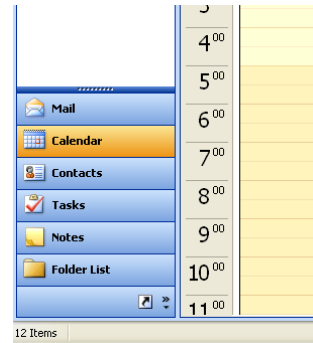


Intermediate Outlook- Contacts, Tasks , Notes & Folders

The objective of this unit is to work with Contacts, Tasks, Notes and Folders and see how they interrelate and can keep you organized.



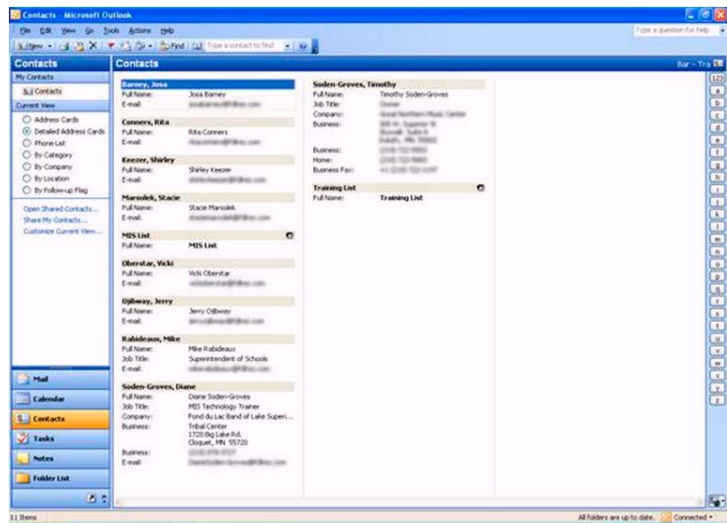
Contacts:

(You can change the view of your contacts, add or remove the navigator pane, add your To-Do bar, and add your reading pane to this view.)

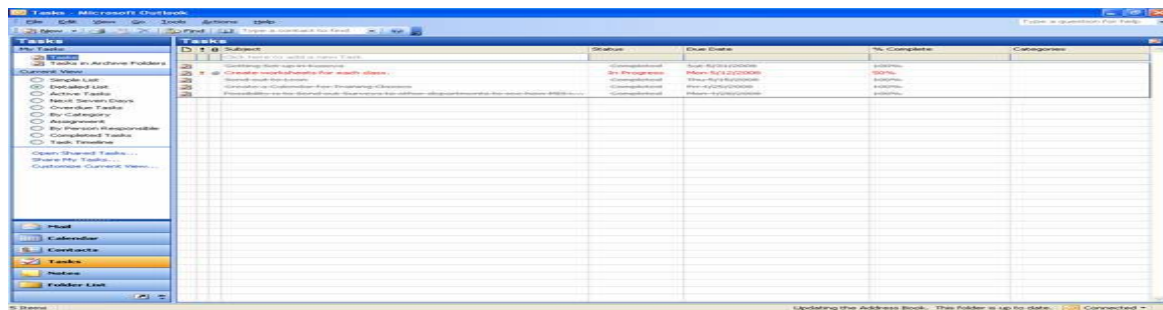
You can create a new contact and view a map of the contact's address.

You can create a new distribution list.

Exercise: Create a new contact and look up the address.



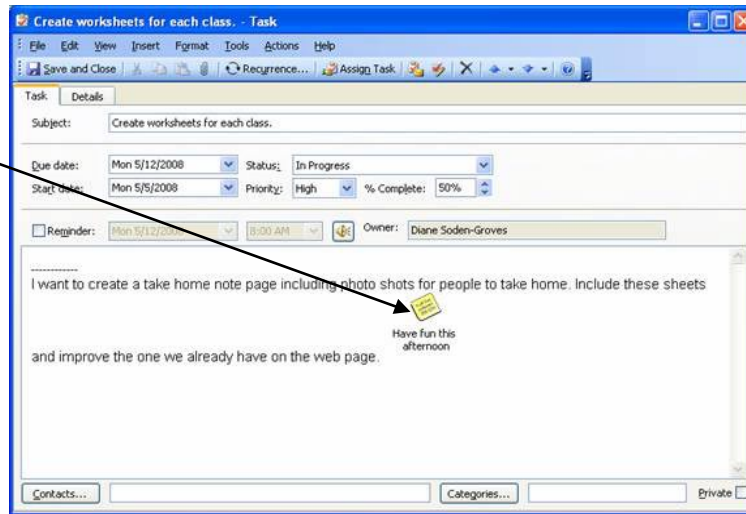
Tasks:



You can also adjust the view for Tasks. Some views include detailed list, active tasks, and timeline. You can change the view based on what information you want to deal with.

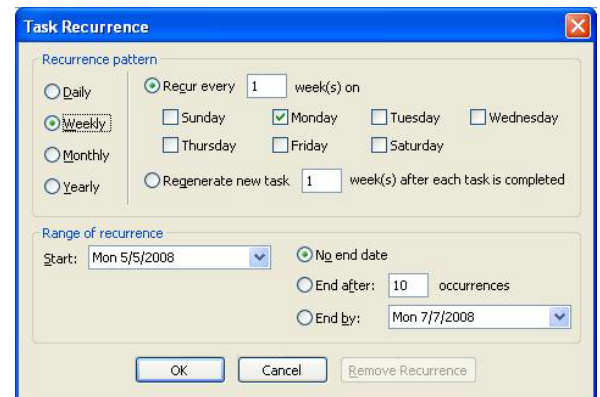
To create a new task either click on New or select the triangle next to New and select task.

In this example, I have created a task to manage writing a new study guide for each class. Notice I have a note attached like having the post-it note to



to the task. This is ability to attach a my To-do list.

If you click on Recurrence: The following window appears. You can decide how you want this to occur. This window is very similar to the appointment recurrence options.

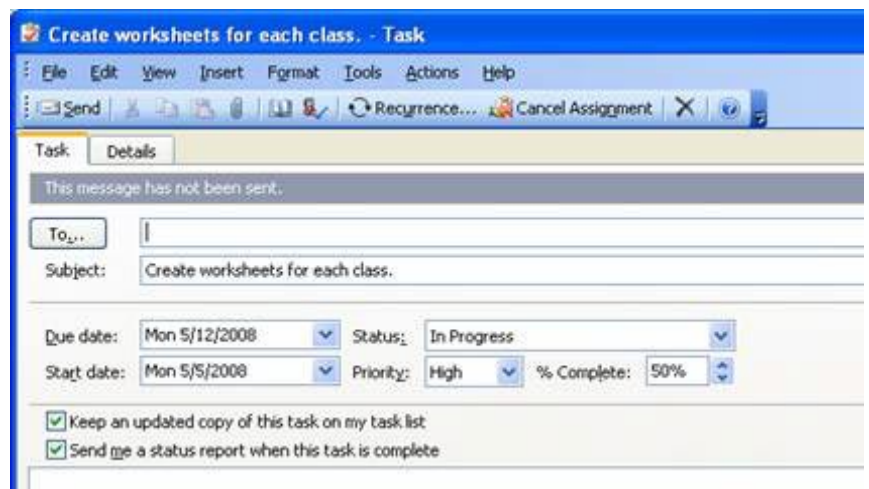


You can also assign a task to someone else:

Notice on this task the To: button has been added for you to select someone to perform the task.

You can check other options to track the status of this task and request a report when the task is finished.

You can also Cancel the Assignment or just delete it at any time.

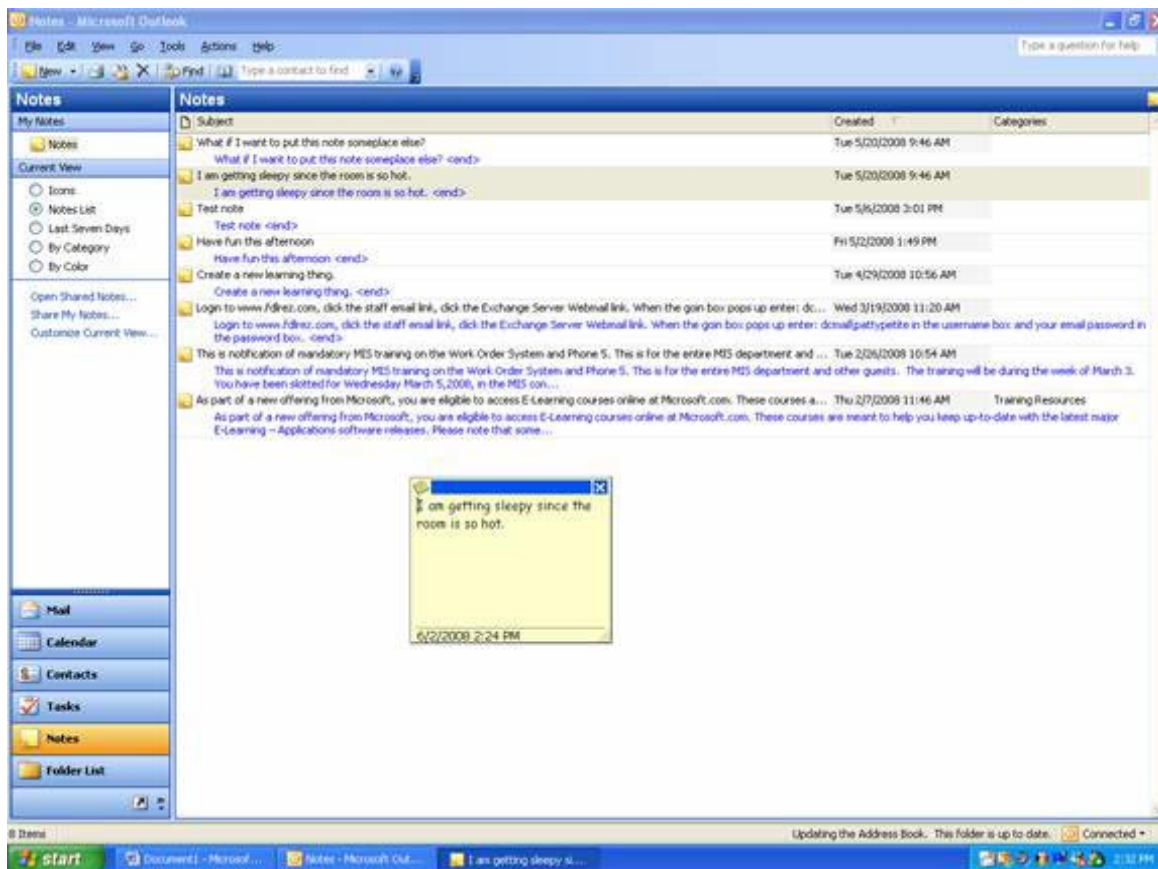


Exercise:

Create a task for someone in this room and send it to them. (When a task is assigned, you have the option to refuse the task.) To the person who receives the task; refuse it and the person who sent the task would then delete the task. Notice what happens when this is occurring.

When you flag an email for follow-up, it creates a task for you. Go ahead and try this on one of the emails in your in box.

Notes:



You can change the view for notes too. You can change the navigator, the To-do, and the reading panes.

You can change the color of the notes and use different colored notes for different projects.

This is just like creating a post-it note. You can leave the note here or “stick” it on another folder or document.

Folders: If you access a folder, you may have different permissions connected to that folder. I may be able to see information in a folder but not make any changes. The MIS department determines the permissions for company folders on the servers. If you want, a folder can be very specific about what people will have access to the folder and what permissions they will each have.