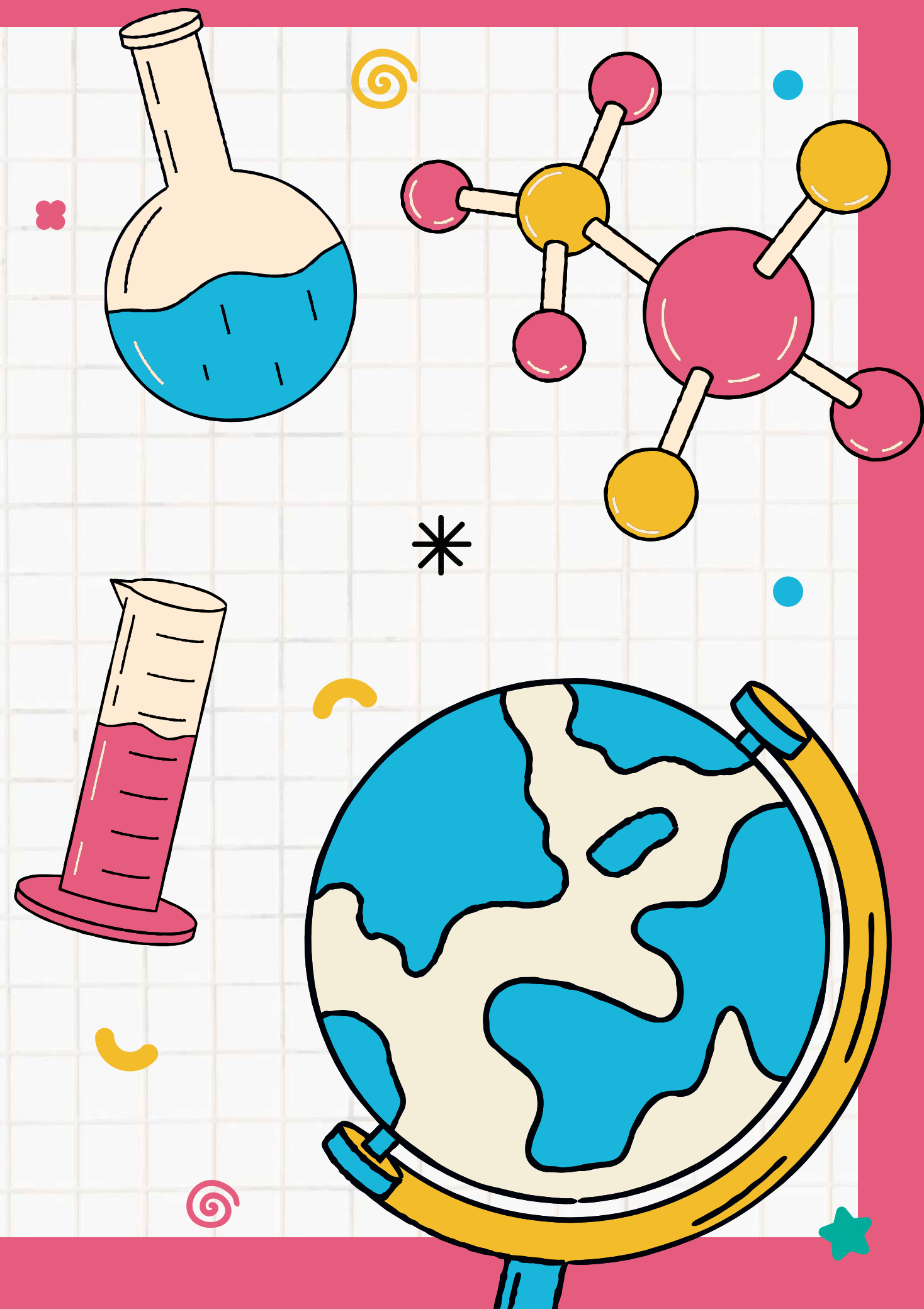


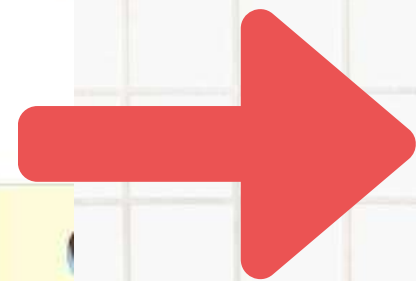
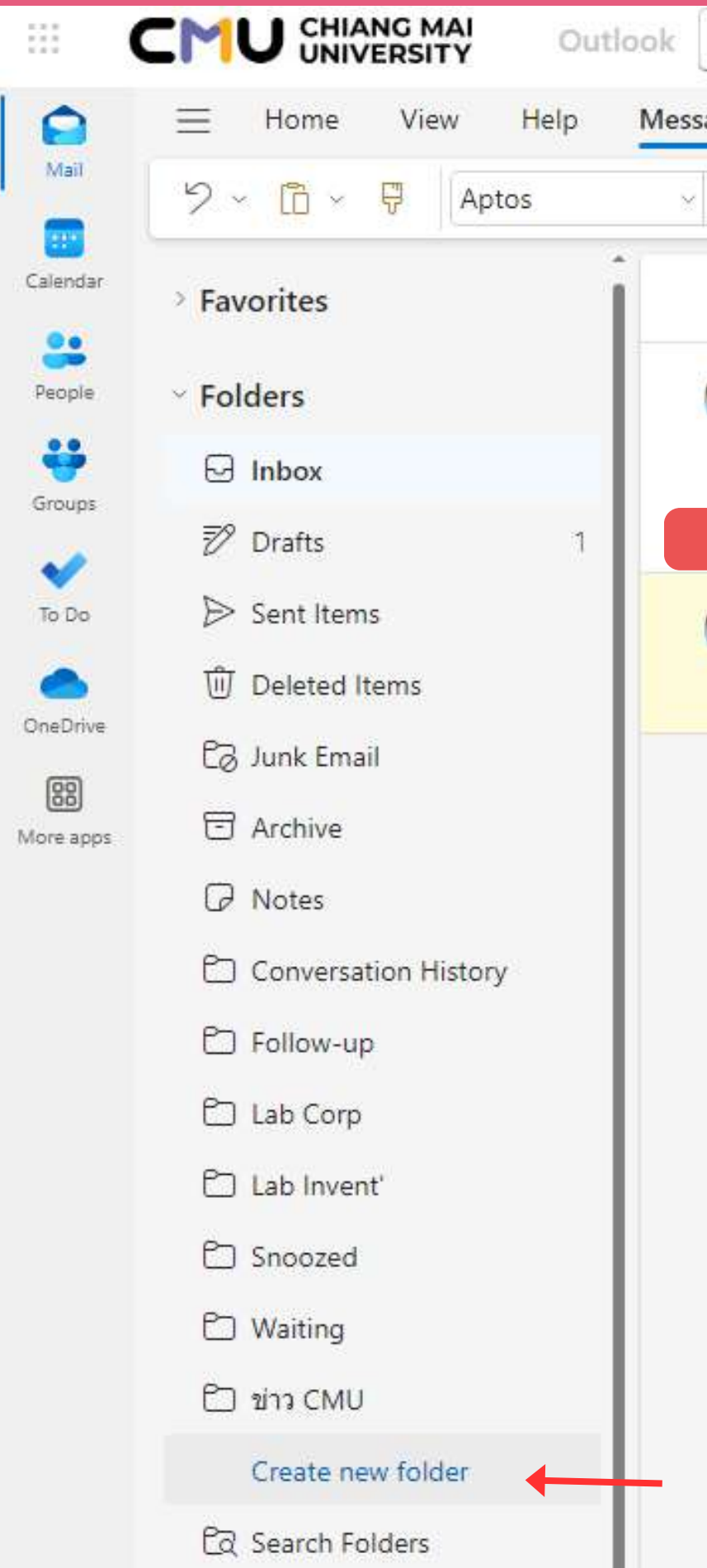
# OUTLOOK

AUDDANAI SONTINEN

# 01

## การสร้าง FLODER





Waiting

ข่าว CMU

Save

Search Folders



Waiting

ข่าว CMU

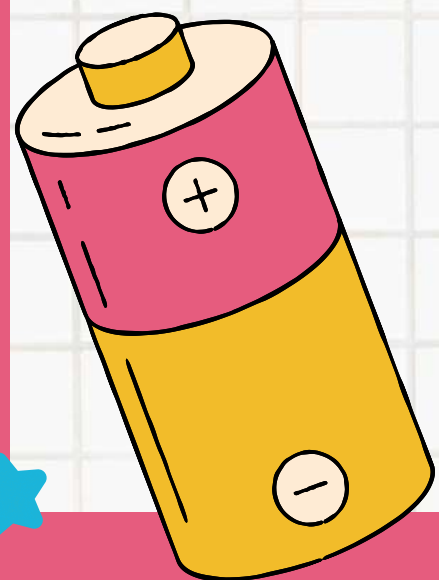
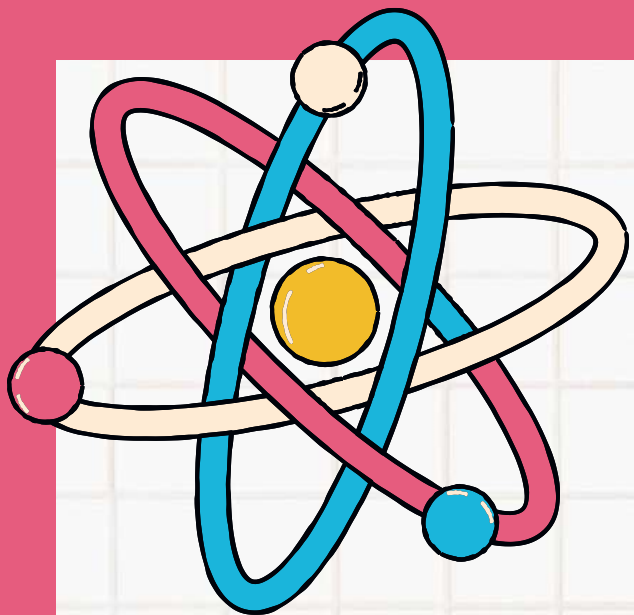
Follow-up

Save

Search Folders







## ▼ Folders

📁 Inbox

✍️ Drafts

1

▶️ Sent Items

> 🗑️ Deleted Items

📁 Junk Email

📁 Archive

📁 Notes

📁 Conversation History

📁 Follow-up

📁 Lab Corp

📁 Lab Invent'

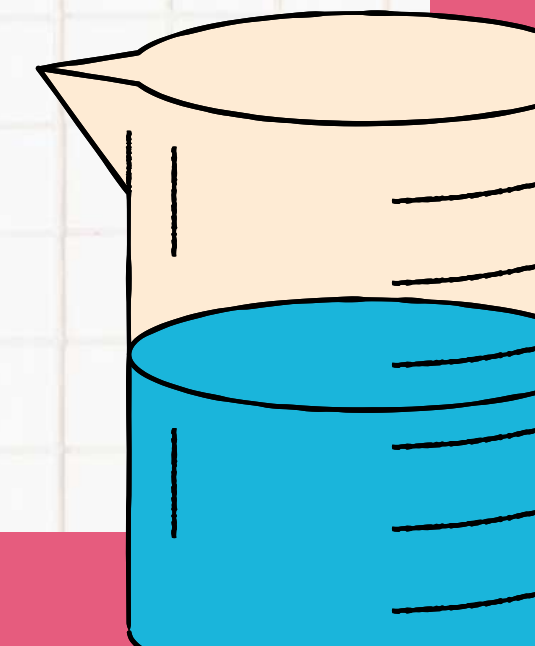
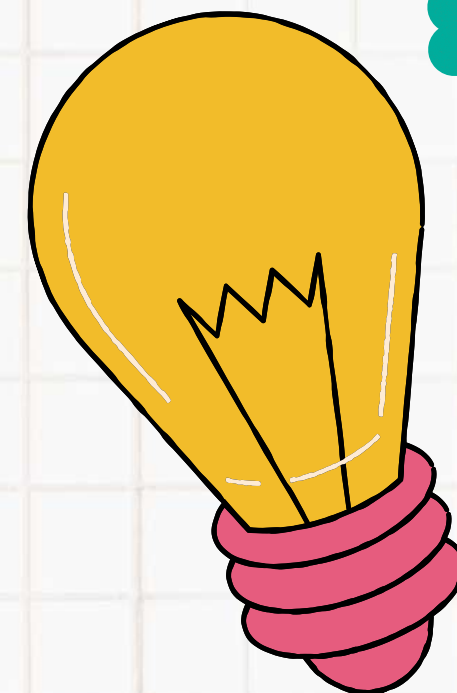
📁 Snoozed

📁 Waiting

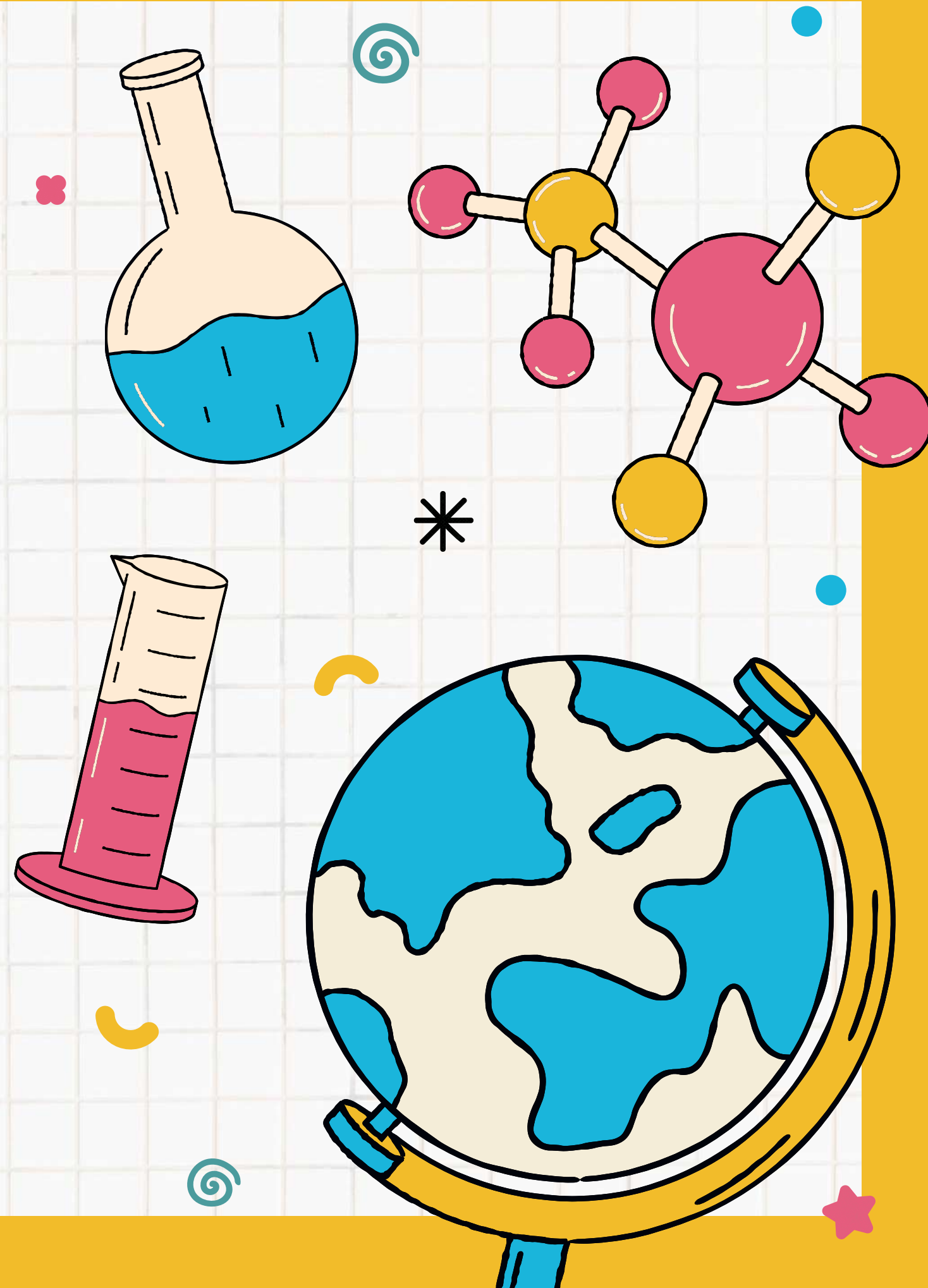
📁 วิชา CMU

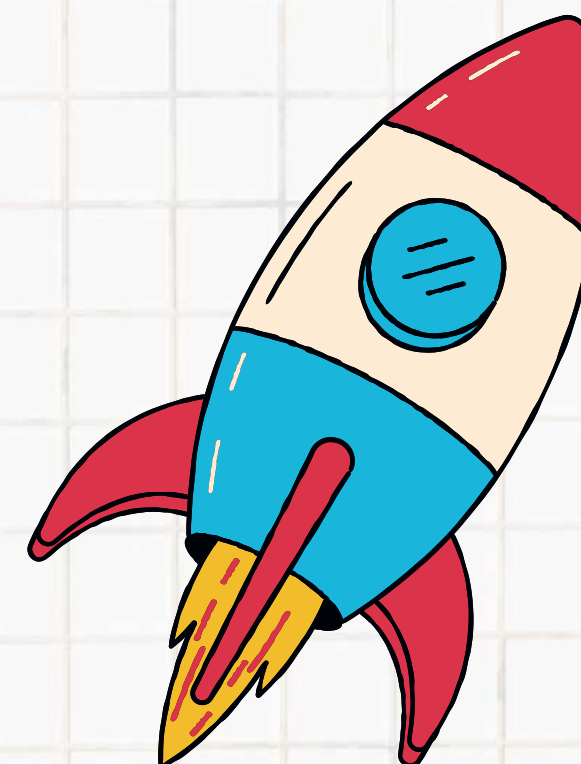
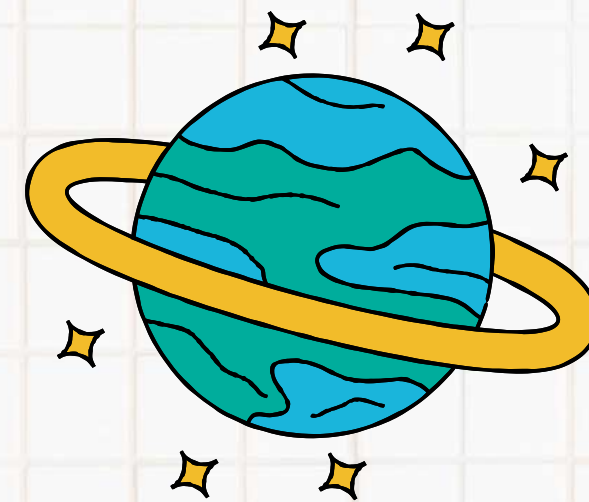
[Create new folder](#)

🔍 Search Folders



# คำสั่งที่สำคัญ





New



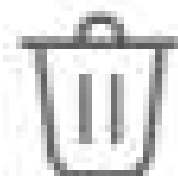
New



Ignore



Block



Delete



Archive



Report



Report



Reply



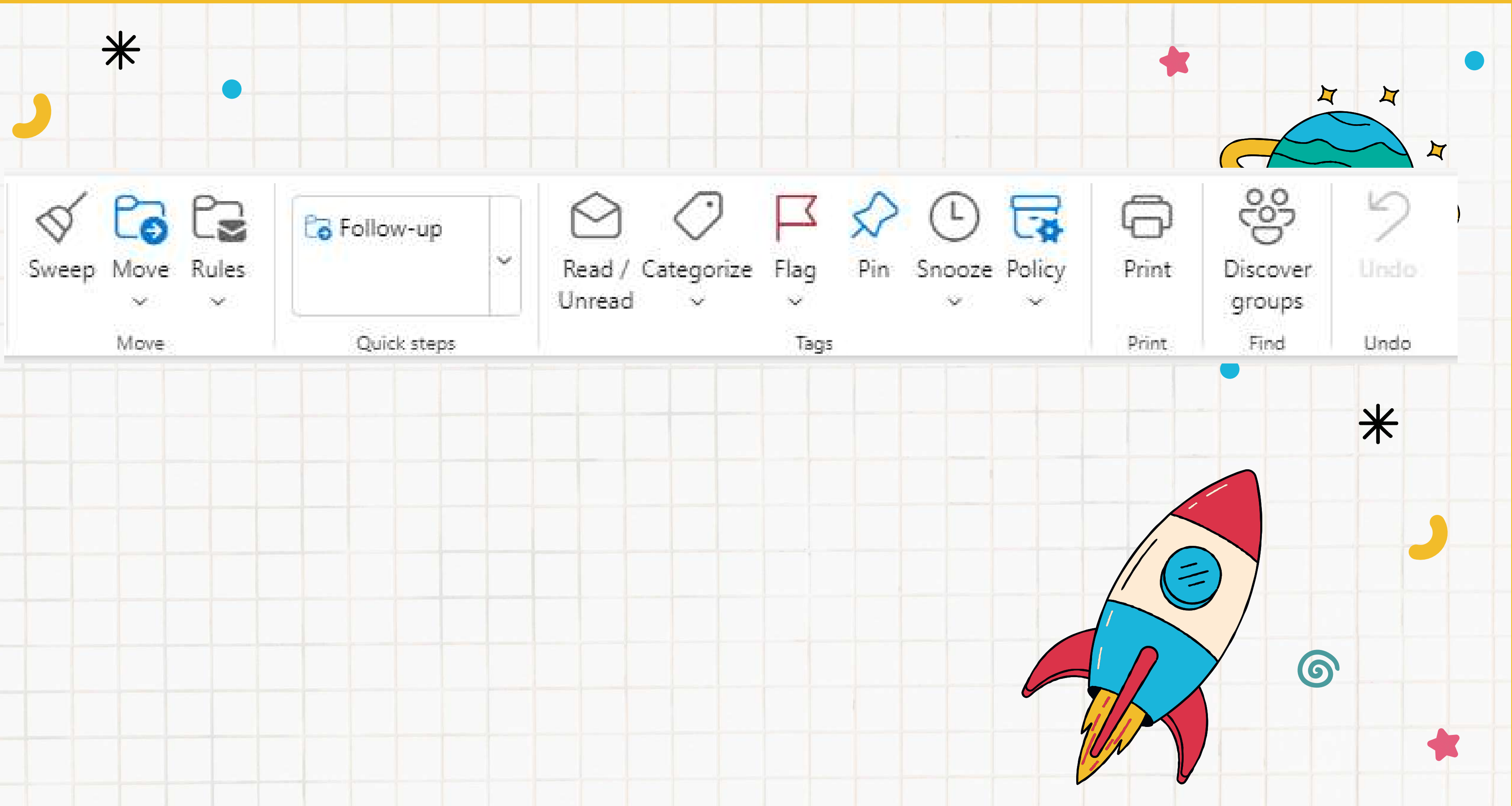
Reply  
all



Forward



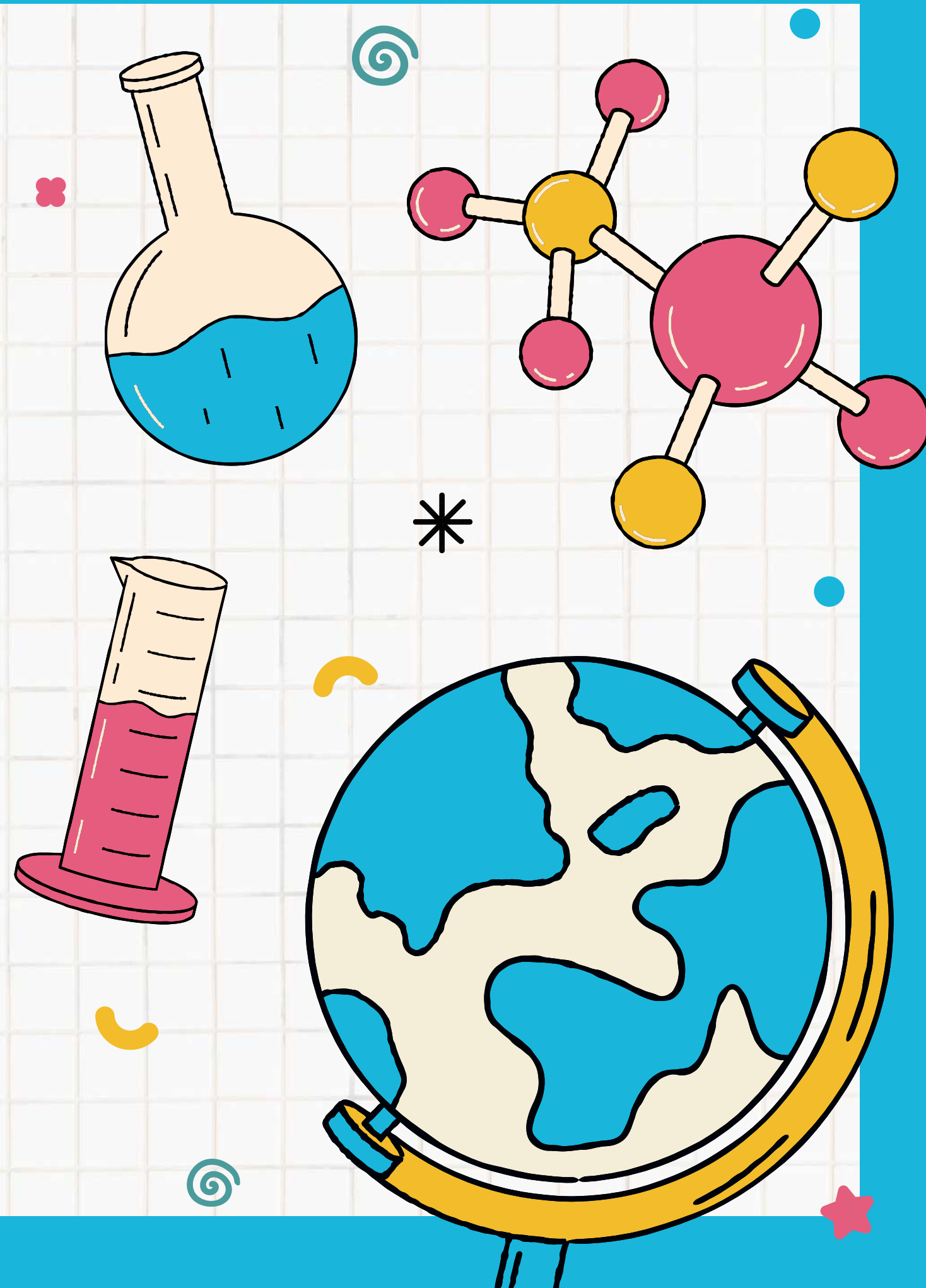
Respond





02

การสร้าง RULE





## Settings

General

Mail

Calendar

People

Layout

Compose and reply

Smart suggestions

Attachments

Rules

Conditional formatting

Sweep

Junk email

Quick steps

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

## Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

+ Add new rule



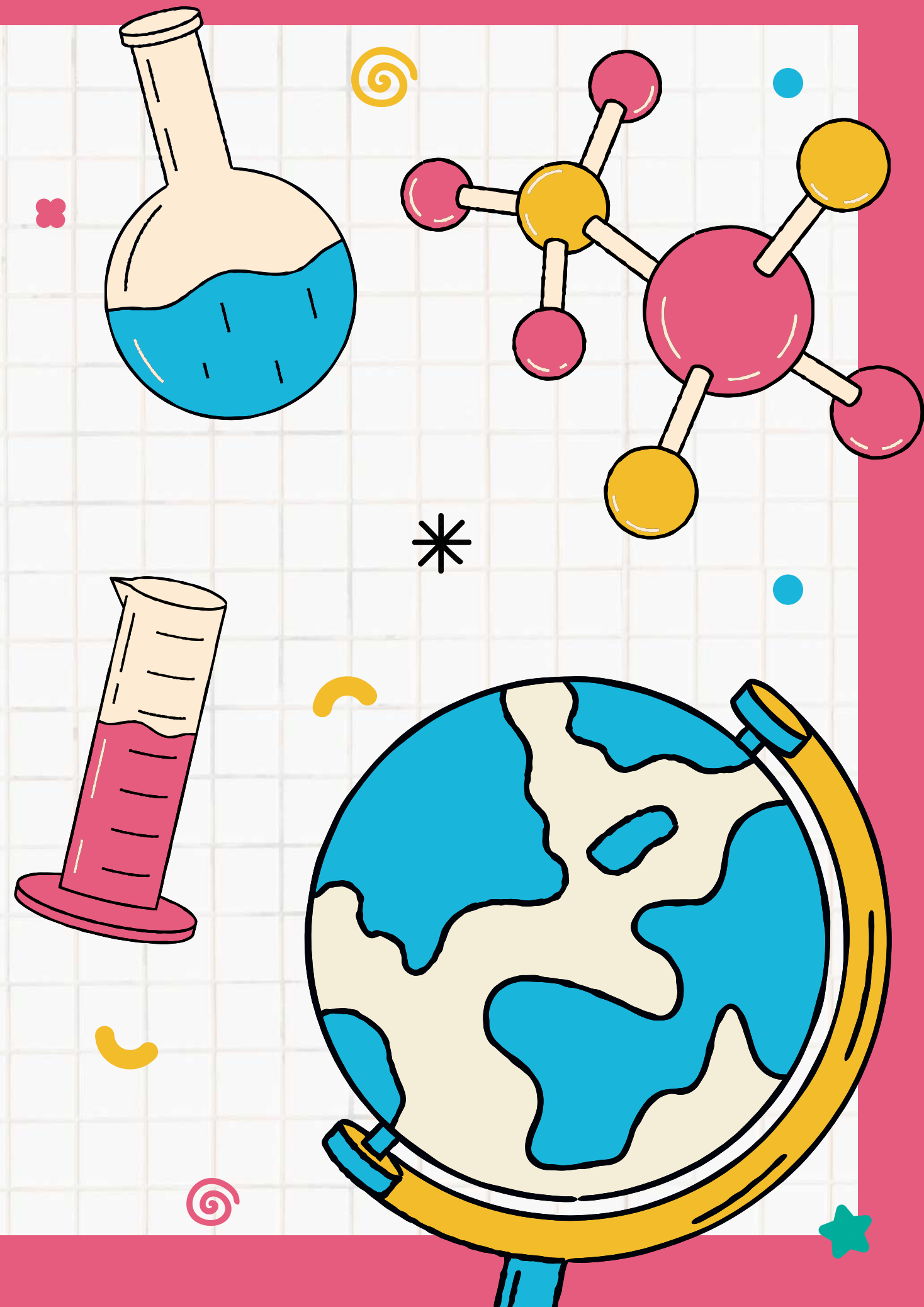
Move all messages sent to All CMU Employee to **רצון CMU**

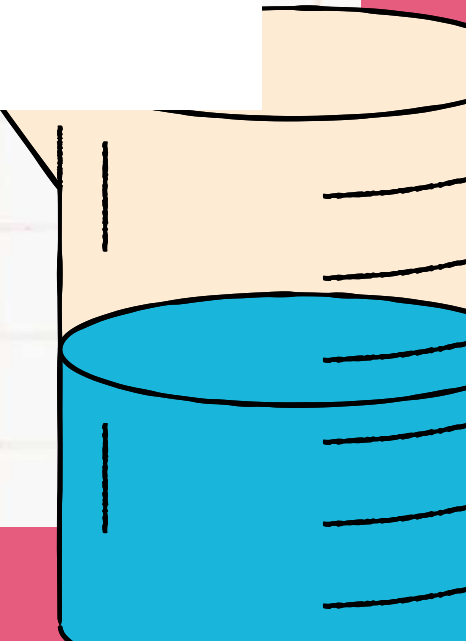
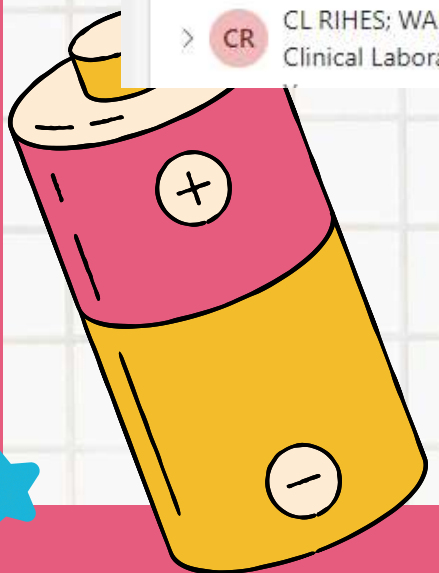
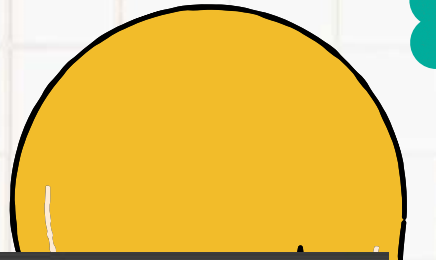
If the message was sent to 'All CMU Employee', move the message to folder '**רצון CMU**' and stop processing more rules on this message.



[If your rules aren't working, generate a report.](#)

# การสร้าง TEMPLATE





Rich text editor toolbar with options like Paste, Font (Aptos, 12), Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Decrease indent, Increase indent, Link, Unlink, Signature, Pictures, Apps, Polls, My Templates, Loop components, Dictate, High importance, Low importance, Sensitivity, Switch to plain text, Save draft, and Save as.

- Inbox** ★
- PONGPUN SAOKHIEO; WARUNE...  
HPTN 083 Close Out Vi... 8:43 AM  
กึ่ง อาจารย์ ยังอยู่ต่างประเทศ เด่วที่...
  - Yesterday**
  - WARUNEE JITAREE !  
SOP ที่ต้องดำเนินการ... Tue 9:38 AM  
เรียน น้องๆ ทุกท่านคะ ตามที่ RCU แ...
  - WARUNEE JITAREE  
ACTG Site Survey Tue 9:34 AM  
ปียะคะ เต็มใน TAB TB assay ด้วยคะ ...
  - DARALAK TAVORPRASIT ✓  
Service lab Health c... Tue 9:28 AM  
Your message To: DARALAK TAV...
  - CL RIHES; WARUNEE JITAREE  
Clinical Laboratory... Tue 12:04 AM

Send

To

Cc

Add a subject

Type / to insert files and more

**Auddanai Sontinen**  
Medical Technologist, Clinical Laboratory  
Research Institute for Health Sciences, CMU  
110 Intravaroros Road, Sripum, Muang  
Chiang Mai, Thailand 50200  
Tel 66 53 936148 ext 357



My Templates

I'll reply later  
Heading to a meeting. I'll get back to you soon.

I'm running late  
I'm running late.

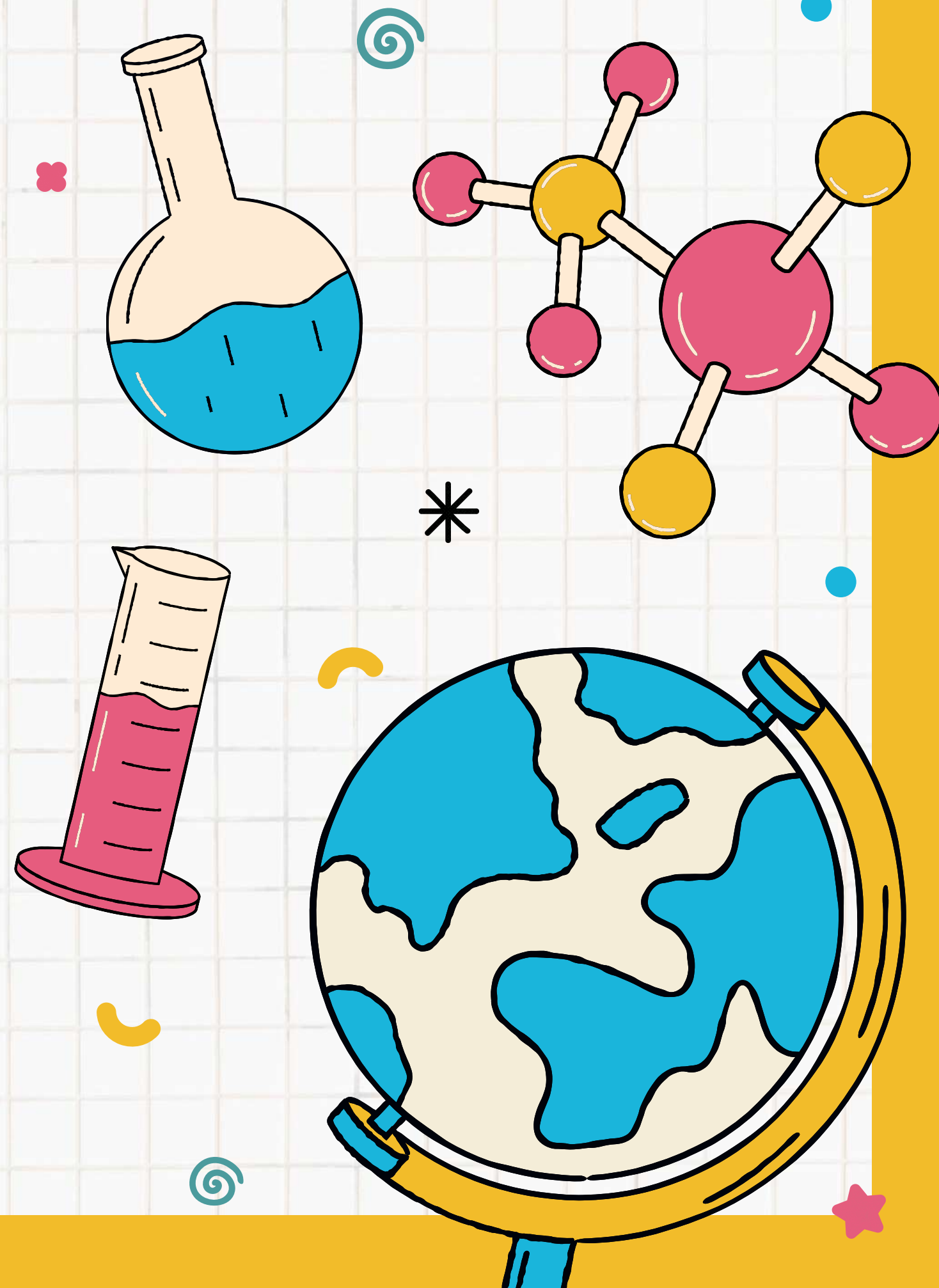
Lunch?  
Do you want to meet for lunch this afternoon?

Piman plus  
เรียนเจ้าหน้าที่ ฤกษ์เชษฐกษเท  
ทตเตาเ  
ตทเทตเต  
ตทเตาเ  
ทตเตาเ  
ทตเตาเ  
ทตเตาเ

+ Template



# การสร้าง SIGNATURE



## Settings

General

Mail

Calendar

People

Layout

Compose and reply

Smart suggestions

Attachments

Rules

Conditional formatting

Sweep

Junk email

Quick steps

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

## Compose and reply

### Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

[+ New signature](#)

Auddanai Sontinen

Rename

Delete

**Auddanai Sontinen**

Medical Technologist, Clinical Laboratory  
Research Institute for Health Sciences, CMU  
110 Intravaroros Road, Sripnum, Muang  
Chiang Mai, Thailand 50200  
Tel 66 53 936148 ext 357



☐ Include a link to my bookings page in my signature

Select default signatures

For New Messages: Auddanai Sontinen

For Replies/Forwards: Auddanai Sontinen

### Message format