# Microsoft Office Outlook

Microsoft Office Outlook, is an email program (application) that is resident (installed) on your computer.
The previous 3 email applications were not installed on your computer. You have to connect via the internet to Outlook.com or Gmail.com or Mail.com servers and use their email programs (so to speak remotely). You can think of some of the advantages and disadvantages of these approaches.

But for now let's have a look at an example of Outlook (using MS Office 2010 and Windows 7).

Setting up, adding or changing an e-mail account on MS Outlook
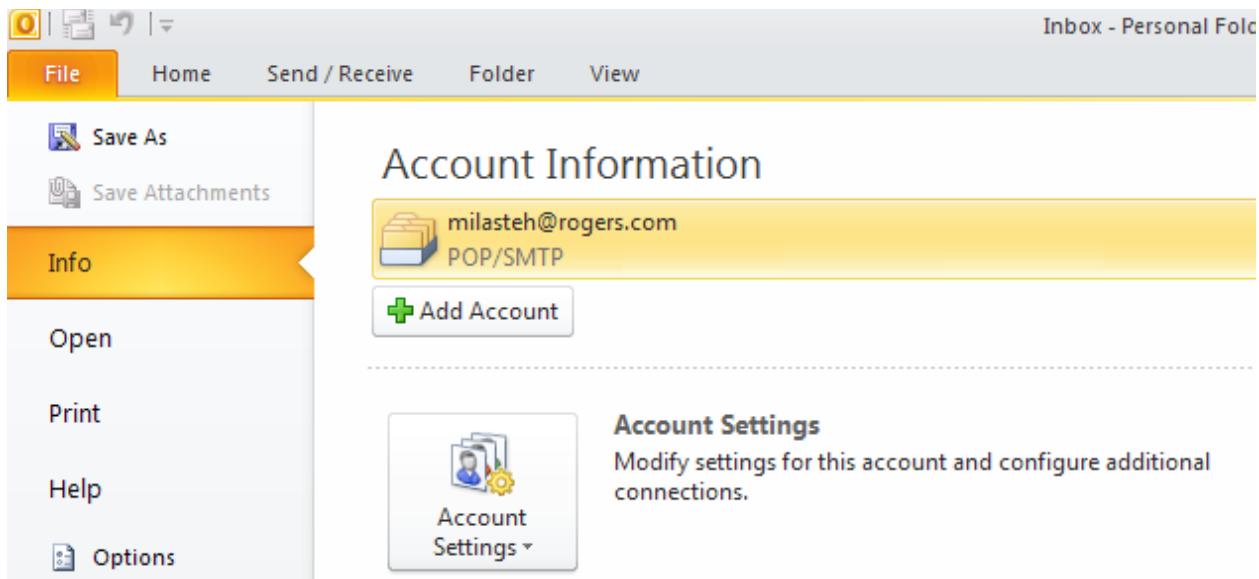
Following are screen shots with settings for the user, protocols & ports (whether you are setting up a new account or changing and account).
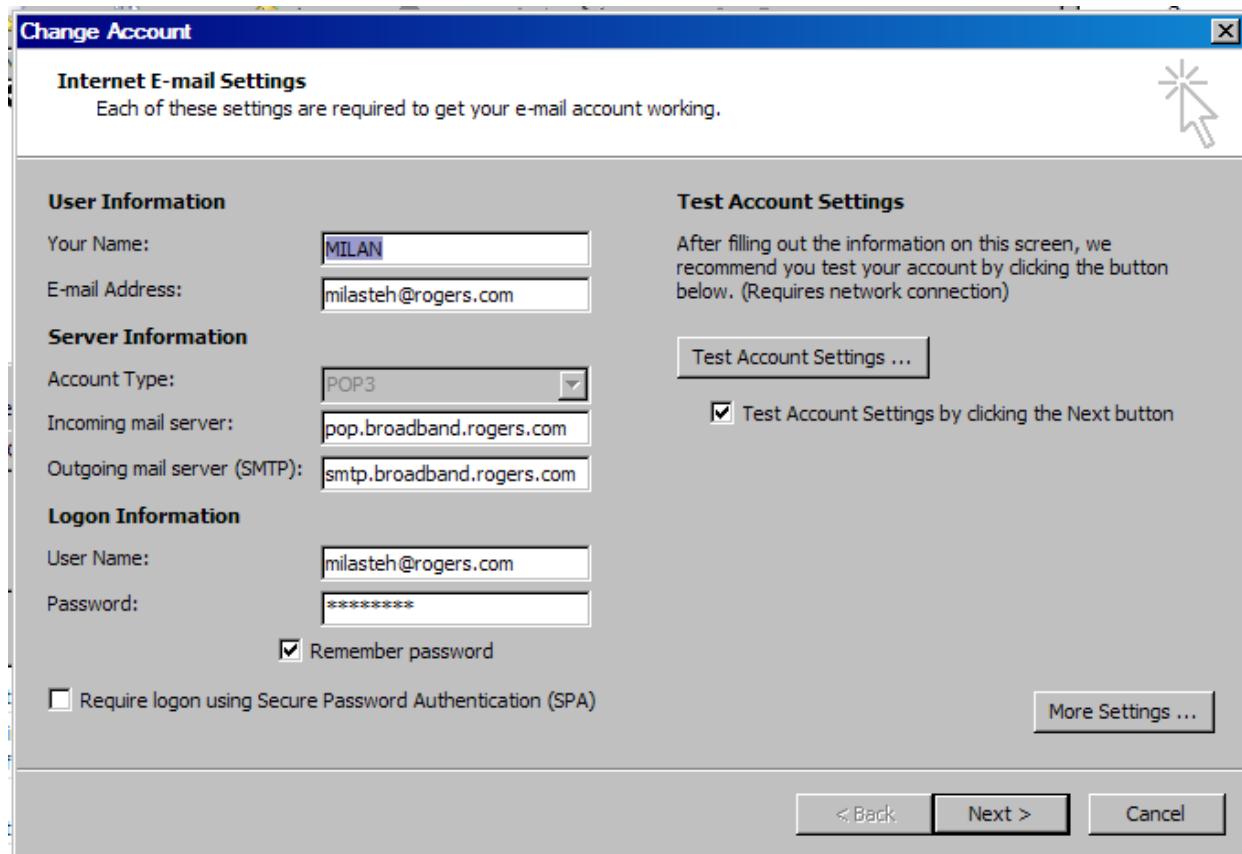
After this is filled out – click on More Settings, then the Outgoing Server tab and double check the selections.
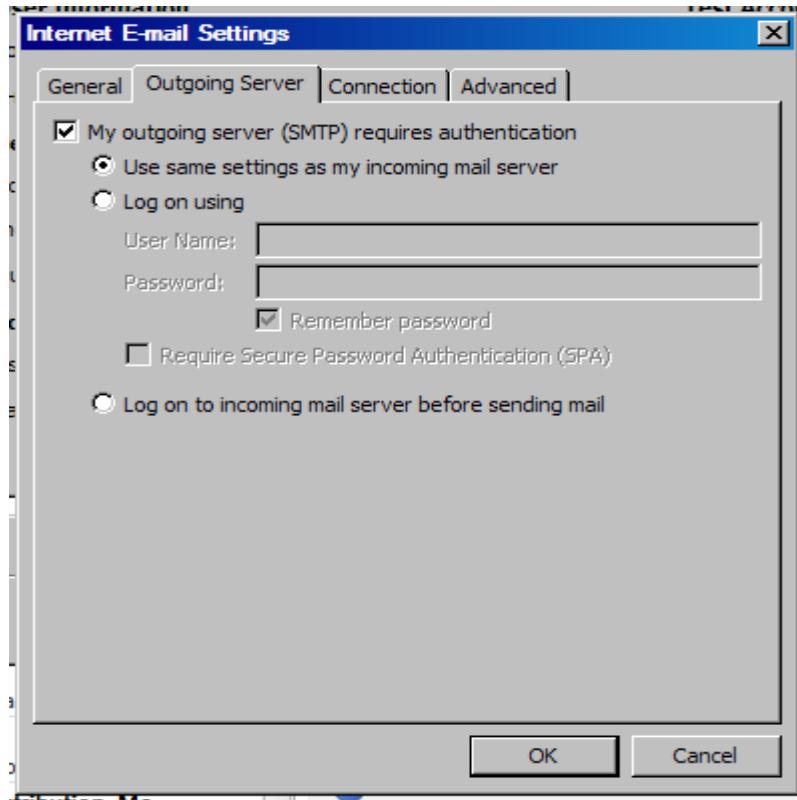
Then click the Advanced tab and make sure these are the settings: POP3 port: 995; SMTP port: 465 and SSL is selected.
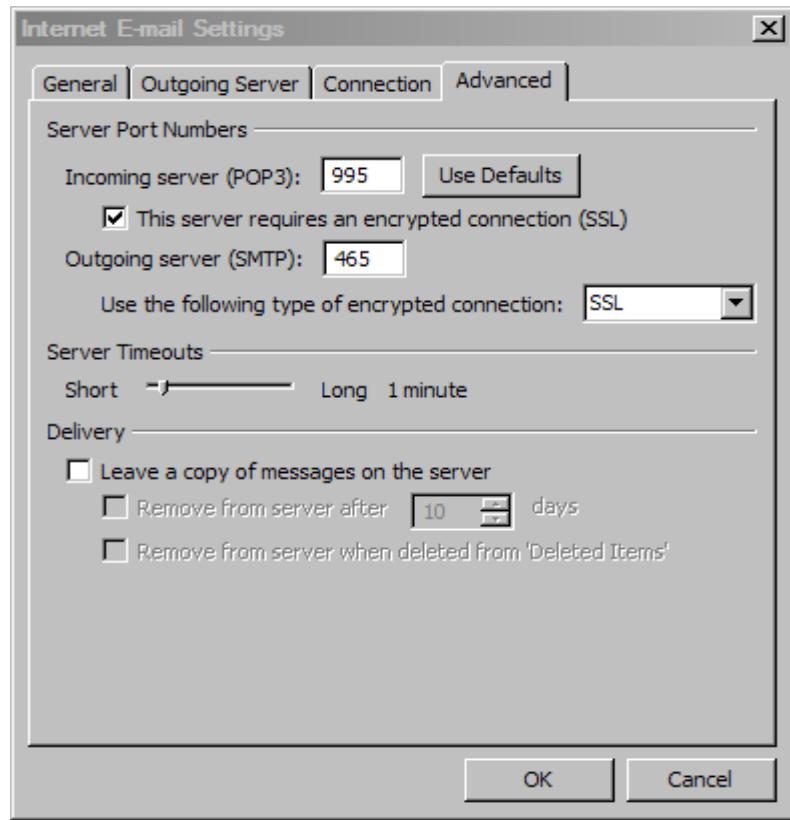
After you click OK, you should be back at the second screen where it says Test Account Settings. Test it and see if everything is OK.

After that, just a short cut on the desktop that opens the email.

To import contacts using a .csv (Comma Separated Value) file, first you have to EXPORT the contacts from another email app or from MS Office Outlook on another computer.

Click File (top left) > Open > Import > Export to a file > Comma separated Values (Windows) > Contacts > Browse…
Select where you want to save this file (I usually pick Desktop).
Give it a name (MyContacts).

If you are getting the contacts from another computer, copy this file to a memory stick (flash drive) and take it to the computer where you want to IMPORT the contacts.
Now repeat the process, but instead of choosing "Export to a file" select

Import from another program or file
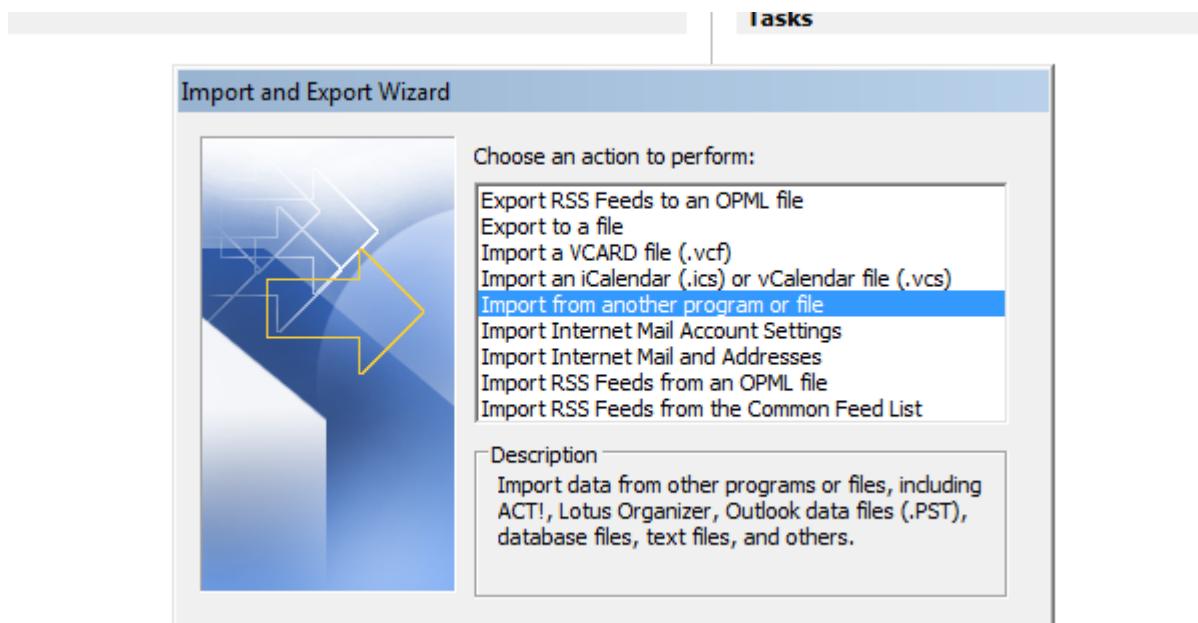
Create a new group..

Click **Address Book** (top right) > File > New Entry > New Contact Group
OK
Name: ComputerStudies
Save & Close
Now when you click on Contacts and scroll down you should see a new group (ComputerStudies).

Adding contacts to a group.

Find and **double click** the group (ComputerStudies) so that it will open in its own window,
then click **Add Members**. This is what your screen should look like:
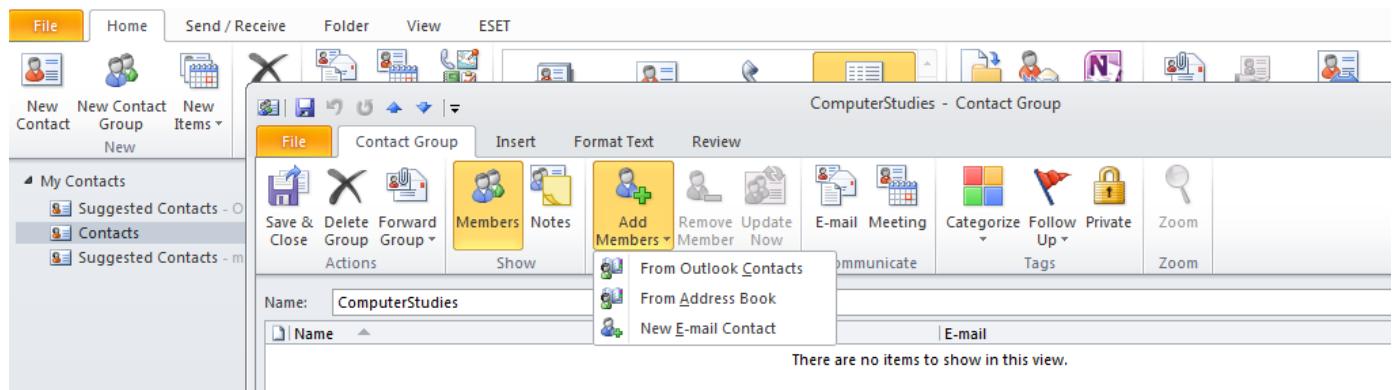
When you click Add Members you will see choices for adding members (contacts) from Outlook
Contacts or from Address Book or New E-mail Contact. In this case choose the Outlook Contacts
or the Address Book.
If in the **Address Book** bar you see **Suggested Contacts** (you will likely see only few contacts like
this:
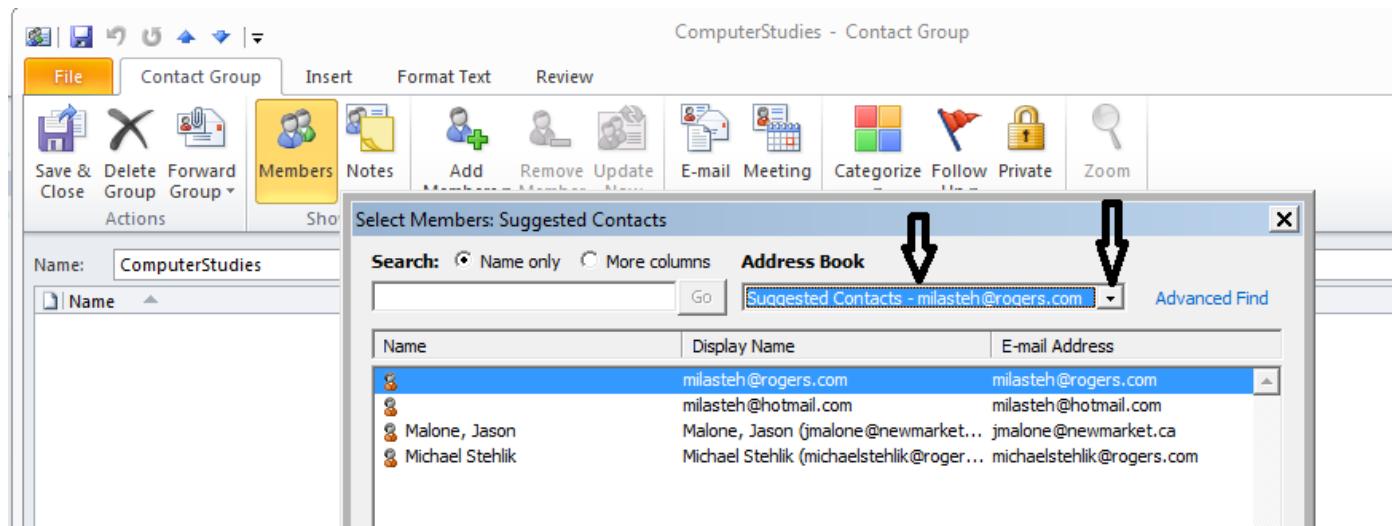
Click on the little triangle and select **Contacts**.

Your screen should look like this:
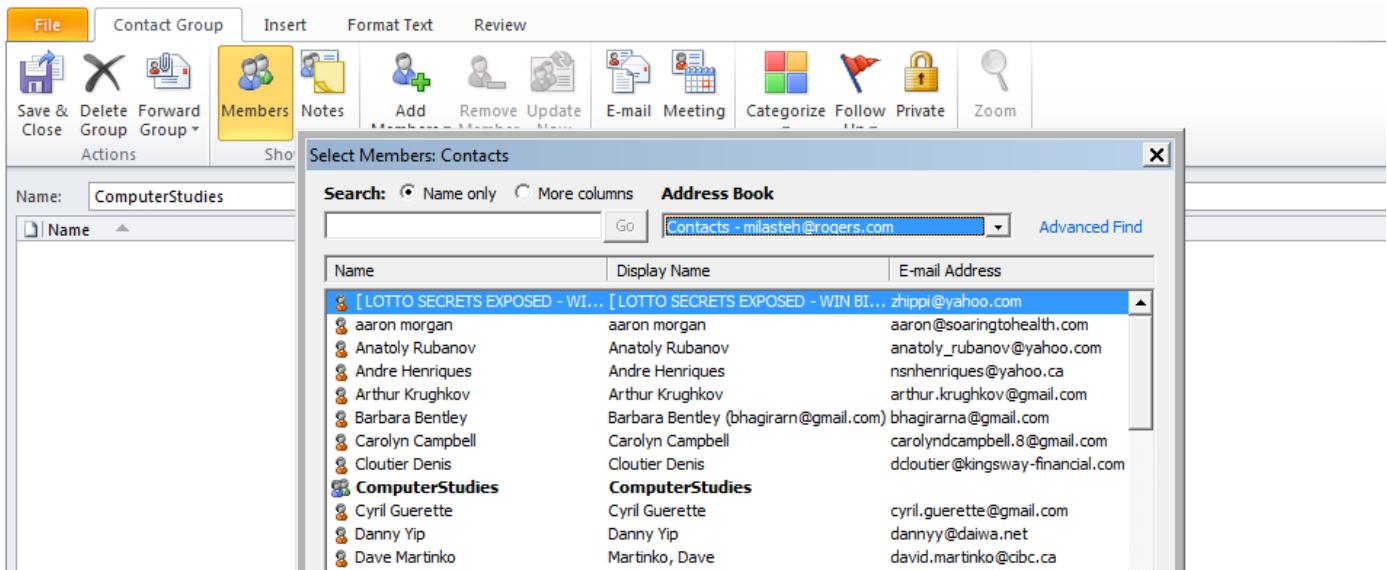
Now select (highlight) the members you want to add to the group, press **Enter**, then **OK**.
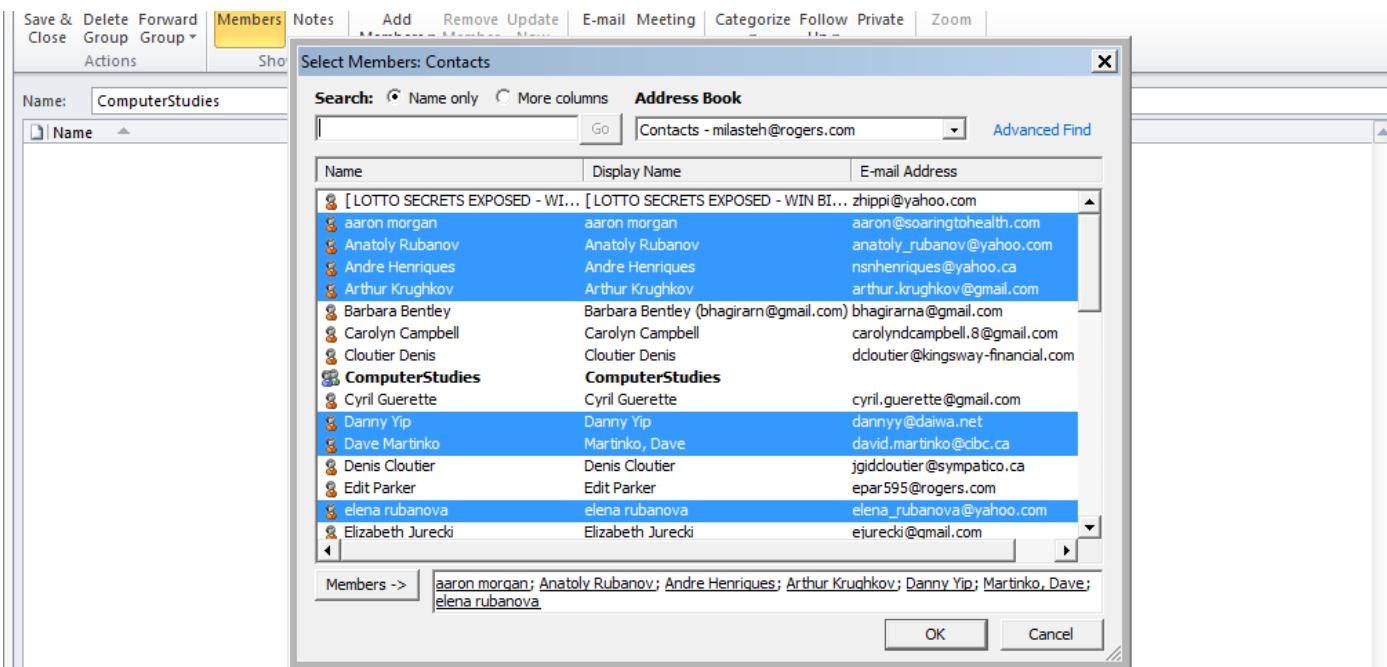
To send a picture in the email message, use the familiar **Picture** icon, and for the attachments, the paper clip icon.