

Outlook 2007 User Guide

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Outlook Web Access

There are 3 ways of accessing ‘Outlook Web Access’.
The first is in the UNE homepage staff directory, under ‘Exchange Web Access’. This will open up to the login page where you will input your Exchange details.

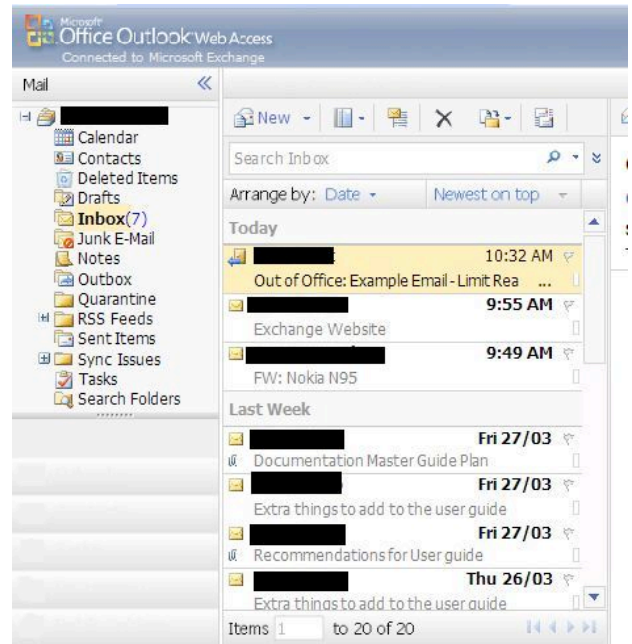
The second way is to access ‘Webmail’ via the UNE homepage. Underneath the regular login details, select ‘Exchange Outlook Web Access’ and this will guide you to the Exchange login page.

The third way of accessing ‘Outlook Web Access’ is to open your Internet Browser (for full functionality ‘Internet Explorer’ is recommended) and type into the address bar:

<http://exchange.une.edu.au>

This will open up the login page. This gives Exchange users the options to set security settings and use the ‘Light’ client (only available using ‘Internet Explorer’).

To login enter your UNE Exchange details.



Outlook/Entourage/OWA Feature Comparison - Help Desk

Last Review: Feb 26, 2008

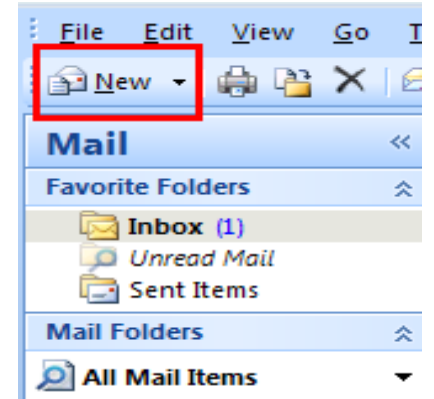
Outlook 2003/2007 OWA (IE) OWA (non-IE)

	Outlook 2003/2007	OWA (IE)	OWA (non-IE)
Basic Calendar			
View your calendar	Yes	Yes	Yes
Create meetings and appointments	Yes	Yes	Yes
Check availability of attendees	Yes	Yes	Yes
Respond with Accept, Decline, Tentative	Yes	Yes	Yes
Respond with Propose New Time	Yes	No	No
Track attendee meeting responses	Yes	No	No
Make a calendar event "private"	Yes	No	No
Advanced Calendar			
Share my calendar	Yes	No	No
View a shared calendar (read-only)	Yes	Yes*	Yes*
View a shared calendar (read/write)	Yes	No	No
Add a delegate to your calendar	Yes	No	No
Add holidays to my calendar	Yes	No	No
Create a recurring event	Yes	Yes	Yes
Set a standard workday	Yes	Yes	Yes
Create group schedules	Yes	No	No
Email Rules			
Create "Calendar Only" rule	Yes	No	No
Import "Calendar Only" rule	Yes	No	No
Create other email rules	Yes	Yes	No

How to create emails from scratch

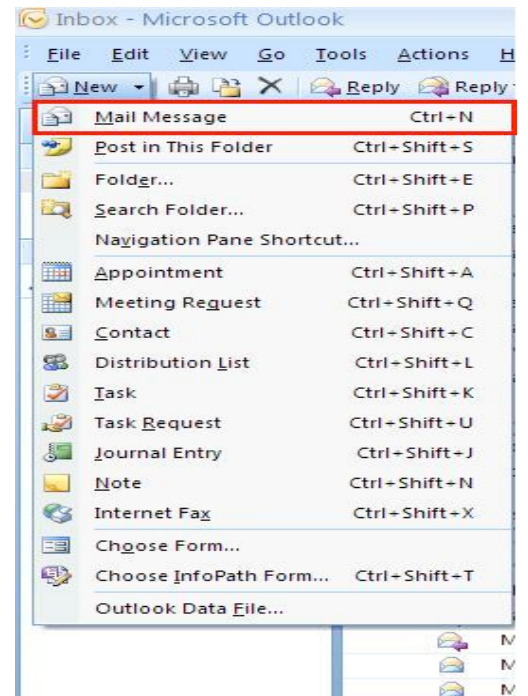
Step 1.

Take your cursor up to the ribbon above the mail icon. Click on the New button on the arrow to open up a drop menu.



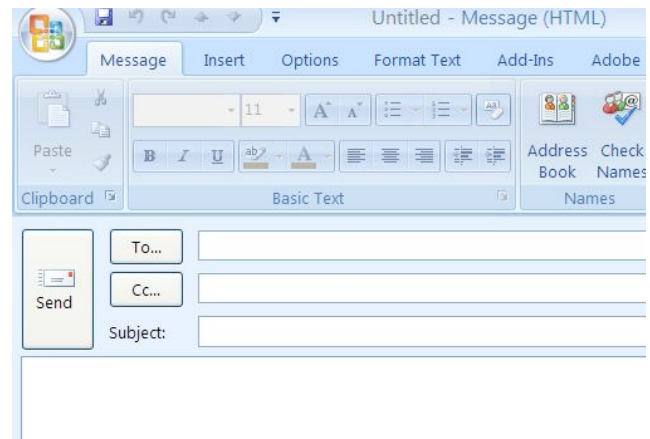
Step 2.

This will open up the drop menu. Click on the first available option- 'Mail message' to open a new email.



Step 3.

This will open you a new email box to begin typing your email addresses and message. Click the 'To...' box to begin sending to recipients in your contact lists.



How to send/receive emails (check for new emails)

Step 1.

Click the Send/Receive arrow on the button to open a drop down menu.

Step 2.

This will open a drop down menu and click the 'Send/Receive All' button.

Step 3.

This opens the Send/Receive dialog box and grabs your mail from the Outlook server. Outlook will do this automatically for you every 10 minutes. New mail will automatically appear from other UNE Exchange users.

Sharing Calendars

Step 1.

In the bottom left hand corner click the calendar sub-menu option.

Step 2.

Open a Shared Calendar - Go to Step 3

Share my Calendar - Go to Step 4.

Step 3.

You must click 'Name...' to open the contact list. Select from the users/calendars that are available. Only globally shared calendars will be available to select without prior approval from other users. Once you have selected the calendar, click OK. If you cannot find the calendar then try the 'All Users' list from the drop down box that currently reads 'Global Address List'.

Step 4.

A new 'sharing invitation' email box will appear. Click To... to add recipients to this calendar request (this will open the Address list box as shown in step 3). You must click the 'To...' box to add users. Select with whom you want to share calendar and also tick 'request permission to view recipient's calendar' if you wish to see their calendar as well. Just like a normal email click 'send' to complete the process. You will have to await the approval of the recipient before access will be granted to view their calendar.

Creating and assigning Tasks

Step 1.

On the bottom left of your screen click the 'Tasks' sub-menu option.

Step 2.

This opens the 'Tasks' menu and the 'To-Do-List'. Right click anywhere in the empty 'To-Do-List' boxes and click the first option to begin creating a new task or by 'double-clicking'.

Step 3.

A new box will appear requiring you to fill in the task information. Once the information is complete, click on 'Save & Close' to finish and save the task.

To assign a task to another user, click on the 'Assign Task' button of the ribbon.

Step 4.

An email address box will now appear where you can add other users via the 'Too...' box. Click 'Send'. This task will be emailed to the user and whether or not they comply is at their own discretion.

Adding backed up versions of Outlook

Step 1.

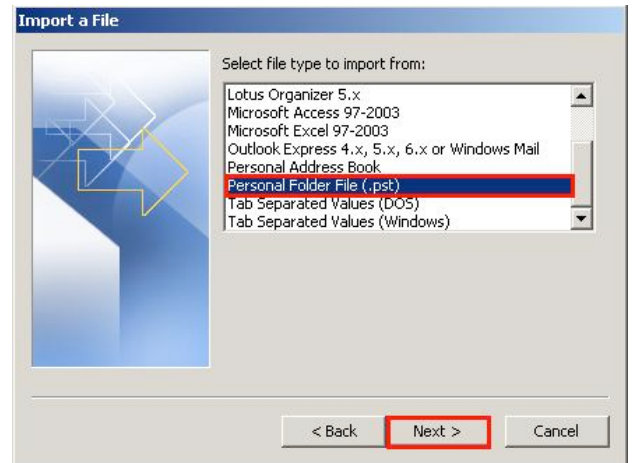
Go to file on the top action bar. On the drop down menu click on 'Import and Export'.

Step 2.

This opens the 'Import and Export Wizard'. Click on the option 'Import from another program or file'. Click Next.

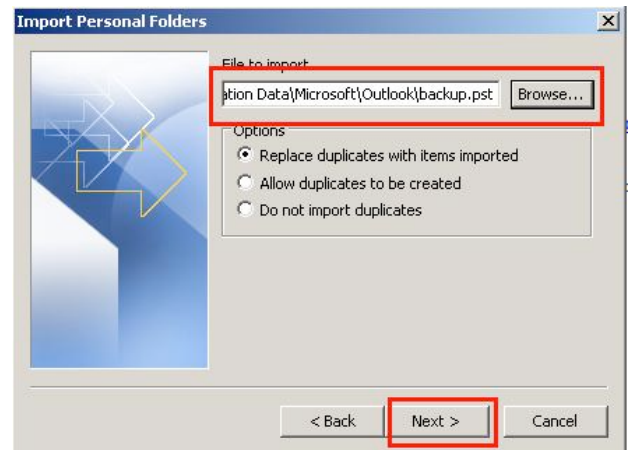
Step 3.

Select the option 'Personal Folder File (.pst)'. Click Next.



Step 4.

Click the 'Browse...' box to select the appropriate '.pst' file from your computer. You can also select whether to replace duplicates, allow duplicates or not to import duplicate files. Click Next. Outlook will now import the emails, tasks and calendars from previous saved '.pst' files directly into the program.



Creating Distribution Lists

Step 1.

On the bottom left of your screen click the 'Contacts' sub-menu option.

Step 2.

Go to 'File' on the top left top action bar. Highlight 'New' and click on 'Distribution List'.

Step 3.

Click 'Select Members' to add users from the 'Global Contact List' or click 'Select Members' to manually add contacts to the Distribution List. Assign the Distribution List a name in the 'Name' box. Click 'Save & Close' to keep the Distribution List.

Creating and using Signatures

Step 1.

Go to 'File' on the top action bar. Highlight 'New' and click on 'Mail Message'.

Step 2.

In the new email ribbon click ‘Signature’ and release.

Step 3.

To create new signatures select ‘New’. In the text box, create your signature.

Step 4.

To make this your default signature, go to new messages, open the drop menu and select the newly created signature (Joe). Click ‘OK’. Outlook will now put the signature into all new emails by default. The same can be done to replies/forwards by using the box below.

Creating rules

These screenshots show examples on how to move mail from a particular person to a particular folder.

Step 1.

Go to 'Tools' on the top action bar and select 'Rules and Alerts'.

Step 2.

Select the 'New Rule' option to begin with creating a rule.

Step 3.

Select a rule from the template list and click 'Next'. This will open another box for selecting specific indicators in emails (such as 'subject' or containing'). In the rule description box click the blue text to edit the relative details (e.g. 'people or distribution list' refers to your contacts and 'specified' folder refers to a user created folder to store specific emails). Click finish when completed to apply the new rule. Outlook will tell you if it requires more information.

Out of Office Assistant

Step 1.

Go to the top action bar; select 'Tools' and go down to 'Out of Office Assistant'.

Step 2.

This brings up the 'Out of Office Assistant' box. Select 'Send Out of Office auto-replies' to enable automatic email responses to people who send you emails. You have the option to configure a time period in which the Assistant will respond to people. In the large text box add what you want to say in the auto-response email. Click 'OK' when done. This will now send an email directly back to the sender alerting them with your custom message. To disable this feature, simply select the 'Do not send Out of Office auto-replies'. The 'outside organization' tab provides a separate response to people who email you that are not part of the Exchange server. If you wish to set rules, go to Step 3.

Step 3.

The rules are based around the same system as described in the previous section. Click 'Add Rule...' to set a new rule on your incoming mail.

Step 4.

Add conditions that apply to your incoming messages – ‘From...’, ‘Sent To...’, ‘Subject’, ‘Message Body’ etc. You can also set actions as to what to do with the conditions – ‘Alert with’, ‘Delete’, ‘Move to’ etc. This allows specific emails to be moved to a particular folder with ‘Out of Office Assistant’ rather than piling up into the inbox.

Selecting Delegates

Step 1.

Go to the top action bar, select ‘Tools’ and go down to ‘Options’.

Step 2.

Select the 'Delegates' option from the top tab. Click 'Add...' to select a delegate for emails.

Delegates may assign you permissions based on what they require you to do for them. This is accessed via Tools
→Options→Delegates Tab→'Add...'

Step 3.

Select which users you want to make email delegates for your account from the 'Address Book'. Click 'Add...' to add them to the list. You may have more than one delegate. Click 'OK' to complete. People who you have selected will be sent an email informing them of their delegation asking for their approval.

Step 4.

Delegates email's can be accessed in 'Mail' from the top action bar under 'File' → 'Open' → 'Other User's Folder'.

Step 5.

Select 'Name...' to add the Exchange user who has made you a delegate. You will now have access to whatever privileges you have been assigned (Inbox/Outbox/Sent etc.). Their email will now be easily accessible through File → Open → 'Delegates Name'.

Downloading Service Packs for Outlook

Step 1.

N.B If you are a domain user you need to apply a registry patch BEFORE the installation of the service pack – accessible at http://software.une.edu.au/une-only/Windows_Update_Patches/SUS_Registry_Pacth.reg

Open an internet browser (such as 'Internet Explorer' or 'Firefox') and enter the following address into the search bar:

<http://software.une.edu.au/une-only/>

Step 2.

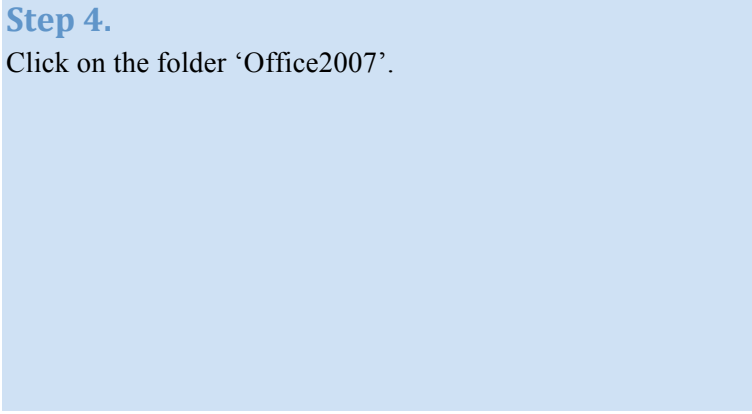
Scroll down till you see the folder called 'Office'. Click on this link.

Step 3.

Click on the folder marked 'Win'.

Step 4.

Click on the folder 'Office2007'.

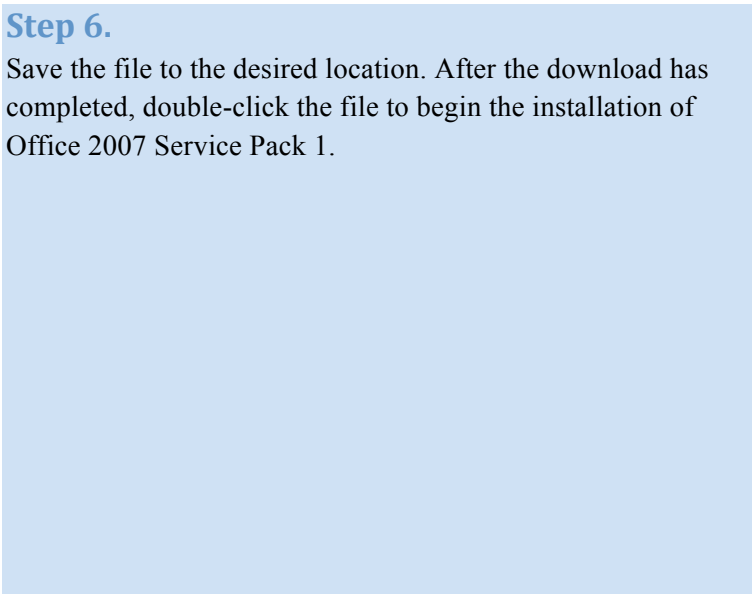


Step 5.

Right click on the file 'office2007sp1-kb936982-fullfile-en-us.exe' and select 'Save Link As...'

Step 6.

Save the file to the desired location. After the download has completed, double-click the file to begin the installation of Office 2007 Service Pack 1.



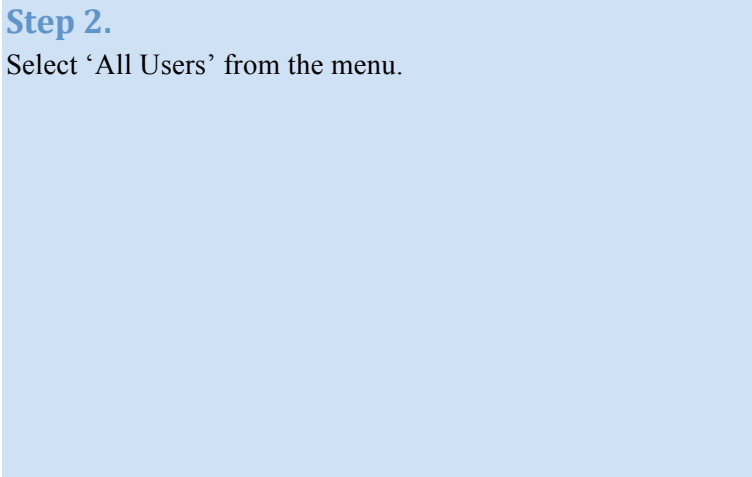
Finding a User that is not in the Global Address List

Step 1.

Go to 'File' → 'New' → 'Mail Message' → 'To...' in order to access the 'Global Address List'.

Step 2.

Select 'All Users' from the menu.



Step 3.

The Address Book now contains all the users on the UNE Exchange server. Scroll through or search for the contacts you require 'double click' to add the name and select 'OK' when finished.

Setting Shared Calendar Properties for Other Users

Step 1.

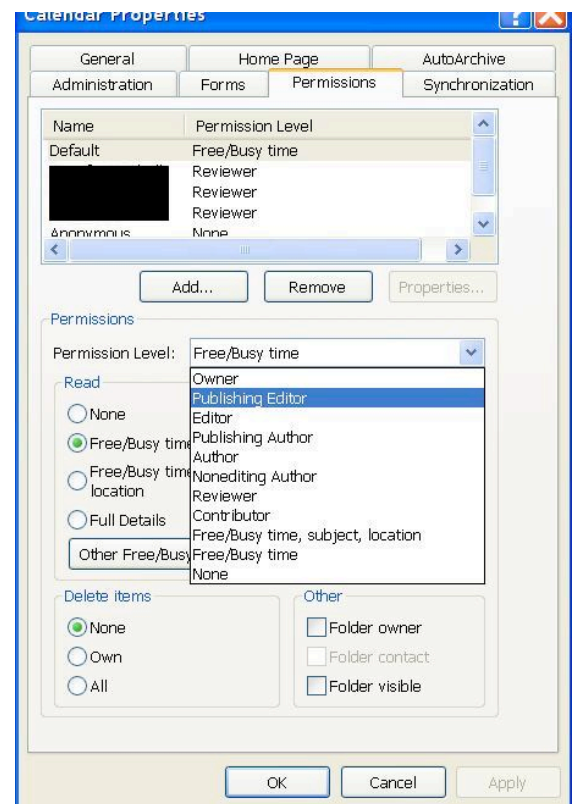
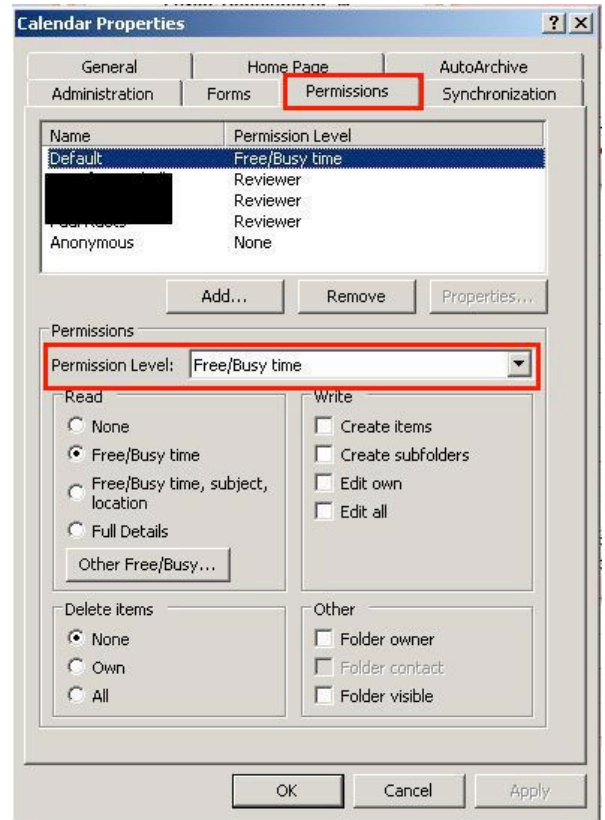
In the bottom left hand corner click the calendar sub-menu option.

Step 2.

Under 'My Calendars', right click the name of the calendar's properties that you want to change. Go down to the 'Properties' option.

Step 3

The 'Calendar Properties' box now appears select 'Permissions' tab. Select under 'Name' the user you wish to edit. User can drop down 'Permission Level' box to change default 'Reviewer' to 'Publishing Editor', which is the highest recommended setting. Click 'OK' when finished to save settings.



This completes the Outlook 2007 User Guide.