SD19 Microsoft Outlook (Email) Settings

Microsoft Outlook can be accessed from the Outlook app (Mac or PC Version) or the web version of Outlook (logging in online through the Office 365 portal: portal.office.com).

There are many features that you can adjust, but how you get to them differs slightly depending on if you're using the Outlook App on a Mac, the Outlook App on a PC, or the web version.

One feature that you may want to disable is the filtering of emails you receive into "Focused" and "Other" (where Microsoft "intelligently" sorts your emails for you into focused/relevant view and other). In most cases, this means that there are a number of emails that don't show up unless you switch to a different view.

Another feature to consider adjusting is the default option for Reply vs. Reply All. In short, the Reply option will only send your reply to the account the email originated from; Reply All will reply to ALL email accounts the original email was sent to (i.e. if an email goes out to all staff and you Reply All to it, your reply will also go out to all staff). For this reason, Reply might be a better default than Reply All.

You may also want to add a signature to your emails; this is a block of text that shows up at the end of each of your emails and could include your name, role, contact info, and/or Indigenous acknowledgement.
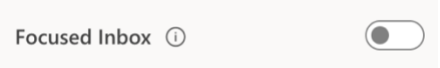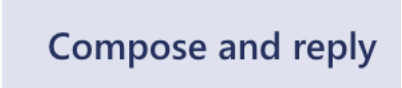
Sample email signature:
> Kai Boggild
> Assistant to the Regional Manager (Technology)
> School District #19 (Revelstoke)
> *Grateful for the privilege to live and learn on the unceded*
> *traditional territories of the Sinixt, Secwepemc, Syilx and Ktunaxa people.*
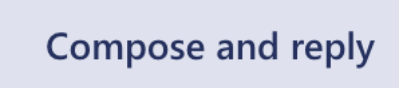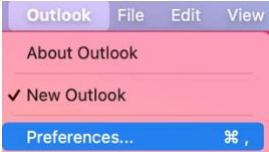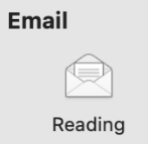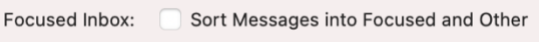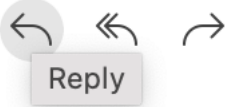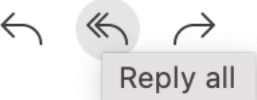
Here's a sample of how access your Outlook settings in general and how to adjust these settings:

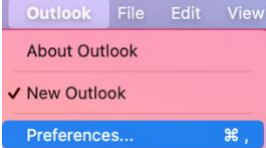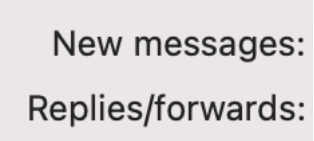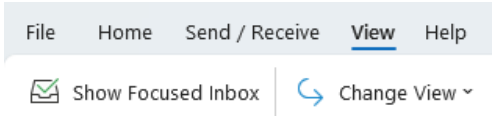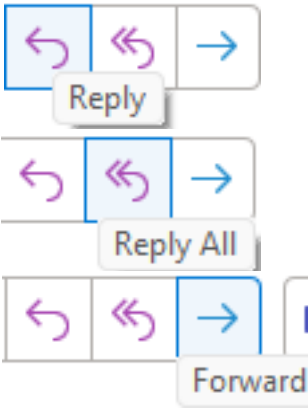| Settings to Adjust: ---------- Outlook Version:	Focused Inbox	Reply/Reply All	Email Signature
Web	Select the Settings "sprocket:" Then toggle the Focused inbox to off: Focused Inbox ⓘ ⚪	Select the Settings "sprocket:" Select "View all Outlook settings" View all Outlook settings ⊠ Select the Compose and Reply options: **Compose and reply** Select the Reply option: Reply or Reply all Choose your default response when you reply from the reading pane. ◉ Reply ◯ Reply all	Select the Settings "sprocket:" Select "View all Outlook settings" View all Outlook settings ⊠ Select the Compose and Reply options: **Compose and reply** Add a new signature: ✛ New signature Select the signature you'd like to use from the drop down menus for "New Messages" and "Replies/Forwards." For New Messages: For Replies/Forwards:

Settings to Adjust: ---------- Outlook Version:	Focused Inbox	Reply/Reply All	Email Signature
Mac	Go to the Outlook menu > Preferences: Then select the Email Reading option: Then uncheck the "Focused Inbox" option: Focused Inbox: ☐ Sort Messages into Focused and Other	No Default; each option is indicated separately: Reply Reply all Forward	Go to the Outlook menu > Preferences: Then select the Signatures option: Select the Add option: + Type out the signature to include at the end of your emails and Save. Select the signature you'd like to use from the drop down menus for "New Messages" and "Replies/Forwards." New messages: Replies/forwards:

Settings to Adjust: ---------- Outlook Version:	Focused Inbox	Reply/Reply All	Email Signature
PC	Select the "View" tab from the top ribbon and click "Show Focused Inbox" to deselect it:	No Default; each option is indicated separately:	Create a new email. Click on the Signatures option: Signatures... Add a new Signature Select the signature you'd like to use from the drop down menus for the "New Messages" and "Replies/Forwards" New messages: Replies/forwards: