



Introduction to Outlook 2007

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Revised September 15, 2008

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What is Microsoft Outlook?

Microsoft Outlook 2007 is a groupware application that supports e-mail, calendars, contacts, “to-do” lists, and other features. This is not to be confused because of its name, Outlook, with Microsoft Outlook Express. Microsoft Outlook is a substantially more powerful and feature-rich application. It is a full groupware software system that works with Microsoft Exchange servers, bringing all of the rich features of Exchange servers to the fingertips of Outlook users, including automatic backups of messaging content as well as calendars, group resources, tasks, etc., all enabling individuals to work together as a group across the enterprise.

This handout covers the basic features of Outlook that you are likely to be using at UT Austin. Comprehensive help on Outlook’s features are discussed in on-line tutorials well as web-based training at office.microsoft.com → **Products** → **Outlook 2007 Help**. Additional training can be found at <http://business.microsoftlearning.com/>, accessible with a **Microsoft Live ID** available through UT Austin’s Microsoft e-learning license through the UT Austin Campus agreement. Links to this information can be found under the “Tutorials” tab on the ITS Training website at www.utexas.edu/its/training.

What is the MS Exchange Server?

Microsoft Exchange is integrated server software that manages electronic mail, shared documents and calendars and enables group collaboration through shared calendaring and resources. Although Microsoft Outlook does not require a Microsoft Exchange server, Outlook offers more functionality when used in conjunction with this product.. The Exchange server that is owned by Information Technology Services is called the Austin Exchange Messaging Service or AEMS. You might hear it called the “Austin Exchange Server” and generically, “Austin Messaging Services.”

You can activate an ITS Austin Exchange Mail Service account at <http://www.utexas.edu/its/account>. There, you can decide if you will pay for your Exchange service using an “IT Pre-Paid Account”, or if your department will pay for it. If your departmental will be setting up ITS Exchange Services for you, they will assign you an e-mail address and set mailbox limits by going to the ITS TRAC pages <https://utdirect.utexas.edu/its/account/department/>.

In either case, you can then view and/or configure your Exchange mailbox settings on the ITS TRAC webpages.

If your department or college runs an Exchange server that you wish to subscribe to, please contact the corresponding departmental Help Desk or Information Technology Support Group.

Configuring Outlook

Installation Considerations

If you are installing Office 2007 on a Windows Vista system, most underlying operating systems services will already be installed to handle enhanced functionality in Outlook 2007, such as **Instant Search**. If you have installed Office 2007 on Windows XP, you will need to update the Desktop Search program so the **Instant Search** feature of Outlook will work correctly. In order to be able to read attachments sent by Outlook 2007, such as Word, Excel or Powerpoint 2007 attachments, the Microsoft Compatibility Pack must be installed on the Office 2000, XP or 2003 system. In order to print to PDF or XPS, these options must be installed in Office 2007 by downloading them from Microsoft. Other add-ins are available, including add-in template editors, which enhance Outlook functionality. A map, add-in, for instance, enables a meeting planner to include detailed information about a meeting location, including a map on how to get there. All of these options are available at the Microsoft website at www.microsoft.com and most are available for free.

Since Outlook 2007 and Office 2007 are updated frequently by Microsoft, it important to keep the package up-to-date, not only to deal with problem fixes or enhancements, but to help maintain security of the information created and managed on your system. Typically, you or your system administrator should configure your computer system to automatically install updates to Office products in the same way that the operating system is updated. Some caution and testing should be made on service packs, which tend to combine application fixes as well as product enhancements.

Setting Up An Outlook 2007 Profile on Austin Exchange Servers

Please go to the ITS Windows Enterprise Services webpage for Outlook 2007 at <http://www.utexas.edu/its/messaging/start.php> and follow the instructions for Outlook 2007. This is the most up-to-date information on setting up Outlook at UT Austin.

Connecting to the Exchange server from Off-campus

There is more than one way to effectively communicate with the Austin Exchange server from off-campus. Either your system must become part of the UT Austin network, or it must encrypt its communications with the Exchange server in a way that can be trusted. The first way is to use the UT VPN product before connecting to the Exchange server with Outlook. Installing and using this product, available from www.utexas.edu/its/bevoware, generally will clear up any connection problems with the Exchange server from most Internet Service Providers (ISP) that you might be having. Second, you can configure proxy server information to connect via HTTP rather than TCP/IP to the Exchange server, provided that your ISP does not restrict connections via secure HTTP connections. Further information can be found in the Outlook 2007 instructions at <http://www.utexas.edu/its/messaging/start.php>. A third, simpler way of connecting with restricted functionality is to connect via the web at <http://www.austin.utexas.edu> and logging in with your EID after clicking on the “Outlook Web Access” link.

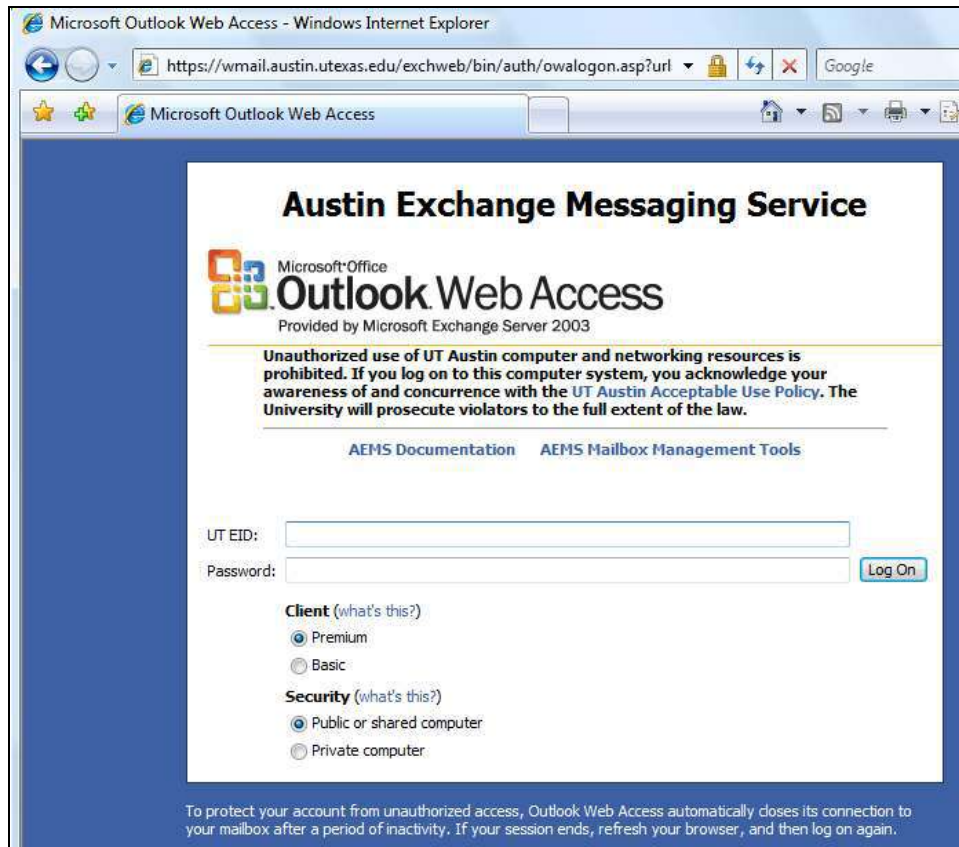


Figure 1: Outlook Web Access in Internet Explorer 7

Setting Up UT Austin LDAP Directory Information in Outlook

To get to all e-mail addresses listed in the University White Pages directory, you will need to configure Outlook to be able to access the UT Austin LDAP directory. Please go to the web instructions listed in the document for Outlook 2007, “Adding the UT Directory to Your Outlook Address Book.” page at <http://www.utexas.edu/its/messaging/answers/index.php> and complete the procedure. The instructions for Outlook 2007 will be different than for Outlook 2003, but the process is similar.

The Microsoft Outlook "Interface"

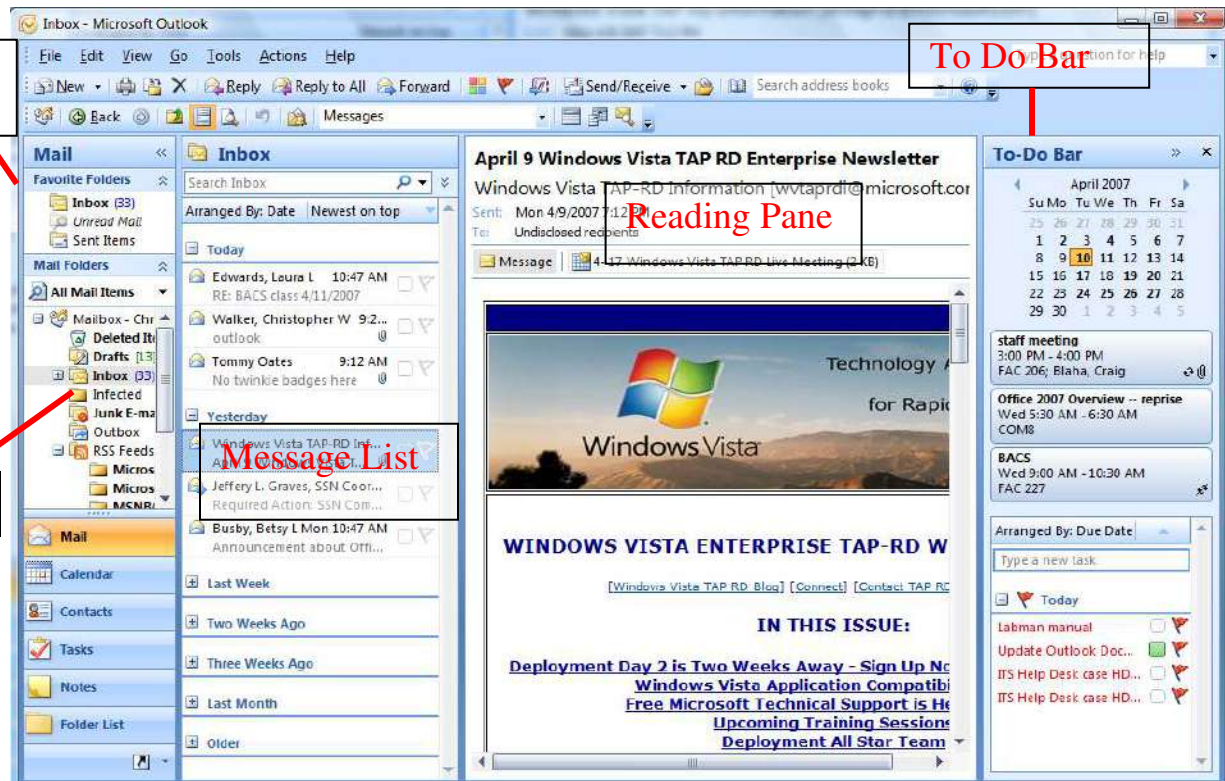


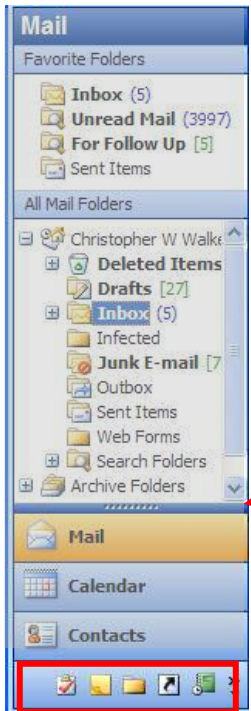
Figure 2: Microsoft Outlook 2007 interface

Main Window and Reading Panes

In the Outlook Main Window's **Message List**, the title of the folder you are currently viewing is displayed in its own title bar. In the example below, the title of the open folder is **Inbox**. The main window is divided with folder item headers in the left half and a preview of the selected item displayed in the right half. You can choose where the reading pane will display by using the **View** menu. Under **View** choose **Reading Pane** then **Right**, **Bottom**, or **Off**.

Navigation Pane

The **Navigation Pane** appears on the left side of your Outlook window and allows you to navigate to any folder or service within Outlook. Folders are expanded by clicking the plus sign to the left of the folder name and are collapsed by clicking the minus sign. To view the contents of a folder click once on the folder name itself.



The icons at the bottom of the Navigation Pane help you navigate to the most commonly used Outlook services. You can view them as large icons with text labels, or as small graphic icons. To shrink the icons into small graphics simply drag the horizontal **Separation Bar**, located between the folder list and the Outlook icons, downward.

Separation Bar

Figure 3: Navigation Pane

Message List

The **Message List** displays information from the e-mail message headers and can be sorted in many different ways. To sort by a field other than date, for instance, click the **Arrange by** drop down list and choose how you would like the messages to be sorted. You can also specify whether the messages should be sorted in ascending or descending order using the drop down menu to the right of the **Arrange by** menu, as well as display messages in groups.

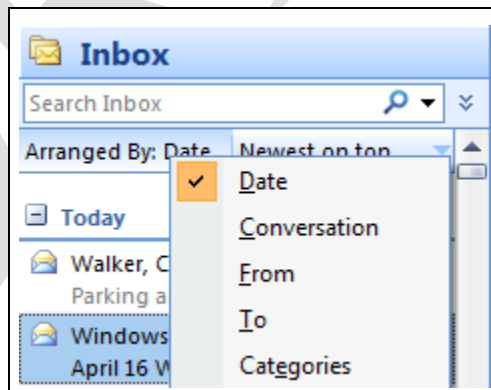



Figure 3A: Sorting Messages

To delete a message using the **Message List**, click once on the message to select it then click the delete button from the toolbar.  You can also delete a message from the **Message List** by selecting the message and pressing the Delete key on your keyboard. Once you have deleted a message it will be moved to your **Deleted Items** folder on your e-mail server. To permanently delete a message you must also delete it from your **Deleted Items** folder. You can undo a deleted message or other action, such as moving messages to a folder by selecting Edit → Undo.

Reading Pane

To view a message in the **Reading Pane** click once on the message in the **Message List**. To open a message in a new window, double-click on the message in the **Message List**.

To-Do Bar

This new feature of Outlook 2007 allows you to see upcoming events and due tasks all on one display. The **To-Do Bar** displays by default a “Date Navigator”, three upcoming appointments and items from the “Task List” Just like the other parts of Outlook 2007, the specific items and number of items displayed can be changed.

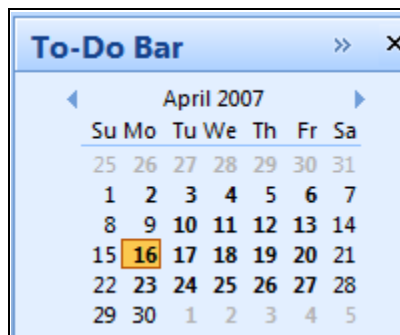


Figure 3A: To Do Bar Calendar

Sending & Receiving Mail

To send a message in Microsoft Outlook 2007, choose **New** from the **File** menu and select **Mail Message** or choose **Mail Message** from the **New** drop down list in the toolbar. You can also use keyboard shortcuts, such as Ctrl+N to start the new message dialogue.

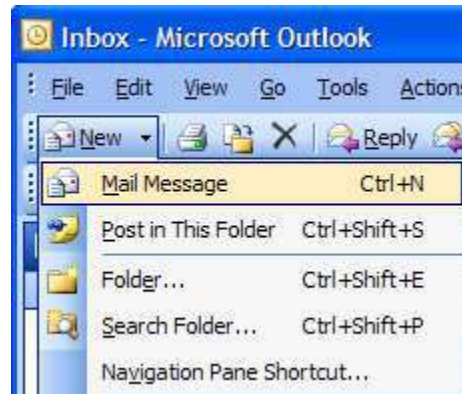


Figure 4: Creating a New Mail Message

In the New Message window, type the e-mail address of the recipient, a subject for your message, and the text of your message. You can also format text, i.e., in HTML, but note that if the recipient is not using Outlook, your formatting may not display properly. When you are ready to send the message, click the **Send** button on the toolbar.

In Outlook 2007, the new message window is based generally on the same concepts as Word 2007. Details of this new user interface are in the Word 2007 document. This section summarizes the most important commands.

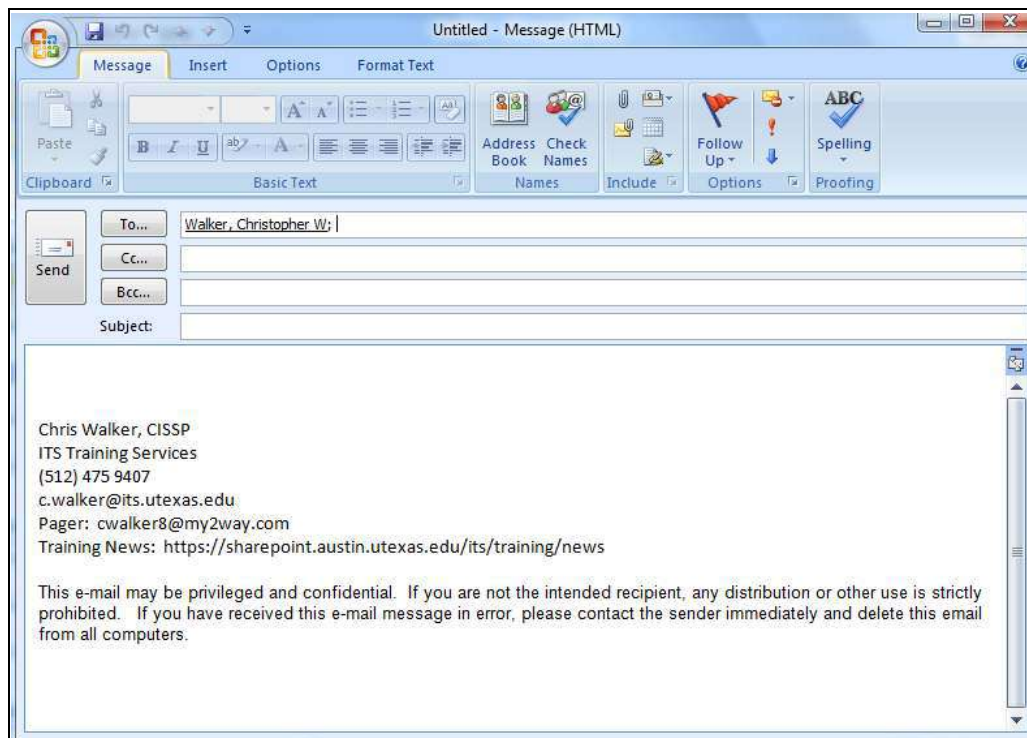


Figure 5: New Message Window

Quick Access Toolbar

Quickaccess Toolbar: Located at the top of the Send Message Window, has the “Undo” button.



Figure 5A: Quick Access Toolbar

Contextual Tabs

Outlook 2007's Send Message Window has four sets of functions that are divided into tabs with contextual commands. They are, with the most important commands:

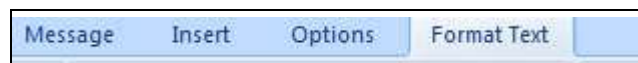


Figure 5B: Send Message Tabs

- **Message:** Set message font, past items, attach items, set message importance, check spelling
- **Insert:** Attachments, Compose and Insert Signatures, Insert drawings, Equations, etc.
- **Options:** Compose as Text or HTML, set themes, enable BCC (Blind Carbon Copy), request delivery receipts
- **Format Text:** Set font (again), search text, zoom in on text, etc.

Most formatting text options are deactivated unless the option to compose the message as HTML is activated under the Options Tab.

Microsoft Button

Many valuable commands, such as file saving commands like “save as”, setting message permissions and **Editor Options** appear under the Microsoft Button.



Figure 5C: Microsoft Button

Attaching Files

To attach a file to a message choose **Insert** and **File** or click the paper clip icon in the toolbar. Then select the file you want to attach. Outlook attaches the document to the message. If you receive a message with an attachment, an icon appears near the header information at the top of the email. Double-click the attachment icon to view the attachment if you trust the source of the attachment; otherwise, right click the attachment to save it. Please note that some attachments, such as **zip** files, **exe** files and database files might be filtered out by virus or spam filters installed on the intended recipient's e-mail system. The extension of a file can be renamed, so a zip file, for instance, becomes “z1p”, which requires replacing “1” with an “i” when saving the file.

Reading Mail

To check your messages, click the Inbox icon in the **Navigation Pane**. Clicking once on the header in the header pane will display the message in the **Reading Pane**. Double-clicking the message header will open the message in a separate window.

Replying to and Forwarding Messages

To reply to a message, select the message in the header pane and click the **Reply** button on the toolbar. The **Reply to All** button sends your reply to everyone who received the original message. Use this feature only if you want everyone to see your response. Outlook also has a **Forward** button on the toolbar to forward a message to another e-mail address.

Mail Delivery Options (Signatures and Tracking)

Microsoft Outlook has several useful Mail Delivery Options that are not available with regular Internet mail. For example, you can attach a signature to all messages by default, or you can request to receive notification when your recipient has read the message or schedule delivery of the message. These options require the Microsoft Exchange server. Click the **Insert** tab for signatures, and the **Options** tab to control message delivery timing.

E-mail Signatures

E-mail signatures are easy to configure in Outlook. From the options menu, select **Signatures**.



Figure 6: Email Signatures from the “Insert Tab:

The E-mail signature dialogue in Outlook 2007, selected by clicking on the **Insert Tab** → **Signature** → **Signatures**, allows you to enter in the actual signature, and specify which signature applies to new messages as well as replies to messages.

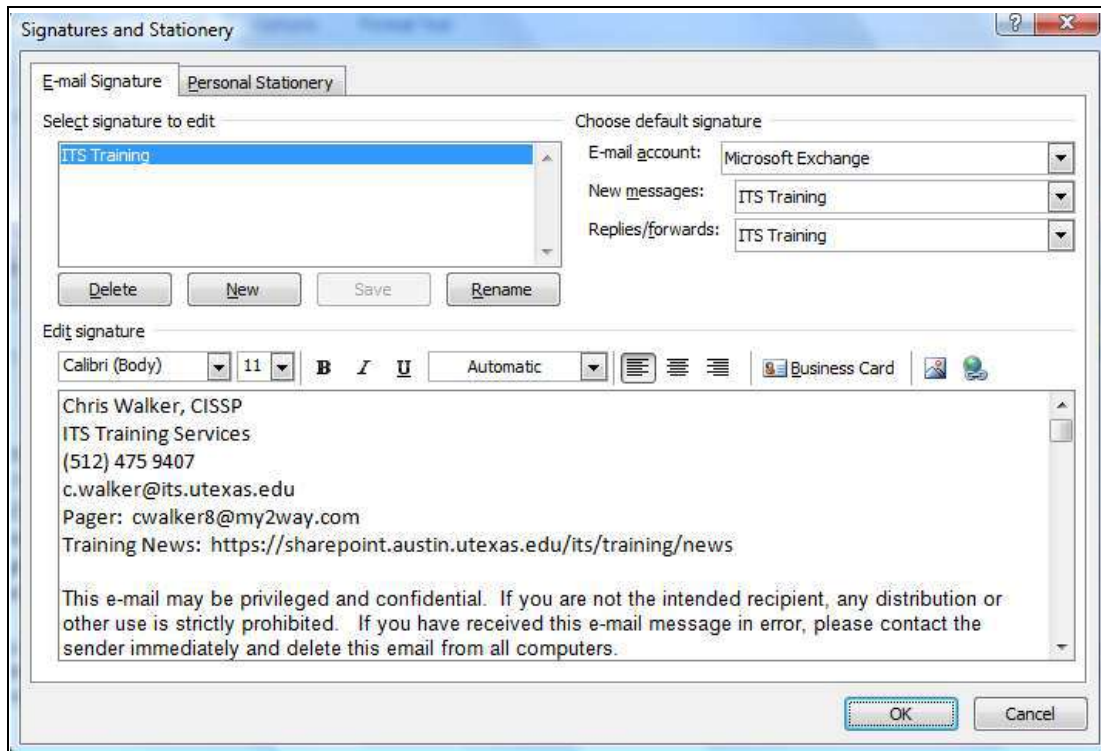


Figure 7: Signatures in Outlook 2007

While you may implement any number of mail signatures, only the signature configured in this dialogue to be automatically included with messages will be conveniently accessible.

Keep in mind that the formatting of your signature must be compatible with the formatting of your message. If you use HTML in your e-mail signature and use plain text by default when in your composing messages, formatting or other information might be lost.

Address Book

Outlook has multiple Address books. The **Contacts** list stores your own list of addresses and distribution lists that will be maintained on the server. The **Global Address** list contains all users and distribution lists on your Exchange server. The **LDAP** directory, *directory.utexas.edu*, provides access to all members of the UT Austin community who choose to share their e-mail addresses.

Adding Entries to your Contacts list

To add or edit entries in your Exchange server-stored Contacts list, click on the **Contacts** icon in the **Navigation Pane**.

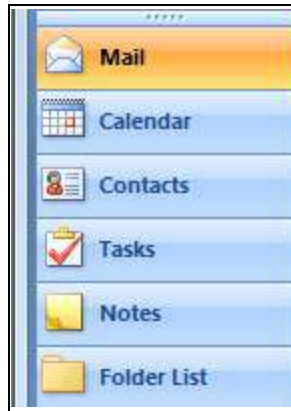


Figure 8: Contacts Icon

In the Contacts window, click the **New** icon on the toolbar to enter a new contact. You will get a Ribbon-based entry screen similar to those seen with other Office 2007 products. You can enter extensive information on a contact, including the contact’s photo and digitally scanned business card. Note also the integration with OneNote in the “Contact Notes”. When finished, click on **Contact Tab** → **Save & Close**.

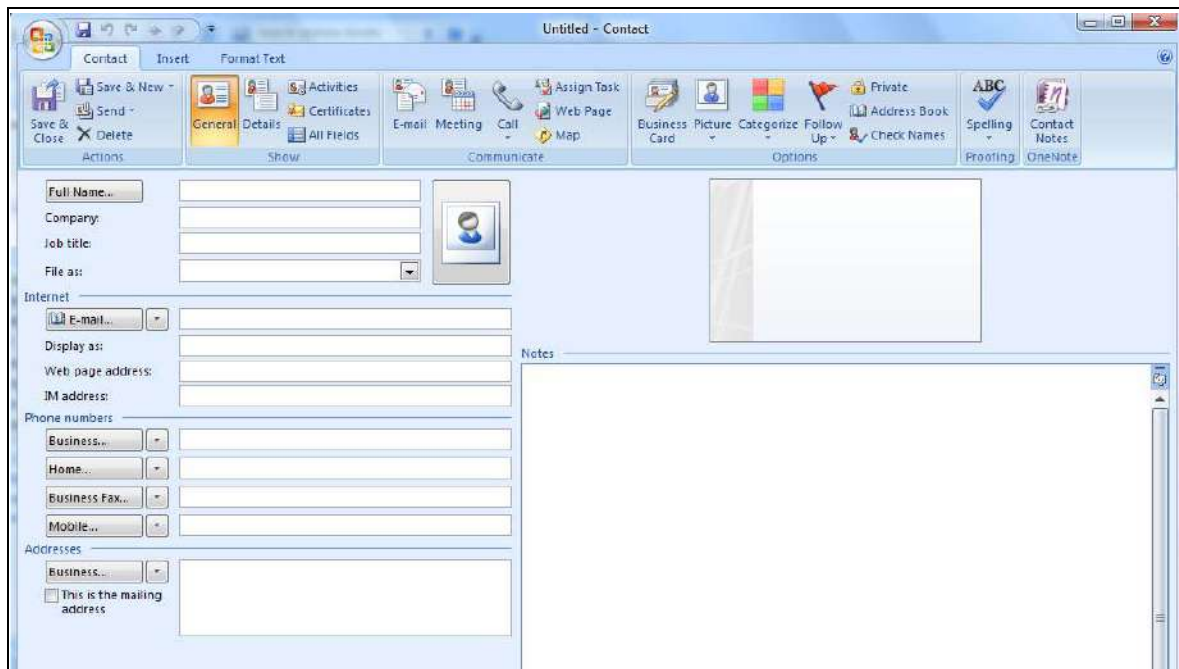


Figure 9: Contact Entry Window

Sending Mail Using Contacts List

When you want to send mail to a user in your **Contacts List**, click the **To:** button while composing the mail to display your contacts. If you do not see your contacts listed, choose **Contacts** from the pull down menu. In contrast, to send e-mail to someone from the Exchange

Server **Global Address List**, click the **To:** button and select **Global Address List** from the drop down menu.

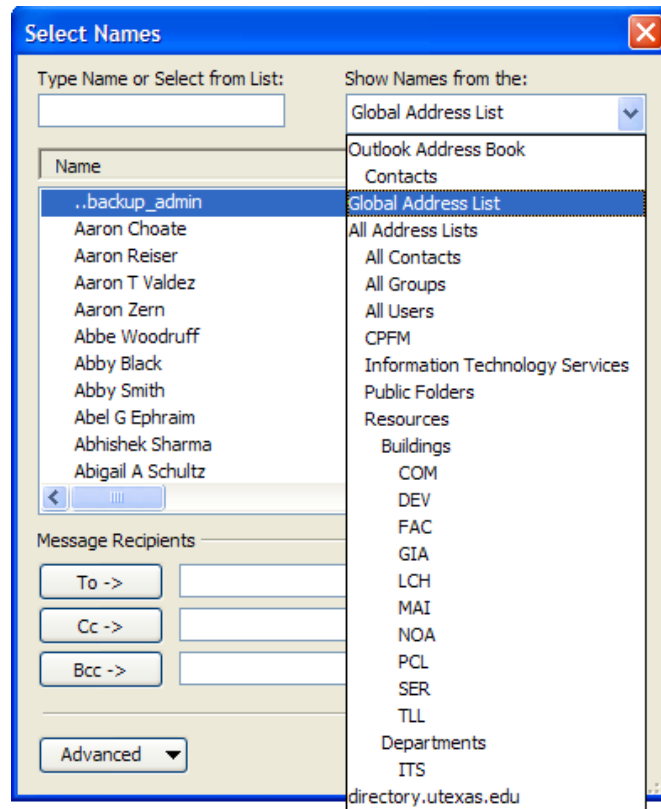


Figure 10: Selecting Global Address List as Source of Email Addresses

You can add multiple recipients by clicking once on the recipient name in the list, then clicking on the To, CC, or BCC buttons.

Changing Search Order Of Your Address Book

In Outlook, under **Tools Tab→Address Book→Tools→Options**, you have the ability to determine which address list comes first. Knowing which list comes first is important if you communicate with people who are not Exchange subscribers. There are many duplicate names at UT Austin and it is always good to know from which list your e-mail addresses come from.



Figure 11: Changing Address Book Search Order

Managing E-mail

As you receive more messages, you will want to manage your e-mail more efficiently. Microsoft Outlook has many ways to help you organize your mail.

Sorting and Finding Messages

When you have hundreds of messages in your Inbox, it's not always easy to locate the message you want. Outlook has Sort and Find features to help.

To change how the messages are sorted **Right Click** the **Arranged by** bar just below the title bar that displays the current folder name in the header pane.

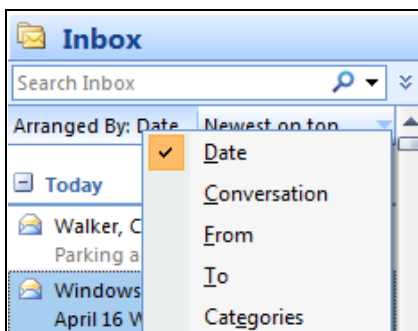


Figure 12: Sorting Messages by Date

You can also group messages by the selected category or categories, if you check the **Show in Groups** checkbox, your messages will be separated by group labels.

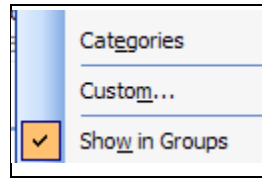


Figure 13: Sorting Messages by Group

If sorting doesn't help, you can search for text in a message. Simply type in text in the search box above the **Message List** and you should get an instantaneous result. Enter the text you want to find in the dialog box and select the folders to be searched. Outlook will search for your text and display a list of messages that meet the criteria in the header pane.

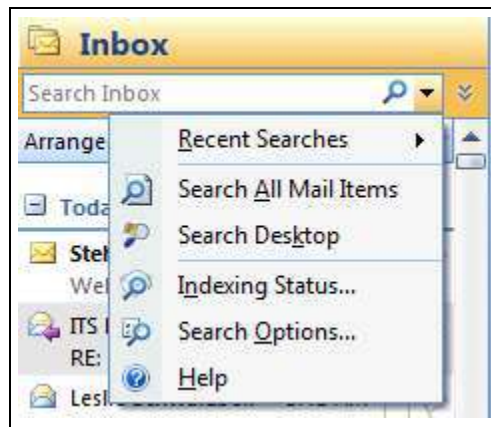



Figure 14: Finding Messages Using the Search Box and Options

One item that might be of assistance for individuals installing Office 2007 on Windows XP is that there is the **Instant Search** program that comes with Office 2007. An enhancement to existing functionality of the operating system, it provide instantaneous search of e-mails as well as system content, enabling you to find messages and other valuable content much faster. This option works in conjunction with Desktop Search from Microsoft and needs to be downloaded from Microsoft's website, www.microsoft.com by using the search terms "Instant Search".

Deleting Messages (And Then Permanently)

To delete a message, select the message in the header pane and press the Delete key on your keyboard or click on the delete tool , on the toolbar. Outlook transfers the message to the Deleted Items folder. To retrieve a message from Deleted Items, open that folder, select the message and choose **Edit, Move To Folder** and select the folder to move it to. To permanently delete a message, select the message and press Shift + Delete on your keyboard.

You can also right-click on messages in the message list to display a list of commands like **Print, Delete, Reply, Move To Folder**, and others or “drag and drop” the message from its current location to the desired destination folder.

To permanently remove the contents of the Deleted Items folders on a regular basis, do the following:

1. Right Click on **Deleted Items** and select **Properties**.
2. Select the **AutoArchive** tab and select **Archive This Folder Using These Settings**. Then select **Permanently delete old items**.
3. Then, set the interval at which items are deleted by setting the value at **Clean out items older than...** The default is 2 months.

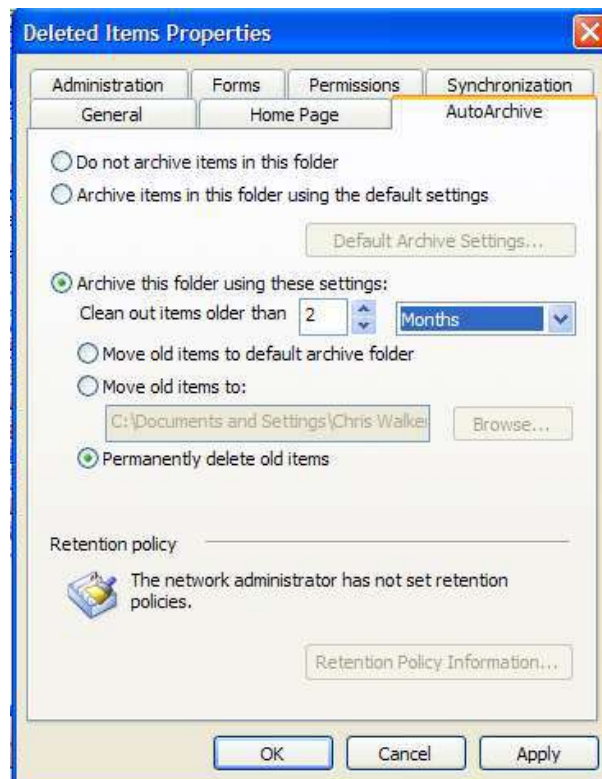


Figure 15: Using Autoarchive to Automatically Remove Deleted Messages

Archiving Messages

The process of archiving messages can be accomplished in two ways, through manual archiving or through auto archiving.

To archive messages manually, select **File→Archive**. You can select archiving all messages under all folders according to the **AutoArchive Settings**, or archive specific folders. These messages are normally selected by date. Further control requires using **AutoArchive settings**.

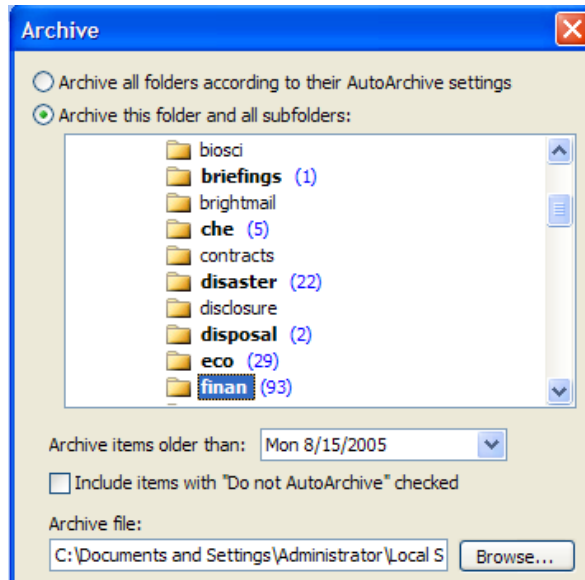


Figure 16: Archiving Messages

The folder in which messages will be archived is set up in **File→Data File Management**. You can change this value to be anything you want it to be. Files created through Outlook archiving tend to be large, so take care that message archives do not exceed the size of common backup media, such as Flash drives, CD Roms, Portable Hard drives or DVDs

To set up automatic Archiving, **AutoArchive** settings have to be activated for all Outlook folders on the Exchange server or specific folders. Access these settings by left-clicking on the desired folder, right click Properties, and select the AutoArchive Settings Tab:

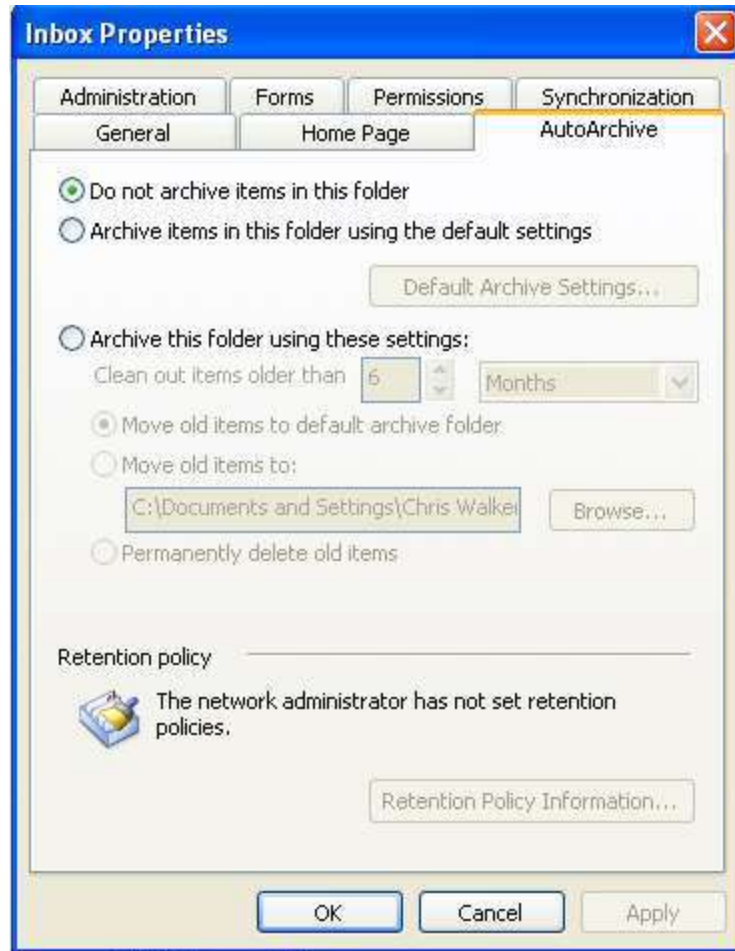


Figure 17: AutoArchive Settings Tab

The **AutoArchive** tab enables you to remove messages that are older than a specific time interval—days, months, etc.—and then to determine how to dispose of them. A managed system on Active Directory can have message retention group policies set, or you can set default auto-archive settings for all messages. Take care about the size of the archive folder. If it is too large, it will be difficult to backup or save onto a single CDRom or DVD. Often, it is better to manually archive messages over a specific time period, such as a fiscal year, rather than doing so automatically.

Further tutorials on archiving messages are available at the Microsoft Office help site at office.microsoft.com→**Products**→**Outlook**→ **Outlook 2007 Help**.

Folders

Use folders to help organize the messages you receive. For example, you can transfer all correspondence with your parents into a folder called **Personal**.

1. To create a new folder in your **Inbox**, choose **File New** and then select **New Folder**.
2. Type a name for the folder in the dialog box, and select the type of information the folder will contain. Finally, select the destination for the folder in the dialog box and click OK. (To create the folder in your **Inbox**, click on the **Inbox**.)

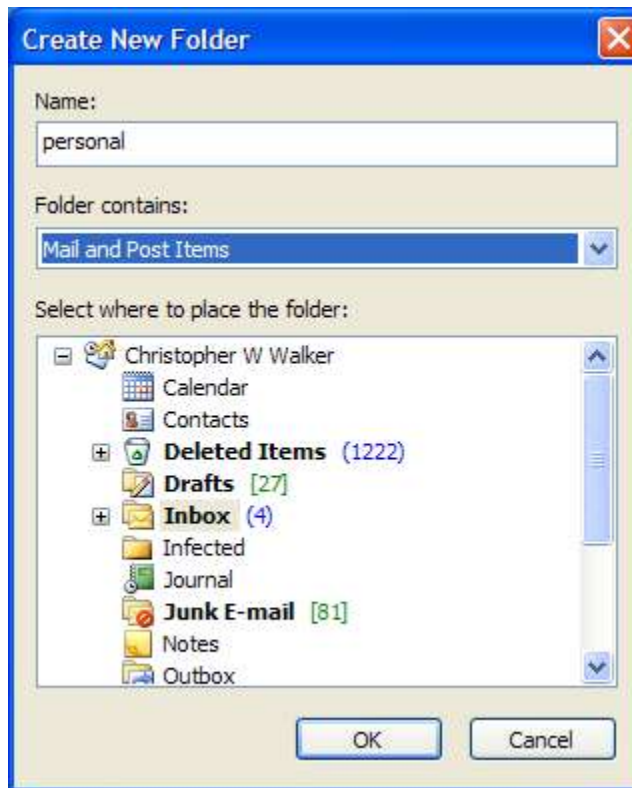


Figure 18: Creating a New Folder For Saving Messages

3. To move a message to another folder, you can drag and drop it to another folder in the **Navigation Pane**. You can also select the message and choose **Edit** and **Move to Folder** or **Copy to Folder** if you want to copy the message to another folder and not just move it.
4. You can also set up a **Message Rule** to automatically move messages to your new mail folder.

Message "Rules"

In Outlook you can create "rules" that filter your mail. For example, you might want to automatically transfer all messages from a finance professor friend in College Station, Joe User, to a folder called Finance. For messages that do not need to be retained, such as absence information easily obtained elsewhere when required, daily Messages Rules allows you to automatically delete them.

1. To create a mail rule, choose **Tools** and then select **Rules and Alerts**.
2. Click the **New Rule** button.
3. Select the type of rule you want to create. Then click the underlined words in the Rules Description section of the dialog box and fill in the required information. For example, the rule in the example below moves all messages from Joe User to the folder called **Finance**. (**finan** in the illustration)

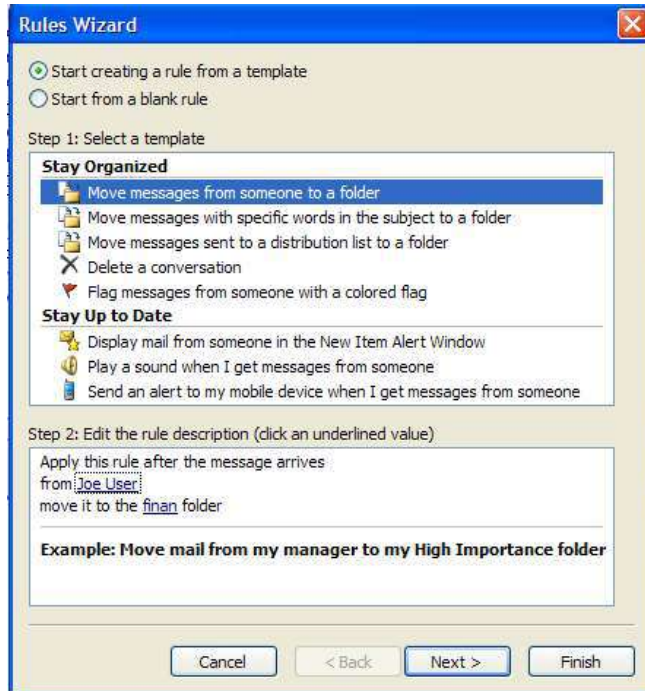


Figure 19: Message Rules for Automatically Handling Messages

4. To run the rule anytime you want, including when the rule's behavior or criteria are modified, select the rule you want to run and select **Run Rules Now**. You can run rules on all folders, or you can select a specific folder run the rules again.

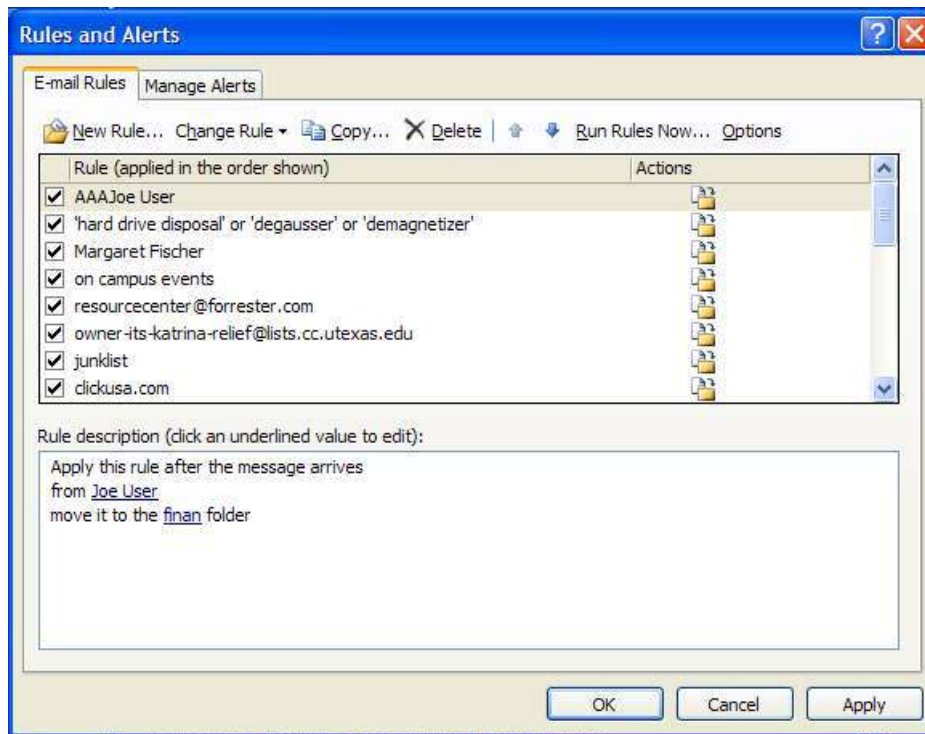


Figure 20: Typical Email Rule Names and Details of Sample Rule

Message Filters

The two main mechanisms that can be used to filter out messages, aside from message rules, include Junk Mail Filters, and View Filters. Junk mail filters automatically take messages that meet minimum criteria for junk or have been flagged as junk to the respective **junk mail folder**. It is prudent to check this folder sometimes due to false positives, but generally, in conjunction with a good spam filtering policy through the email provider, spam filters are effective. Junk mail filters are occasionally updated by Microsoft, so it is prudent for you or your system administrator to update it occasionally by making sure that Microsoft Updates are enabled.

To screen out or filter messages that might be of value due to content, coming from a specific person, etc., Outlook 2007 continues the Outlook 2003 style view filters.

These are activated by going to **View**→**Current View**→**Customize Current View** and then clicking on Filter. This will bring up a pop-up that will allow you to filter messages.

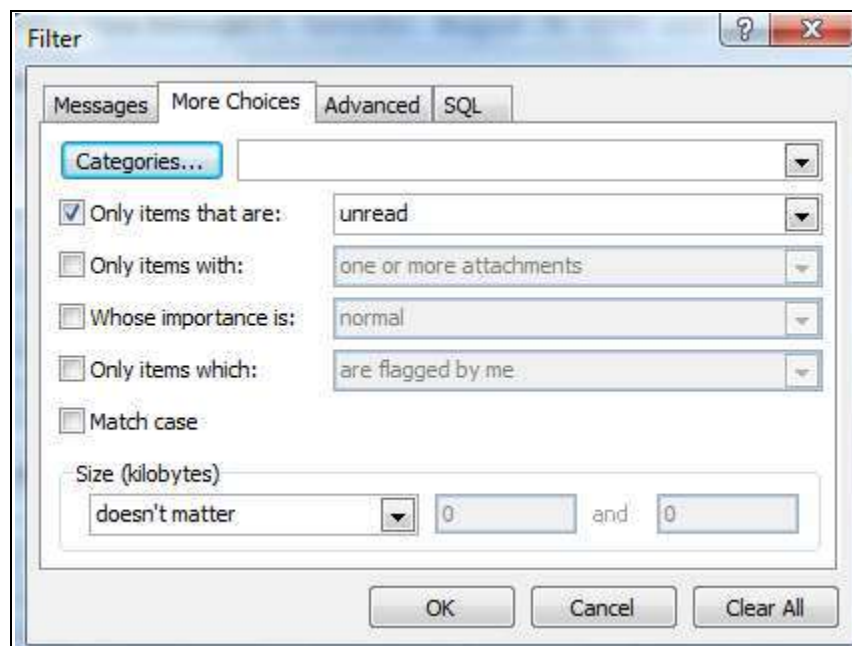


Figure 20A: Message Filters Selected to Show Only Unread Messages

Message filters provide four options for selecting messages:

- Messages: Select messages on the basis of From, a keyword or other fields
- More Choices: Select messages on the basis of priority, category, size, etc.
- Advanced: Select messages on the basis of field values
- SQL: Use the SQL language to select messages

Message filters are powerful functions that enable you to manager your email efficiently. When combined with good **Mail Rules**, good folder management, message searching and message sorting, efficient message retrieval and use improves the usefulness of Outlook 2007 in your daily work. It is important to undo message filters once you have finished working with them. A complex filter might be difficult to undo if a user reports mail problems when in reality, the messages were filtered using view filtering.

Calendars and Scheduling

Microsoft Outlook 2007 is a sophisticated personal and group scheduling program. Click the **Calendar** button in the Navigation Pane to use the scheduling feature of Outlook. Outlook's Calendar appears in the figure below. Generally visible from the calendar view, as illustrated below, are upcoming appointments, a display of the current month calendar with days with appointments marked in bold, a display of other people's/resource calendars that have been selected for view and tasks that are due for the current day.

Several different views are available, including the daily, weekly, monthly, work week, etc.

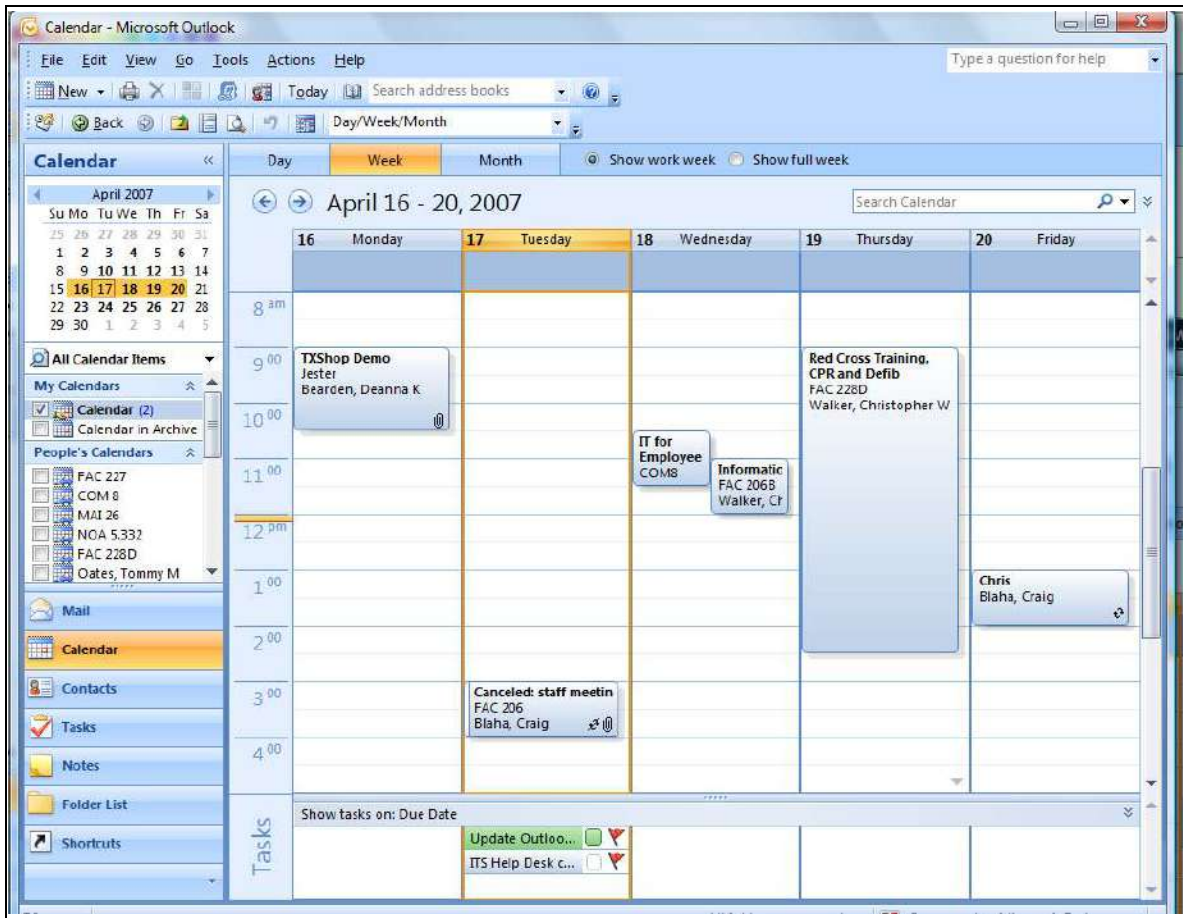


Figure 21: Outlook Calendar on Exchange, Weekly View

To schedule a new appointment:

1. Choose **File New** and select **Appointment** or click the **New** button in the toolbar and choose **Appointment**.
2. Enter information about the time, date, and location of the appointment.
3. If your meeting is recurring, click the **Recurrence** button to specify the details of how often and when the meetings Recurs.

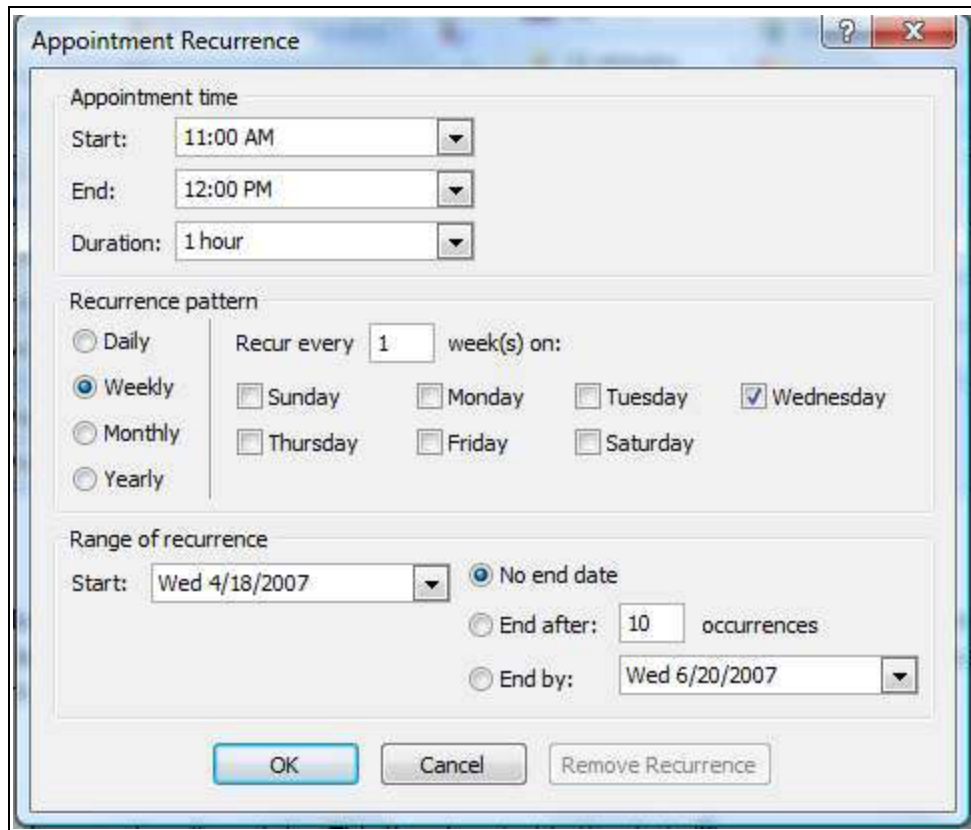


Figure 22: Meeting Recurrence

4. Click **Save and Close** to schedule the meeting. It will now appear on your Outlook calendar.

Scheduling Meetings and Rooms

Outlook can also be used to schedule meetings with other users on your Exchange Server. Note that the user interface is similar in features to that of composing messages, with several tabs, including the **Meeting**, **Insert** and **Format Text** tabs.

To schedule a meeting with multiple people:

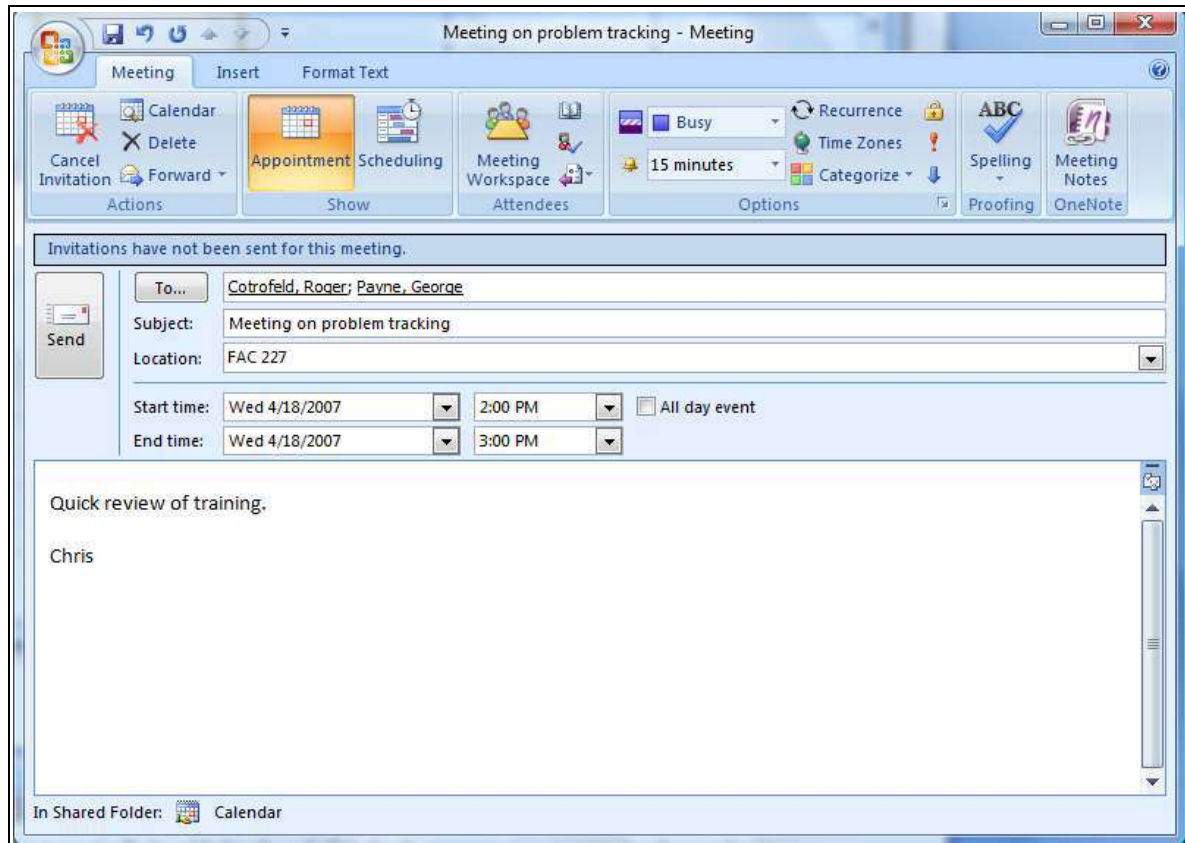


Figure 23: Example of A Meeting With Multiple Attendees

1. Select **File**→**New**→**New Meeting Request** and choose **Meeting Request** or select **Meeting Request** from the **New** button drop down list. You will see the **Meeting Request** screen which will be defaulted to the **Appointment** display.
2. Click the **To:** button to select the people you need to attend the meeting.
3. Specify a Subject, Location, Date and Time. If your meeting attendees also use your Exchange server, you can check their availability by clicking the **Scheduling** button to move the display from the **Appointment** button. It will display the free and busy times of the other meeting attendees. You can even have Outlook select the first date and time that all parties are available by choosing **AutoPick**. If you select a **Resource**, its schedule can also be taken into consideration when setting up a meeting with a group of people.
4. To automatically add a resource to your meeting, you will need the **Create items** privilege for that resource, which the owner can grant as a **permission** or **delegate**. Otherwise, the resource owner, in addition to meeting participants, must accept the proposed meeting.

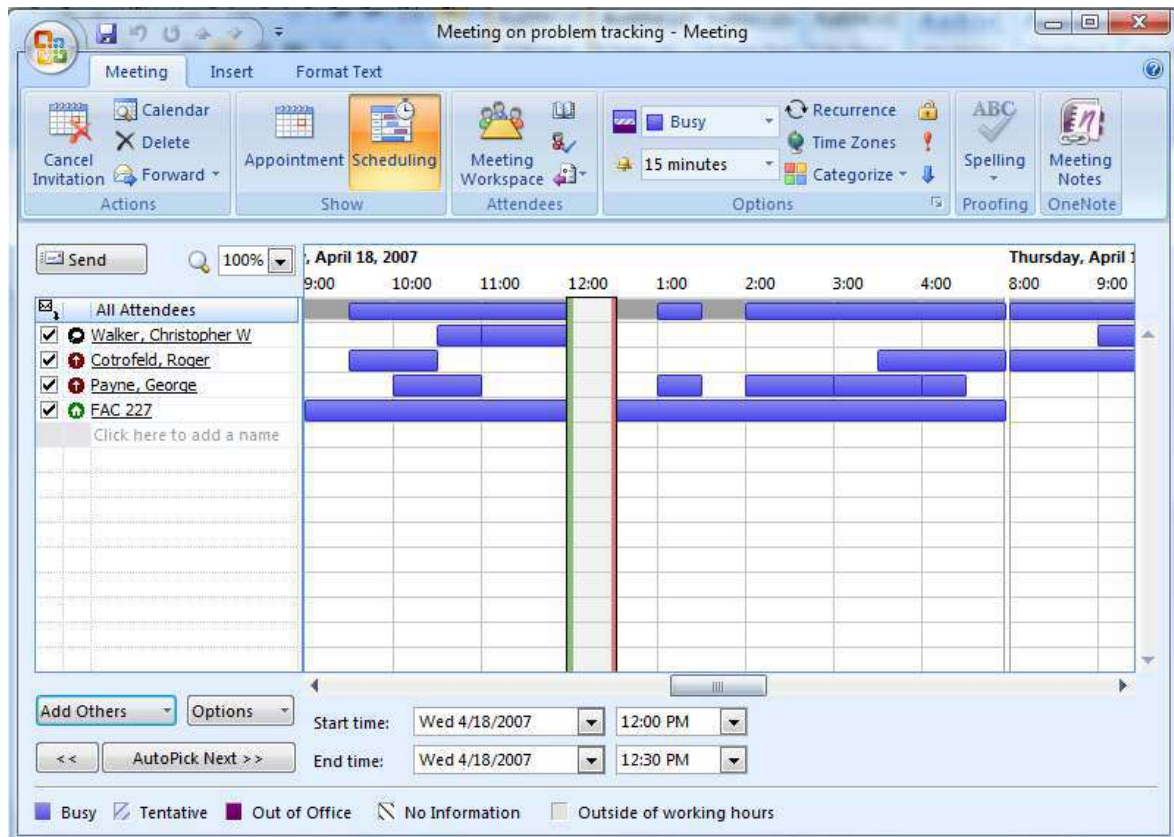


Figure 24: Adding A Resource To A Meeting

5. The meeting appointment is sent like an e-mail message. Attendees will be prompted to accept or decline and send automatic notification back to you. When they accept, the meeting will automatically be added to their own Outlook calendar. After creating the meeting, to mark it as Private, right click on the meeting and select **Private** off of the drop-down menu.

Once a meeting is schedule, you can look at your calendar with the daily, weekly or monthly view and see visually where it relates to other meetings and events.

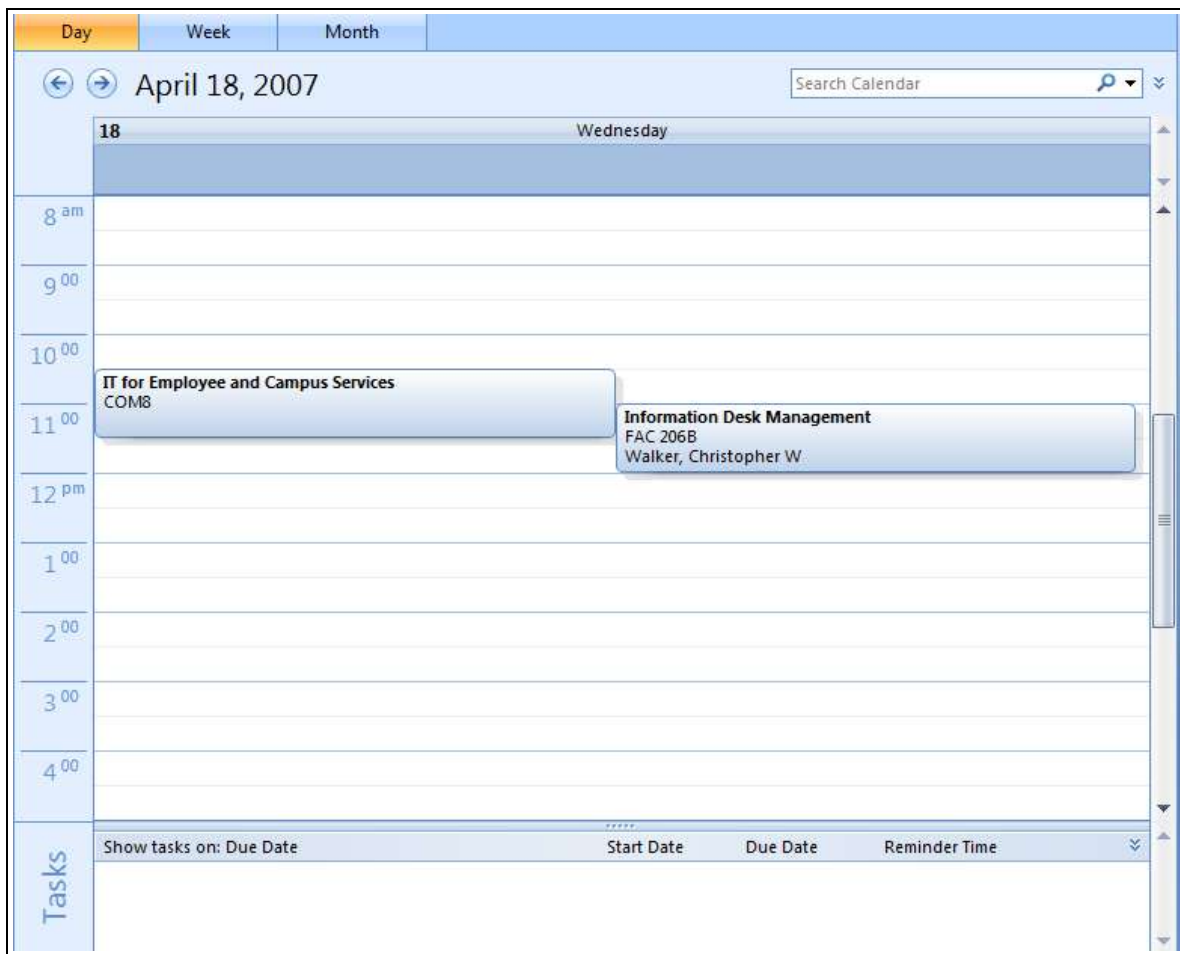


Figure 25: Sample Calendar Entry For A Single Day

Assigning Permissions/Delegates

You may want to allow other Exchange users to have access to some of your services in AEMS. Assigning delegates grants other users permission to do things like view your calendar, send e-mail messages on your behalf, and tasks to your to-do list, and more.

To add a delegate:

1. From the **Tools** menu choose **Options**, then click the **Delegates** tab.
2. Click the **Add** button and select the delegate from the Global Address List.
3. Click the **Add** button in the dialog box to add that person as a delegate.
4. Assign the appropriate permissions for each service and click OK.

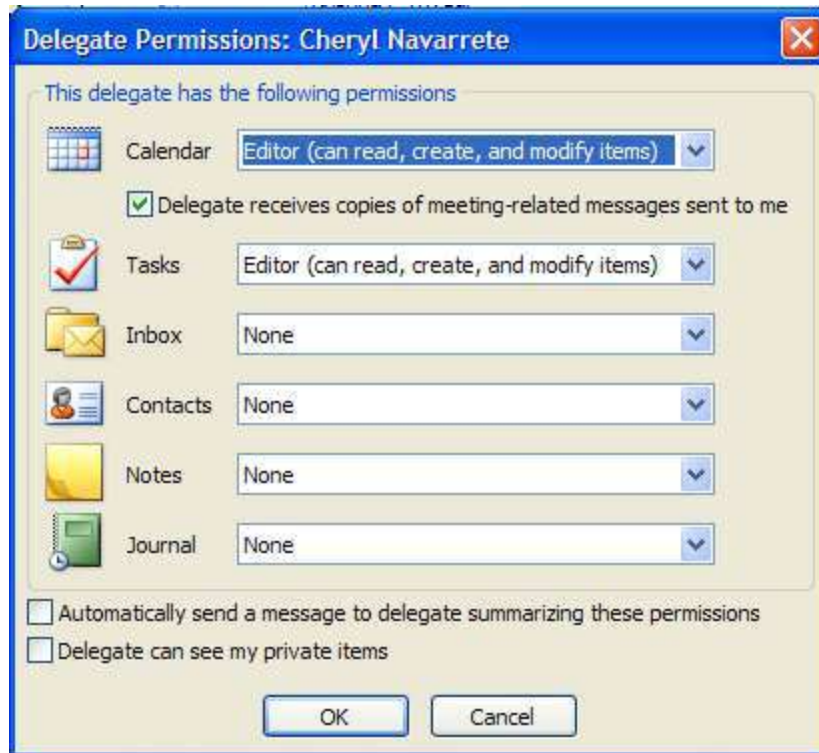


Figure 26: Sharing A Calendar

To share your calendar folder:

1. Click on the **Calendar** icon to switch to the **Calendar** view.
2. Right click on your calendar from the **Navigation Pane** and select **Properties** from the drop-down menu
3. Click on the **Permissions** tab
4. Click on the **Add** button to locate the user from the Global Address list you want to add.
5. Click on the specific individual to update their permissions. You can also set default permissions for all users of the Exchange server.

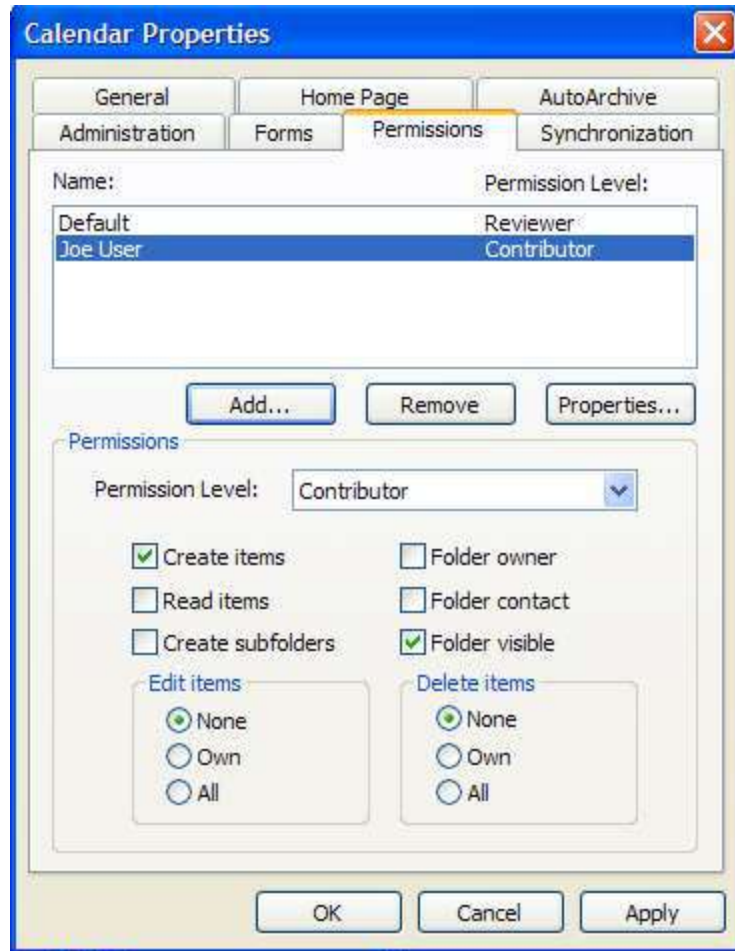


Figure 27: Calendar Permissions

To view someone else's calendar/folder:

If another Exchange user has made you a delegate, or has shared one of his Exchange folders, such as his calendar, you can view it and may be allowed certain editing privileges.

1. From the **File** menu select **Open > Other User's Folder**.



Figure 28: Looking At Someone Else's Calendar

2. Click the **Name** button to locate the user from the Global Address List and click **OK**.
3. Select which folder you would like to view from the **Folder type:** field and click **OK**.

One additional feature in Outlook 2007 is the ability to compare other people's calendars with yours side-by-side. Multiple calendars are usually displayed side-by-side with each other.

If you click on the “Left Arrow” next to the calendar heading, i.e., “Fac 227” or “Com 8”, the calendars will be merged together and can be compared side-by-side.

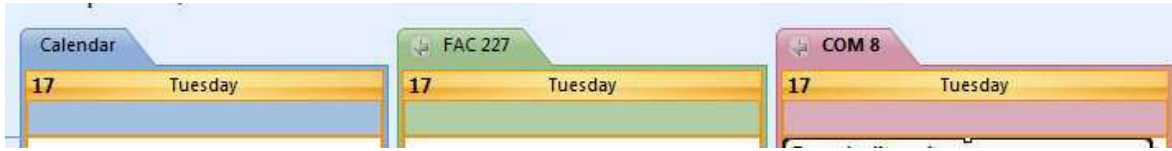


Figure 28A: Calendars Displayed Side-By-Side

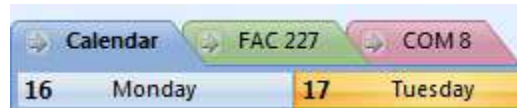


Figure 28B: Merged Calendars

This feature enables you to compare the activities of multiple people or resources in a single page, or for instance, to coordinate multiple parallel tracks for an event.

“To-Do” Tasks

Outlook 2007 allows you to create, track and assign tasks to others. Changes implemented into Outlook 2007 allows you to better integrate tasks with e-mail, allowing you to mark an e-mail item as a task by right-clicking the message and marking the item for **Follow-Up**. You can also create new tasks in Outlook while by choosing **Task** from the **New** button in the toolbar or by entering the task directly into the Task window. To view the **Task** window, click the **Tasks** button in the **Navigation** pane.

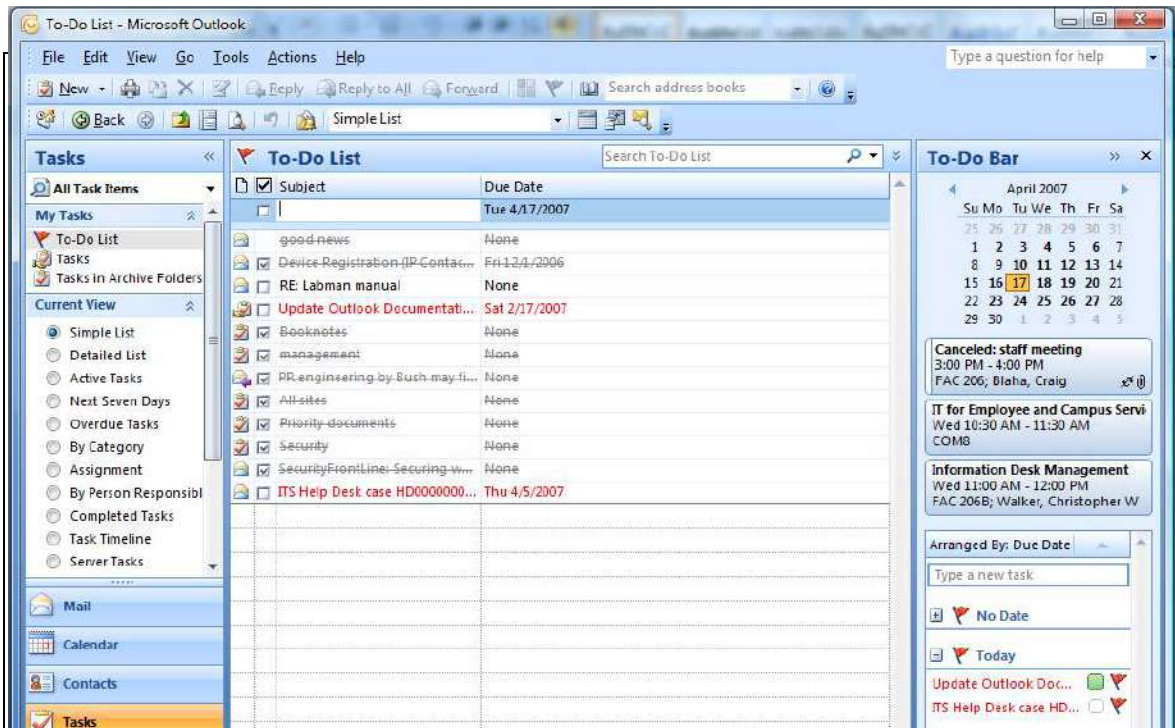


Figure 29: To Do/Task List In Outlook

To enter a new task from the **New → Task** button, enter the information for the subject, dates, status, and details. To assign the task to someone on the Exchange server, click the **Assign Task** button in the toolbar then click the **To:** button to find the recipient. The recipient will receive the task in his/her Inbox with all of the information you entered included.

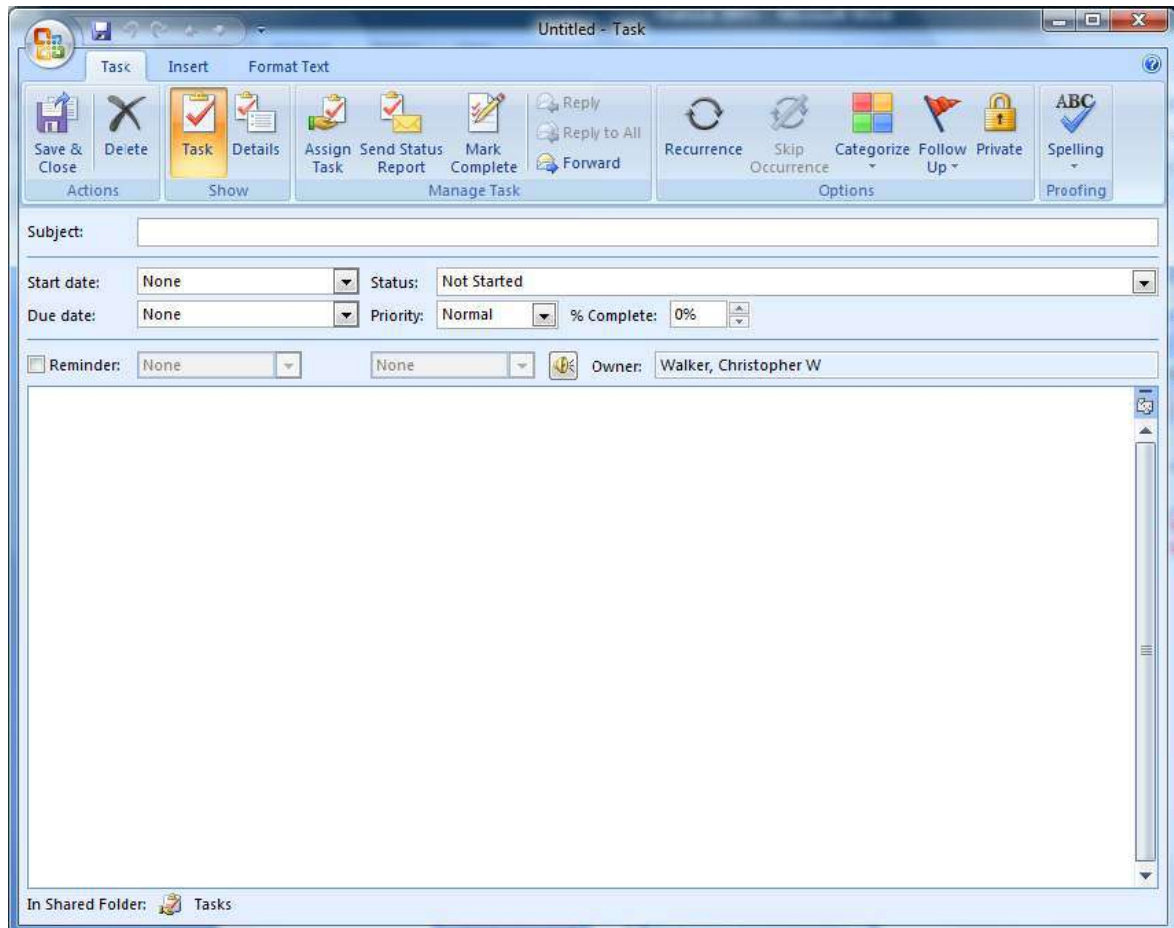


Figure 30: Entering In A Task

To enter a task from the **Task** window, simply click in the next empty row above the list of tasks and begin typing. When you press Enter, the task is added to your To-Do list. Tasks are kept in the Tasks folder and are also displayed in your “To Do Bar” for the next few days ahead.

Tasks can also be made recurring, which will then enable Outlook to pop up a reminder on a regular basis, such as when a weekly report is due. A recurring task can be assigned to other people too. In the **Task** window, click on **Recurrence**, and fill in the appropriate checkbox, including the **End Date** of the **Task Recurrence**.

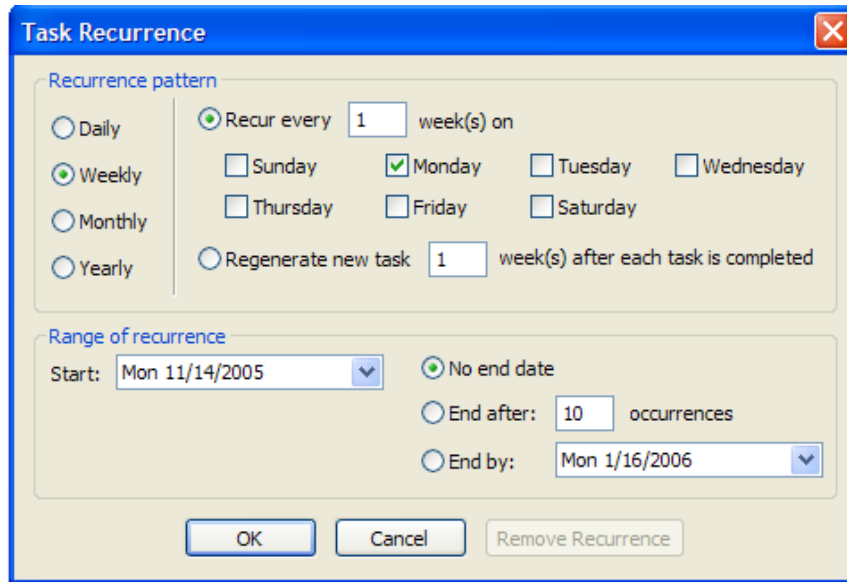


Figure 31: Task Recurrence

Other Cool Features

Notes & Journal Entries

Like appointments and tasks, you can create “sticky” notes and/or journal entries which can be saved for yourself and/or sent to others on the Exchange Server.

Public Folders

Public folders which can be viewed and shared by others on the Exchange Server can be created by the server administrator. To view a Public Folder click the folder list icon in the **Navigation** pane. Near the bottom of the list you will see **Public Folders** with a plus sign next to it. Click the plus sign to expand the necessary folders until you find the folder you are looking for.

Conclusion

Outlook is a flexible and dependable communications program that utilizes the services provided by Microsoft Exchange services to facility individual and group productivity.
