

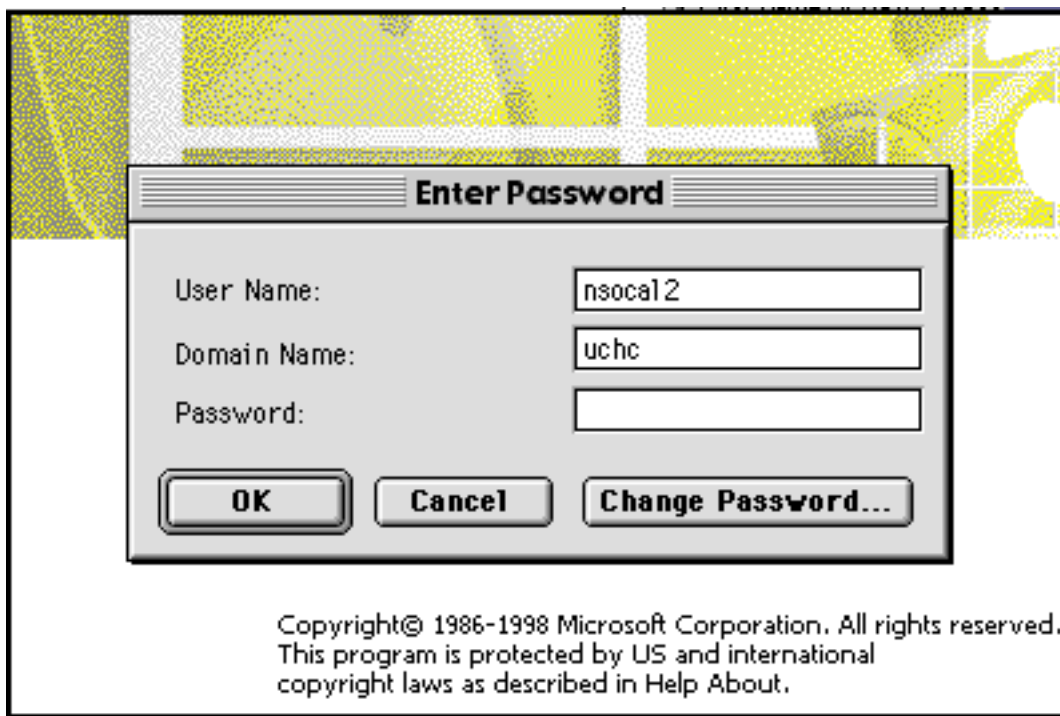
Quick Start: Microsoft Outlook 8.x for Macintosh

Introduction

This document is merely an introduction to the basic features of Microsoft Outlook — intended to help you get started quickly. Your Microsoft Outlook account has many advanced features (such as the Inbox Assistant, AutoSignature, POP3 access, etc...) that will not be covered here. You are encouraged to explore the program, and use the online help (located under the **Help** menu). If you have questions with regard to a specific feature of Outlook, please call the Help Desk at X4400.

Starting Outlook

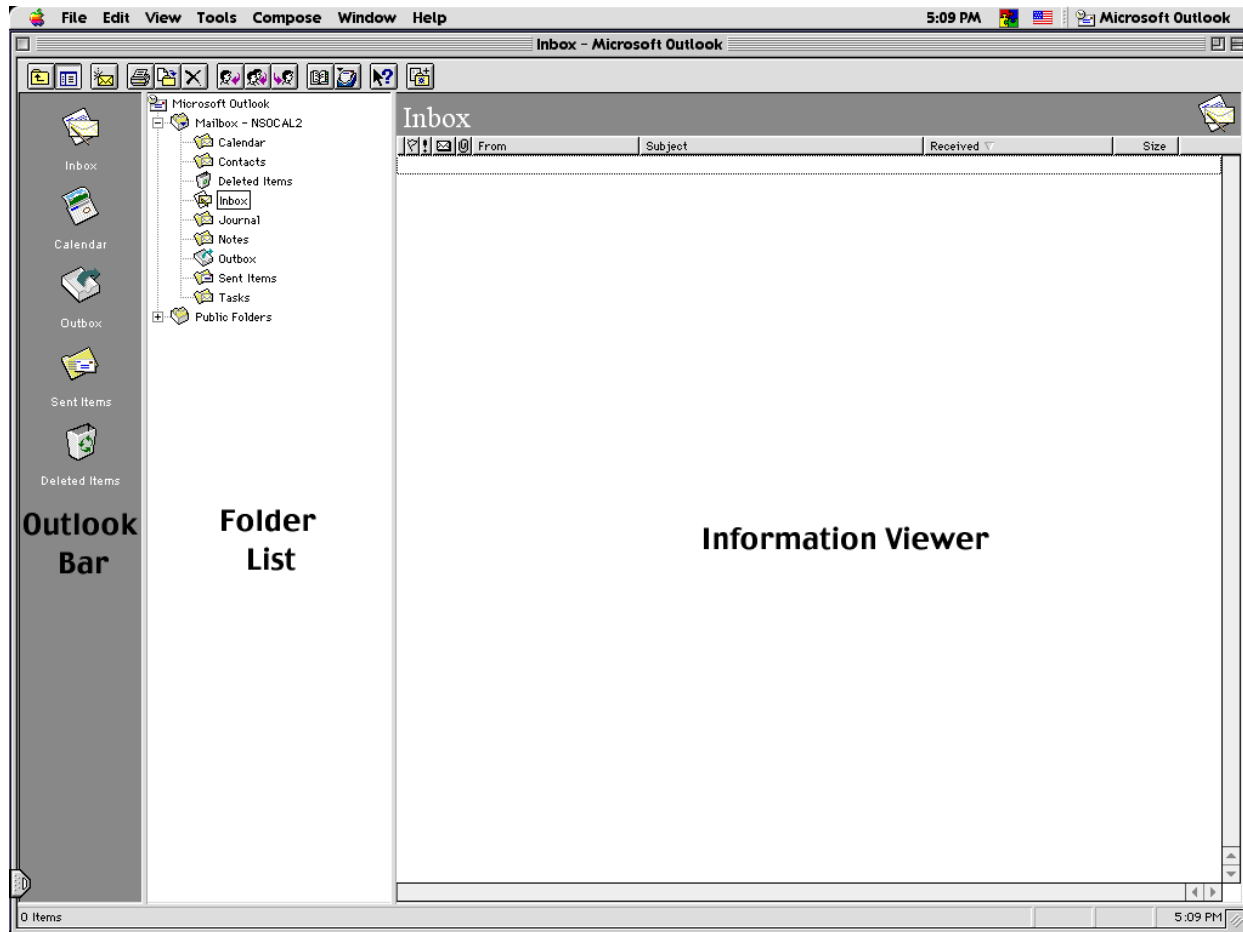
When you first launch the Microsoft Outlook application, you are presented with a dialog box asking for your password. Your Username and Domain should already be filled in. Enter your password, and click **OK**.



After you have entered the correct password, the program will continue to load, and you will then be ready to use Outlook.

Using Outlook

The Outlook Window is divided into sections, each with their own function. Each section is detailed below:



The left-most section is known as the Outlook Bar. This is called a “shortcut bar”, and serves as a place to store shortcuts (aliases) to frequently used items, including mail folders, and the Calendar feature of Outlook.

The next section of the Outlook Window is the Folder List. This is where Outlook displays all your Private Folders, as well as the Public Folders. This list can be toggled on or off by selecting or deselecting “**Folder List**” under the **View** menu.

***Note:** Several folders in the Folder List are used in the Microsoft Windows version of Outlook, but not in the Macintosh version. These folders are: Calendar, Contacts, Journal, Notes, and Tasks. These folders should be ignored when using the Macintosh client.*

The right side of the Outlook Window contains the Information Viewer. This section displays the contents of the folder currently selected in the Folder List.

Former users of Microsoft Mail may remember that the Inbox Window used to be a separate entity from the Microsoft Mail window, which enabled users to close the Inbox but still remain logged into their mail accounts. Microsoft Outlook does not have that capability — if you close the Outlook Window, the program exits, and you must login to the server again to check for new mail. However, there are a couple of ways to keep Outlook open without it obscuring too much of your screen. The

first, and most effective way is to simply choose **Hide Microsoft Outlook** from the **Application** menu (the menu on the far right of the menu bar). This will completely hide Outlook, but it will remain running; to view it again, simply make it active by selecting it from the **Application** menu, or choose **Show All** from the **Application** menu. Another option is to click the **Collapse Box** (also known as WindowShade) on the title bar of the Outlook Window. Click the box again to expand the window to its original size. (The **Collapse Box** is the small box with the horizontal “line” running through the middle, on the far right-hand side of the title bar.)

The Outlook Bar

By default, the Outlook Bar contains shortcuts to the following items: Inbox, Calendar, Outbox, Sent Items, and Deleted Items. Clicking on any of these icons makes that item active. For example, clicking on the Inbox icon makes the Inbox the currently selected folder within the Folder List, and displays its contents in the Information Viewer. Clicking on the Calendar icon activates the Calendar function of Outlook. Additional items can be added to the Outlook Bar by simply dragging the desired item onto the Outlook Bar, providing easier access to frequently used items. The item itself will not be moved, instead a shortcut (alias) will be created on the Outlook Bar for that item. To remove an item from the Outlook Bar, hold down the **Control** key while clicking on the item, and then select **Remove from Outlook Bar** from the menu that pops up.

The Folder List

The Folder List allows you to see all the mail folders within your mailbox, as well as provides you with access to the Public Folders. The Folder List presents all the mail folders in a collapsible directory hierarchy. Any folders found under “Mailbox” are stored in your account on the mail server, and only you have access to them. Any items stored under “Public Folders” are stored on the mail server also, but everyone has access to these items. Any items that appear under “Personal Folders” are stored on your local hard drive, and only you have access to them. To view the contents of a folder that contains subfolders, click the “+” next to the folder to expand the directory. To display a folder’s contents in the Information Viewer, click once on the folder’s icon or name in the Folder List.

***Note:** Personal Folders are not configured by default, they are used to store mail on your hard drive to reduce excessive use of server space. If your mailbox size was not over the allotted amount at the time your account was migrated to Outlook, then Personal Folders were not set up on your machine. If you wish to have them configured, please contact the Help Desk (X4400).*

The Information Viewer

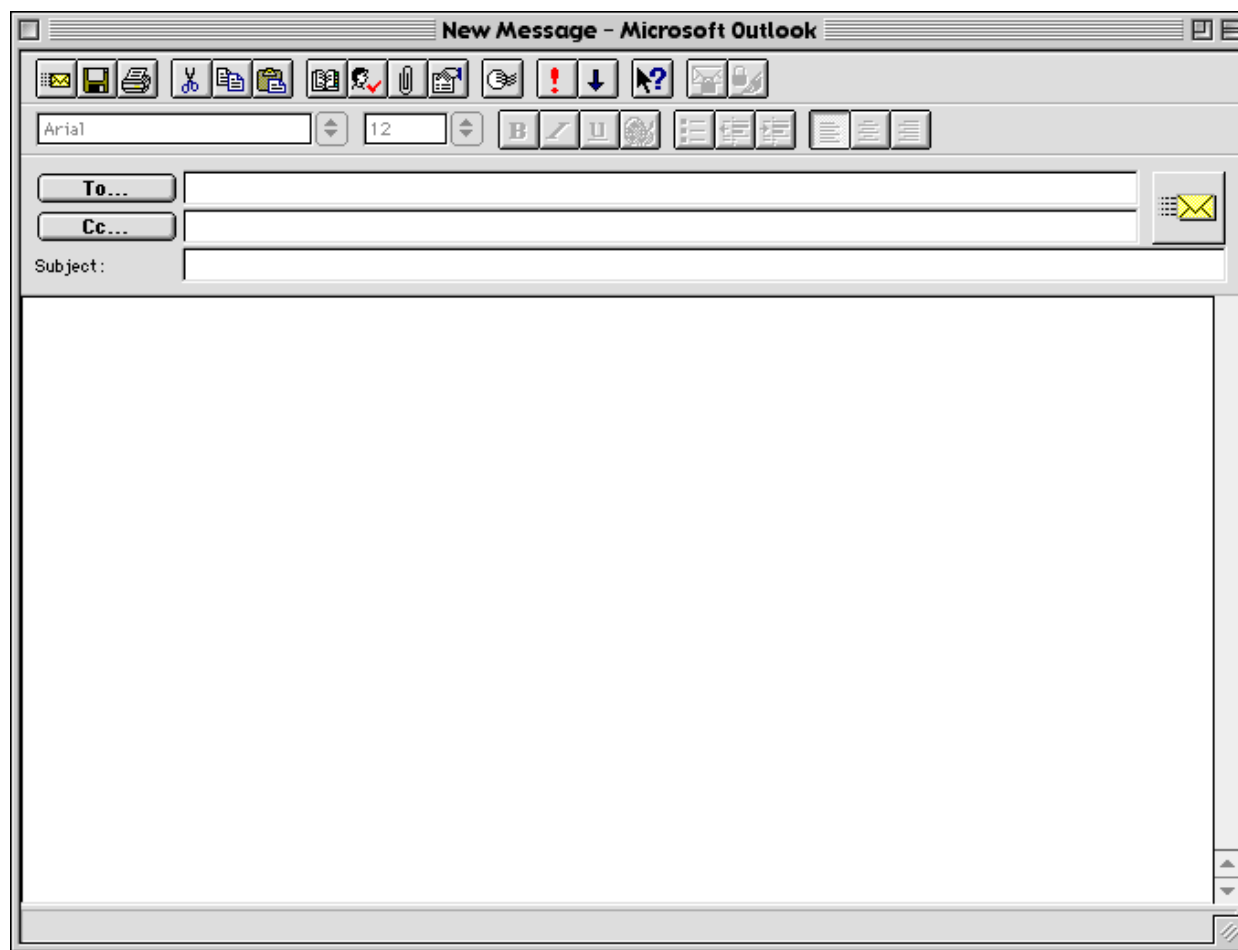
The Information Viewer shows the contents of the currently selected folder. When the currently selected folder contains mail messages, the Information Viewer displays headings that provide you with information about each message’s importance, the presence (or lack) of an attachment, the sender, the subject, the time, date, and size of the message. Messages that appear in **boldface** text have not yet been read, while messages that appear in plain text have been read. To read a message, double-click in the Information Viewer, and a new window will open with the contents of the message. It is important to note for previous Microsoft Mail users that the envelope icon does **not** change to reflect the message status (read/unread) as it did in Microsoft Mail.

The Outlook Toolbar

At the top of the Outlook Window is the Outlook Toolbar. The function of each item on the toolbar can be displayed by holding the mouse pointer over the icon in question — this applies to toolbars within message windows and within the Outlook Calendar as well. The toolbar allows you to quickly access common functions, such as composing a new message, replying to a message, deleting a message, printing a message, etc....

Composing a New Message

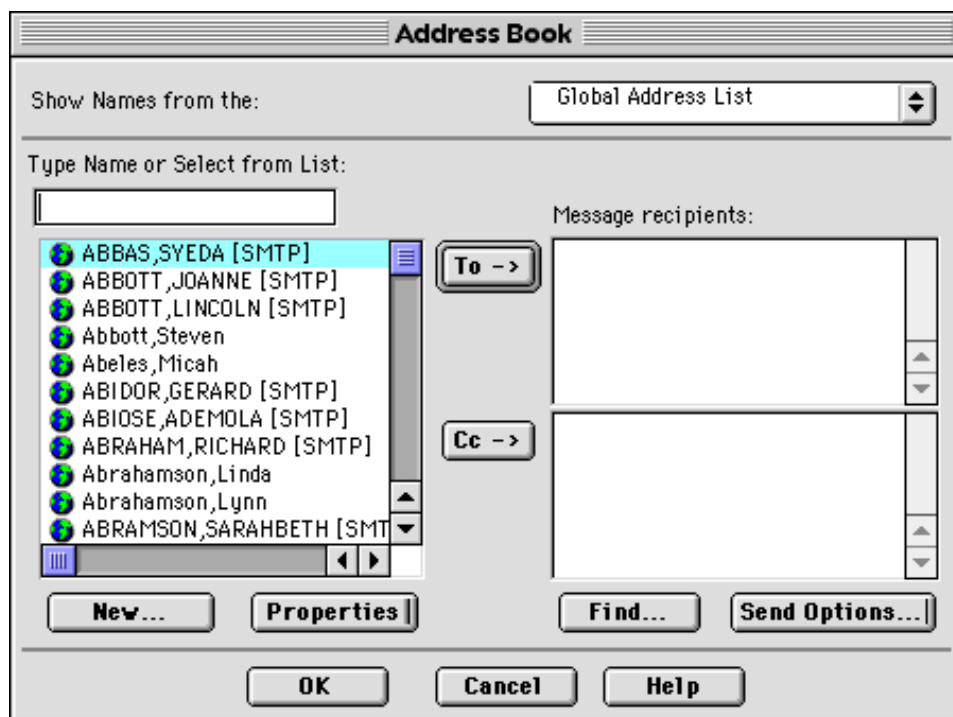
To compose a new message, you can either click the **New Message** button on the toolbar (the third button from the left), or you can select **New Message** under the **Compose** menu. When you do so, a new window opens, containing the new message form. This form is analogous to the form used in Microsoft Mail, and is filled out similarly. However, there are several new features, as well as new ways to enter certain information.



*Note: If your window is missing any of the toolbars shown above, they may be activated by selecting the missing toolbar under the **View** menu.*

As you can see, there are significantly more options available to you here than there were in Microsoft Mail. With Outlook, you have more control over the appearance of the message, including formatting, color, and fonts. Common functions such as attaching a file, requesting a read receipt, changing the message priority, etc... can be accessed through the toolbar as well as through the menus.

There are several different ways you can address your email message. If you know the recipient's address, you can simply type it into the field labeled "To...". Make sure you type just the address — no special punctuation or extra characters are required. (Example: **smith@aol.com**) If you want to send a message to someone within the Health Center, or someone whose address you have already entered into your Personal Address Book, then you have two choices: The first option requires you to type part (or all) of the person's (last) name in the "To..." field and then select **Check Names** under the **Tools** menu. Outlook will then lookup that person's address. As long as they are listed in either the Global Address List or your Personal Address Book, their address will be found. If Outlook finds more than one person whose name matches what you have entered, you will be presented with a list of possible matches. The second option is similar to the way messages were addressed in Microsoft Mail. Clicking on the "To..." button pops up a list of users from which you can choose recipients for your message. If you want to change the current active list (for example, if you want to choose a user from your Personal Address Book, instead of the Global Address List), then click on the list popup menu in the upper right of the dialog box, and select the desired list.



Once you have the message addressed, you can enter the subject line and your message text in the appropriate fields. If you want to attach a file, request a read receipt, check your spelling, or otherwise add to your message, you may do so using either the buttons on the toolbar or by using the menus. When the message is complete, send it by clicking on the **Send** button (the large button to the right of the "To..." field).

Outlook Calendar

The Calendar function of Microsoft Outlook is accessed by clicking on the **Calendar** button on the Outlook Bar. The first time you use the Calendar, it will ask you for your schedule file; choose the option that creates a new schedule file. The Outlook Calendar allows you to track your schedule, schedule meetings and appointments, and request meetings with other Outlook users. In addition, you can give other individuals permission to view and/or modify your calendar from within their own Outlook account.

Outlook Web Access

Microsoft Outlook Web Access (OWA) is a subset of Microsoft Outlook available via the Microsoft Exchange Server. OWA allows you to securely access your e-mail, personal calendar and group scheduling through your Web browser. OWA provides a subset of Outlook functionality and requires an active connection to the Internet. OWA is NOT intended to be a replacement for the full featured Outlook client.

Outlook Web Access does not download mail to the client, so there is no risk of users accidentally copying messages to another user's hard disk. To use Outlook Web Access, a Web browser that supports frames, Java controls and JavaScript must be installed. (Netscape Navigator 3.0 (or later) and Microsoft Internet Explorer 3.0 (or later) have been tested.)

Features of Outlook Web Access include:

Outlook Web Access features include many of the same features available in the full-version of Outlook including:

- **Basic e-mail**
 - Address mail using the Global Address Book (indirectly)
 - Send and receive file attachments and hyperlinks
 - Set message priority
 - Request delivery and read receipts
 - Use hierarchical folders and the Outlook Bar
 - Group and sort messages in a folder based on standard fields
- **Basic calendar and group scheduling**
 - Create one-time or recurring appointments in your personal calendar
 - Access day and week views of calendar
 - View free and busy times of multiple users and resources when scheduling a meeting
 - Automatically send and respond to meeting requests in e-mail
- **Basic public folder access**
 - Access custom table views on public folders
 - Group and sort messages in a folder based on standard fields

Limitations of Outlook Web Access

Outlook Web Access does **not** include the following advanced features of Outlook:

- **General**
 - Offline use — users **must** connect to Microsoft Exchange Server to view information
- **E-mail**
 - *Personal* Address Book
 - Spell checking
 - Send and receive rich text or HTML mail messages
 - Microsoft Exchange digital encryption or signature support
 - S/MIME support
 - Message flags and inbox rules
 - Three-pane view, drag and drop to folder
 - Search for messages
- **Calendar and group scheduling**

- Monthly view and other customized views of calendar
- Appointment list views
- View details with free and busy
- Drag and drop to move appointment
- Track acceptance of meeting attendees
- All-day or multiple-day event

How to Access and Use Outlook Web Access

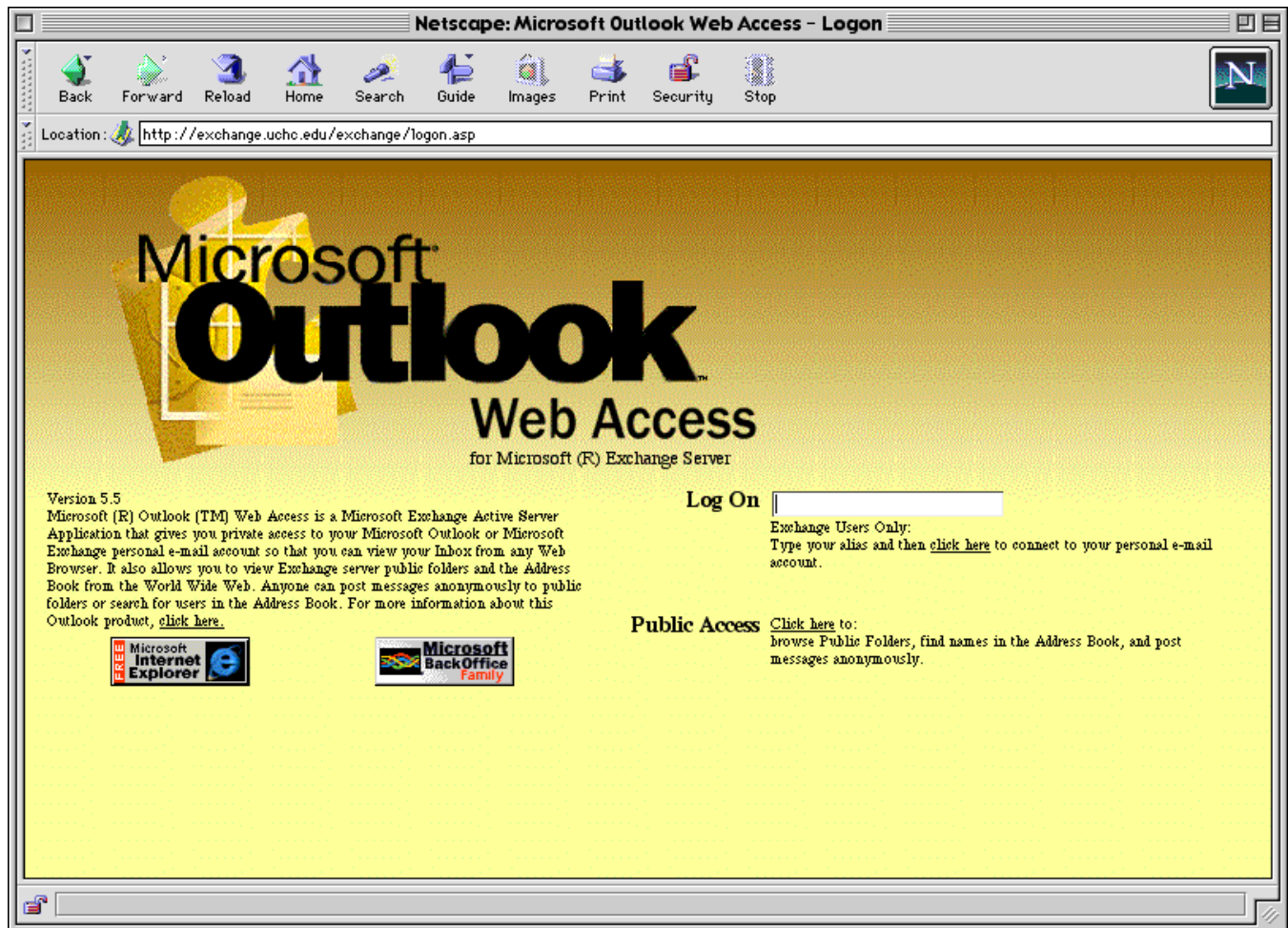
Important notes:

- You do **NOT** need to set any options nor do you need to make any configuration changes in your **web browser** to use Outlook Web Access.
- If the browser you are using has any Mail options on the **Browser Menu** or **Toolbar**, they should not be used with Outlook Web Access — they will not work.
- You must have an UCHC Exchange (Outlook) account to use this procedure.
- If you have **Cookies** disabled in your browser, you will not be able access your Outlook account. Please enable Cookies if you had previously turned them off. (Cookies were enabled by default when your browser software was installed.)

Ensure your computer has an active connection to the Internet, and launch your web browser. Go to the following URL:

http://exchange.uchc.edu/exchange

The following screen should appear:



In the “**Log On**” field, enter your **Username** and then press <RETURN>. A dialog box will then appear, please enter the following and then click **OK**:

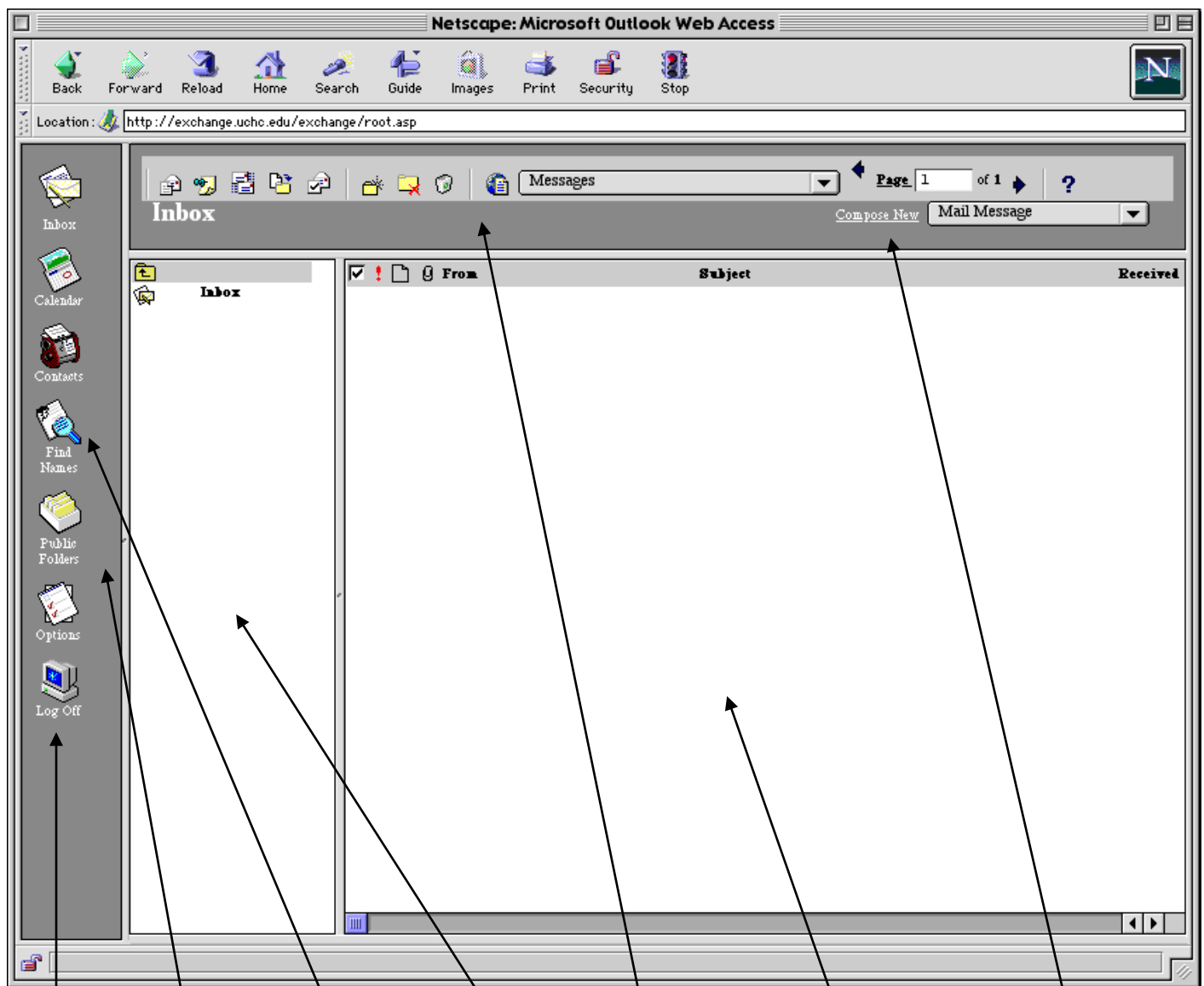
User Name : UCHC**<username>**

Password: <password>

Note: Between UCHC and your username, the “\” is the backslash — a forward slash will not work.

After the information is authenticated, the Outlook Web Access window opens like any other internet web site. The **Toolbar for Outlook** appears at the top of the current window, and is the toolbar to use to migrate through the Outlook options (see below).

Note: When finished, be sure to use the “**log off**” button in the Outlook Tool Bar to disconnect from the Exchange server.

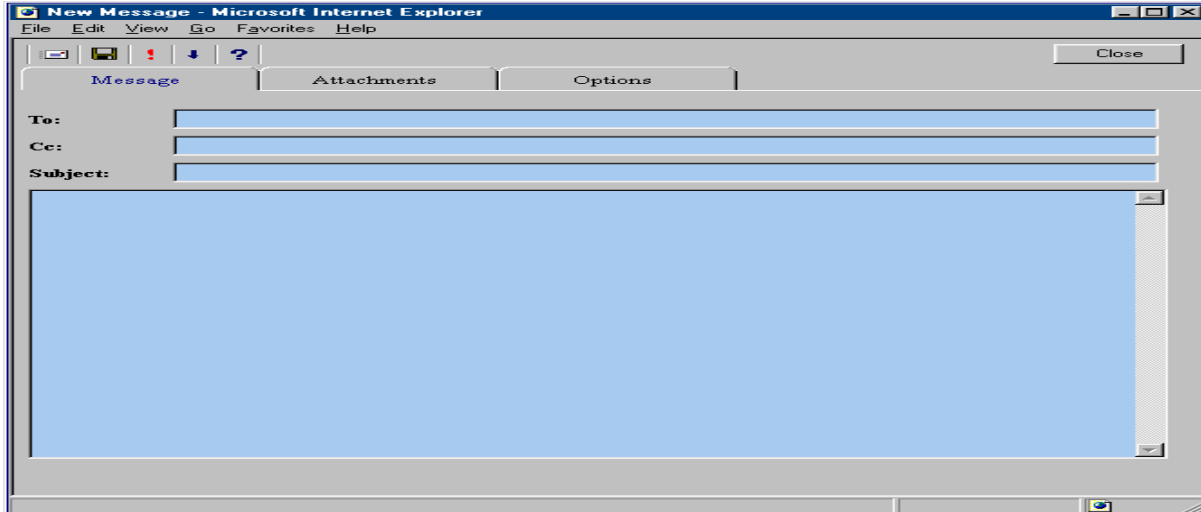


Log Off Outlook Bar Find Names Folder List OWA Toolbar Information Viewer Compose New

Outlook Tool Bar Helpful Hints:



New Messages: As shown on the right side in the picture above, click on the underlined **Compose new** hyperlink. (Mail Message is the default, click on the down arrow next to **Mail Message** to select a different option.) A New message window (shown below) will display.



Addressing new mail: OWA uses the Global Address Book on the Exchange server to find names contained in the list. The Global Address Book is **NOT** directly available for viewing to select names.

The best way to address a message is to type in the internet address or, if a UCHC user, type in **Last Name, First Name**. Typing in a last name only will force a search. If multiple users are found, a list of possible matches will be displayed. If the person you are looking for appears on the list, click the radio button next to that person's name, and then click the "**Accept These Choices**" button.

Attachments: You can attach a file by clicking on the **Attachments** tab. You can set options by clicking on the **Options** tab. When ready to send the message, click on the **Envelope** icon on the New Message Toolbar.

Hint: Remember that you can identify the function of a particular tool on the toolbar by holding your cursor over the icon to show the Tool Tip (only with some web browsers).

Outlook Bar: The Outlook Bar in OWA differs from the Outlook Bar in the full version of Outlook. The selections here are:

- **Inbox** — access your mail
- **Calendar** — access your calendar
- **Contacts** — access your contacts
- **Find Names** — search through the Global Address Book
- **Public Folders** — access information in the shared folders
- **Options** — set the "Out of Office" Assistant, Time Zone and Calendar Options
- **Log Off** — disconnect from the Exchange server

Note: *Calendar and Contacts in OWA do not directly relate to features in the Macintosh Outlook client. The Contacts feature is not supported by the Outlook for Macintosh client. If you want to use the Calendar function through OWA and your Outlook for Macintosh client, you must place a check in the*

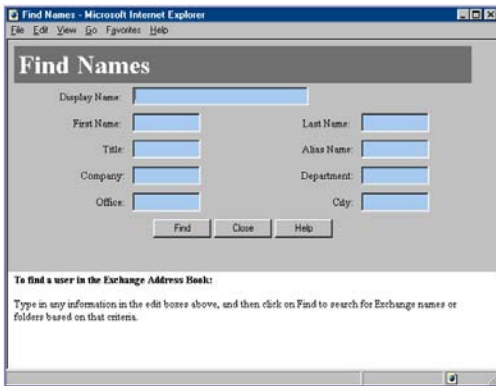
box labeled, “Use Microsoft Schedule+ as my primary calendar.” This option is available by clicking **Options** on the OWA Outlook Bar. Failure to do so will cause OWA to use a different schedule file than your Macintosh Outlook client, and your schedule information will not be shared between the two calendars.

Viewing your Private Folders



Click on the Folder icon (with the arrow pointing up) to display your Mailbox (Private) folders.

Using the Global Address Book



Find Names accesses the Global Address Book. Matching names are returned in a display window. (The Global Address Book is not directly accessible). You can click on the returned name (it will be underlined), and then at the top of the new window that pops up, click on the “**Send Mail To**” link to address a new message to that person.