Outlook Wizardry
Checking your Penn Law email

• Outlook on Desktop
• Webmail: https://email.law.upenn.edu
• Mobile:
  • Get approved for mobile access by your IT partner
  • Complete the Online Security & Privacy training
  • Directions: www.law.upenn.edu/its/docs/remote/mobile.php
  • The Outlook app for iOS & Android is recommended
Checking your Penn Law email

Outlook Mobile app:
Viewing panes for email

You can change how you view your emails by changing your reading pane settings.
Reply options

Replying in viewing pane gives limited options, double click/pop-out in new window to access all available email tools.
Send from an email alias

• Confirm send permissions for alias with ITS.
• Display "From" field: Options > Show Fields or more options (...) on new email in Webmail & select email to send from.
Tasks

• A task allows you to schedule and track items related to any email you receive
• Add new task by dragging email to Task symbol
• Deleting your email won't delete your task
HTML Formatting

Set default message format options by going to Options > Mail > Compose Messages or Settings > Layout > Message Format
Link Preview

To show a summary below a link, you can turn on link preview in webmail.
Spellcheck

- Outlook: Review > Spelling & Grammar
- Webmail: In webmail, there is no built-in spellcheck. Instead, use your web browser for spellcheck (all modern browsers will have this option)
Mailbox Filtering: Rules

To set up rules for specific emails, select & choose Home > Rules, or right click and go to Rules.
Mailbox Filtering: Rules contd.

To set up a rule, set your conditions under Create Rule and it should filter all future incoming mail.
Mailbox Filtering: Junk mail
To mark something as Junk, right click and choose option desired under the Junk menu item or click on Junk on the top toolbar.
Converting Emails to PDF

• Right click on an email in Outlook (not webmail) and choose “Convert to Adobe PDF”.

• In the “ADOBE PDF” tab in an Outlook email window, choose “Selected Messages” and “Create New PDF”.

![Outlook email window with Adobe PDF tab highlighted]
Automatic Out of Office Replies

In Outlook, navigate to File > Automatic Replies.
• Choose “Send automatic replies.”
• Enter your reply message.
• Optional: Select the date range for sending the replies.

Hello,

I will be out of the office from January 16th to January 19th. Please email my colleague if you have any pressing concerns. Otherwise, I will get back to you as soon as possible when I return to the office on January 20th.

Thank you,

Amelia
Schedule Delivery

• In Outlook, choose to write a New Email.
• In the New Email window, choose Options > Delay Delivery.
• Your default search location is your Current Mailbox.
• You can search your folders, subfolders, All Mailboxes, and All Outlook Items as well.
Filtering searches
Attachments
Attach as copy vs. OneDrive sharing
Webmail gives you this option:

How do you want to attach this file?

Attach as a OneDrive file
Recipients can see the latest changes and work together in real time.

Attach as a copy
Recipients get a copy to review.

☑️ Remember my choice for files from OneDrive
Outlook default is **share**, *not attach copy!*
Attach as Copy in Outlook
Email Signatures in Outlook

• Signature settings in Outlook don’t transfer to Webmail and vice versa.

• In a **New Email** window, click on **Signature**.

• Select the **Signatures**.
Email Signatures in Webmail

• Navigate to **Settings** in Webmail.
• Select **Mail**.
• Choose **Email signature** under Layout.
Deleted Items Folder

• Mail items deleted in Outlook are sent to the Deleted Items folder; you can permanently delete an item from this folder.

• Do not use the Deleted Items folder for email storage!

• We recommend regularly deleting emails in the Deleted Items folder monthly.
Email Archiving

- Email are archived from your regular inbox to your archived inbox after two years.

- Customize your archiving policy using the **Assign Policy** button in the Outlook ribbon.

- You can also set a Retention Policy that will automatically delete messages (which only applies to the currently selected email).
Email Questions?
Outlook calendars
Scheduling Assistant

• In Outlook Calendar, choose **New Meeting**.
• Enter names of meeting invitees.
• Select **Scheduling Assistant**.
Meeting Recurrence

• In Outlook Calendar, choose New Meeting.

• Select Recurrence.
Subscribe to Penn Law Calendars

• Copy the link to the iCal feed you want from the main calendar > Subscribe to calendars section or from the ITS help docs page.

• In Outlook, choose Open Calendar > From Internet.
Subscribe to Penn Law Calendars

• Add copied calendar link and click OK.
• Select Yes to add internet calendar & subscribe to updates.
• Learn more: https://www.law.upenn.edu/its/docs/calendar/livewhale.php
Sharing Calendars

• In your Outlook Calendar, you can share using:
Email Calendar
Also send from an email window in Outlook, select **Insert > Calendar**.
Questions?

Learn more on ITS online:  
www.law.upenn.edu/its/docs/email-calendar-office/

Itshelp@law.upenn.edu