Outlook 2003

Your new email address matches your User ID. Any email sent to your old email address will be forwarded to your new one for as long as you are a member of the Wilkes community. 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 office computer, you will notice at least 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”. Email that is less than three weeks old will appear in the server mailbox which includes your inbox, sent mail, and deleted items). Email that is more than three weeks old will appear in your computer’s mailbox which also includes your “Inbox” and “Sent” items mail folder. Deleted items are not transferred, but are permanently removed.

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. The new system will also be able to provide regularly updated email lists for departments and other university organizations and groups. This feature will be implemented before July 2006.

To access a managed distribution list:
- Click on the “To…” A Select Names box appears.
- Scroll to find the distribution lists. They are normally bold in appearance and represented with an icon.
- Select the desired list by double clicking on its name.
You may also create and share your own distribution lists. 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).

**PureMessage Spam**

All Wilkes email accounts are filtered through PureMessage. You will receive notifications like the one below via Email when you have quarantined mail to review.

When you click on the link your quarantined digest will open (Enable VPN first if off campus).
You can now choose whether to “Deliver” or “Delete” any of your quarantined messages by clicking on the appropriate button. If you are not sure that a message is Spam, go ahead and deliver it as all of your quarantined messages have been scanned/cleaned of viruses and pose no threat to your computer. When you are done just close your browser window.

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. If you would like to share your calendar, IT Services can assist you.

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.
To schedule a room, look for locations in the Global Address List; they all start with “RM”

- Click on OK when you have added everyone you want to invite and your room preference

- 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
Backups

Note that your email on the server is backed up daily on the primary server. When your email is automatically downloaded from the server to your computer’s hard drive (when email is older than two weeks), it is still backed up, but the backup is performed on your computer by Outlook, your email client. This backup takes place when you close your Desktop mail application (Outlook). Outlook will ask you if you wish to back up your email?

You will want to select the Yes response.