

# Outlook Web App Exchange 2010

Version 1.0

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Information Technology Services

2010

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## I. INTRODUCTION

**Microsoft Outlook Web App** is a Personal Information Manager. Outlook's purpose is to organize your entire desktop. It includes e-mail, a task list, a calendar to plan your schedule, a contacts list to organize the people in your life, and a meeting planner to be able to plan meetings at a convenient time for all involved.

## II. GETTING STARTED

### A. Signing In and Existing Outlook Web App

- click **Start**, select **Programs** and select the Web browser of choice
- type <https://email.pace.edu> in the **Address** box and press **Enter**

The *Office Outlook Web App* window displays.

- type *UserID* in the **User name** field
- press **Tab** to advance to **Password** and type *EmailPassword*

**Note:** The **EmailPassword** is your MyPace Portal password.

- click **Sign in**

**Note:** The password is case sensitive.

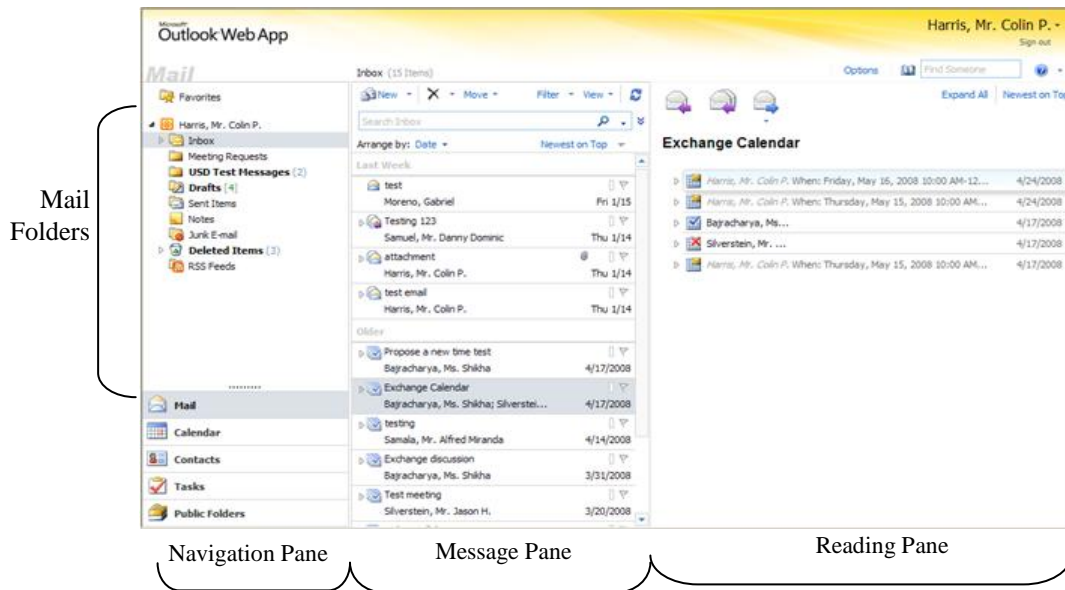
### B. Exiting Outlook

- click **Sign Out**
- click **Close Window**
- click **Yes**

### III. MAIL

#### A. Email Messages

Outlook Web App consists of three panes.



**Note:** Incoming or unread email messages are placed in the Inbox folder.


<u>Pane</u>	<u>Description</u>
Navigation Pane	Provides navigation to all parts of Outlook as well as the different types of Outlook folders associated with the user account.
Mail Folders	Displays the different folders accessible by the user.
Message Pane	Displays the name of the files in the selected folder selected in the Navigation pane.
Reading Pane	Displays the contents of the selected email message in the Message pane.

**Note:** If the Reading pane does not display, click **View** ▾ **Off/Right Reading Pane**, then click **Right**.

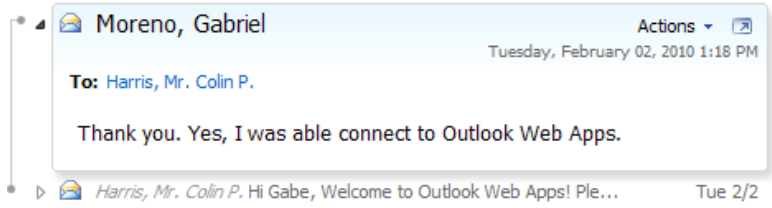
#### 1. Viewing an Email Message


Email messages can be viewed in two ways.

- click **Mail** in the **Navigation Pane**  **Mail**

- select the *message* and the body displays in the **Reading Pane**
- OR-
- click **View Original Message** in the **Reading Pane** 

**Outlook Web Apps**





**Note:** The default view in Outlook Web Apps is Conversation view. This view will group multiple threads from a single conversation together which will make your inbox management more efficient. Clicking  to the left of a message opens the body of email.

**a. Using the Outlook Web App Toolbar**

The **Outlook Web App Toolbar** has the following options available:









<u>Option</u>	<u>Description</u>
	Open up the default Global address book.
Find Someone	Searches for a contact
Options	Opens the Option Pane. You can customize your Outlook or set options for specific messages.
Harris, Mr. Colin P. -	Opens other mailboxes you have permission to open. This option is only available if you have full access. (This type of access can only be given by the administrator.)
Sign out	Logs you off of Office Outlook Web App.
	Opens the Help menu.

### b. Using the Inbox Message Toolbar

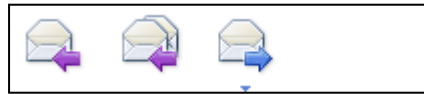
The **Inbox Message Toolbar** has the following options available:






<u>Option</u>	<u>Description</u>
	Opens the <i>Untitled Message</i> window to compose a new message.
	Moves selected message(s) to the Deleted Items folder.
	Moves or copies message(s) to a folder.
	Options to use a pre-set filter to find items that match the filter.
	Closes or displays the reading pane on the right.
	Checks the server for new messages.

### c. Using the Reading Pane Toolbar

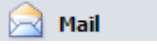
The **Reading Pane Toolbar** has the following options available:



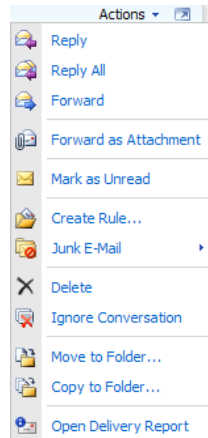
<u>Option</u>	<u>Description</u>
	Replies to the sender of the email.
	Replies to the sender and all users on the recipient list.
	Forwards the current message inline to another user or as an attachment.

### d. Using the Action Menu

When using the right reading pane, a number of actions are available to perform on a message in the action menu.


- click **Mail** in the **Navigation Pane** 
- select the *message* and the body displays in the **Reading Pane**
- click ▾ next to **Action** in the **Reading Pane**

Within the *Actions* menu the following commands displays.



A few of the new options included in Outlook Web App for Exchange 2010 include Forward as Attachment, Ignore Conversation and Open Delivery Report.

### Option

 Forward as Attachment

 Ignore Conversation

 Open Delivery Report

### Description


Forward an email message as an attachment.

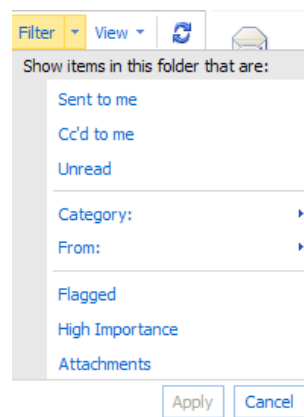
New message(s) in conversation will be automatically deleted.

Open Delivery Report will show the date and time message was submitted and successfully delivered.

## 2. Managing Mailbox


### a. Using a predefined Filter

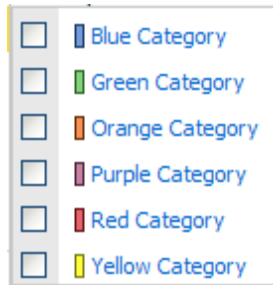
- click on your Inbox or a subfolder in the navigation page
- click  next to **Filter** on the toolbar in the **Message Pane**



- select your desired filter from one of the pre-defined actions and conditions under **Show items in this folder that are:**
- click **Apply**

**b. Filtering Messages by Category**


- click on your Inbox or a subfolder in the navigation page
- click  next to **Filter** on the toolbar and select a **Category**:

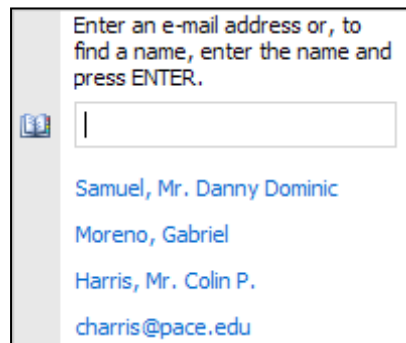



- click **Apply**

**c. Filtering messages by sender**


To filter messages from senders:

- click on your Inbox or a subfolder in the navigation page
- click  next to **Filter** on the toolbar and select **From**:



- type *e-mail address* or *name* in the space provided
- press **Enter**
- click **Apply**
- or-
- click  and select name from Global Address List
- click **Apply**

**d. Adding Filter to Favorites Folder**

- select and activate a *predefined filter, filtered message by category* or *sender*
- click 

**e. Clearing a Filter from Inbox**

- click 

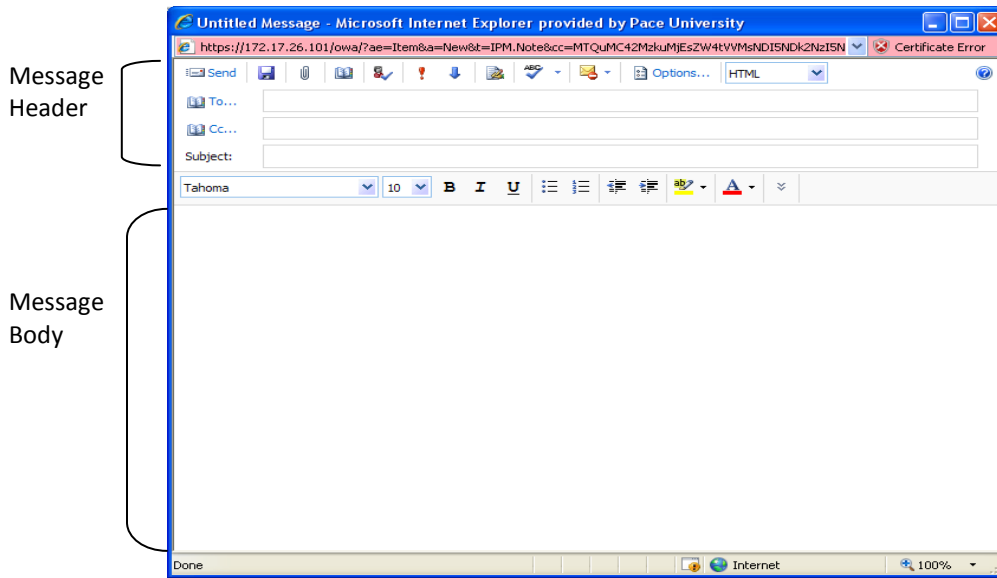
Inbox: From Samuel, Mr. Danny Dominic

### 3. Sending an Email Message

To create a new email message:













- click  New

The *Untitled Message* window displays.



Within the *Untitled Message* dialog box the following toolbar displays.



<u>Option</u>	<u>Description</u>
	Sends email message.
	Saves the message in the Drafts folder.
	Attaches a file or item to the email message.
	Opens the users address book.
	Automatically checks names in the To, CC and Bcc against names in the address book.
	Sets the priority of an email message to High.
	Sets the priority of an email message to Low.
	Inserts a signature.
	Checks spelling in the message.
	Sets the message classification
	Accesses the Bcc, priority, and tracking options.
	Formats the outgoing email to HTML, or Plain text.



Opens the Microsoft Outlook Web App help window.

To send an email:

- type recipient's email address in the **To** field
- or-
- click **To** and select from the **Default Global Address List**
- type *brief email description* in the **Subject** field
- type the *body of the email message* in the **Message Body Pane**
- click **Send**

#### 4. Receiving an Email Message

- click

**Note:** Email messages are listed in the Message Pane and new messages appear in bold.

#### 5. Replying to an Email Message

- click **View Original Message** in the **Reading Pane**
- click **Reply** or **Reply to All**
- type a *response* in the **Message Body Pane**
- click **Send**

**Note:** Reply responds to the individual that sent the email. Reply to All responds to the sender and everyone on the recipient list.

#### 6. Deleting an Email Message

- select an email message
- click on the toolbar
- or-
- right-click and select **Delete**

**Note:** The message is not permanently deleted until you empty the Deleted Items folder.

To empty the Deleted Items Folder:

- right-click on **Deleted Items** in the **Navigation Pane**
- select **Empty Deleted Items**

A message displays “**Are you sure you want to delete all the items and subfolders in the Deleted Items folder?**”

To PERMANENTLY delete:

- click **Yes** to permanently delete selected message(s)

If you do not want to permanently delete the message(s):

- click **No**

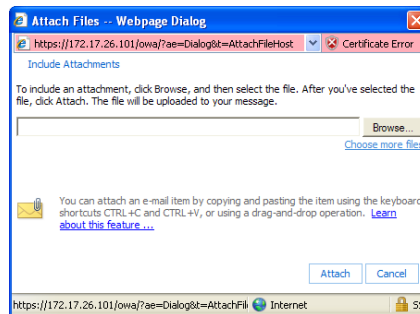
## 7. Attachments

You might need to send a file with an email message. That file is sent as an attachment.

### a. Sending Attachments

- complete steps to **Sending an Email Message**, but **DO NOT** press **Send**
- click 

The *Attach Files* dialog box displays.



- type the file name and the qualifying path
- or-
- click **Browse** to find the file to attach
- select the file
- click **Open**

The file displays in the field box.

- click **Attach** to attach the file

The file's icon and name appears in the **Attach** field.

- click **Send**

To remove an attached file:

- select file to remove
- press **Delete**
- click **Send**

### b. Receiving Attachments

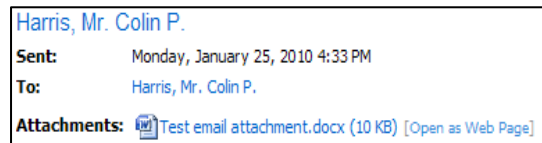
If a message has an attachment, a paper clip icon appears to the right of the Sender's column in the Message pane.



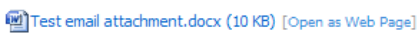
To view attachments:

- open a message with an attachment in the **Message Pane**

The following is the message header of an open message with an attachment.

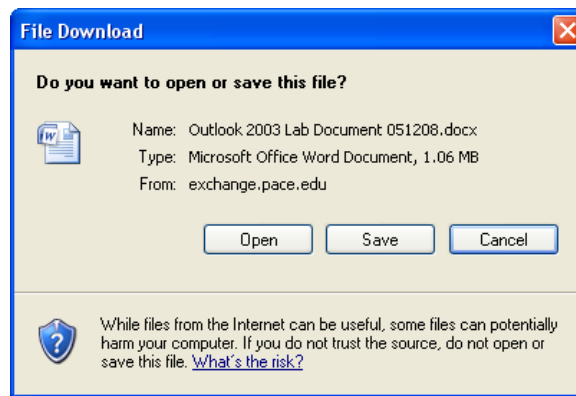


To view the attachment:

- click on the attachment name or icon 

**Note:** Not all attachments have the option, **Open as a Web Page**.

The *File Download* dialog box displays.



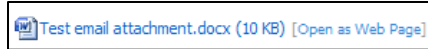
The following options are available:

<u>Option</u>	<u>Explanation</u>
Open	Launches the associated application. The file only opens if the application necessary is available on the computer.
Save	Opens the Save As window to specify the location to save the file.
Cancel	Cancels any option and returns you to the message.

- select an **Option**

To view the attachment as a web page if the option displays on the attached name icon.

- click on **Open as Web Page** next to the attachment name



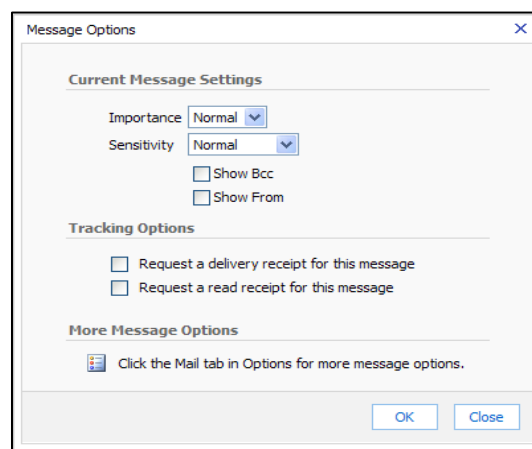
**Note:** A new browser window opens up with the attached file displayed.

## 8. Message Receipts

With some messages you may need to be notified if and when the recipient either reads or receives the messages.

- create a new message
- click  [Options...](#)

The *Message Options* dialog box displays.



To receive an email when the message arrives in the recipients Inbox:

- click **Request a delivery receipt for this message** under **Tracking Options**
- click **OK**

**Note:** You will receive an email message from Microsoft Exchange when the person receives and/or reads the message.

To receive an email when the user opens your message:

- click **Request a read receipt for this message** under **Tracking Options**
- click **OK**

The recipient receives the following alert in the message header when opening message you requested a read receipt for:

The sender of this message has requested a read receipt. [Click here to send a receipt.](#)

**Note:** You will receive an email message if the person chooses to send you notification. *Read:originalsubject* will be in the Subject. If the person chooses not to send you notification, then you will not receive an email message.

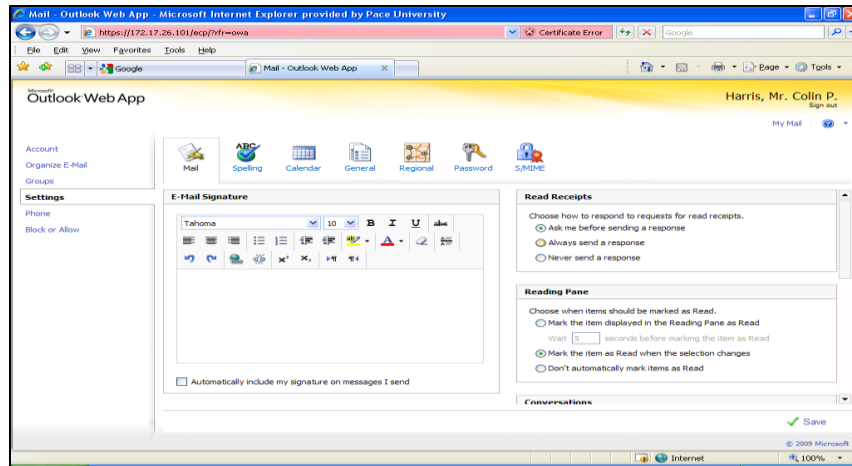
## 9. Signatures

A signature is text that is automatically added to the end of an outgoing email message.

### a. Creating a Signature


- click **Options** at the top of the Outlook Web App window

The Options window displays.



- click **Settings** in the **Navigation Pane**
- type *SignatureInformation* in **E-Mail Signature** field

Where *SignatureInformation* is the information to be attached to the email.

- format *SignatureInformation* in **E-Mail Signature** field
- click  **Save**
- click **My Mail** in the **Header Pane** to return to your messages

**Note:** If Mail does not display in the Navigation Pane click the Mail icon  on the bottom of the Navigation Pane.

### b. Editing a Signature

- click **Options** at the top of the Outlook Web App window
- click **Settings** in the **Navigation Pane**
- edit *SignatureInformation* in **E-Mail Signature** field
- click **Save**
- click **My Mail** in the **Navigation Pane** to return to your messages

### c. Deleting a Signature

- Click **Options** at the top of the Outlook Web App window
- click **Settings** in the **Navigation Pane**
- select *SignatureInformation* in **E-Mail Signature** field

- press **Delete** on the keyboard
- click **Save**
- click **My Mail** in the **Header Pane** to return to your messages

#### d. Adding a Signature to a Message Automatically

- Click **Options** at the top of the Outlook Web App window
- click **Settings** in the **Navigation Pane**
- select **Automatically include my signature on messages I send** check box
- click **Save**
- click **My Mail** in the **Header Pane** to return to your messages

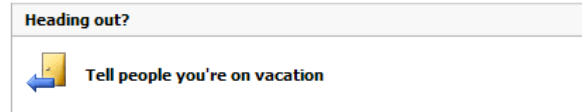
**Note:** You can select and edit the signature in the message body at any time.

## 10. Using Out of Office Assistant

The Out of Office Assistant is designed to generate automatic replies to messages sent to you when you are not in your office and/or you are not checking email. You can set it up so that Outlook automatically sends a response to anyone who sends you an email letting them know you are out of the office.

#### a. Turning On the Out of Office Assistant

- click **Options** on the top right side of the Outlook Web App window
- click **Tell people you're on vacation** on the right side



-OR-

- click **Organize E-Mail** in the navigation pane


- click  **Automatic Replies**

- click the radio button next to **Send automatic replies**

To set an automatic time range:

- select **Send replies only during this time period**
- enter **Start** and **End** time

**Note:** If you do not specify a start and end time, replies will remain active until you change it.

- click in the text box below **Send a reply once to each sender inside my organization with the following message**
- type *yourmessage*  
-and/or-
- click the check box to **Send automatic reply messages to External Senders**
- choose **Send replies only to senders in my Contacts list**  
-or-
- choose **Reply to all senders outside my organization**
- click in the text box below **Send a reply once to each sender outside my organization with the following message**
- type *yourexternalmessage*
- click  **Save**

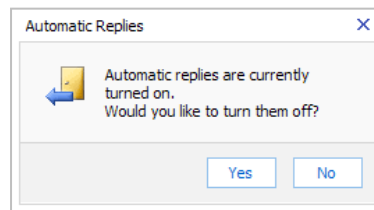
**Note:** The automatic reply message is sent only once to each user. If a user sends another email to you before you disable Automatic Replies, they won't be notified again.

## b. Turning Off the Automatic Replies

The next time you open Outlook, you'll get a dialog box asking if you want to turn off the Out of Office Assistant if you did not set start and end dates.

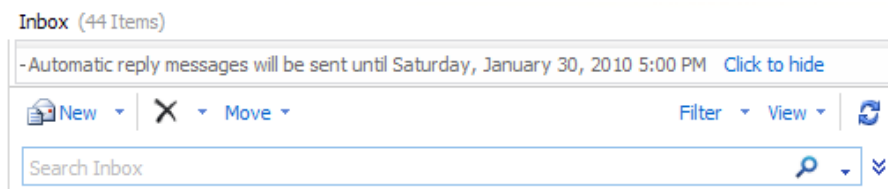
- open **Outlook Web Apps** through a web-browser

The *Automatic Replies* dialog box displays.



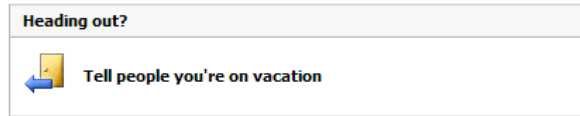
- click **Yes**

If you set a start and end date, a message appears above your Inbox toolbar telling you that automatic replies will be sent until end date and time you specified.





To turn it off prior to the end date:

- click **Options** on the top right side of the Outlook Web App window
- click **Tell people you're on vacation** on the right side



-or-


- click **Organize E-Mail** on the left side
- click the  **Automatic Replies** tab
- click the radio button next to **Don't send automatic replies**
- click  **Save**

To return to the Mail folder:

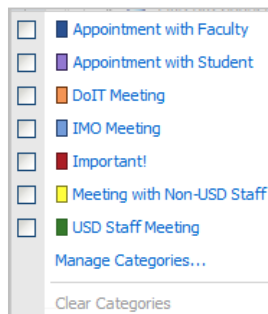
- click **My Mail** on the top right side of the Outlook Web App window

## 11. Organizing Messages with Categories

### a. Assigning a Category

- double-click a **message**
- click **Categories**  on the toolbar in the message pane


The *Category* list displays.



- click a checkbox to select an available category
- click in the message pane to close the Category list
- close the message

### b. Removing a Category from a Message

- double-click a **message**

- click **Categories**  on the toolbar
- click the check box of the *assigned category* to remove it  
-or-
- select **Clear Categories** to remove all categories
- click in the **message pane** to close the Category list
- close the message

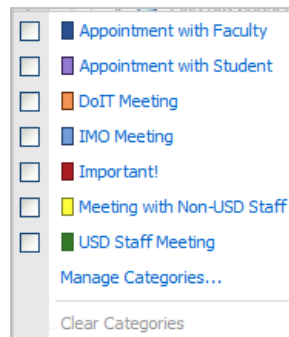
### c. Assigning or Removing Categories from the Inbox

In your Inbox there is a category icon located at the end of each message. It is a small white rectangle if no category is assigned; it is a colored rectangle if a category is assigned.



- click the rectangle icon on the right side of the message in the **Message Pane**

The *Category* list displays.



To assign a category:

- click a checkbox to select an available category
- click in the **message pane** to close the Category list

To remove a category:

- click the rectangle icon on the right side of the message in the **Message Pane**
- click the check box of the *assigned category* to remove it  
-or-
- select **Clear Categories** to remove all categories
- click in the **message pane** to close the Category list

## 12. Flags

When you flag a message for follow-up, it becomes a task on your task list. Outlook Web App allows you to choose a flag that specifies when the task is due to be completed.


### a. Flagging a Message



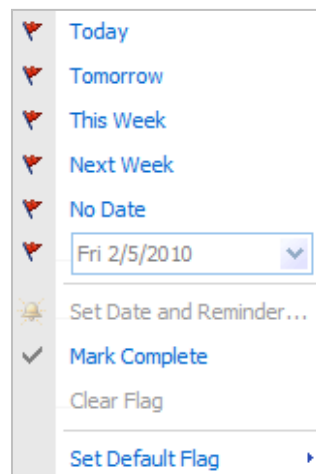
- click on the message's **Flag Status** icon  in the **Inbox**

The clear flag changes to red and a task is created with a default due time.

### b. Flagging a Message with a Time other than the Default



- right-click on a message's **Flag Status** icon 

The *Follow-Up Flag* list displays.



- click a flag option with the desired due time

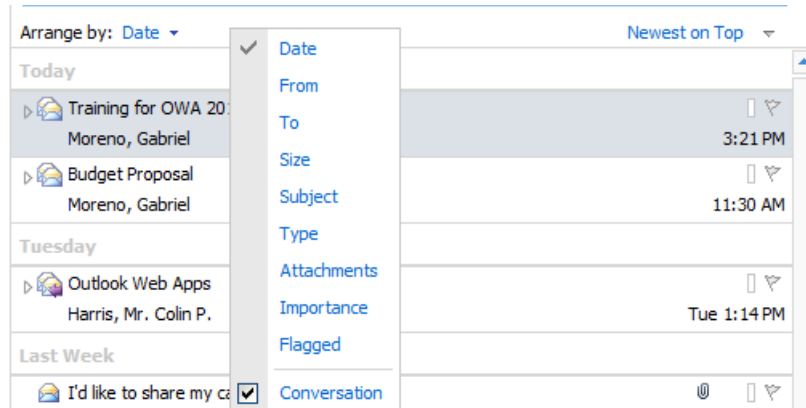
### c. Marking a Flagged Message as Complete

- click on a message's **Flag Status** icon 
- the flag changes to a check mark 

#### d. Viewing Flagged Messages

- click the down-arrow or the white area next to **Date**

A grouping submenu appears.



- click **Flagged**

**Note:** The messages will be grouped by Flag status.

#### e. Removing a Flag

- right-click on a message's **Flag Status** icon
- click **Clear Flag**



### B. Folders

Folders can be created to store email messages and to keep them organized.

#### 1. Creating Folders on the Exchange Server

When Exchange is configured, folders can be created on the Pace Exchange server. The advantages for creating folders on the Exchange server are as follows:

- folders created on Exchange are accessible from the Web interface
- folders and email messages stored on the Pace Exchange server are backed up daily

The following guidelines should be followed when creating folders:

- folders should be created without spaces in the name
- folders should be created at the root level (off of **YourUserName**), NOT within other folders

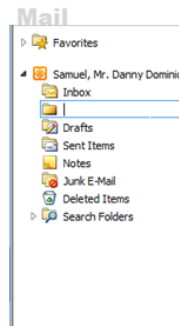
**Note:** All University Faculty, Staff, and student email accounts are allocated 100 megabytes of disk space on email.pace.edu.

#### a. Adding a Folder

To create a folder on the Pace Exchange server:

- right-click *YourUserName* and select **Create New Folder**

A new folder displays and the cursor is next to it.



- type *foldername*

Where *foldername* is the name given to the new folder.

- press **Enter**

**Note:** The folders created are displayed in the Mail List.

#### b. Renaming a Folder

- right-click *foldername* in the *username* section of the **Navigation Pane**
- select **Rename**

**Note:** The name of the folder is selected. Do not click just begin typing the new name.

- type *newfoldername*
- press **Enter**

#### c. Deleting a Folder

- right-click the *foldername* in the Folder List
- select **Delete**

Where *foldername* is the name of the folder that is to be deleted.

- click **Yes**

#### d. Adding a Folder to Favorites

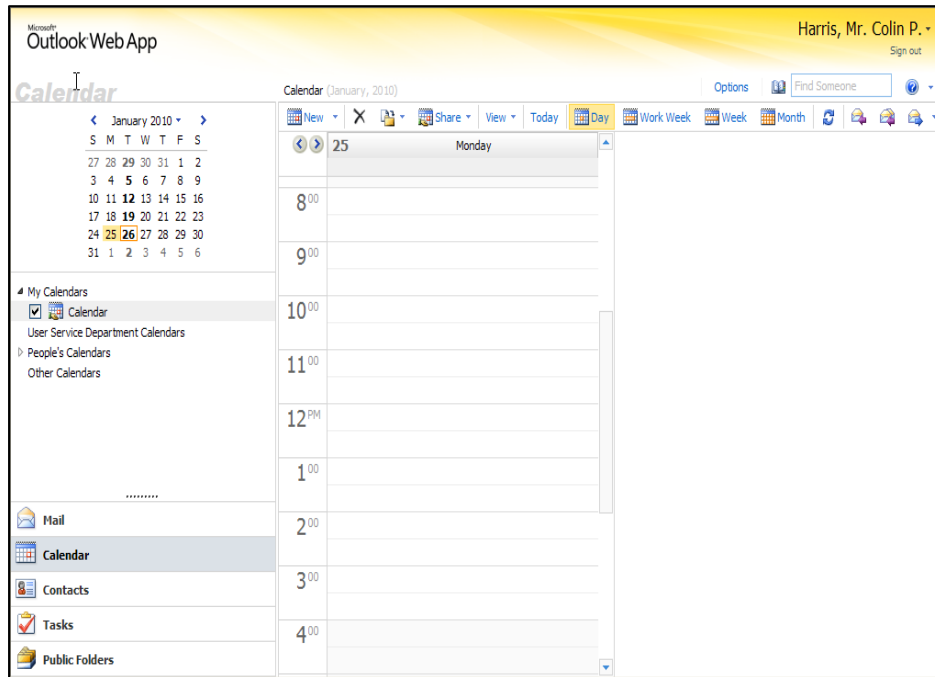
- right click on any *folder* in the navigation pane
- click **Add to Favorites**
- or
- click on a folder in the navigation pane and drag to the **Favorites** folder

IV. CALENDAR

Microsoft Office Outlook offers web access to its Outlook Calendar. This access allows users to view their Outlook information in basically the same format online. The difference between using Outlook client and the web access is that when travelling you can check the web access on any machine that has access to the internet.

Microsoft will initially open in the e-mail portion of the program. You must select the calendar from the navigation pane to view your calendar.

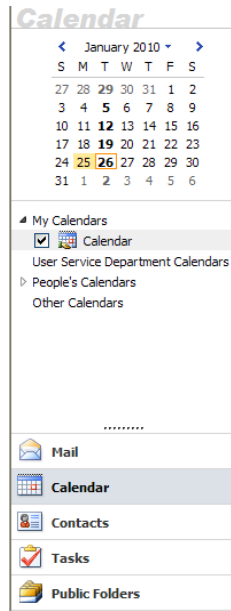
- click **Calendar** in the **Navigation Pane**  **Calendar**



Microsoft Outlook has three major panes – Navigation Pane, Calendar Pane, and Reading Pane.

<u>Pane</u>	<u>Description</u>
Navigation Pane	Allows you to navigate between Mail, Calendar, Contacts, and Tasks. In addition it also allows you to view the Reference Calendar and personal, shared, and/or group calendars.
Calendar Pane	Allows you to view your calendar in Day, Work Week, Week, or Month format. It displays all the appointments, events and tasks within a selected calendar(s).
Reading Pane	Allows you to read the details of a selected appointment or event.

The Navigation pane consists of:



<u>Navigation Pane</u>	<u>Description</u>
Reference Month	Allows you to view and select dates within a chosen month.
My Calendars	Allows you to select and view your personal calendar, and any additional personal sub-calendars.
People’s Calendars	Allows you to view shared calendars and any additional personal sub-calendars.

**1. Using the Web Access Toolbar**

The **Web Access Toolbar** has the following options available:



<u>Option</u>	<u>Description</u>
New ▾	Allows you to create appointments and meeting requests. You are also able to open a mail message.
	Deletes desired selections.
Share ▾	Allows you to share your calendar folder and request access to a recipient's default Calendar folder.
View ▾	Allows you to show or hide the Reading Pane.
Today	Takes you back to the current date on the calendar.

## 2. Calendar Views

Microsoft Outlook has four different ways to view a calendar.




<u>Calendar View</u>	<u>Description</u>
Day	Contains meetings, appointments, events and tasks for one day.
Work Week	Contains the list of meetings, appointments, events and tasks for the work week. Work week consists of the days designated as your work week.
Week	Contains the list of meetings, appointments, events and tasks for the week. Week consists of the weekends (the remaining days not indicated as your designated work week).
Month	Contains the list of meetings, appointments, events and tasks for the month.

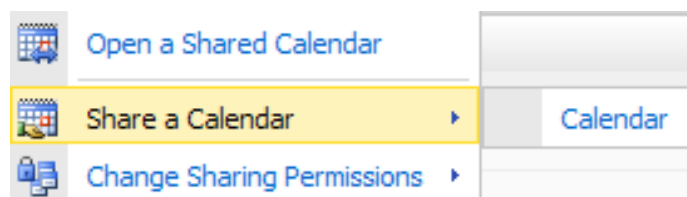
## 3. Sharing a Calendar with another user

Microsoft Outlook Web App will initially open in the e-mail portion of the program. You must select the calendar from the navigation pane to view your calendar.

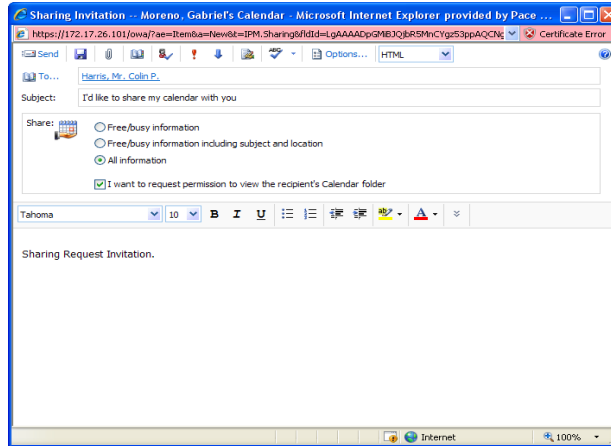
- click **Calendar** in the **Navigation Pane**
- select a calendar from **My Calendars**

**Note:** You can share the default calendar or any personal sub-calendar you might have created.

- click on  **Share** and select **Share a Calendar**
- click **Calendar**



The e-mail window for sharing a calendar displays.

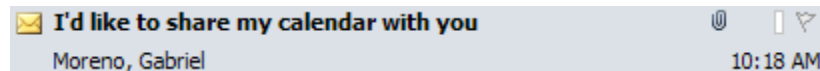


- type the e-mail address of the individual with whom you wish to share your calendar  
-or-
- click **To** and select from **Global Address List**
- click **I want to request permission to view the recipient's Calendar folder**
- type a message in the body of the e-mail and click **Send**

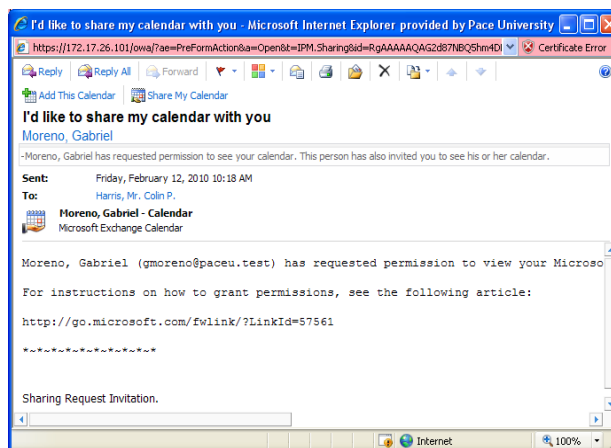
#### 4. Viewing a shared calendar by another user

All requests to share calendars are sent in the form of an e-mail. You must go to your Outlook Web App e-mail account.

- select **Mail** from the **Navigation Pane**
- select the unread message with the subject “**I'd like to share my calendar with you**”

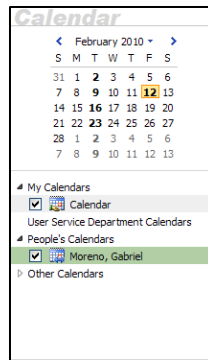


The subject of the invitation e-mail appears.



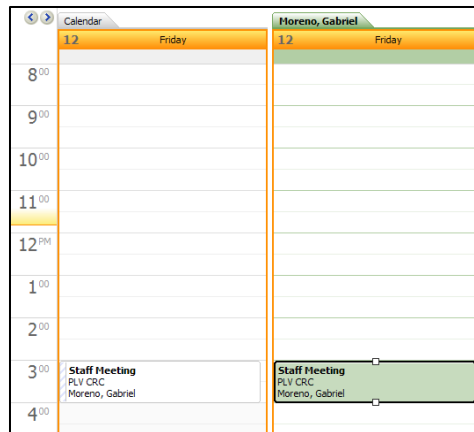
- click **Add This Calendar**

Outlook automatically adds the user’s calendar to your **People’s Calendars** list.



- click **Calendar** folder in the navigation pane
- click  next to user’s calendar under **People’s Calendar**

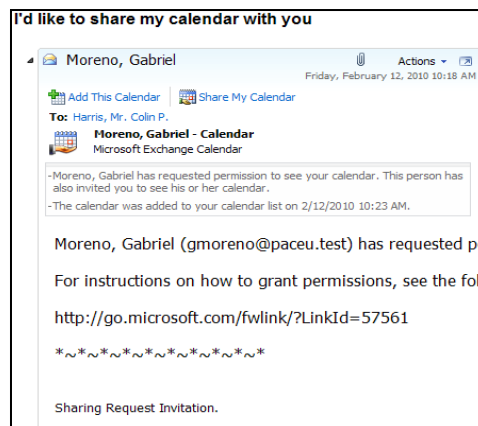
Outlook Web Apps displays your default and selected shared calendar(s) side-by-side.



**5. Viewing a shared calendar containing a request to also view your calendar**

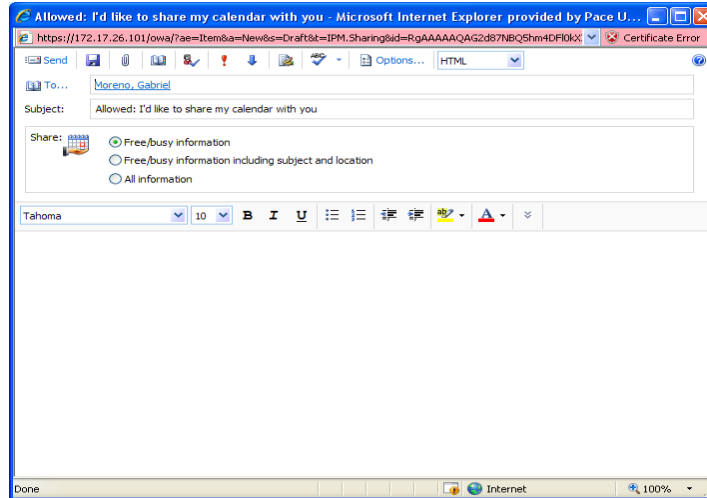
If a user has requested permission to view your calendar, you must send a request in the form of an email similar to a requests to share calendars. You must go to your Outlook Web App email account.

- select **Mail** from the **Navigation Pane**
- select the unread message with the subject “**I’d like to share my calendar with you**”



- click **Share My Calendar**

Within the message window “**Allowed: I’d like to share my calendar with you**” displays.



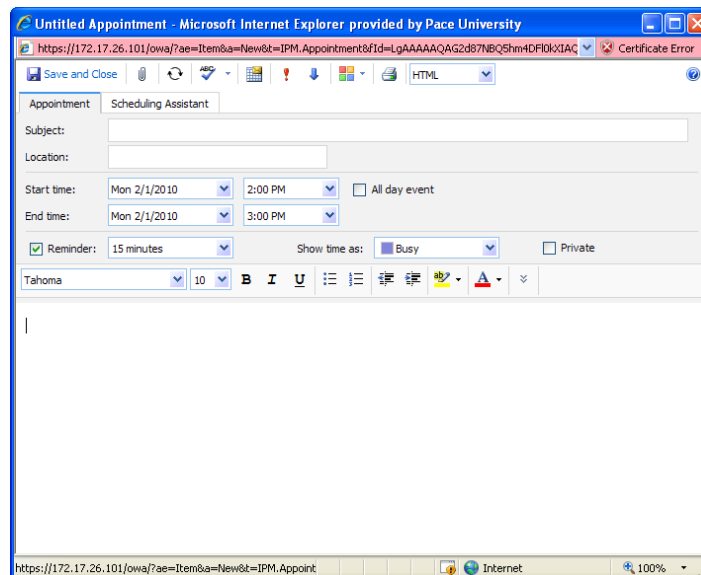
- click **Send**

## 6. Scheduling an Appointment

An appointment is a specified date and time in your personal calendar that does not involve inviting people to attend or reserving a resource.

- click **Calendar** in the **Navigation Pane**
- click ▾ next to **New**
- select  **Appointment**

The *Untitled Appointment* window displays.



To set up an appointment:

- click in the **Subject** field and type *description of appointment*
- click in the **Location** field and type *location of appointment*


Press **Tab** to advance to each succeeding field.

- type *start date and time* for appointment in **Start time** fields
- type *end date and time* for appointment in **End time** fields
- or-
- click drop-down arrows next to **Start time** and **End time** fields and select from the list

To create an All Day Event:


- click  next to **All day event**

**Note:** An all day event will not display as a block in your calendar.

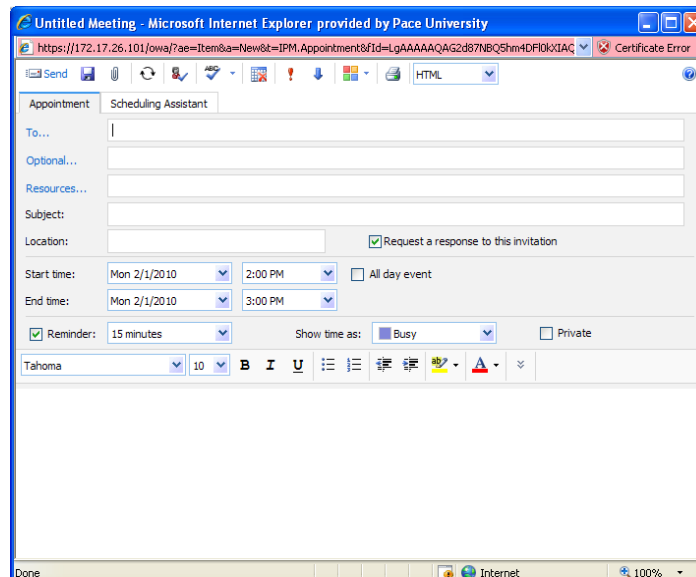
- type the *description of the appointment* in the bottom pane
- click  Save and Close

## 7. Scheduling a Meeting

A meeting is an appointment that involves inviting others to attend or reserving a resource. The resource may include a conference room, audio –visual equipment, or other shared resources.

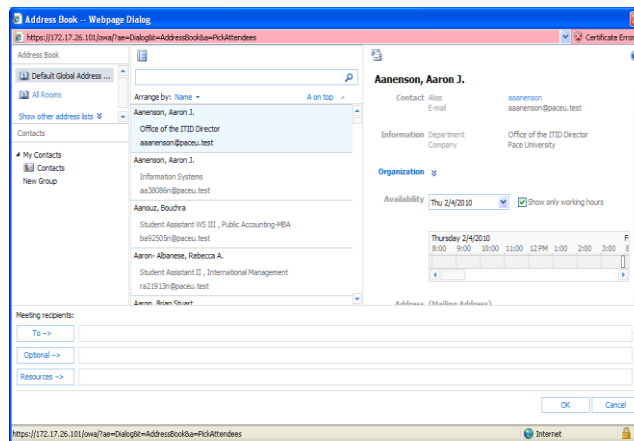
- click **Calendar** in the **Navigation Pane**
- click the  next to **New**
- select  Meeting Request

The *Untitled Meeting Request* window displays.



- click 


The *Address Book* dialog box displays:




The *Address Book* dialog box is where names and/or resources are added to an attendee list.

<u>Classification</u>	<u>Description</u>
To	To require someone's attendance, select the name from the global address list and click <b>To</b> .
Optional	To add someone as an optional attendee, select the name from the global address list and click <b>Optional</b> .
Resources	To book a room/resource for the meeting, click <b>All Rooms</b> and select the meeting room, then click <b>Resources</b> .

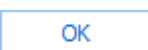
To add an attendee:

- click  **Default Global Address List**
- type *lastname* in the search field

Where *lastname* is the name of user calendar ID.


- click 
- select *UserID* from list
- click on the desired **Classification** to select an attendee or Resource

Repeat the above process for every attendee to add to the attendee's list.

- click 

To schedule a meeting:

- type *start date and time* for appointment in **Start time** fields

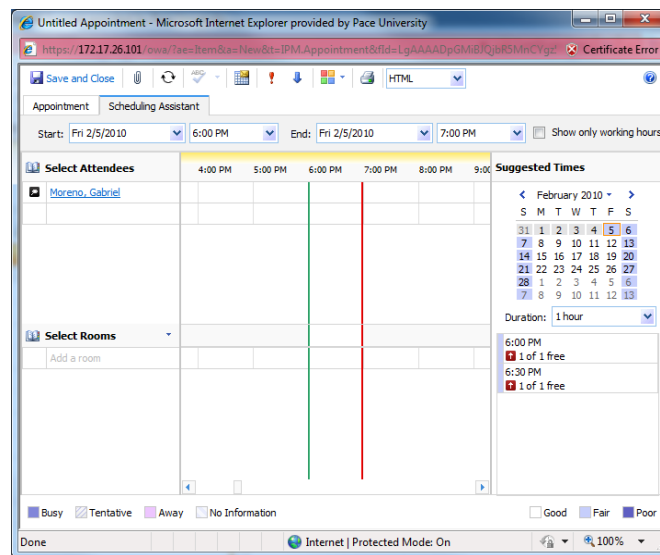
- type *end date and time* for appointment in **End time** fields
- or-
- click drop-down arrows next to **Start time** and **End time** fields and select from the list
- type the *text* for a meeting in the bottom pane
- click  **Send**

## 8. Scheduling Assistant

The Scheduling Assistant provides a view of the daily schedule of invitees to a meeting allowing you to check their availability. It features functionality to suggest days and times that work best for everyone invited taking into account the location for the meeting.

- click **Calendar** in the **Navigation Pane**
- double-click an **Appointment** or **Meeting Request**
- or-
- create a new **Appointment** or **Meeting Request**
- click the **Scheduling Assistant** tab


The *Scheduling Assistant table* displays.



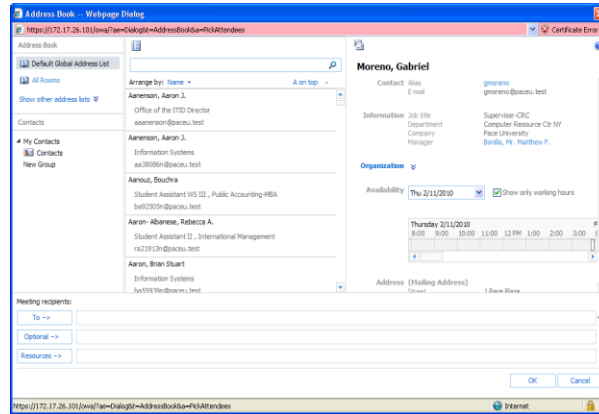
### a. Adding or Removing Attendees

The **Scheduling Assistant** is where names and/or resources are added to an attendee list.

To add new attendee:

- click  **Select Attendees** on upper left side

The *Global Address List* dialog box is displayed.



- type *attendee's lastname* in the search box and click
- scroll down and select the name in the **Arrange by: Name** Column
- click **To**, **Optional**, or **Resource**

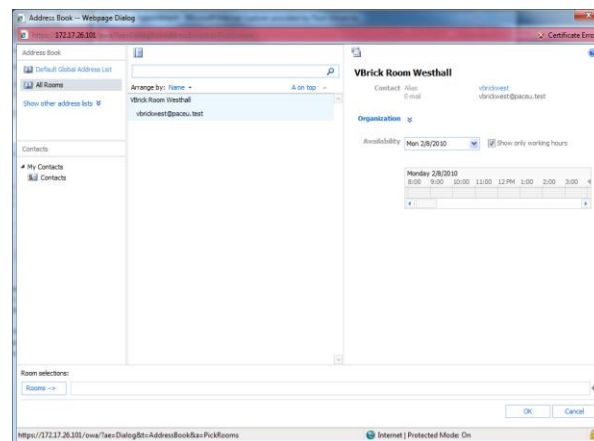
Repeat the above process for every invitee to add to the Select Attendees list.

- click **OK**

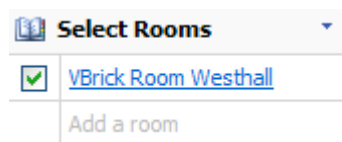
To reserve a room for the meeting:

- click **Select Rooms** on the left
- click **More**

The *All Rooms* dialog box is displayed:



- click on your desired choice from the **Name** column
- click **Rooms** at the bottom
- click **OK**
- click  next to selected room from the **Select Rooms** column







To remove an invitee or room:


- highlight the attendee’s name or room from **Select Attendees** list
- press **Delete** or **Backspace**
- or-
- right-click on attendee’s name or room and click **Remove**
- click outside of the current textbox

After you have added attendees or resources to the Select Attendees list, their availability is color coded on the schedule.

The status of an attendee or resource is depicted on the all attendee list with the following icons:

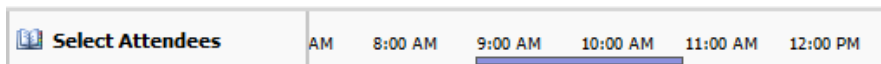
<u>Symbol</u>	<u>Description</u>
	Indicates the originator of the group meeting
	Indicates a required attendee
	Indicates an optional attendee
	Indicates a room or equipment

To change the attendee’s status for meeting:

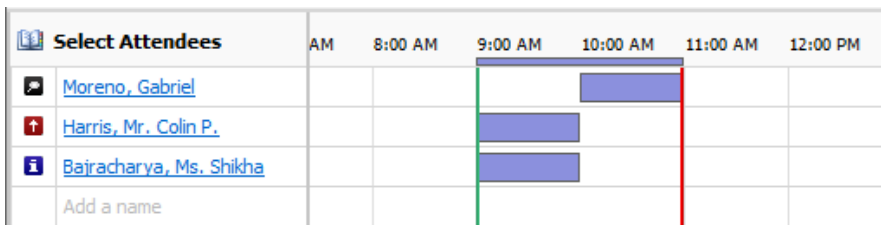
- click on icon (e.g.,  ) to toggle through status options
- select the desired status for meeting

**b. Checking Common Time Availability**

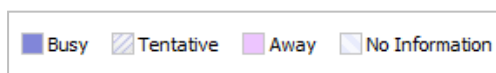
The scheduling assistant shows invitees common time availability as a row in a table. In the **Select Attendees** row at the top of the schedule and directly under the times, a color coded summary is displayed of the availability of the attendee(s) and resource(s) in a given time period.


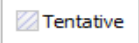
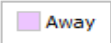
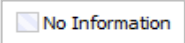


Similarly, in the row to the right of each invitee’s name under Select Attendees are colored bars that represent each of the invitee’s availability for a given time period.



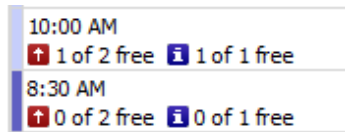
The legend displayed at the bottom of the scheduling assistant shows the color-codes associated with availability (i.e., free/busy times) of invitees to the meeting.



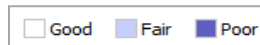
<u>Legend</u>	<u>Description</u>
 Busy	Solid Blue indicates no availability (busy).
 Tentative	Blue diagonal lines indicate tentative availability.
 Away	Solid Purple indicates no availability (away from office).
 No Information	White with Gray diagonal bars indicates no information available.

Outlook Exchange Calendar helps you to set up a convenient time for a meeting based on the availability of all meeting attendees. A suggested times listing allows you to perform a quick check on the other attendees' Exchange calendars to find out whether they are free or busy. You can then quickly adjust your meeting's time by clicking on a desired time block when most or all of the attendees are free.

Time blocks display a white, light blue, or dark blue colored vertical bar on the left side, depending on all attendees' availability during that time period. Each time block also indicates how many of the required and/or optional attendees are free.



The color-coded Suggested Times options are Good, Fair, and Poor:



<u>Suggested Times</u>	<u>Description</u>
Good	White indicates that all attendees are available
Fair	Light Blue indicates that most attendees are available
Poor	Dark Blue indicates that most attendees are not available

**Note:** Clicking a new time block in the Suggested Times list moves the start and end times (green and red vertical lines) to the newly selected time period. It also updates the meeting start and end times.

To select a time block with good availability for attendees:

- scroll through the **Suggested Times** column on the right


- click on the time block that shows the most favorable availability for attendees

## 9. Replying to a Meeting Request

When an invitation to a meeting is sent, the attendee will receive an e-mail message from the originator (meeting organizer) stating the time, date, and location of the meeting.


To respond to the invitation:

- click **Mail** in the **Navigation Pane**

The e-mail message will display a meeting request icon  in the Message Pane (Inbox). Within the e-mail message, options to respond to the invitation from the Reading Pane display at the top of the e-mail message:

**Note: If the Reading Pane is not visible, click View in the Message Pane Toolbar and select Right to show the Reading Pane to the right of the Message Pane.**



<u>Option</u>	<u>Description</u>
Accept	Adds the meeting to your Calendar and sends an e-mail to the meeting organizer, informing him or her of your decision.
Tentative	Adds the meeting to your Calendar, marks it as tentative, and sends an e-mail to the meeting organizer.
Decline	Sends an e-mail to the meeting organizer, informing him or her that you will be unable to attend.
Calendar (  )	Displays your Calendar so that you can view your schedule.

To respond to the invitation from the Reading Pane:

- click the e-mail message in the **Message Pane** to open it in the **Reading Pane**
- click the desired response (Accept, Tentative, or Decline)
- or-
- click Calendar to check your availability before responding

If you select **Accept**, **Tentative**, or **Decline**, Outlook will display a pull down list of options to ‘**Edit the response before sending**,’ ‘**Send the response now**,’ or ‘**Don’t send a response**’.

To include a comment with your response:

- select **Edit the response before sending**
- type your comments in the text area of the message reply window that displays
- click **Send**

To send a response with no comments:

- select **Send the Response Now** to send the response automatically



To send no response:

- select **Don't send a Response**

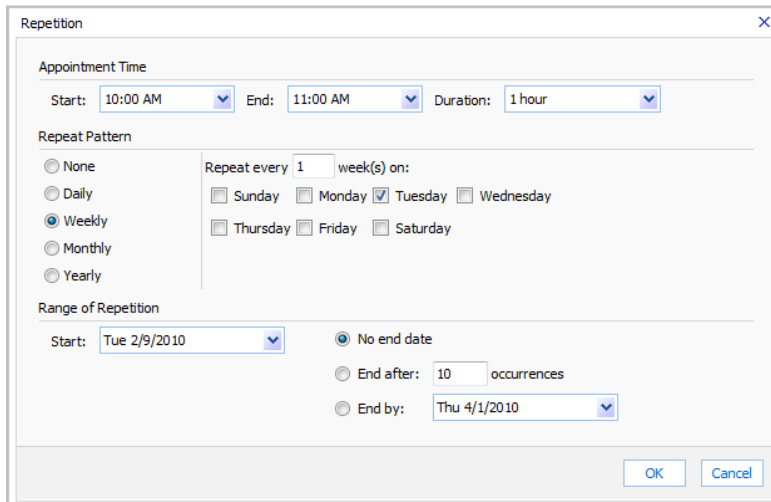
**Note:** The option “Don't send a response” will add the meeting to your calendar, but an e-mail response will not be sent back to the organizer. Hence, the organizer will not know your response (e.g., accept, tentative) to the invitation.

## 10. Repeating Entries

An appointment, event, or group meeting which repeats on a regular schedule can be scheduled as a repeating entry.


- click **Calendar** in the **Navigation Pane**
- open an **Appointment, Event** or **Meeting Request** where you are the organizer
- or-
- click  **New** to create a new appointment, all day event, or meeting request
- click the **Repeat**  button on the appointment's toolbar

The *Repeat* dialog box displays.



A **Repeat Pattern** can be scheduled—for Daily, Weekly, Monthly or Yearly. These options allow an appointment, event or group meeting to reoccur on a regular basis for the scheduled repeat pattern.


To specify an appointment time:

- type the **start time** next to **Start** and **end time** next to **End** under **Appointment Time**
- or-
- click  next to **Start** and **End** fields to select an appointment time

To select the frequency of the repeat pattern:

- select **Daily, Weekly, Monthly, or Yearly** under **Repeat Pattern**
- make the desired selection of options for the repeating entry

To set time period for Range of Repetition:

- type the **start date of repeat pattern** next to **Start** field under **Range of Repetition**
- click  next to a desired **End** option

**Note:** An appointment, event or group meeting for a recurring entry can terminate in one of three ways: (1) select the option to not include an end date by clicking the box beside “No end date” (2) type in an number which represents the number of occurrences to create (3) type in a specific date to terminate a reoccurring appointment (or select from the drop-down calendar).

- click **OK**
- click **Save and Close**

The repeating entry icon  displays in the appointment, event or group meeting planner area.

## 11. Printing Calendars


To print a calendar using web access:

- click **Calendar** in the **Navigation Pane**
- select calendar to print
- click **Day, Work Week, Week, or Month**
- click **File** and select **Print**
- or-
- click **Print Preview** to view print job

## 12. Creating New Calendar

Unlike the Outlook client, you are only able to create and view personal calendars on the web access. You are not able to view any shared calendars through the web access.

To create new calendar:

- click **Calendar** in the **Navigation Pane**
- right click **Calendar** located under My Calendar
- click **Create New Calendar**
- type the name for the new calendar in the empty box provided  |
- press **Enter**

The new calendar name appears below you default Calendar. It will also appear when you log into the Microsoft Office Outlook 2007 client.