

Outlook Tip—How to Create a Distribution List in Outlook from Pegasus

Open Pegasus

File, Enter Offline Mode (so it doesn't try to connect)

Addresses, Distribution Lists

Select a list, highlight and copy (Cntrl C) your addresses

Paste (Cntrl V) your addresses into Word

Above Edit, select Replace

In the Find What field enter ^p (means paragraph)

In the Replace With field enter ; (semicolon and a space)

Select Replace All, No, Close

Highlight and copy all your addresses

Open Outlook

File, New, select "Distribution List"

At Name: enter in what you want your distribution list called

Above Members, select "Select Members"

At the bottom of the popup window look for "Members->"

Paste your addresses from Word

Delete any extra semicolon at the end of your list

Click OK, Click Save & Close

Create New Mail Message

Click on CC... (this is where you want your distribution list to appear and also where it DOES NOT list individual addresses)

Click on the down arrow under Address Book

Select Contacts

You should see the name of your distribution list, Double Click on the name

It shows next to the CC...

Click OK

Now you're ready to type your message.

Outlook Tip—How to Create a Signature in Outlook

First lets set your options in Outlook to Rich Text (Ag Computing recommends Plain Text from HTML) If Rich Text becomes a problem we'll deal with it then.

Open Outlook

Tools, Options, click on Mail Format tab

Under Message format click on the Down Arrow

Select Rich Text

In that same window look for

Signatures, click on the Signatures button

Click on New, enter in the name of your signature, OK

Under Choose default signature

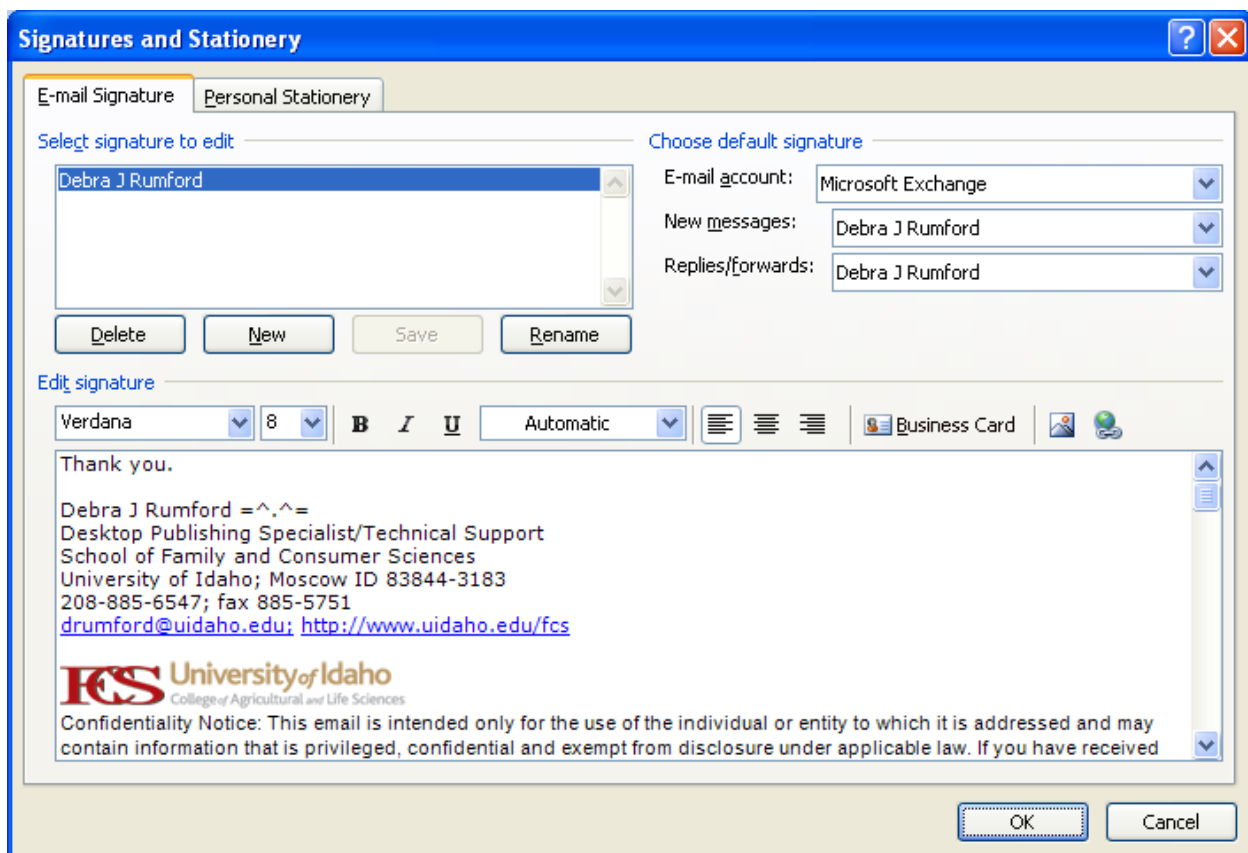
- Click down arrow of New Messages to the name of your signature

- Click down arrow of Replies/forwards to the name of your signature

Type in the box below for your signature

(Copy and paste a recommended confidentiality notice.)

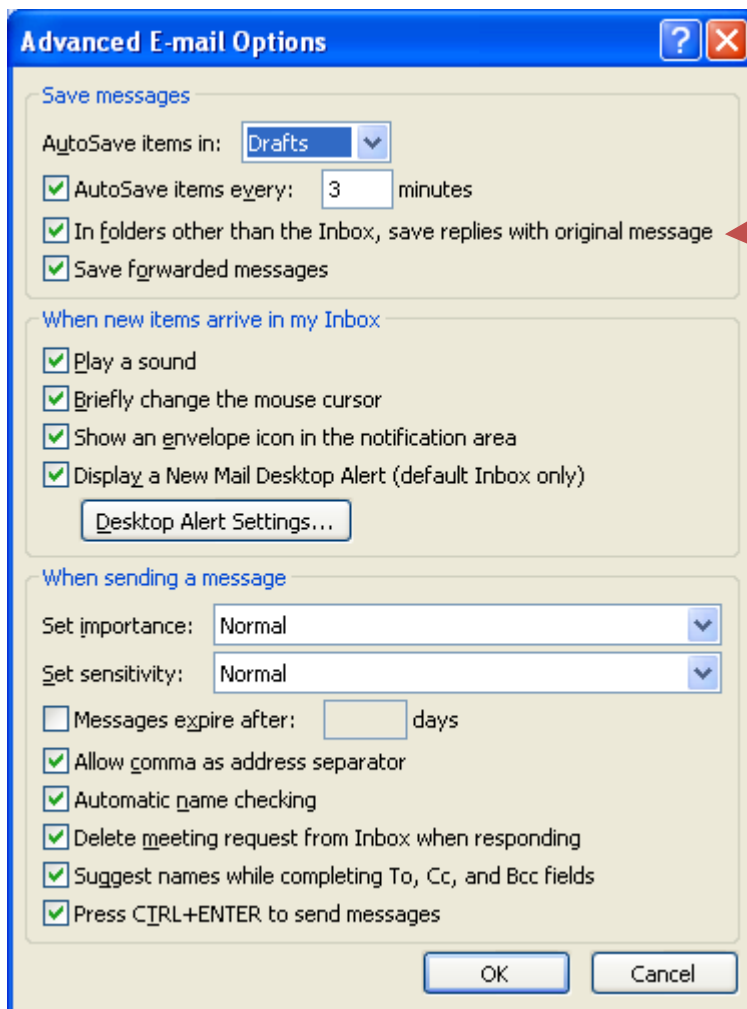
When finished, Click on Save, then OK, OK



Outlook Tip—Saving Replies with Original Message

If you would like to also be able to save your replies with the original message. Go to Tools, Options, under Preference Tab, Email, click on Email Options button, under Message handling click on Advanced Email Options button, under Save Messages (see below) checkmark In folders other than the Inbox, save replies with original message. Ok, Ok, Apply, Ok.

Move or drag & drop the original message from the Inbox folder into a folder for example “Communicator.” Open “Communicator” folder and open the original message and reply, you’ll automatically see a copy of your reply in “Communicator” folder instead of the Sent Items folder.



Outlook Tip—Comma as an address separator

If you would like to also be able to use comma's to separate your email addresses in the TO field (not when creating a distribution list). Go to Tools, Options, under Preference Tab, Email, click on Email Options button, under Message handling click on Advanced Email Options button, under When Sending a Message (see below) checkmark Allow comma as address separator. Ok, Ok, Apply, Ok.

