

# “Life After Eudora”

## An Introduction to the Outlook E-mail and Calendar System



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# Introduction

Welcome to "Life After Eudora". This booklet will serve as both an introduction to the Microsoft Outlook E-mail and Calendar System, as well as a guide, in order to better assist you in your transition from Eudora to Outlook.

If you have been a regular Eudora user, we are hoping this conversion will not be too intimidating. Though many of you are probably very comfortable with Eudora, we are anticipating the transition to be a well-received one considering the user-friendly interface and new features. Unlike Eudora, Outlook offers an integrated package including e-mail, calendar, address book, directory and more.

The instructions in this document are assuming that all settings are the defaults. If you have changed any of the settings in your Outlook E-mail and Calendar System client, the images and instructions may be somewhat different. The images you see in the following document were taken on a Windows XP Professional PC, using Outlook E-mail and Calendar System as the mail client.

## ***Getting Started***

As with Eudora, you will need to have access to the internet - both dial-up and high-speed connections will work. Additionally, you will need to have the Outlook client installed (Outlook E-mail and Calendar System is included in Office).

## ***Getting Help***

If you have any questions about using Outlook, and it is not covered in this manual, then please contact the IT Help Desk. ASU provides ElementK accounts for online instruction as well.

### **IT Help Desk**

Phone: 325-942-2911

E-mail: [helpdesk@angelo.edu](mailto:helpdesk@angelo.edu)

Location: MCS 101

<http://angelo.edu/services/technology/support/assistance.html>

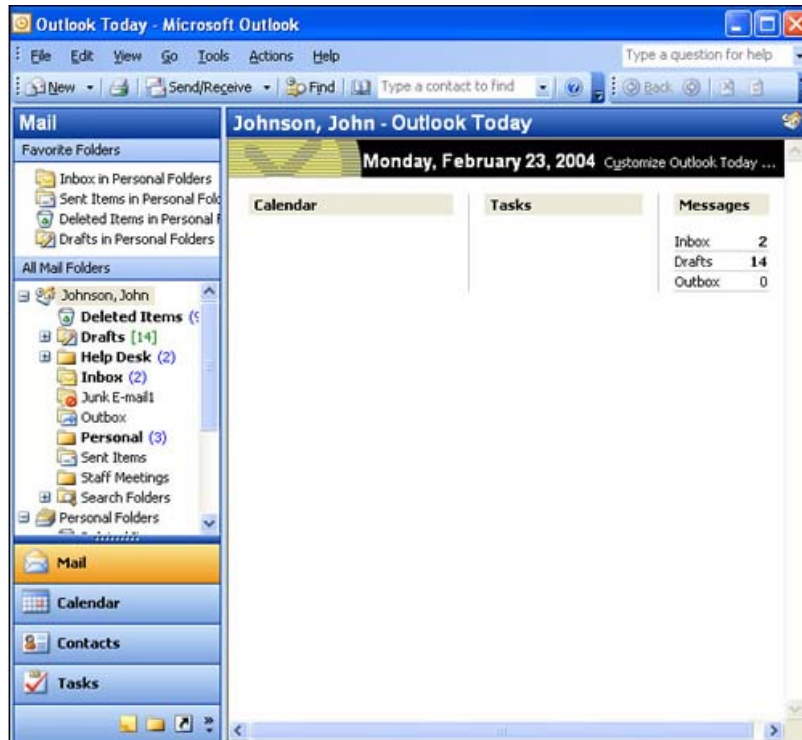
## Launching Outlook

In order to access Outlook on your computer, you will need to do one of the following:

- **Double-click** the shortcut on your desktop (if applicable), or
- Navigate to Outlook through the **Start** button in the Windows taskbar, and click on the application.

If your profile has been created, opening Outlook should bring you to **Outlook Today**. If you are prompted for your password, please enter it now

After you have launched Outlook, you should see the following in the Outlook E-mail and Calendar System window:



To get to your mail from this point, click on any folder in the pane on the left. Doing so will display three columns, which are explained in the next section.

## Outlook Web Access (OWA)

When you are away from your office computer, you can access your Outlook E-mail and Calendar through a web browser at:

<https://owa.angelo.edu>.

Once on the log in screen, select whether you are at a public or private computer. If you select "Public", then you will be logged off after fifteen minutes of inactivity.

To log in, you use your ASU technology account and password.

NOTE:

Some of the e-mail and calendar functionality does not exist in OWA.

A screenshot of the ASU Outlook Web Access login screen. The page has a blue background and the ASU logo at the top left. The title is "ASU Outlook Web Access". Below the title is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that is a checked checkbox for "Use Outlook Web Access Light" with a small text block explaining it. At the bottom, there are input fields for "User name:" and "Password:", followed by a "Log On" button. At the very bottom, there is a small text block: "Connected to Microsoft Exchange © 2006 Microsoft Corporation. All rights reserved."

# Navigating Through Outlook

If you are viewing Outlook for the first time (default configuration), you will notice there are three columns displayed within the client after you select a mail folder. The column on the left is the **Navigation Pane**, the middle column is the **View Pane** and the column to the right is the **Reading Pane**. These panes are customizable and sizable, so you may remove a pane or resize the pane with ease. Their purposes are as listed below:

## Navigation Pane

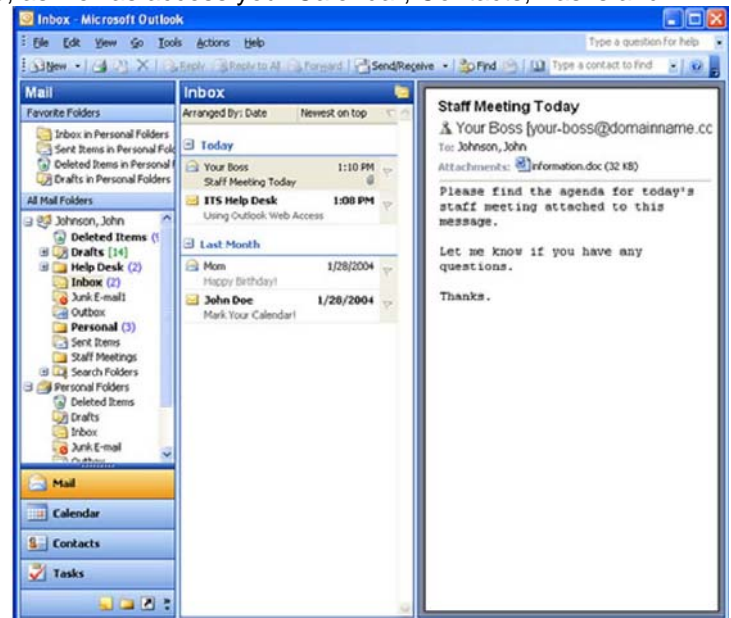
This pane allows you to select which function of Outlook you would like to utilize. You can navigate through your different mail folders and mailboxes in this pane, as well as access your Calendar, Contacts, Tasks and others. By default, your mail folders are displayed in the **Navigation Pane** when you launch the application.

## View Pane

This pane will display the contents currently stored in the folders you see in the **Navigation Pane**.

## Reading Pane

This pane displays contents of selected messages from the **View Pane** without the need to open a separate window. Click on the message you wish to view, and it will be displayed in the **Read Pane**.



# Creating a Signature

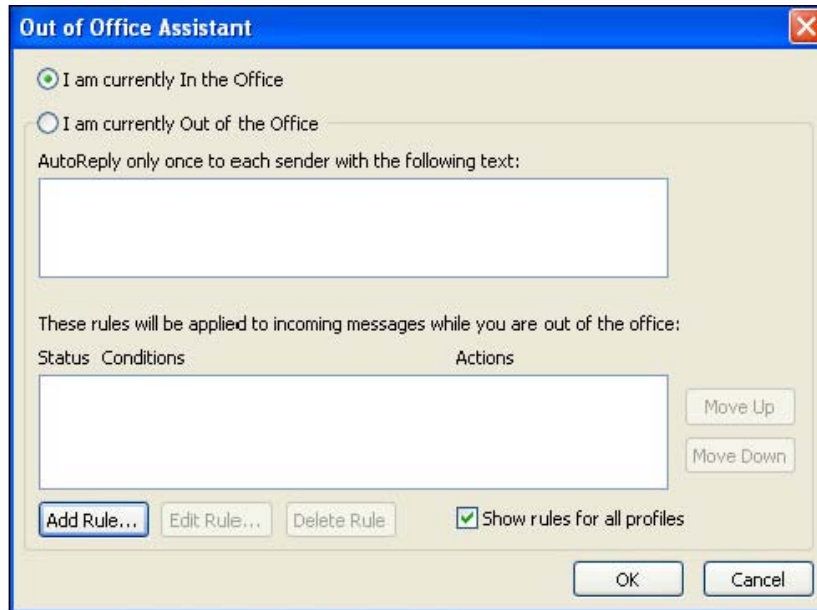
To automatically add a signature to your outgoing message, select **Tools | Options** from the **Menu Bar**. This will open a new window. From here, you will select the **Mail Format** tab. Click the **Signatures** button at the bottom of the window and click the **New** button in the subsequent window. Choose a name for your signature, and click the **Next** button. This will display the following window, where you can create your new signature:

Enter the information you wish to be displayed in your signature in the space provided. Once you have created your signature, click the **Finish** button at the bottom, click **OK** at the subsequent screen. Finally, click **Apply** and **OK** at the original **Options** window, and you will be returned to your **Inbox**.



## Creating a Vacation Message

The vacation message feature in Outlook is referred to as the **Out of Office Assistant**. If you will be away from your mail, and would like senders to be notified, you can do so by selecting **Tools | Out of Office Assistant**. Doing this will open the following window, where you can turn the **Out of Office Assistant** on or off, as well as compose and modify your auto-response:




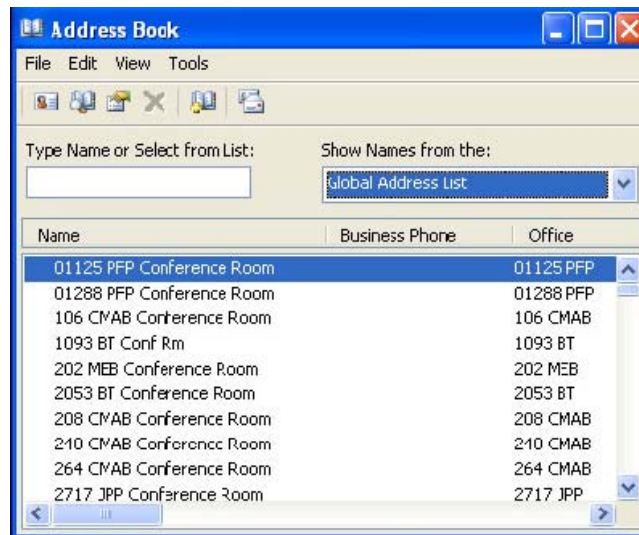
## Managing Your Contacts

In Outlook, your e-mail addresses are saved as **Contacts**. By clicking on **Contacts** in the **Navigation pane**, any personal contacts you've added will be displayed in the **View Pane**, as shown here:




## Searching for Contacts

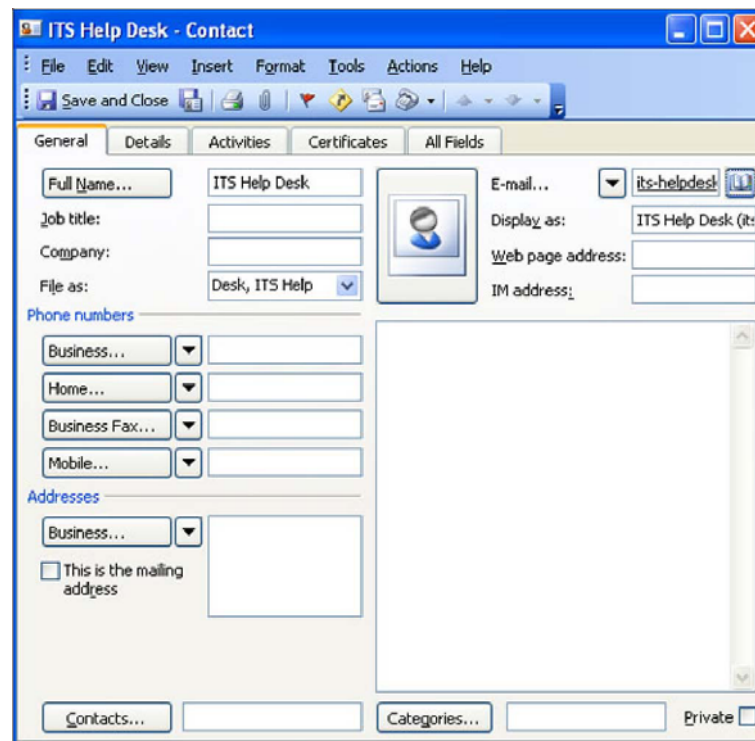
If you would like to look up information about a personal Contact or University employee (phone number, e-mail address, department, etc.), click on the  button in the **Tool Bar**. This will launch the following window to be displayed, where you can search both your Personal Contacts and the Global Address List. The **Global Address List** contains the names and e-mail address of everyone on the University Exchange server. It can also contain conference rooms and global distribution lists.

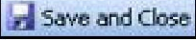


Enter the name of the person you wish to locate, select which Address Book you wish to search, and hit your **Enter** key. Your results will then be displayed in the bottom window. Additionally, you can browse through the entire Global Address List, as it is displayed by default when you open the Address Book (as shown in the image).

## ***Adding Contacts to your Personal Contact List***

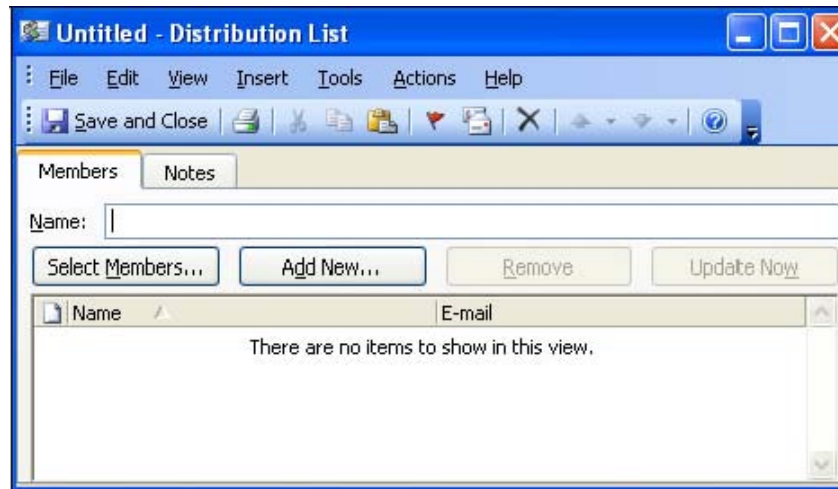
If you would like to add a new contact to your personal Contacts list, click the  **New** button in the **Contacts Tool Bar**, and enter any contact information you wish to retain in the fields provided, as displayed here:



When you have entered all contact information you wish to save, click the  **Save and Close** button, which will return you to your personal **Contacts** window.

## Creating Distribution Lists

If you often send messages to the same group of people, it may be beneficial to create a **Distribution List**. In order to do this, you must first be in the **Contacts** screen. From there, click on the **New** drop-down menu and choose **Distribution List** (the default in the drop-down box will be **Contact**). Doing so will display the following window:




In this window, you will create the name of your Distribution List in the field provided for **Name**. From there, you will need to add the names of contacts you would like added to this list. You can do this by either of the following methods:

- Click **Add New**, manually type the Display Name and E-mail Address in the fields provided, or
- Click the **Select Members** button to search for and select members from your Address Book.

When you are finished adding names, click the  **Save and Close** button, and you will be returned to your **Contacts** window.

## Sending Messages to a Distribution List

Once you have distribution lists created, you can send a message to a select group of people, without adding each contact individually. As with sending a message to a **Contact**, there are a couple of options for doing this:


- Select a **Distribution List** from your **Contacts** and click the  (New message to contact) button, or
- Create a new message, click the **To:** field and select the **Distribution List** you wish to send your message to, or
- Select a **Distribution List** from your **Contacts**, **right-click** and select **New Message To Contact**

## Reading New Messages

Once you have launched the Outlook client, you can view your new messages by selecting the **Inbox** from your **Navigation Pane**.

From here, you can do one of the following:

- Select the message in the **View Pane** to display it in the **Reading Pane**, or
- **Double-click** the message to display it in a new window.

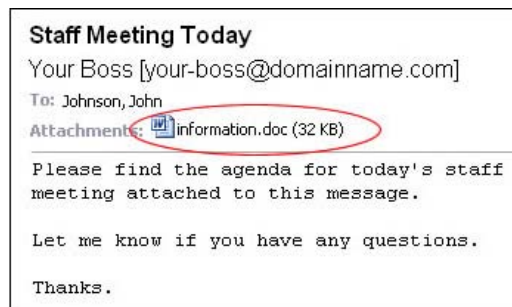
When you are finished viewing the message, you are able to navigate to the next message by selecting it from the **View Pane**. Additionally, if your message is displayed in a separate window, click the  in the upper right-hand corner of your message, and you will return to your **Inbox**.

## Understanding “Blocked HTML Content”

By default, HTML content (images, hyperlinks, etc.) is blocked when you view your messages. This feature is designed to help protect you against spam and privacy invasions. It will also cause most systems which track whether or not you have read an e-mail to be ineffective. If the message you have received is from a trusted source, and you wish to view the content, you can do so by clicking the link which says, **Click here to unblock content** at the top of the message.

## Viewing Attachments


If you receive a message with an attachment you would like to view, you can do so by **double-clicking** on the attachment name or icon, which is shown circled in red:



Clicking on this attachment will launch a new window (as shown below), which will prompt you to either Open or Save the attachment. Click on the **Open** button to open the file in a new window.

## Deleting Messages

If you would like to delete messages from your **Inbox**, you may do so by choosing one of the following options:

- Select the message(s) you wish to delete, and click on the  button, or
- Select the message(s) you wish to delete, then select **Edit | Delete** from the **Menu Bar**, or
- Select the message(s) you wish to delete, and press the **Delete Key**, or
- **Right-click** on the message(s) you wish to delete, and select **Delete**.

Additionally, if you are viewing messages in a separate window, you have the ability to delete the message you are currently viewing by doing the following:

- Click the  button from the **Tool Bar**.

## Emptying Deleted Items Folder


Once you have deleted messages from your **Inbox** and other folders, they will be stored in your **Deleted Items** folder. If you would like to empty your **Deleted Items** folder, choose one of the following options:

- **Right-click** on the **Deleted Items** folder in the **Navigation Pane** and select **Empty “Deleted Items” Folder**, or
- Select **Tools | Empty “Deleted Items” Folder** from the **Tool Bar**

## Recovering Deleted Items

If you have recently emptied items from your **Deleted Items** folder, you now have the ability to recover data deleted within the past few days. This is a new feature in Outlook, and was not available in Eudora. In order to use this feature, select **Tools | Recover Deleted Items** from the **Menu Bar**. Doing so will display the following window:



Select the message(s) you wish to recover, and then click the  (Recover Deleted) button in the **Tool Bar**. Your message(s) will then be moved back to the **Deleted Items** folder. From there, you have the ability to move the messages back to your **Inbox** and/or other folders.

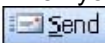
## Creating and Sending a New Message

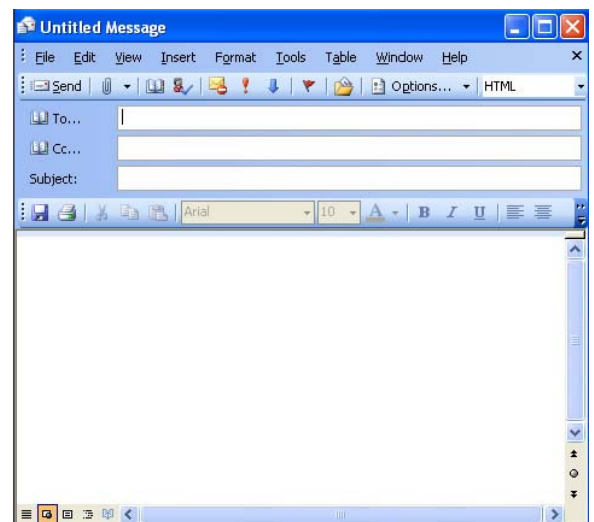
There are a number of ways to create new messages in Outlook. From the Mail window, please select one of the following below:

- Click the  button on the **Tool Bar**, or
- Select **File | New | Mail Message** from the **Menu Bar**
- Press **CTL + N**

Doing any of the above listed options will display a new window.


Enter the recipient's address in the **To:** and **Cc:** field, the subject of the message in the **Subject:** field, and any information you wish to include in the body of the message. If you wish to add a blind carbon copy (**BCC:**), then go to the **Options** button and select "Bcc".

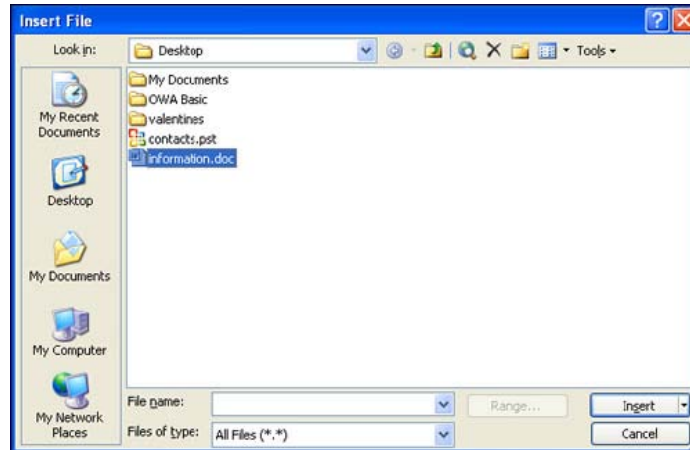
When you are finished composing your message, click on the  button in the **Tool Bar**. Your message will be sent and you will be returned to your **Inbox**.



## Adding an Attachment to a Message

If you have a file that you wish to include with an outgoing message, you can do so by adding an attachment to your message.

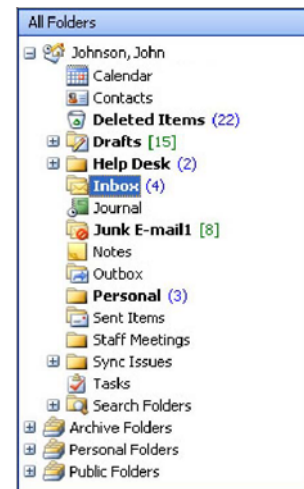
From your **New Message** window, click on the  button in the **Tool Bar**. This will display a new window (shown below) where you will be able to navigate to and choose the file you wish to attach. Once you have located and selected the file, click the **Insert** button at the bottom of the window.




Doing this will add a new field to the top of your message, titled **Attachments**. You will then see your file listed in this section. If you wish to add more files to the message, repeat the process explained above.

## Organizing Your Mail

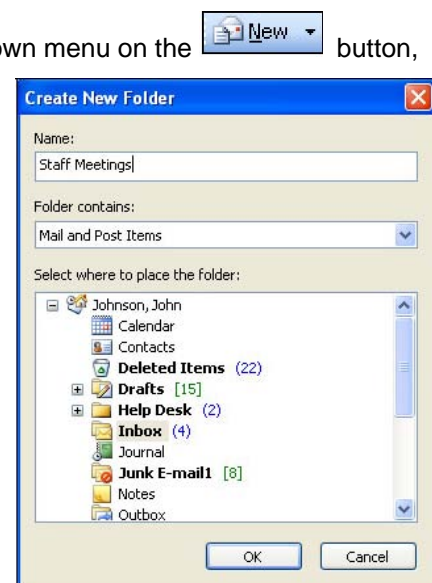
As messages begin to pile up in your **Inbox**, it gets difficult to locate particular items. For this reason, it is helpful to organize your mail. In order to create new folders to organize your mail, or view the current folders you have, make sure you are in the **Folders** view. Clicking on the **Inbox** button in the **Navigation Pane** should display any folders you currently have created, as shown here:



## Creating a New Folder

If you would like to create a new folder from this view, click the drop-down menu on the  button, and select **Folder**. This will open a new window, shown here:

Type the name you would like to give the new folder in the **Name:** field, and select where you would like to put the folder by highlighting the folder. Click **OK** to create the folder. This will add your new folder, and return you to your previous window.




## Moving Messages to Folders

Once you have folders created, you can start moving messages from one folder to another. There are a number of ways to do this in Outlook E-mail and Calendar System:


- **Highlight** and **drag** the message(s) to the appropriate folder, or
- **Right-click** on the message(s) and select **Move to Folder**, then select the appropriate folder from the window, or



- Select the message(s) and click on the  (Move to folder) button from the **Tool Bar**, then select the appropriate folder from the window.

## Searching for Messages

To search for particular messages in Outlook, do one of the following:

- Click the  button, or
- Select **Tools | Find | Find** from the **Menu Bar**

Doing so will display the following bar to be displayed under the **Tool Bar**:



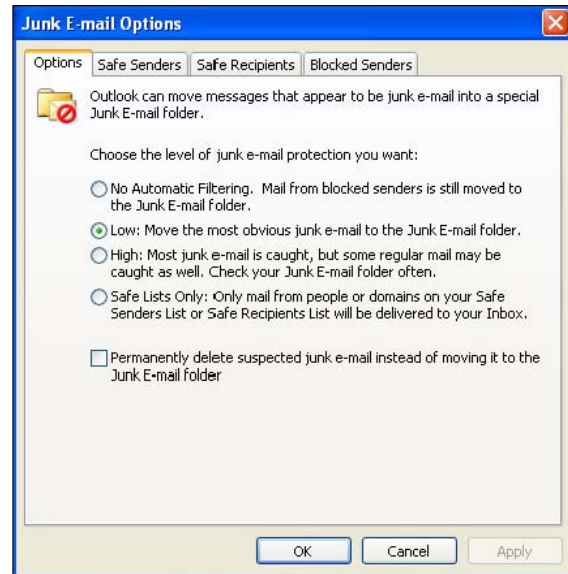
Enter your search criteria ("Look for:" and "Search In") and click the **Find Now** button to search for items.

## Junk E-Mail

Outlook E-mail and Calendar System (as well as Outlook Web Access) comes equipped with a tool to evaluate whether or not a message you receive should be treated as **Junk E-Mail**, based on a number of factors (time message was sent, contact of message, structure of message, etc.).

This filter does not have the ability to single out any single sender, or a certain “type” of message. Additionally, the filter is set to a low setting by default, but you have the ability to modify these settings. Any messages caught by this filter are automatically moved to a **Junk E-Mail** folder. This folder is automatically set up when you create your mail account.

To edit your **Junk E-Mail** settings, click on **Tools | Options** in the **Menu Bar**. From this window, select **Junk E-Mail** under the **Preferences** tab, this will open the following window:



From here, you have the ability to modify your **Junk E-Mail** filters. You can turn your **Junk E-mail** filter on and off, change the filter level, and add or modify people in your Safe Senders, Safe Recipients and Blocked Senders list.

## Rules

You have the ability to manage your mail by using **Rules** to automatically filter your incoming messages. After you create the **Rules**, they will be effective in both OWA and Outlook E-mail and Calendar System client.

To display **Rules** in Outlook, select **Tools | Rules and Alerts** from the **Menu Bar**. This will open a window, which displays any rules or alerts you currently have created. To create a new **Rule**, click the **New Rule** button, which will launch the window below. In this example, we will create a **Rule** to send SPAM mail to the **Junk E-Mail** folder, by filtering messages with particular information in the Subject: line.

Select the method by which you plan to filter (in this case, by Subject) under Step 1, and specify the words and folder information in Step 2 (in this case, “spam?” and “Junk E-mail”) by clicking on the blue links.

Clicking **Next** will prompt a series of windows in which you can further specify the conditions, actions and add any exceptions you would like to add. After doing so, you will be prompted to name the rule, and click the **Finish** button.

Your new **Rule** will then be displayed in the original **Rules and Alerts** window. Click **Apply** to save these settings, and click **OK** to return to Outlook.

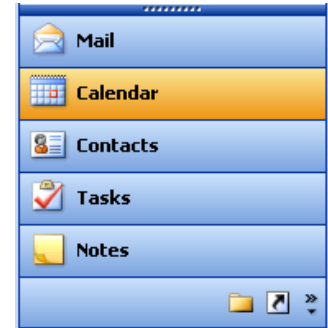


# Calendar

The Microsoft Outlook **Calendar** is the calendar and scheduling component of Outlook, and is fully integrated with e-mail, contacts, and other features. You can view a day, week, or month at once.

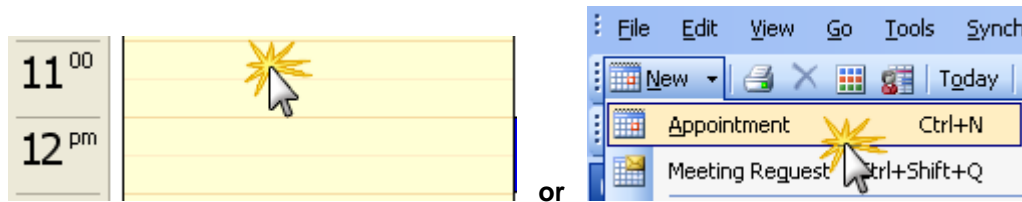
## Create appointments and events

Just as you would write in a paper-based organizer, you can click on any time slot in the Outlook **Calendar** and begin typing. New gradient colors makes it easy to quickly see the current day and time. The current time is highlighted with color only in the **Day** and **Work Week** views. You can opt to have a sound or message remind you of appointments, meetings, and events, and you can color items for at-a-glance identification.

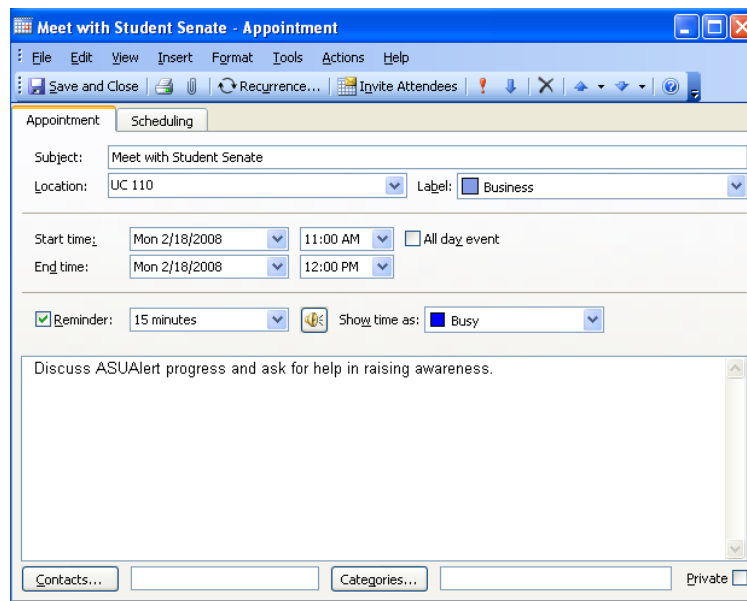


Access the calendar by clicking the Calendar button on the navigation pane, or (CTRL+2):

To create an appointment, double-click on the time slot in which the appointment occurs, or select the New button and choose Appointment from the drop-down:

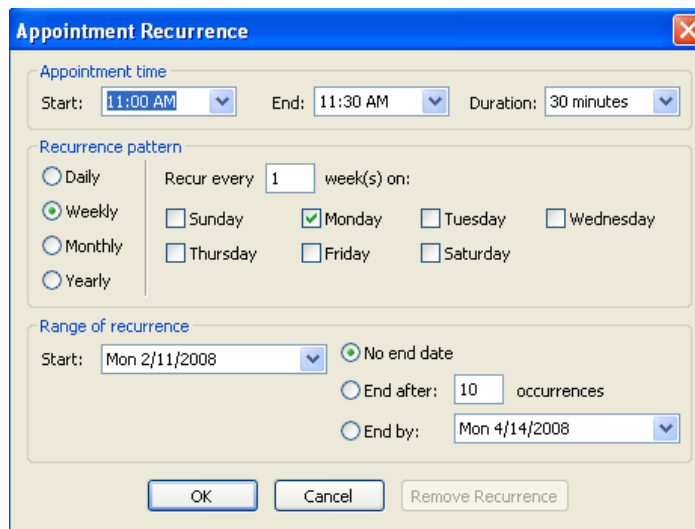


The appointment window will appear. Enter the subject, location, label color, start and end time, reminder, and description as needed.



If it is a recurring event, then click the Recurrence button to specify how often the appointment recurs.





Once the appointment information is completed, click “Save and Close” to enter it onto your calendar.

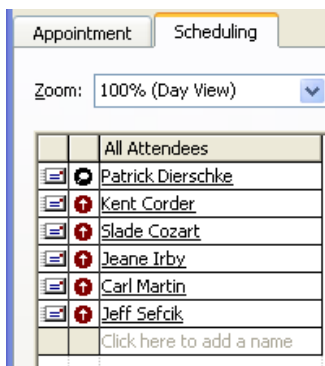
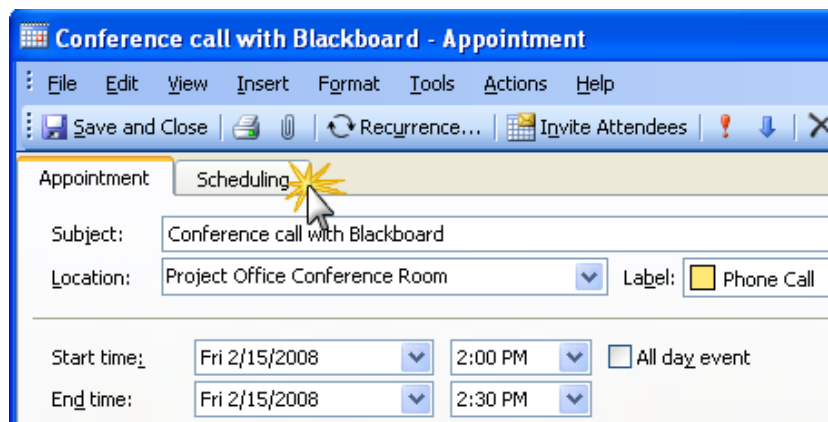
You can also create a meeting from an e-mail by clicking and dragging the e-mail onto the Calendar button.

## Organize meetings

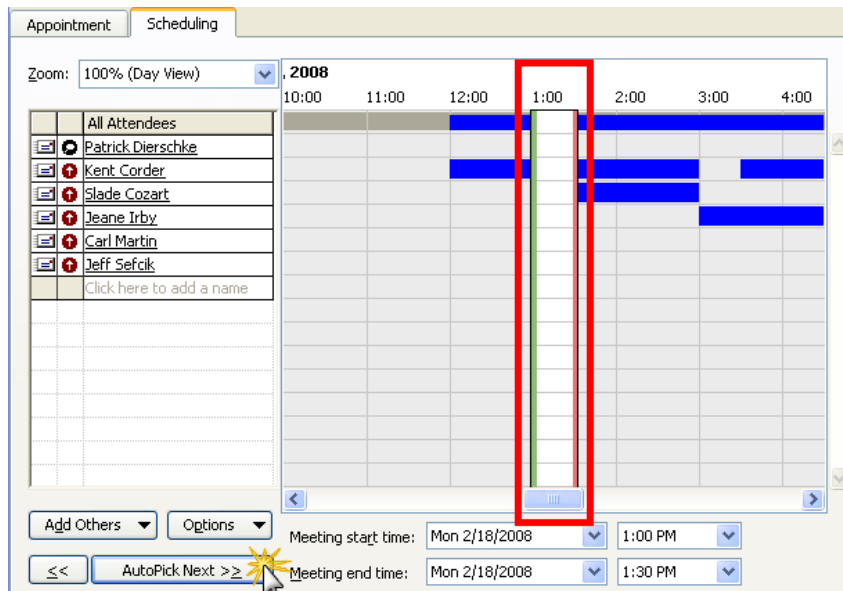
Simply select a time on your **Calendar**, create an appointment, and select people to invite. Outlook will help you find the earliest time at which all the people are free. When the meeting notice is sent to invitees by e-mail, each will receive a meeting request in **Inbox**. When they open it, Outlook notifies them if the meeting conflicts with an existing item in their **Calendar**, and they can accept, tentatively accept, or decline your meeting by clicking a single button. If allowed by you, as meeting organizer, invitees can counter-propose an alternate meeting time. As organizer, you can track who has accepted, declined, or counter-proposed times, simply by opening the meeting.

Once in the appointment window, select the Scheduling tab

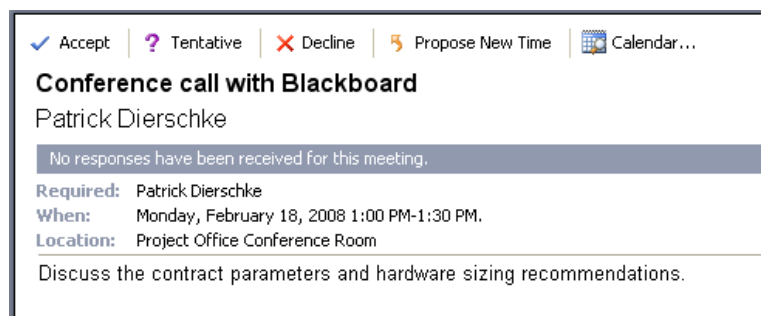
Type in the people you wish to have at the meeting.



Outlook will help you find the earliest time at which all the people are free. You can use the “AutoPick Next” button to find another open time slot.



Clicking the “Send” button will e-mail each attendee with the meeting information, from which they can accept, decline, propose a new time. Once you have accepted the meeting, it will be added to your calendar.



## View group schedules

You can create calendars that show the schedules of a group of people or resources simultaneously. For example, you can view the schedules of all people in your department, or all resources, such as conference rooms, in your building, to more quickly schedule meetings.

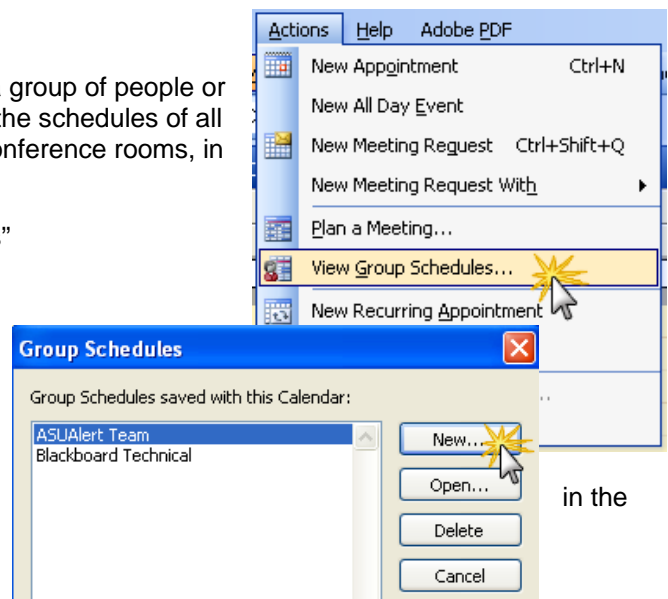
From the Actions menu, select “View Group Schedules”

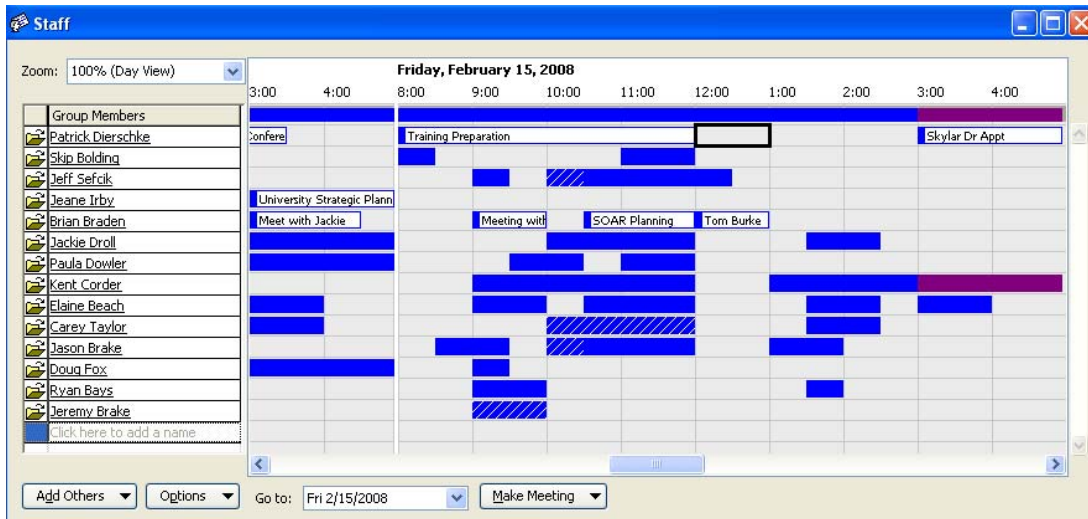
Click the “New” button to create a group schedule.

Type in a name for the group.

NOTE: This group will be accessed from this particular calendar.

Type in the names of the people you want to include group.





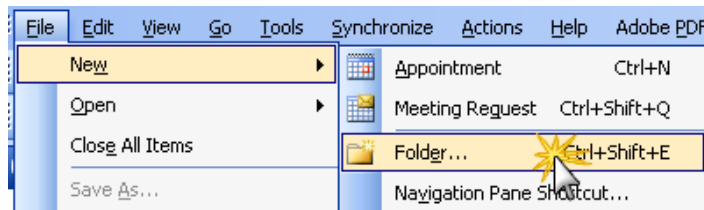
Click the “Save and Close” button to save this group schedule.

Now you will be able to access this group’s schedule at any time.

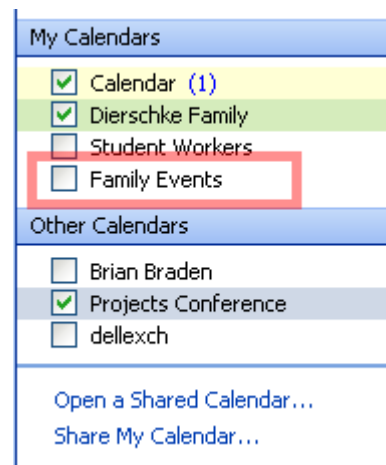
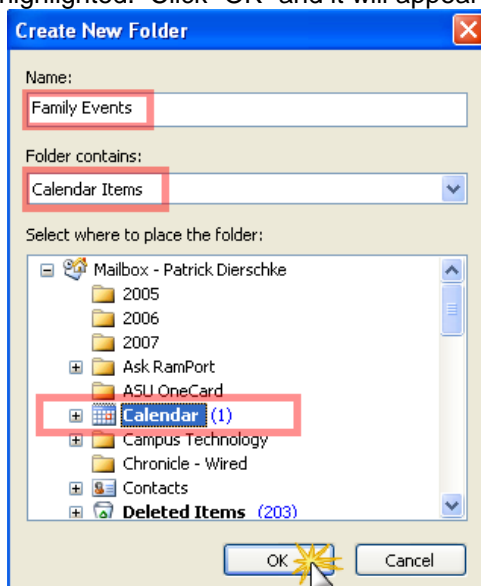
**NOTE:** Group schedules cannot be viewed in Outlook Web Access (OWA)

## Create a personal calendar

From the File menu, select “New”, then “Folder”.



Type in a name for the calendar, confirm that “Folder contains: Calendar Items” is selected, and the Calendar folder is highlighted. Click “OK” and it will appear in the calendar list in the Navigation Pane.

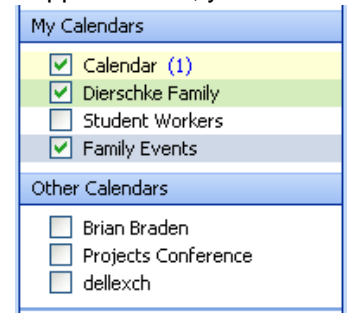


## View calendars side-by-side

You can view multiple calendars that you have created as well as those shared by other Outlook users side-by-side. For example, if you have created a separate calendar for your personal appointments, you can view both your work and personal calendars side-by-side.

In the Calendars list in the Navigation Pane, click in the box beside each calendar you wish to view.

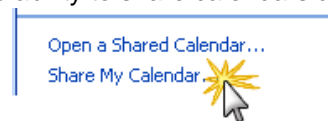
You can also copy or move appointments between the displayed calendars. Use the Navigation Pane to quickly share your own calendar and open other shared calendars. Depending on the permissions granted by the calendar owner, you can create or modify appointments on shared calendars.



## Sharing your calendar with others

One of the greatest benefits of the Outlook calendar system is the ability to share calendars and give specific permissions to the user.

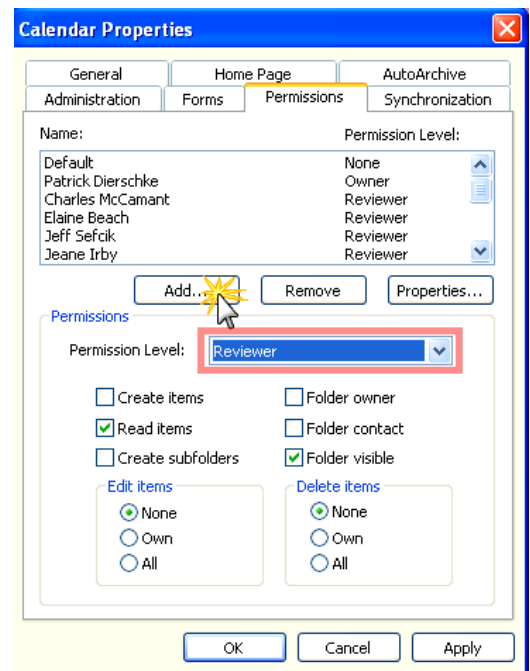
In the Navigation Pane, click the “Share My Calendar...” link



On the “Permissions” tab, click the “Add” button to add a user to view your calendar.

In the Permissions area, select which Permission Level to grant each user. Depending on the Level selected, the user will be given specific rights to your calendar. The most common one would be “Reviewer”, where the person can view your appointments. If you only want them to see your calendar with busy slots, then give them “Contributor” permission.

**NOTE:** Shared calendars cannot be viewed in Outlook Web Access (OWA)




## Manage another user's calendar

With the delegate access feature, one person can use Outlook to easily manage another person's Calendar. For example, an administrative assistant can manage the Calendar of a manager. When the manager designates the assistant as a delegate, the assistant can create, move, or delete appointments and can organize meetings on the manager's behalf.

## Exiting Outlook

When you are finished using Outlook, close the program by doing one of the following:

- Select **File | Exit**, or
- Click the  button in the upper right-hand corner

## Getting Help

### IT Help Desk

Phone: 325-942-2911

E-mail: [helpdesk@angelo.edu](mailto:helpdesk@angelo.edu)

Location: MCS 101

<http://angelo.edu/services/technology/support/assistance.html>