Outlook E-Mail



Step 1: Open and Configure Outlook

- 1. Click the Microsoft Button in the lower left task bar
- 2. Select All Programs
- 3. Select Microsoft Office
- 4. Select Microsoft Outlook
- 5. Follow the Start Up wizard the first time you open Outlook:

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Click Next



Text Messaging (SMS)

Manually configure server settings or additional server types

Account configuration		
E-mail Accounts		×
You can configu other E-mail ser	re Dudsok to connect to Internet E-real, Nicrosoft Exchange, or ver. Would you like to configure an E-real account?	
⊛ Yes ⊙ No		
	< Back Next >	Cancel
Click Ne	xt	
Add New Account		×
Auto Account Set Click Next to cor	up nect to the mail server and automatically configure your account settings.	×
E-mail Account		
Your Name:	Taylor, Lesie Example: Ellen Adams	
E-mail Address:	Itaylor@dentonisd.org	
	Example: ellen@contoso.com	

< Back Next >

Cancel

	< Back	Next >	Cancel
ick Next			×
E-mail Accounts			Ť
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange other E-mail server. Would you like to configure an E-mail account?	e, or		
Yes No			

Click Finish

Add New Account	×
Online search for your server settings	ž
Configuring	
Configuring e-mail server settings. This might take several minutes: Establish network connection Search for Itaylor@dentonisd.org server settings Log on to server 	
Your e-mail account is successfully configured.	
Manually configure server settings	Add another account
Log In	
Windows Security	
Microsoft Outlook Connecting to Itaylor@dentonisd.org	
Itaylor Image: state stat	
OK Cancel	

It may take several minutes to update Outlook on your new machine.

Step 2: Pin Outlook to Task Bar

- 1. Click the Microsoft Button in the lower left task bar
- 2. Select All Programs
- 3. Select Microsoft Office
- 4. <u>*RIGHT*</u> click **Microsoft Outlook**
- 5. Select Pin to Task Bar

The Outlook icon will now appear on your lower task bar every time you log into your machine.

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Step 3: Set Up Outlook Auto Archive

- 1. Open Outlook
- 2. Click the File tab at the top



3. Click Advanced

5	utlook Options	
	General	Г
	Mail	
	Calendar	
	Contacts	
	Tasks	
	Notes and Journal	
	Search	L
	Mobile	Ľ
	Language	
	Advanced	

4. Select Auto Archive Settings



5. Apply Archive Settings

- 1. Run AutoArchive ever (x) days Allows you to set days to run archive
- 2. Choose if you want a reminder before Archiving begins
- Select to delete messages after their aging period has passed (see below for aging period)
- Choose this option if you want to set or change the settings that follow. If this check box is cleared, AutoArchive runs using default settings.
- Select this check box to have the Archive folder listed with your other working folders in the Navigation Pane. If you do not use this option, you can still open your archive folder — click the File tab, then on the Open tab, click Open Outlook Data File. **Please see below for additional details.
- 6. Specify the age at which you want items to be archived, in days, weeks, or months. You can configure a period of one day up to a maximum of 60 months.
- Select this check box to archive old items instead of automatically deleting them. The default folder appears in the box.
 If you created an Archiving Folder, enter the folder location in the box or click **Browse**
- This option deletes any expired items. They are not moved and no archive copy is kept. Selecting this option clears selection of the Move old items to option.
- 9. Click Apply Settings Now
- 10. Click **OK**
- 11. Click **OK**



Any Outlook item that has exceeded its aging period is included in the next AutoArchive, unless the item has been specifically marked to be excluded. The default aging period for each Outlook folder is as follows:

FOLDER	AGING PERIOD
Inbox and Drafts	6 months
Sent Items and Deleted Items	2 months
Outbox	3 months
Calendar	6 months
Tasks	6 months
Notes	6 months
Journal	6 months

**Step 5 – Additional Information

If you selected the check box show archive folder in folder list (#5 from above), then it will be visible in your Outlook Client mail.

This makes your archives easily accessible.



If you selected not to have this listed then you can access your archives by:

- 1. Click File
- 2. Click Open
- 3. Click Open Outlook Data File
- 4. Navigate to your Archive file



Step 4: Restore NK2 Folder

- If you have not yet opened your Outlook email on your computer for the first time you will need to open it and get it setup before you will be able to import the NK2 file.
- To open Outlook for the first time on your new computer
 - o Click Start
 - o Select All Programs
 - Click on the Microsoft Office folder
 - Click on Microsoft Outlook 2010 to open your email

Microsoft Office

 Microsoft Access 2010
 Microsoft Excel 2010
 Microsoft OneNote 2010
 Microsoft Outlook 2010
 Microsoft PowerPoint 2010
 Microsoft Publisher 2010
 Microsoft Word 2010

- o Once your email has finished loading you can close it
- Click Start
- Type: %appdata%\Microsoft\Outlook in the search field



- Press Enter
- Double Click on **Outlook**

See more results		

• Open your back up source



• Right click on your Outlook NK2 file and select Copy



• Click inside this Window then right click and select Paste

		110		0	-
Include	In library ▼ Share with ▼ Burn New 1	older	He se	8== •	
Favorites	Name	Date modified	Туре		Size
🧮 Desktop	outcmd.dat	2011/6/15 10:38	DAT File		
📕 Downloads	Outlook.srs	2011/7/20 9:29	SRS File		
📃 Recent Places	Outlook.xml	2011/7/20 18:01	XML Document		
	PB4S-Configuration-v-ic@microsoft.co	2011/7/19 9:48	XML Document		
🗃 Libraries					
Documents					
J Music					
E Pictures	`	/			
Videos					
📮 Computer					
🏭 Local Disk (C:)					
💼 Local Disk (D:)					
👝 Local Disk (E:)					

• You will now see your **Outlook NK2** file in this window

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					×
🔾 🖓 🗸 AppData	Roaming Microsoft Outlook	▼ 4 ₂	Search Outlook		Q
Organize 👻 🔳 Open	with Share with 🔻 Burn New fold	er	III.	• 🗖 🤇	
A 🔆 Favorites	Name	Date modified	Туре	Size	
Marktop	outcmd.dat	2011/6/15 10:38	DAT File		
퉳 Downloads	器 Outlook.NK2	2011/6/15 10:38	Outlook Nickname File		1
🖳 Recent Places	Outlook.srs	2011/7/20 9:29	SRS File		
	Outlook.xml	2011/7/20 18:01	XML Document		
🖉 🚔 Libraries	PB4S-Configuration-v-ic@microsoft.co	2011/7/19 9:48	XML Document		29
Documents					
🗠 🎝 Music					
🖻 🔛 Pictures					
Videos					

- Click Start and type in Run
- Click Run

Programs (1)
Run
Control Panel (12)
🐻 Run Advertised Programs
Run programs made for previous versions of Windows
View recommended actions to keep Windows running smoothly
Show which operating system your computer is running
Microsoft Outlook (10)
Steve's Once-In-A-Lifetime 32GB Flash Drive Blowout - Wow T
🖂 KE: Sams
Steve's Saturday Picks! - The Best Collection Of Blowouts Anyw
Files (2)
ExplorerStartupLog_RunOnce.etl
ExplorerStartupLog_RunOnce.etl
♀ See more results
V run × Shut down ►
📀 🧭 🔚 🖸 🔺

• In the Open box type **outlook.exe /importnk2** then press **OK**

	There is a blank space here
🖅 Run	
Open:	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
	This task will be created with administrative privileges.
	OK Cancel Browse

- This should import the .nk2 file into your Outlook 2010 profile and open your Outlook email
 - \circ $\;$ You can check to see if your addresses imported by created a New Email
 - Click the **To** Field and type in a letter. You should see the names that are saved into the auto field drop down as a choice

From *	helpdesk@dentonisd.org
Send Cc Bcc Subject:	HelpDeskGroup <helpdeskgroup@dentonisd.org></helpdeskgroup@dentonisd.org>
	HMSAIIStaff <hmsaiistaff@dentonisd.org> HodgeAllStaff <hodgeallstaff@dentonisd.org></hodgeallstaff@dentonisd.org></hmsaiistaff@dentonisd.org>

- Please note that after you import the .nk2 file, the contents will merge with the existing cache currently stored in your mailbox.
- You can watch the Microsoft video by typing in the following into your web browser: <u>http://support.microsoft.com/kb/980542/</u>