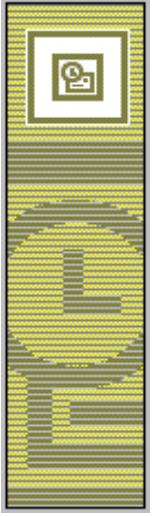
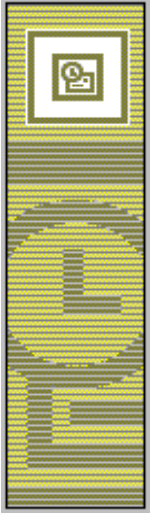


Using Outlook 2000:

An Overview for Students

- *Introduction*
- *Set Up for a University of Michigan Mailbox*
- *Adding the UMBS Database Download Application*
- *Reading E-Mail Messages*
- *Sending E-Mail Messages*
- *Adding and Viewing Contacts*
- *Using Outlook's Calendar*
- *Getting Help*





Set Up for a University of Michigan Mailbox...

*If it is the first time you have opened Outlook, the setup wizard will prompt you to set up your mail. Follow the wizard prompts. Choose Internet mail. Your address is your uniquename@umich.edu; your account is your uniqueness. Enter your incoming mail server as *.imap.itd.umich.edu where * is the first letter of your uniqueness. Enter the outgoing server name as smpt.itd.umich.edu.*

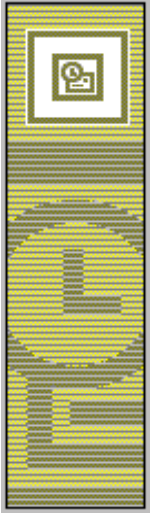
If you have used your copy of Outlook before, go to the Tools menu and choose Accounts. Click on the Add button. Enter the information above.

Connect to the Internet then click on the Send\Receive button when you want to check for new messages or send messages in your Outbox.



Before You Retrieve Your Messages for the First Time: Outlook by default will remove the messages from the server when you receive them. This will no longer allow you to view these messages from Mulberry in the lab or using the <http://mail.umich.edu> web mail service. We recommend changing this default to leave the messages on the server. Go to Tools – Accounts – Mail Tab. Select your account and click on the Properties button. On the Advanced tab, check mark the Leave a Copy of Messages on Server box. You may also wish check and enter a reasonable amount of time after which to remove them from the server, or remember to delete them using Mulberry or web access, or your mailbox will fill.

For additional assistance, please see a lab assistant.



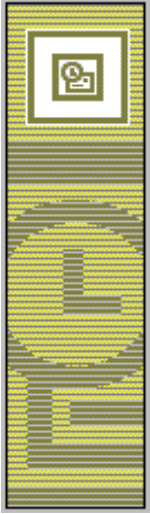
Adding the UMBS Database Download Application

The Outlook Download program allows Outlook2000 to recognize data packages with the extension .UMBS. This data includes contact information, event information, and interview schedule information from the Business School database. This module offers a useful way to import contact/event information into Outlook2000. It then can be synchronized from Outlook to a Palm Pilot or other PDA.

To install this application, you first must have Outlook 2000 installed. The application will not work with other versions. Installation and set up of the UMBS Outlook Download application has three steps: download the installation file, install the software, and configure the software. The link below will take you to a series of web pages with instructions for each step. Note you will need to close all other applications and reboot.

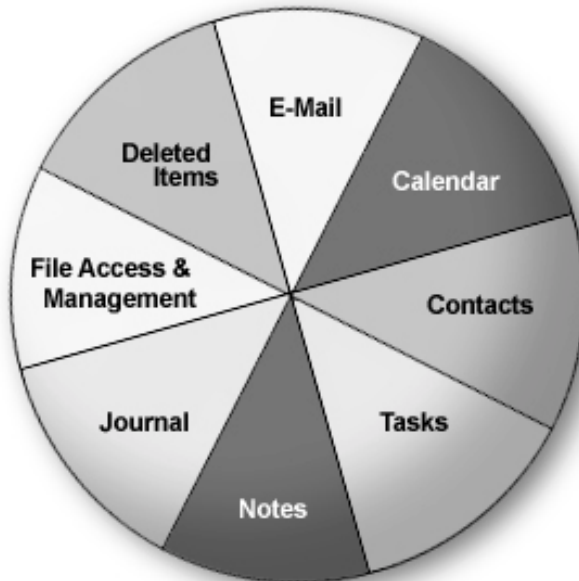
Download it from the Computing Services Software page in M-Track at:
<http://mtrack.bus.umich.edu/ComputingServices/Software/OutlookDownload/default.htm>

This process will add a “UMBS Download” button to Outlook’s toolbar. You simply click the button every time you wish to download contacts from the UMBS Database.



Introducing Outlook2000 - Your Personal Information Manager...

Microsoft Outlook coordinates your e-mail, calendar, contacts, and tasks. It allows you to write yourself notes, track your activities in a journal, manage your files, and even browse the web and save shortcuts to your frequently visited pages.

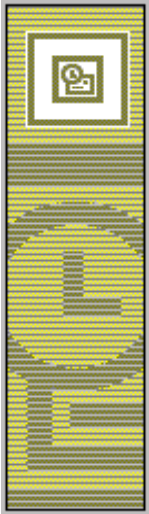


Watch Out for the Expanding Menus...

☞ Please Note: Office 2000 uses a smart menu scheme that only displays the most recently used commands, so many commands on the menu may not be displayed. If you can't find a command you think should be under a certain menu, look to see if there is a double arrow at the bottom of the toolbar - double click on this arrow to expand the menu. The next time you use the menu, the command should be visible and higher up on the menu.

Opening Outlook

Double click on the Outlook Icon from your desktop or select it from your Start - Programs menu.



The Outlook Window:

Outlook has a convenient "Outlook Bar" with shortcuts to the various Outlook functions, and a convenient "Folder List" (similar to the Windows Explorer) that are visible in any mode. Turn the Outlook Bar and Folder List off and on using the View menu.

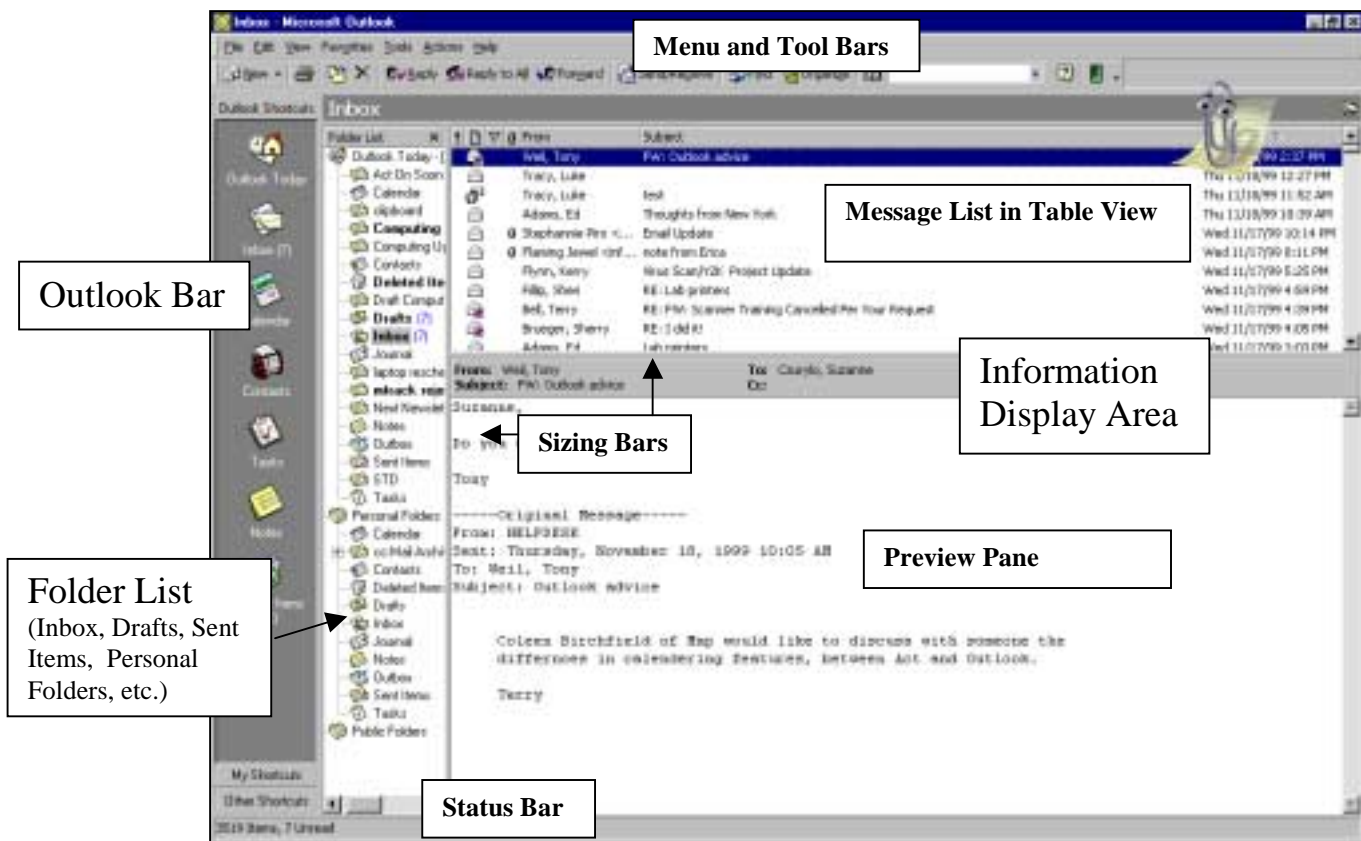
Use the Outlook bar on the left to switch between the different modes. Navigate to different folders using the Folder List. Note that you receive the same result by clicking on the Inbox icon on the Outlook bar or by clicking on the Inbox Folder in the Folder List - the Outlook bar icons are merely shortcuts to these folders. Information is displayed in the center area.

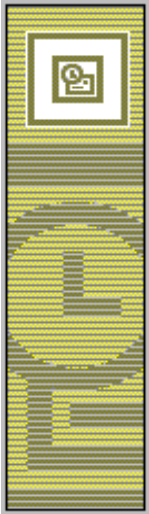
Outlook typically opens in the Inbox mode. You can also set the Outlook Today mode to open first for a quick synopsis of your daily calendar, new messages, and task list. (Go to the Outlook Today icon, and choose Customize Outlook Today in the top right corner to set this up.)

Following is the Outlook window displaying the Inbox:

Worth Noting: Menu options and toolbar functions are "smart" - they relate to the current module you are in.

For example, if you are in the Inbox, the New button on the toolbar will automatically begin a new message, but if you are in Contacts, then that same button will create a new contact.





Reading E-Mail Messages in Outlook

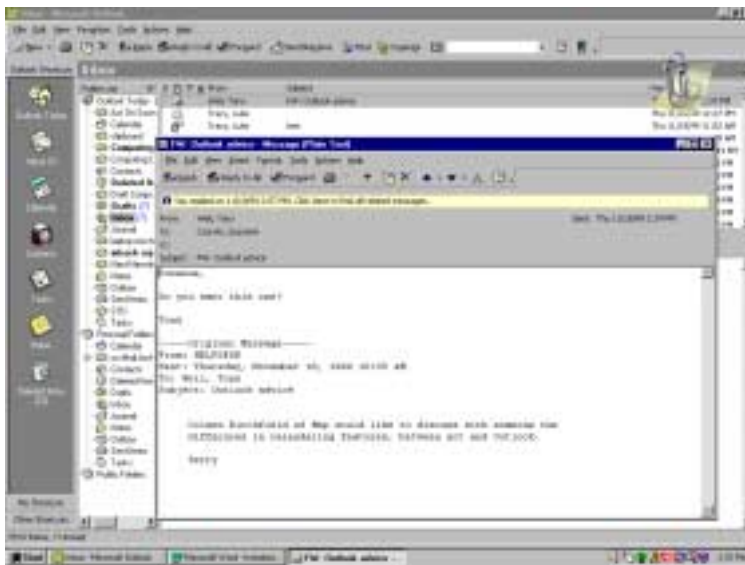


Single click on a message and it will automatically display in the preview pane in the bottom half of the window.

The width between the window panes can be adjusted by dragging your mouse on the border between them.

Use the buttons on the Standard Toolbar to reply to the active message.

Tip: use the space bar to scroll through your messages along with the delete key to quickly and easily manage your inbox.



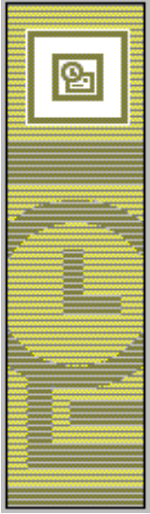
Double click on a message and it will open in a separate window.

Use the buttons on the toolbar in that window to reply or forward the active message.

If you do not wish to keep the message, click the Delete button on the toolbar in the open message window, or select the message in the Inbox table and press Delete.



What Happens to Your Deleted Items? Similar to the Recycle Bin, deleted messages are moved to the "Deleted Items" folder and not truly removed from the server until you empty this folder. To empty the folder, right click on the "Deleted Items" icon in the Outlook bar and choose "Empty Deleted



Items Folder." You can also automatically empty it every time you close Outlook - set this on the Tools - Options - Other tab.

Read and UnRead Messages: Outlook marks messages as "Read" or "Unread." Unread messages appear in bold, while read messages are dimmed. In typical setup, viewing a message in the preview pane marks it as "read."

Filtering Your Messages: On the Advanced Toolbar, there is a button to filter your inbox in many different ways. It is recommended you turn this Toolbar on - go to View - Toolbars - Advanced Toolbar (don't worry - there is nothing really "advanced" or hard about it!).




Moving Messages Into Folders:

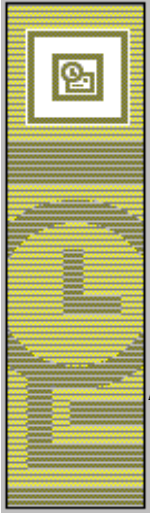
Turn on the Folder List from the View menu if it is not visible. Scroll, expand or collapse the folder structure as necessary so that your desired folder is visible. Drag the message from your inbox to the folder.

To move a file from one folder to another, select the folder so that the file appears in the list, and drag it to the new destination.

To create a new folder, select the location where you want it in the Folder List, then choose File - New Folder, or right click in a blank area of the folder list and choose New - Folder. Enter the Folder name.

 Note your Sent mail folder.

 Note your Drafts folder. This will be used for Drafts you create in Outlook. If you begin a message, and use the X box to close the window that the message is in, Outlook will prompt you to save it as a draft in this folder.

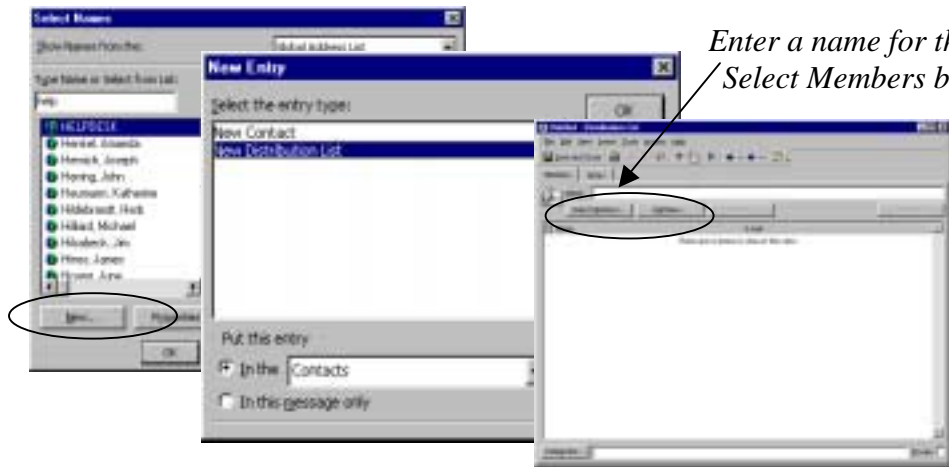


Sending E-Mail Messages in Outlook

Go to the Inbox and click on the New button on the toolbar, choose File - New - Message, or press Ctrl+N.

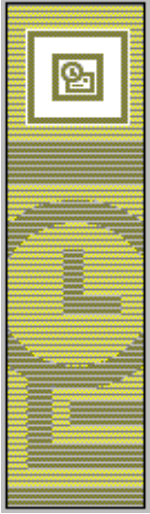
In the To:... field, type in a complete Internet address (janedoe@aol.com, etc.). Separate multiple recipients with semi-colons (;).

Create Your Own Distribution Lists: *In Outlook it is easy to create your own private group mailing lists. After Clicking the To button to address a message, click on the New button, choose New Distribution List then click on the OK button.*



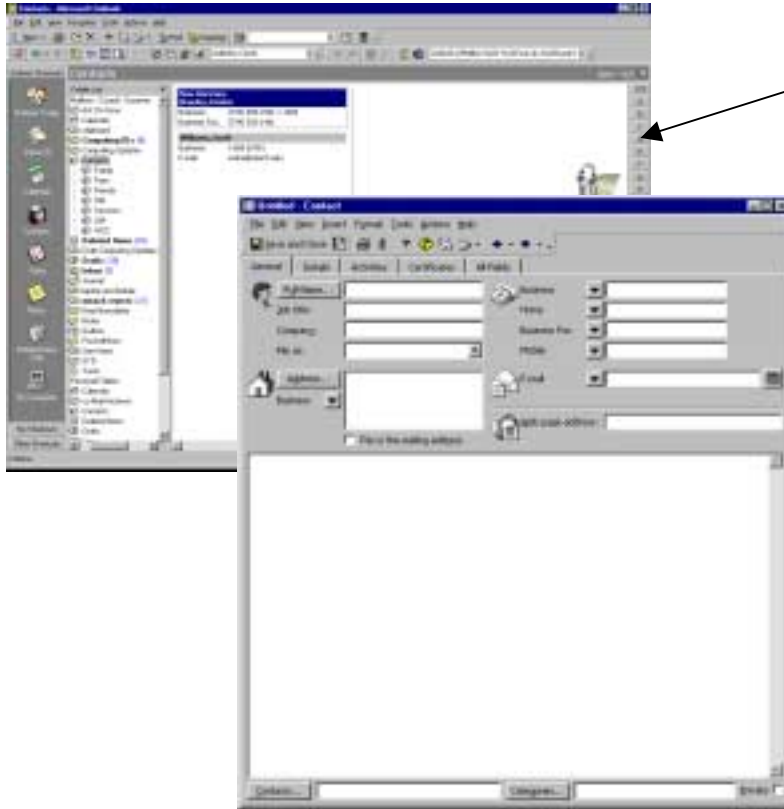
Enter a name for the list, then click on the Select Members button to choose names from the Global Address List and your Contacts, or click the Add New button to add a complete e-mail address that is not in either the Global Address List or a contact.

Once you have created a list, it is stored as a Contact by its name. You can later add and remove names by opening it in Outlook's Contact mode (see the next section). When addressing a message, you can use this group list by selecting it just as you would any other contact.



Adding and Viewing Contacts

To store e-mail addresses, you will want to create "contacts." Click on Contacts on the Outlook bar and press Ctrl + N, or choose the New button on the Standard Toolbar, or choose File - New - Contact. Fill in the form with the e-mail address and contact information.

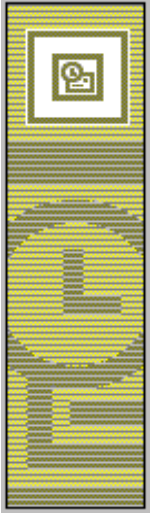


Note the alphabetical tabs to quickly jump through your contacts as your list grows.

These contacts can be easily viewed at a glance. Double click on any contact to view or add more information. Choose File Print for different options to print them out in various styles, such as a phone list, as cards, as a booklet, etc.

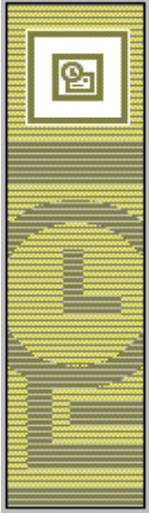
To automatically add an e-mail address from a message, you can drag a message from the Inbox into contacts to create a new contact, or right click on the From field in a message with an internet address to create a new contact, but you may need to clean up the record a little.

You can also drag a contact onto your Inbox icon to begin a new message automatically addressed to that person.

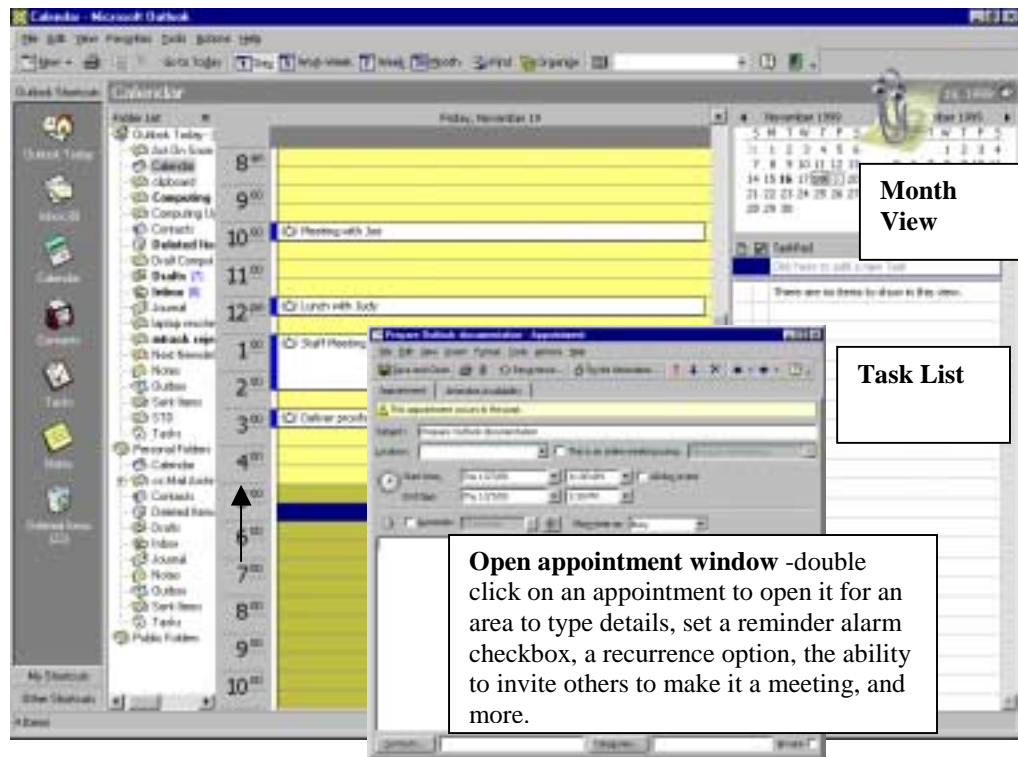


While in Contacts, you can create new folders and drag your contact records into these folders for organization.

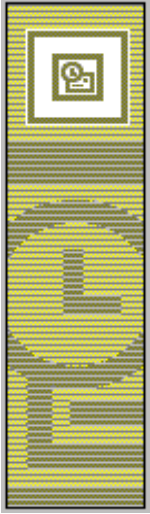
***Use a Palm Pilot?** Please note if you plan to sync with a Palm Pilot, your Palm address book entries will be added as Contacts, but Outlook's Contact sub-folders will not sync with your Palm Pilot.*



Using Outlook's Calendar



- **Click on a time slot**, or drag to select a block of time, and type in text to create an "Appointment." Double click on the entry to open it and set details.
- **To easily enter recurring appointments**, open the appointment and click on the Recurrence button, then choose the desired options. If you later need to modify a meeting that reoccurs, it will ask you if you wish to apply the change to all occurrences, or only the one being modified.
- **To set a reminder "alarm"** open the appointment and checkmark the reminder box.
- **To delete a calendar entry**, select it and press **Ctrl + D**, or choose **Edit - Delete**.
- **To change calendar views**, use the View menu or click on the small monthly calendar in the upper left corner.
- **To Print A Copy Of Your Calendar**, in Calendar mode, go to **File - Print**. Under **Print Style**, choose the desired layout. Sorry - at this point in time, not a lot of customization for calendar layout is possible.



Getting Help:

- *Remember Outlook's On-Line Help.*
- *Check Microsoft's web site at www.microsoft.com/office/outlook*
- *Remember there are many good books available.*
- *For additional instruction, please use the NetG Outlook tutorial available from ITCS's education website at www.itd.umich.edu/education.*