Outlook 2003

These tips are for how use some of the features of Outlook 2003. You will first have to install Outlook 2003 on your personal computer. After installing Outlook follow the Instructions for configuring Outlook to work with Wilkes email system http://www.wilkes.edu/pages/977.asp.

Your new email system (which you may hear referred to as “Exchange”) has advantages over the old email system.

When you access your email for the first time on your computer, you will notice two mailboxes in your Folder List. One resides on the main email server and is called “Outlook Today-[Mailbox your name]” and one that resides on your computer called “local mail” or “Archive”.

Because your most recent email will be stored automatically on the Exchange main email server you can work with your email from any Internet-connected computer via a Web browser. Additionally, any email you send from the Web application will show up in the “Sent” items folder of your Outlook mail application.
Mail Folders

You can create new mail folders on the mail server and in your local filing cabinet on your computer. To do so:

- Right-click on your on “Local” or “Archive” file cabinet icon (Figure 1)
- A popup window will appear (Figure 2)
- Select the New Folder… option from the menu
- The Create New Folder window will open (Figure 3)
- Type the name of your new folder in the “Name:” text box and click OK
- Your new folder will appear (in alphabetical order) under the “Local” or “Archive” file cabinet icon
Contacts

A great feature of the new Outlook-Exchange system is one-click or drag-and-drop methods for adding contacts to your email contacts list.

To add a sender to your contact list:
- Right click on his or her name (in this case Weeks, Tom)
- Then on the dropdown menu, select the “Add to Contacts” option.

This feature works directly from your email inbox. A Contacts box will pop open, and will automatically populate the fields with as much information as is available about the contact. You may then add any information.

Distribution Lists

With the new system, you will be able to access and build robust contact and distribution lists with relative ease. To create a distribution list:

- In the Contacts section of Outlook, click on the down arrow (▼) next to New on the menu and drop down to the Distribution List option
- A distribution list page will appear allowing you to name the list
- You may select list members from the Global Address List or from your Contacts List (by clicking on the “Select Members” button)
- Or add members directly by typing their contact information (by clicking on the “Add New” button)
Calendaring

There are a number of calendaring options provided in the Outlook-Exchange system. You can use the calendar to schedule and confirm appointments with other Exchange users. In addition to using it as a standard calendar (to keep track of appointments and meetings), you may share your calendar with other users.

Some Calendar Advantages

The real value of using the calendar feature is the ease with which you may schedule—and reschedule—appointments and meetings. Just select the “Calendar” feature in the menu, then the date on which you want to schedule an event.

- Click on the selected date
- Clicking “New” will open an Event box

- To streamline meeting planning you can view the schedules of those you intend to invite by clicking on the “Scheduling” tab in the event planner
• The “Scheduling” tab will let you see if people are, in fact, free to attend the meeting (as long as they use the calendar system).
• Click the “Add Others” button and select the “Add from Address Book…” selection.
• The “Select Attendees and Resources” box will open.

The Global Address List should appear as your default address book.
Select the staff you want to invite by highlighting them in the list and clicking “Required” or “Optional” for each.
You may type the first few letters of their names in the “Type Name or Select from List:” box to quickly find them on the list.

You may now search for a date and time when everyone is available. Note that you cannot see each person’s actual activities (unless they give you permission). You will just see their availability.
Click on the “Appointment” tab.
Now enter a “Subject” (a message or agenda) for the meeting.

If you’re scheduling a recurring meeting click on the “Recurrence…” button on the menu bar.

When you are done click Send.