

Microsoft Outlook v1.2

Microsoft Exchange/Outlook is the server/client based email package used by the Bow School District to handle internal and global email and scheduling. The server portion of the program resides in the Domain BowNET and physically resides in the Media Management Office at Bow High School. All incoming and outgoing e-mail for BowNET users resides on that server until accessed by a client.

Outlook email clients can be any of the following:

Outlook Client: (Windows or Macintosh) This is the preferred choice if you have exclusive access to a single-user computer (Windows 9x or Macintosh OS9) or shared access to a multi-user computer (Macintosh OSX, Windows 2000, or Windows XP). If you don't have the version of Outlook listed below already installed on your classroom computer, you should contact your building's Technology Assistant ASAP.

Current (recommended) Versions:

Windows Users: Outlook 2003

Mac OSX Users: Entourage 2004

IMAP Client: (multi-platform) IMAP is an Internet standard for email clients. Thus IMAP clients are available for every computer type that I can think of, and are available for a wide variety of hardware capabilities.

Important! While an IMAP client will send and receive our server's email and run well on any computer, it doesn't support all of the capabilities we see in the Outlook client. Possible IMAP clients include: OSX Mail, Eudora, Netscape Mail, Outlook Express, etc..

HTML Client: (multi-platform) If you have access to the Internet and any "frames-capable" browser (i.e. Netscape 3.0 and higher, Internet Explorer 3.0 and higher) you can access your Outlook mailbox via the World Wide Web. One of the advantages to this method is that there is no need to setup software on the computer you're using.

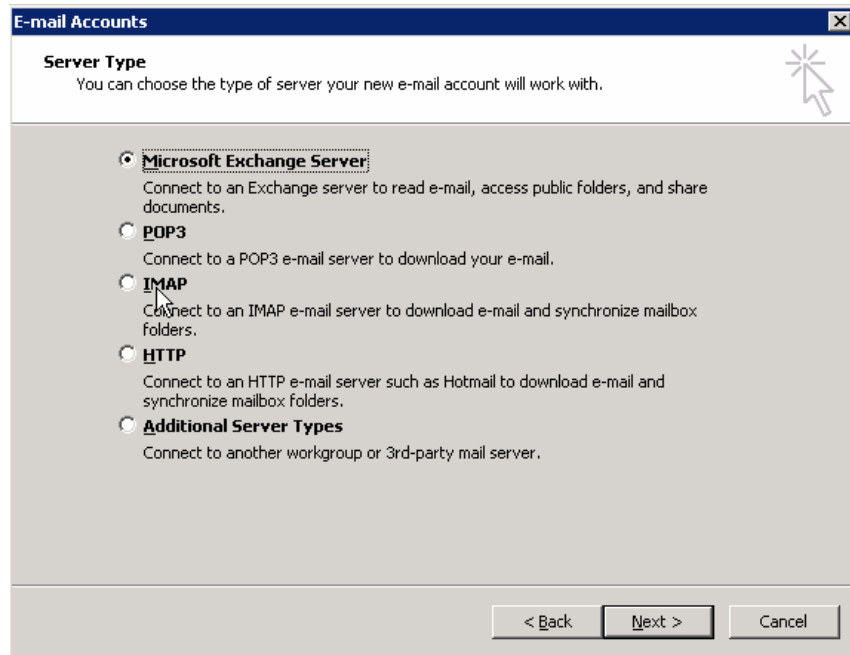
Important! While the HTML client will supports 90% of Outlook's capabilities, it doesn't support all of the capabilities we see in the Outlook client.

Outlook Client:

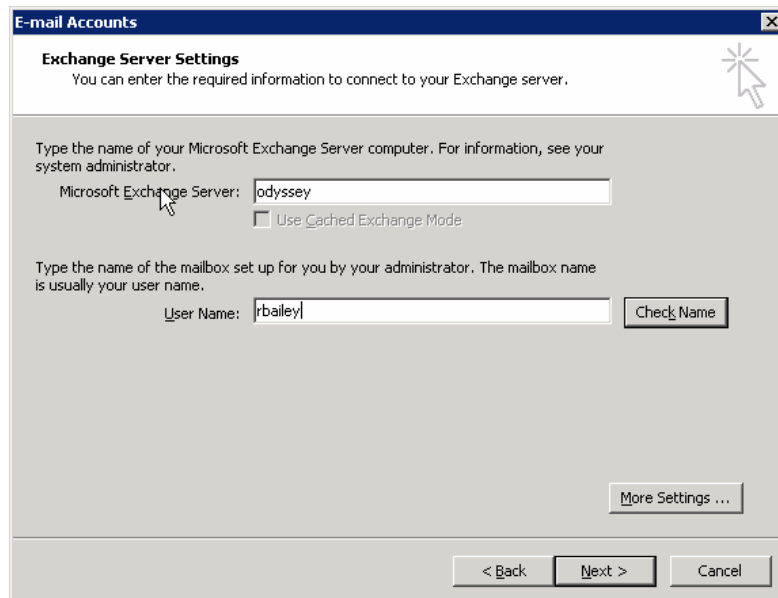
Profiles:

Before you can use the Outlook client, you must setup a profile to send/receive your email. This is done by "right" clicking on the "Inbox" icon and selecting properties. From the properties tab, you select "show profiles" and then select "add profile".

For most users, the only service you'll require is '**Microsoft Exchange Server**'. You should not select "Internet Mail" as it can do bad things to your school email account.



On the next screen, fill in the "Mailbox" field with your username (i.e. jblow) and fill in the "Microsoft Exchange Server" field with "Odyssey" or use it's full Internet address "**mail.bownet.org**" if you're accessing your email from outside the building. With Outlook 2003, you have the option of using "Cached Mode" and you should do so especially if you're using a laptop. This option will be grayed out if you are using thin-client and not available for versions of Outlook prior to 2003.



Sending Email

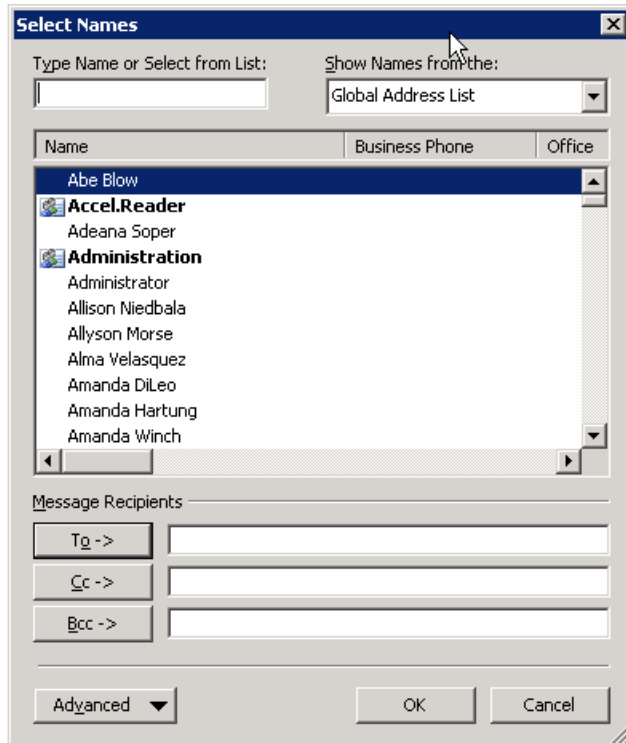


To send email, click on the "New Message" icon. Destinations for your email should be indicated in the "To:" and "Cc:" fields. Email sent to BowNET users should be addressed to their username i.e. "Joe Blow". Email sent to users

outside of BowNET should be addressed using their Internet address i.e. jblow@aol.com. If addressing email to multiple recipients within a field, you should separate the names via semicolon ";" i.e. "Joe Blow; Nancy Blow". If you are unsure of a recipient's name or spelling there of, you can access BowNET's global address book by clicking on the "To:" or "Cc:" buttons.

Groups are indicated by the "two-faced" icon. **To see the members of any particular group, double click on the group's name.**

It is proper "Netiquette" to include a subject in the "subject" field. Filling out the "body" of the email is very similar to word-processing in Word and shares many of the same tools. Windows users by default, actually use word to create their email (WordMail). When finished creating, you can spell check by selecting it from the "Tools" menu. You send the email by clicking on the "Send Mail" icon.

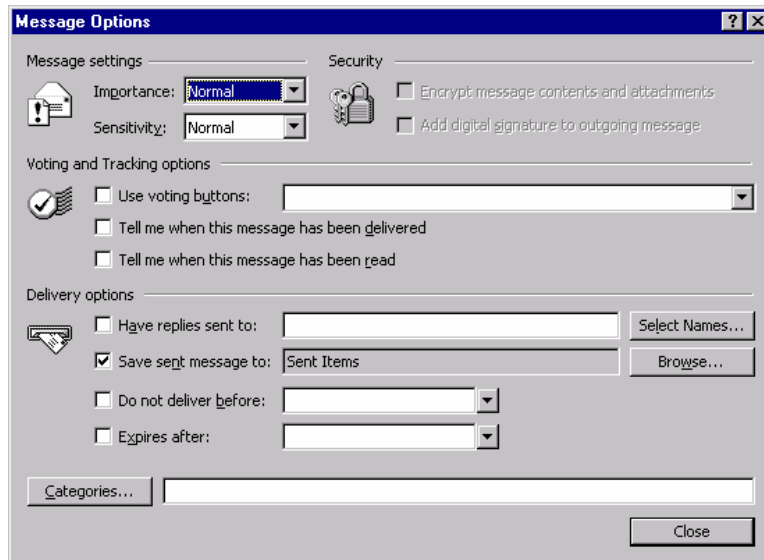


E-mail Properties:



You can use the "Options" button on the toolbar or select "properties" from the file menu to set

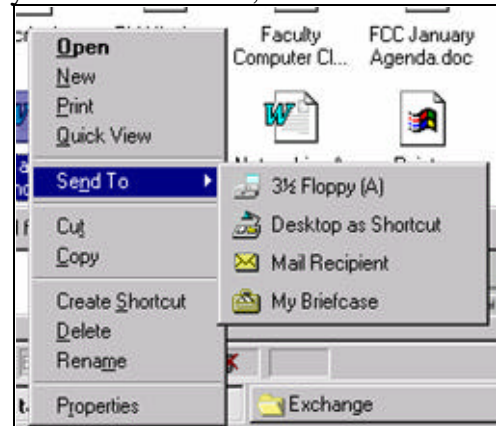
each message's priority and receipt options.



Attachments:

You may also opt to use Outlook to send files (Word Documents, Excel Spreadsheets, etc.) to email recipients. To do this, compose and address your letter as usual, but then

select "file" from the "Insert" menu. You'll get your standard file requester, which you'll use to find the desired file/files. Upon pressing the "Okay" button, you should see your attached file represented in the body of your letter as an icon. Press "send" to send. Alternately, you may email a file to someone, by "right" clicking on the file's icon (if the file is unopened) and selecting "Mail Recipient" from the "Send To" sub-menu. You could also elect to send an "opened" file by going to the application's "file" menu and selecting "Mail Recipient" from the "Send To" sub-menu. (not available in all applications).



Receiving Email:

Email you receive can be read by double clicking on the icon, which represents the message. A "read" message can be deleted, stored, replied to, "reply to all"ed (reply sent to all receivers of the originating email), or forwarded.

If storing and sorting email, you may wish to utilize "sub folders" in Outlook. First of all, make sure that you can see folders by going to the "View" menus and verifying that "Folders" is selected. Folders can be added by selecting "New Folder" from the "File" menu. Drag items from your "Inbox" to the folder or sub-folder of your choosing.

Public Folders:

If you've used newsgroups on the Internet, then you already understand public folders. If not, think of it as public email, or a bulletin board that everyone can post to. To create a new "discussion folder", click on "Public Folders" (folder view) and select "all public folders". Once you've done this, you can go to the "file" menu and select "New Discussion Folder". To post to the folder, select it and choose "New post in this folder" from the "Compose" menu.

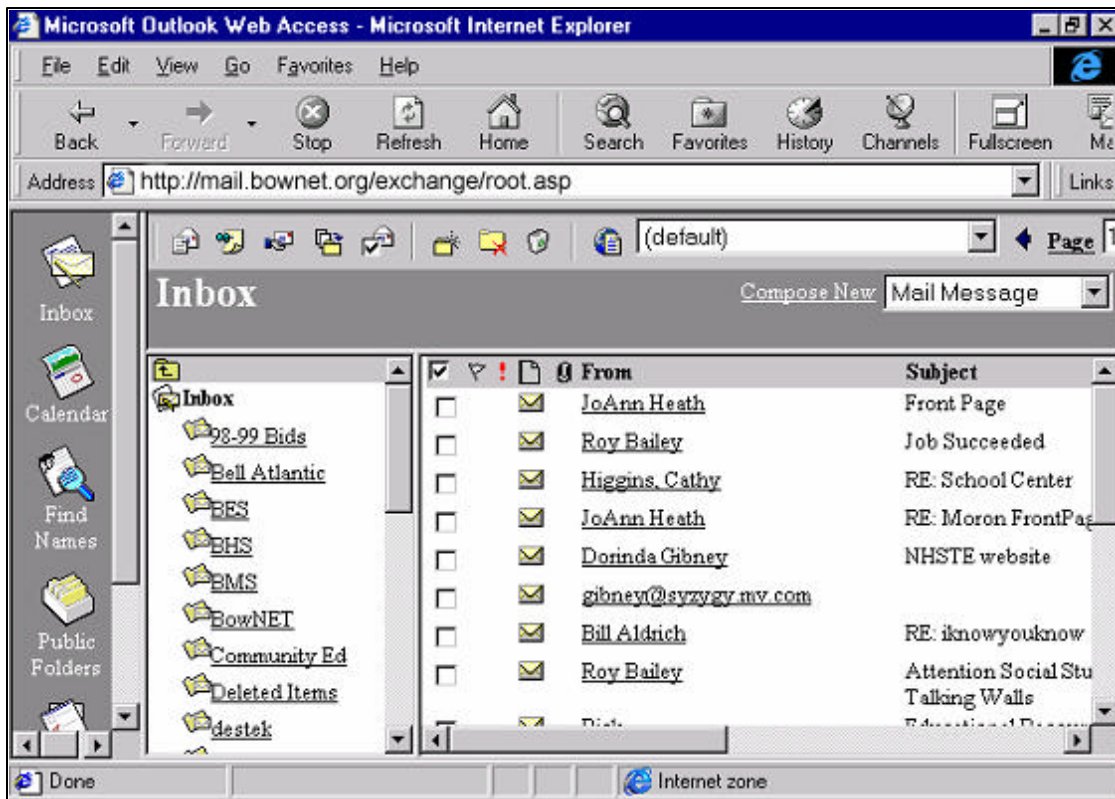
HTML Client:

If you have access to the Internet and any frames capable browser (i.e. Netscape 3.0 and higher, Internet Explorer 3.0 and higher) you can access your Outlook mailbox via the World Wide Web. One of the advantages to this method is that there is no need to setup software on the computer you're using. To do so, start your browser and go to <http://mail.bownet.org/exchange>

- 1) username=jblow
- 2) password=?
- 3) domain=bownet
- 4) Hit Okay and read email

If your browser only provides a 2 line authenticator, username=bownet\jblow (please note the "\" is not a "/" which won't work)

The Outlook Server will then generate a web page, which looks and acts like your Inbox.



Important! When finished accessing Outlook via the World Wide Web, you should click on the "Log Off" link and then exit the browser.

Calendar:

In addition to its email abilities, Outlook also functions as a Personal Information Manager (PIM). As a PIM, it includes a Calendar, a Contact Manager, a Task Scheduler, and more. To switch into Calendar mode, press the Calendar button on the vertical toolbar.



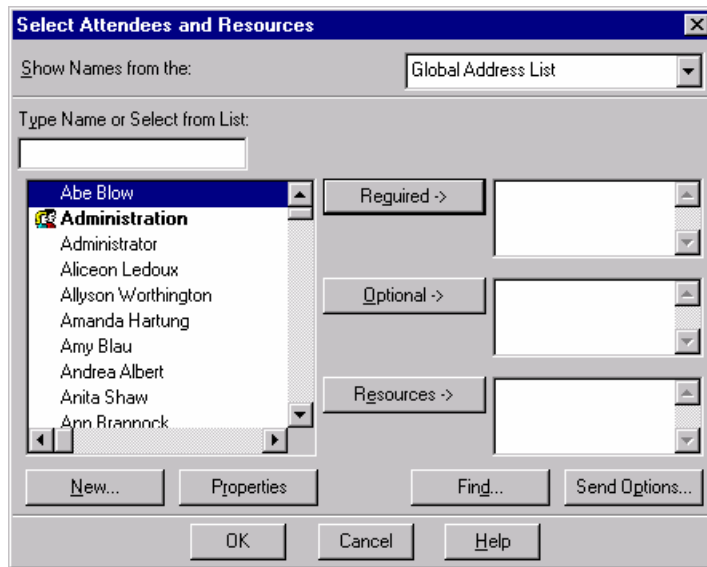
When in the calendar, you can switch between, Day, Work Week, Week, and Month views by clicking on the appropriate tool.



To add a new appointment, click on the “New Appointment” tool or press the “new” hotkey (does anyone remember that from previous lessons?). In the resulting window, you can enter the “Subject” of your meeting, the “Location” of your meeting, the “Start” and “End” times of your meeting, “notes” for the meeting, and set a “Reminder” for the meeting. Press the “Recurrence” button to setup a recurring meeting (i.e. the first Tuesday of every month, every Wednesday and Friday, etc...).

The screenshot shows the "Untitled - Appointment" dialog box in Outlook. The window title is "Untitled - Appointment". The menu bar includes File, Edit, View, Insert, Format, Tools, Actions, and Help. The toolbar contains buttons for Save and Close, Print, Recurrence..., Invite Attendees..., and navigation arrows. The dialog has three tabs: Appointment, Attendee Availability, and Online. A warning message states "This appointment occurs in the past." The fields include: Subject (empty), Location (empty), Start time (Mon 10/26/98, 8:00 AM), End time (Mon 10/26/98, 8:30 AM), All day event (unchecked), Reminder (unchecked, 15 minutes), Show time as (Busy), Categories... (empty), and Private (unchecked).

You can also invite other BowNet users with email accounts to attend your meeting. If you chose to do this, each “invitee” will receive an email, which contains the details of the meeting (as you entered in your appointment) and give them a chance to either accept the meeting or decline it. Should they accept, the details of the meeting will be automatically entered into their calendar and you’ll be notified of their acceptance. Should they decline, you’ll be notified of their absence.



Contacts:



To switch to contacts, click the “Contact” tool on the vertical toolbar. While in “Contact” view, you can add a new contact, by clicking on the “New Contact” tool or press the “new” hotkey. Enter the appropriate information into the appropriate box and you’ve created your contact. Since this information is all stored as a database, all of the contact information is searchable (as is any of the information in Outlook).

To add a group (distribution list), switch to Contacts and from the “File” menu select, “\new\distribution list” Name the group, and press the “select members” button to add addresses to your list. Members of a "distribution list" can include users and lists from either the global list or your own Contacts. Press "okay" when finished. To send email to this list in the future, you'd simply press “To” and switch to “Contacts” instead of the default “Global” list.

