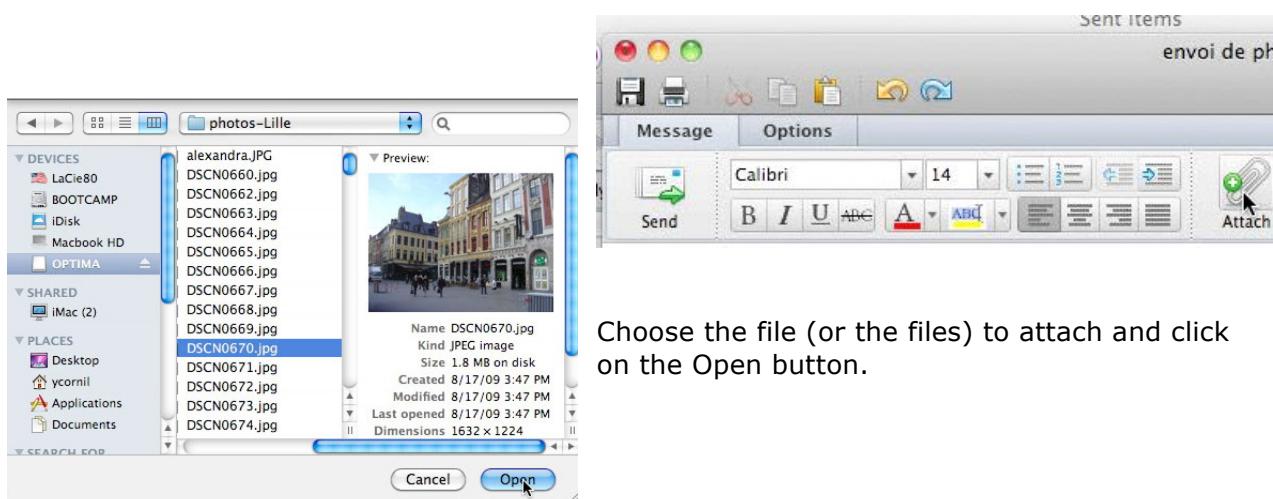
In the **to** area, type the recipient address.  
You can send a copy, then type the recipient address  
in the **CC** area (Carbon Copy).



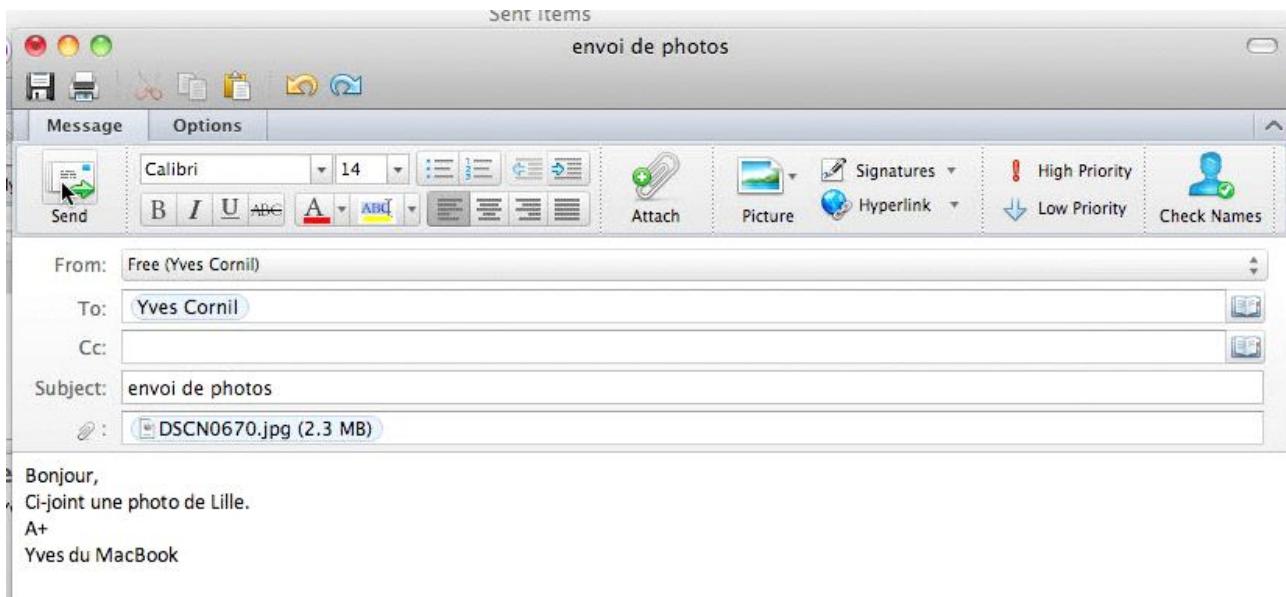
Write your message and click on the send button.

## Sending a message with an attachment.

You can attach a file (Word document, Excel, image, etc.) to your message. Type the address (or the addresses) of your recipient and, if necessary the copies addresses, the message object and the message text and click on the attach button.



Choose the file (or the files) to attach and click  
on the Open button.

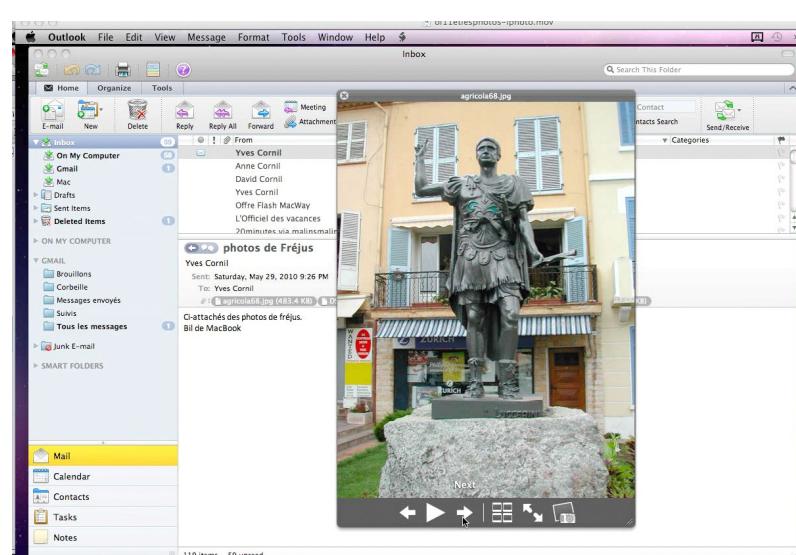


The DSCN0670.jpg file is attached to the message. Click on the send button.

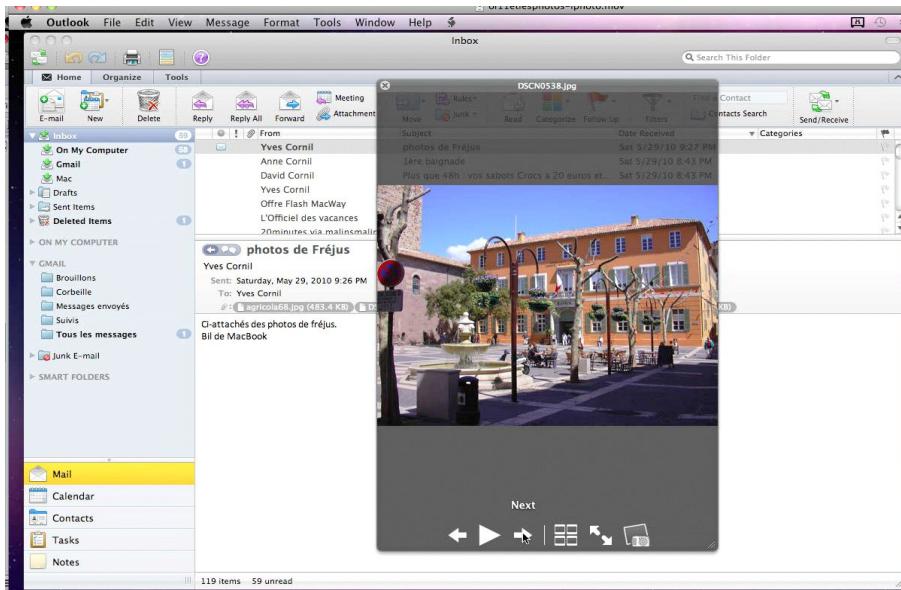
## Previewing the attached files.



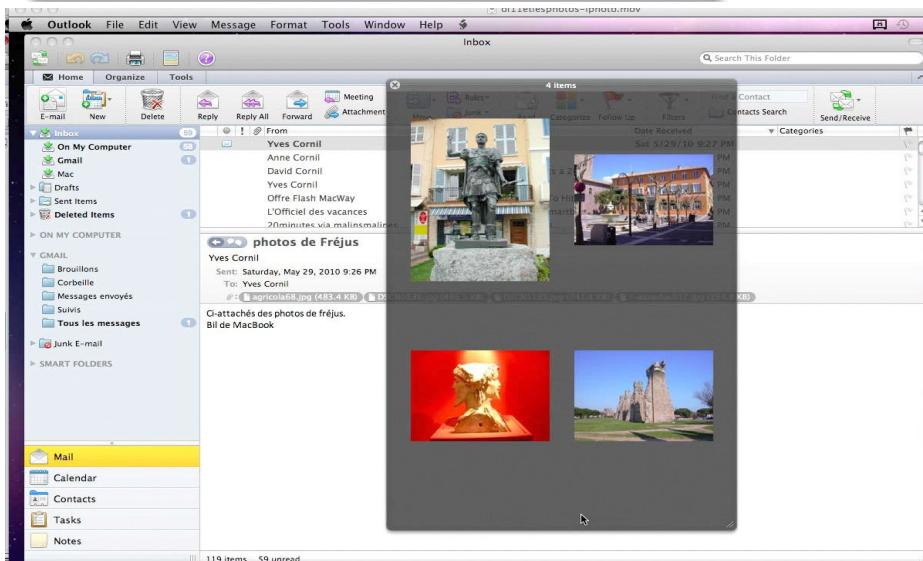
You can preview the received photos ; select one or more photos, a right click, preview all. One photo is displayed.



Click on the arrow to obtain the next photo.



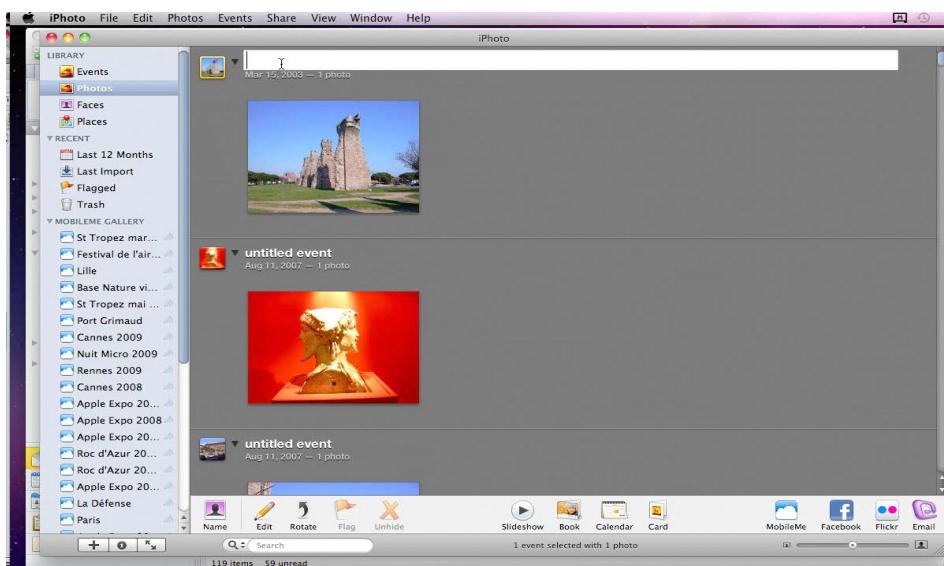
Click on the index sheet button.



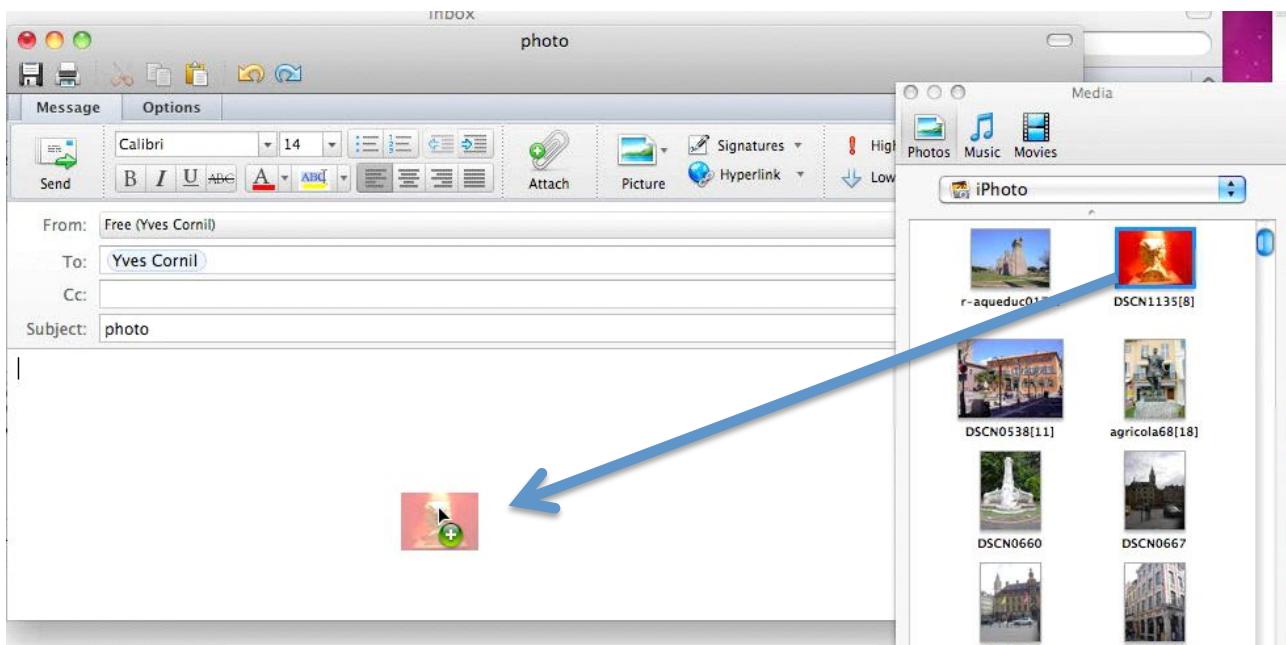
## Outlook 2011 and iPhoto.



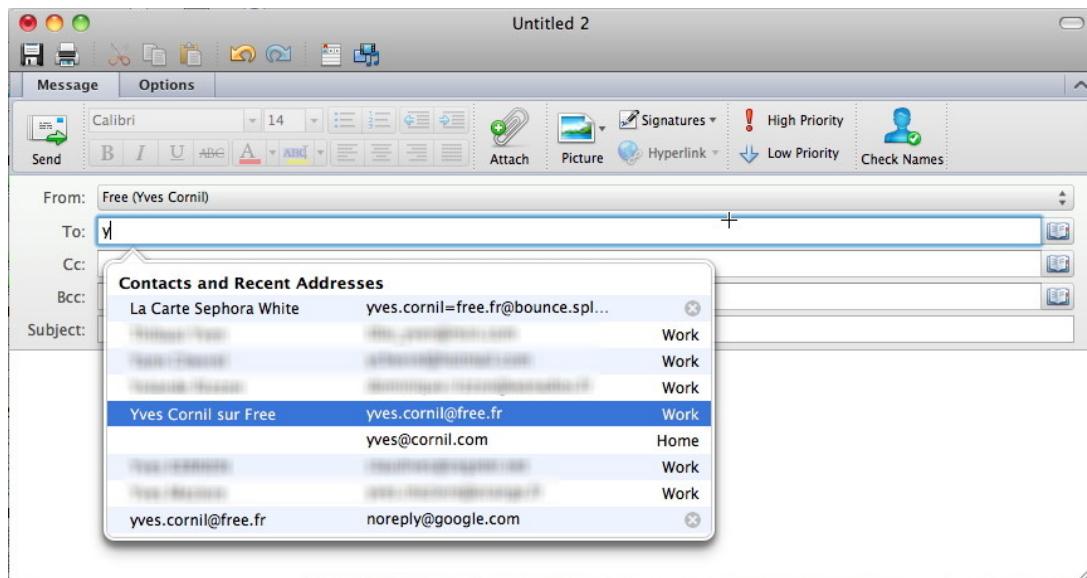
You can add a received photo to iPhoto; click on the **add to iPhoto** button.



## Insert a photo from iPhoto.



## Outlook remembers.

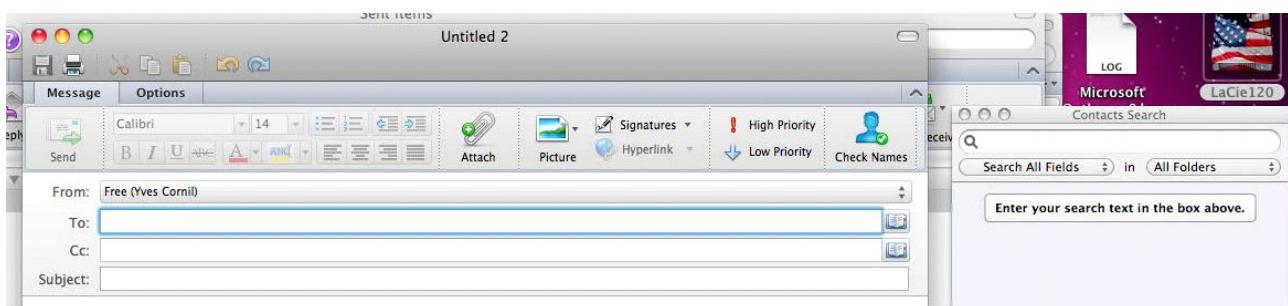


When you are entering an address, Outlook suggests several addresses using the first letters, from the address book or from addresses previously used.

The account name (from) is  
Free (Yves Cornil).  
The recipient (to) is  
[yves.cornil@free.fr](mailto:yves.cornil@free.fr)

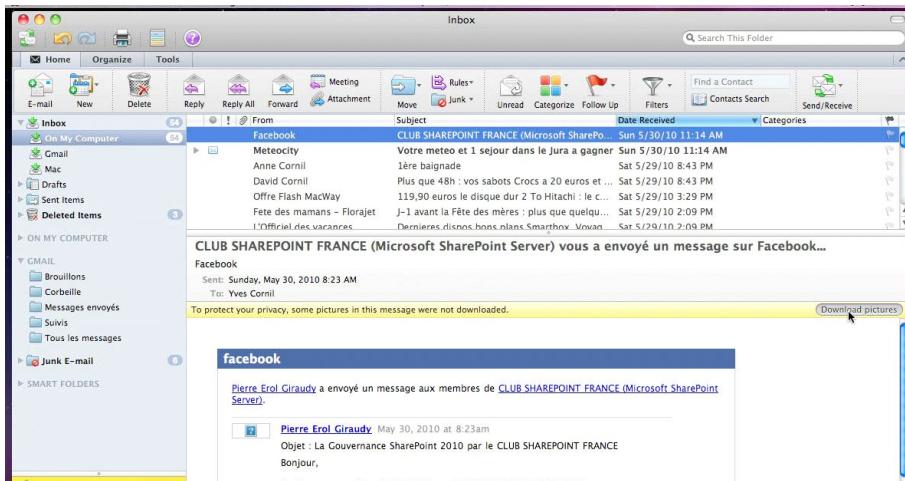


## Using the address book.



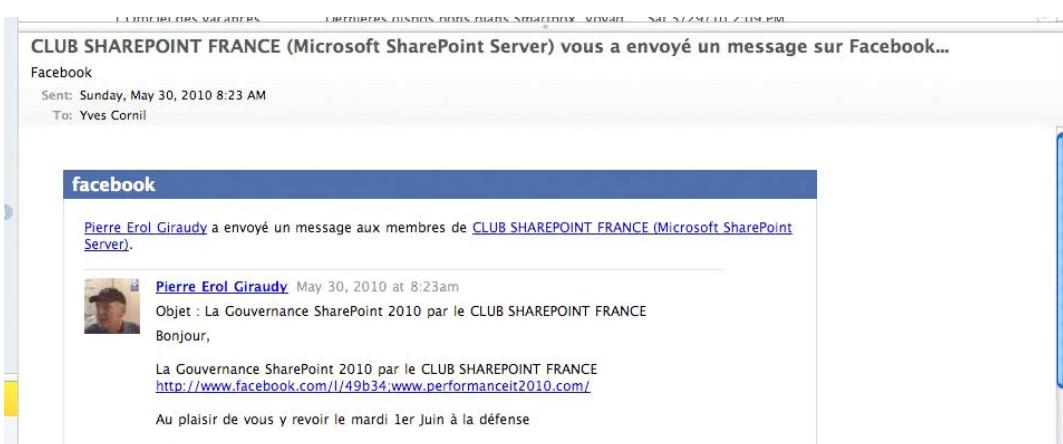
Refer to the Address book chapter.

## Download the pictures.

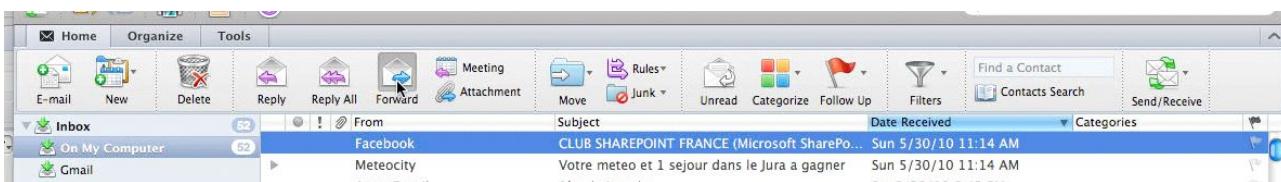


To protect your privacy,  
some pictures were not  
downloaded in this mes-  
sage.

To download the pictures, click on the **download pictures** button

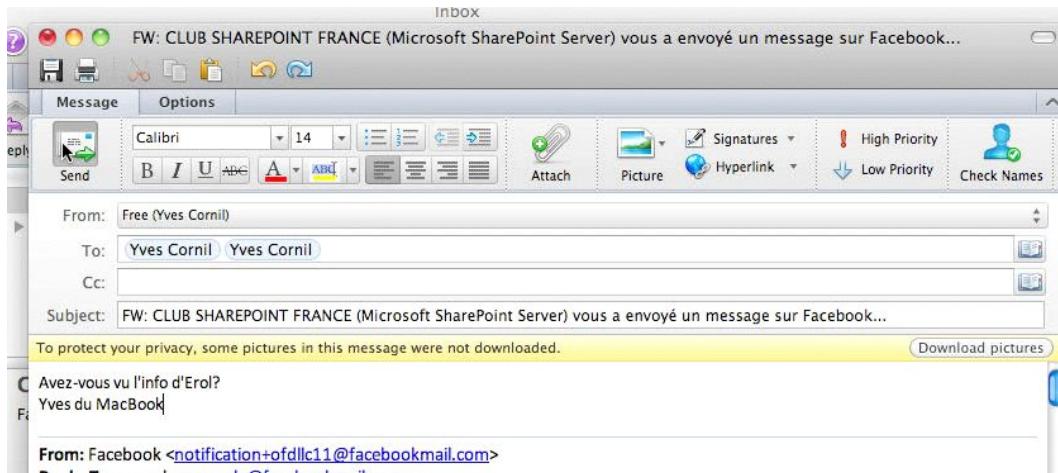


## Forwarding a message.

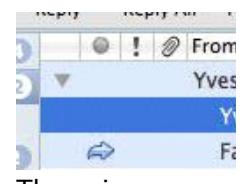


To send a received message to other persons, click on the **for-  
ward** button in the ribbon.

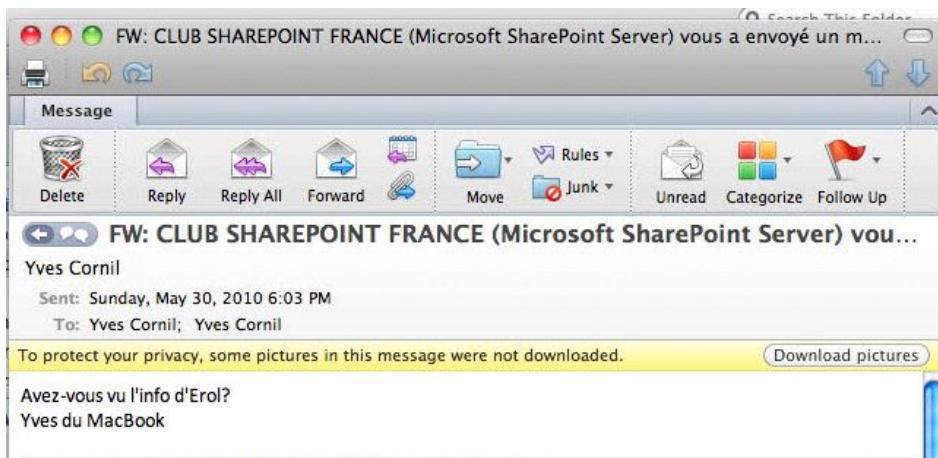




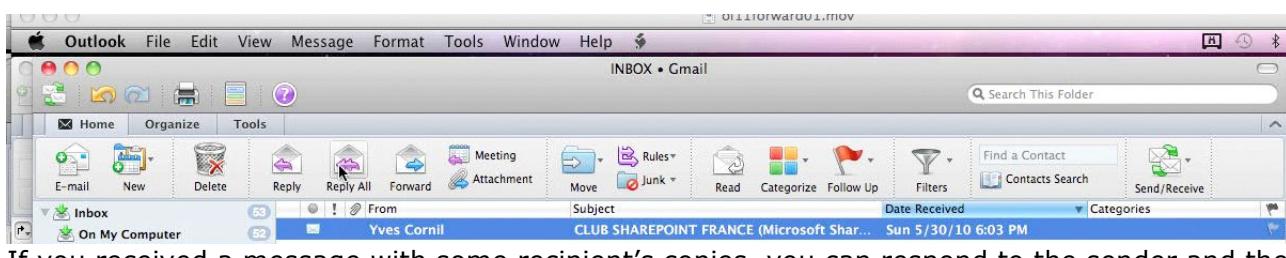
Write your message and click on the send button.



There is an arrow before the forwarded message; you can see the forwarded message when clicking on the show forward button.

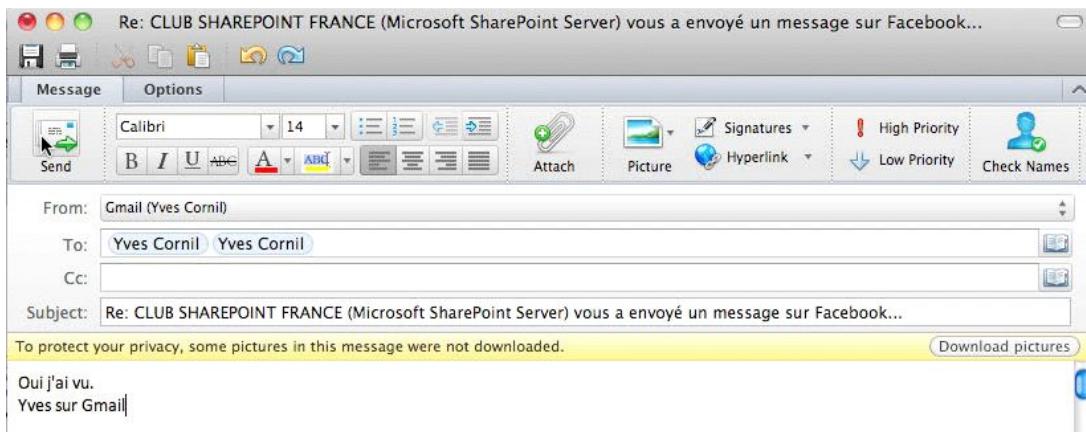


## Replying all.



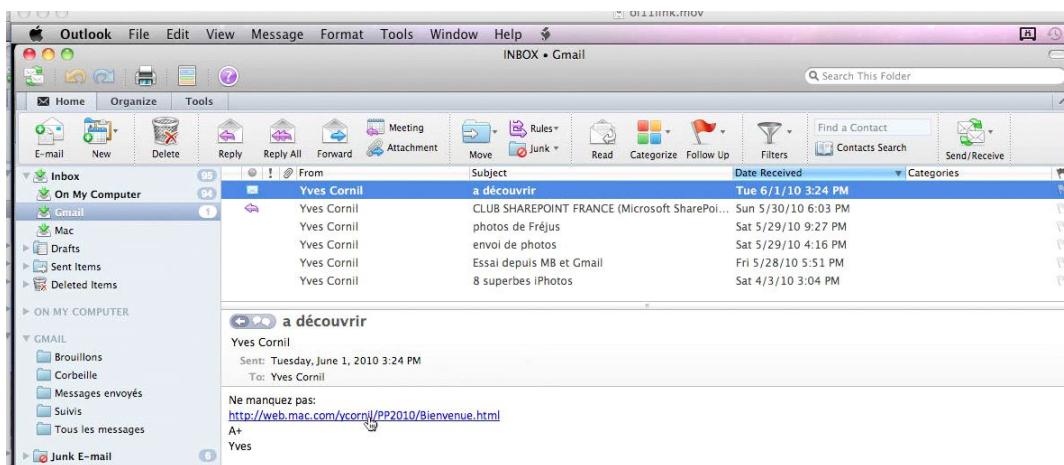
If you received a message with some recipient's copies, you can respond to the sender and the copies, when clicking on the reply all button.





Write your message and click on the send button.

## Following an Internet link.



Sometimes your messages will contain Internet link.

**Attention:** for security reason, don't click directly on the link. Copy the link and paste it in your Internet browser.

Bonjour,  
Un nouveau dossier publié par votre serveur sur Windows Live Devices, le successeur de Mesh.  
C'est à découvrir sur le blog de Communautés Numériques ou directement sur:  
<http://web.me.com/ycornil/wldevices/Bienvenue.html>

Amicalement  
Yves Cornil

On the right you can see the linked Internet site. (*This site is dedicated to Windows Live Devices.*)



## Following a conversation.

Screenshot of a mail client showing a conversation thread:

| Subject  | Date Received    | Categories | To                       | From                                       |
|--|------------------|------------|--------------------------|--|
| RE: ComNUM<br>, 2 offres exceptionnelles dans ce mail  | mer. 02/06/1...  | Mac, _M35  | Yves Cornil              | Eric AUMONT<br>PriceMinister HighTech      |
| Nouveau fichier adresses   | mer. 02/06/1...  | commun     | Yves Cornil              | Puharre, David Mathieu                     |
| Communautés Numériques : appel à candidature   | mer. 02/06/1...  | commun     | Yves Cornil              | David Mathieu, Serge Cenci, Gérard Vaquant |
| Proposition numéro 1 pour les modifications à apporter aux statuts de Communautés Numériques | mer. 02/06/1...  | commun     | Yves Cornil              | David Mathieu, Laurent Gebeau, Gérard ...  |
| Protegez votre foyer pour 19.50 euros par mois   | lun. 31/05/10... |            | Yves Cornil              | EPS TELESURVEILLANCE par malinsmalines     |
| Grand DESTOCKAGE, 1er arrivé, 1er servi !  | mer. 28/04/1...  |            | Yves Cornil (4 adresses) | Pixmania.com                               |

**CONVERSATION**

**Proposition numéro 1 pour les modifications à apporter aux statuts de Communautés Numériques** commun

Latest By: David Mathieu  
On: lundi 31 mai 2010 15:31

3 messages

- David Mathieu (sent...) Bonjour, je ne vois pas d'éléments à ajouter. cdt david Le 24 mai 2010 17:33, Yves Cornil <yves.cornil@free.fr... 31/05/10
- Laurent Gebeau Bonsoir Yves Désolé pour les réponses tardives, j'étais en vacances en Sicile. Merci pour ton boulot, comme nous... 30/05/10
- Gerard Vaquant Hello rien à dire ça correspond parfaitement aux objectifs que tu avais assignés. Bonne fin de journée Gérard V... 24/05/10

Screenshot of a mail client showing a conversation thread:

| Subject  | Date Received    | Categories | To          | From                                       |
|--|------------------|------------|-------------|--|
| RE: ComNUM<br>, 2 offres exceptionnelles dans ce mail  | mer. 02/06/1...  | Mac, _M35  | Yves Cornil | Eric AUMONT<br>PriceMinister HighTech      |
| Nouveau fichier adresses   | mer. 02/06/1...  | commun     | Yves Cornil | Puharre, David Mathieu                     |
| Communautés Numériques : appel à candidature   | mer. 02/06/1...  | commun     | Yves Cornil | David Mathieu, Serge Cenci, Gérard Vaquant |
| Proposition numéro 1 pour les modifications à apporter aux statuts de Communautés Numériques     | mer. 02/06/1...  | commun     | Yves Cornil | David Mathieu, Laurent Gebeau, Gérard ...  |
| Re: Proposition numéro 1 pour les modifications à apporter aux statuts de Communautés Numériques | mer. 02/06/1...  | commun     | Yves Cornil | David Mathieu                              |
| RE: Proposition numéro 1 pour les modifications à apporter aux statuts de Communautés Numériques | lun. 31/05/10... | commun     | Yves Cornil | Laurent Gebeau                             |

**RE: Proposition numéro 1 pour les modifications à apporter aux statuts de Communautés Numériques** commun

Laurent Gebeau  
Sent: dimanche 30 mai 2010 22:16  
To: Yves Cornil

Bonsoir Yves

Désolé pour les réponses tardives, j'étais en vacances en Sicile.

You can follow a conversation concerning a message. The messages with conversation are preceded by a little triangle. To develop the conversation, click on the triangle.

## Return to sender.

Screenshot of Microsoft Outlook showing an undelivered mail returned to sender:

Inbox

**Undelivered Mail Returned to Sender**

Mail Delivery System  
Sent: Tuesday, June 1, 2010 3:37 PM  
To: Yves Cornil  
Cc: [Document \(0.4 KB\)](#); [essai erreur \(1.2 KB\)](#)

This is the mail system at host smtp3-g21.free.fr.

I'm sorry to have to inform you that your message could not be delivered to one or more recipients. It's attached below.

For further assistance, please send mail to postmaster.

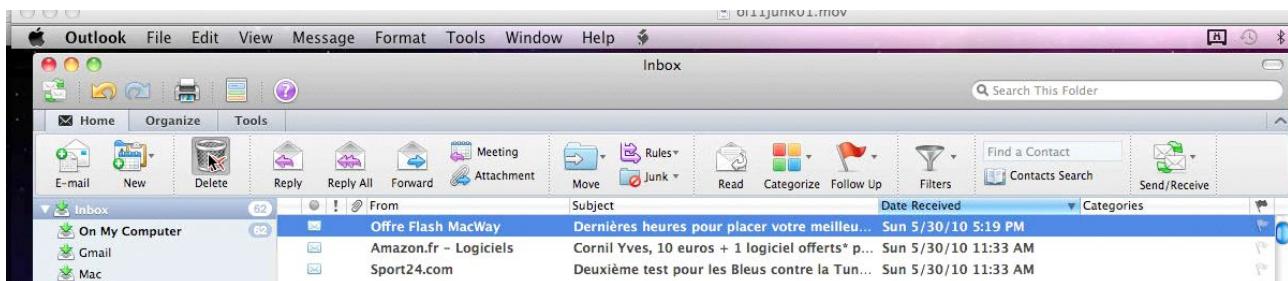
If you do so, please include this problem report. You can delete your own text from the attached returned message.

The mail system

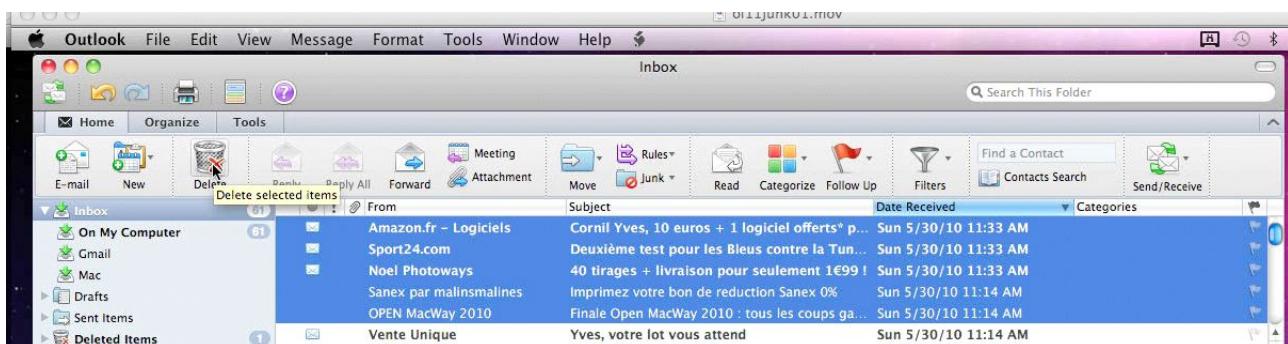
[<erreurerror@cornil.com>](mailto:<erreurerror@cornil.com>): host mx.online.net[88.191.253.31] said: 550 user unknown (in reply to RCPT TO command)

If the address is unknown, the message will be returned to the sender.

## Deleting one or more messages.



To delete one or several messages, select the message (or the messages), right click, delete message.



From time do  
time empty  
the deleted  
folder.



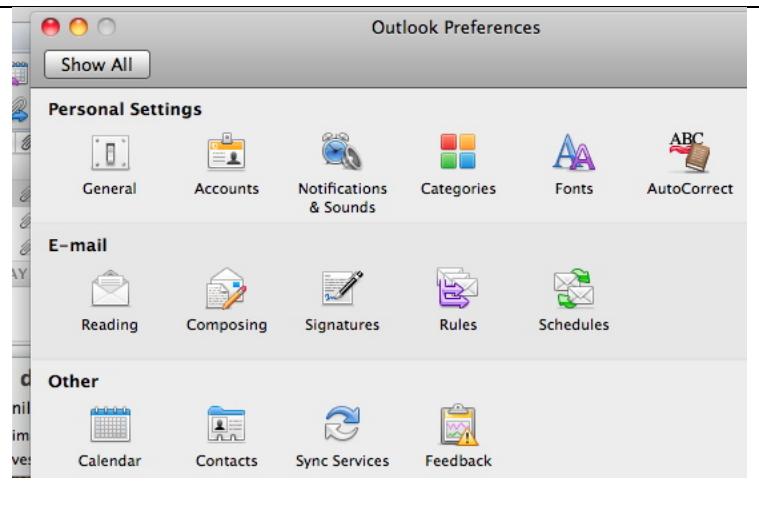
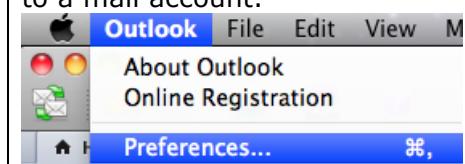
Click on the delete button to confirm.

## Add a signature to your messages.

When you write a message, you finish, generally, by a complimentary close.

Outlook 2011 gives you the possibility of recording one or more complimentary closes, which can be supplemented of your postal address, of a telephone number, etc. You will be able to also incorporate a logo or your photograph, by a copy and paste.

It is also possible to link a signature to a mail account.





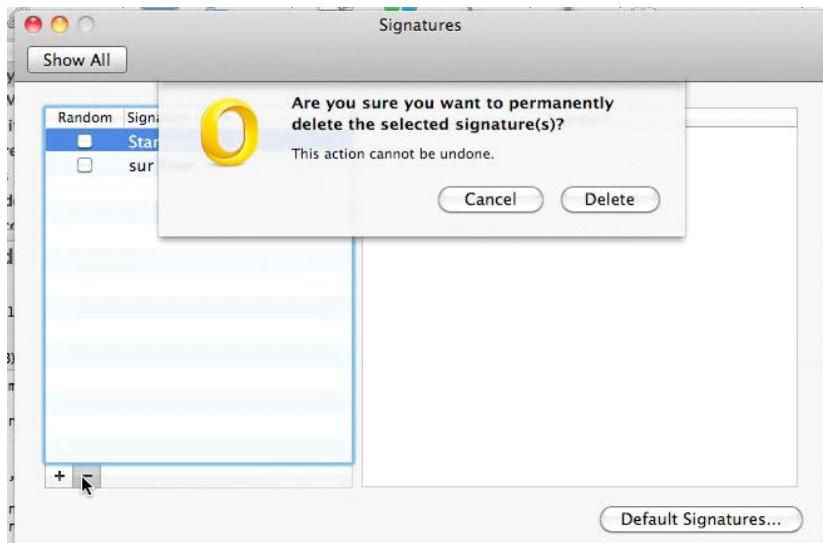
Here the box where you will enter your data. Give a name and enter your text.

Two screenshots of the "Signatures" window. The top one shows the "Untitled" signature selected in the sidebar. The bottom one shows a new signature named "Best regards" has been added, and its content "Yves Cornil, Mac MVP, Frejus France" is displayed in the preview pane. Both windows have a "Show All" button at the top left and an "Account Signatures..." button at the bottom right.

The recording of the signature is done automatically when you close the window signature.

To add a signature, click on the signature button and choose the good one.

## Deleting a signature.

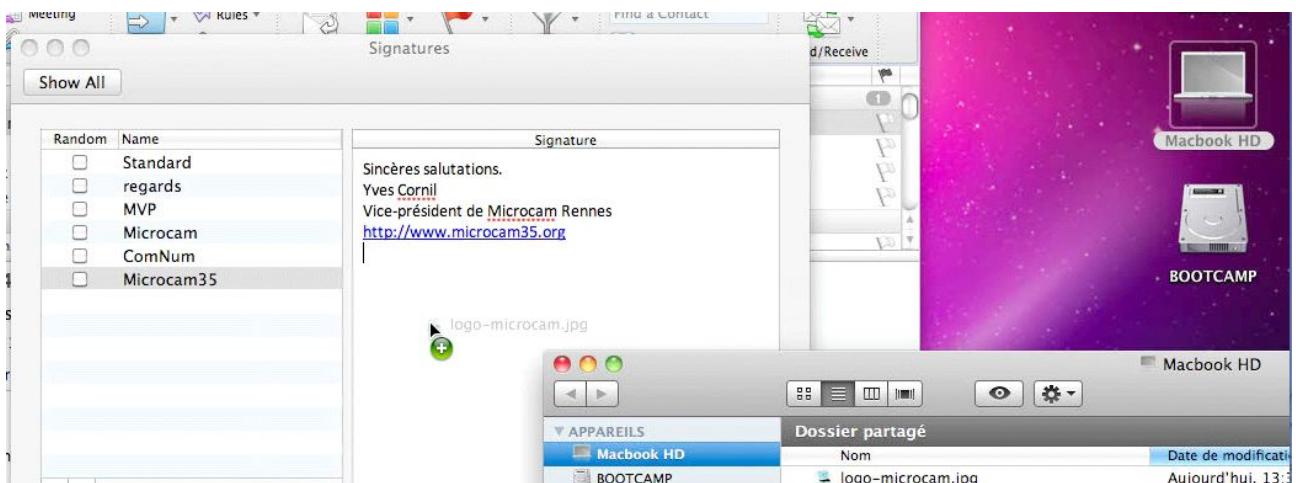


To create a signature, go to the preferences menu, **signatures**.

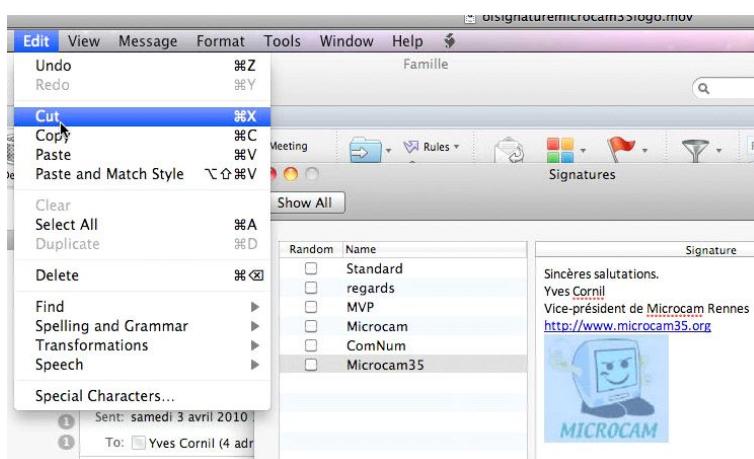
Click then on the + button to add a signature.

To delete a signature, select the signature and click on the **minus sign (-)**.

## Adding a picture.



To add a picture, drag and drop the picture file to the end of the text.

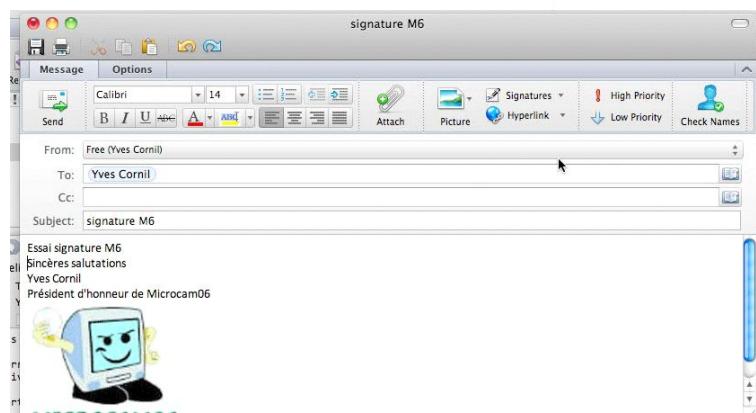


Close the window, the signature will be saved.

## Adding a signature at a message.

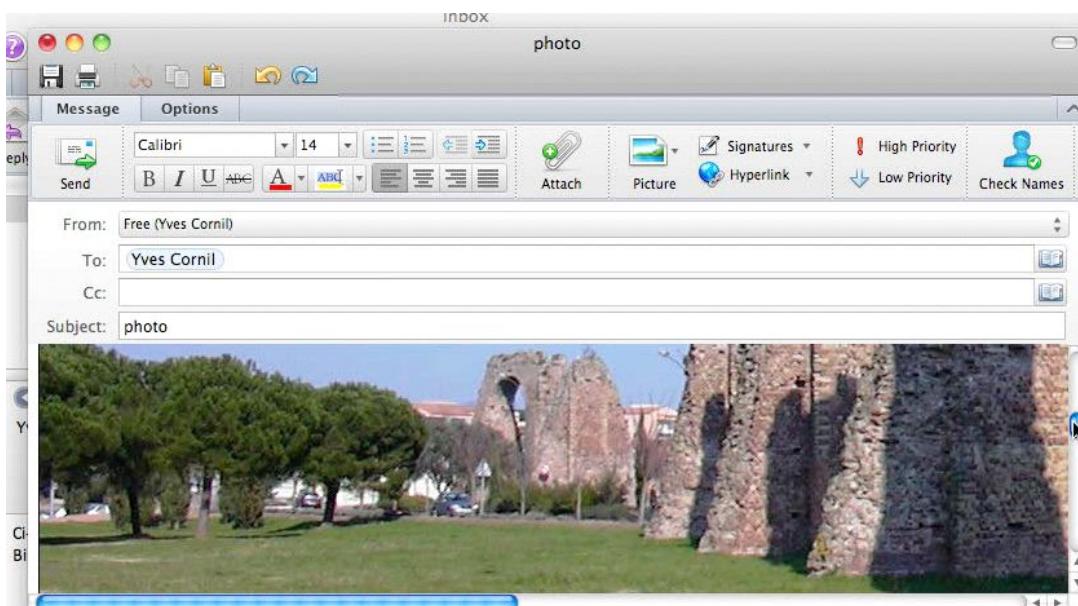
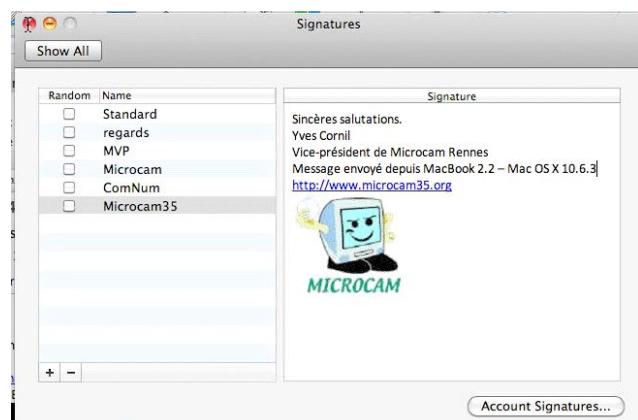


To add a signature, click on the signature tool and choose the signature in the list.



## Modifier une signature. Modifying a signature.

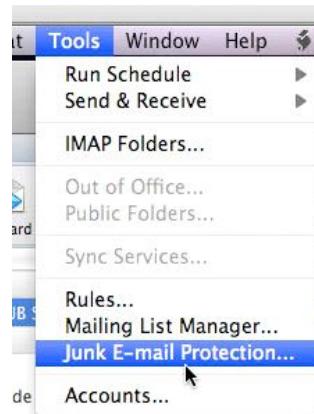
To modify a signature, select the signature, enter your text or the picture and close the window.



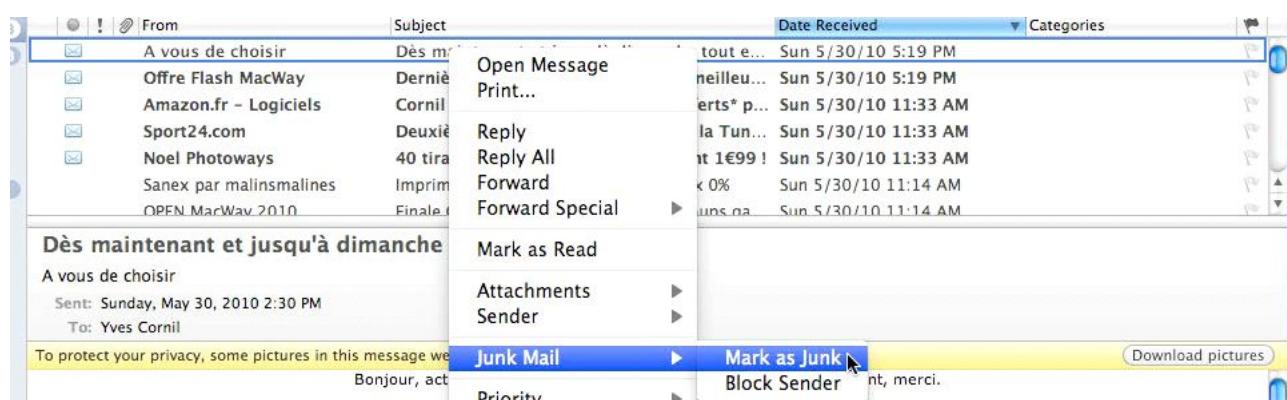
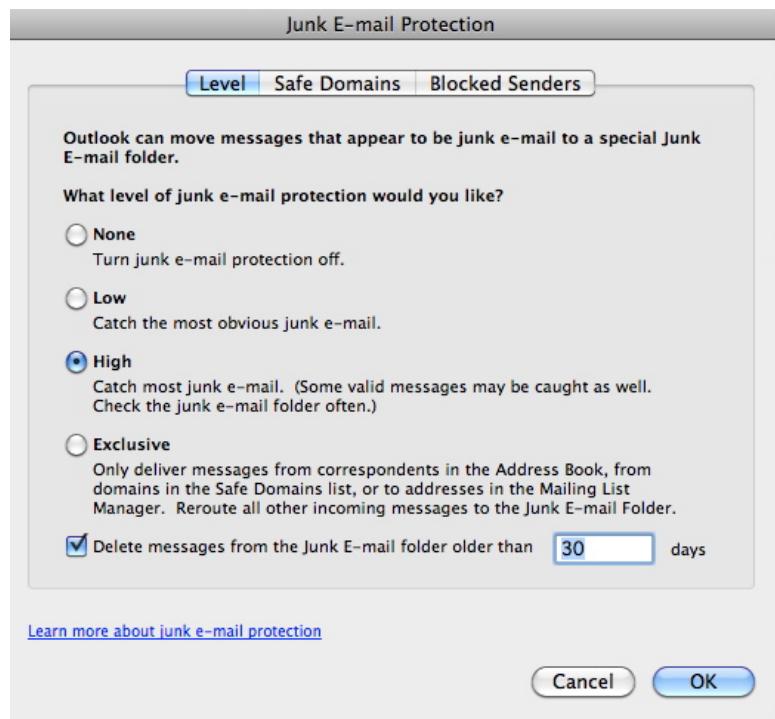
You can insert a photo from iPhoto to your message. Click on the picture photos browser ; select the photo and drag and drop to your message body.

# The junk messages.

You will receive spam messages.  
To protect your mail, go to the tools menu,  
Junk E-mail protection.



Outlook 2011 has a mechanism to filter the junk messages that you can settle.  
You can implement your own treatment to filter the messages by writing some **rules**.

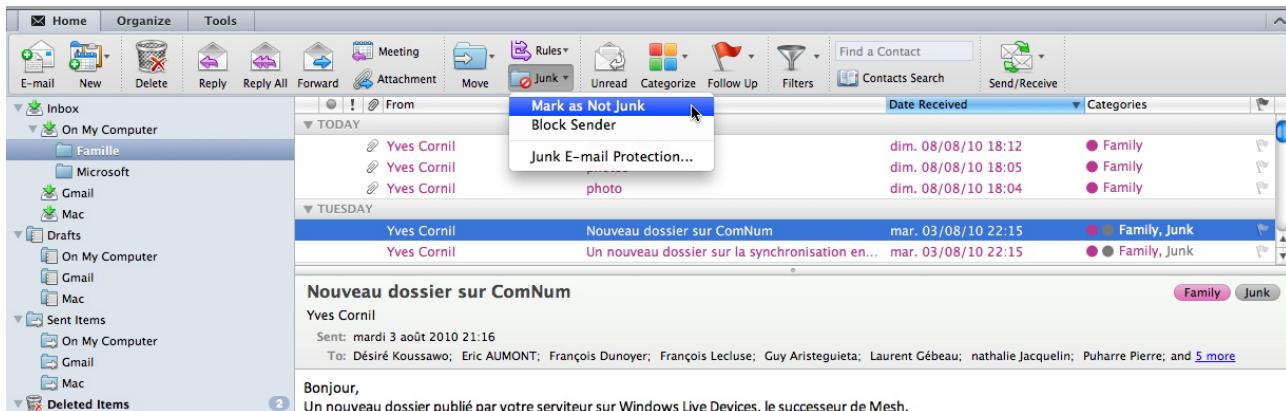


To put a message in junk status, select the message, a right click, Junk Mail, Mark as junk.

You can also click on the junk button in the ribbon.



## From time to time check the junk folder.



To legitimate a funk message, select the message and click on the Junk button and **Mark as not Junk**.

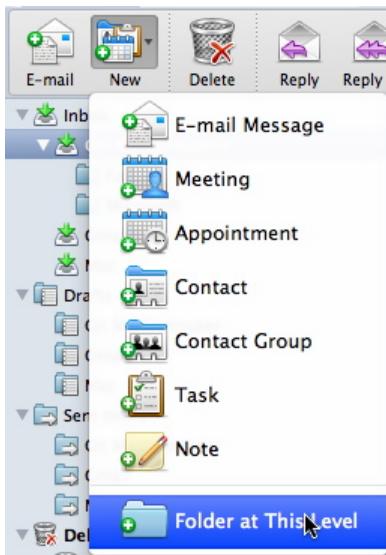
From time to time, empty the junk folder.

The messages will be moved in the deleted item folder.

# Managing the E-mails.

Until now we received the messages in the inbox, with the Junk filter. We will now organize our mail by creating folders and some rules.

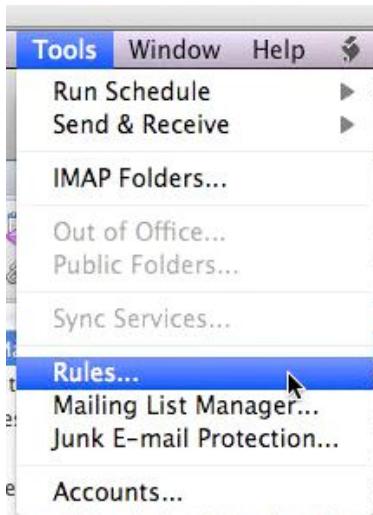
## Creating a local folder.



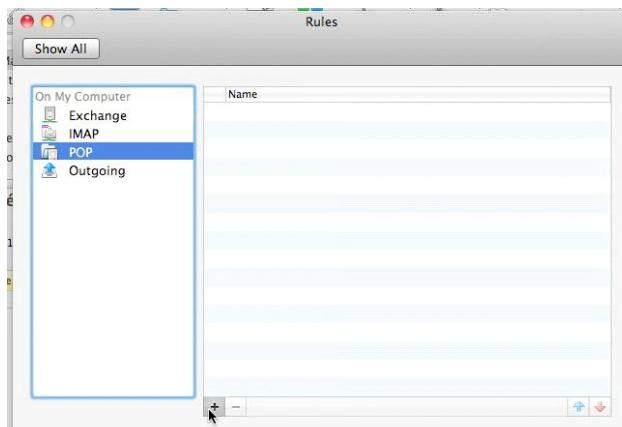
To organize your various mails, create folders.  
To create a folder, click on the new button in the ribbon, **folder**.  
The new folder name is Famille (Family).

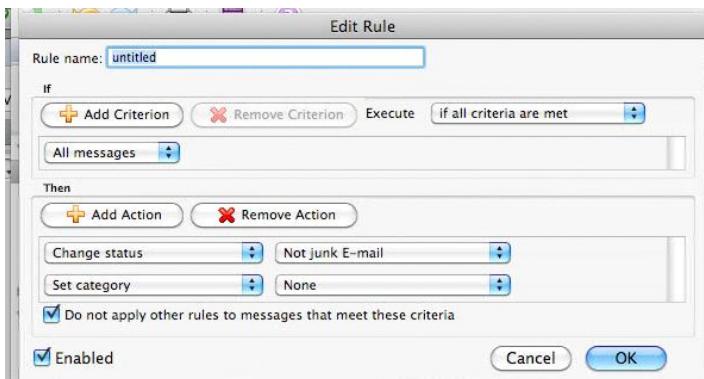


## Creating rules.



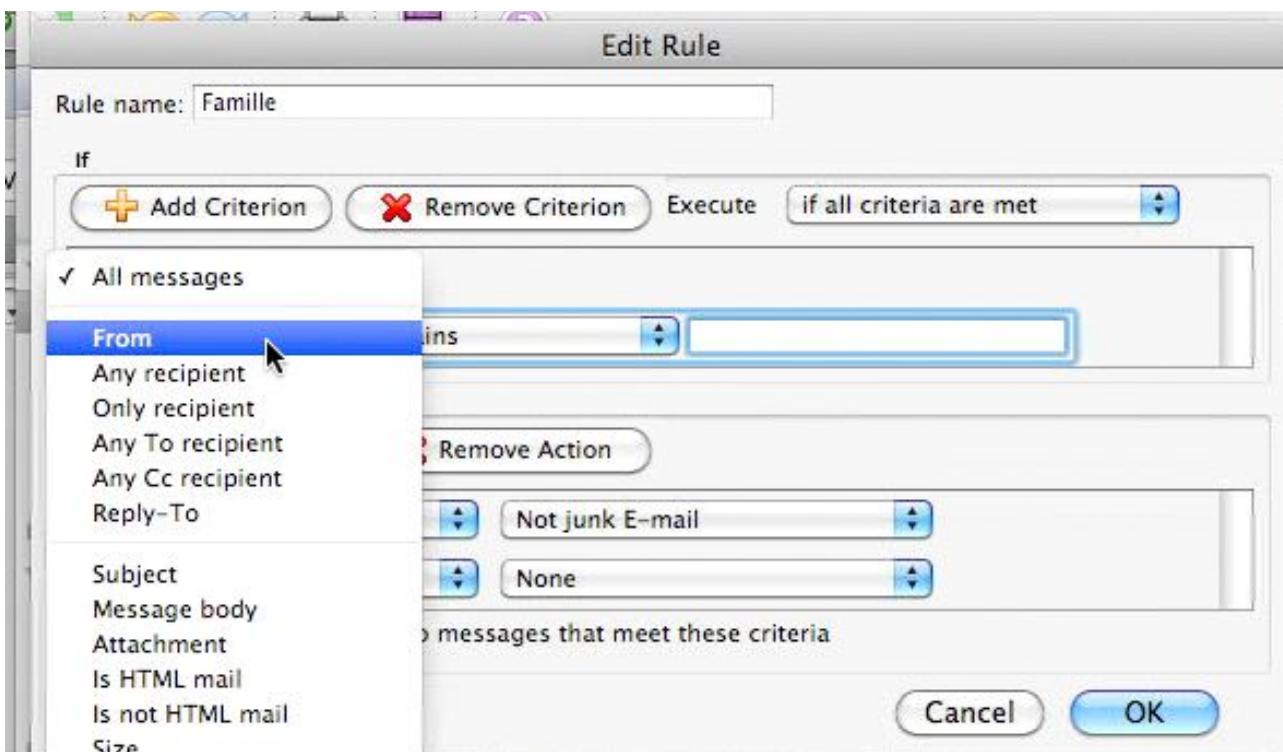
To create a rule go to the Tools menu and choose **Rules**; in the rule dialog box choose an account type (here POP) and click on the new button (+).





A rule contains:

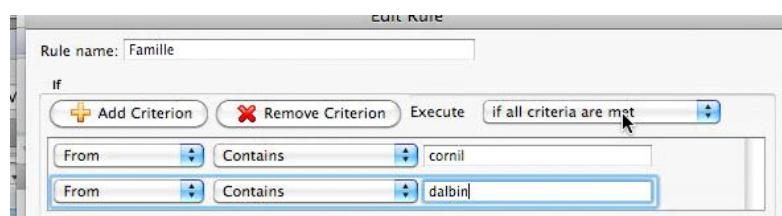
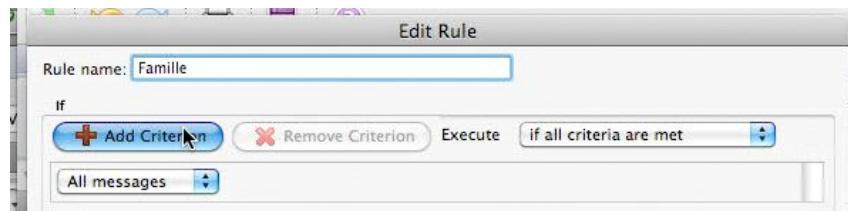
- A rule name.
- A criterion part (**if**); the criteria can be multiple.
- An action part (**then**); the actions can be multiple.



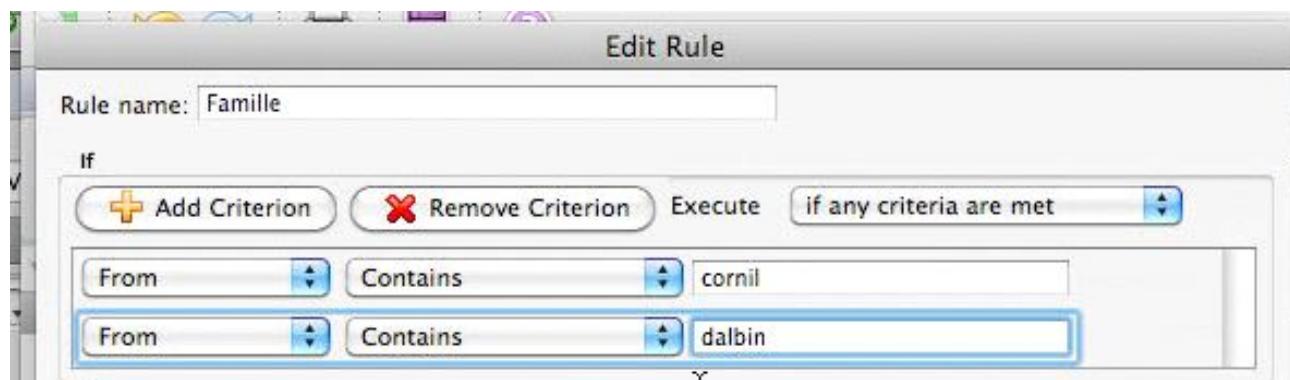
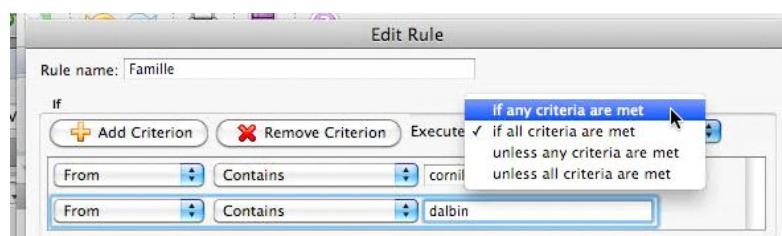
Here the rule name is Famille (Family). Choose a condition (**if**). The criteria choice list is long, see below.

|                  |                  |  |  |
|------------------|------------------|--|--|
| <b>From</b>      | Subject          | Is in reply to me                              |  |
| Any recipient    | Message body     | Is from a mailing list                         |  |
| Only recipient   | Attachment       | Is not from a mailing list                     |  |
| Any To recipient | Is HTML mail     | Is junk e-mail                                 |  |
| Any Cc recipient | Is not HTML mail | Is not junk e-mail                             |  |
| Reply-To         | Size             | Junk Likelihood                                |  |
|                  | Date sent        |  |  |
|                  | Date received    |  |  |
| Category         | Any header       | <i>The different criteria in Outlook 2011.</i> |  |
| Account          | Specific header  |  |  |
| Priority         |                  |  |  |
| Status           |                  |  |  |
| Folder           |                  |  |  |

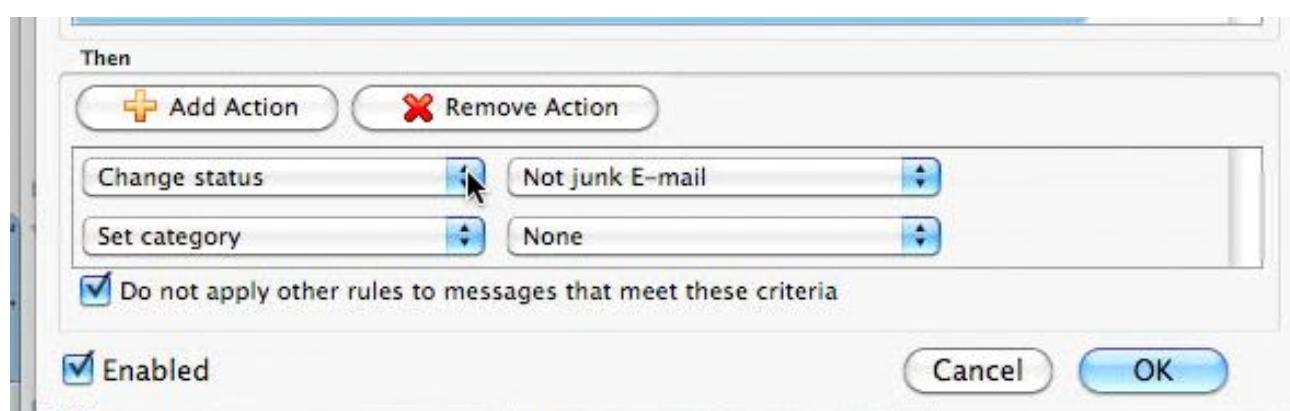
Now I am choosing the **if criteria**; I need 2 criteria for tests, I click on the **the add criterion button**.



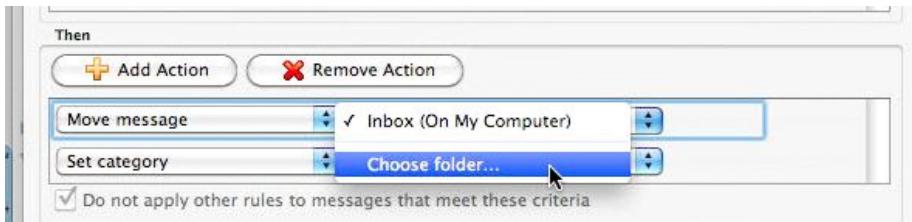
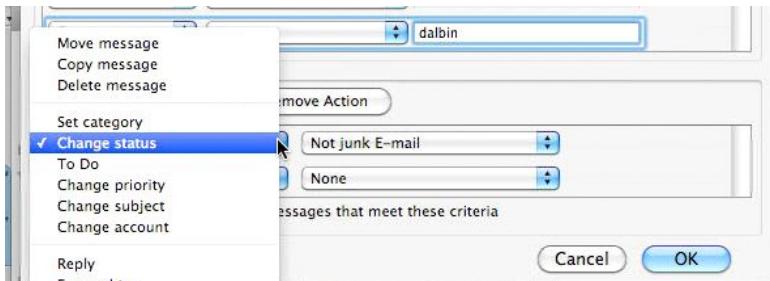
I am choosing the conditions. If the **from** area contains cornil or dalbin.



**Then.**



Now I am choosing an action to do. I want to move the message to a folder named Famille.



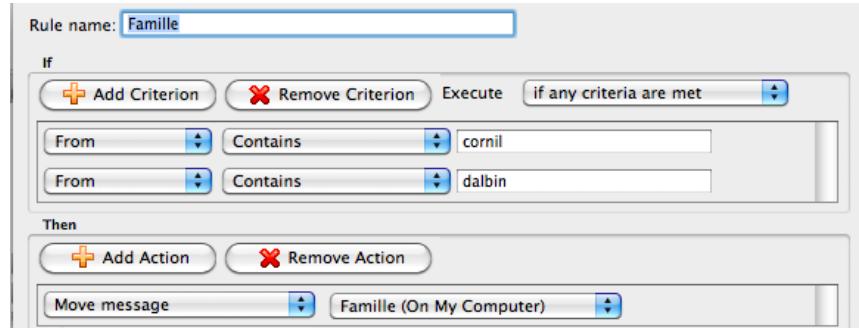
I am now removing the **set category** action. To suppress an action, select the action and click on the **remove action** button.



Click on the OK button.

The Famille rule is:

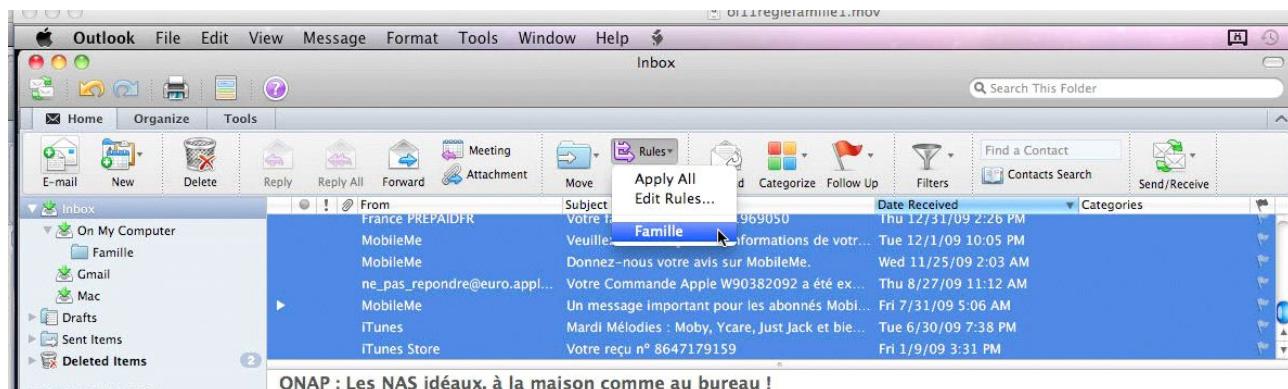
If from area contains  
cornil or dalbin,  
then move  
the message  
into the  
Famille folder  
on My Computer.



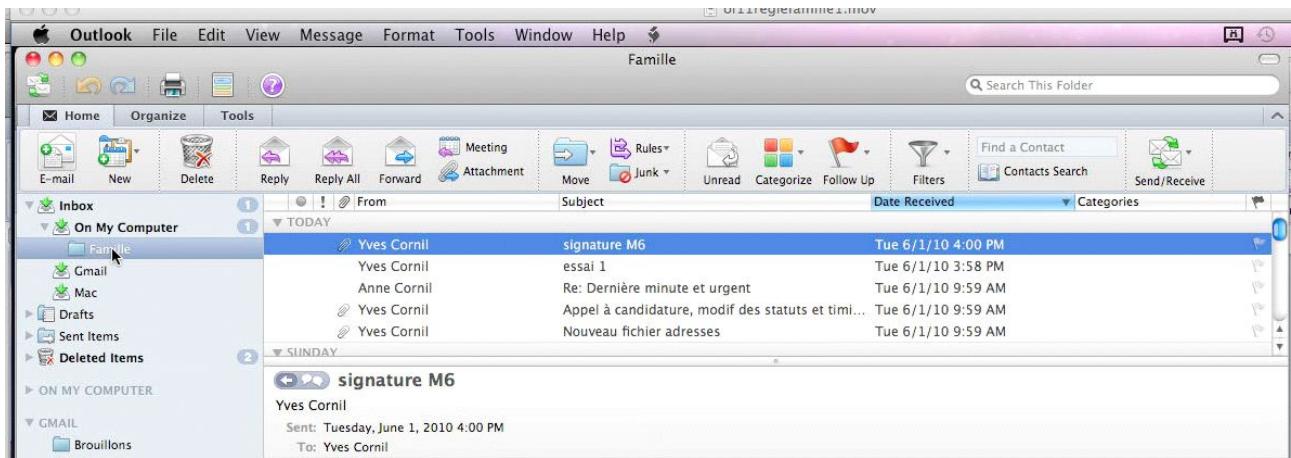
## The actions.

|                 |                            |                      |
|-----------------|----------------------------|----------------------|
| ✓ Move message  | Reply                      | Do Not Notify        |
| Copy message    | Forward to                 | Play sound           |
| Delete message  | Redirect to                | Animate icon         |
|                 | Save attachments           | Display dialog       |
|                 | Remove attachments         | Display notification |
| Set category    | Add sender to address book | Change character set |
| Change status   | Add sender to group        | Burst                |
| To Do           | Remove sender from group   | Run AppleScript      |
| Change priority |                            |                      |
| Change subject  |                            |                      |
| Change account  |                            |                      |

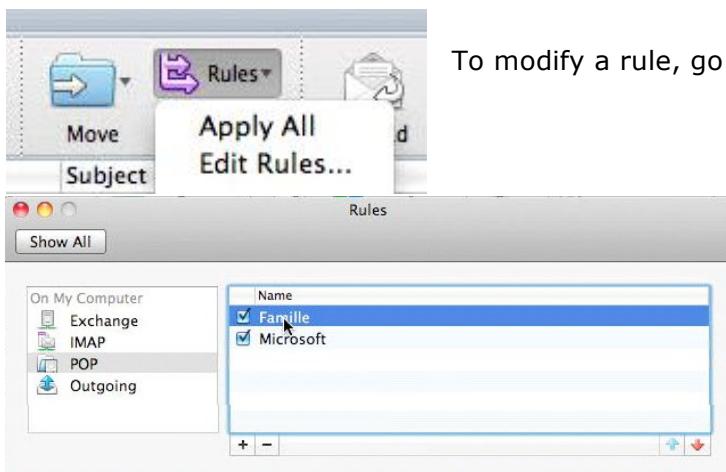
## Applying rules to the received messages.



It is possible to apply the rules to the received messages. Choose the folder (here the **Inbox**), select all the messages in the folder and click on the rule button in the ribbon. Choose the rule to apply, or apply all.



## Modifying a rule.



To modify a rule, go to the ribbon and click on **Edit Rules**.

Here I want to modify the Famille rule, I double-click on the rule.



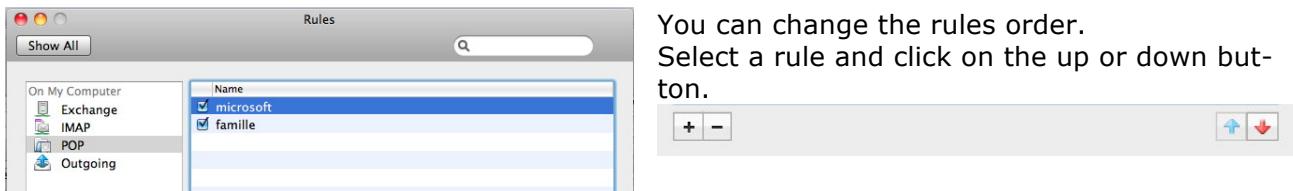
To add an action criteria, click on the **add action** button.



I added a set category action, Family.

To save the modifications, click on the OK button.

## Modifying the rules order.



## Sorting the messages in the inbox (or in the other folders).

Usually the inbox messages are sorted in descending order on the date to have first the more recent messages on the top. The sorted column is in blue and a little triangle indicates the sort order.

The screenshot shows the 'Inbox' view in Microsoft Outlook. The messages are listed by 'Date Received' in descending order. A blue header bar at the top indicates the sorting column is 'Date Received'. The messages include emails from 'Notretemps.com', 'Fnac', 'Laurent Gébeau', 'alapage.com', 'L'Internaute - Week-End', 'Facebook', 'Metecocity', 'Offre Flash MacWay', and a news item from 'TV5monde.com' about the Gaza conflict. The message from TV5monde has a blue background and is highlighted.

Sorting in descending order, from more recent to the oldest.

Sorting in ascending order, from the oldest to the more recent message.

## Sorting on the sender.

The screenshot shows the 'Inbox' view in Microsoft Outlook, sorted by the 'From' column in descending order. The messages are from 'Hewlett-Packard', 'ISABELLE ET ERIC', 'iTUNES', and 'iTUNES STORE'. The message from 'iTUNES' has a blue background and is highlighted.

To sort by sender, click on the **From column**.

## Sorting on the flags.

A screenshot of Microsoft Outlook's inbox. The messages are sorted into two main sections: 'FLAGGED' and 'NO FLAG'. Under 'FLAGGED', there are three messages: one from Désiré Koussawo with subject 'Re: Vérification adresses' (flagged), another from Désiré Koussawo with subject 'Re: Appel à candidature, modif des statuts et ...' (flagged), and one from jean-claude Pycik with subject 'DVD/ Toast' (no flag). Under 'NO FLAG', there is one message from Désiré Koussawo with subject 'Re: FW: Compte bancaires' (no flag). The columns shown are 'From', 'Subject', 'Date Received', and 'Categories'.

To sort on the flags, click on the flags column.

## Sorting by priority.

A screenshot of Microsoft Outlook's inbox. The messages are sorted into two main sections: 'HIGHEST' and 'NORMAL'. Under 'HIGHEST', there are three messages: one from Notretemps.com with subject 'Spécial vacances : voyagez moins cher et près...' (highest priority), another from Notretemps.com with subject 'Retraites : on ne partira plus à 60 ans. Quelle...' (highest priority), and one from FVA FREJUS VOUS ACCUEILLE with subject 'tr: FVA' (highest priority). Under 'NORMAL', there are two messages: one from Evenement RueDuCommerce with subject 'Decouvrez le meilleur du high tech a partir de...' (normal priority) and one from alapage.com with subject 'Vivez, vibrez au rythme de vos passions!' (normal priority). The columns shown are 'From', 'Subject', 'Date Received', and 'Categories'.

To sort by priority, click on the priority column (!).

## Sorting by subject.

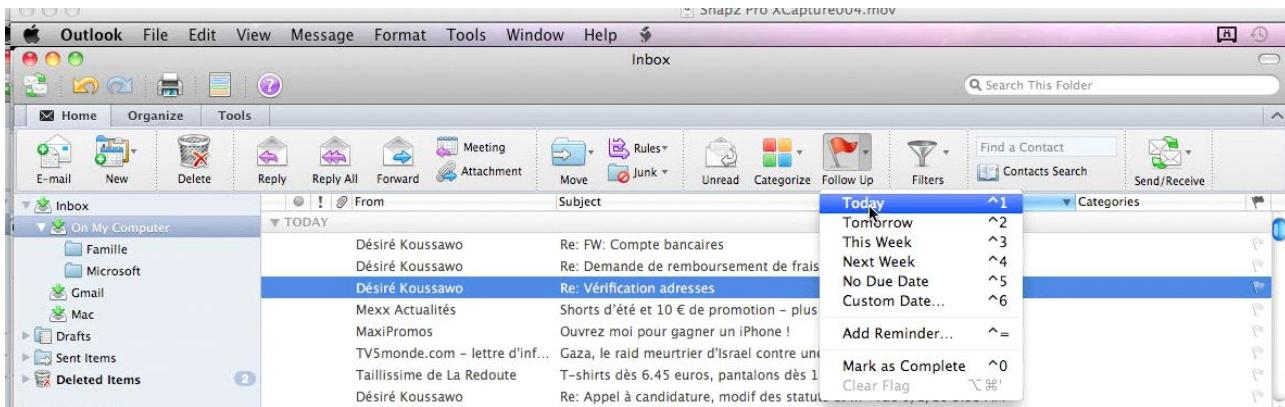
A screenshot of Microsoft Outlook's inbox. The messages are sorted by subject. The visible subjects include 'NEWSLETTER JIMMY - DU 31 MAI AU 06 JUIN' (from no-reply@jimmy.fr), 'NOUVEAU COMMENTAIRE SUR "INITIATION À WINDOWS 7 – LES BASES 1 SUR 4." (from YouTube Service), 'NOUVEAU FICHIER ADRESSES' (from Puharre and David Mathieu), 'ORANGE, SFR OU BOUYGUES COMPAREZ LEURS PROPOSITIONS.' (from Forfait Mobile), and 'ORGANISATION DE L'ASSOCIATION COMMUNAUTÉS NUMÉRIQUES'. The columns shown are 'From', 'Subject', 'Date Received', and 'Categories'.

To sort by object, click on the subject column.

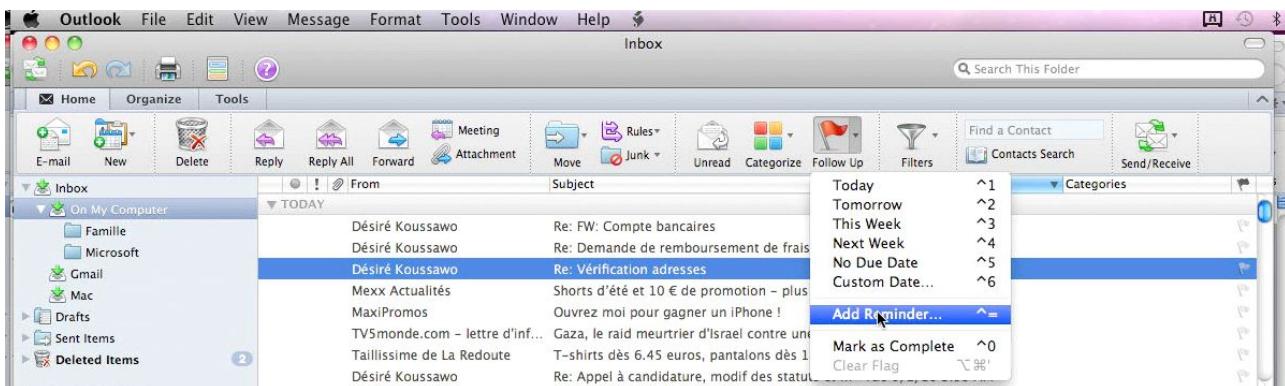
## Flagging a message.

Vous avez reçu un message qui vous demande un peu de travail et vous ne pouvez pas répondre immédiatement, mettez un drapeau rouge et éventuellement un rappel pour ne pas oublier de répondre au message.

Sometimes you'll receive a message, but you are not able to respond immediately, put a flag to remember to respond to the message.



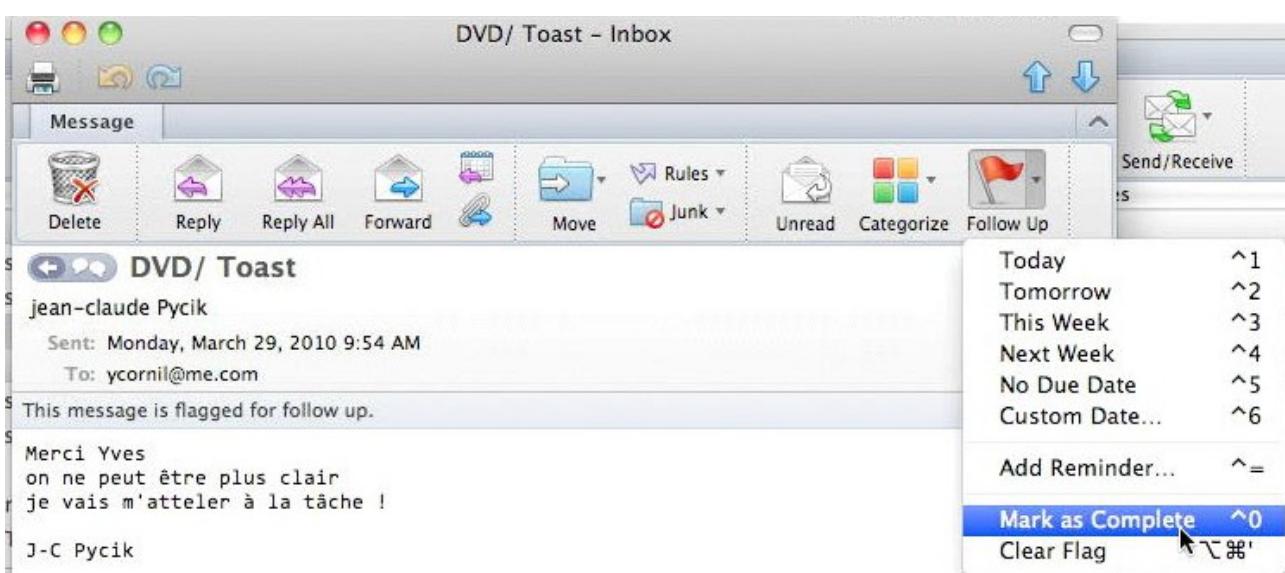
Clicking on the flag change the color (it becomes red).



You can add a reminder.



Enter the day and time.



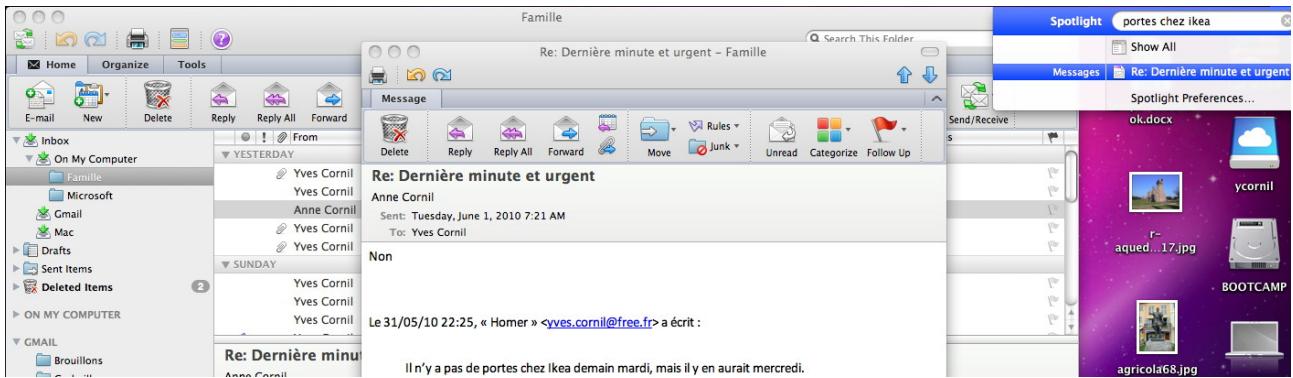
When the work is done, click on **Mark as complete**.

| From              | Subject   | Date Received       | Categories |
|-------------------|---|---------------------|------------|
| <b>FLAGGED</b>    |   |                     |            |
| Désiré Koussawo   | Re: Vérification adresses                         | Tue 6/1/10 5:52 PM  |            |
| Désiré Koussawo   | Re: Appel à candidature, modif des statuts et ... | Tue 6/1/10 9:59 AM  |            |
| <b>COMPLETED</b>  |   |                     |            |
| jean-claude Pycik | DVD/ Toast  | Mon 3/29/10 9:54 AM |            |
| <b>NO FLAG</b>    |   |                     |            |
| Désiré Koussawo   | Re: FW: Compte bancaires                          | Tue 6/1/10 6:02 PM  |            |
| Désiré Koussawo   | Re: Demande de remboursement de frais eng...      | Tue 6/1/10 5:52 PM  |            |
| Puharre           | Re: Nouveau fichier adresses                      | Tue 6/1/10 9:59 AM  |            |

*The work is done.*

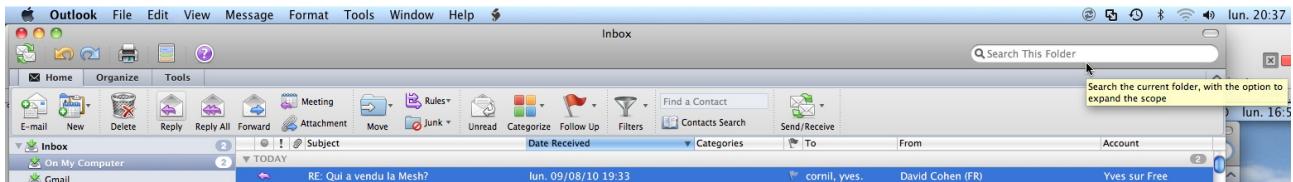
# Searching.

## Searching with Spotlight.

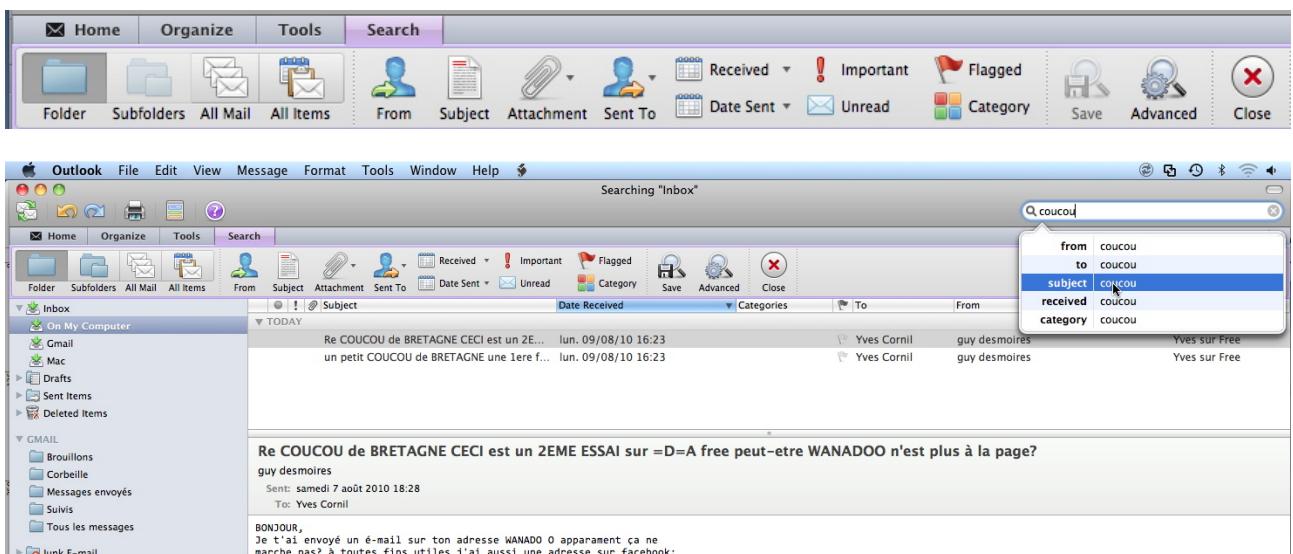


Enter your words to search in the Spotlight box.

## Using the search tool.



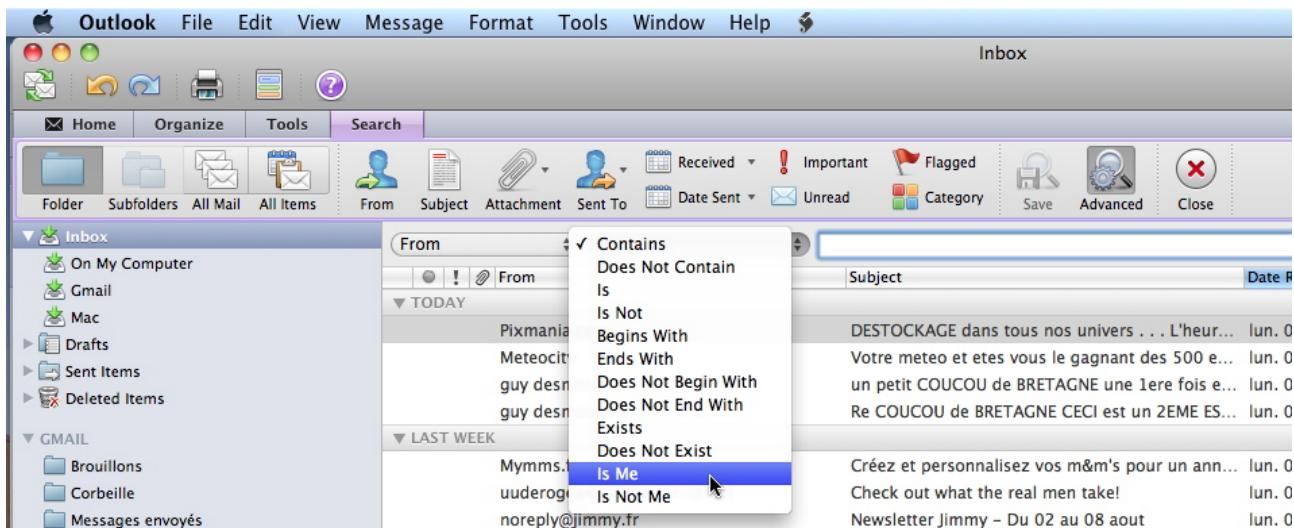
If you click in the search box, there is a search tab. You can do a quick search in the current folder or you can expand the search to include additional folders or item types and additional search criteria.



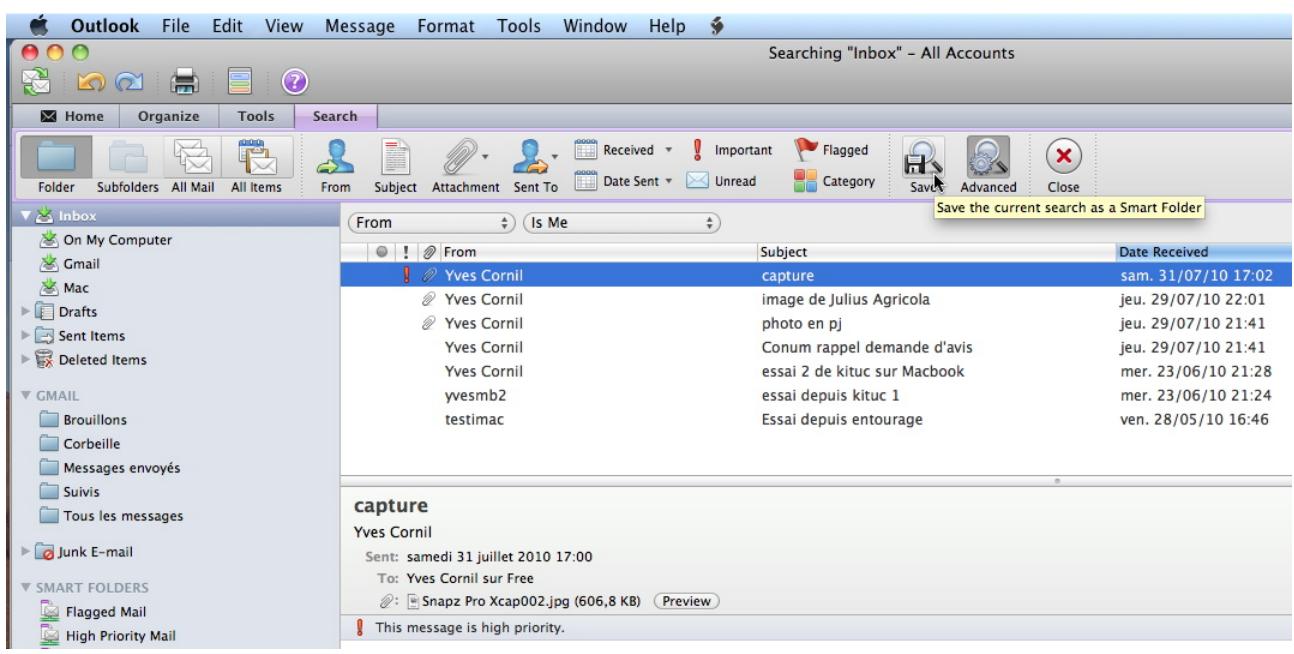
You can have basic searches from the search box, but you can have complex searches too.

| Item Contains      | Subject       | Junk E-Mail | To Do Flag     |
|--------------------|---------------|-------------|----------------|
| From               | ✓ Body        | Priority    | Due Date       |
| Any Recipient      | Attachments   | Status      | Start Date     |
| To Recipient       | Size          | Category    | Completed Date |
| Cc Recipient       | Date Sent     |             |                |
| Bcc Recipient      | Date Received |             |                |
| Reply-to Recipient |               |             |                |

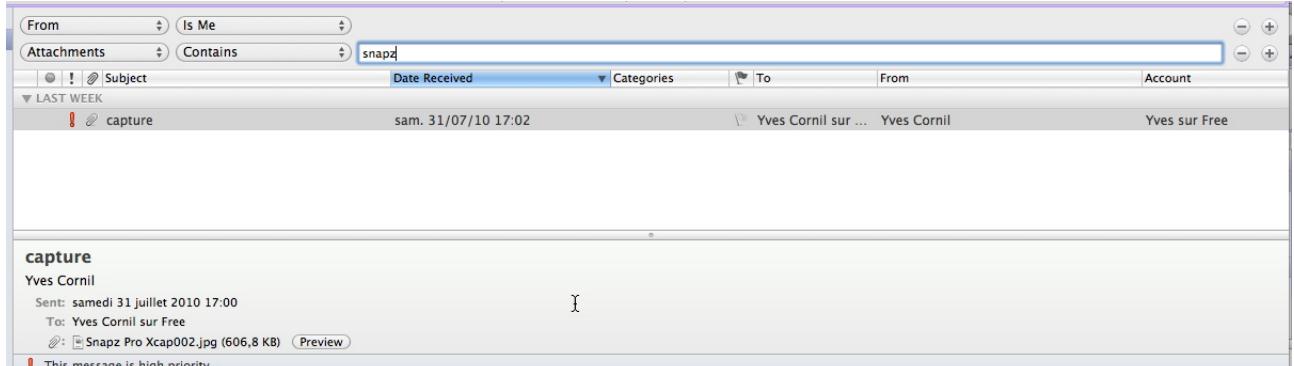
|                               |                                       |
|-------------------------------|---------------------------------------|
| Date Created<br>Date Modified | You can search with several criteria. |
| Folder<br>Account             |                                       |
| Raw Query                     |                                       |



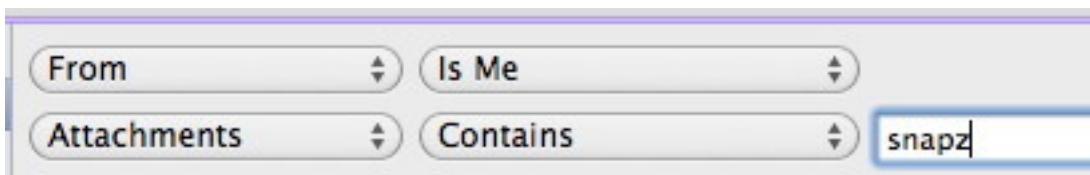
To specify additional search criteria, click on the **Advanced** button.



*Search messages from Me (is Me).*



You can have additional criteria by clicking on the plus button (+) or delete criteria by clicking on the minus button (-).



**capture**

**Yves Cornil**

**Sent:** samedi 31 juillet 2010 17:00

**To:** Yves Cornil sur Free

**📎:** Snapz Pro Xcap002.jpg (606,8 KB) [Preview](#)

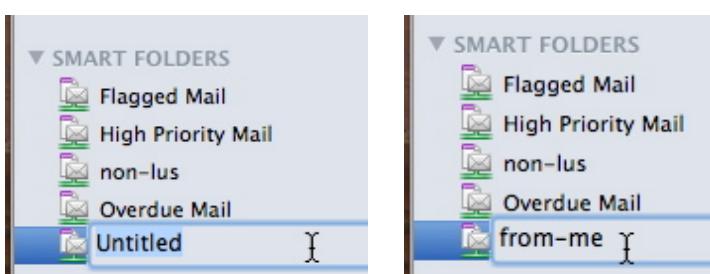
**!** This message is high priority.

Search messages from Me with attachments containing snapz.

## Recording the searches (or creating smart folders).



By clicking on the save button you can save your searches operations to use as smart folders.



Give a name to the smart folder; here the *untitled* is renamed as *from-me*.

**SMART FOLDERS**

- Flagged Mail
- High Priority Mail
- non-lus
- Overdue Mail
- Untitled

**SMART FOLDERS**

- Flagged Mail
- High Priority Mail
- non-lus
- Overdue Mail
- from-me

**Inbox**

**LAST WEEK**

|             | Subject                     | Date Received       |
|-------------|-----------------------------|---------------------|
| Yves Cornil | capture                     | sam. 31/07/10 17:02 |
| Yves Cornil | image de Julius Agricola    | jeu. 29/07/10 22:01 |
| Yves Cornil | photo en pj                 | jeu. 29/07/10 21:41 |
| Yves Cornil | Conum rappel demande d'avis | jeu. 29/07/10 21:41 |

**THIS YEAR**

|             | Subject                      | Date Received       |
|-------------|------------------------------|---------------------|
| Yves Cornil | essai 2 de kituc sur Macbook | mer. 23/06/10 21:28 |
| yvesmb2     | essai depuis kituc 1         | mer. 23/06/10 21:24 |
| testimac    | Essai depuis entourage       | ven. 28/05/10 16:46 |

**capture**

**Yves Cornil**

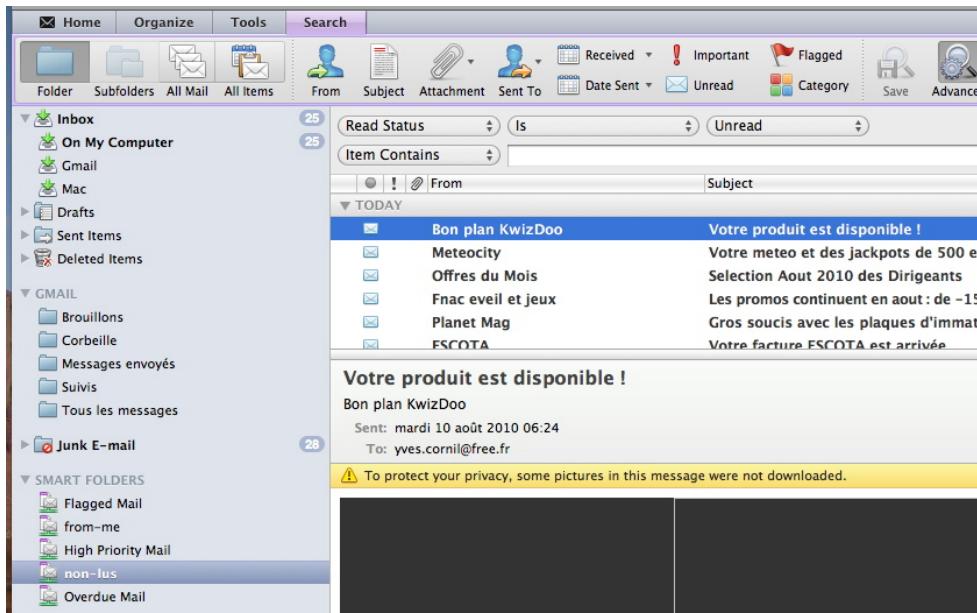
**Sent:** samedi 31 juillet 2010 17:00

**To:** Yves Cornil sur Free

**📎:** Snapz Pro Xcap002.jpg (606,8 KB) [Preview](#)

**!** This message is high priority.

The *from-me* smart folder contains messages from is Me.

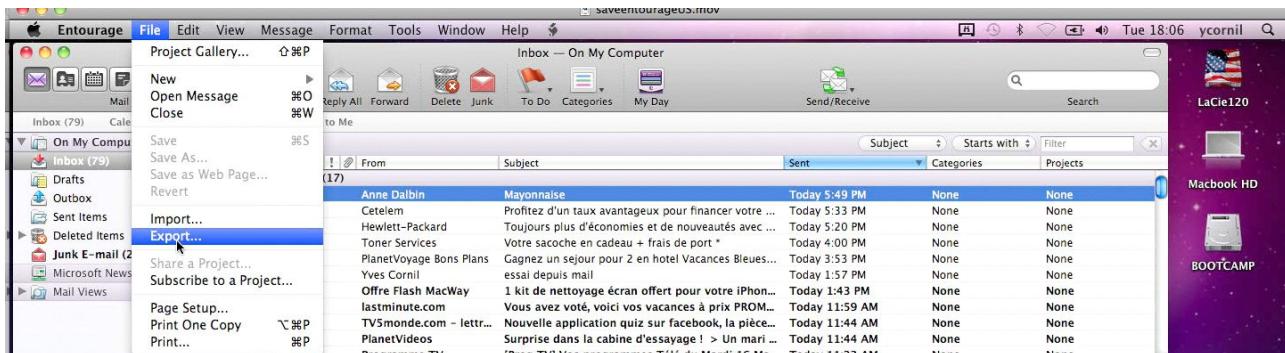


*The non-lus (unread) smart folder contains all the unread messages. When a message is read, it disappears.*

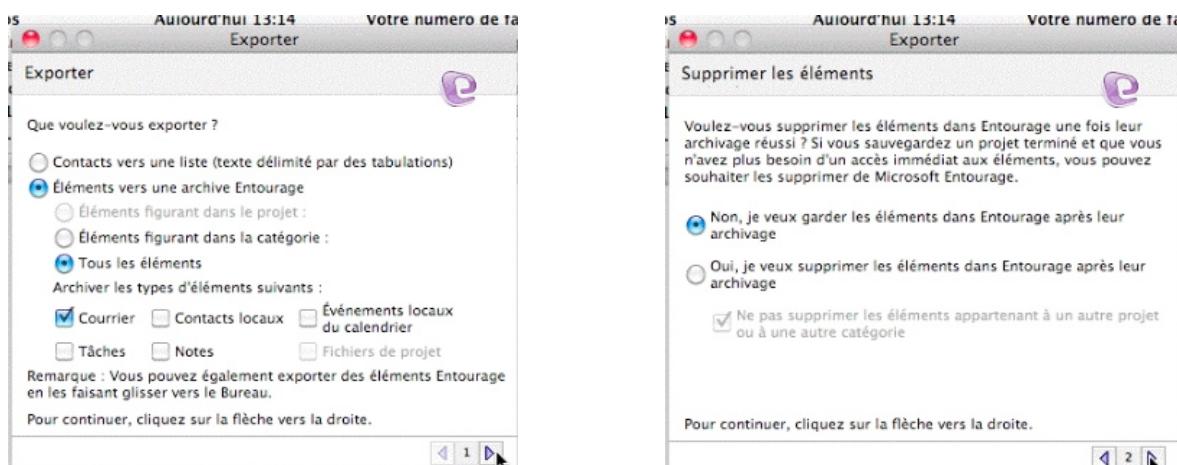
The smart folder (also known as saved search) is a virtual folder that dynamically displays a set of search results. It's a powerful tool avoiding, in some cases, to create folders and rules.

# Import/export.

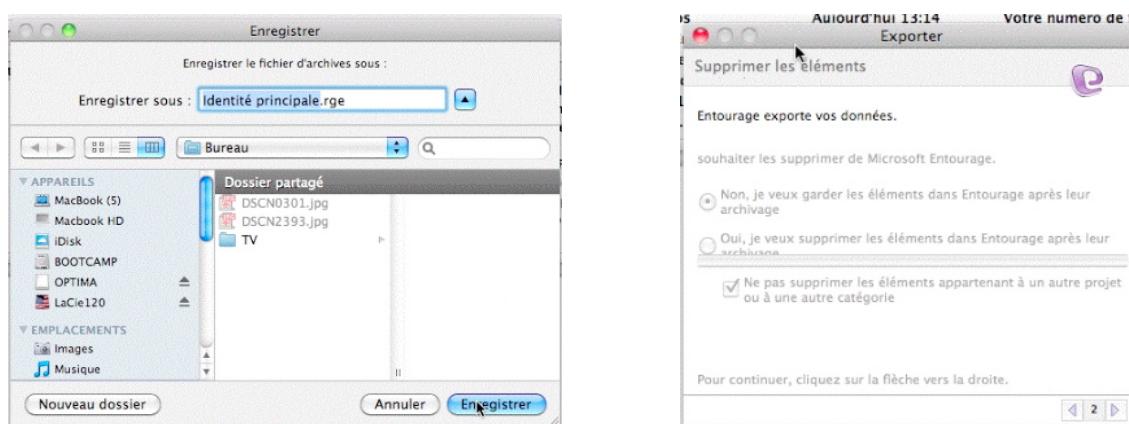
## Exporting from French Entourage 2008 software.



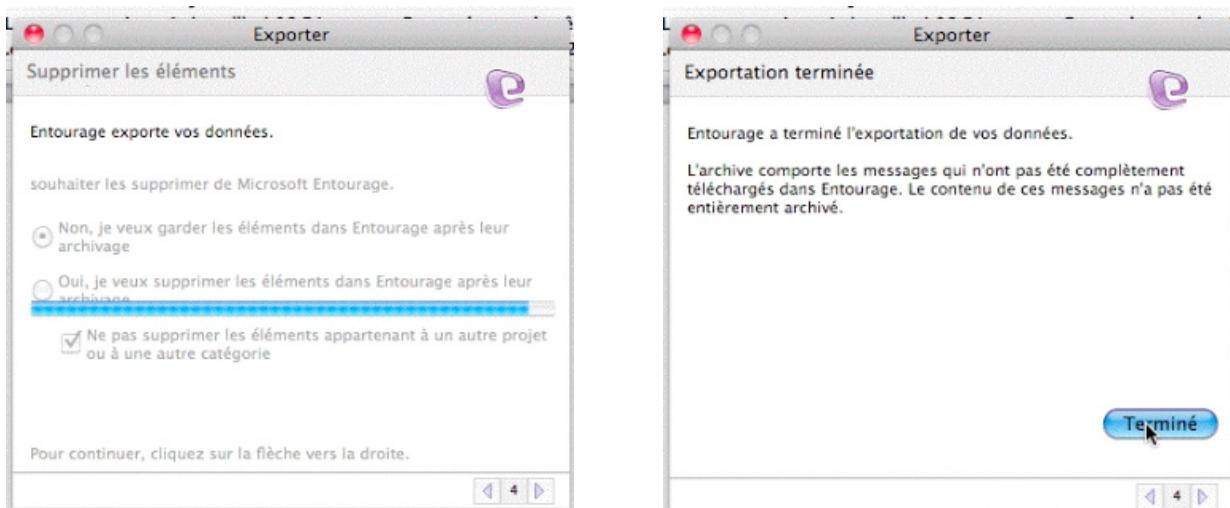
To save your Entourage environment, go to the **file** menu, **Export**.



You can choose what you want to export: only contacts or items in an Entourage archive, all the items or you can choose the items to export.



Select a folder and click on the **save** button; the save file name is Main Identité Principale.rge



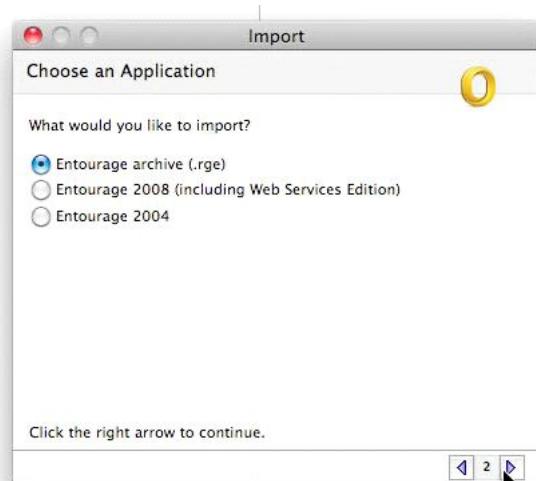
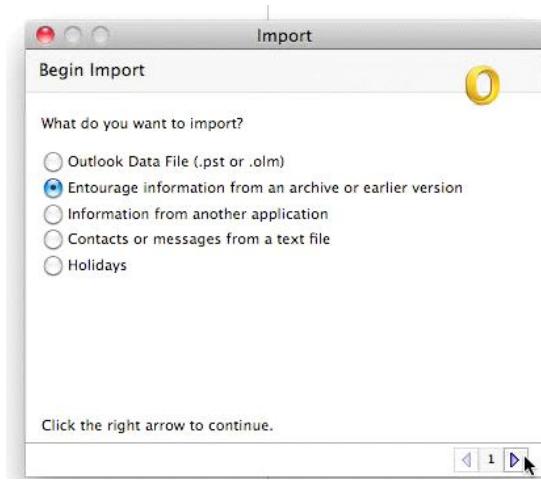
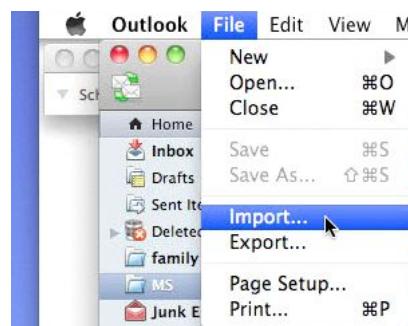
Entourage 2008 is saving your data (mail, contacts, calendar events).

The export is completed.

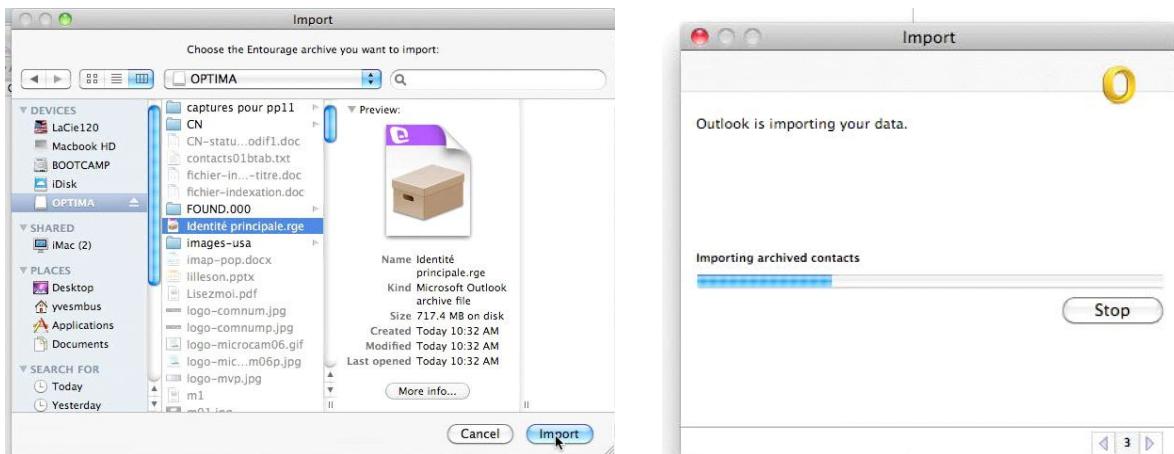
## Importing from an Entourage archive.

With Outlook 2011 you can import an Entourage save (or archive) coming from Entourage 2004 or 2008.

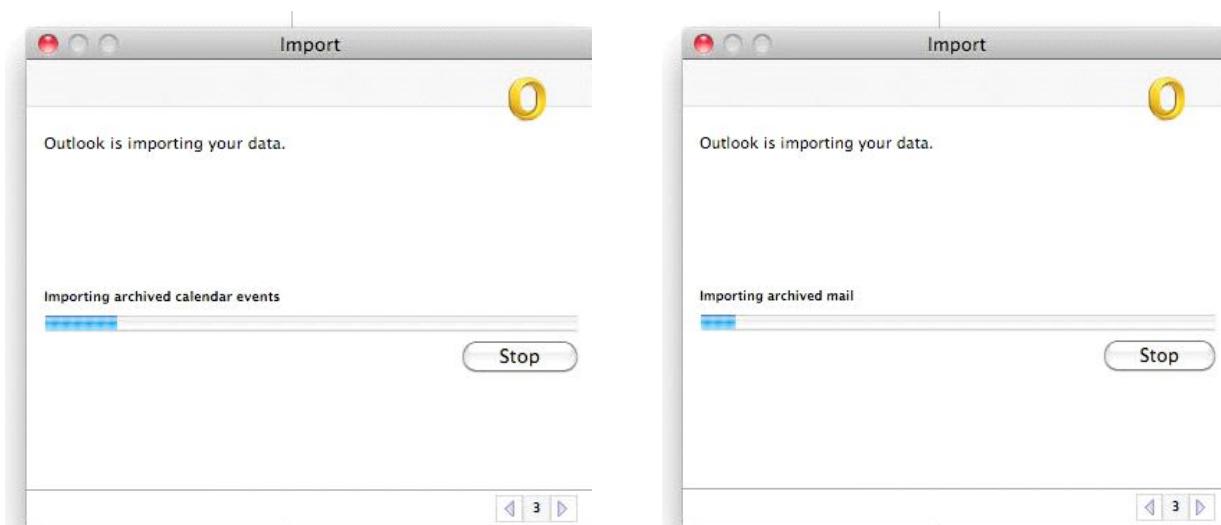
Go to the **file** menu and choose **Import**.



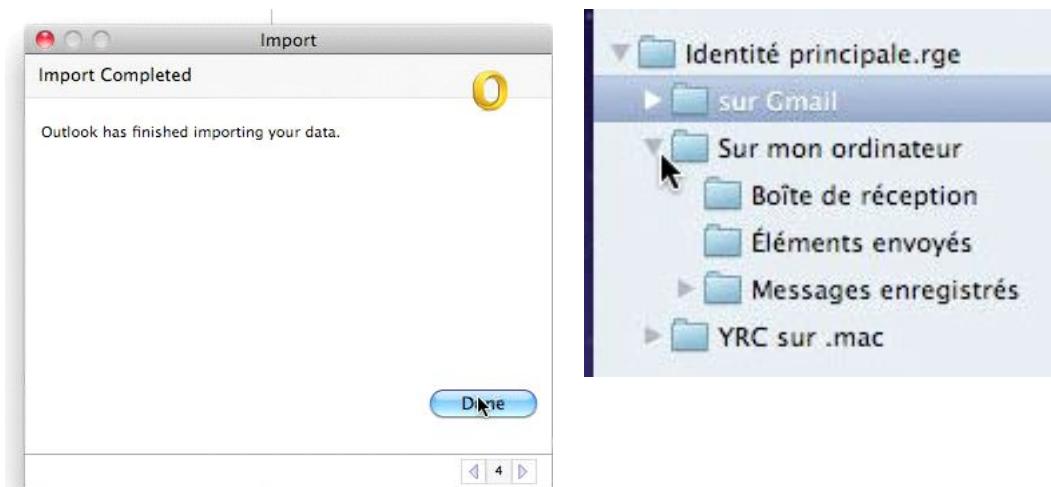
Choose what you want to import: here Entourage archive.



Select the file to import; the file name is depending of your regional version used (here identité principale, coming from a French Entourage 2008).

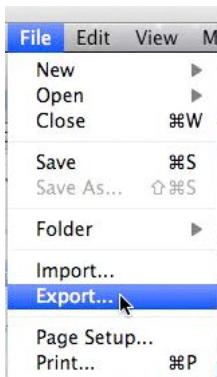


Outlook is importing your data (contacts, calendar events, mail).

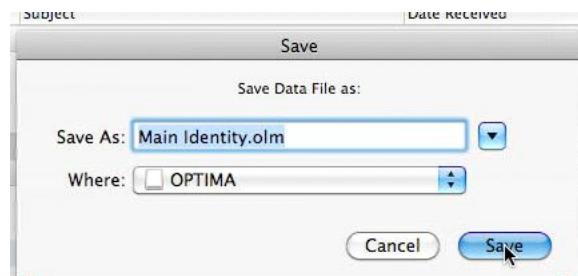


In the folder principale.rge you retrieve the mails in folders and subfolders coming from your imported archive.

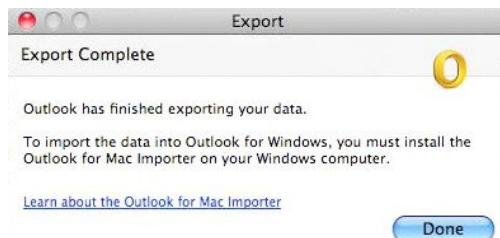
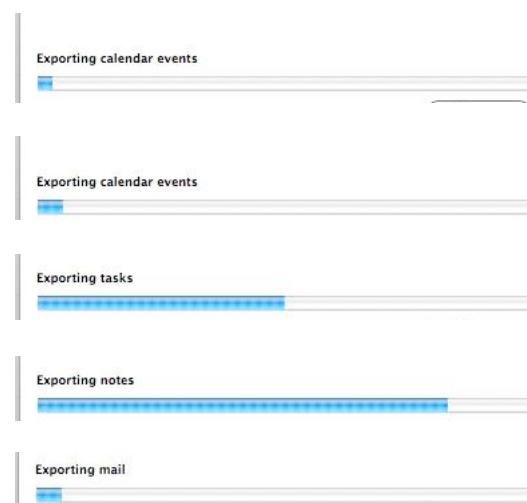
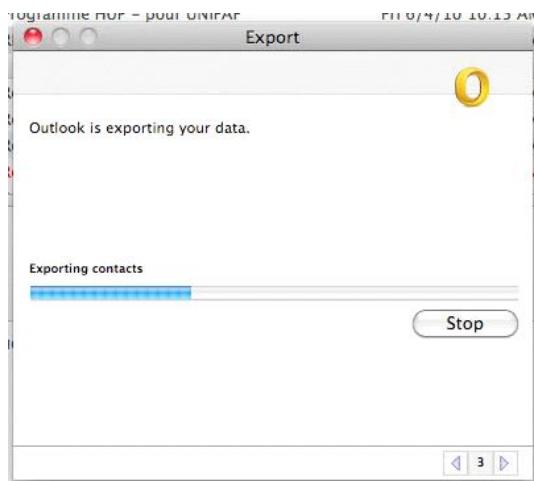
## Exporting an Outlook 2011 environment.



*After importing an Entourage archive, I am now exporting an Outlook environment.*



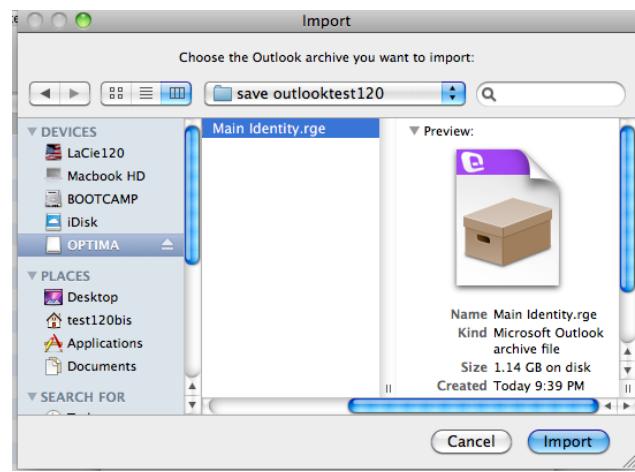
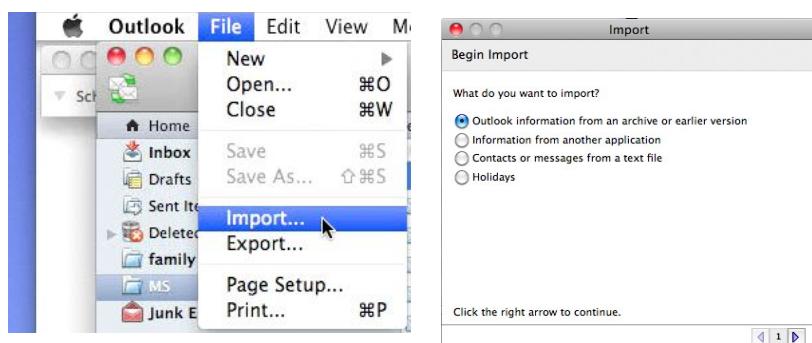
*I am exporting all data from Outlook 2011, and I don't delete the items after they are archived. The file name is Main Identity.olm*



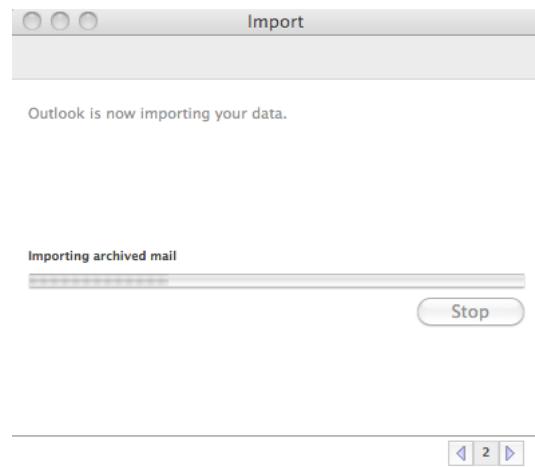
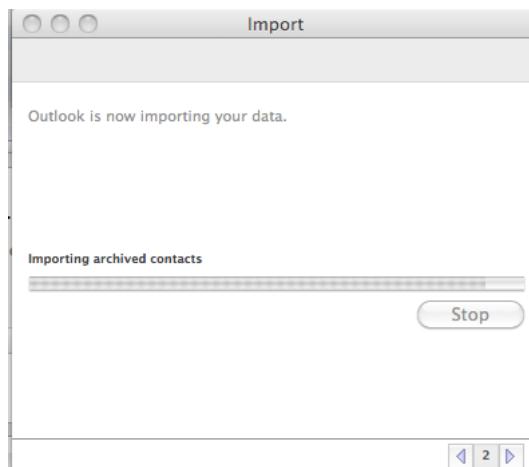
## Importing from an Outlook 2011 export.

The process is the same as an Entourage import.

*Now I am importing the data from my previous export.*



*I select an Entourage archive to import, my Main identity.rge file.*



The contacts are first imported, followed by the archived mail.

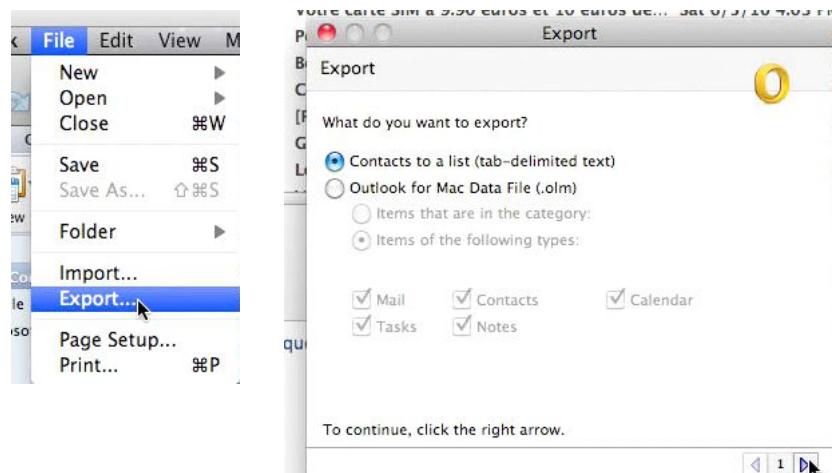


**It's finished, click on the **Done** button.**

## Exporting only the contacts from Outlook 2011.

You can export only your contacts, as a tab-delimited text file.

Go to **File** menu, **export**.



The contacts are saving in a **Contacts Export.txt** file; you can change the file name.

## Which informations are contained in the contacts export file?

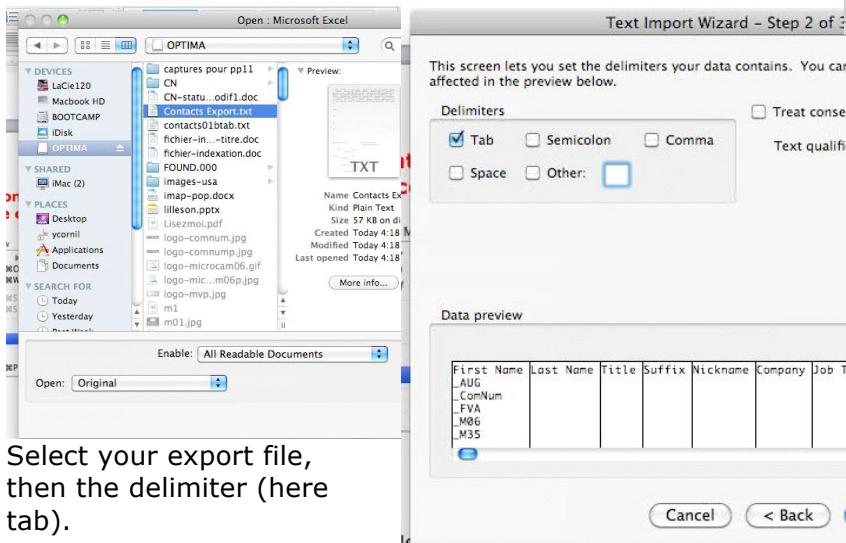


The number of fields contained in the exported file is important; you use probably less than 10 fields in your contacts book.

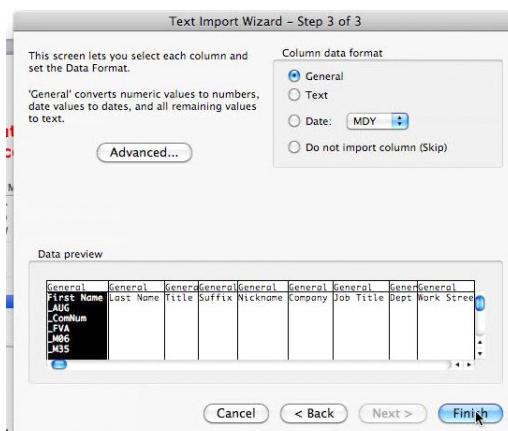


## Opening the contacts text file in Excel 2011.

If you want modify your saved contacts txt file, you can use Excel to modify the fields names or to modify, suppress some fields or data.



Select your export file, then the delimiter (here tab).



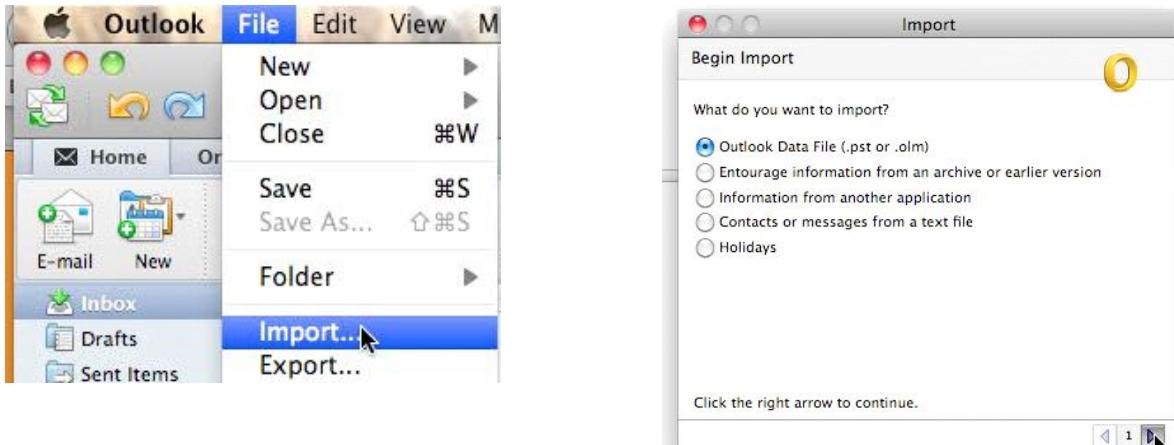
If necessary, you can modify the data and save the file in Excel format or in text file format.

| First Name          | Last Name | Title | Suffix | Nickname | Company | Job Title | Dept | Work Street | Work City | Work State | Work Zip | Work Country | Work URL | Home Street | Home City | Home State |
|---------------------|-----------|-------|--------|----------|---------|-----------|------|-------------|-----------|------------|----------|--------------|----------|-------------|-----------|------------|
| AUG                 |           |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| ComNum              |           |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| FVA                 |           |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| M06                 |           |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| M35                 |           |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| mac                 |           |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| 2008 Entourage Beta | List      |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| A.C.                | avosmac   |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |
| A.Marie             | Vitu      |       |        |          |         |           |      |             |           |            |          |              |          |             |           |            |

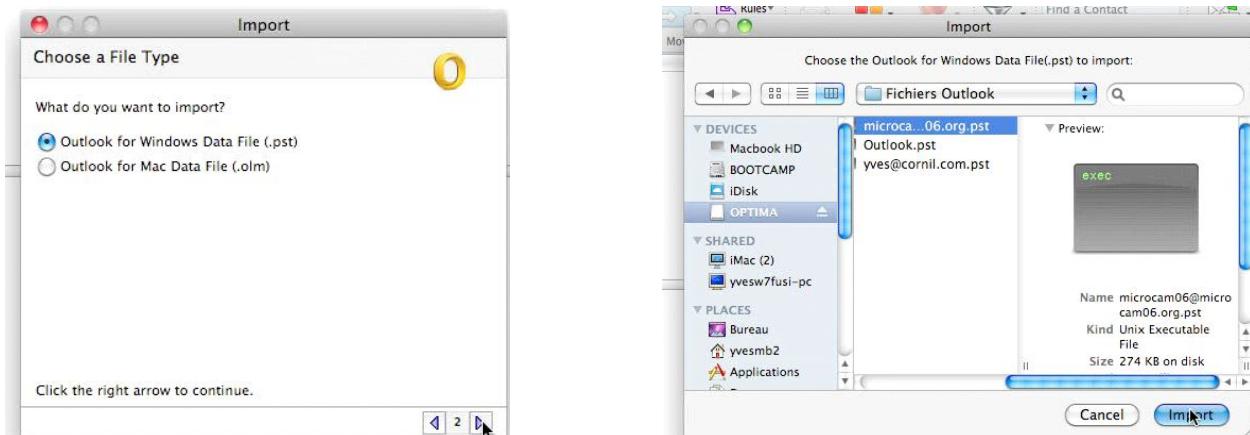
## Importing from a .pst file.



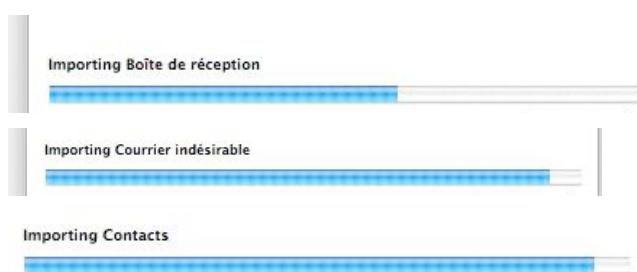
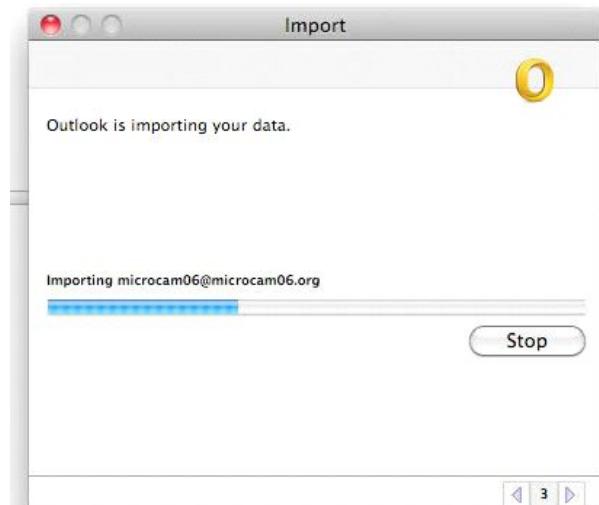
With Outlook 2011 you can import the data from a .pst file, coming i.e. from Outlook 2010.



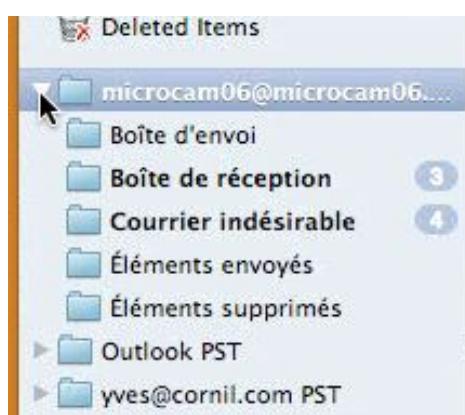
Go to the File menu, import.



Choose the options to import from a .pst Windows file. Select the file to import.



When the import is finished, click on the Done button.



Importez les autres fichiers .pst, si nécessaire.

Import, if necessary the other .pst files.

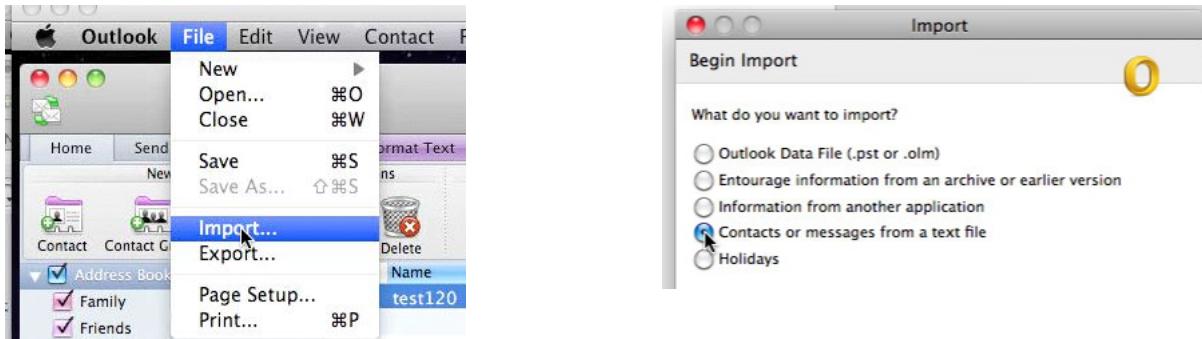
This screenshot shows the Microsoft Outlook inbox. It displays several messages imported from the PST file, including:

- Message test Microsoft Outlook (from Brahim ABOUMINE) - Urgent/A vendre un appartement Marrakech (sent 05/08/10 16:30)
- Nuance - Makers of Dragon NaturallySpe... Save \$100 when you Pre-order NEW Dragon ... (sent 04/08/10 14:11)
- Yves Cornil - Synchroniser Macs/PCs (sent 03/08/10 21:23)
- Message test Microsoft Outlook (from Microsoft Outlook) - Sent: mardi 10 août 2010 10:41 To: Microcam06

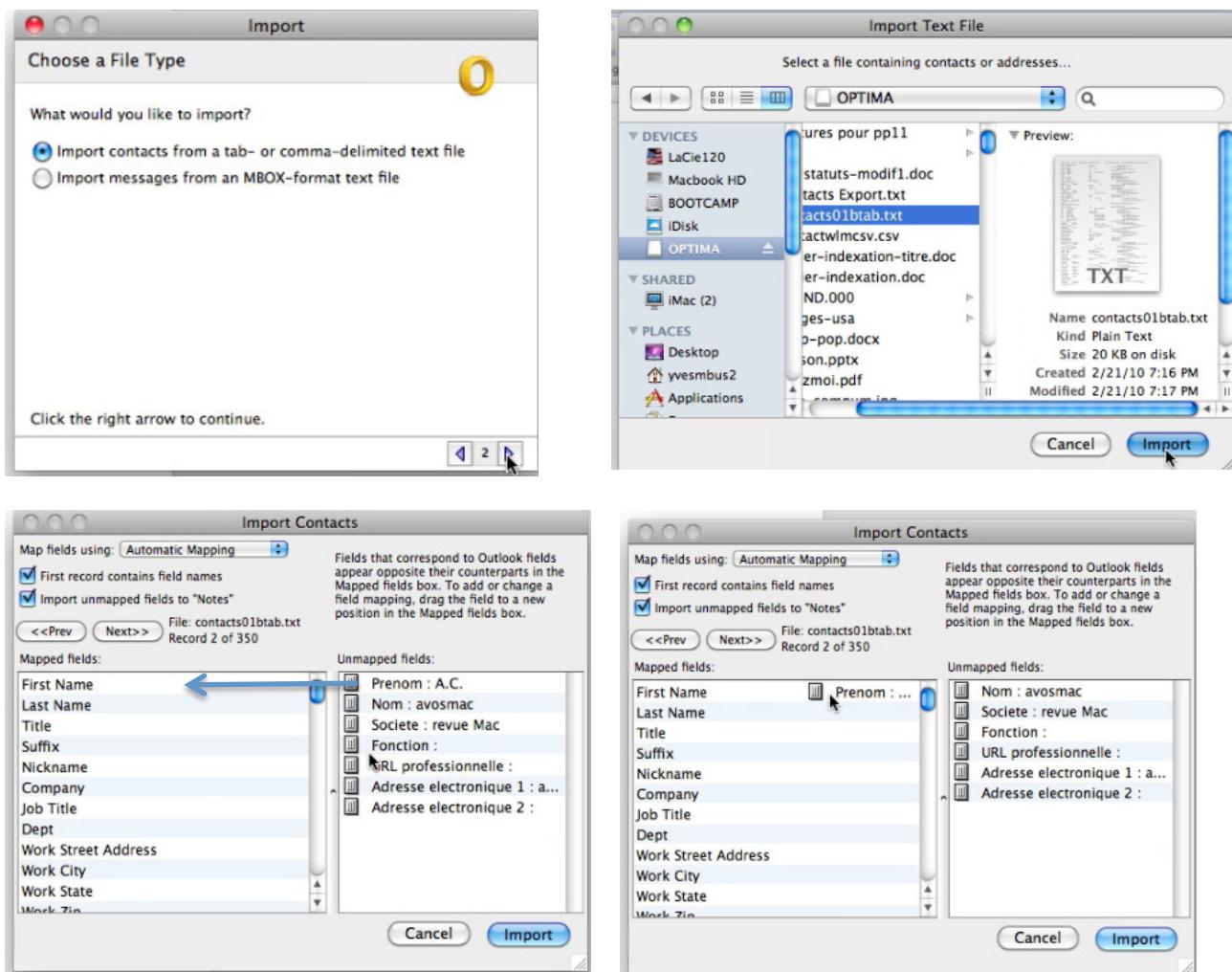
A status message at the bottom states: 'Ce message électronique est envoyé automatiquement par Microsoft Outlook pendant la vérification des paramètres de votre compte.'

Here the import messages for microcam06@microcam06.org

## Importing a contacts txt file from a PC mail software.

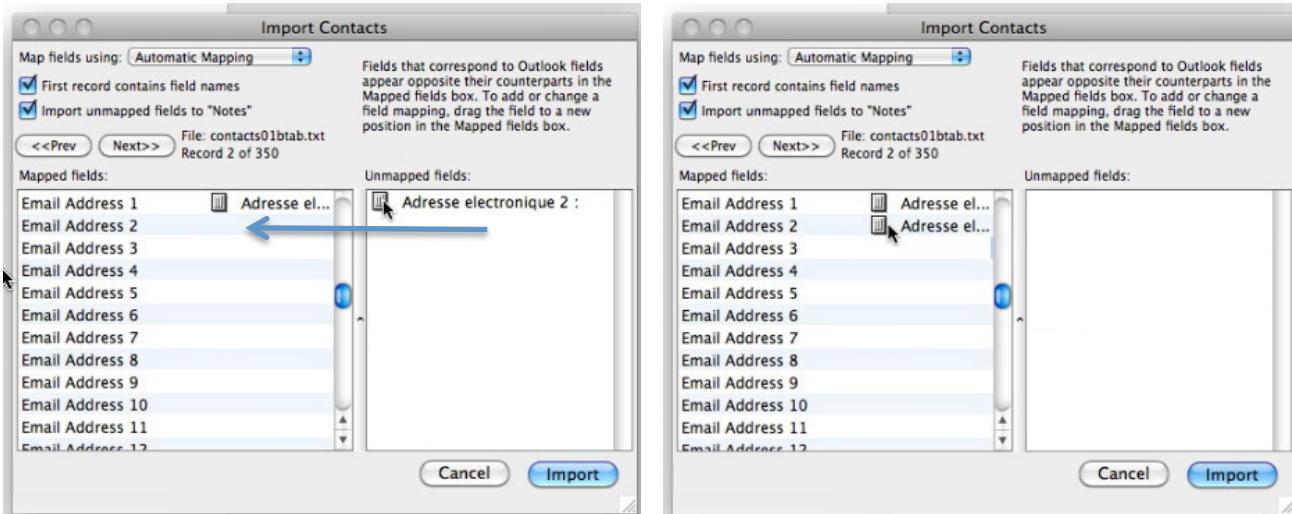


You can import contacts coming from software other than Entourage or Outlook.  
It is enough to have software which exports the contacts in tab or comma delimited file.

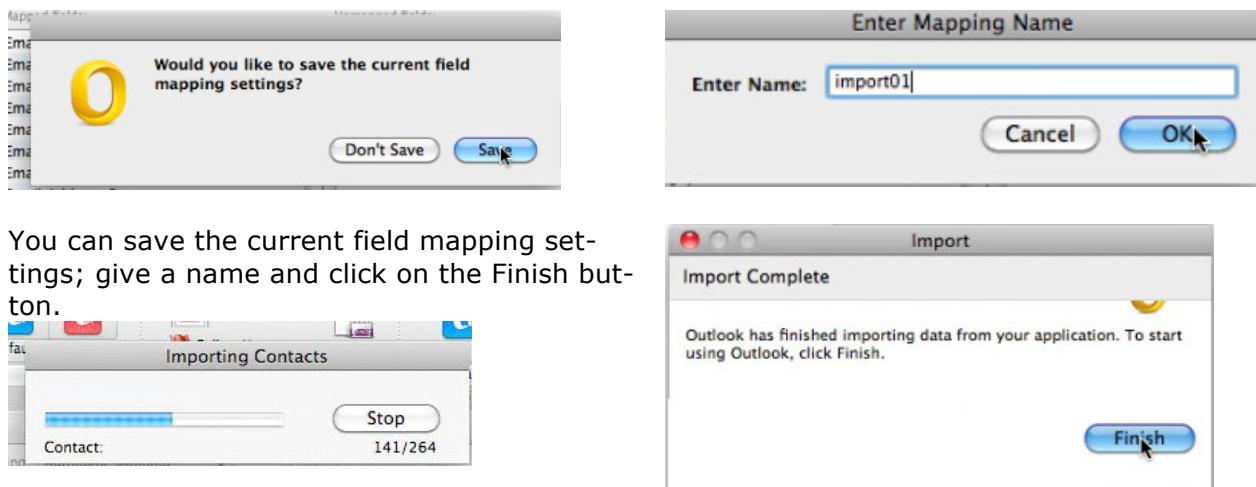


You must map the field coming from your file with the corresponding field of Outlook.

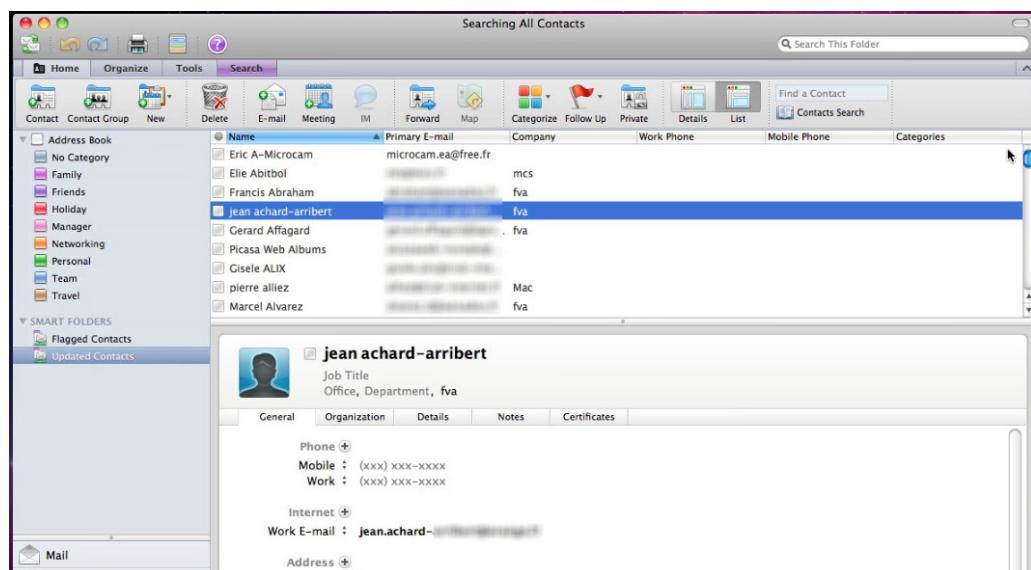
On the left, the Outlook address book fields. On the right, the import file fields.  
Drag the unmapped field to the Outlook field. First Name = Prenom  
The first Name is Prenom ; the last Name is Nom.



Here, the last field to import is the Email address 2 = adresse électronique 2.  
Click on the import button.



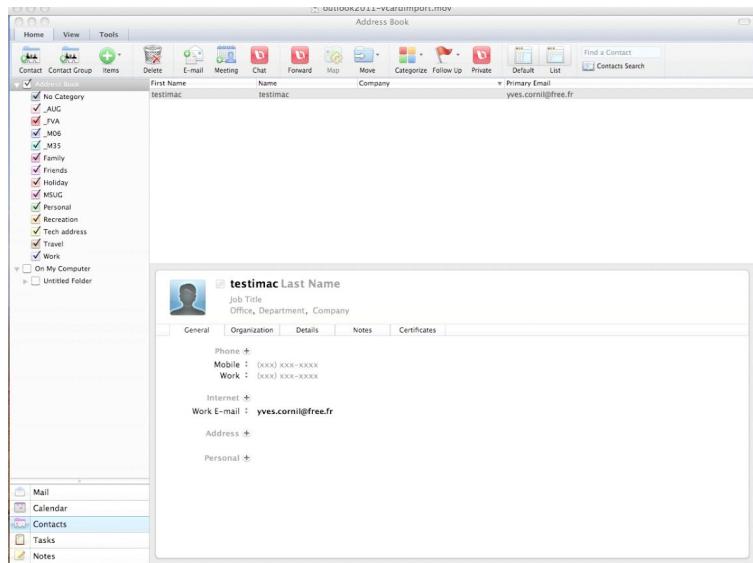
The import is complete.



# The address book.

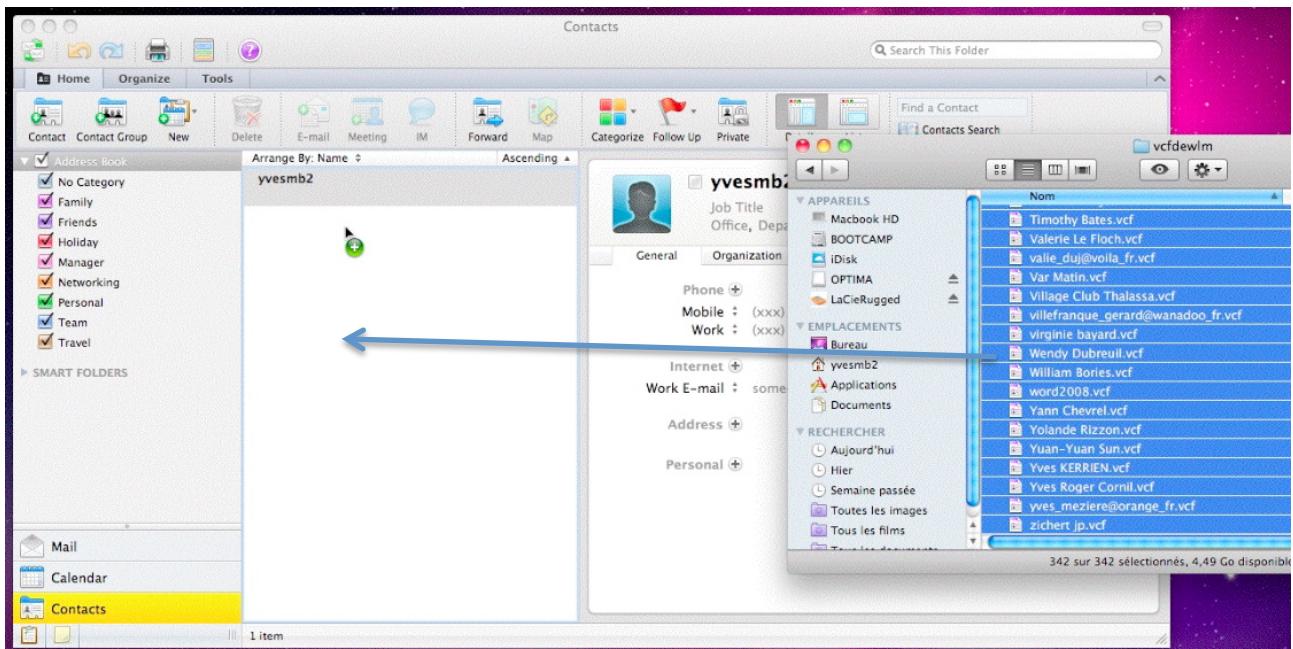
## The address book is empty.

The address book contains your mailing address.

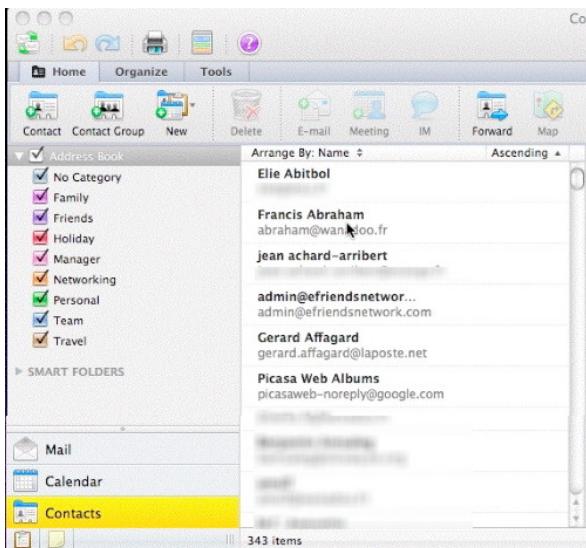


## Importing Vcards from Windows Live Mail.

To fill your Address book you can use a Vcards file.  
We are using the Vcards file created by Windows Live Mail.

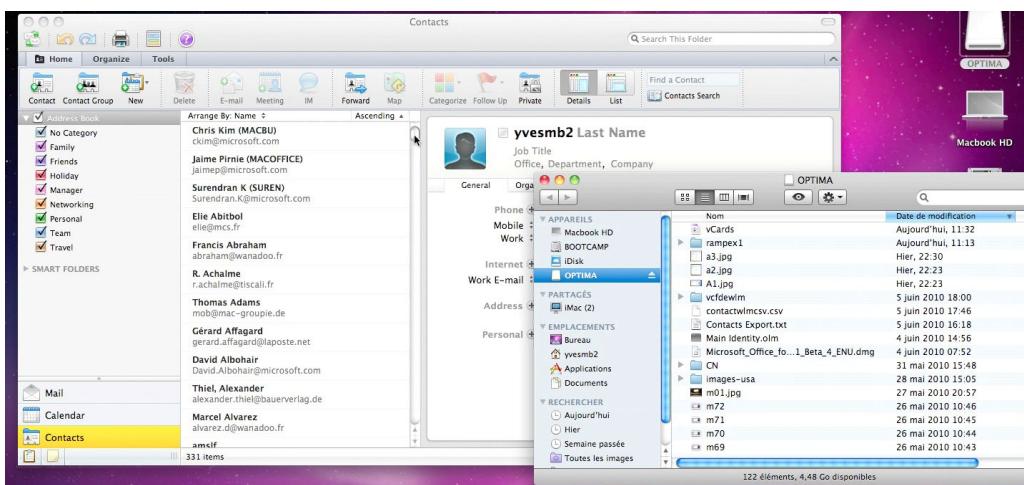
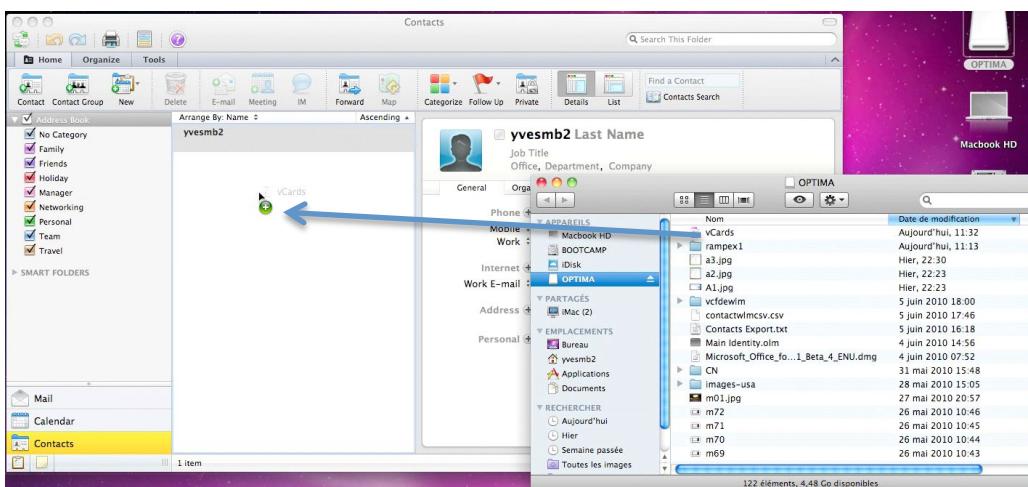


Drag and drop the Vcards file to the address book.



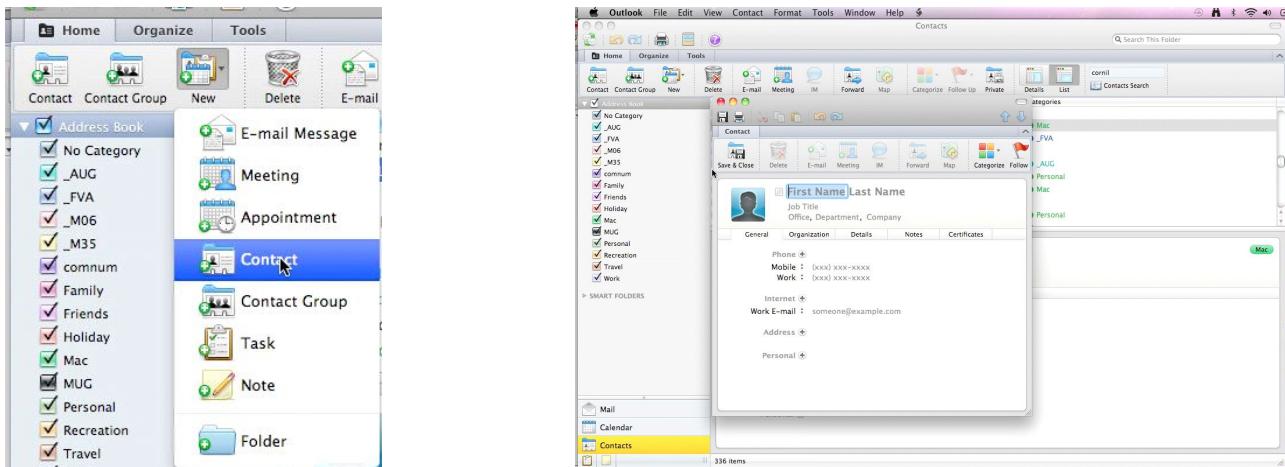
The address book contains now e-mails coming from imported vCards

## Import vCards from Apple Address Book.

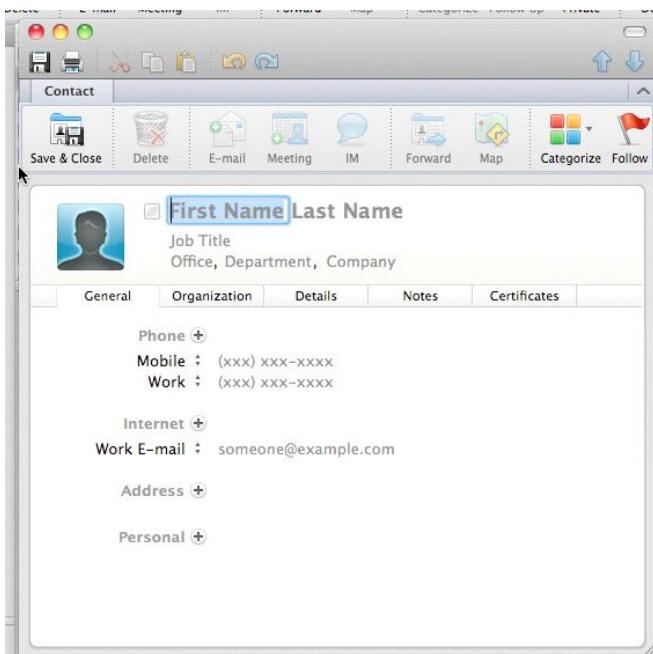


You can also import by the Sync services from the system address book

## Adding a contact.



To add a contact, click on the new button, contact in the ribbon.

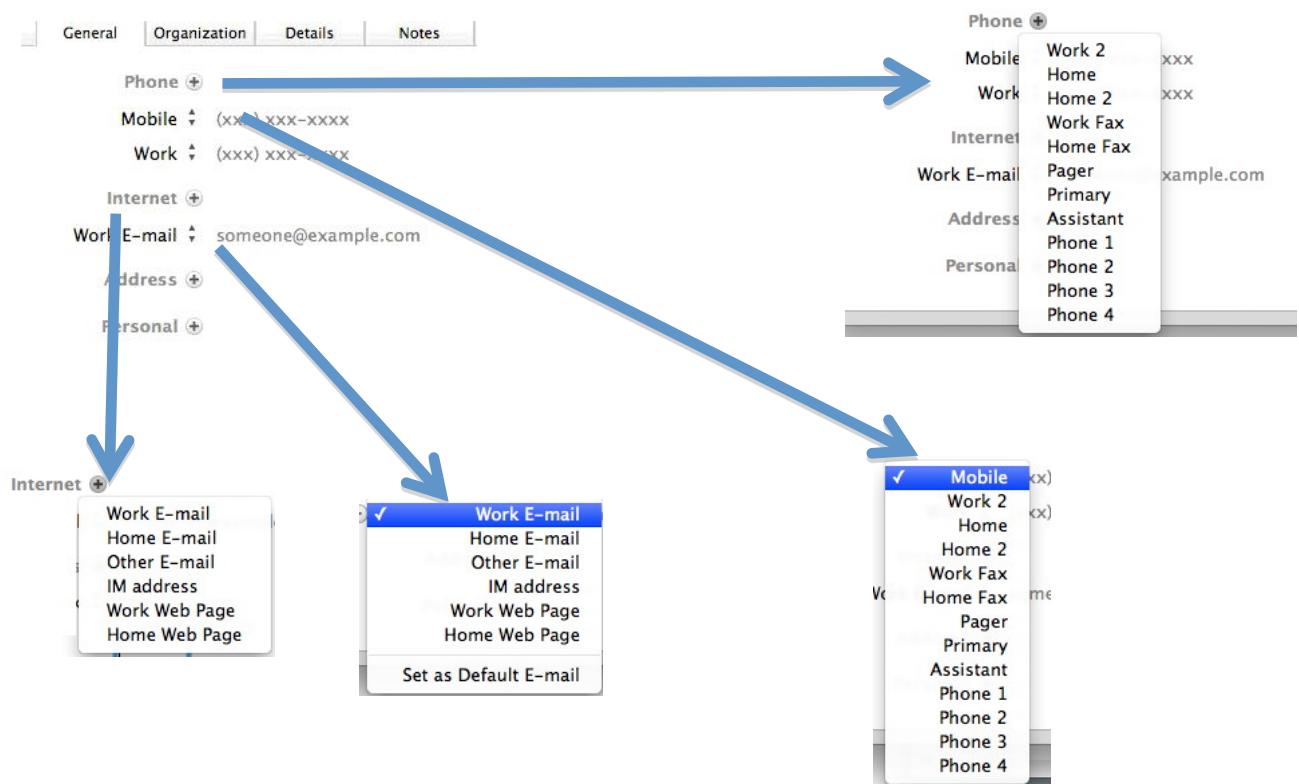


Here is a contact card.

The main fields are :

- First Name.
- Last Name.
- Job title.
- Department.
- Company.
- Phone.
- Mobile
- Work E-mail (adresse électronique du travail).
- Address
- Personal (personnel).

It's possible to have several phone numbers, several e-mails.



## Adding an e-mail in a contact card.



You can have several e-mails (your recipients too).  
To add an e-mail, click on the + Internet button.

Home ▾ 0494523766

Internet +

Work E-mail  
Work E-mail  
Work E-mail  
Address

Work E-mail  
Home E-mail  
Other E-mail  
IM address  
Work Web Page  
Home Web Page

Yves Cornil

Job Title  
Office, Department, Company

General Organization Details Notes Certificates

Phone +

Home ▾ 0494523766

Internet +

Work E-mail ▾ yves.cornil@free.fr  
Work E-mail ▾ ycornil@mac.com  
Work E-mail ▾ yr.cornil@gmail.com

Address +

Work ▾ 85 av de la Galissardi re  
83600 Fr jus  
France

Home ▾ 85 av de la Galissardi re B2  
83600 Fr jus

Work E-mail ▾ yves.cornil@free.fr

Work E-mail ▾ ycornil@mac.com

Work E-mail ▾ yr.cornil@gmail.com

Home E-mail ▾

Internet +

Work E-mail ▾ yves.cornil@free.fr

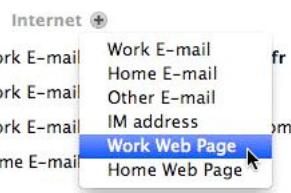
Work E-mail ▾ ycornil@mac.com

Work E-mail ▾ yr.cornil@gmail.com

Home E-mail ▾ yves@cornil.com

You can choose the address type : home or work address.

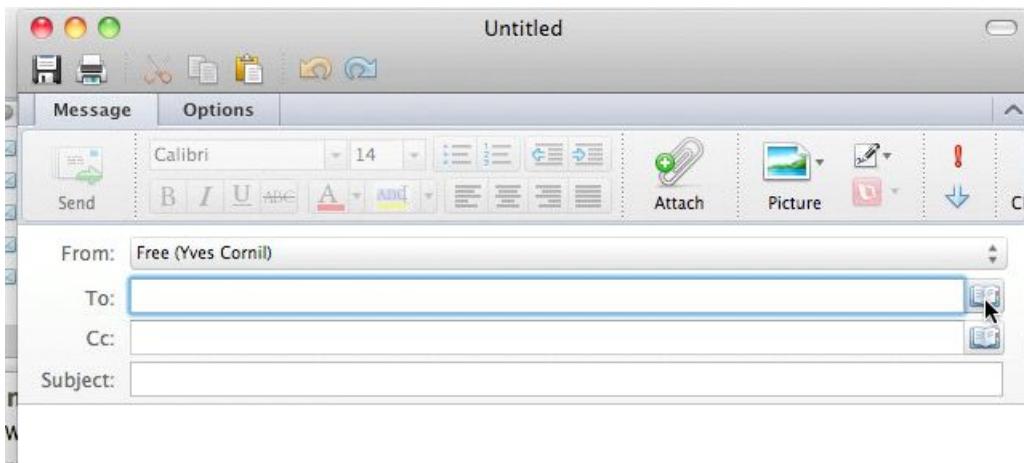
## Adding an URL.



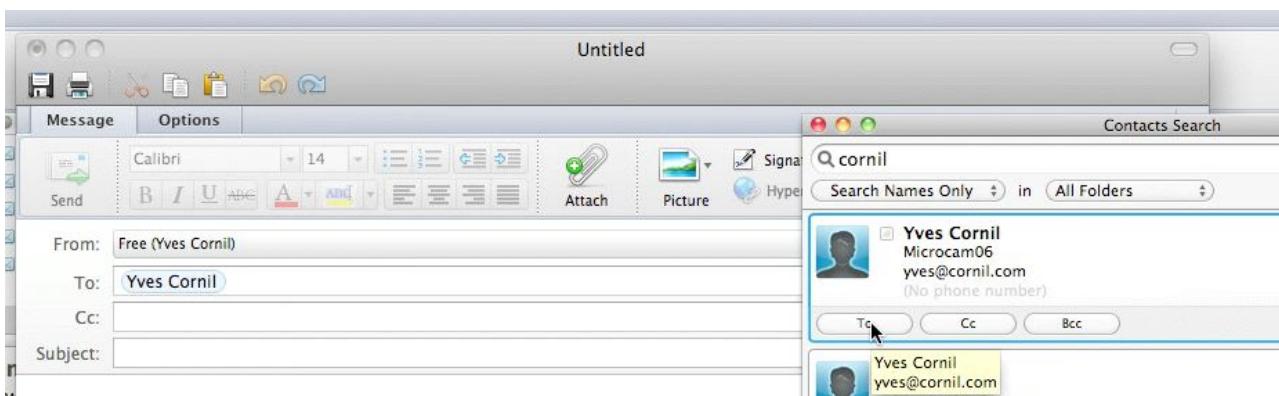
Work Web ... ▾ www.cornil.com

Home We... ▾ yves.cornil.free.fr

## Searching a contact.



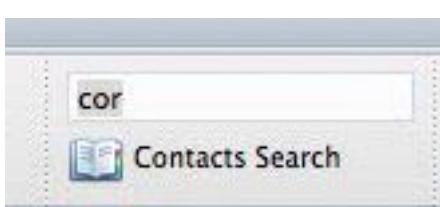
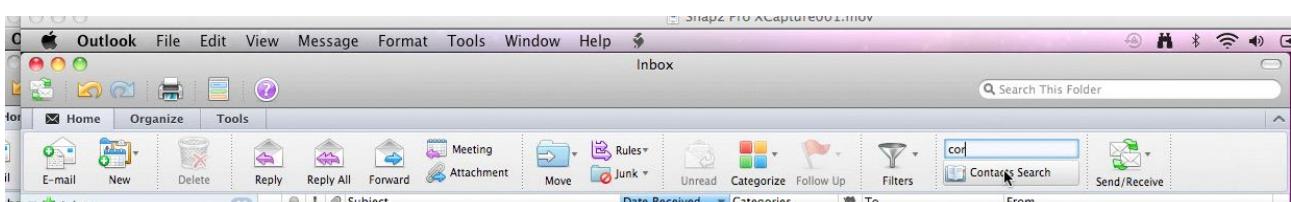
To find an address when you are writing a message: click on the **search address** figurine.



Type out the first letters of the first name or the name in the **search** box.

Select the good address and click on To or CC or BCC button.

The selected address is filled in the **To** area.

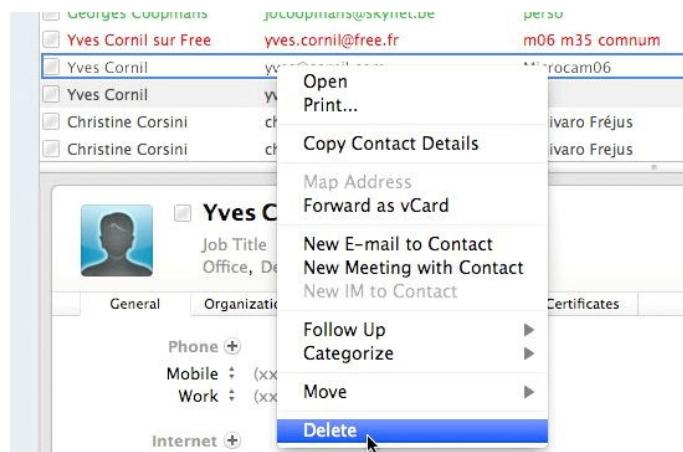


You can search your contacts from the contacts rectangle in the Outlook ribbon; enter the first letters and click on **enter**.

## Deleting a contact.

To suppress a contact, select it, right click and delete.

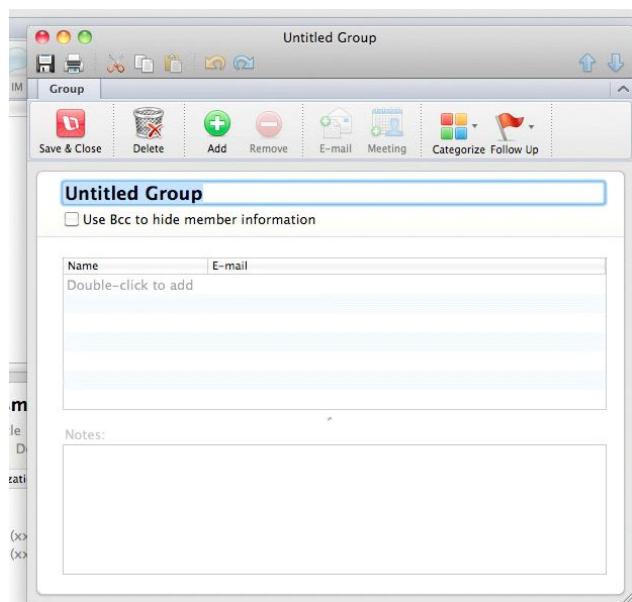
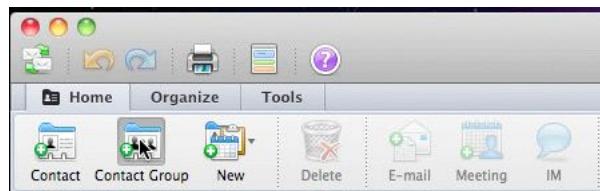
Confirm, or not the delete operation.



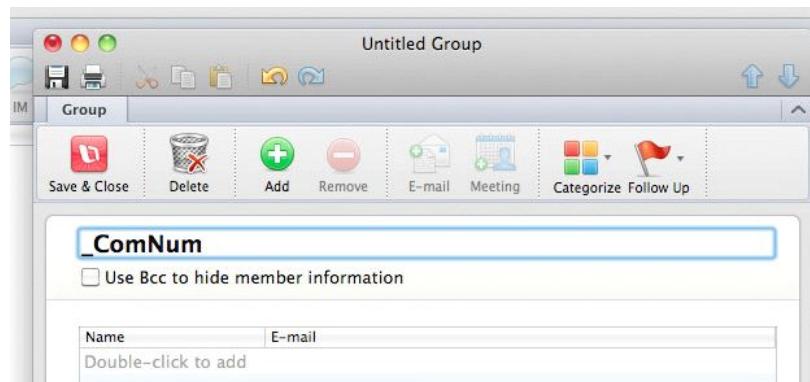
## Managing the contacts groups.

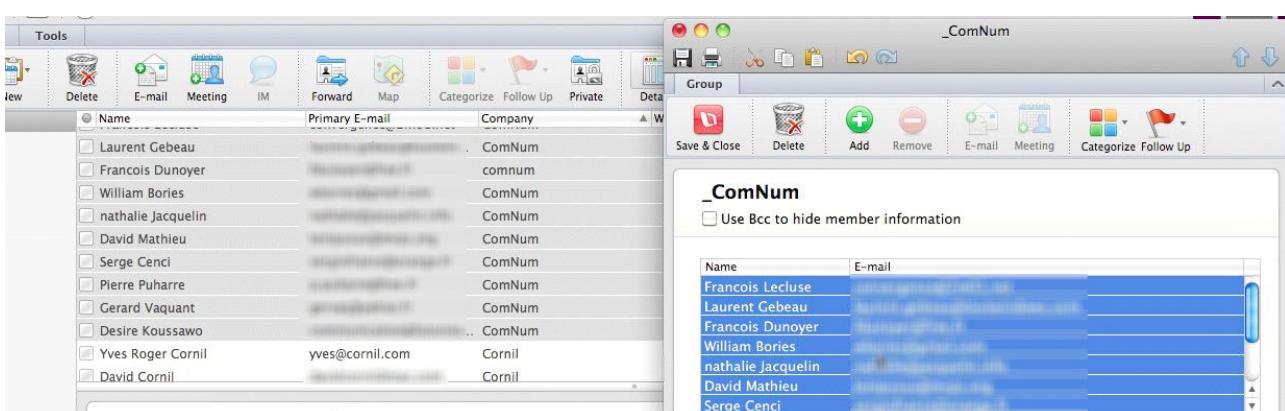
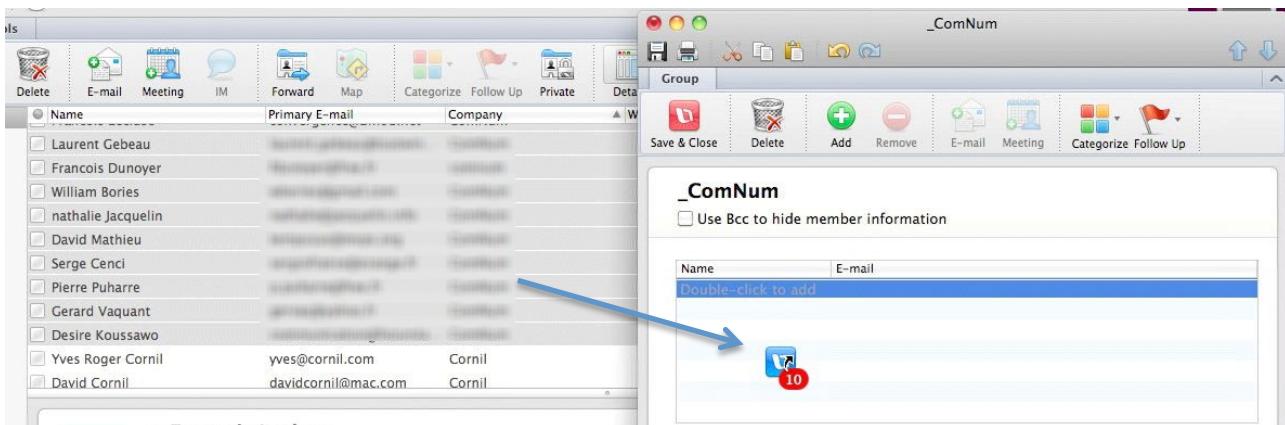
If you send usually messages to persons in a group (association, club, etc.) it is interesting to create contact groups. Click on the **Contact Group** button in the ribbon.

Outlook proposes an **Untitled Group** name; enter your group name.

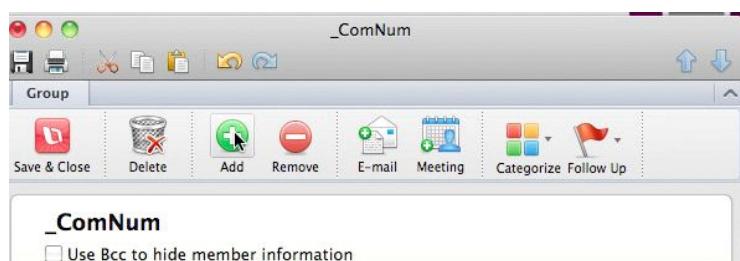


**Tip:** add an underscore (\_) before your group name; when you will sort your contacts, the groups will be on the top of the list.

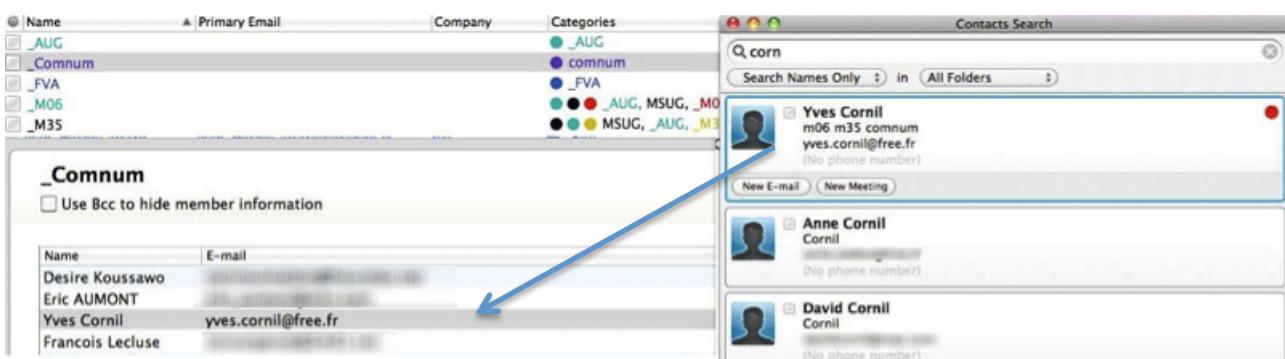




To save your group, click on save and close button; the group will be saved when you are closing the window.



## Adding contacts in a contact group.



Select the contacts in the contacts search and drag and drop the contacts found in the group box.

|                             |                     |
|-----------------------------|---------------------|
| microcam                    | microcam@wanadoo.fr |
| microcam2                   | microcam2@voila.fr  |
| Double-click to add contact |                     |

You can enter the contacts address by double clicking at the end of the group contacts.

## Deleting a contact in a contact group.

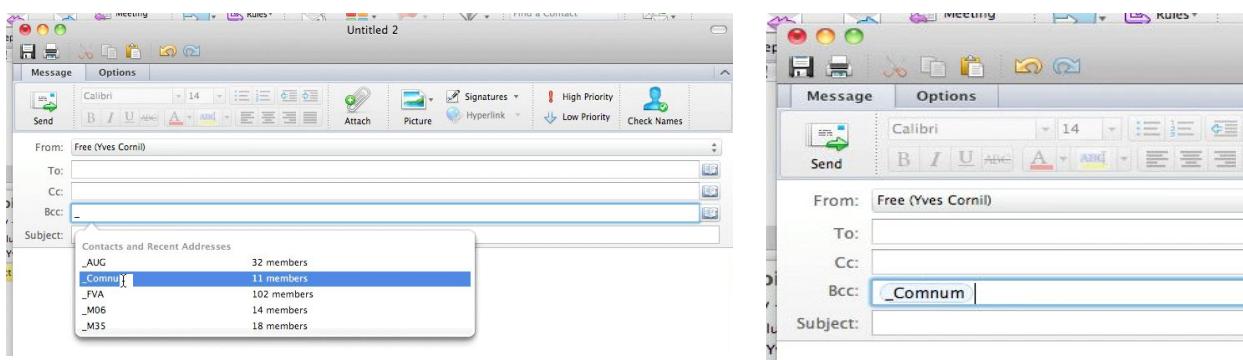
To delete a contact in a group contact, select the contact, a right click with the mouse (or ctrl click), **remove address**.



## Sending a message to a contact group.

To send a message to a contacts group, enter the first letters of the group and choose it. Outlook proposes several groups; choose your group and write your message.

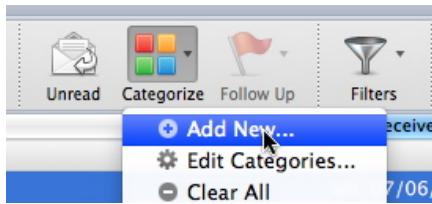
It's better to choose the BCC area to enter the group.



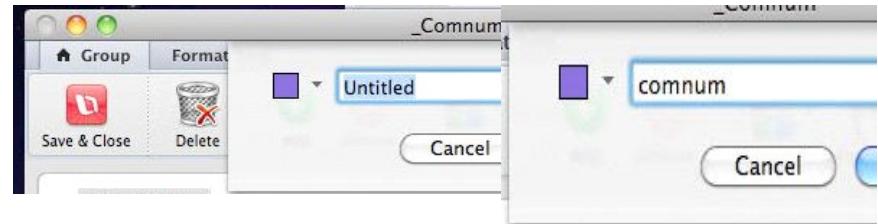
## Adding a category to your contacts.

You can class your contacts and groups by categories and you can attribute a color to each category.

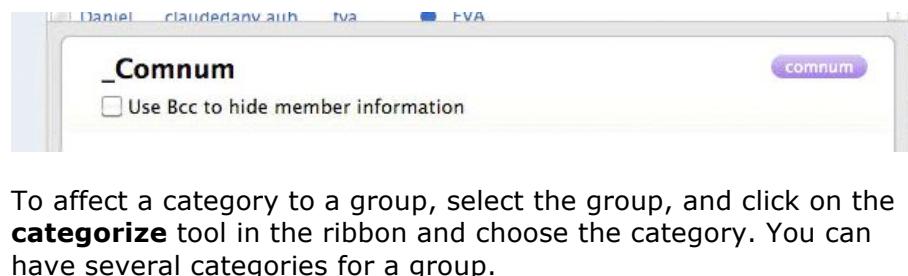
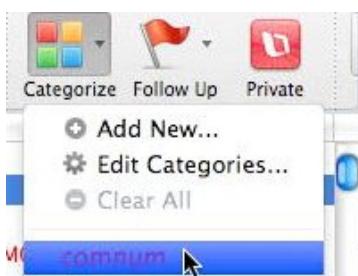
## Creating a new category.



To create a new category, click on the categorize tool in the ribbon. Give a name to the new category and choose a color.



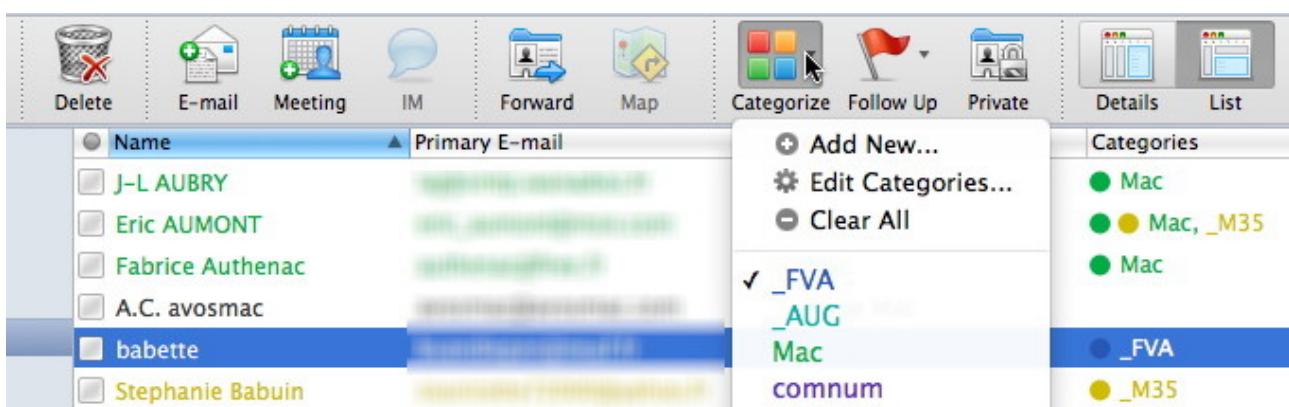
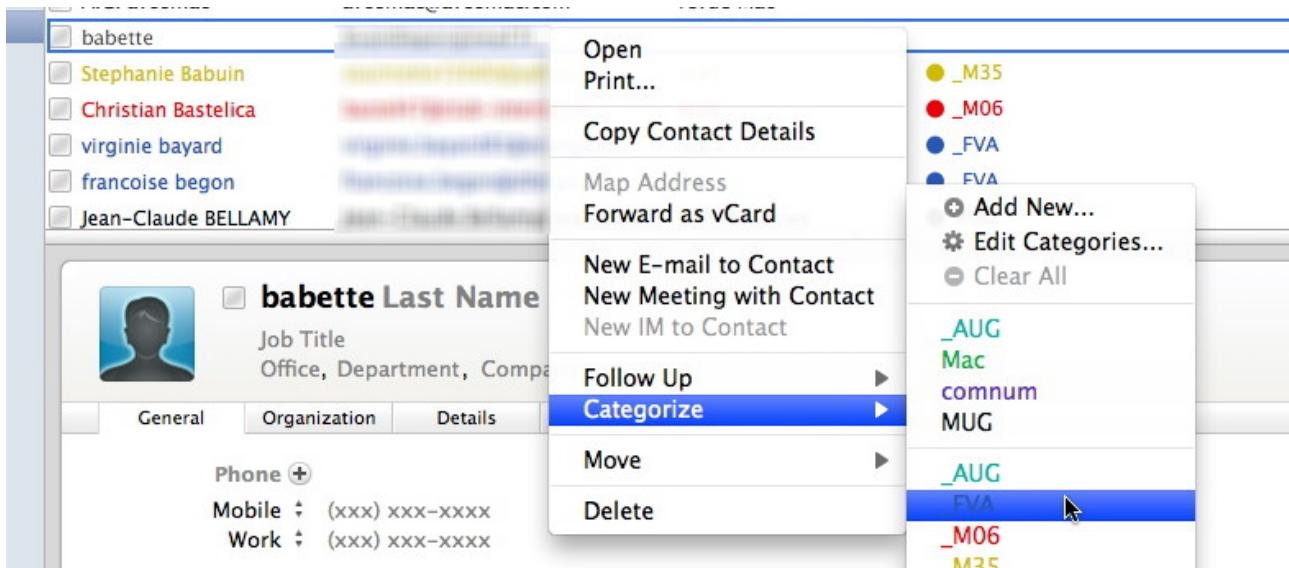
## Attributing a category to a contacts group.



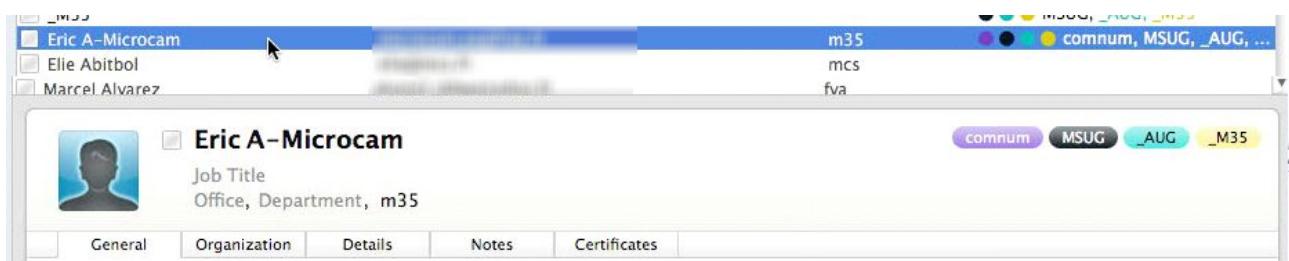
To affect a category to a group, select the group, and click on the **categorize** tool in the ribbon and choose the category. You can have several categories for a group.

A screenshot of Microsoft Outlook for Mac. The left sidebar shows a list of categories: Address Book, No Category, AUG, \_FVA, \_M06, M35, commun, Family, Friends, Holiday, Mac, MUG, Personal, Recreation, Travel, Work. The 'M35' category is selected. The main pane displays a list of contacts under 'M35', including Eric A-Microcam, Eric AUMONT, Stephanie Babuin, Serge Bordais, Yann Chevrel, Isabelle Delage, and Gilles Emerald. On the right, a detailed view of the selected contact 'Eric A-Microcam' is shown, including their email address (eric.a-microcam@free.fr), name (Eric A-Microcam), and categories (MUG, AUG, M35). The bottom status bar indicates there are 264 items.

## Assigning a category to a contact.



To assign a category to a contact, select the contact, right click, categorize, category (here FVA); you can also click on the categorize tool in the ribbon and choose the category. You can assign several categories to a contact.



*Eric is a very active user!!!.*

## Assigning a category to contacts.

To assign a category to several contacts, select the contacts, click on the **categorize** button in the ribbon and choose the category.

## Your contacts at a glance.

The screenshot shows the Microsoft Outlook for Mac interface. The window title is "Outlook" and the tab selected is "Contacts". The ribbon has tabs for Home, Organize, Tools, and a Categorize tab which is currently selected. Below the ribbon is a toolbar with icons for Contact, Contact Group, New, Delete, E-mail, Meeting, IM, Forward, Map, Categorize, Follow Up, Private, Details, and List. A search bar "Search This Folder" is also present. On the left, there is a sidebar with a tree view of categories like Address Book, SMART FOLDERS, Mail, Calendar, and Contacts (which is selected). The main pane displays a list of contacts with columns for Name, Primary E-mail, Company, and Categories. A context menu is open over the contact "Eric A-Microcam", listing options such as Account, Alias, Anniversary, Assistant Phone, Astrological Sign, Birthday, Blood Type, Categories, Children, Common Name, Company, and Contact Type. The contact "Eric A-Microcam" is highlighted in the list. The status bar at the bottom shows "264 items".

You can organize your contacts as lists and choosing the displayed fields.

This screenshot shows the same Outlook for Mac interface as the previous one, but with a different context menu. The contact "Eric A-Microcam" is selected in the list, and its context menu is open, showing options like Account, Alias, Anniversary, Assistant Phone, Astrological Sign, Birthday, Blood Type, Categories, Children, Common Name, Company, and Contact Type. The contact "Eric A-Microcam" is highlighted in the list. The status bar at the bottom shows "264 items".

To add a field, a right click on the title bar.

This screenshot shows the Outlook for Mac interface again, but with a simplified list of contacts. The columns visible are Name, Primary E-mail, and Company. The contact "Eric A-Microcam" is highlighted. The status bar at the bottom shows "264 items".

You can move or modify the column width.

| Name         | First Name | Last Name | Company |
|--------------|------------|-----------|---------|
| Anne Cornil  | Anne       | Cornil    | Cornil  |
| David Cornil | David      | Cornil    | Cornil  |

To reduce the column width, shift the cursor to the left.

## Sorting the contacts.

This screenshot shows the Microsoft Outlook Address Book view. The main pane displays a list of contacts under the heading 'Name'. The contact 'Eric A-Microcam' is selected. The ribbon at the top has tabs for Home, Organize, Tools, Contact, E-mail, Meeting, IM, Forward, Map, Categorize, Follow Up, Private, Details, and List. On the far right, there are buttons for 'Find a Contact' and 'Contacts Search'. To the left of the main pane, there is a sidebar with a tree view of categories: Address Book, No Category, \_AUG, \_FVA, \_M06, \_M35, commum, and others. The 'Address Book' node is expanded. The status bar at the bottom shows 'm35'.

This screenshot shows the Microsoft Outlook Contacts view. The main pane displays a list of contacts under the heading 'Name'. The contact 'Eric A-Microcam' is selected. The ribbon at the top has tabs for Home, Organize, Tools, Contact, E-mail, Meeting, IM, Forward, Map, Categorize, Follow Up, Private, Details, and List. On the far right, there are buttons for 'Find a Contact' and 'Contacts Search'. To the left of the main pane, there is a sidebar with a tree view of categories: Address Book, No Category, \_AUG, \_FVA, \_M06, \_M35, commum, Family, Friends, Holiday, Mac, MUG, Personal, Recreation, and Travel. The 'Address Book' node is expanded. The status bar at the bottom shows 'm35'. Below the main pane, a detailed view of the selected contact 'Eric A-Microcam' is shown, including a thumbnail, name, and job title.

Click on the title bar.

