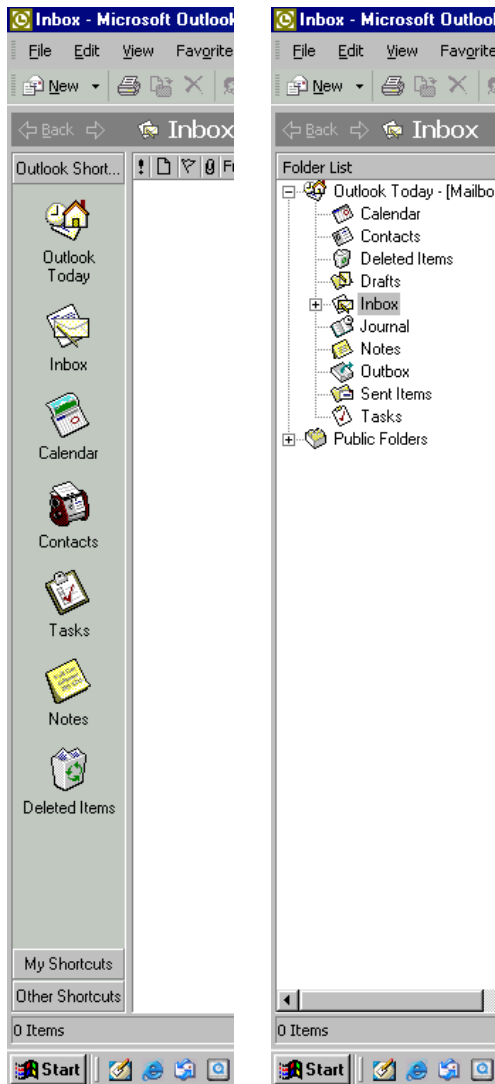
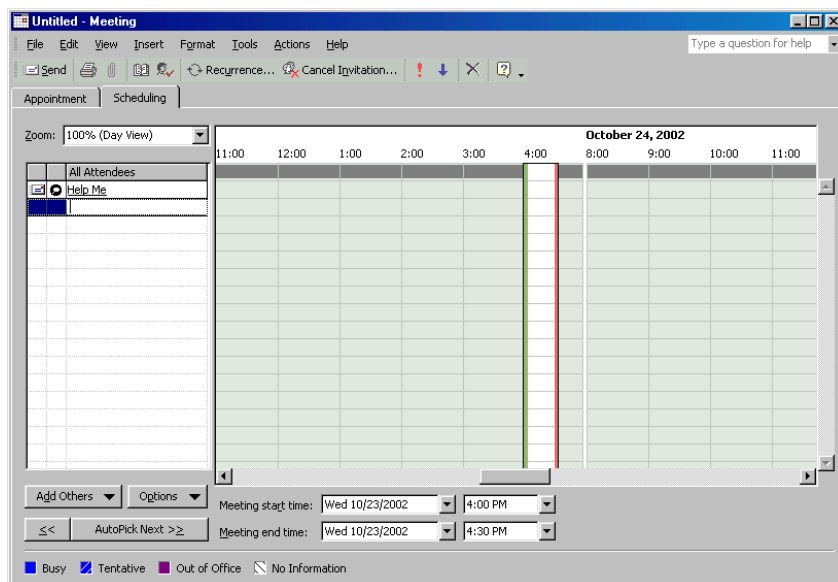
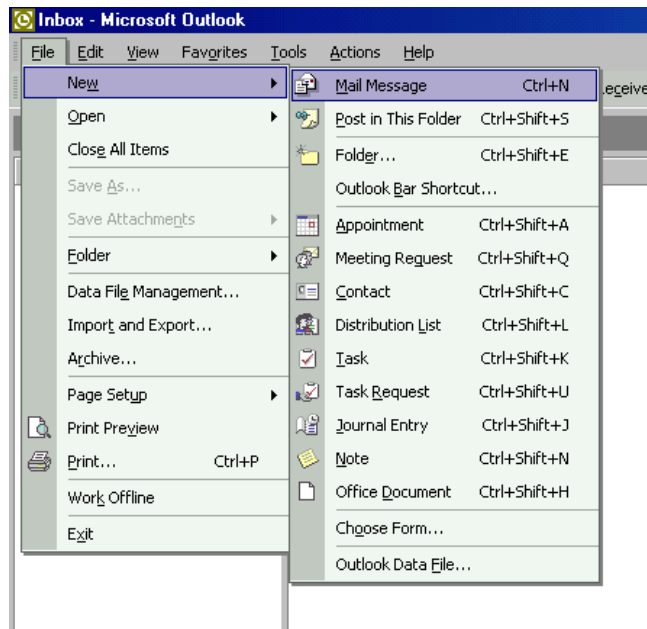


Outlook Hot Tips



Outlook views: You can either view the Shortcut Bar or the Folder list or both. It may, however, be easier to create sub folders and organize mail messages with the folder list view.

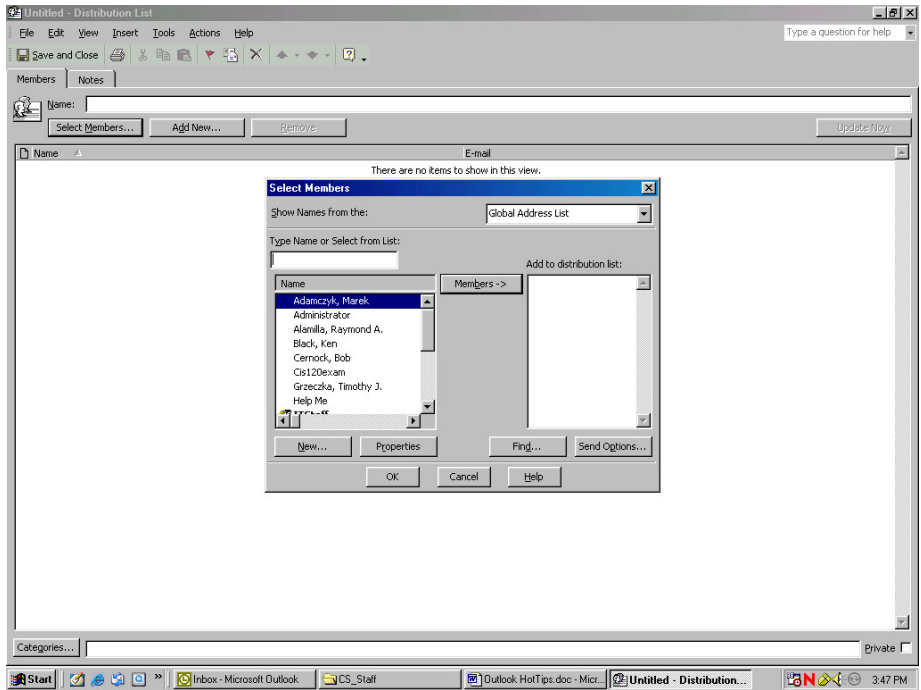
Creating a new Outlook Item: Open Outlook, click on File, New, select the type of item you would like to create. From here you can create anything from a new mail message to a new distribution list.



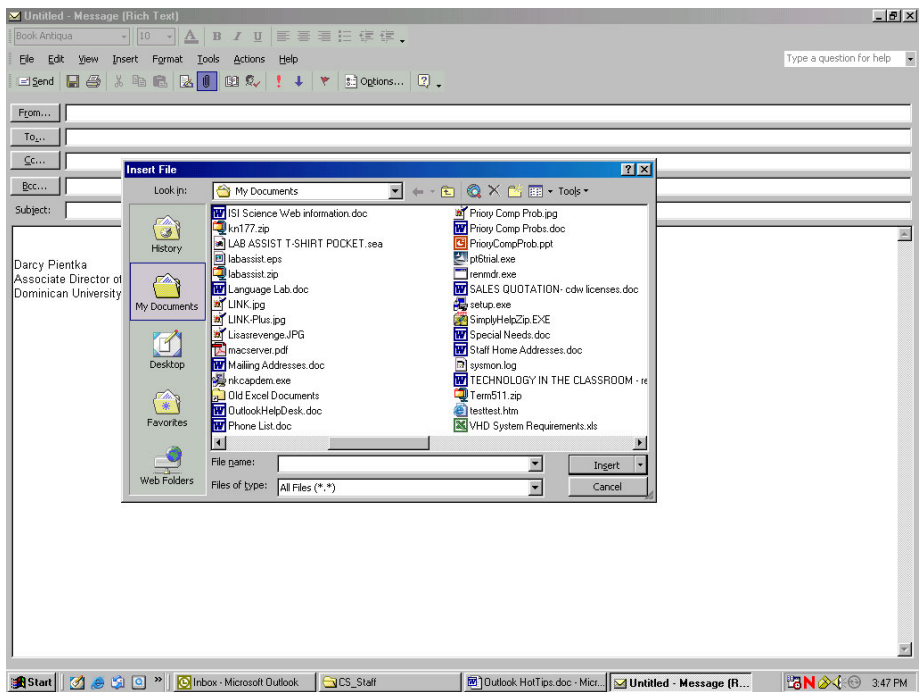
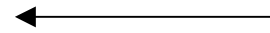
To schedule an appointment for yourself: Open Outlook, click on New, select Appointment, fill in appropriate boxes, and save. You can choose to have a reminder pop up when the appointment draws near by choosing your preferences in the appointment. To make the appointment "recurring" (weekly, daily, annually, etc.), select the Recurrence button, and a box will appear with options.

To schedule an appointment with someone else: Open Outlook, click on New, select Meeting Request. Window will open and have cursor waiting at "to". Select

appropriate people, and then click on Scheduling Tab. It will show each person's calendar and what times they have available/blocked out. If you click "Autopick" at the bottom of the screen, the program will recognize the time all invited people have free, and will select that time. Click back on the Appointment tab, finish the form, with appropriate comments, if needed, and send. Each person receive an email inviting them to the meeting, and they may accept or decline. Depending on the action they choose, it will amend their calendar, as busy or free during that time. You will receive an email back, indicating which option they chose.



To add a distribution list: Open Outlook, click on New, select Distribution List, Type a Name for the Distribution list; Click either "Select Members", which will select them from your contact list; or click, "Add New", and you can type non-contact-list addresses.



Attachments: Complete email, with receiver filled in, topic, and mail message. Click on the paperclip at the top of the message. Browse to find file, select it, and click insert. Send email as normal.



Web: The address for the web version is <http://mail.dom.edu/exchange> - you must enter your username and password and the domain is "dom" (no quotes.) For Windows XP users, your username will be "dom\username" (no quotes).