

Beginning Outlook (Overview)

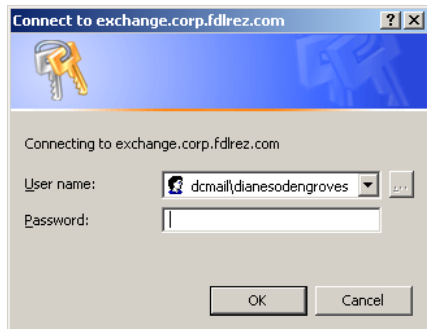
The objective of this course is to familiarize you with the six main components of Outlook. The version we are using at this time is Outlook 2003.

The six main areas of **Outlook** are:

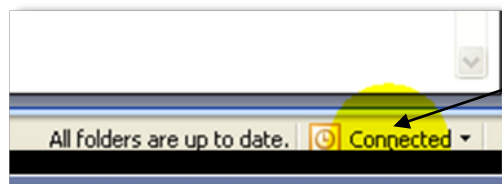
- **Mail**
- **Calendars**
- **Contacts**
- **Tasks**
- **Notes**
- **Folders**

Getting Started with Outlook

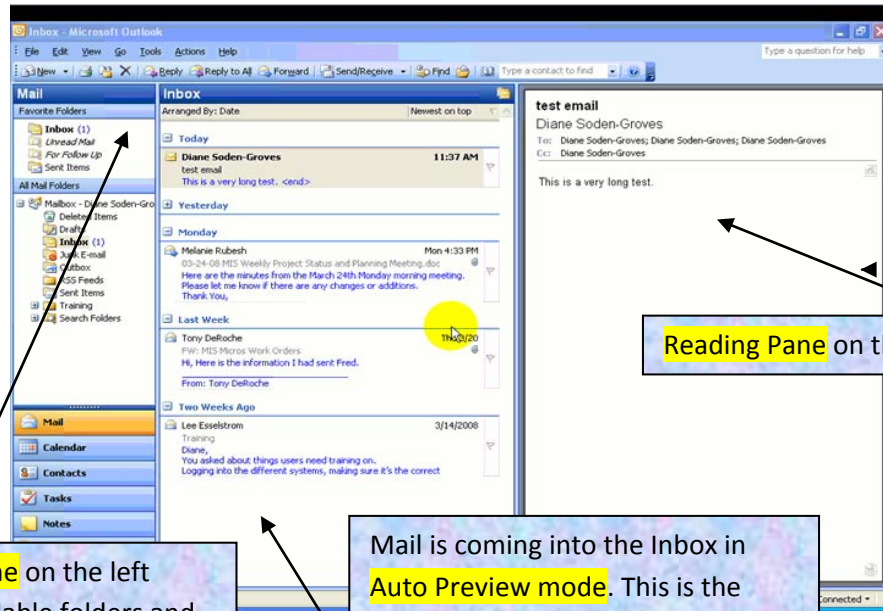
1) Log on to the exchange server using your user name and password.



2). Make certain you are connected to the server by looking at the **bottom right corner of your screen** and you should see the connected symbol and the comment just to the left that all folders are up to date and now you can send/receive mail and any other documentation you need.



Mail This view has been changed to personalize how the mail page appears.

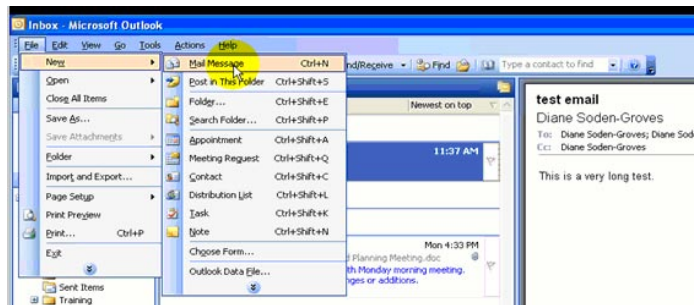


The **Navigator Pane** on the left shows all the available folders and the other components of Outlook. The navigator pane is also in View. It is turned on.

Mail is coming into the Inbox in **Auto Preview mode**. This is the safest way to receive mail to avoid most viruses. This mode is selected under **View**.

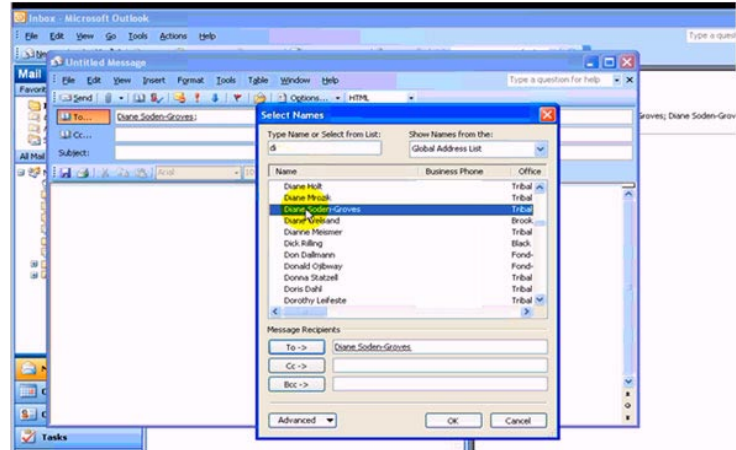
Reading Pane on the right under **View**

Microsoft has more than one way to do something. For example, you can create new email by selecting File | New | Mail Message. Another way is to click on the New button.



When creating new email you can select recipients by using the To: button. You can locate people from either the global list, which includes everyone on the server, or from your contact list. The global list is the default setting, so that list comes up first.

You can also include the Cc: recipients. Their addresses will also be visible. **If you are going to send an email to a large number of individuals, you want to put the majority on the Bcc: line.** (This is blind carbon copy). The Bcc: recipients will get the email, but their information is not available to anyone else, and they will not be included in Reply To All... This is the safest way to protect their email from mass email marketers, who could use their address for spamming purposes.



If you want to add the Bcc line to your email you **click on the inverted triangle** (▾) next to the options button on the message tool bar. Select Bcc, (a check will appear next to it) and that line will be added to your email message and all other messages.

Calendars

You can change the view of your calendar. You can select day, week, or month.

You can create either a meeting or an appointment for any day or the time of the day. You can set reminders and either cancel them or hit the snooze option and have them go off again at a selected time and day.

The ability to share a calendar is as simple as giving permission for someone else to access your calendar, and what changes they can make. We will go into more detail in the next class.

Contacts

You can create distribution lists to make it easier to send an email out to a large group of people. You can find addresses in the global directory. You can change your view of your contact list.

Tasks

You can adjust the view of your task list. You can create a new task and assign it to someone else. You can create a recurring task. You can flag a task for follow-up.

Notes

These are just like electronic post-it notes. You can keep them in the Notes folder, attach them to another task or document or move to another folder. You can share a note.

Folders

You can have access to view selected folders. Some folders give you permission to do more than view only. This is the difference with having permissions or not having permissions. We can create folders on the server that specific people can have the ability to view and make changes.