

Outlook for Managers, Faculty & Administrators

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AGENDA

- 1) Overview of collaboration on Exchange
- 2) Sharing Outlook Folders
- 3) Using/Sharing Public Folders
- 4) Calendars

Agenda (cont.)

- 5) Contacts
- 6) Inbox
- 7) Tasks
- 8) Journal
- 9) Getting help on all of the above

1) Collaboration on Exchange

- A collaborative application is an application that makes it easy for individuals and teams to share information and work together on projects.

Collaboration (cont.)

Our Exchange server allows for:

- o sharing of items in your private mailbox
- o sharing of public folders
- o Global Address Book
- o Mailbox items available from anywhere in world
(cont.)

Collaboration (cont.)

- o Scheduling and Free/Busy Data
- o Voting Buttons (demo)
- o Delegate access
- o Task Assignment

Collaboration (cont.)

Folder types that can be shared:

- o Calendar
- o Journal
- o Contacts
- o Notes
- o Inbox
- o Tasks
- o Public Folders

2) Sharing Folders

- Handout in folder
- Demo of sharing (same for private and public folders)
- Delegates (Tools, Options, Delegates)
 - Only used if you want someone to “send on behalf” of you or receive your meeting notices.

3) Using/Sharing Public Folders

- Types of Public Folders:
 - Inbox - threaded discussions/Message Board (demo)
 - Calendar
 - Contacts
 - Journal
 - Tasks
 - Notes (demo)

3) Using/Sharing Public Folders (cont.)

- To request a Public Folder, see policy in CNS Policies & Forms Public Folder.
- Be sure to state what type of folder you need and who "owner" will be.

4) Calendars

- Most commonly shared folder
- Can be used to check availability for scheduling meetings (demo).
- Departments often have a departmental calendar in a Public Folder.

4) Calendar (cont.)

- Managers often have assistant make appointments for them.
- You can view multiple calendars by using Group Calendars (Action – View Group Schedule)
- Outlook 2003 has even better ways of viewing several calendars at once.

5) Contacts

- Add to contacts from an e-mail (right-click on the address)
- Use categories – better than distribution list.
- Contact info can be imported easily
- Activities Tab

6) Inbox

- Can be shared with others during absences.
SHARING OF PASSWORDS IS NEVER NEEDED
- A delegate can be allowed to send "on behalf of" someone else
 - (Tools, Options, Delegates)
- "Send as" – done by Exchange Administrator only.

7) Tasks

- Tasks help you keep track of work to be done, deadlines to be met
- Tasks can be assigned to anyone on Exchange server
 - Assigned tasks can be visible in your own task list also.
- Task lists can be viewed, sorted and printed in many ways

8) Journal

- The Journal helps you keep track of many types of activities
 - Phone calls, meetings, conversations, letters, etc.
- Can be viewed, sorted and printed in many ways.

9) Getting Help

- Call the CNS Help Desk – ext. 4069
- E-mail cns@mail.fairfield.edu
- Located in Dolan Commons – second floor (above Human Resources)
- Online training – free at Microsoft:
<http://office.microsoft.com/en-us/training/default.aspx>

Questions? (time permitting)

- Questions about items covered today?

THANK YOU

- Thank you for attending.
- Please fill out our survey.