

Introduction to Outlook

Susan Arribas

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Introduction

- Sue Arribas, Outlook/Exchange Specialist, Computing and Network Services
- How can I be reached?
 - ◆ Call CNS Help Desk – ext. 4069
 - ◆ Send e-mail to our Help desk at cns@mail.fairfield.edu

Topics of Discussion

- What is Exchange, what is Outlook?
- How do you access your mailbox on campus and off?
- Demo of the different parts of Outlook and how they are used on our campus.
- How do you get help?

What is Exchange and what is Outlook?

- Exchange
 - ◆ System (hardware and software) that handles and stores your mailbox.
 - ◆ Allows us to collaborate (share) many types of data
 - ◆ Allows you to access mailbox data from anywhere in world.

What is Exchange and what is Outlook?

- Outlook
 - ◆ Information management product that includes an e-mail program.
 - ◆ Contains many other types of folders, most of which can be shared

Outlook Versions

- Full version of Outlook
 - ★ Profile must be set up by CNS on each computer you use on campus
 - ★ Apply for Terminal Services account if you need the full version from off campus.
<http://www.faculty.fairfield.edu/remotearchive>

- ◆ Outlook Web Access (OWA)
 - ★ Web version of Outlook
 - ★ Document in Public Folders and handout.

Your mailbox: how do you get there??

- Access to your mailbox is by using your network username & network password.
 - ◆ Network password must be changed every 3 months
 - ◆ Network password is NEVER shared with anyone
 - ◆ Please protect your mailbox and other data by locking screen (ctrl-alt-del) when you leave desk.

Your Mailbox Folders

- Exchange Mailbox folders
 - ◆ Benefits
 - ★ Mailbox is backed up daily
 - ★ Can be accessed from anywhere
 - ★ Fastest method
 - ◆ Drawbacks – mailbox has limits
 - ★ 50mb – 80mb – 90mb
 - ★ Message size limit – 5mb

Personal Folders (.pst file)

◆ Benefits

- ★ Great if your mailbox is getting full and you want to keep older items

◆ Drawbacks

- ★ Not backed up (unless you do it)
- ★ Can only be accessed on your office computer
- ★ Not as secure as mailbox folders

Public Folders

- Public folders
 - ◆ Benefits
 - ★ Are backed up daily
 - ★ Can be accessed from anywhere
 - ★ Can be shared with everyone on campus or just specific people
 - See Sharing Folders document in Public Folders
 - See CNS Policies & Forms Folder

Folder Properties

- Right-click on folder to see properties
 - ◆ folder size
 - ◆ permissions

Outlook Folder Types

- Calendar
- Contacts
- Deleted Items
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks

Address Book

- Global Address Book
 - ◆ Departments
 - ◆ Your Contacts Folder
- Ties together info in other folders
 - ◆ Example – sending meeting invitations
 - ◆ Example – assigning tasks

Mailbox Cleanup

- Empty Delete Items Folder often
- Clean up Sent Items folder often
- Save Attachments on your hard drive and remove from mail.

Mailbox Cleanup Tool

- Tools Menu
 - ◆ select Mailbox Cleanup
- Find by size or date
- Select the files you want
- Delete, move or copy

Signatures

- Tools Menu
 - ◆ Options
 - ◆ Mail Format
 - ★ Turn off Word as editor
 - ★ Click on Signature button
 - ★ Click New button
 - ★ Enter name and text
 - ★ Click Finish

Getting Help on Outlook

- Outlook Help Menu
- Call CNS Help Desk – ext. 4069
- Email CNS Help Desk –
cns@mail.fairfield.edu
- On-line training

<http://office.microsoft.com/en-us/training/default.aspx>

Questions?

Any questions?

THANK YOU!!

- Thank you for inviting us today.
- Don't hesitate to contact us if you have questions on Outlook or other software/hardware issues or if you want additional training.

★ Sue