

MS Outlook 2007 training

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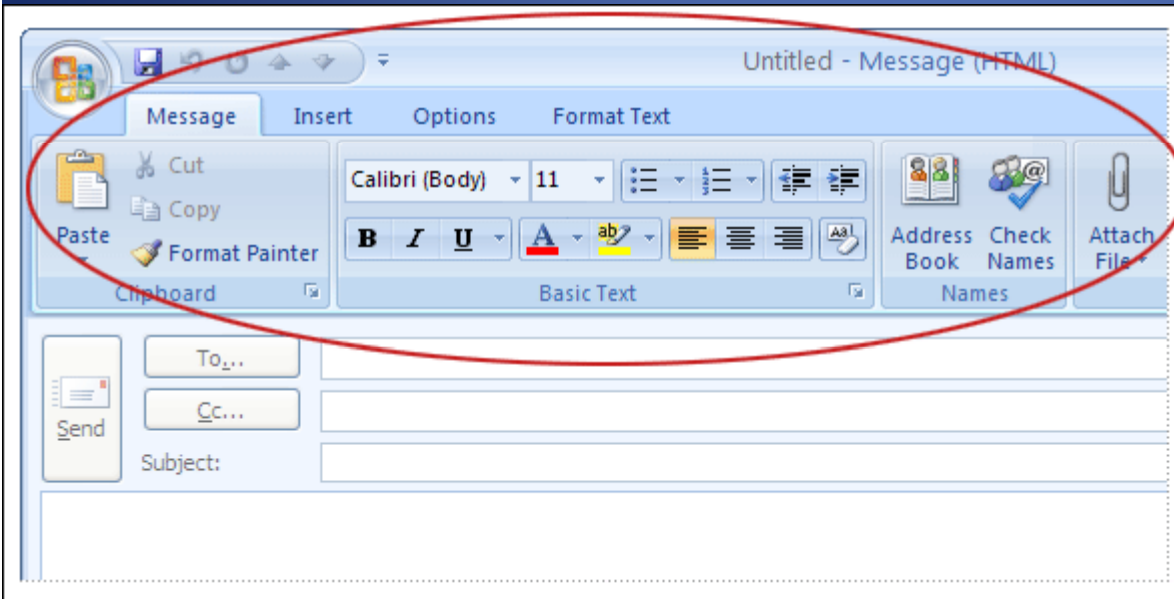
We will be looking at

- What's new in Outlook 2007
- Getting Started with Outlook 2007
- Messages and Text
 - sending a message and formatting text
 - Manipulating messages
 - Organizing Mail
- Contacts
- Calendar
- Tasks and Notes



What's new in Outlook 2007?

The Ribbon



The Ribbon is at the top of the window.

The Ribbon is to help you get things done more easily and with fewer steps.

Instant Search

Enter keyword

Click to toggle Quick-click category
Right-click for all options

From	Subject	Received	Size	Categories
Hu, Po	RE: evaluation for family medicine clerkship	Wed 7/7/2010 2:0...	38 KB	
Hu, Po	RE: name	Tue 7/6/2010 4:32 ...	11 KB	
Hu, Po	RE: evaluation for family medicine clerkship	Tue 7/6/2010 11:5...	35 KB	
Hu, Po	fix the problem of evaluation form in faculty's view	Tue 6/29/2010 5:2...	10 KB	
Hu, Po	RE: Jo Ann Cooper	Mon 6/28/2010 3:...	18 KB	
Hu, Po	RE: Jo Ann Cooper	Mon 6/28/2010 3:...	16 KB	
Hu, Po	RE: Jo Ann Cooper	Mon 6/28/2010 3:...	13 KB	
Hu, Po	Jo Ann Cooper	Mon 6/28/2010 9:...	10 KB	
From: Health Professionals and Allied Employees (4 items)				
Health Professi...	5094: An Important Message From Your Union Officers	Fri 7/23/2010 12:5...	19 KB	
Health Professi...	Follow the Money	Tue 7/13/2010 2:0...	19 KB	
Health Professi...	HPAE: Save NU Family Care	Thu 7/8/2010 3:02...	19 KB	
Health Professi...	Call Gov. Christie: Restore NU Family Care	Fri 7/2/2010 11:35...	19 KB	
From: Eleanor Rooney (1 item)				
Eleanor Rooney	RE: Pediatric Lettery	Tue 7/6/2010 12:15...	28 KB	
From: Boyce, James (8 items)				
Boyce, James	RE: HouseStaff	Wed 7/14/2010 11:...	15 KB	

Provides a new fast way to find your information, no matter which folder it is in.



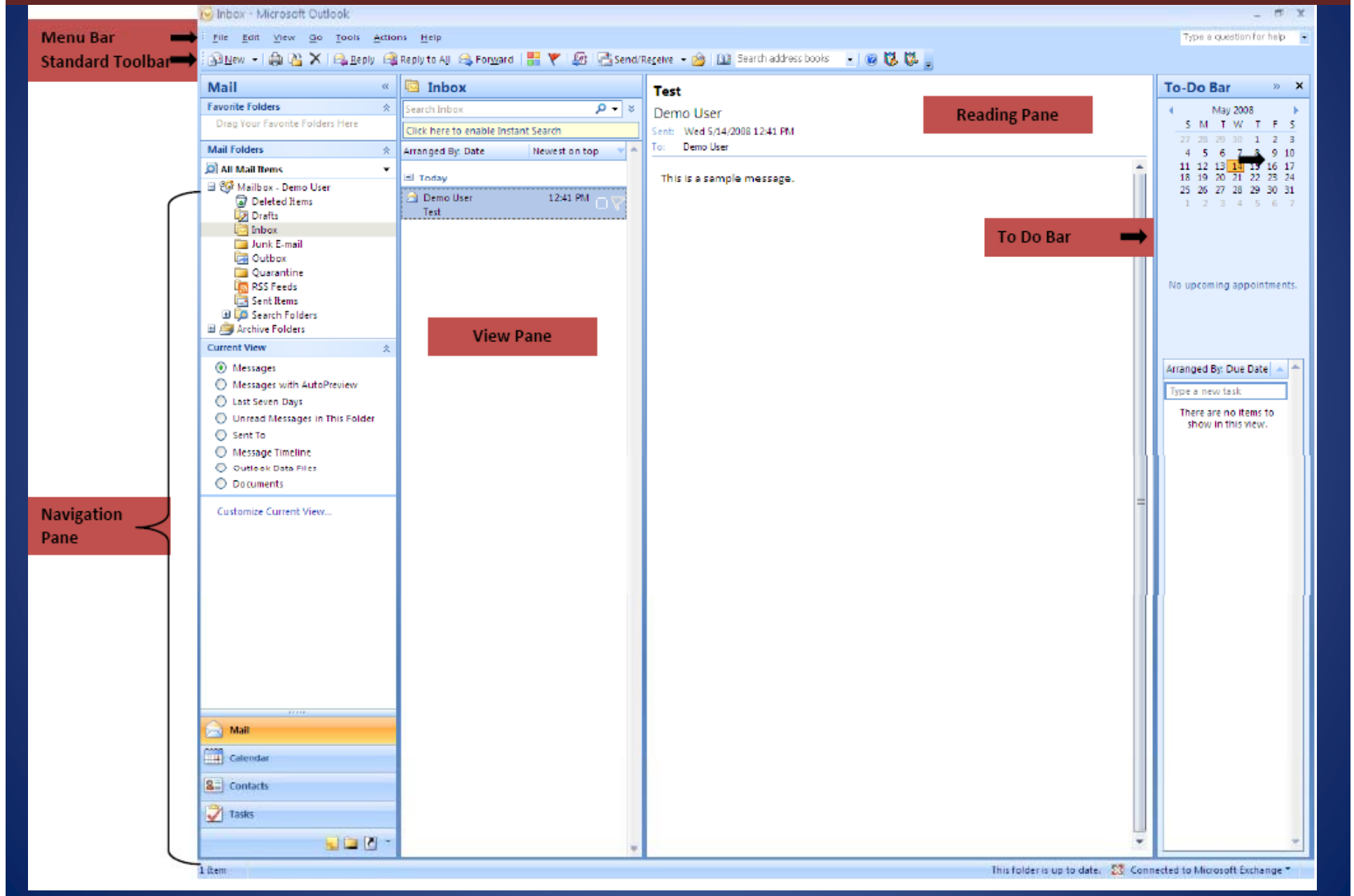
Getting Started with Outlook 2007

Opening Outlook 2007

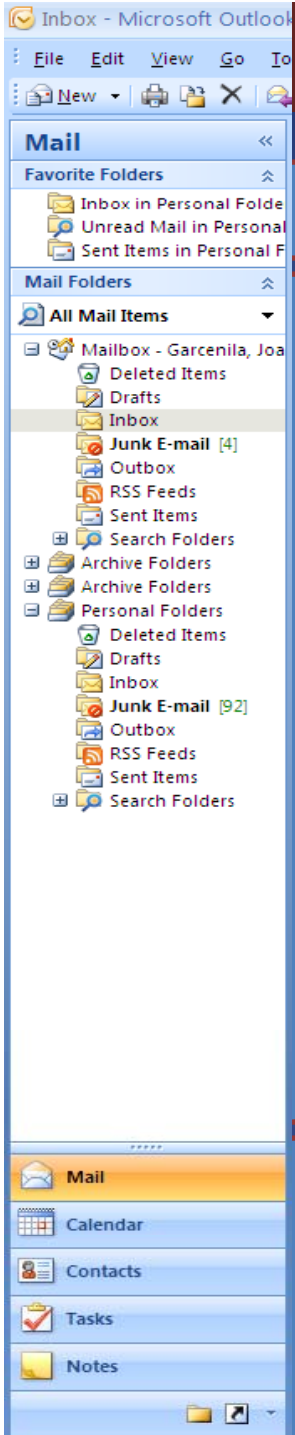


Go to Start, All Programs, Microsoft Office then Click on Microsoft Office Outlook 2007

Outlook 2007 Window



Navigation Pane



Favorite folders

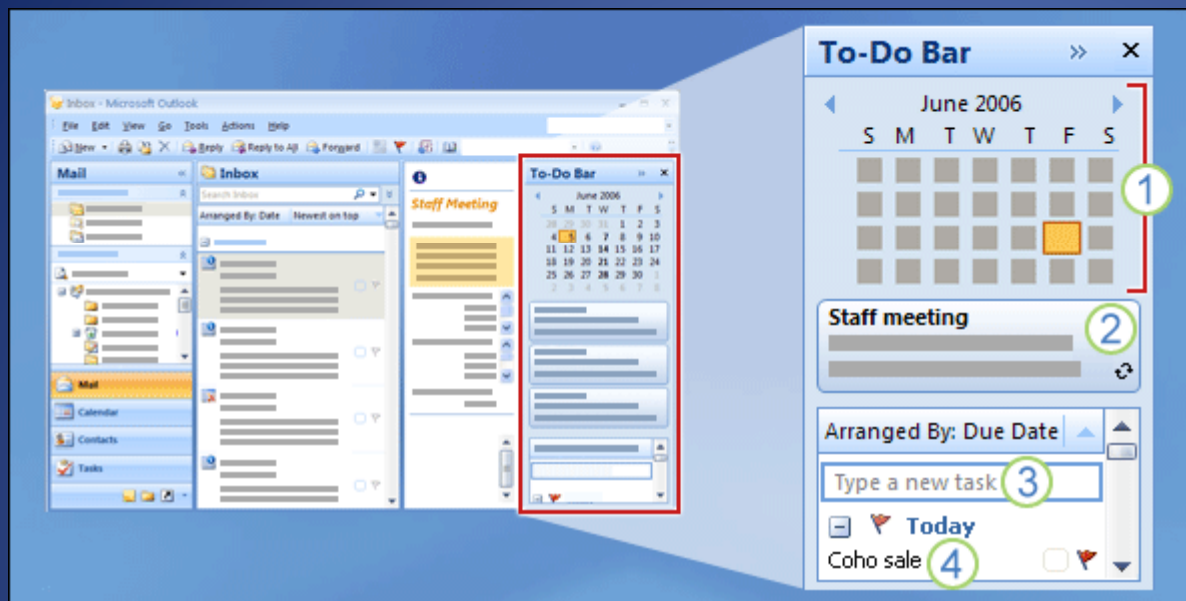
Mail folders

Navigation

Navigation options:

- **Mail** – the main area where you can read, compose, receive and send email.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **Contacts** – contains your contact list where you can store names, e-mail addresses, and other information.
- **Tasks** – the task list where you can create and manage tasks
- **Notes** – the notes page where you can create and manage notes
- **Folder List** – displays all folders in a hierarchical format.
- **Shortcuts** – displays shortcuts.

To-Do Bar



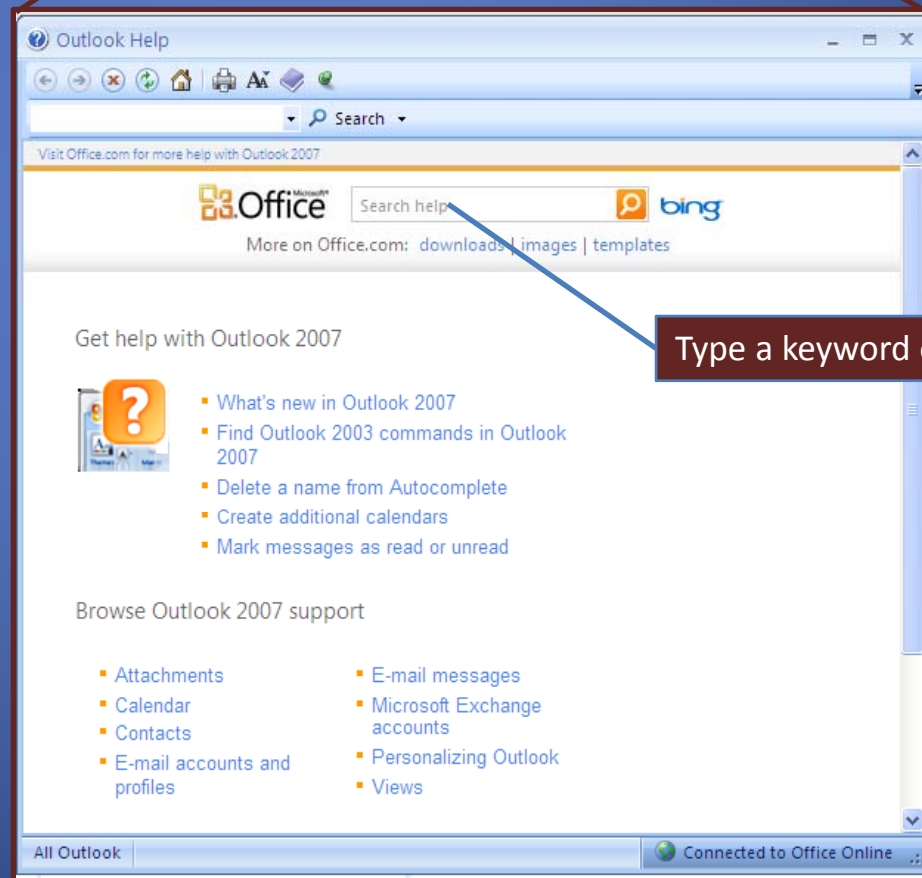
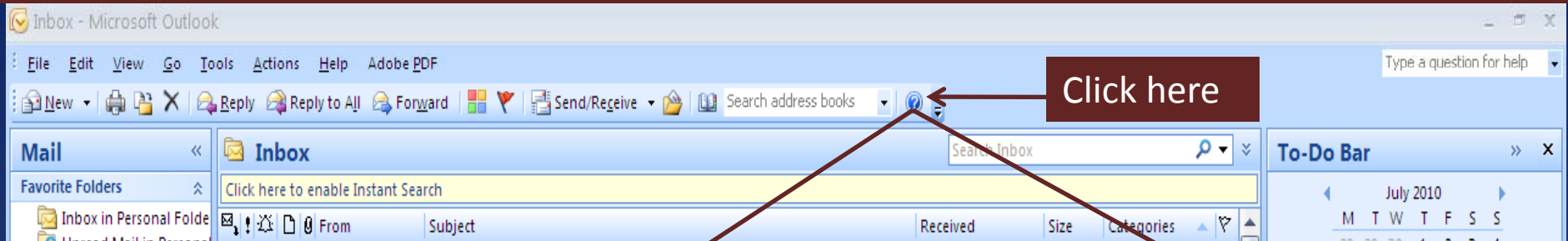
Located at the far right of the window, the **To-Do Bar** is visible wherever you happen to be working in Outlook.

The To-Do Bar is there to help you keep track of upcoming tasks and appointments.

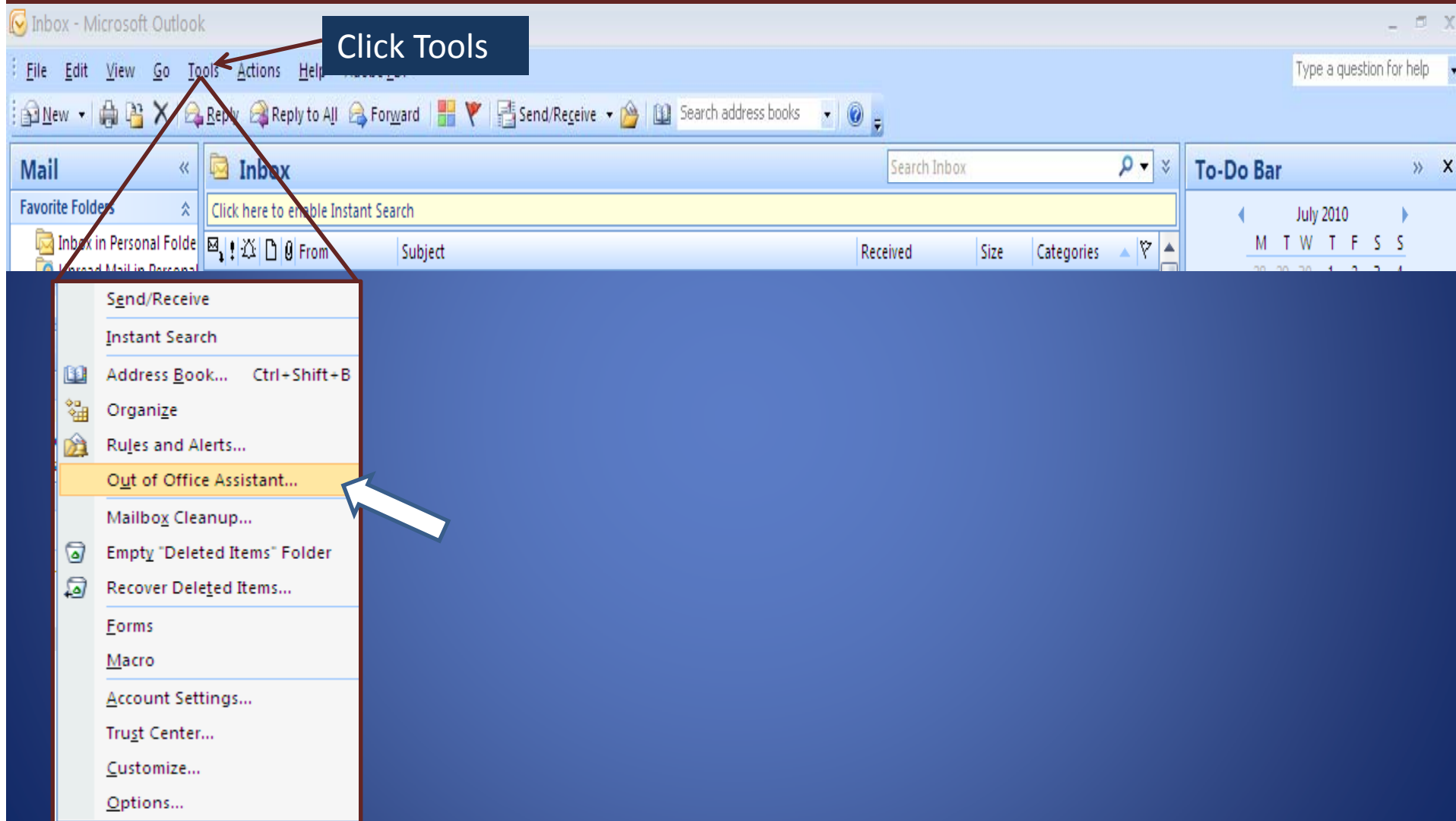
The picture calls out a few of its key elements:

- 1 Date Navigator
- 2 Upcoming calendar appointments
- 3 A place to enter new tasks by typing
- 4 Your task list

Outlook Help



Out of office message



This feature sends an automatic response message while you're out of the office.

Out of office message – Out of office assistant window

1

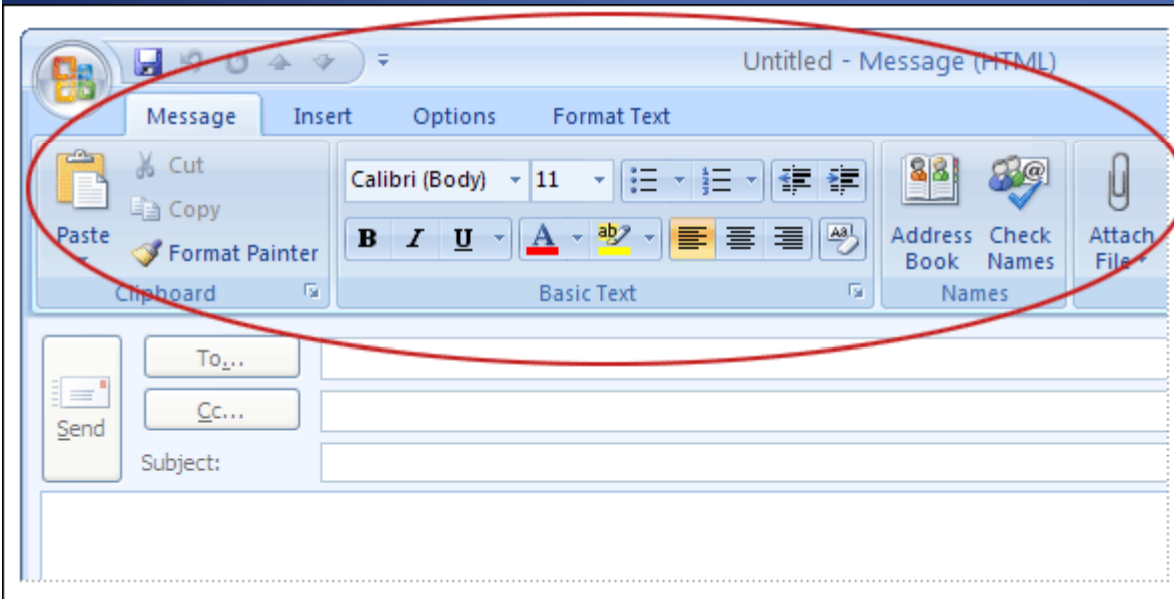
2

Type your message on this space.

Click Ok

- 1 Select Send Out of Office auto-replies and put a check mark on the box “Only send during this time range:” Select the Start time and End time.
- 2 Next, you can type a customized message that will be used to auto reply to messages sent by others. You can set up messages for both inside and outside of your organization.

The Ribbon



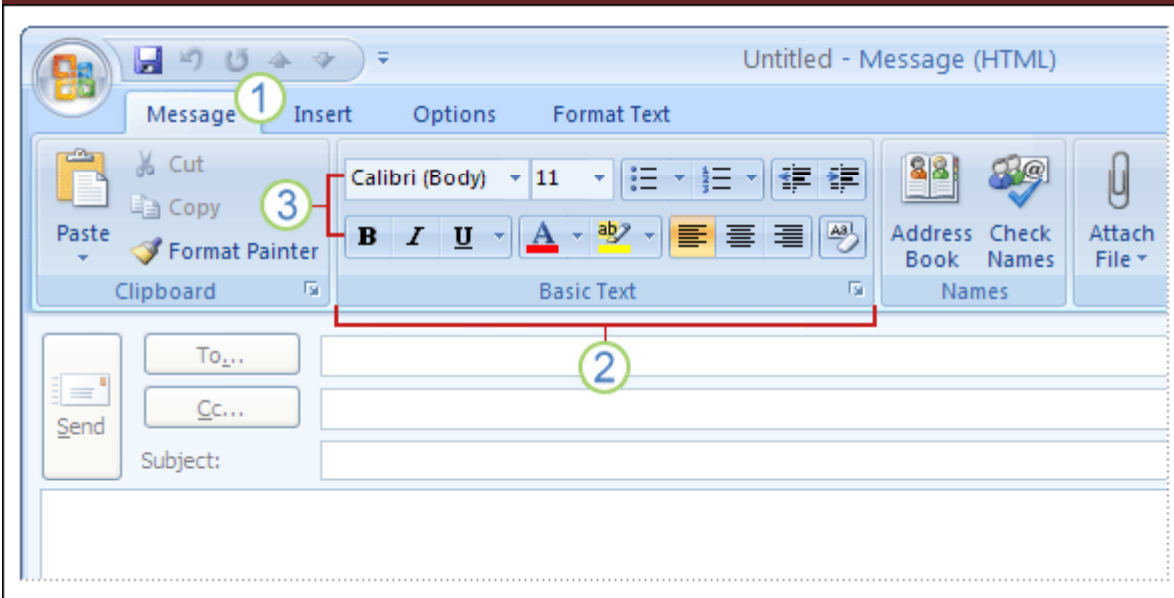
The Ribbon is at the top of the window.

The Ribbon is visible each time you create or edit something in Outlook.

Outlook commands are now more prominent, and common commands are displayed and grouped in ways that make them easy to find and use.

The Ribbon is to help you get things done more easily and with fewer steps.

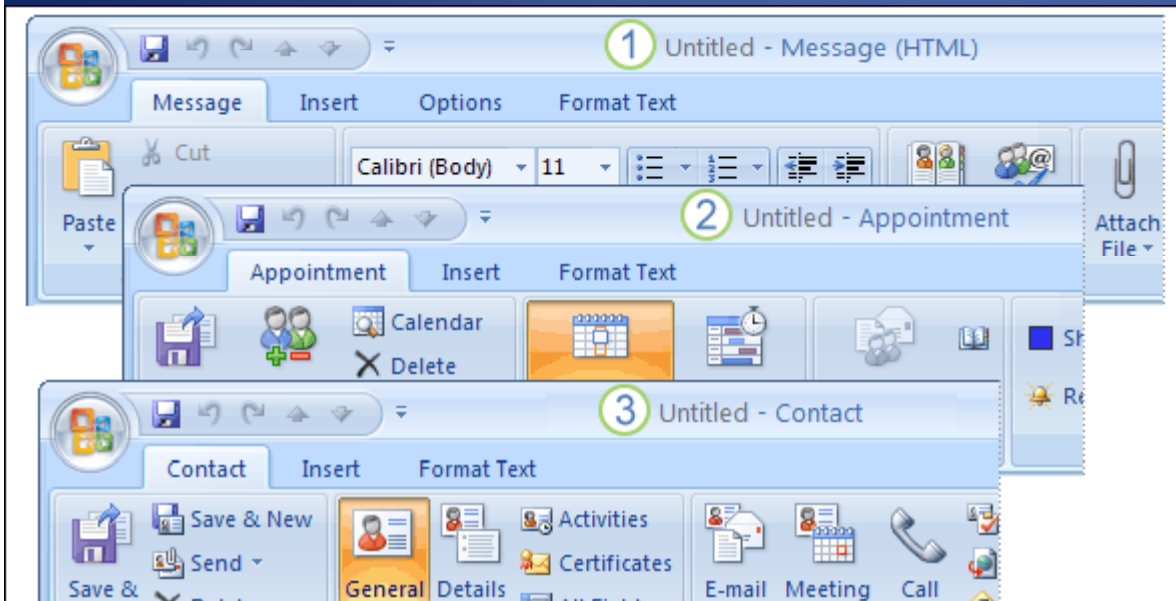
A closer look at the Ribbon



To better help you learn how to use the Ribbon, here's a guide to its basic arrangement.

- 1 Tabs:** The Ribbon is made up of different tabs, each related to specific kinds of work you do in Outlook.
- 2 Groups:** Each tab has several groups that show related items together.
- 3 Commands:** A command is a button, a box to enter information, or a menu.

The Ribbon shows what you need



Once again, you'll encounter the Ribbon when you take certain actions such as creating messages, calendar entries, or contacts.

The Ribbon shows tabs and commands appropriate for what you're doing.

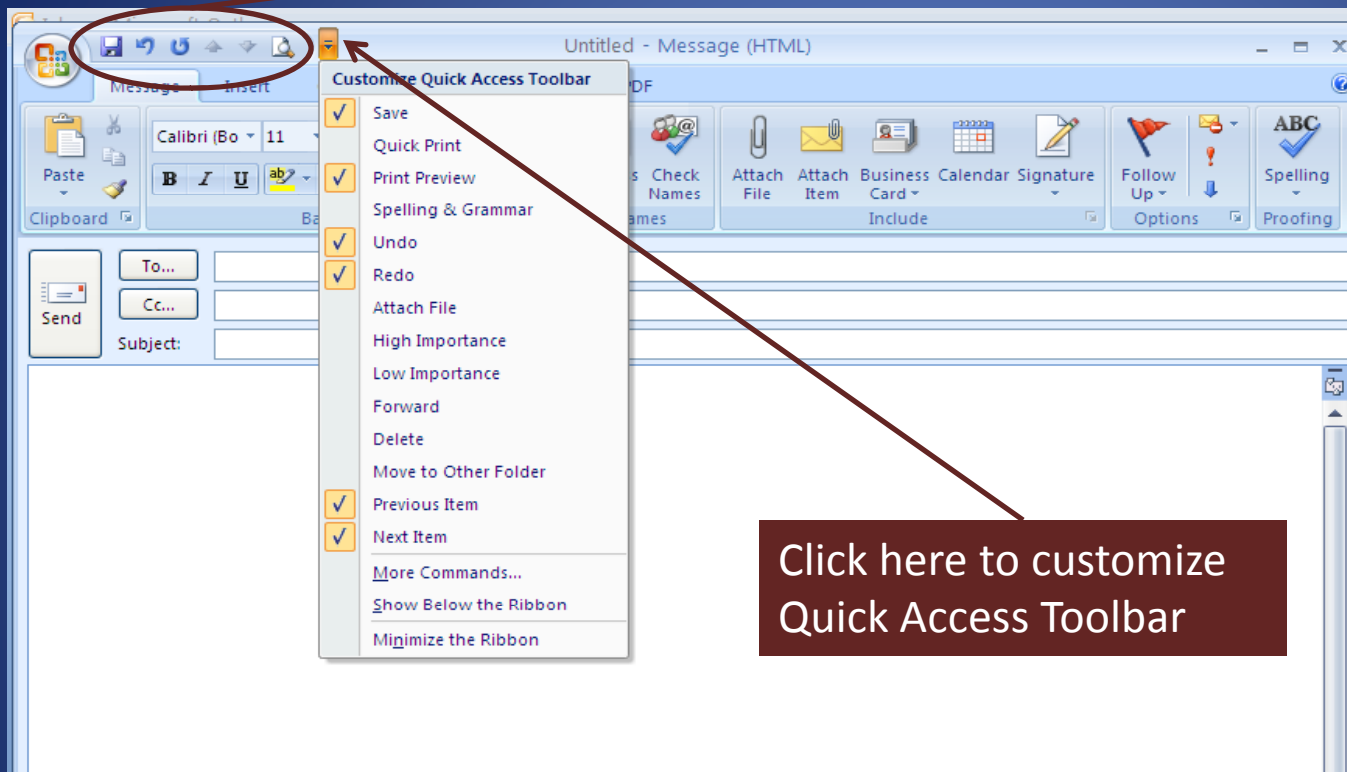
The tabs on the Ribbon will differ depending on the area of Outlook you're working in.

For example:

- ① A new message shows the Message and Options tabs.
- ② A new appointment shows the Appointment tab.
- ③ A new contact shows the Contact tab.

Quick Access toolbar

Quick Access toolbar



The Quick Access Toolbar is a small toolbar above the Ribbon.

It's there to make the commands you need and use most often readily available.

What's best about the Quick Access Toolbar? What's on it is up to you. That is, you can add your favorite commands to it with simply

This row of buttons above the Ribbon, already contains several buttons by default, but you can add new commands.



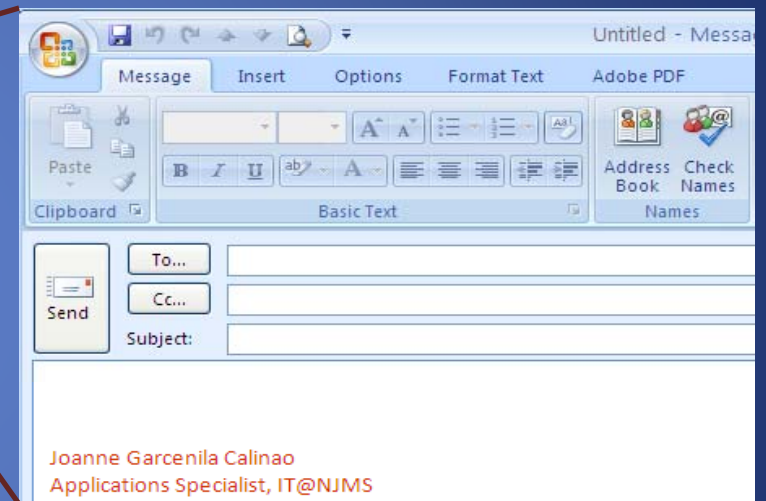
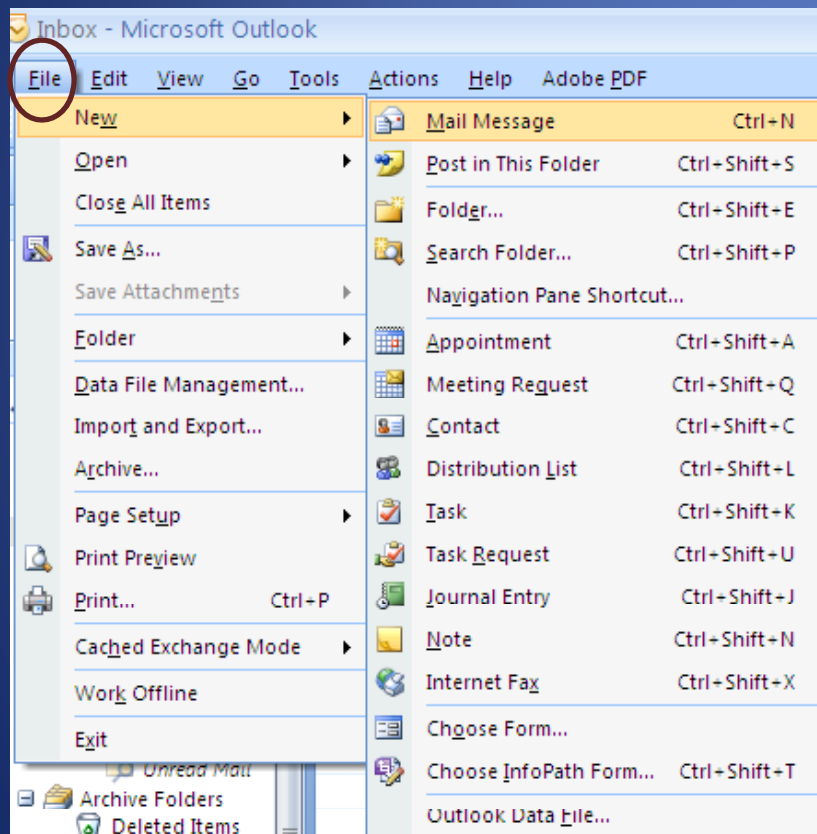
Lesson I: Messages and Text

Sending a message & formatting text

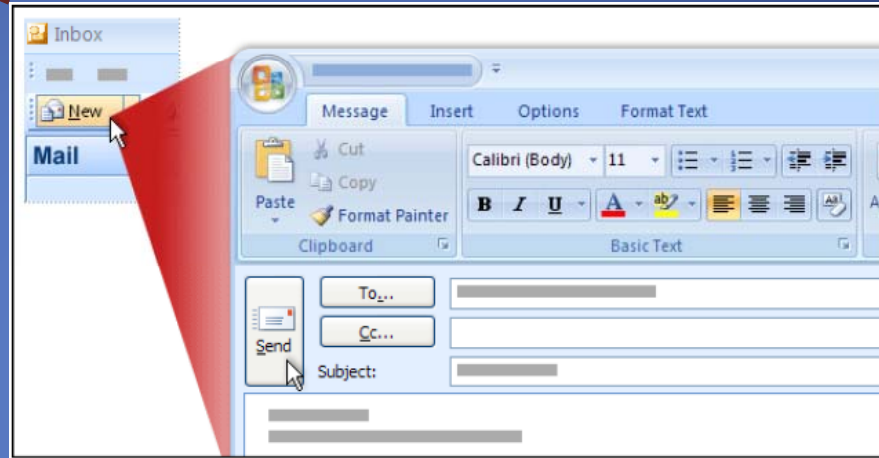
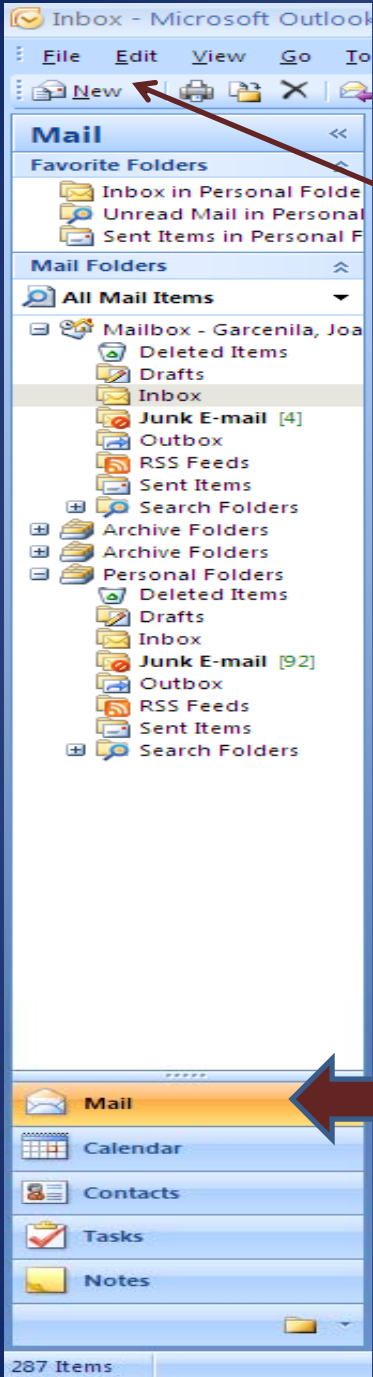
- a. Compose a New message
- b. Sending an email > To, CC, BCC (Blind Carbon Copy)
- c. Search for email address
- d. Attach File, Attach Item, Set message with High importance
- e. Create Signature, Insert Signature and Choosing default signature
- f. **Options tab** Show BCC, Request a Delivery Receipt, Request a Read Receipt

Sending a message & formatting text

- Compose a New message, From menu bar click on **File > New > Mail Message**



Or Select Mail on Navigation Pane > Click New



Select Mail on Navigation Pane

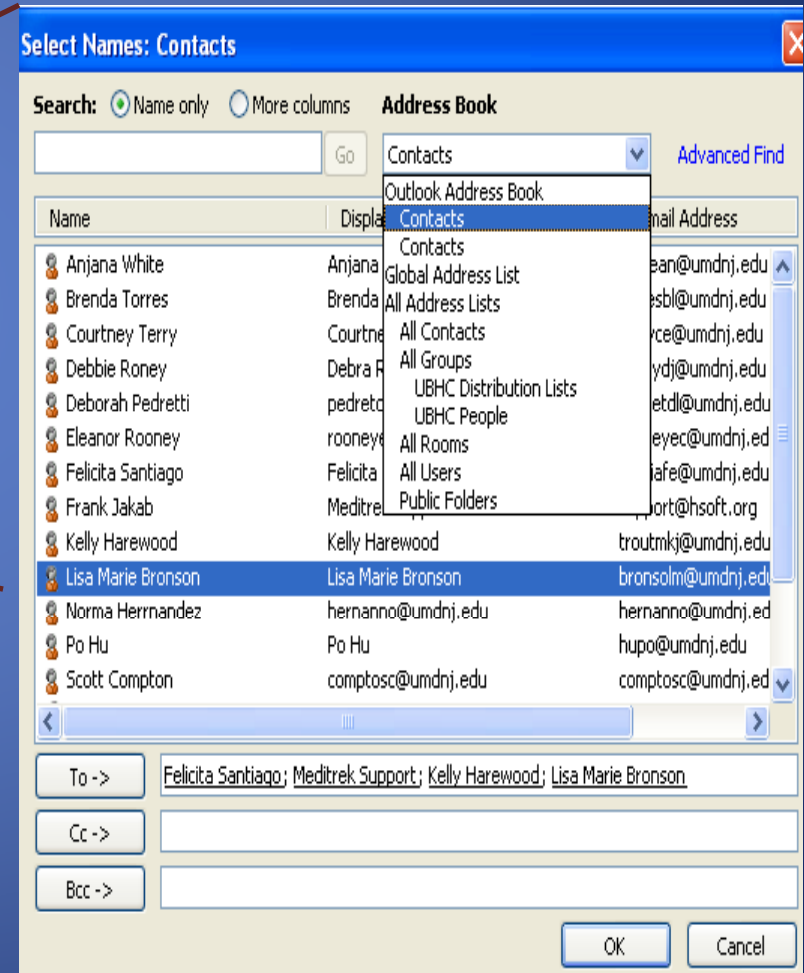
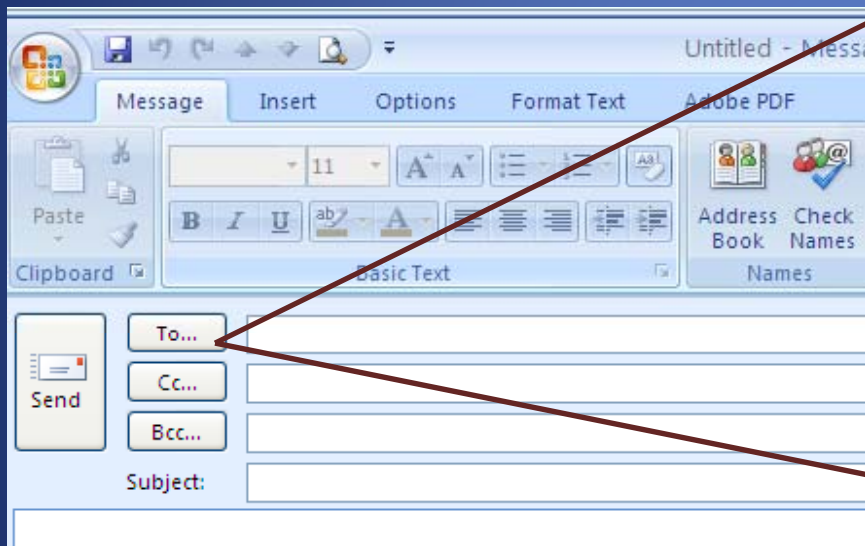
Sending a message & formatting text

b. Sending an email > To, CC, BCC (Blind Carbon Copy)

Click To button – select recipient's email address

Click Cc – copy a person to this email

Click BCC - Blind copy a person to this email



In addition to selecting a recipients email To, you can start typing the last name of the person then Press Ctrl-K. This will also open the Address book window.

Sending a message & formatting text

- c. Search for email address on **Message tab** select Address book

The screenshot shows the Microsoft Word interface with the 'Message' tab selected. The ribbon includes 'Message', 'Insert', 'Options', 'Format Text', and 'Adobe PDF'. The 'Address Book' icon is highlighted with a red box and an arrow. The 'Select Names: Global Address List' dialog box is open, showing a search for 'Global Address List' and a list of names. The dialog box has a search field, a 'Go' button, and a dropdown menu set to 'Global Address List'. Below the search field is a table of names and their details.

Name	Title	Business Phone	Location
1019, ADMC			
2006awardofhopegala, 2006awa...			
3006			
3510			
3533			
4539			
4unj911, 4unj911			
5546			
5565			
AAEEOs, AAEEOs			
Aaron, Robert	Student		
Aaron, Samantha	Student	973-972-5362	NJDS
Ababon, Myka Franc			

At the bottom of the dialog box, there are fields for 'To ->', 'Cc ->', and 'Bcc ->', along with 'OK' and 'Cancel' buttons.

Sending a message & formatting text

d. Attach File, Attach Item, Set message with High importance

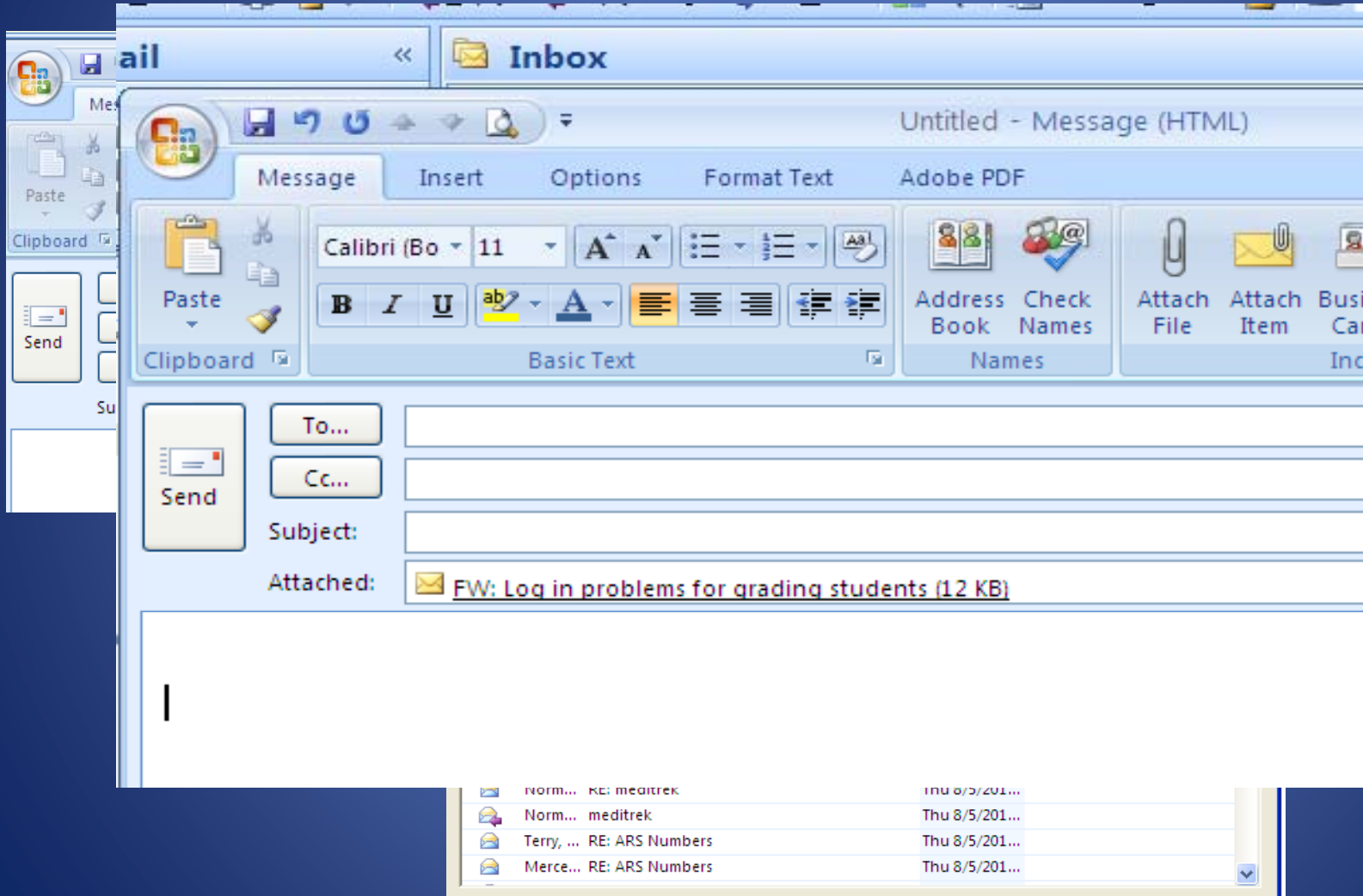
Attach File

The image shows a composite screenshot of Microsoft Word 2007's 'Message' window. The main window is titled 'Untitled - Message (HTML)' and has a ribbon with 'Message', 'Insert', 'Options', 'Format Text', and 'Adobe PDF' tabs. The 'Attach File' button (represented by a paperclip icon) is highlighted in the ribbon. A red callout box with the text 'Click here to Attach File' and an arrow points to this button. Below the ribbon, the 'To...', 'Cc...', and 'Bcc...' fields are visible, along with a 'Send' button. The 'Subject:' field is also present. In the bottom right of the main window, the 'Attached:' section shows a file named 'IT at NJMS Survey.xls (33 KB)'. An inset window titled 'Insert File' is shown in the foreground, displaying a file explorer view of the 'Audience Response' folder. It lists various files such as '09-10 Student A and Device numbers (Class of 2009).doc', 'ARS - Instruction on setting a receiver in a lecture hall.doc', and 'Audience Response System (ARS) flyer.pptx'. The 'File name:' and 'Files of type:' fields are visible at the bottom of the inset, and an 'Insert' button is highlighted with a red callout box and arrow that says 'Click Insert'.

Sending a message & formatting text

- d. Attach File , Attach Item, Set message with High importance

Attach Item



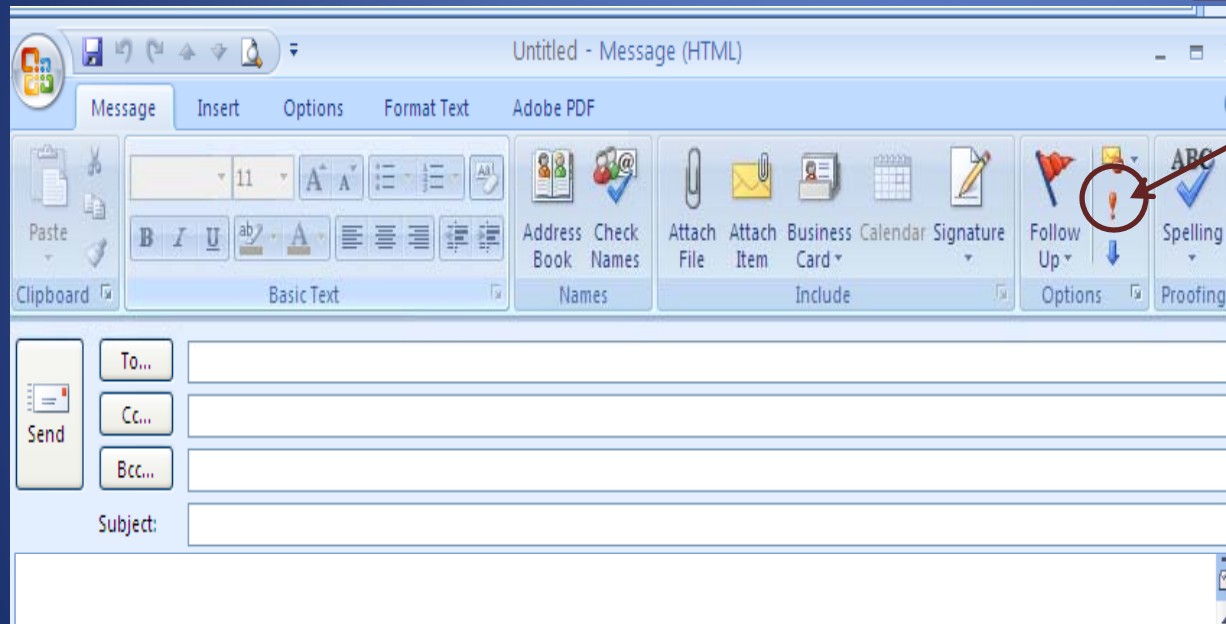
Click OK

Sending a message & formatting text

- d. Attach File , Attach Item, Set message with High importance

Set message with High importance

Click here to set message with high importance



Sending a message & formatting text

- e. Create Signature, Insert signature, Choosing Default Signature

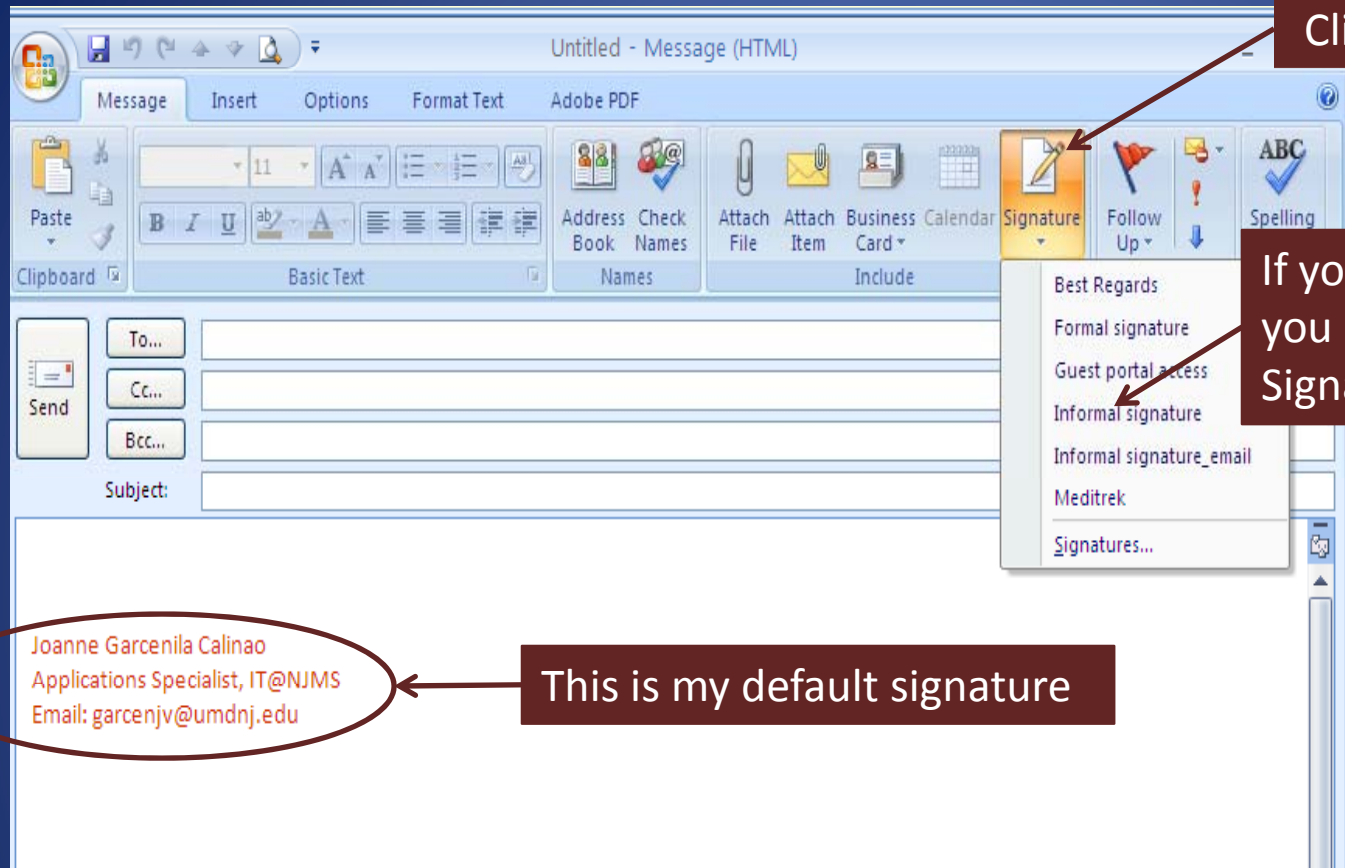
Click here to open signature box

How to create signature

the name of signature and

Click OK

Create Signature, How to Insert Signature, Choosing Default Signature



Click Signature button

If you have multiple signatures you can Select from the Signatures list

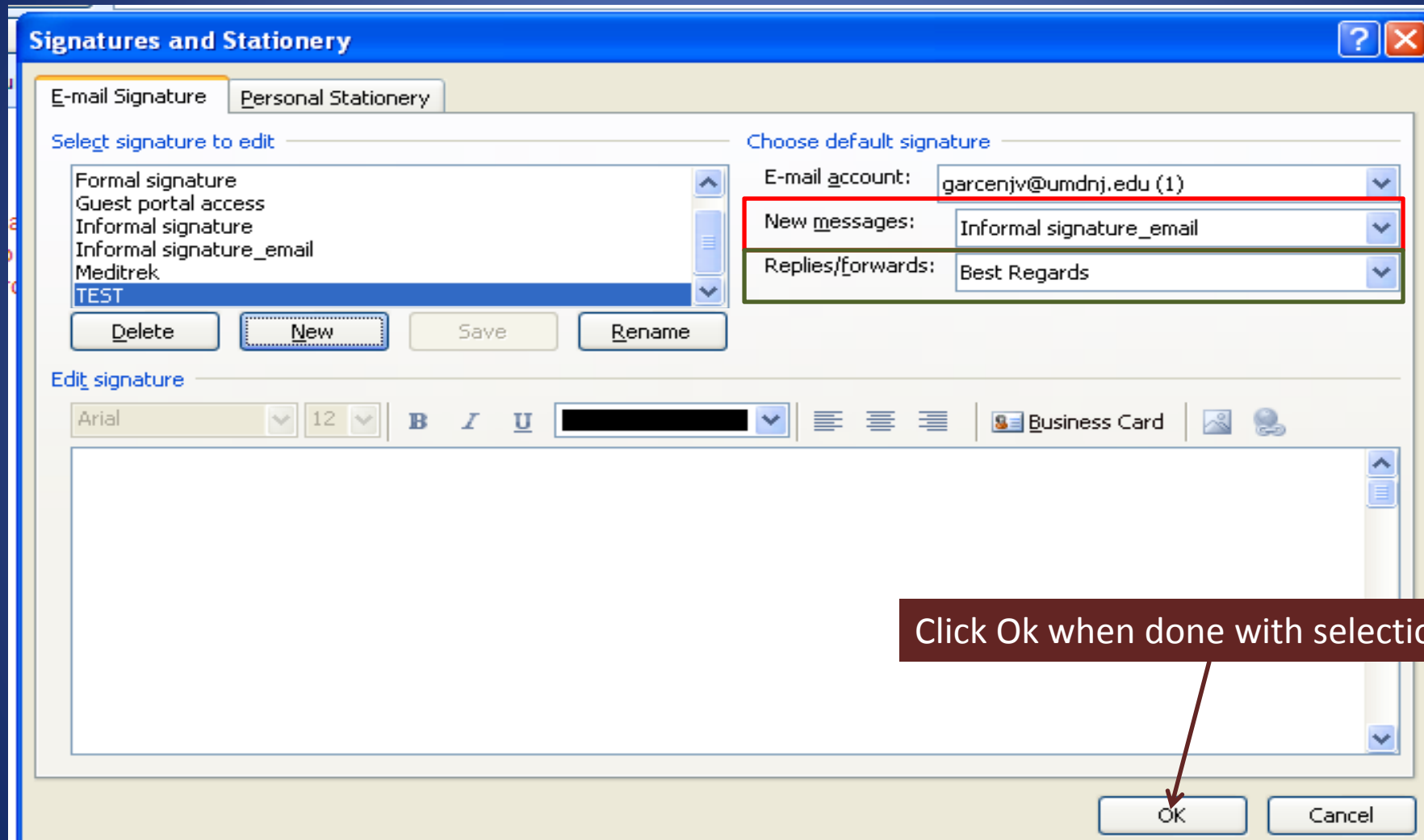
This is my default signature

You can setup a default signature so it will appear each time you create a new message.

Create Signature, Insert Signature, Choosing Default Signature

New Message

Replies/forward message

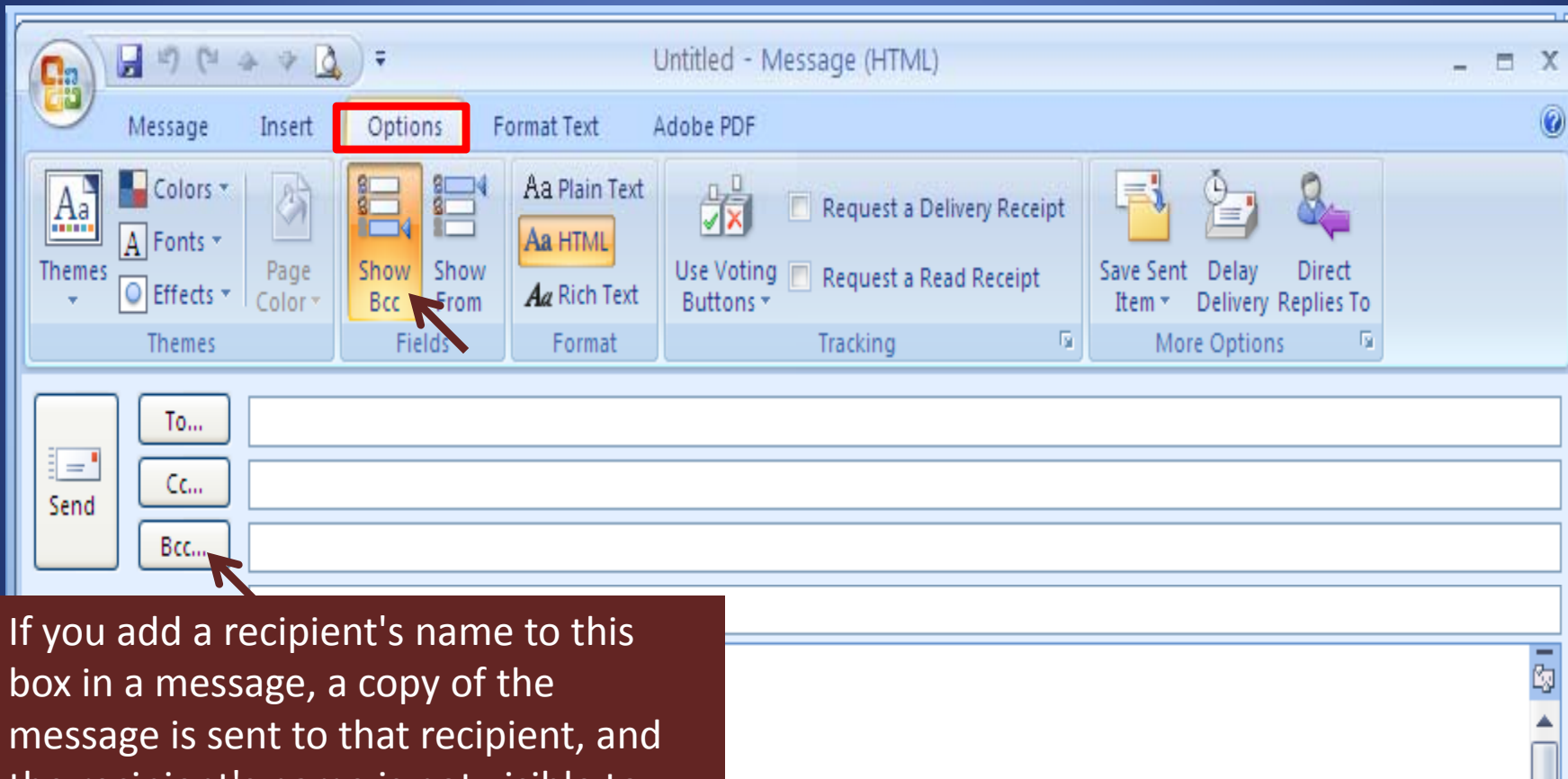


the

Click Ok when done with selection.

Lesson I: Messages and Text

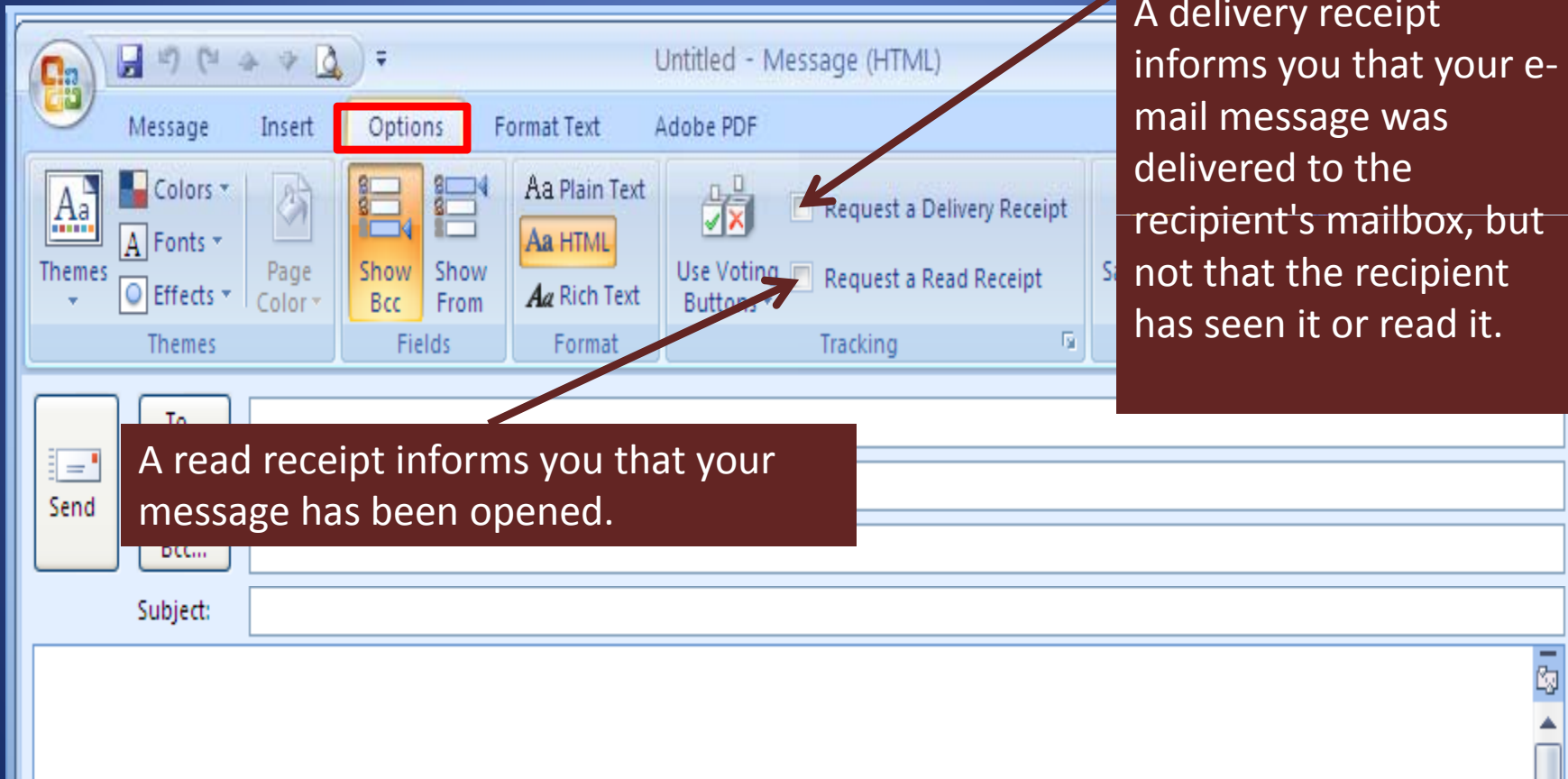
- f. **Options tab** you can Show BCC, Request a Delivery Receipt, Request a Read Receipt



If you add a recipient's name to this box in a message, a copy of the message is sent to that recipient, and the recipient's name is not visible to other recipients of the message

Lesson I: Messages and Text

- f. **Options tab** you can Show BCC, Request a Delivery Receipt and Request a Read Receipt



The screenshot shows the Microsoft Word interface for composing a message. The 'Options' tab is selected and highlighted with a red box. Within this tab, the 'Tracking' group contains two checkboxes: 'Request a Delivery Receipt' and 'Request a Read Receipt'. A red arrow points from the 'Request a Read Receipt' checkbox to a text box that explains its function. Another red arrow points from the 'Request a Delivery Receipt' checkbox to a larger text box that explains its function. The 'Fields' group also contains 'Show Bcc' and 'Show From' options.

A read receipt informs you that your message has been opened.

A delivery receipt informs you that your e-mail message was delivered to the recipient's mailbox, but not that the recipient has seen it or read it.



Lesson I: Messages and Text

Manipulating messages

- g. Select a message, Delete, Move to Folder
- h. Preview a message
- i. Opening a message and viewing it on a new window
- j. Reply, Reply to all and Forward message, double click on message see commands on **Respond group**
- k. Opening and saving an attached file
- l. Printing a message
- m. Adobe PDF tab – Convert to Adobe PDF

Lesson I: Messages and Text

Manipulating messages

g. Select a message, Delete, Move to Folder

The screenshot displays the Microsoft Outlook interface. The left sidebar shows the 'Mail' folder selected, with a tree view of folders including 'Deleted Items', 'Drafts', 'Inbox', 'Junk E-mail', 'Outbox', 'RSS Feeds', 'Sent Items', 'Search Folders', 'Archive Folders', and 'Personal Folders'. The main window shows the 'Inbox' folder with a list of messages. The selected message is from 'Hu, Po' with the subject 'Oracle Production Migration-Upgrade test'. The message content is visible in the bottom pane.

From	Subject	Received	Size	Categories
Meditrek Supp...	RE: Student roster that's due on 08_02_10	Thu 7/29/2010 10:...	14 KB	
Bentley, Tyrone	RE: Audience response demo	Wed 7/28/2010 6:...	14 KB	
Kenyetta Baske...	RE: Outlook training Aug. 19th and 20th	Wed 7/28/2010 3:...	18 KB	
Human Resour...	CCLC News - Fall Enrollment/New Lower Rates	Wed 7/28/2010 3:...	8 KB	
Hu, Po	Oracle Production Migration-Upgrade test	Wed 7/28/2010 3:...	10 KB	
Wise, Barry	RE: August Outlook Training	Wed 7/28/2010 2:...	19 KB	
Norma Hernan...	FW: Family Medicine	Wed 7/28/2010 2:...	9 KB	
Terry, Courtney	RE: August Outlook Training	Wed 7/28/2010 2:...	16 KB	
Boyce, James	RE: August Outlook Training	Wed 7/28/2010 2:...	16 KB	
Meditrek Supp...	RE: Please check the following students - not in the student list or have cha...	Wed 7/28/2010 1:...	21 KB	
Boyce, James	August Outlook Training	Wed 7/28/2010 12:...	11 KB	
Learning Tree	Business Analysis White Paper: Avoiding the 5 Most Common Mistakes	Wed 7/28/2010 9:...	21 KB	
Health Professi...	Override the Governor's Healthcare Funding Veto	Wed 7/28/2010 8:...	11 KB	
Hu, Po	RE: error	Tue 7/27/2010 3:1...	15 KB	
Hu, Po	RE: error	Tue 7/27/2010 3:0...	13 KB	
godwinrm@u...	Psych/Neuro Orientation August 2, 2010	Tue 7/27/2010 2:3...	6 KB	
Timothy A Cole	e-Learning at UMDNJ: ANGEL Group Training Registration for August and S...	Tue 7/27/2010 1:0...	12 KB	
Meditrek Supp...	RE: Please add in Class 4	Tue 7/27/2010 10:...	17 KB	
Meditrek Supp...	RE: Please check the following students - not in the student list or have cha...	Tue 7/27/2010 10:...	17 KB	
Vivian Williams	Good Morning	Tue 7/27/2010 10:...	58 KB	

Oracle Production Migration-Upgrade test
Hu, Po

You replied on 8/4/2010 4:27 PM.

Sent: Wed 7/28/2010 3:17 PM
To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenila, Joanne

Hi,

The demo test data source has been set up. Now eduman and njmsvideo on demo are connecting to the new data source. Please test all functions of eduman and njmsvideo. Since this is demo database, you can test whatever you want. After we finish testing this, I will create data source for production, then you can test that one. Please remember we have a cut-over date so please test it as early as possible, in case we find any problem, they still have time to fix it.

You can access eduman from: <https://10.32.4.103/mbm/myprofile>
Njmsvideo on demo from: <http://10.32.4.103:8080/vidodemo/login.cfm>

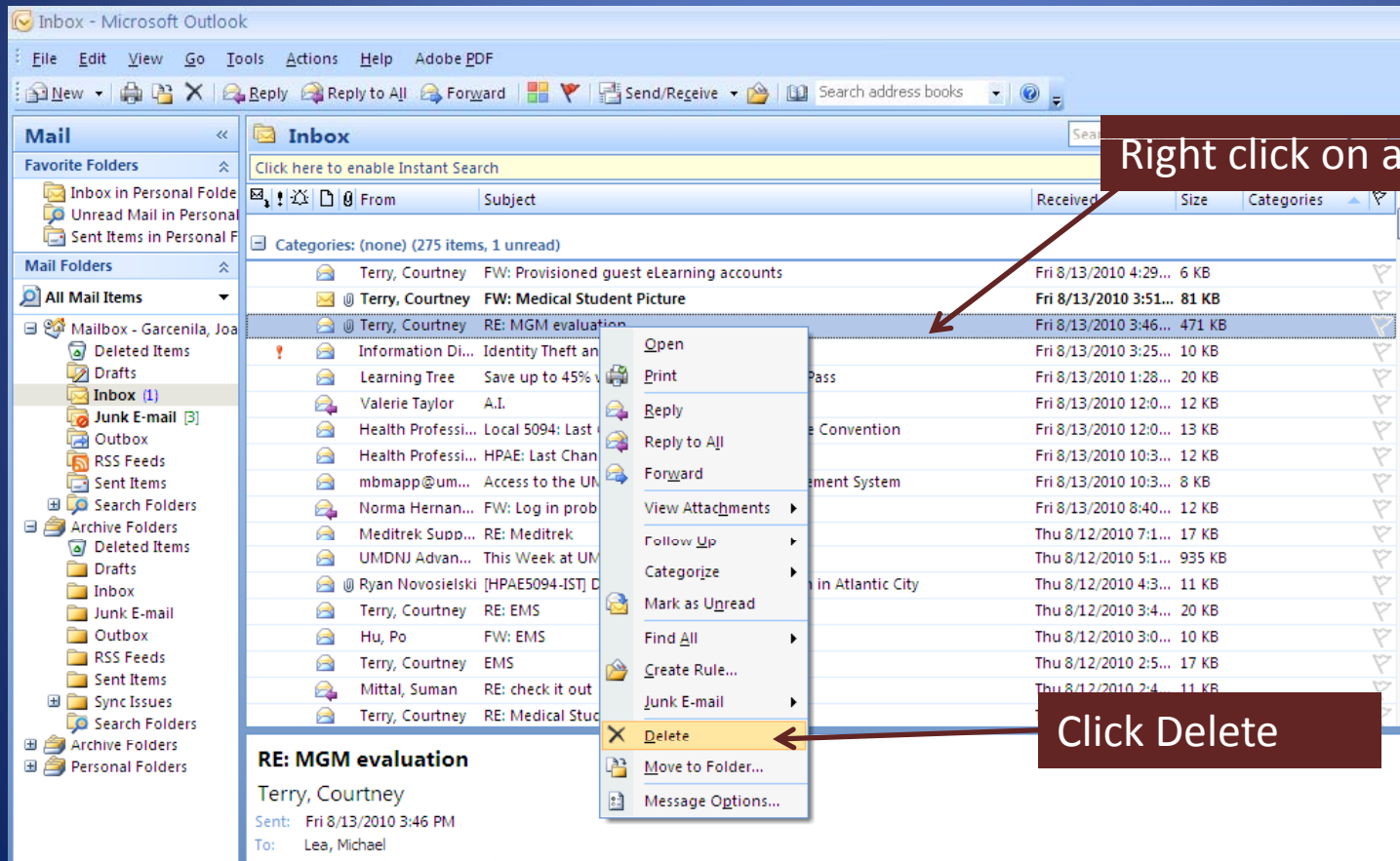
Best Regards,

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Lesson I: Messages and Text

Manipulating messages

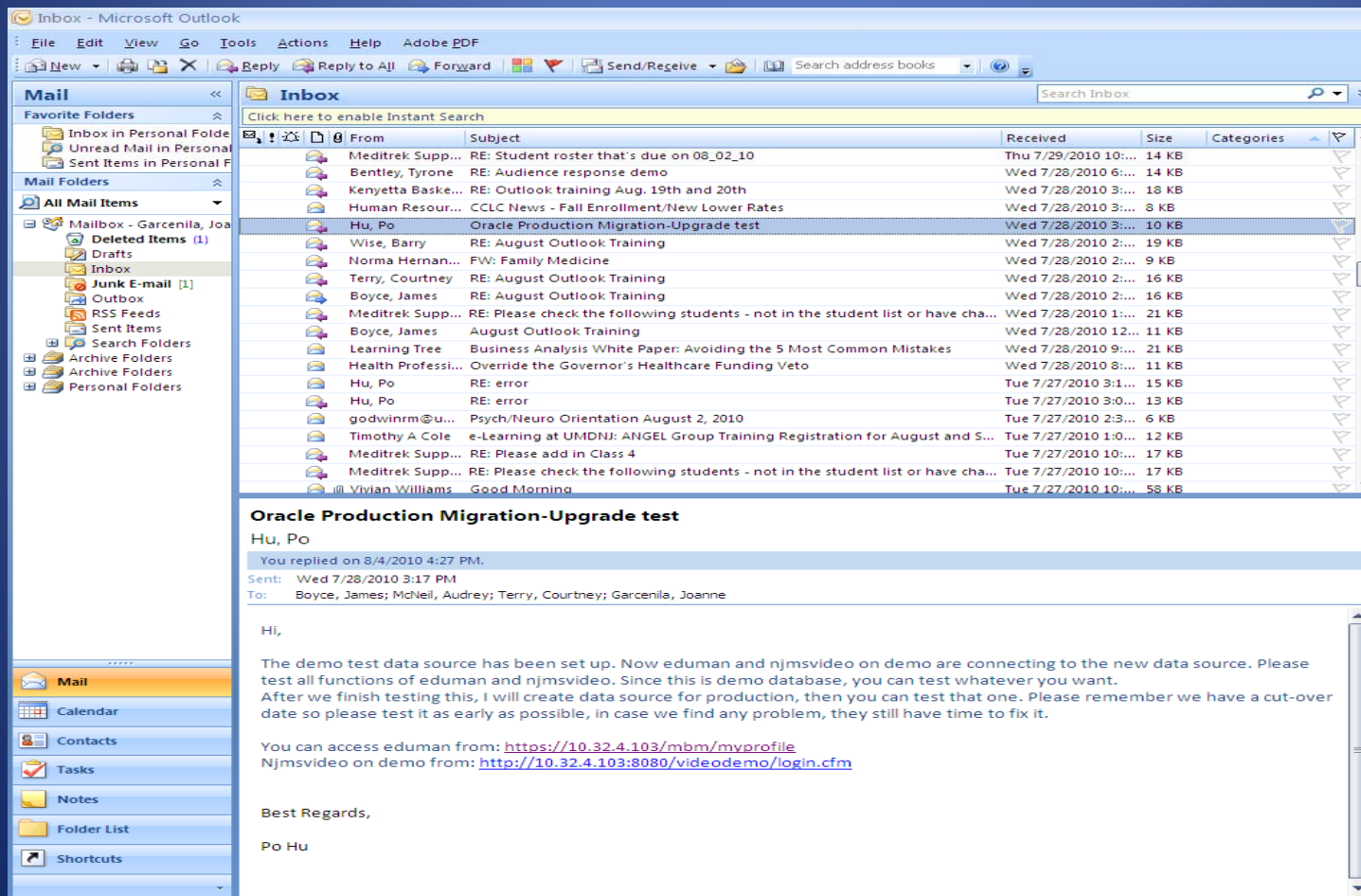
h. Select a message, Delete a message, Move to Folder



Lesson I: Messages and Text

Manipulating messages

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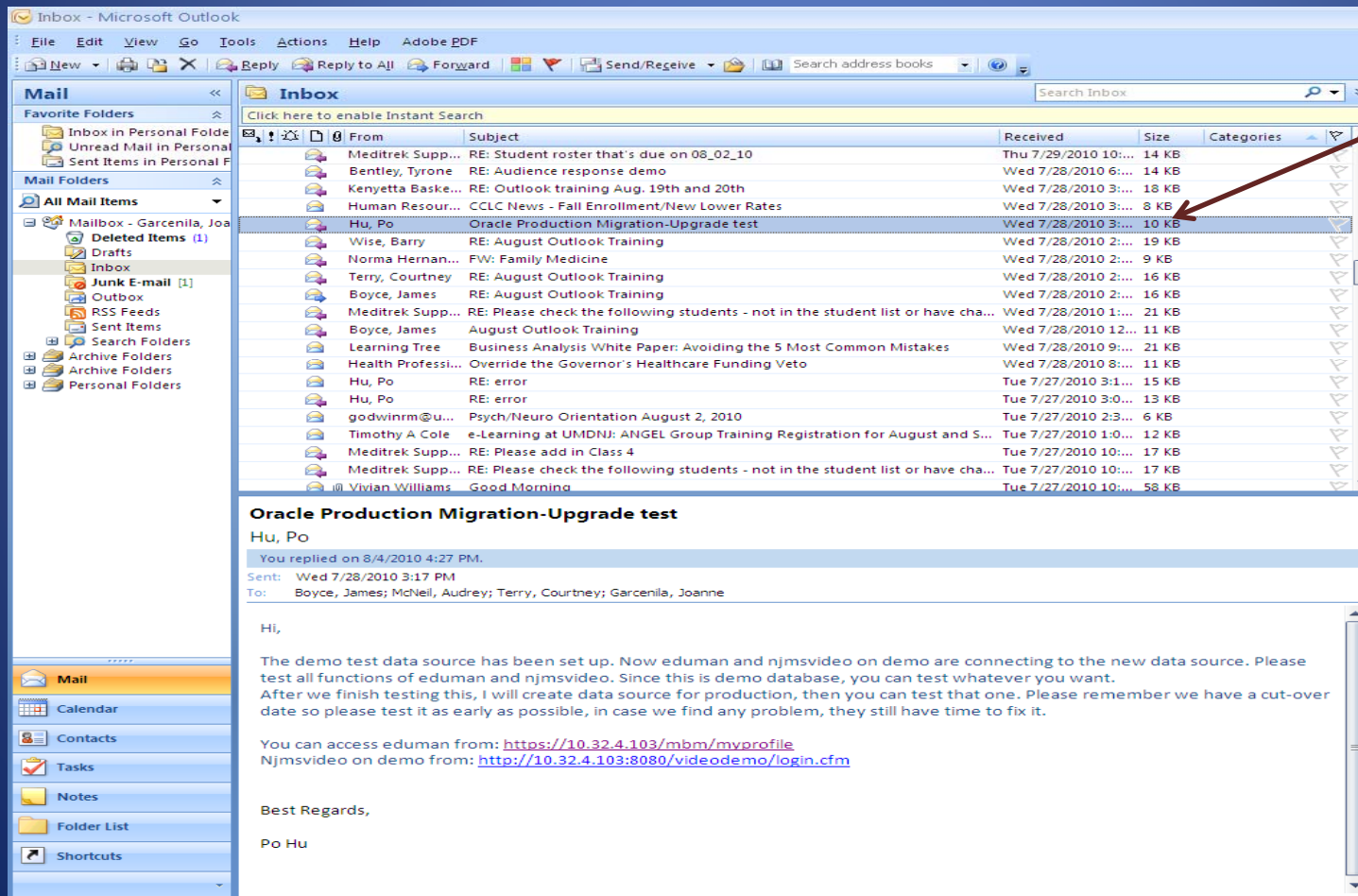
Best Regards,
Po Hu

To move a folder, Drag and Drop the selected message to a folder on the left.

Lesson I: Messages and Text

Manipulating messages

h. Preview a message



Select a message

Bottom view

Lesson 1: Messages and Text - Preview Message

How to change the Reading pane view to Right View and Bottom View

Click View on menu

The screenshot shows the Microsoft Outlook interface. The 'View' menu is open, and the 'Reading Pane' option is selected. The sub-menu for 'Reading Pane' is also open, showing three options: 'Right', 'Bottom', and 'Off'. The 'Right' option is currently selected. The main window displays a list of emails in the inbox, and the bottom pane shows the content of a selected email.

From	Subject	Date	Size	Categories
Health Profess...	HPAE: Last Chance to be a Delegate	Fri 8/13/2010 10:3...	12 KB	
thmapp@um...	Access to the UMDNJ-NJMS Education Management System	Fri 8/13/2010 10:3...	8 KB	
	Log in problems for reading students	Fri 8/13/2010 8:40...	12 KB	
	Medit...	12/2010 7:1...	17 KB	
	Week 2	12/2010 5:1...	935 KB	
[E-094-151]	Delegates for HPAE Convention in Atlantic City	Thu 8/12/2010 4:3...	11 KB	
Terry, Courtney	RE: EMS	Thu 8/12/2010 3:4...	20 KB	
Hu, Po	FW: EMS	Thu 8/12/2010 3:0...	10 KB	
Terry, Courtney	EMS	Thu 8/12/2010 2:5...	17 KB	
Mittal, Suman	RE: check it out	Thu 8/12/2010 2:4...	11 KB	
Terry, Courtney	RE: Medical Student Picture	Thu 8/12/2010 2:2...	13 KB	
Felicita Santia...	RE: Addition (Out of office)	Thu 8/12/2010 1:5...	5 KB	
Hu, Po	check it out	Thu 8/12/2010 1:4...	7 KB	
@ Vivian Williams	THE REAL MEANING OF WORDS	Thu 8/12/2010 1:0...	472 KB	
Klucharits, Bry...	RE: Class 2014 Student photos	Thu 8/12/2010 12:...	15 KB	
Vivian Williams	Medical Student Picture	Thu 8/12/2010 12:...	6 KB	
Terry, Courtney	RE: MGM evaluation	Thu 8/12/2010 11:...	13 KB	
Barnhardt, Alyce	RE: Thank you from the bottom of heart	Thu 8/12/2010 11:...	12 KB	
Information Di...	Federal Patient Protection and Affordable Care Act (PPACA) includes the cov...	Thu 8/12/2010 11:...	7 KB	
PayPal-INC.	Expired Account	Thu 8/12/2010 10:...	10 KB	

new database
Hu, Po
You replied on 7/30/2010 3:14 PM.
Sent: Fri 7/30/2010 2:47 PM
To: Terry, Courtney; Garcenila, Joanne

Hi Courtney and Joanne,

The new database is fixed. You can test now.

Lesson I: Messages and Text

Manipulating messages

- i. Opening a message and viewing it on another window.

The screenshot displays the Microsoft Outlook interface. On the left, the 'Mail' pane shows the 'Inbox' folder selected. The main pane shows a list of emails in the 'Inbox'. One email is selected, and its details are shown in the bottom pane. A separate window titled 'Message - Adobe PDF' is overlaid on the main Outlook window, displaying the content of the selected email. A red text box with white text is overlaid on the separate window, stating: 'This is the message on a separate window.'

Oracle Production Migration Upgrade
Hu, Po

You replied on 8/4/2010 4:27 PM.
Sent: Wed 7/28/2010 3:17 PM
To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenilla, Joanne
Subject: Oracle Production Migration Upgrade

Hi,

The demo test data source has been set up. Now eduman and njmsvideo on demo are connecting to the new data source. Please test all functions of eduman and njmsvideo. Since this is demo database, you can test whatever you want. After we finish testing this, I will create data source for production, then you can test that one. Please remember we have a cut-over date so please test it as early as possible, in case we find any problem, they still have time to fix it.

You can access eduman from: <https://10.32.4.103/mbm/myprofile>
Njmsvideo on demo from: <http://10.32.4.103:8080/videodemo/login.cfm>

Best Regards,

Po Hu

Lesson I: Messages and Text

Manipulating messages

The screenshot displays the Microsoft Outlook interface for composing a message. The window title is "Inbox - Microsoft Outlook". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Actions", and "Help". The ribbon shows "Message", "Insert", "Options", "Format Text", and "Adobe PDF". The "Format Text" ribbon is active, showing options for text formatting, attachments, and options. The "To" field contains "Hu, Po" and the "Subject" field contains "RE: Oracle Production Migration-Upgrade test". The "Send" button is highlighted with a red arrow and a callout box that says "Click Send". The main text area contains the text "This is my reply message" which is highlighted in yellow, with a red arrow pointing to it from a callout box that says "Type your reply message here". The message content includes a header with "From: Hu, Po", "Sent: Wednesday, July 28, 2010 3:17 PM", "To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenila, Joanne", and "Subject: Oracle Production Migration-Upgrade test". The body of the message starts with "Hi," followed by a paragraph about a demo test data source and a link to access eduman. The message ends with "Best Regards," and "Po Hu". On the right side, there is a "To-Do Bar" showing a calendar for July 2010 and a list of tasks.

Click Send

Type your reply message here

From: Hu, Po
Sent: Wednesday, July 28, 2010 3:17 PM
To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenila, Joanne
Subject: Oracle Production Migration-Upgrade test

Hi,

The demo test data source has been set up. Now eduman and njmsvideo on demo are connecting to the new data source. Please test all functions of eduman and njmsvideo. Since this is demo database, you can test whatever you want. After we finish testing this, I will create data source for production, then you can test that one. Please remember we have a cut-over date so please test it as early as possible, in case we find any problem, they still have time to fix it.

You can access eduman from: <https://10.32.4.103/mbm/myprofile>
Njmsvideo on demo from: <http://10.32.4.103:8080/videodemo/login.cfm>

Best Regards,

Po Hu

Lesson I: Messages and Text

Manipulating messages

The screenshot displays the Microsoft Outlook interface for composing an email. The window title is "Inbox - Microsoft Outlook". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Actions", and "Help". The ribbon shows "Message" and "Insert" tabs. The "Send" button is highlighted with a red arrow and a callout box that says "Click Send". The "To" field contains "Hu, Po; Boyce, James; McNeil, Audrey; Terry, Courtney". The "Subject" field contains "RE: Oracle Production Migration-Upgrade test". The main body of the email is highlighted with a yellow background and a red arrow pointing to it from a callout box that says "Type your message here". A yellow highlight on the "Reply to All" button is also present, with a red arrow pointing to it from a callout box that says "Type Reply to All message here". The email content includes a header with "From: Hu, Po", "Sent: Wednesday, July 28, 2010 3:17 PM", "To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenila, Joanne", and "Subject: Oracle Production Migration-Upgrade test". The body text reads: "Hi, The demo test data source has been set up. Now eduman and njmsvideo on demo are connecting to the new data source. Please test all functions of eduman and njmsvideo. Since this is demo database, you can test whatever you want. After we finish testing this, I will create data source for production, then you can test that one. Please remember we have a cut-over date so please test it as early as possible, in case we find any problem, they still have time to fix it. You can access eduman from: <https://10.32.4.103/mbm/myprofile> Njmsvideo on demo from: <http://10.32.4.103:8080/vidiodemo/login.cfm> Best Regards, Po Hu". The right side of the window shows a "To-Do Bar" with a calendar and a list of tasks.

Lesson I: Messages and Text

Manipulating messages

The screenshot displays the Microsoft Outlook 2007 interface for composing an email. The window title is "FW: Oracle Production Migration-Upgrade test - Message (HTML)". The ribbon includes "Message", "Insert", "Options", "Format Text", and "Adobe PDF". The "Message" ribbon is active, showing fields for "To...", "Cc...", and "Subject: FW: Oracle Production Migration-Upgrade test". A "Send" button is located on the left. The main body of the email contains the following text:

From: Hu, Po
Sent: Wednesday, July 28, 2010 3:17 PM
To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenila, Joanne
Subject: Oracle Production Migration-Upgrade test

Hi,

The demo test data source has been set up. Now eduman and njmsvideo on demo are connecting to the new data source. Please test all functions of eduman and njmsvideo. Since this is demo database, you can test whatever you want. After we finish testing this, I will create data source for production, then you can test that one. Please remember we have a cut-over date so please test it as early as possible, in case we find any problem, they still have time to fix it.

You can access eduman from: <https://10.32.4.103/mbm/myprofile>
Njmsvideo on demo from: <http://10.32.4.103:8080/videodemo/login.cfm>

Best Regards,

Po Hu

On the right side, a "To-Do Bar" is visible with a calendar grid showing dates from 26 to 31. A "Find" box is also present. The email body text is partially visible, showing "nnecting to the new data source. Please" and "tever you want. one. Please remember we have a cut-over to fix it."

Instructional callouts are overlaid on the screenshot:

- A red box labeled "Click Send" with an arrow pointing to the "Send" button.
- A red box labeled "Enter or look for the email address who you like to forward this message to" with an arrow pointing to the "To..." field.
- A red box labeled "Type message here" with an arrow pointing to the main body of the email.

The word "Message" is written in large white text on the right side of the image.

Lesson I: Messages and Text

MHSbrochure 20-JULY mjr (2).pdf - A

File Edit View Document Comments Export

Click File > Save As

Create PDF Combine Files Forms Review & Comment

1 / 2 57.4%

Our Program
 Designed to advance your health professions career, SHRP-UMDNJ's 30-Credit MSHS prepares you for a managerial and leadership role within the healthcare industry.

- Management
- Leadership
- Strategic planning
- Quality assurance
- Informatics
- Law, ethics, and compliance
- Research

Our MSHS expands your abilities in these and other areas critical to effective health services management.

Distinguish features include:

- **Wealth of faculty expertise** in healthcare management & administration
- **Convenience** of entirely on-line course offerings
- **Flexibility** of eight- and fifteen-week courses
- **Specialized tracks** in management/leadership, health informatics and pharmaceutical industry
- **Outstanding value** of in-state tuition
- **Highly-regarded** university reputation
- **Growing network** of successful alumni
- **Potential** to articulate into a doctoral degree program

Our Curriculum
 Four courses and a graduate project (with a clinical option) comprise your program's core curriculum:

- Health Services: Issues and Trends
- Management and Leadership in Healthcare
- Healthcare Finance Systems
- Strategic Planning and the Management of Healthcare Organizations

In addition, you select one of the following specializations:
Health Care Mgt. & Leadership – Three of the following courses:

UMDNJ-SHRP
 http://shrp.umdj.edu

Department of Interdisciplinary Studies

- Chair: Dr. Ann Tucker, Associate Dean
- Dr. Craig Scanlan, Professor
- Ms. Cheryl Bellamy, Associate Professor
- Dr. Robert Denmark, Associate Professor
- Dr. Robin Eubanks, Associate Professor
- Dr. Albert Heuer, Associate Professor
- Dr. Meg Kilduff, Associate Professor

UMDNJ SCHOOL OF HEALTH RELATED PROFESSIONS
 University of Medicine & Dentistry of New Jersey

Online Graduate Program in Health Services Management
 Master of Science in Health Systems

How to Apply
 Applications are accepted on an ongoing basis and may be submitted electronically or via hard copy. For an application and admission criteria, visit shrp.umdj.edu or call 973-972-5454.

Admissions
 Stanley S. Bergen Bldg, Ste 149
 65 Bergen Street
 Newark, NJ 07107-1709
 shrpadm@umdj.edu
 973-972-5454

UMDNJ Financial Aid
 http://umdj.edu/studentfinancialaid

For Program Information
 • Visit or Call •

- Denise Raney, Admin. Assistant : 973-972-8576 - OR -
- Dr. Al Heuer, PhD, MBA, RRT: 973-972-2418

CMRI (Certified Medical Representative Institute) - for pharmaceutical professionals.

- Contact CMRI for more details: **HOW?**

Complete your 30-Credit program with electives such as:

- Human Resources Management
- Evidence-Based Literature Review
- Multi-disciplinary Dimensions of Clinical Systems Management
- Principles of Trans-Cultural Healthcare
- Social & Healthcare Policy for the

Signatures: Verify signatures added to this document

Double click on this message with attachment.

Categories

Type a question for help

To-Do Bar

August 2010

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

RE: MGM evaluation
 Wed 8/25 10:00 AM - 12:00 PM

FW: MGM evaluation questions - Only need to do MGM Exam 1 evaluation - the
 Mon 8/30 10:00 AM - 12:00 PM

Arranged By: Due Date Today on top

Type a new task

Today

- Mind, Brain & Behavior Evalu...
- Section code number will ne...
- Section code number will ne...
- Prev/Med Public Health - End ...
- H&D Unit II Exam Evaluation
- Demo link
- EMS Updates
- Question re: Guest provision
- Check provisioned guests
- TESTing Task edit
- Add to Medicine Faculty/Resi...

new graduate to clinicians and beginning

am, which has

applicable for

new graduate to clinicians and beginning

Lesson I: Messages and Text

The screenshot displays a Windows desktop environment. In the background, Microsoft Outlook is open, showing an email with a subject line 'Message' and a body containing text about a health care course. Overlaid on top of Outlook is the Adobe Acrobat Professional window, which is open to a PDF document titled 'MHSbrochure 20-JULY mjr (2).pdf'. The document content includes sections for 'Our Program', 'Our Curriculum', and 'Department of Interdisciplinary Studies'. A 'Print' dialog box is currently open in the foreground, centered over the PDF. The dialog shows the printer name as 'SHARP AR-M237 PCL5e' and the print range set to 'All'. A red arrow points from a dark red text box containing the text 'Click Ok to Print' to the 'OK' button at the bottom of the Print dialog.

Our Program
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- Management
- Leadership
- Strategic planning
- Finance
- Quality assurance
- Informatics
- Law, ethics, and compliance
- Research

Our MSHS expands your abilities and other areas critical to effective services management.

Distinguish features include:

- Wealth of faculty expertise in healthcare management & administration
- Convenience of entirely on-line offerings
- Flexibility of eight- and fifteen-course offerings
- Specialized tracks in management, leadership, health informatics and pharmaceutical industry
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- Strategic Planning and the Management of Healthcare Organizations

In addition, you select one of the following specializations:

professionals.

- Contact CRMI for more details: **HOW?**

Complete your 30-Credit program with electives such as:

- Human Resources Management
- Evidence-Based Literature Review
- Multi-disciplinary Dimensions of Clinical Systems Management
- Principles of Trans-Cultural

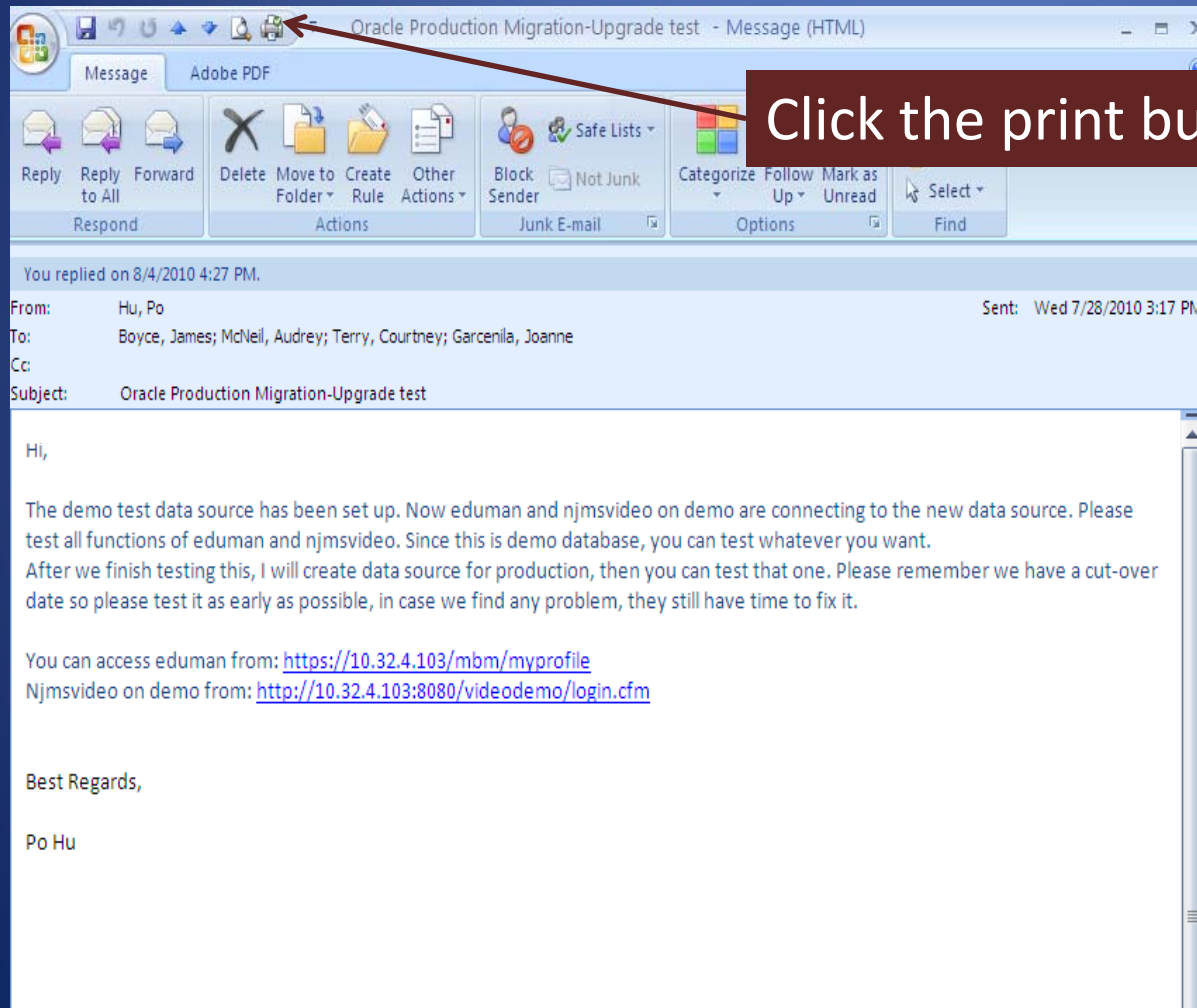
Department of Interdisciplinary Studies

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- Dr. Robert Denmark, Associate Professor
- Dr. Robin Eubanks, Associate Professor
- Dr. Albert Heuer, Associate Professor
- Dr. Meg Kilduff, Associate Professor

Lesson I: Messages and Text

Manipulating messages

I. Printing an email message



Click the print button

There are different ways to print a message and this is one of them. You can also print by clicking the Office button > Print. I'll show you two ways to do it on the next slide.

Shortcut buttons when you right click on a message

The screenshot displays the Microsoft Outlook interface. The main window shows an email list in the 'Inbox' folder. A right-click context menu is open over the message 'RE: Oracle Production Migration - Upgrade test' by 'Hu, Po'. The menu options include: Open, Print, Reply, Reply to All, Forward, Follow Up, Categorize, Mark as Unread, Find All, Create Rule..., Junk E-mail, Delete, Move to Folder..., and Message Options... Two red arrows point to the 'Print' and 'Reply' options in the menu. The left sidebar shows the 'Mail' folder structure, including 'Inbox (2)'. The bottom of the screen shows the 'Mail' ribbon with 'Calendar', 'Contacts', and 'Tasks' buttons. The right sidebar shows a 'To-Do Bar' with a calendar for August 2010 and a list of tasks.

From	Subject	Received	Size	Categories
Eleanor Rooney	Pediatric Lottery 8/30/10	Mon 8/9/2010 3:4...	9 KB	
Terry, Courtney	ARS- Orientation	Mon 8/9/2010 3:3...	10 KB	
TIAA-CREF	Insights for Staying on Track in a Volatile Market	Mon 8/9/2010 3:3...	36 KB	
Hu, Po	RE: Oracle Production Migration - Upgrade test	Mon 8/9/2010 1:5...	12 KB	
Boyce, James	Campus Technolo...	Mon 8/9/2010 1:0...	28 KB	
Tim Phelan	RE: FW: SSB, 4th...	Mon 8/9/2010 11:...	19 KB	
Tim Phelan	Re: FW: SSB, 4th...	Mon 8/9/2010 10:...	14 KB	
Health Professi...	Get Your Nominat...	Mon 8/9/2010 9:5...	12 KB	
Facebook	Reminder: Nitz Eb...	Sun 8/8/2010 9:17...	17 KB	
Boyce, James	RE: NJMS IT OPs G...	Fri 8/6/2010 4:34 ...	63 KB	
Joseph D. Ron...	Credits	Fri 8/6/2010 4:04 ...	70 KB	
Health Professi...	HPAE 2010 Conve...	Fri 8/6/2010 3:42 ...	12 KB	
Hu, Po	check it out	Fri 8/6/2010 3:06 ...	7 KB	
Boyce, James	RE: NJMS IT OPs G...	Fri 8/6/2010 2:42 ...	62 KB	
Eva Reyes	Re: Hello po	Fri 8/6/2010 2:17 ...	8 KB	
Norma Herman...	grade	Fri 8/6/2010 2:16 ...	19 KB	
Joseph D. Ron...	RACC	Fri 8/6/2010 1:18 ...	66 KB	
Information Di...	NEWARK CAMPUS	Fri 8/6/2010 1:17 ...	8 KB	
Information Di...	NEWARK CAMPUS	Fri 8/6/2010 11:46...	8 KB	
Norma Herman...	RE: meditrek	Fri 8/6/2010 11:00...	16 KB	

RE: Oracle Production Migration - Upgrade test
Hu, Po
Sent: Mon 8/9/2010 1:53 PM
To: Boyce, James; McNeil, Audrey; Terry, Courtney; Garcenila, Joanne

Hi,

I created another data source for production test and linked eduman and njmsvideo on demo to this data source. Please finish testing before this Wednesday since all data in production test and demo test will be gone after Wednesday.

Best Regards,

Po Hu

From: Hu, Po

Lesson I: Messages and Text

The screenshot displays the Microsoft Outlook interface. The main window shows an email titled "Oracle Production Migration-Upgrade test - Message (HTML)". A dark red callout box with white text says "Click Convert to Adobe PDF button", with an arrow pointing to the "Convert" button in the ribbon. Below this, a "Save Adobe PDF File As" dialog box is open, showing the "Desktop" as the save location. The "File name" field contains "Oracle Production Migration-Upgrade test .pdf". A dark red callout box with white text says "Enter file name", with an arrow pointing to the file name field. Another dark red callout box with white text says "Save", with an arrow pointing to the "Save" button in the dialog box. The background shows the Outlook ribbon, a "To-Do Bar" on the right, and a "Calendar" view for August.

Click Convert to Adobe PDF button

Enter file name

Save



Lesson I: Messages and Text

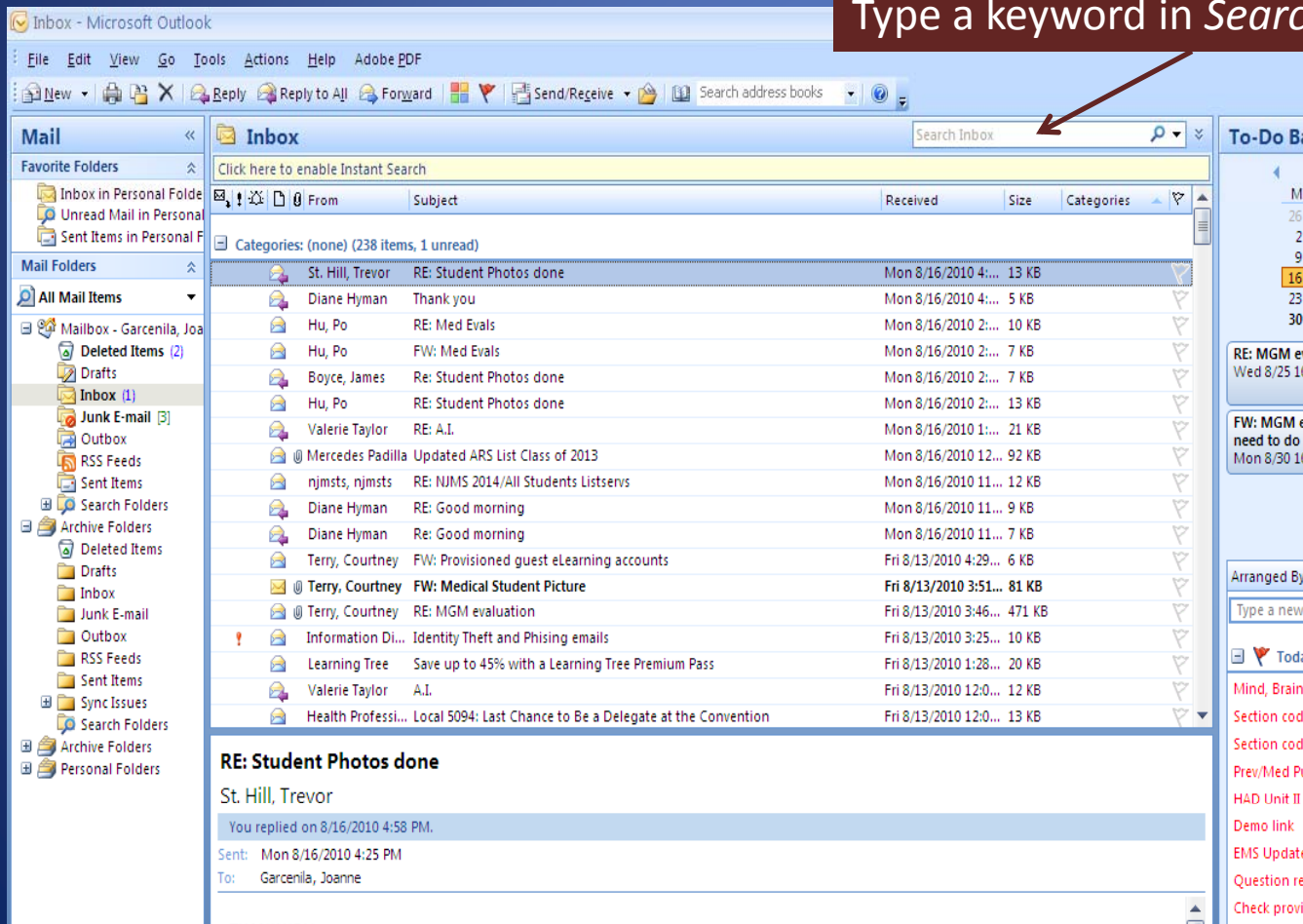
Organizing Mail

- n. Searching for a message - Type a keyword in *Search Inbox* box
- o. Creating a new mail folder - Right click on Mail navigation Pane, Select *New Folder*
- p. Moving *item* from Outlook to a different folder or other location
- q. Delete mail folder - Right click on a folder (ex. Test New Folder), Select *Delete "Test New Folder"*
- r. Delete a message - Right click on the message, Select *Delete*
- s. Recover a deleted message – In the folder from where you deleted the item, or select Deleted Items folder, click **Recover Deleted Items** on the **Tools** menu.
- t. Marking a message as unread – Right click on message, select *Mark as Unread*

Lesson I: Messages and Text

Organizing Mail

n. Searching for a message



Type a keyword in *Search Inbox* box

Keyword can be subject, name of sender and Date received.

When do you use this feature? This is used when you are looking for a specific message in a folder sent weeks or days ago.

Lesson I: Messages and Text

The screenshot shows the Microsoft Outlook interface. The title bar reads "Drafts in Archive Folders - Microsoft Outlook". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Actions", and "Help". The ribbon contains "New", "Reply", "Reply to All", "Forward", "Send/Receive", and "Search address books".

The left-hand pane shows the "Mail" section with "Favorite Folders" and "Mail Folders". Under "Mail Folders", "All Mail Items" is expanded to show "Mailbox - Garcenila, Joa". Under "Mailbox - Garcenila, Joa", the "Drafts" folder is selected and highlighted with a red box. Other folders listed include "Deleted Items (2)", "Inbox (1)", "Junk E-mail (3)", "Outbox", "RSS Feeds", "Sent Items", "Search Folders", "Archive Folders", "Deleted Items", "Drafts", "Test New Folder", "Inbox", "Junk E-mail", "Outbox", "RSS Feeds", "Sent Items", "Sync Issues", "Search Folders", and "Archive Folders".

The main pane displays the "Drafts" folder. A yellow banner at the top says "Click here to enable Instant Search". Below it, a table header shows "From", "Subject", "Received", "Size", and "Categories". The main area contains the text "There are no items to show in this view."

The right-hand pane shows the "To-Do Bar" with a calendar view and a list of tasks. The calendar view shows dates from 26 to 31. The task list includes "RE: MGM evalua" (Wed 8/25 10:00 A) and "FW: MGM evalua" (Mon 8/30 10:00 A). Below the task list, there is a section for "Arranged By: Due" and a search box for "Type a new task". At the bottom, there is a "Today" button and a list of tasks including "Mind, Brain & B", "Section code nu", "Section code nu", and "Prev/Med Public".

Lesson I: Messages and Text

Organizing Mail

- p. Moving *item* from Outlook to a different folder or other location

Item refers to email message or attachment.

Use **Drag and Drop** feature

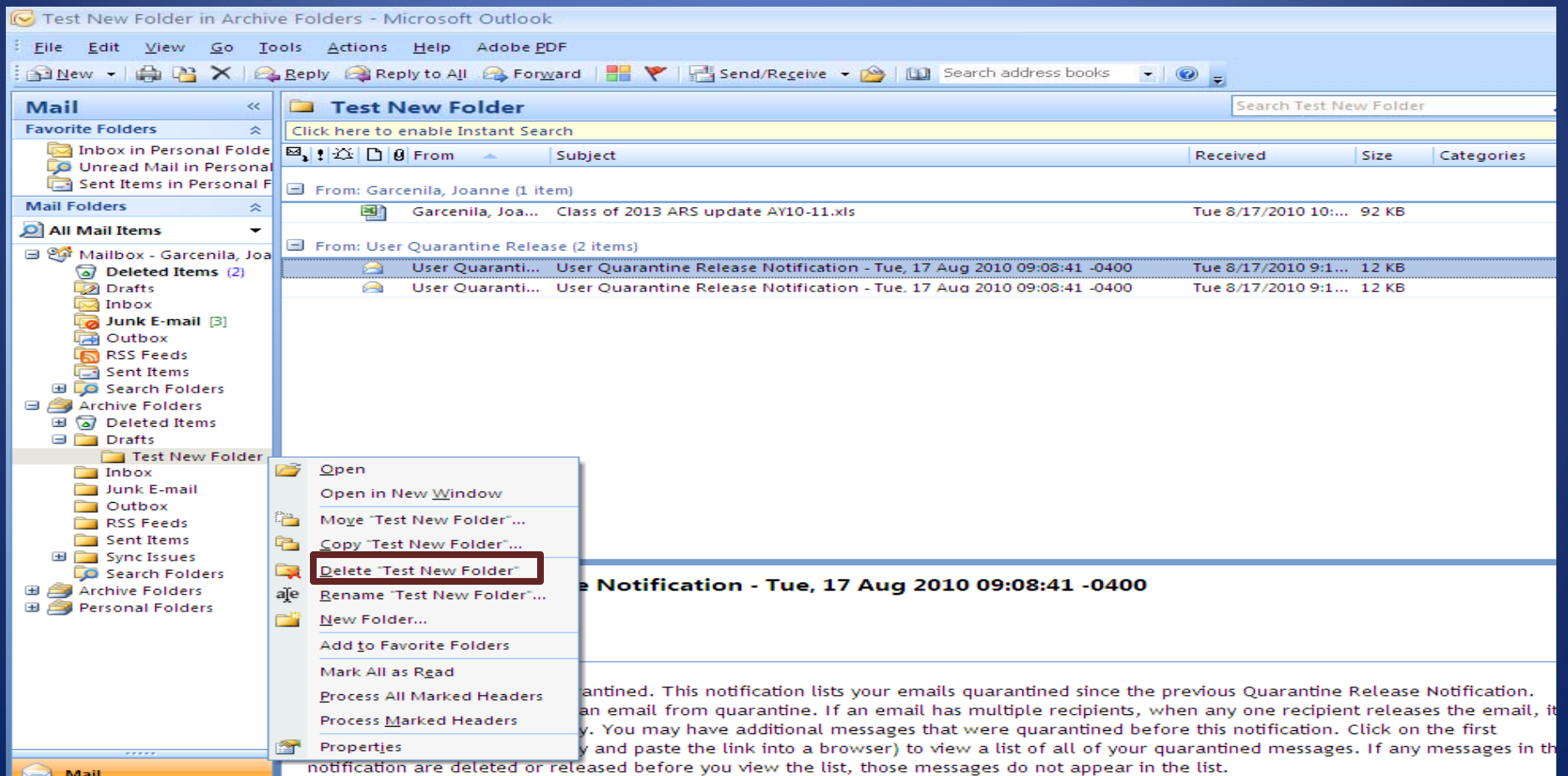
- Select the *item* you want to move.
- Drag to the destination folder, and then release the mouse button.

Also, you can drag and drop a file from your desktop or other location (ex. K drive) as attachment to a New Message.

Lesson I: Messages and Text

Organizing Mail

- q. Delete mail folder - Right click on a folder (ex. Test New Folder), Select *Delete “Test New Folder”*



The screenshot displays the Microsoft Outlook interface. The left-hand pane shows the 'Mail Folders' tree with 'Test New Folder' selected. A context menu is open over this folder, with the 'Delete "Test New Folder"' option highlighted by a red rectangle. The main pane shows the contents of the 'Test New Folder', including a table of messages. The table has columns for 'From', 'Subject', 'Received', 'Size', and 'Categories'. The messages listed are:

From	Subject	Received	Size	Categories
Garcenila, Joanne (1 item)				
Garcenila, Joa...	Class of 2013 ARS update AY10-11.xls	Tue 8/17/2010 10:...	92 KB	
User Quaranti...	User Quarantine Release Notification - Tue, 17 Aug 2010 09:08:41 -0400	Tue 8/17/2010 9:1...	12 KB	
User Quaranti...	User Quarantine Release Notification - Tue, 17 Aug 2010 09:08:41 -0400	Tue 8/17/2010 9:1...	12 KB	

The context menu options include: Open, Open in New Window, Move "Test New Folder"..., Copy "Test New Folder"..., Delete "Test New Folder" (highlighted), Rename "Test New Folder"..., New Folder..., Add to Favorite Folders, Mark All as Read, Process All Marked Headers, Process Marked Headers, and Properties.

Lesson I: Messages and Text

Organizing Mail

r. Delete a message

The screenshot shows the Microsoft Outlook interface. The main window displays a list of emails in the 'Inbox' folder. A context menu is open over one of the messages, with the 'Delete' option highlighted. Two red callout boxes with white text and arrows are present: one pointing to the message being right-clicked, and another pointing to the 'Delete' option in the context menu.

Right click on the message

Select Delete

From	Subject	Received	Size	Categories
Terry, Courtney		29...	6 KB	
Terry, Courtney		:51...	81 KB	
Terry, Courtney		46...	471 KB	
Information Di...		25...	10 KB	
Learning Tree	Save up to 45% with	Fri 8/13/2010 1:28...	20 KB	
Valerie Taylor	A.I.	Fri 8/13/2010 12:0...	12 KB	
Health Professi...	Local 5094: Last Cha	Fri 8/13/2010 12:0...	13 KB	
Health Professi...	HPAE: Last Chance to	Fri 8/13/2010 10:3...	12 KB	
mbmapp@um...	Access to the UMDN	Fri 8/13/2010 10:3...	8 KB	
Norma Hernan...	FW: Log in problems	Fri 8/13/2010 8:40...	12 KB	
Meditrek Supp...	RE: Meditrek	Thu 8/12/2010 7:1...	17 KB	
UMDNJ Advan...	This Week at UMDN	Thu 8/12/2010 5:1...	935 KB	
Ryan Novosielski	[HPAE5094-IST] Dele	Thu 8/12/2010 4:3...	11 KB	
Terry, Courtney	RE: EMS	Thu 8/12/2010 3:4...	20 KB	
Hu, Po	FW: EMS	Thu 8/12/2010 3:0...	10 KB	
Terry, Courtney	EMS	Thu 8/12/2010 2:5...	17 KB	
Mittal, Suman	RE: check it out	010 2:4...	11 KB	
Terry, Courtney	RE: Medical Student	010 2:2...	13 KB	
Felicita Santiago	RE: Addition (Out of	010 1:5...	5 KB	
Hu, Po	check it out	Thu 8/12/2010 1:4...	7 KB	

RE: A.I.
Valerie Taylor [taylorvj@umdnj.edu]
You replied on 8/16/2010 1:34 PM.
Sent: Mon 8/16/2010 1:32 PM
To: Garcenila, Joanne

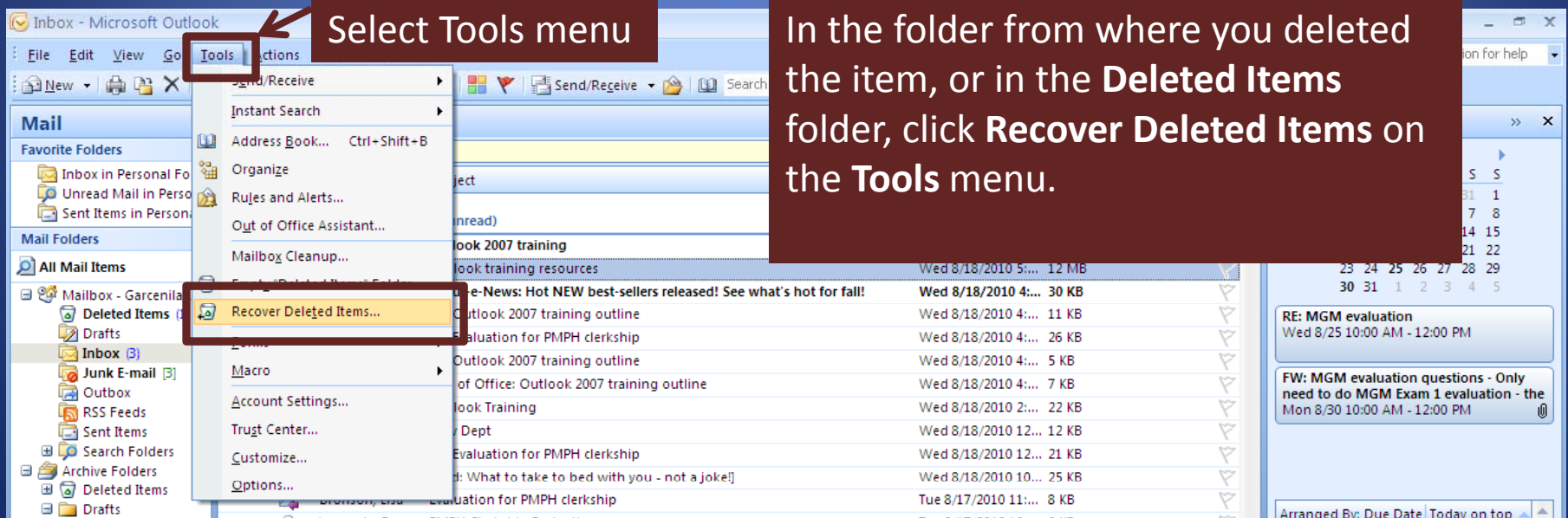
Thanks Jo.

Lesson I: Messages and Text

Organizing Mail

s. Recover a deleted message

Microsoft Office Outlook 2007 provides a way to recover items after you delete them permanently, even after you empty the **Deleted Items** folder.



The screenshot shows the Microsoft Outlook 2007 interface. The 'Tools' menu is open, and the 'Recover Deleted Items...' option is highlighted. A red arrow points to the 'Tools' menu, and a red box highlights the 'Recover Deleted Items...' option. A text box on the right explains the process: 'In the folder from where you deleted the item, or in the Deleted Items folder, click Recover Deleted Items on the Tools menu.'

Select Tools menu

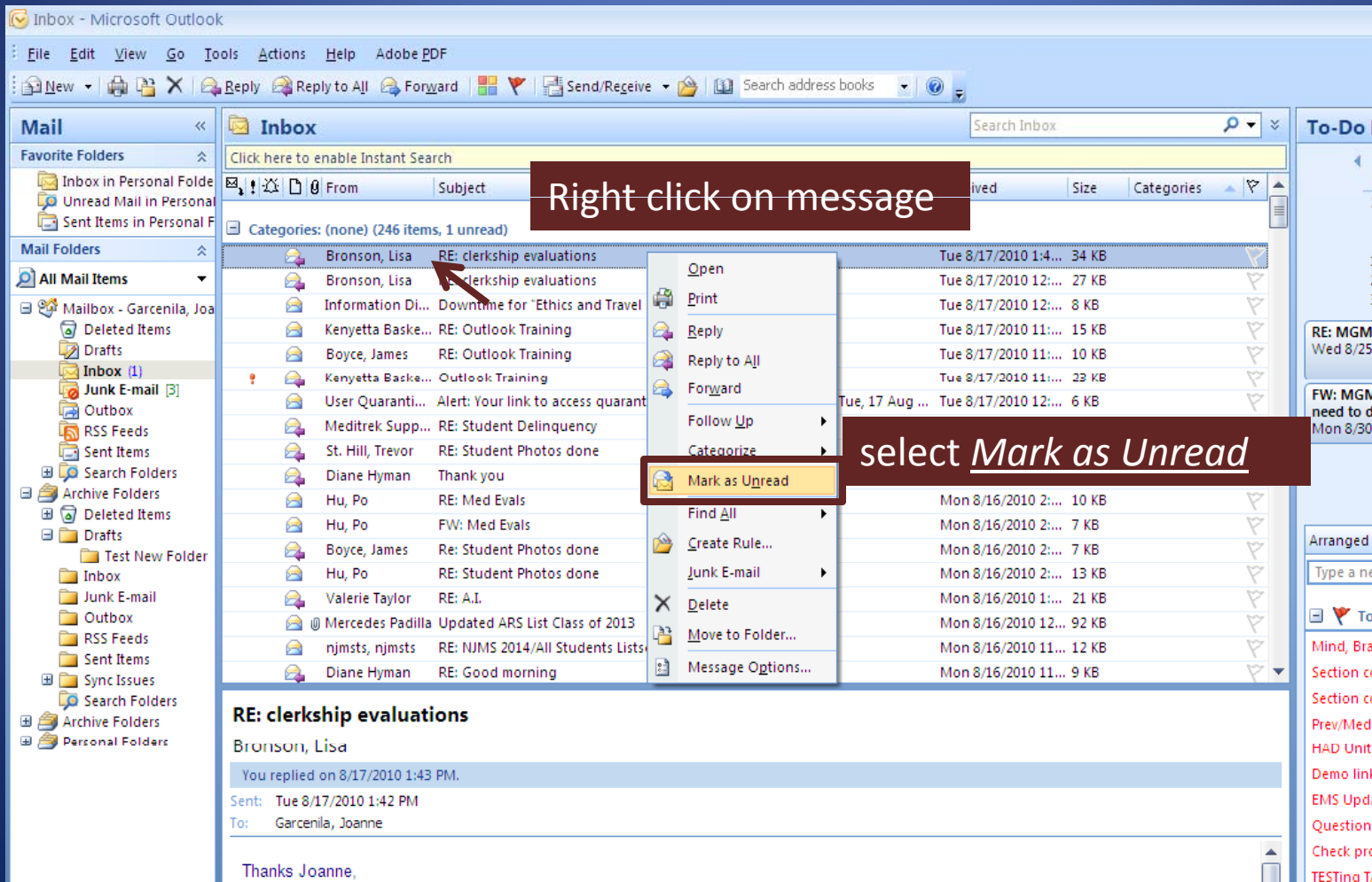
In the folder from where you deleted the item, or in the Deleted Items folder, click **Recover Deleted Items** on the **Tools** menu.

Take note: You have two weeks to recover your deleted message.

Lesson I: Messages and Text

Organizing Mail

t. Marking a message as unread



The screenshot shows the Microsoft Outlook interface. The 'Inbox' folder is selected in the left-hand pane. The main pane displays a list of messages. A right-click context menu is open over the message 'RE: clerkship evaluations' by Bronson, Lisa. The 'Mark as Unread' option is highlighted in the menu. A red arrow points to the message in the list, and another red arrow points to the 'Mark as Unread' option in the menu. A dark red box with white text 'Right click on message' is positioned over the message, and another dark red box with white text 'select Mark as Unread' is positioned over the menu option. The message content is visible at the bottom of the window, showing the subject 'RE: clerkship evaluations', the sender 'Bronson, Lisa', and the body text 'You replied on 8/17/2010 1:43 PM. Sent: Tue 8/17/2010 1:42 PM To: Garcenila, Joanne Thanks Joanne.'

Right click on message

select Mark as Unread

RE: clerkship evaluations
Bronson, Lisa
You replied on 8/17/2010 1:43 PM.
Sent: Tue 8/17/2010 1:42 PM
To: Garcenila, Joanne
Thanks Joanne.



Lesson II: Contacts

- a. Adding a new contact
- b. Adding the sender of a message to contacts
- c. Deleting a contact
- d. Sort Contacts –Click small icons: Sort by From, Subject, Date Received, Importance, and Size
- e. Find Contacts using Address book
- f. Select **Contacts** on Nav Pane, Click ▼ dropdown arrow next to New , select Distribution list
- g. Add new email address to distribution list
- h. Remove an email address from a distribution list
- i. Sending an email to distribution list

Lesson II: Contacts

a. Adding a new contact

You can also add a new contact from the Mail navigation and by pressing shortcut keys. I'll show you on the next slide.

The screenshot shows the Microsoft Outlook interface with the 'Contacts' window open. The 'New Contact' form is displayed, and several annotations are present:

- An arrow points to the 'New' button in the top-left corner of the Outlook window, with the text 'Click New' in a dark red box.
- An arrow points to the 'Save' button in the 'Actions' group of the ribbon, with the text 'Click Save' in a dark red box.
- An arrow points to the 'Contacts' icon in the bottom-left navigation pane, with the text 'Select Contacts on Navigation Pane' in a dark red box.

The form itself contains the following fields and sections:

- Full Name...** (text box)
- Company:** (text box)
- Job title:** (text box)
- File as:** (dropdown menu)
- Internet** section:
 - E-mail...** (dropdown menu)
 - Display as:** (text box)
 - Web page address:** (text box)
 - IM address:** (text box)
- Phone numbers** section:
 - Business...** (dropdown menu)
 - Home...** (dropdown menu)
 - Business Fax...** (dropdown menu)
 - Mobile...** (dropdown menu)
- Addresses** section:
 - Business...** (dropdown menu)
 - This is the mailing address
- Notes** (text area)

Fill in the information

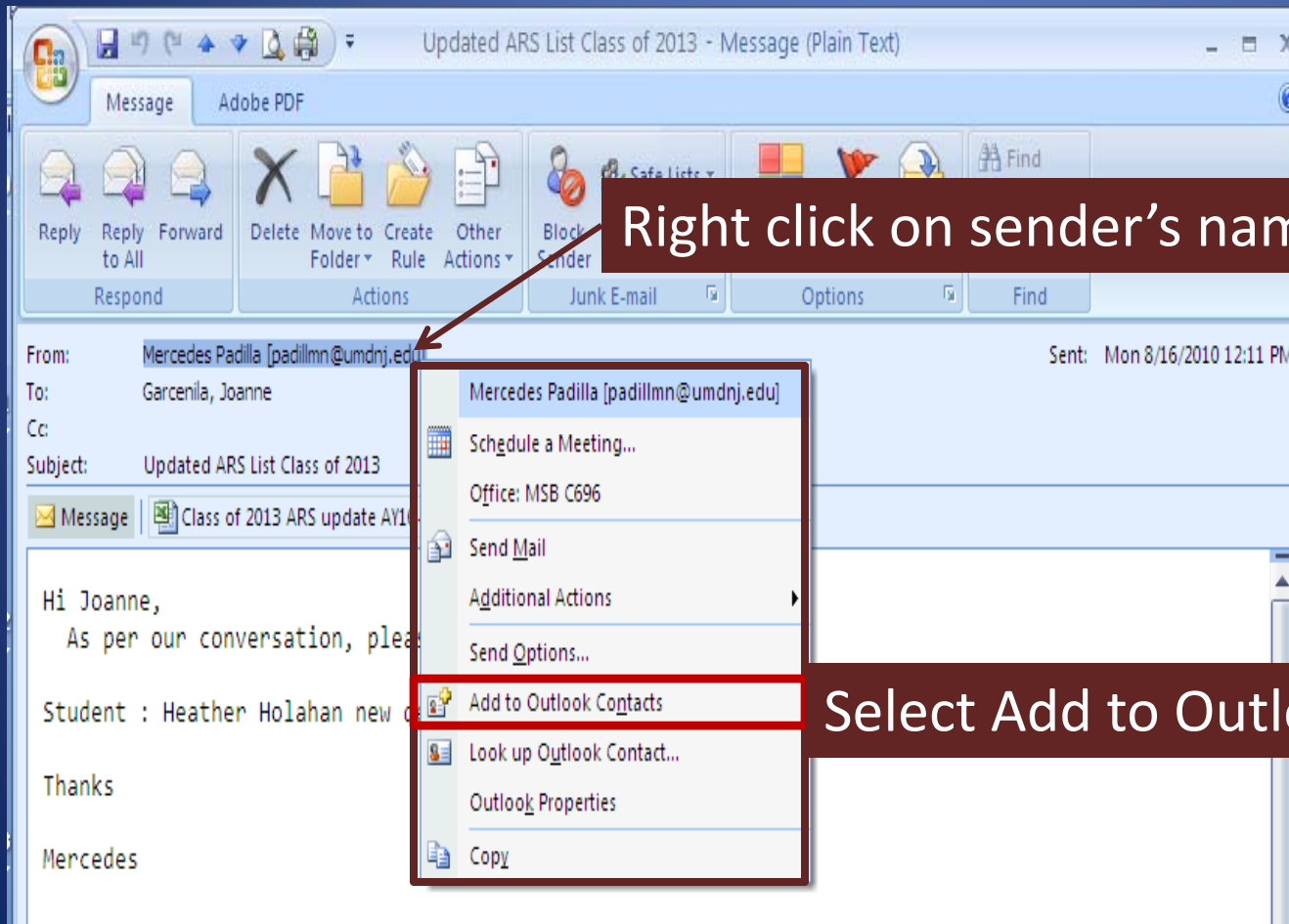
Or from Mail navigation to add a new contact

The screenshot displays the Microsoft Outlook interface. On the left, the 'Inbox - Microsoft Outlook' menu is open, with the 'New' option highlighted by a red arrow. The 'New' menu includes options like 'Mail Message', 'Post in This Folder', 'Folder...', 'Search Folder', 'Appointment', 'Meeting Request', 'Contact', 'Distribution List', 'Task', 'Task Request', 'Journal Entry', 'Note', 'Internet Fax', 'Choose Form', 'Choose Information', 'Outlook Data File', 'RSS Feed', 'Sent Item', 'Sync Issue', 'Search Folder', 'Archive Folder', and 'Personal Folder'. The 'Contact' option is selected, and the 'Untitled - Contact' window is open. The window title bar shows 'Untitled - Contact' and standard window controls. The ribbon includes 'Contact', 'Insert', and 'Format Text' tabs. The 'Contact' ribbon has groups for 'Actions' (Save & Close), 'Show' (Show), 'Communicate' (E-mail, Meeting, Call), 'Options' (Business Card, Picture, Categorize, Follow Up), and 'Proofing' (Spelling). The form fields include: 'Full Name...' (text box), 'Company:' (text box), 'Job title:' (text box), 'File as:' (dropdown), 'Internet' section with 'E-mail...' (text box), 'Display as:' (text box), 'Web page address:' (text box), 'IM address:' (text box), 'Phone numbers' section with 'Business...' (dropdown), 'Home...' (dropdown), 'Business Fax...' (dropdown), and 'Mobile...' (dropdown), and 'Addresses' section with 'Business...' (dropdown) and a checkbox for 'This is the mailing address'. A dark red text box is overlaid on the form with the text: 'Or use shortcut by Pressing Ctrl-Shift-C anywhere you're in outlook.' The right side of the Outlook interface shows a 'To-Do Bar' with a calendar grid and a list of tasks, including 'RE: MGM evalu...' and 'FW: MGM evalu...'. The bottom of the screen shows the name 'Bromson, Lisa'.

Lesson II: Contacts

b. Adding the sender of a message to contacts

Let's say a message is now selected and it's open.



Lesson II: Contacts

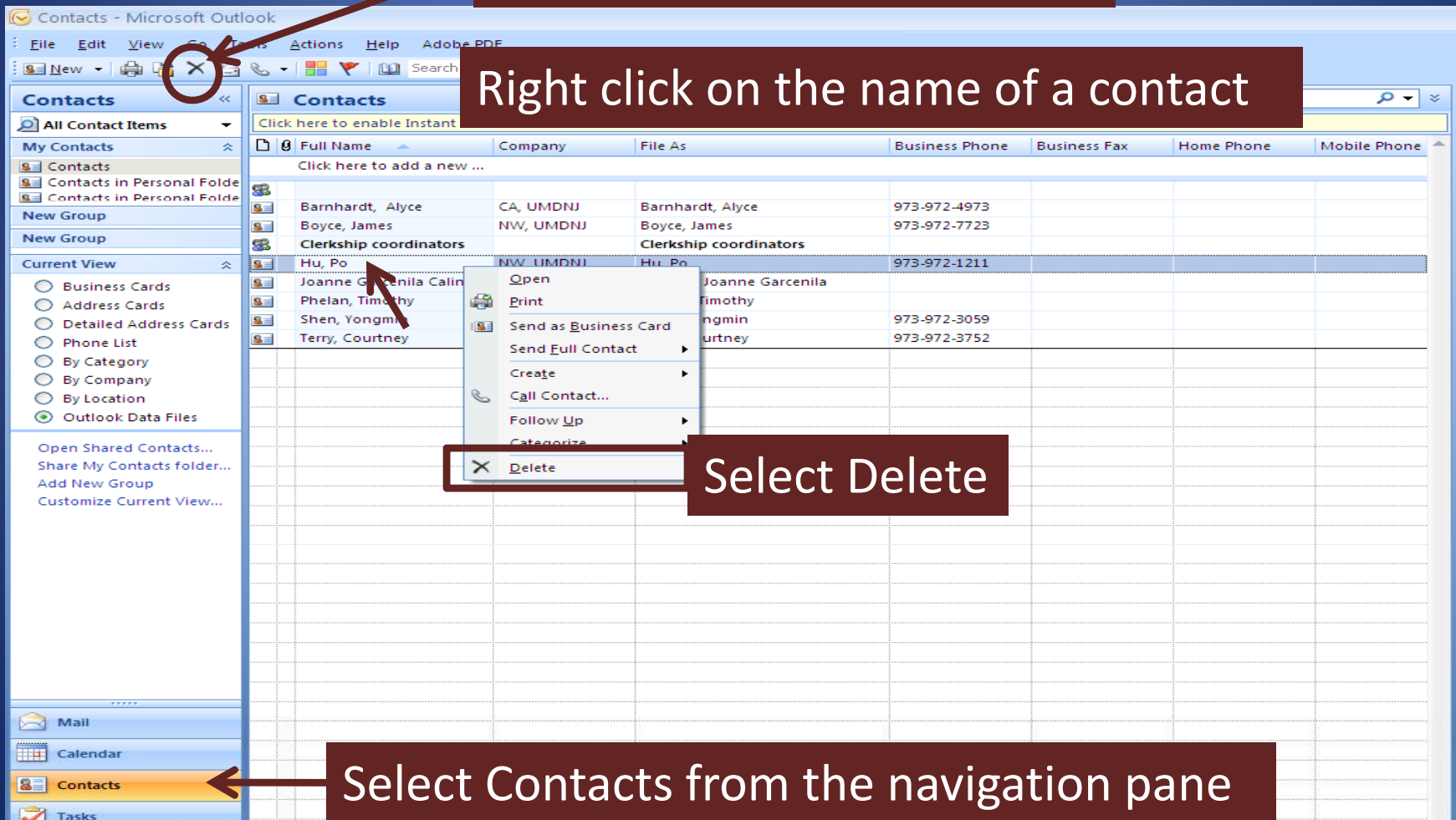
c. Deleting a contact

Or click this Delete button

Right click on the name of a contact

Select Delete

Select Contacts from the navigation pane



Lesson II: Contacts

d. Sort Contacts

Simply click on how you would like it sorted, for example Full name.

Sort contacts by Full name, Company, File As, Business phone, Business Fax, Home Phone, Mobile Phone and more...

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

Search address books

Contacts

All Contact Items

My Contacts

Contacts

Contacts in Personal Folde

Contacts in Personal Folde

New Group

New Group

Current View

Business Cards

Address Cards

Detailed Address Cards

Phone List

By Category

By Company

By Location

Outlook Data Files

Open Shared Contacts...

Share My Contacts folder...

Add New Group

Customize Current View...

Click here to enable Instant Search

Full Name Company File As Business Phone Business Fax Home Phone Mobile Phone

Click here to add a new ...

Sort by: Full Name

	Full Name	Company	File As	Business Phone	Business Fax	Home Phone	Mobile Phone
	Barnhardt, Alyce	CA, UMDNJ	Barnhardt, Alyce	973-972-4973			
	Boyce, James	NW, UMDNJ	Boyce, James	973-972-7723			
	Clerkship coordinators		Clerkship coordinators				
	Hu, Po	NW, UMDNJ	Hu, Po	973-972-1211			
	Joanne Garcenila Calinao	IT @ NJMS	Calinao, Joanne Garcenila				
	Phelan, Timothy	NJMS, UMDNJ	Phelan, Timothy				
	Shen, Yongmin	NW, UMDNJ	Shen, Yongmin	973-972-3059			
	Terry, Courtney	NJMS, UMDNJ	Terry, Courtney	973-972-3752			

Lesson II: Contacts

e. Find Contacts using Address book

Type the person's name on this box

The screenshot shows the Microsoft Outlook interface. The 'Address Book (Ctrl+Shift+B)' search bar is highlighted with a red box and contains the text 'Rodriguez'. A dark red callout box with an arrow points to this search bar, containing the text 'Type the person's name on this box'. Below the search bar, a 'Check Names' dialog box is open. The dialog box title is 'Check Names' and the message reads: 'Microsoft Office Outlook found more than one "rodriguez".' Below the message, it says 'Select the address to use:' and displays a table of search results.

Name	Title	Bus
Rodriguez, Ana	RES TEACHING SPEC III	
Rodriguez, Ana	Student	
Rodriguez, Andy	Student	
Rodriguez, Angelica	CLINIC SERVICES REP II	
Rodriguez, Anthony	Bus Driver	2-
Rodriguez, Arnaldo	IT Manager	9'

Buttons at the bottom of the dialog box include 'Properties', 'Show More Names...', 'New Contact...', 'OK', and 'Cancel'.

Or Press **Ctrl-Shift-B** to open the address book anywhere in Outlook.

Lesson II: Contacts

f. Creating a new distribution list

A distribution list is a collection of contacts (contact: Person, inside or outside of your organization.) It provides an easy way to send e-mail messages to a group of people. For example, if you frequently send messages to the marketing team, you can create a distribution list — called "Marketing Team"

Click dropdown arrow next to New

Select Distribution List

Click Save

Add New Member to Distribution list are people from your contact list.

Select Members will open the address book window

Enter the name of the distribution list

Microsoft Outlook - Inbox

File Edit View

New

Main Message Ctrl+N

Post in This Folder Ctrl+Shift+S

Folder... Ctrl+Shift+E

Search Folder... Ctrl+Shift+P

Navigation Pane Shortcut...

Appointment Ctrl+Shift+A

Meeting Request Ctrl+Shift+Q

Contact Ctrl+Shift+C

Distribution List Ctrl+Shift+L

Task Ctrl+Shift+K

Task Request Ctrl+Shift+U

Untitled - Distribution List

Distribution List Insert Format Text

Save & Close Delete Members Notes

Select Members Add New Members

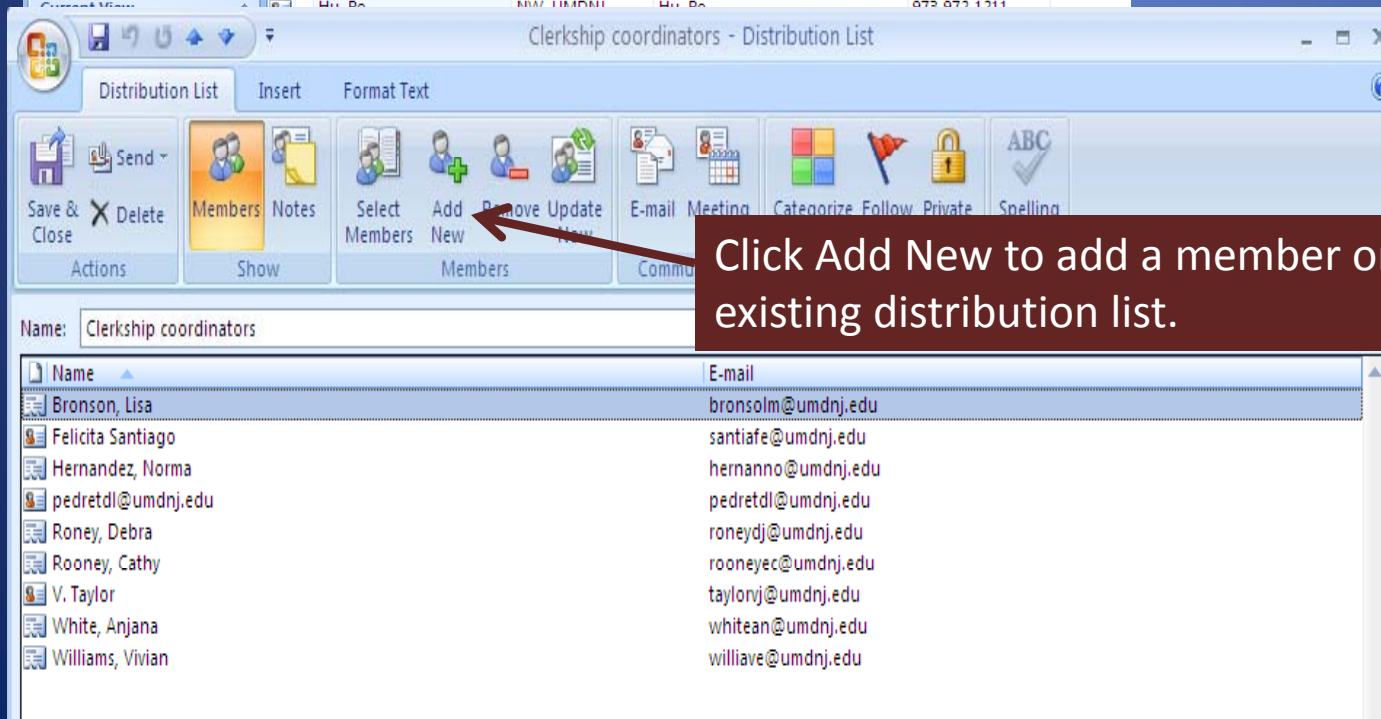
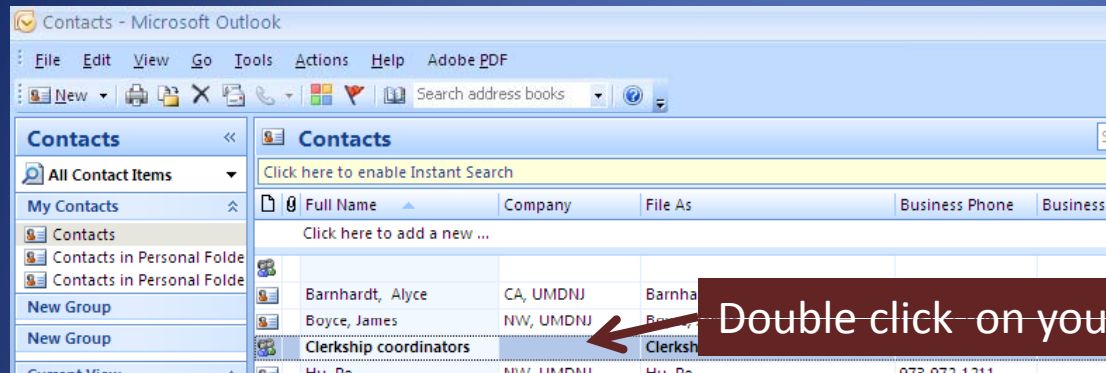
Name: []

Name E-mail

There are no items to show in this view.

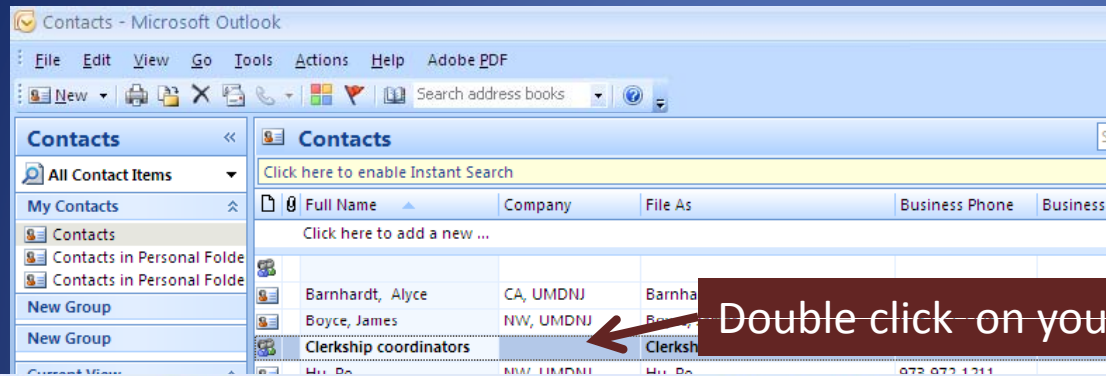
Lesson II: Contacts

g. Add new email address to an existing distribution list

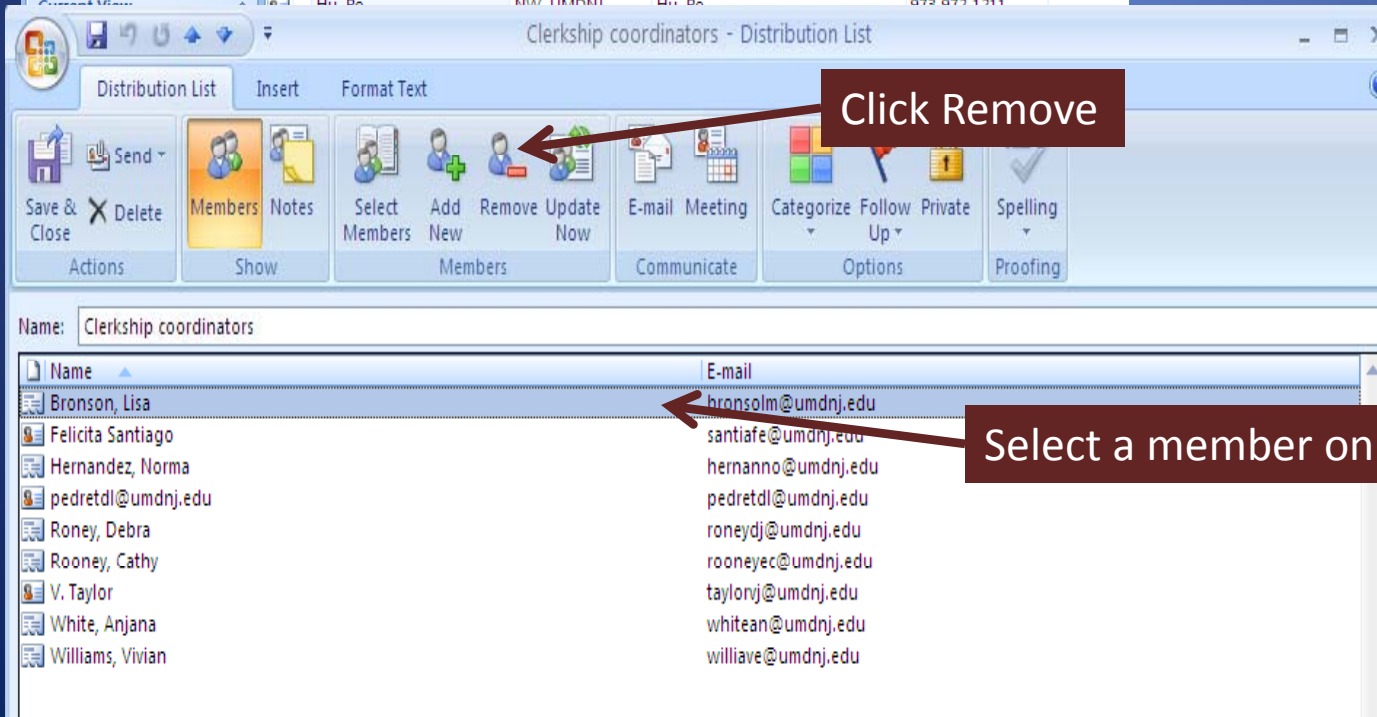


Lesson II: Contacts

h. Remove an email address from a distribution list



Double click on your existing distribution list.

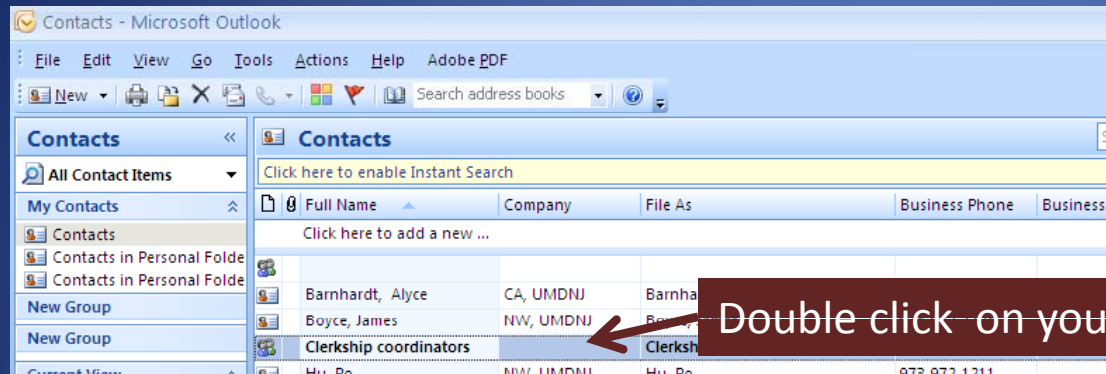


Click Remove

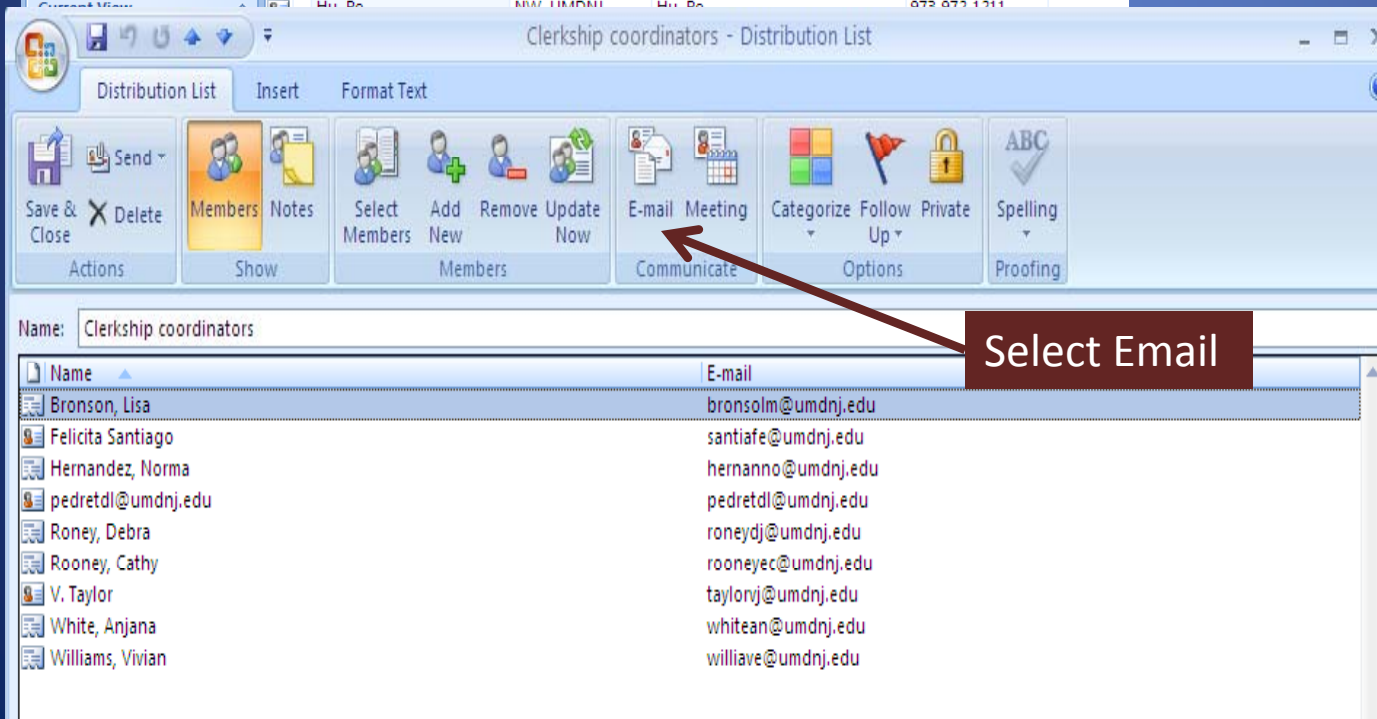
Select a member on your list

Lesson II: Contacts

i. Sending an email to distribution list



Double click on your existing distribution list.



Select Email

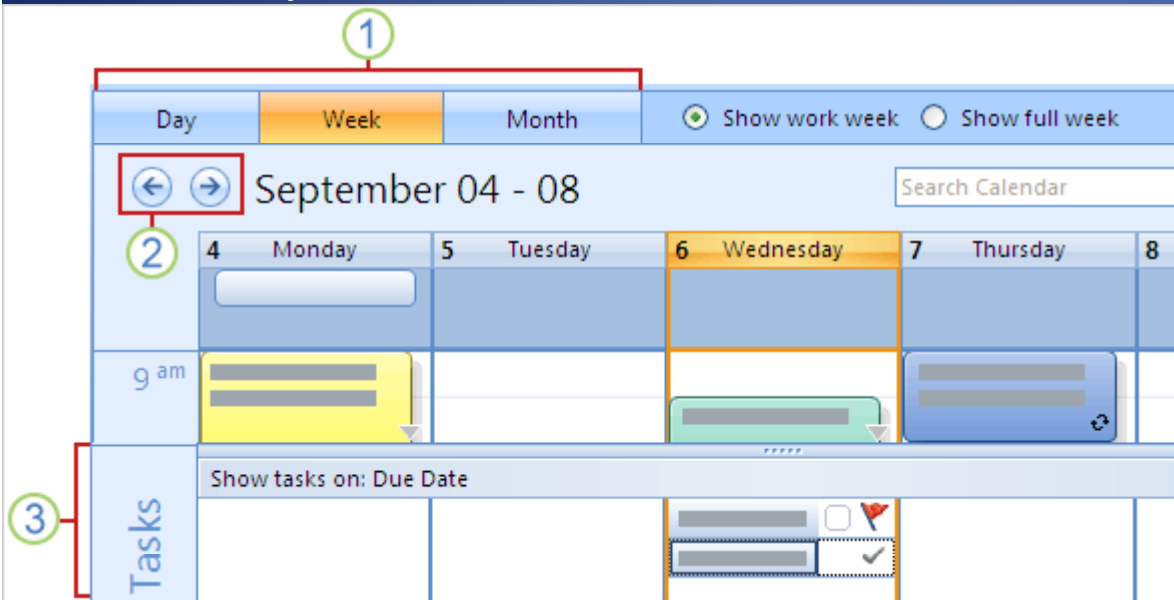


Lesson III: Calendar

- a. Explore Outlook Calendar
- b. Change view of calendar – **View menu** select Current view
- c. Schedule or add an appointment - Click **Calendar** Navigation Pane click New
- d. Edit appointment – Double click on the appointment
- e. Delete appointment – Right click on appointment, select Delete
- f. Sharing a calendar – **Calendar Navigation Pane** on the left click Share my calendar

1. Using Calendar

a. Explore Outlook Calendar



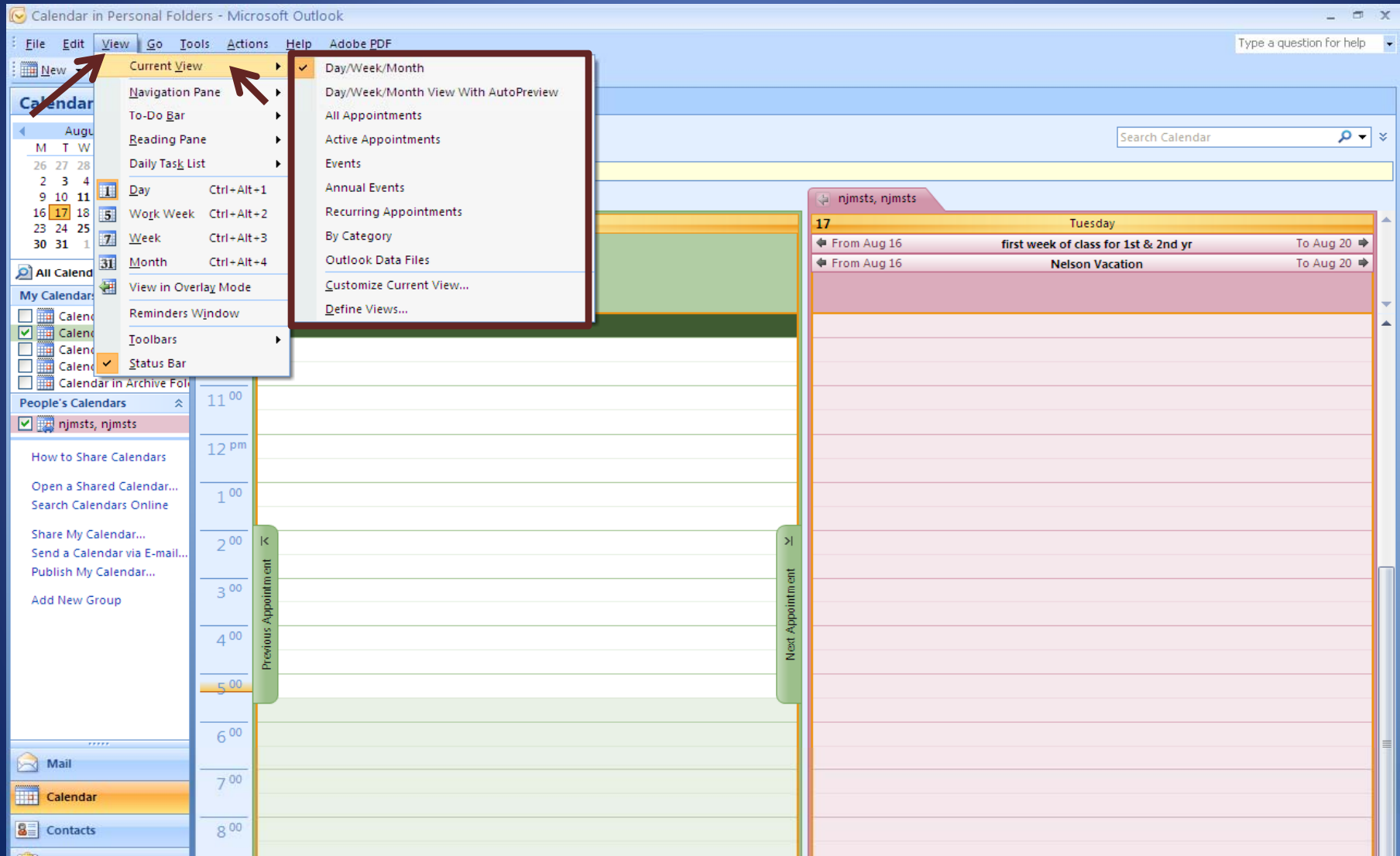
The new design of the calendar in Outlook 2007 you'll notice that it's easier to see what's what.

The picture shows some examples:

- 1 Bigger buttons make it easier to quickly switch between daily, weekly, and monthly calendar views.
- 2 Back and Forward buttons let you quickly go to the next day, week, or month in the calendar.
- 3 Tasks - You can use this area to track your accomplishments: Completed items on this list appear crossed out and "stick" to the day; tasks not marked as complete will automatically be carried over to the next day, until you complete them.

Lesson III: Calendar

b. Change view of calendar – View menu select Current view



Calendar View

The Calendar view

The screenshot shows the Microsoft Outlook interface with the Calendar view selected. The main window displays a monthly calendar for May 2008. The calendar is organized into a grid with columns for days of the week (Sunday to Saturday) and rows for dates. The date May 14 is highlighted in yellow. The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, Help), a toolbar with icons for New, Today, and Search address books, and a search box. The left sidebar shows the Navigation pane with 'Calendar' selected. The status bar at the bottom indicates '0 items' and 'Connected to Microsoft Exchange'.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 27	28	29	30	May 1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Click on the **Calendar** button in the Navigation page to view your default calendar.

Two calendar views

The screenshot displays the Microsoft Outlook interface with two calendar views side-by-side. The left view is the 'Personal calendar' (green background) and the right view is the 'shared calendar' (pink background). Both views show the month of August 2010. The personal calendar includes events like 'Call Dr. E', 'Prepare s', 'Ask Po a', 'Outlook', 'Visit the', 'Orientati', 'Outlook training: SSB', and 'Prepare s'. The shared calendar includes events like 'Keston Vacation', 'Yongmin', 'JB Vacation', 'Arnaldo - Vacation', 'Elaine V', 'Barry Vacation', 'Audrey Vacation', and 'first week of class for 1st & 2nd yr'. A blue arrow points from the 'Personal calendar' label to the personal calendar view, and another blue arrow points from the 'shared calendar' label to the shared calendar view.

Calendar in Personal Folders - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

New X Search address books

Calendar << Day Week Month Details: Low Medium High

August 2010

Search Calendar

Click here to enable Instant Search

Calendar

Mon Tue Wed Thu Fri Sat Sun

Jul 26 27 28 29 30 31 Aug 1

Calendar

Mon Tue Wed Thu Fri Sat Sun

Jul 26 27 28 29 30 31 Aug 1

Yongmin Nelson L Yihua - 1

Keston Vacation

Yongmin Yihua - V Audrey - 1

Yongmin Arnoldo - Barry FH

JB Vacation

Omyara G Partners I Copy: HP

Juan Vac;

Keston Vac

Student F

Arnaldo - Vacation Elaine V

first week of class for 1st & 2nd yr

Nelson Vacation

Arnaldo - Vacation

Barry Vacation

Audrey Vacation

8:00am 9:00am

shared calendar

Personal calendar

Lesson III: Calendar

c. Schedule or add an appointment

Calendar in Personal Folder

Untitled - Appointment

Click Save

Appointment Insert Format Text

Save & Close Invite Attendees Delete Appointment Scheduling Assistant Forward

Show As: Busy

Reminder: 15 minutes

Recurrence Time Zones Categorize

Private High Importance Low Importance

Spelling Proofing

Subject:

Location:

Start time: Fri 8/27/2010 9:30 AM All day event

End time: Fri 8/27/2010 10:00 AM

Calendar

Lesson III: Calendar

d. Edit an appointment

The screenshot displays the Microsoft Outlook interface with an appointment form open. The window title is "Prepare student roster that's due on 8_30_10 - Appointment". The ribbon includes "Appointment" and "Scheduling Assistant" tabs. The ribbon buttons are categorized into "Actions" (Save & Close, Invite Attendees, Forward), "Show" (Appointment, Scheduling Assistant), and "Options" (Show As: Busy, Recurrence, Time Zones, Categorize, Private, High Importance, Low Importance, Spelling, Proofing). A red arrow points to the "Save & Close" button, with a callout box containing the text "Click Save".

The appointment form fields are as follows:

- Subject: Prepare student roster that's due on 8_30_10
- Location: [Empty]
- Start time: Tue 8/24/2010 10:00 AM All day event
- End time: Tue 8/24/2010 10:30 AM

The left sidebar shows the "Calendar" view for August 2010, with the 18th highlighted. Below the calendar is a list of "My Calendars" and "People's Calendars". The bottom of the sidebar shows the "Mail", "Calendar", and "Contacts" navigation pane.

The right sidebar shows a weekly view for "Sunday, Aug 1" with time slots from 8:00 AM to 5:00 PM.

Lesson III: Calendar

e. Delete appointment

The screenshot shows the Microsoft Outlook calendar interface. The calendar is set to August 2010, and the view is set to 'Month'. The 'Details' are set to 'High'. A right-click context menu is open over the appointment 'Ask Po about Prev Med' on Thursday, August 26, 10:00am. The 'Delete' option is highlighted in the menu. A red arrow points to the appointment, and a red box highlights the 'Delete' option in the menu.

Calendar in Personal Folders - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

New X Today Search address books

Calendar <<

August 2010

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

All Calendar Items

My Calendars

- Calendar
- Calendar in Personal Folders
- Calendar in Personal Folders
- Calendar in Archive Folders
- Calendar in Archive Folders

People's Calendars

- njmsts, njmsts

How to Share Calendars

- Open a Shared Calendar...
- Search Calendars Online
- Share My Calendar...
- Send a Calendar via E-mail...
- Publish My Calendar...

Add New Group

Mail

Calendar

Day Week Month Details: Low Medium High

August 2010

Click here to enable Instant Search

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Jul 26 - Aug 1

10:30am Call Dr. Bentley

10:00am Prepare Studen

10:00am Send Student r

Ask Po about Prev Med

10:00am Test Productio

2 3 4 5 6 7 8

10:00am Outlook traini

10:00am Visit the traini

Aug 2 - 8

3:00pm MEet with Tim

10:30am Orientation

Aug 9 - 15

10:00am Outlook training; SSB, EMS dept. 4t 1:00pm

Aug 16 - 22

10:00am Prepare studen

10:00am Activate the Su

23 24 25 26 27 28 29

Open

Print

Reply

Reply to All

Forward

Private

Show Time As

Automatic Formatting...

Categorize

Delete

Right click on the appointment

Select Delete

Lesson III: Calendar

f. Sharing a calendar

Calendar in Personal Folders - Microsoft Outlook

File Edit View Go Tools Actions Help Adobe PDF

New [Print] [Close] [Refresh] Today Search address books

Calendar << >>

August 2010

M	T	W	T	F	S	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

All Calendar Items

My Calendars

- Calendar
- Calendar in Personal Folders
- Calendar in Personal Folders
- Calendar in Archive Folders
- Calendar in Archive Folders

People's Calendars

- njmsts, njmsts

How to Share Calendars

- [Open a Shared Calendar...](#)
- [Search Calendars Online](#)
- [Share My Calendar...](#)
- [Send a Calendar via E-mail...](#)
- [Publish My Calendar...](#)
- [Add New Group](#)

Contacts

Day Week Month Details: Low Medium High

Sharing invitation: Garcenila, Joanne - Calendar

Share Insert Options Format Text

Cut Copy Paste Format Painter Clipboard

Basic Text

Address Book Check Names Attach File

To... []

Subject: Sharing invitation: Garcenila, Joanne - Calendar

- Allow recipient to view your Calendar
- Request permission to view recipient's Calendar

Garcenila, Joanne - Calendar
Microsoft Exchange Calendar

Send

Click Send

Enter recipients address here

Select your preference

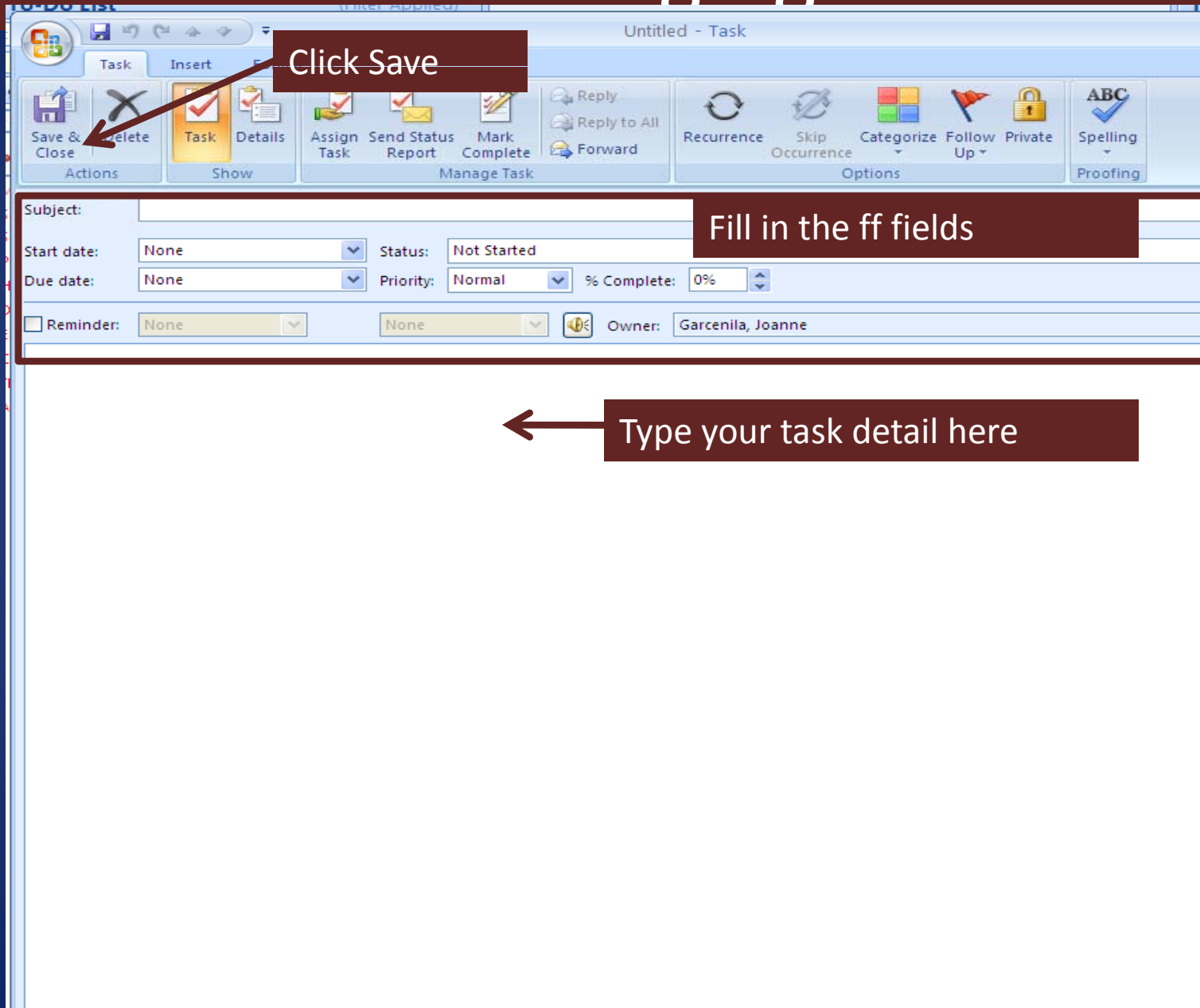
Type your message here



Lesson IV: Managing Tasks and Notes

- a. Create a task
- b. Edit and Update a Task – Double click on task and make your edit, Save & Close
- c. Create a note – Select **Notes** on Navigation Pane, Click New
- d. Edit note- Select Notes on Navigation Pane, Double click on the note you like to edit.
- e. Display a note on the Desktop-Drag and drop to desktop
- f. Print a note- Right click on a note, Print

Lesson IV: Managing Tasks and Notes



where in
Shift-K or
New

Lesson IV: Managing Tasks and Notes

The screenshot displays the Microsoft Outlook 'To-Do List' window. The title bar reads 'To-Do List - Microsoft Outlook'. The menu bar includes 'File', 'Edit', 'View', 'Go', 'Tools', 'Actions', and 'Help'. The ribbon is set to 'Tasks' and shows a 'To-Do List' group with a '(Filter Applied)' button. The ribbon tabs are 'Task', 'Insert', 'Format Text', and 'Adobe PDF'. The ribbon groups are 'Actions', 'Show', 'Manage Task', 'Options', and 'Proofing'. The 'Actions' group contains 'Save & Close', 'Delete', and 'Task'. A red callout box with the text 'Click Save' and an arrow points to the 'Save & Close' icon. The 'Show' group contains 'Details'. The 'Manage Task' group contains 'Assign Task', 'Send Status Report', and 'Mark Complete'. The 'Options' group contains 'Recurrence', 'Skip Occurrence', 'Categorize', 'Follow Up', 'Private', and 'Spelling'. The 'Proofing' group contains 'ABC'. The task details pane shows the following information:

- Subject: Demo link
- Start date: Thu 3/11/2010
- Due date: Thu 3/11/2010
- Status: Not Started
- Priority: Normal
- % Complete: 0%
- Reminder: None
- Owner: Joanne Garcenila

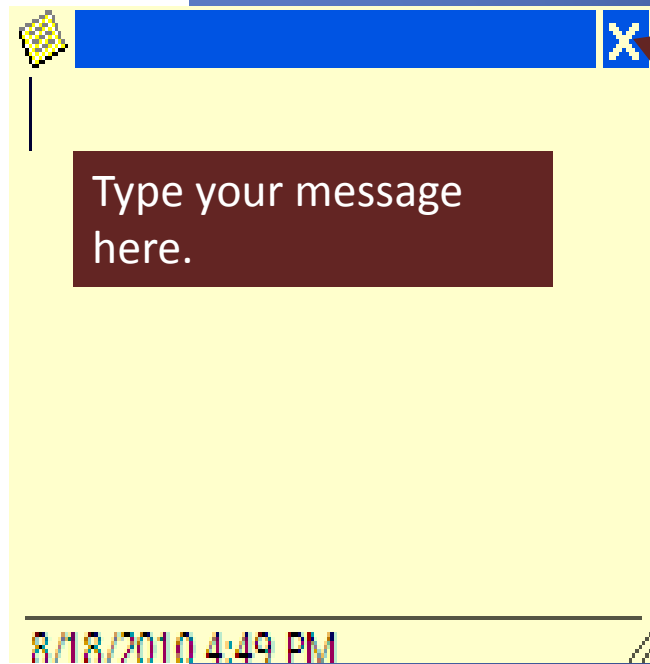
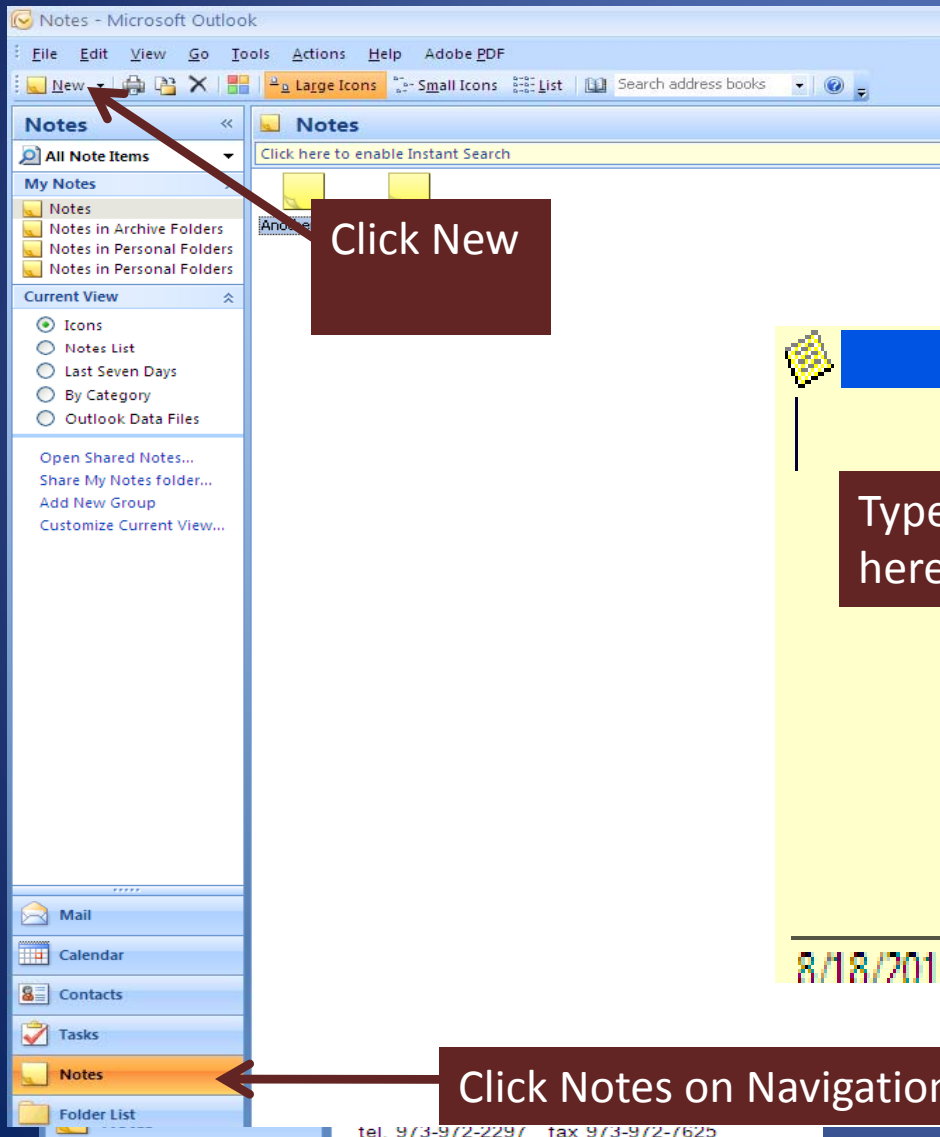
The task description field contains the URL: <https://10.32.4.103/mbm/myprofile/index.cfm>

At the bottom left, there is a 'Notes' tab.

Lesson IV: Managing Tasks and Notes

c. Create a Note

You can create a Note anywhere in Outlook by pressing Ctrl-Shift-N or clicking dropdown next to New

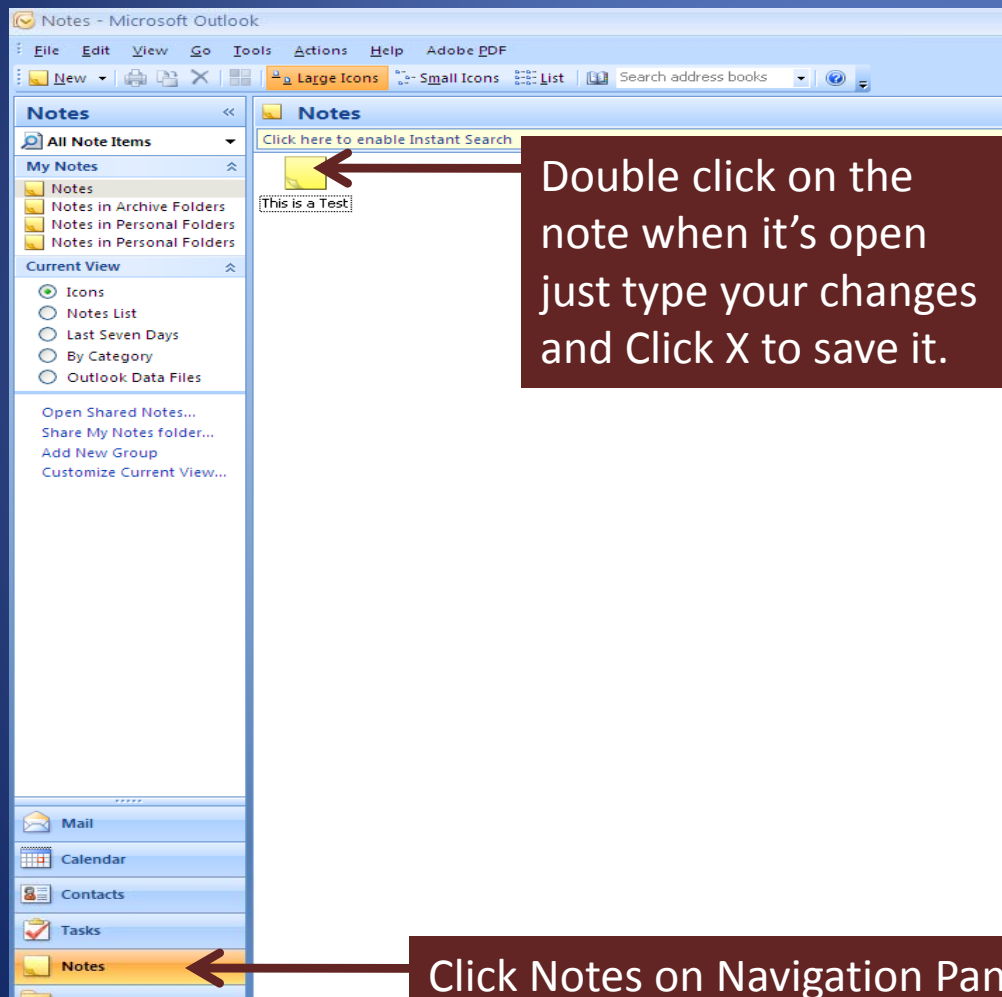


Click X after typing your note. It automatically saves it.

You select Notes Navigation pane and you'll see the note you created.

Lesson IV: Managing Tasks and Notes

- d. Edit note- Select Notes on Navigation Pane, Double click on the note you like to edit.

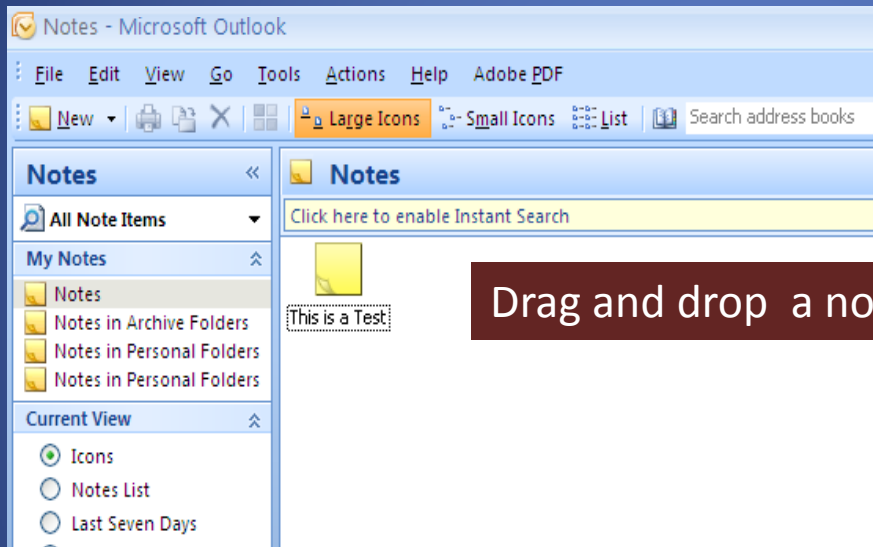


Double click on the note when it's open just type your changes and Click X to save it.

Click Notes on Navigation Pane

Lesson IV: Managing Tasks and Notes

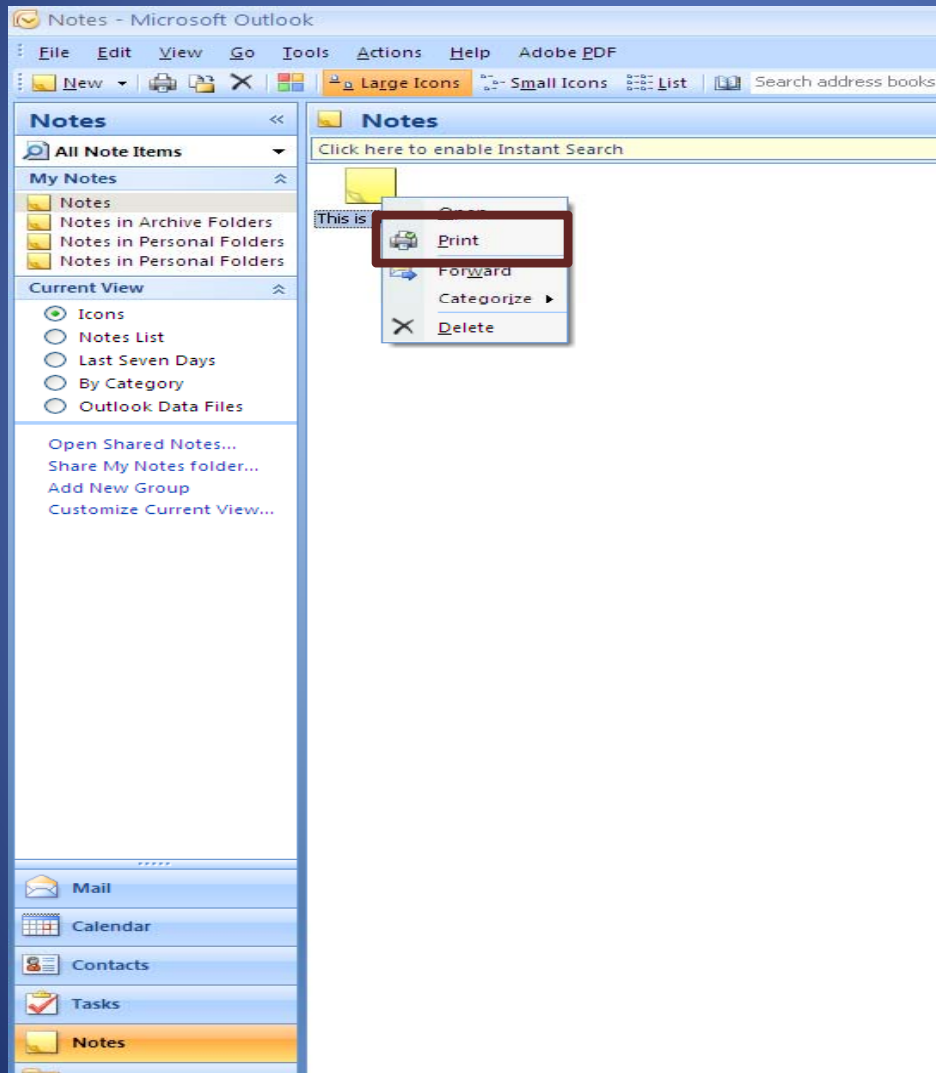
e. Display a note on the Desktop



Drag and drop a note to desktop

Lesson IV: Managing Tasks and Notes

- f. Print a note- Right click on a note > Print



Additional Information- Advanced








Rules and Alerts

Rules Wizard




Start from a template or from a blank rule

Step 1: Select a template



Stay Organized

-  Move messages from someone to a folder
-  Move messages with specific words in the subject to a folder
-  Move messages sent to a distribution list to a folder
-  Delete a conversation
-  Flag messages from someone for follow-up
-  Move Microsoft Office InfoPath forms of a specific type to a folder
-  Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

-  Display mail from someone in the New Item Alert Window
-  Play a sound when I get messages from someone
-  Send an alert to my mobile device when I get messages from someone

Start from a blank rule

-  Check messages when they arrive
-  Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from people or distribution list
move it to the specified folder

Example: Move mail from my manager to my High Importance folder

Cancel

< Back

Next >

Finish

Add or Remove Sharing Permissions

Calendar Properties

General Home Page AutoArchive
Administration Forms **Permissions** Synchronization

Name	Permission Level
Default	Owner
Anonymous	None

Add... Remove Properties...

Permissions

Permission Level: Owner

Read

- None
- Free/Busy time
- Free/Busy time, subject, location
- Full Details
-

Write

- Create items
- Create subfolders
- Edit own
- Edit all

Delete items

- None
- Own
- All

Other

- Folder owner
- Folder contact
- Folder visible

OK Cancel Apply

Create, View or Delete a group schedule

- In **Calendar**, on the **Actions** menu, click **View Group Schedules**.
- Do one of the following:
 - **Create a group schedule**
 - In the **Group Schedules** dialog box, click **New**.
 - Type a name for the new group schedule, and then click **OK**.
 - Click **Add Others**, and then click either **Add from Address Book** or **Add Public Folder**.
 - Select the names or the public folders that you want to add, and then click **OK**.
 - Click **Save and close**.
 - **View a group schedule**
- Select the group schedule that you want to view, and then click **Open**.
 - **Delete a group schedule**
- Select the group schedule that you want to delete, and then click **Delete**.

Thank you!