

Course Objectives

In this course you will:

- ◆ Start and navigate Outlook.
- ◆ Use My Computer, My Documents, and Favorites.
- ◆ Set archive options and archive items.
- ◆ Send, receive, and print e-mail messages.
- ◆ Find, arrange, reply to and forward e-mail messages.
- ◆ Create, delete, move, copy, and rename folders.
- ◆ Delete e-mail messages.
- ◆ Create and use personal address book.
- ◆ Schedule appointments, recurring appointments, and events.
- ◆ Schedule a meeting and track meeting responses.
- ◆ Reschedule and cancel a meeting.
- ◆ Schedule individual, recurring, and regenerating tasks.
- ◆ Sort, filter, print, edit and delete tasks.
- ◆ Create, edit, print, delete, and arrange contacts.
- ◆ Use the Contact List to send e-mail, plan a meeting, create a task, and create a letter.
- ◆ Create, filter, find, and print journal entries.
- ◆ Create and categorize a note.

Exploring Outlook 98

Objectives

In this chapter you will:

- ◆ Start and navigate Outlook.
- ◆ Set general options and set options for the calendar and the Journal.
- ◆ Use My Computer, My Documents, and Favorites.
- ◆ Set archive options.
- ◆ Exit Outlook.

Overview of Outlook

Outlook is the new desktop information program that combines the former Microsoft Exchange and Schedule+ programs with other organizational features into one easy-to-use interface. Now you can go from your scheduling calendar to your e-mail inbox with a simple click of the mouse.

- By default, Outlook uses Microsoft Exchange as the post office, but you can use other MAPI (Messaging Application Program Interface) programs, such as Lotus cc: Mail as the post office.

❖ Exploring Outlook Categories

Outlook is really divided into three categories: Outlook, Mail and Other. The applets in each category are described in the following table.

Category	Component	Description
Outlook		
	Inbox	Contains e-mail messages received
	Calendar	Contains appointments
	Contacts	Contains names, addresses, phone numbers, etc.
	Tasks	Contains tasks to do
	Journal	Generates a log of computer activities as they happen
	Notes	Contains notes like you would write on post-its
	Deleted Items	Contains items that have been deleted
Mail		
	Inbox	Contains e-mail messages received

Other	Sent Items	Contains copies of e-mail messages sent
	Outbox	Contains e-mail messages
	Deleted Items	Contains items that have been deleted
	My Computer	Performs file management (This is the same as My Computer on the desktop)
	My Documents	Contains Office 97 files (This is the default folder)
	Favorites	Contains favorite files, folders, and Web addresses (URLs)

❖ Specifying Dates in Outlook

Dates and times are used extensively in Outlook, especially in the Calendar and Tasks features. In any dialog box option that requires a date or time, you can enter the exact date/time, or you can use natural language to describe the date/time, and Outlook will convert the description to the exact date/time.

Examples of natural language for dates and times include the following:

- ◆ 2 weeks from today
- ◆ the third Friday
- ◆ Halloween
- ◆ day after tomorrow
- ◆ next week
- ◆ next year
- ◆ 2 hours
- ◆ 24 hours

Starting and Navigating Outlook

If performance degradation and memory usage is not a problem for the computer you use, you might find it convenient to start Outlook and leave it open in the background. This allows you continuous access to your e-mail and to the organizational tools.

❖ Starting Outlook

If you are using Office 97 on a networked system, when you start Outlook, you must log-on. The log-on is not required for stand-alone systems.

To Start Outlook:

1. Double-click on the **Outlook** icon on the desktop.



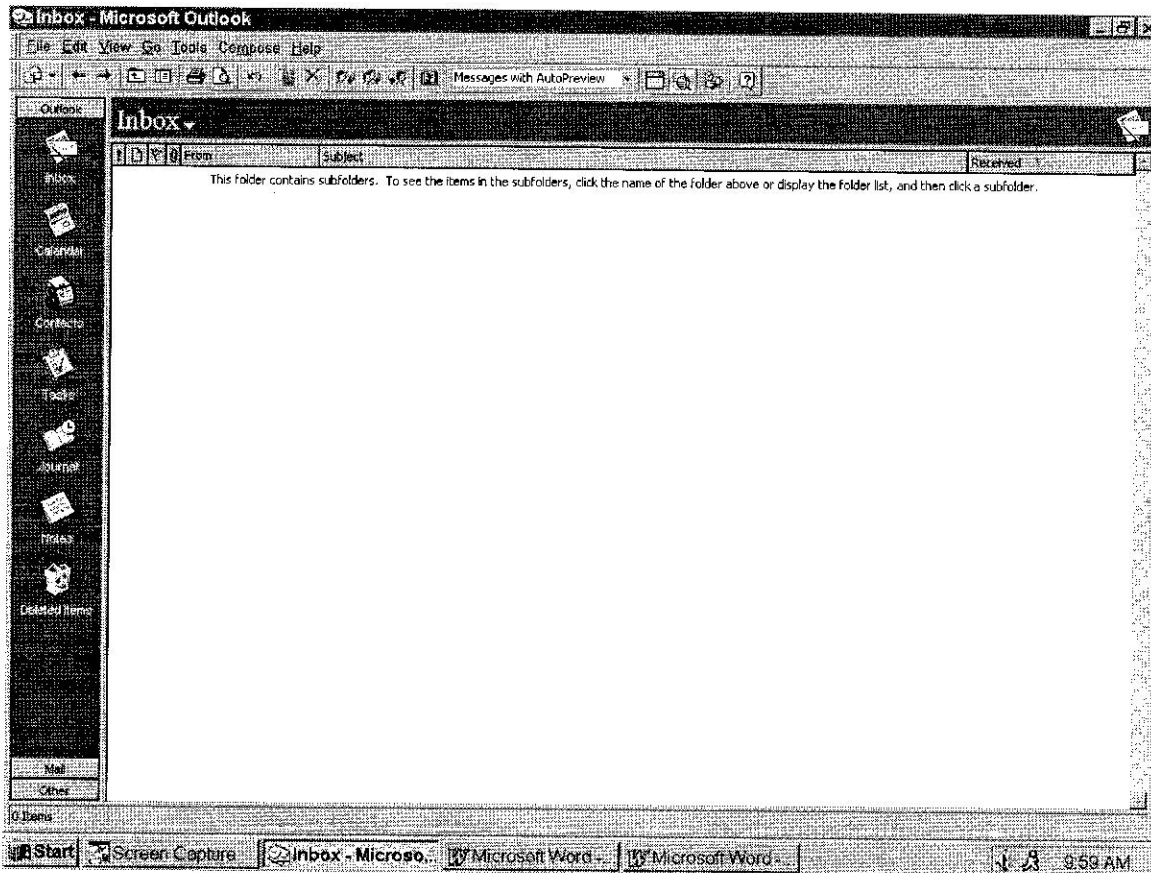
2. Type your password if the Microsoft Mail dialog box appears and then choose **OK**.

-OR-

1. Click on **Start**.
2. Point to **Programs**.
3. Click on **Microsoft Outlook**.
4. Type your password if the Microsoft Mail dialog box appears and then choose **OK**.

- The Office Assistant may open. Choose OK
- The Inbox folder opens by default.

❖ Using the Outlook Bar



The Microsoft Outlook Window

The Outlook bar contains shortcuts to your e-mail folders, the task list, the calendar, etc. To better organize the shortcuts, the Outlook bar uses three groups: Outlook, Mail, and Other.

- You can create your own groups to add to the Outlook bar. If you plan to use Outlook as your desktop organizer, create groups to hold shortcuts that are now on your desktop in Windows 95.

To display the shortcuts in a group, click on the button for the group. Some shortcuts appear in more than one group for easier access. For example, the Inbox shortcut appears in the Outlook group and the Mail group, but the two shortcuts open the same inbox. You can scroll the shortcuts in a group with the scroll buttons (which appear only when needed) at the top and the bottom of the Outlook bar.

Changing the Size of the Shortcut Icons

You can also change the size of the shortcuts in the Outlook bar. When the icons are large, it is necessary to scroll to see all the icons in the Outlook group, but when the icons are small, you can usually see all of them without scrolling.

- Because you can add many shortcuts to the Outlook bar, you still might have to scroll to see all the icons, even if you use the small icons.

To Change the Size of the Shortcut Icons:

1. Point to a blank space on the Outlook bar.
2. Click the right mouse button.
3. Choose **Large Icons**.

-or-

Choose **Small Icons**.

Opening an Outlook Application

Opening an Outlook application is as simple as clicking on the shortcut. When you open different applications, you will notice that toolbar changes, although all the toolbars have several buttons in common, such as the New button and the Print button.

To Open an Outlook Application:

1. Click on the **Outlook**, **Mail**, or **Other** group.
2. Scroll the shortcut icons if necessary.
3. Click on the shortcut.

The application opens in the right pane.

Hiding and Displaying the Outlook Bar

When you need more room for the application in the right pane, you can hide the Outlook bar.

To Hide the Outlook Bar:

1. Choose **V**iew.
 2. Choose **O**utlook Bar.
- If you do not see the Outlook Bar at the bottom of the menu, scroll the menu by clicking the down arrow at the bottom.

-OR-

1. Point to a blank space on the Outlook Bar and click the right mouse button.
2. Choose **H**ide Outlook Bar.
3. To redisplay the Outlook Bar, choose **V**iew, **O**utlook Bar.

Creating a New Item

Outlook items include appointments, tasks, contacts, e-mail messages, etc. One way to create a new item, is to use the New Button. The name and icon on the New button changes with each application. For example, if you have the Inbox open, the name of the button is New Mail Message and the icon is a letter and an envelope. If the Calendar is open, the name of the button is New Appointment and the icon is a calendar.

- The New button is always the first button on the toolbar.

To create a New Item with the New Button:

1. Open the application (such as the Inbox or the Calendar).
2. Click on the **New** Button.



-OR-

1. Click on the New Button drop-down arrow.
 2. Select the desired new item.
- This allows you to keep working in the desired application and create a new item in a different application.

Setting Outlook Options

Because Outlook has so many components, there are many options to set to control how Outlook works. The Options dialog box has eleven pages of options: General, E-mail, Sending, Reading, Calendar, Tasks/Notes, Journal, Reminders, Spelling, AutoArchive, and Manage Forms

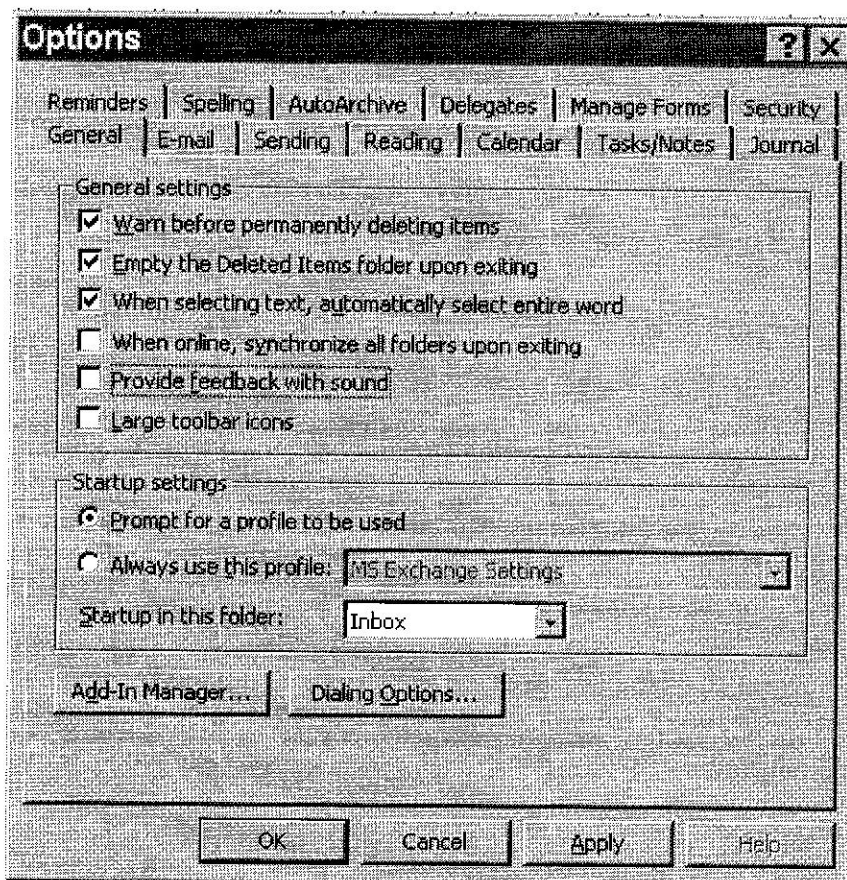
❖ Setting General Options

The General options page includes a group of general settings, a group of startup settings, the Add-in Manager, and dialing options.

- The Add-in Manager installs add-in software.

To Set General Options:

1. Choose **T**ools, **O**ptions.
2. Click on the **General** tab, if necessary.



The General Page

3. Select the desired options.
4. Choose **OK**.

❖ Setting Calendar Options

Calendar options include settings for the workweek, working hours, appointment defaults, date navigation, and the primary calendar. Additionally you can set options for time zones, add holidays, and set advanced scheduling options for how meeting requests are processed and how free/busy information is updated on the server.

To Set Calendar Options:

1. Choose **T**ools, **O**ptions.