

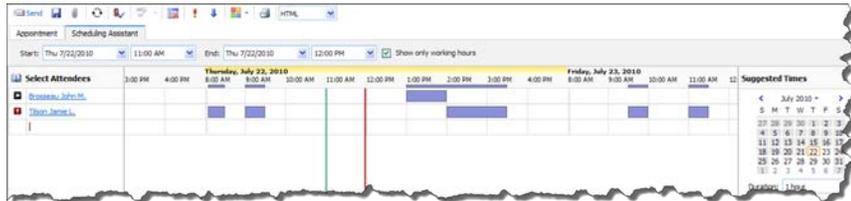
Outlook Web App 2010

Quick Reference Card

Creating Meetings and Recurrences

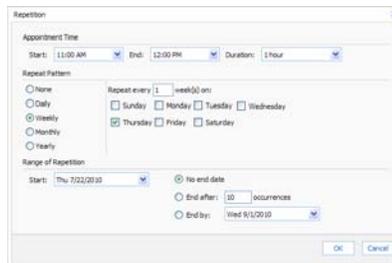
To plan a meeting:

1. Click the  **Calendar** button in the **Navigation Pane**.
2. Click the  **New** Appointment button drop-down arrow on the toolbar and select **Meeting Request**.
3. Click the **To...** button.
4. Search for and select the names of the people you want to invite to the meeting and click either the **To ->** or **Optional ->** button for each participant.
5. Click **OK**.
6. Enter a **Subject** for the meeting and any other details you want the attendees to know about the meeting.
7. Click the **Scheduling Assistant** tab and select a preferred meeting time. You should be able to see when your attendees are available and when they are already scheduled.
8. Click the  **Send** button.



To create a meeting recurrence:

1. Click the **Repeat** button  on the toolbar of the **Appointment** tab.
2. Select the **Start** and **End** times for the recurring meeting and the **Duration**.
3. Identify the **Recurrence pattern** using the option buttons and check boxes.
4. Determine the dates the recurring meeting will start and end.
5. Click the  **OK** button.



Rules and Alerts

Setting personal rules is a great way to organize your e-mail and manage a crowded inbox by automatically performing actions on messages.

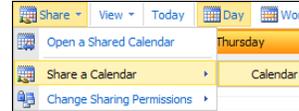
Creating a Rule By Example:

1. Right-click the e-mail that contains the information for which you want to make a rule (sender, subject, etc.)
2. Select the **Create Rule** button  from the list.
3. Click the checkbox(s) for the rules you would like to apply.
4. Next, choose an option from the **Do the following:** drop-down list.
5. If choosing to move the incoming message to a folder, click the **Select one...** link to choose the Outlook folder you would like to move the incoming mail.
6. You may click on the  **More Options...** link for a complete list of rule actions.
7. When you are finished selecting all of your options, click the  **Save** button in the lower left corner of the window.

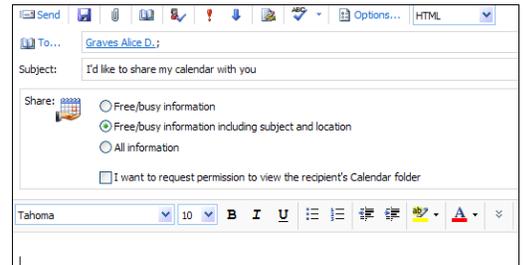
Using Shared Calendars

Sharing your Calendar with others:

1. Click the  **Calendar** button in the **Navigation Pane**.
2. Click the  **Share** button on the toolbar, then click **Share a Calendar**, and then **Calendar**.



3. Click on the **To...** button and search for the person or select from a group in your **Address Book**.
4. Click on the **OK** button.
5. Check the desired radio button for what you wish to share.
6. Type a message if you wish then click the  **Send** button.



Opening a Shared Calendar:

1. Click the  **Calendar** button in the **Navigation Pane**.
2. Click the  **Share** button on the toolbar, then click **Open a Shared Calendar**.
3. Click the  **Name...** button to search for the person in the Global Address List.
4. Select the person from the list.
5. Click on the **OK** button.
6. If you have permission to view their calendar, it will display on a separate tab next to your calendar.

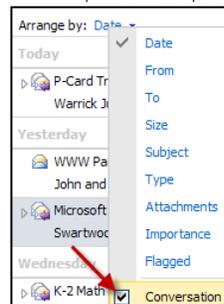
Nested Conversations

This new version of OWA allows for your e-mail conversations to be nested or grouped together so you can easily follow the thread of a long conversation. This works much the same way that third-party e-mail providers such as G-Mail work.

However, if you do not like the look and functionality of these nested conversations, you can turn them off. This will return OWA to the way you are likely used to viewing it.

To Turn Off Nested Conversations:

1. From the e-mail view, click once on the **Arrange by:** link at the top of your e-mail list. It will likely be defaulted by **Date**. You will click the drop-down arrow .
2. Deselect, or uncheck, the **Conversations** option.



File folders

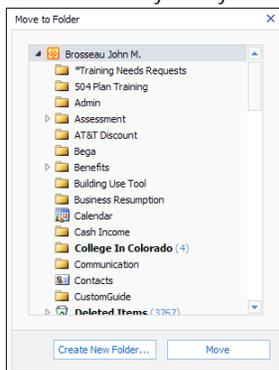
File folders are probably the single-most effective organizational tool that Outlook provides. File folders can be set up any way you like to fit your own personal organizational needs.

To create a new folder from scratch:

1. Right-click your name on the navigation bar and click the **Create New Folder...** menu item.
2. Enter a **Name** for the folder in the field provided and press the **Enter** button on your keyboard.

To create a new folder from an e-mail:

1. Right-click on the e-mail from your **Inbox**.
2. Select the **Move to Folder** option from the menu.
3. Click on your name or existing folder and click the **Create New Folder...** button.
4. Enter a **Name** for the folder in the field provided and press the **Enter** key on your keyboard.
5. Click the **Move** button.



To create a sub-folder under an existing folder:

1. Right-click the folder name in the folder list under which you would like to create a sub-folder.
2. Select the **Create New Folder...** menu item.
3. Enter a **Name** for the folder in the field provided.
4. Press the **Enter** button on your keyboard.

Creating and Assigning Tasks

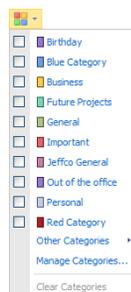
The Task List is also another powerful organizational tool within Outlook that goes largely underutilized. Not only can you create simple task lists for yourself and organize them, you can also set start and end dates, track progress, and set reminders.

To create a new task:

1. Select **Tasks** from the **Navigation Pane**.
2. Click the **New** button on the toolbar.
3. Enter a **Subject** title for this task.
4. Enter **Start** and **Due** dates, current **Status**, **Priority** and **% Complete** if desired.
5. If you would like a reminder notice for this task, click the **Reminder** checkbox and select the date and time you would like to receive the reminder.
6. Enter any notes you would like associated to this task in the large space provided.
7. You may categorize a task to help with organization by clicking on the **Apply Categories** button on the toolbar and choosing any categories from the list.
8. Click the **Save and Close** button to save your task.

Creating a recurring task:

1. Open an existing task or create a new one as outlined above.
2. Click the **Repeat...** button on the toolbar.
3. Choose the **Repeat Pattern** by using the option buttons and checkboxes provided.
4. Determine whether or not you would like this task to have an end date.
5. If you do want an end date for the task, you can also choose from a set number of occurrences or to have the task end by a certain date.
6. Click the **OK** button to save the recurrence, and click the **Save and Close** button to save the task.



Phone Number Search

Employee phone numbers are available in the Outlook Global Address List!

To find an employee's district phone number:

1. Click the **Address Book** icon on the toolbar.
2. Enter the last name of the employee and click **Search**.
3. Find the employee in the list and select them – their district phone number and other information is now listed in the details next to their name.

Out of Office Assistant

The Out of Office Assistant will quickly help you create and manage the rules for handling e-mail while you are away from the office.

To access the Out of Office Assistant:

1. Select the **Options** link in the upper right section of the screen.
2. Next, select **Organize E-Mail** from the navigation bar on the left and then click the **Automatic Replies** tab.
3. Select the **Send automatic replies** radio button.
4. You have the option to set a time period during which the automatic reply will be sent. To set that time period, click in the appropriate checkbox and set your dates and times.

5. Type the message you would like people to see when they send you an e-mail while you are out.
6. Step 5 will set your automatic e-mail response for any INTERNAL email sent to you from a Jeffco employee. To ensure EXTERNAL people receive the automatic response as well, click the checkbox to include **External Senders**.

7. Modify the automatic message for External Senders if you wish.
8. Click the **Save** button again to apply your rule.

Signatures

To create a personal signature:

1. Select the **Options** link in the upper right section of the screen.
2. Next, select **Settings** from the navigation bar on the left.
3. Enter the text you would like for this signature in the box.
4. Click the checkbox if you would like to automatically include your signature on messages you send.
5. Click the **Save** button.