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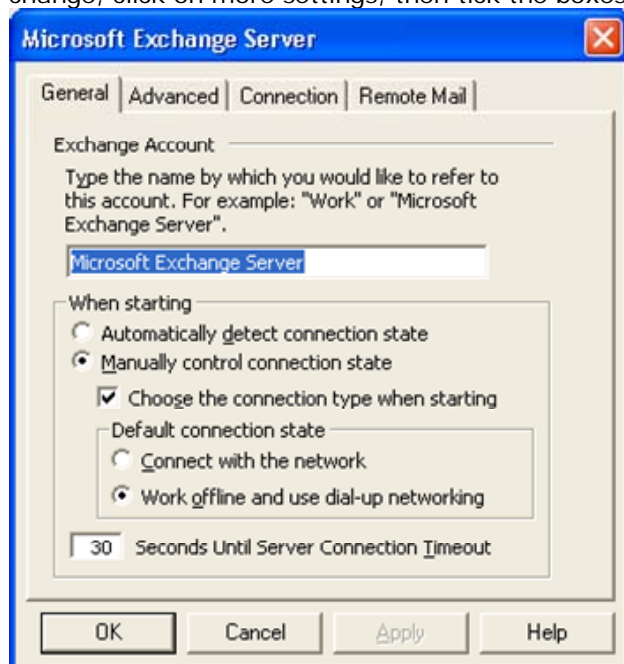
Modes of Working

You can work with Outlook configured with an Exchange Server in 2 different ways.

1. **Connected** - The default and most used way of working when in an office environment. What this means is that you are always directly connected to the Exchange Server and Outlook creates a real time listing of Personal and Public Folders. When you update an item it is immediately updated to the server.
2. **Work Offline** – A most common method of working when using a portable device such as a notebook. What this does is create an offline copy of your personal Folders and a copy of the Public Folders which are saved as Favorites. This allows you to work with items while out of the office. These items are not saved to the server until the notebook is connected to the network and a synchronization takes place. Connection to the network can occur directly in the office or through what is known as a VPN(Virtual Private Network).

SET OUTLOOK TO ALLOW YOU TO CHOOSE BETWEEN ONLINE AND OFFLINE MODE UPON STARTING

In Outlook click on Tools from the toolbar menu, e-mail accounts, view, select Microsoft Exchange Server, click on change, click on more settings, then tick the boxes as below.

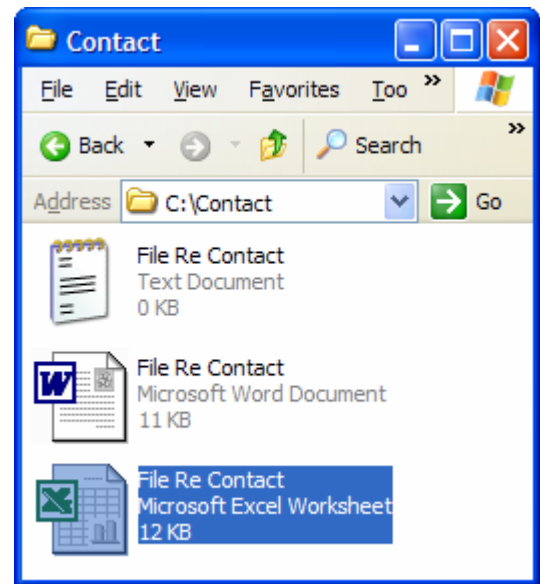
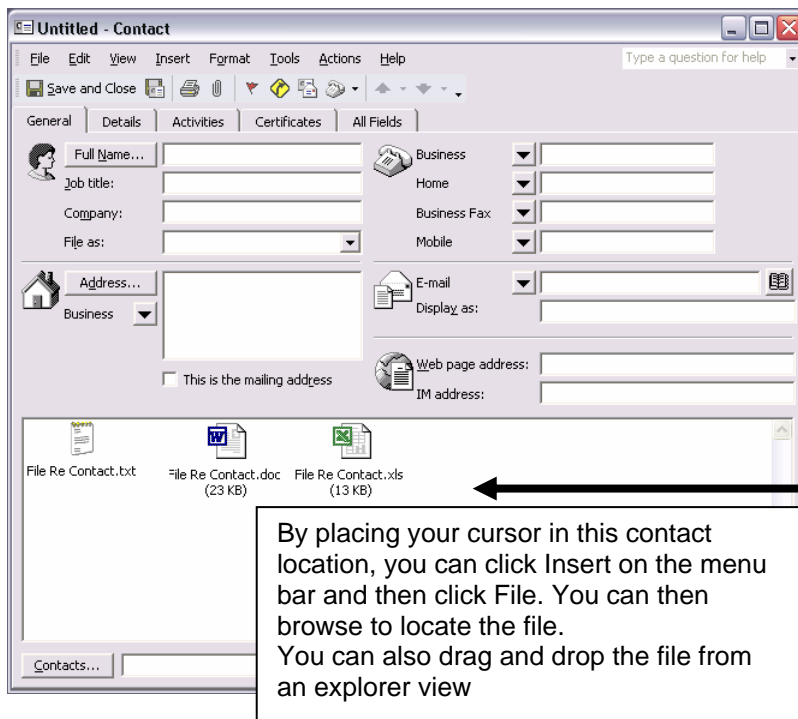


** Once this change has been made you will want to set Outlook so that it synchronizes at a certain frequency. This is done by clicking on tools, options, click on "mail setup" tab, then click on the send/receive button in the middle of the screen. Make sure all tick boxes are ticked.

TIP: You can synchronize Outlook at anytime by hitting the F9 key.

New Contact – Outlook Today or Public Folder

1. Highlight the Contacts folder either in your Outlook Today – Username or in the Public folders. Click the “New” button on the toolbar.
2. Enter the information as you want it.
3. If you have documents pertaining to the contact, these can be saved with your contact whether it is personal or shared.

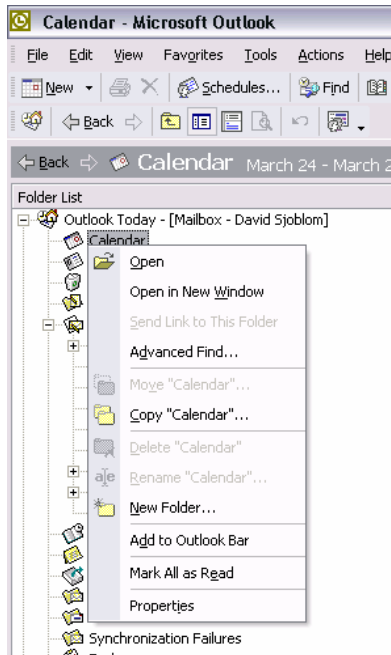


Folder / Calendar Sharing

Permit others to access a user's personal folder (eg. Calendar, tasks, etc) or public folder (Corporate Information)

Share a public or private folder using permissions

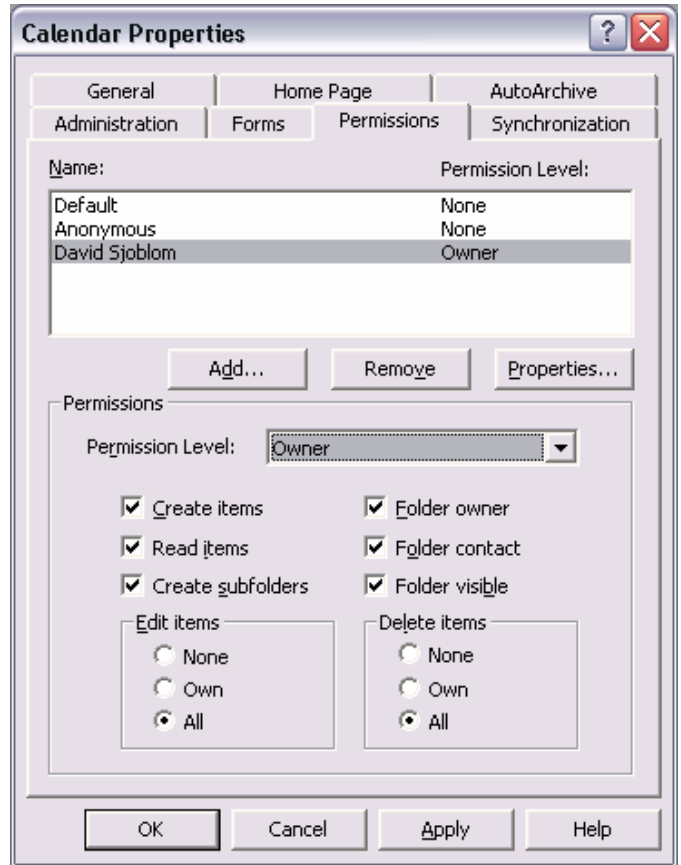
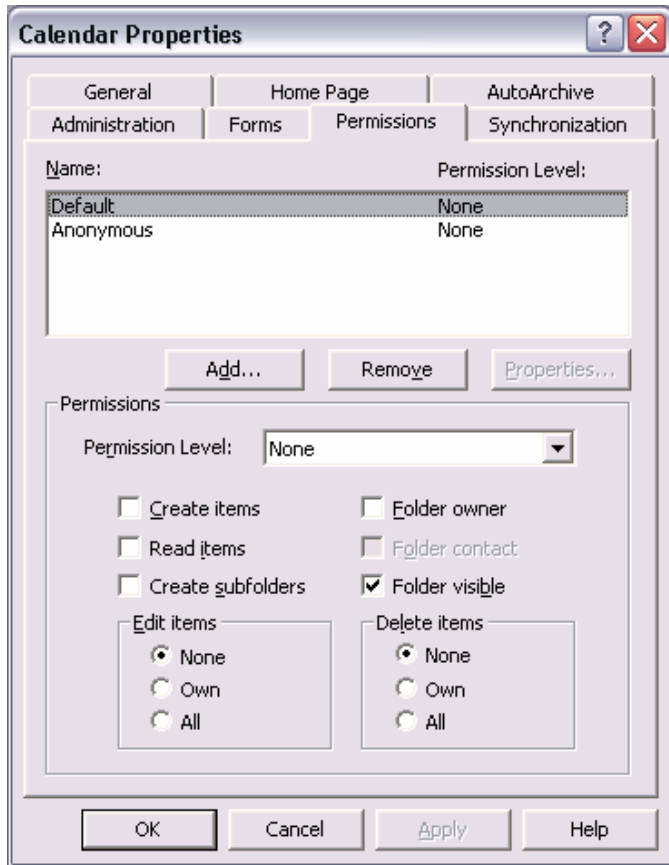
1. In the Folder List, right-click the private or public folder you want to share, and then click **Properties** on the shortcut menu.



You must have Owner permission for a public folder to set sharing permissions for the folder. You can set permissions for only one folder at a time.

2. Click the **Permissions** tab.
3. Click **Add**.
4. In the **Type name or select from list** box, enter the name of the person you want to grant sharing permissions to.
5. Click **Add**, and then click **OK**.
6. In the **Name** box, click the name of the person you just added.
7. Under **Permissions**, choose the settings you want.

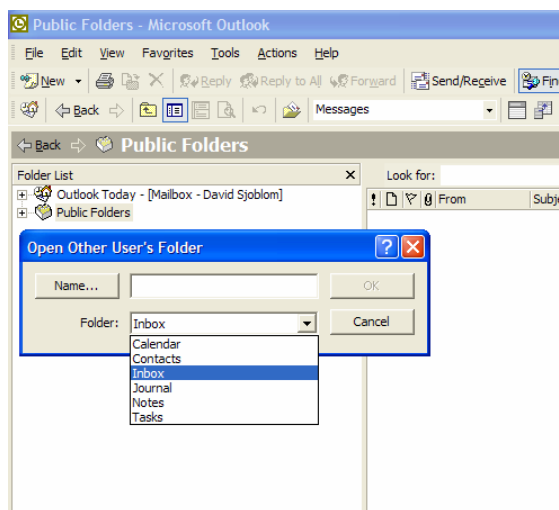
Folder / Calendar Sharing – cont'd



Here you can control what other users can & can't do.
eg. People can read & edit items, but they can't delete

Opening another Users Folder / Calendar

1. You must be working Online to do this.
2. On the **File** menu, point to **Open**, and then click **Other User's Folder**.
3. In the **Name** box, type the name of the person who granted you sharing or delegate access permission, or click **Name** to select from a list.
4. In the **Folder** list, click the folder you want to open.



Once you have opened someone else's calendar it will be available by clicking – File then clicking - Open. It should then appear in a list.

Using Public Folders to Share Outlook items:

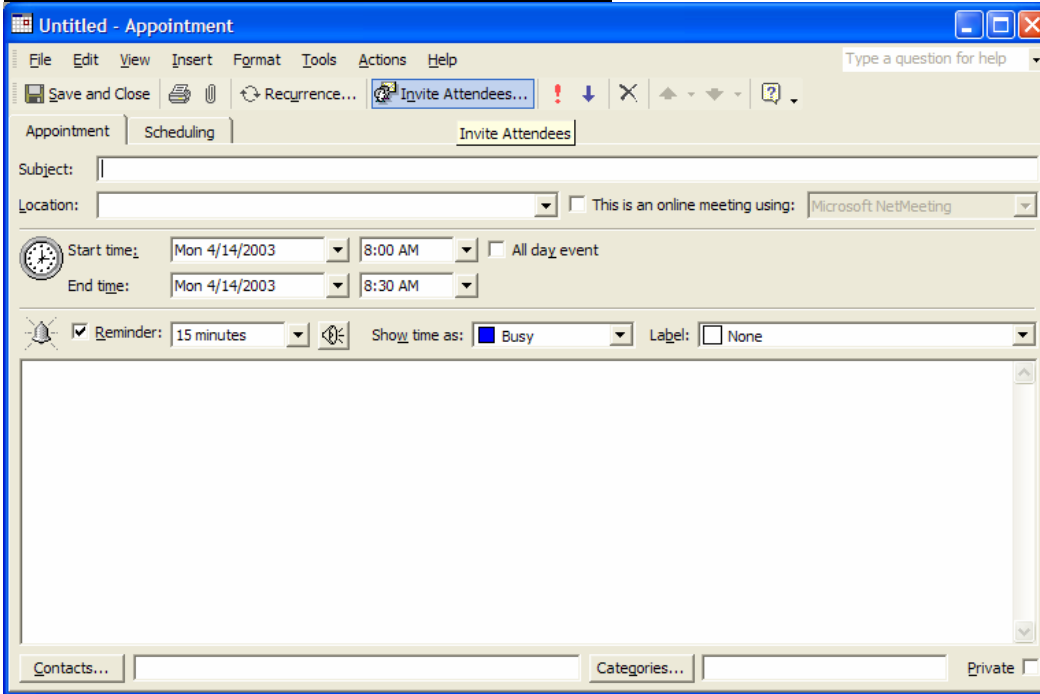
Calendar

Contact Lists

Task List

- Share a calendar to keep track of meetings, events, holidays, vacation time, and project deadlines that affect the group.
- Share a contact list to make names, job titles, addresses, and phone numbers available to the group.
- Share a task list to keep track of each member's progress on a project the group is working on.
- Create employee or supplier info lists
- Create task groups for each employee's tasks so management can easily add / subtract to the tasks list.

Inviting others to an Appointment.

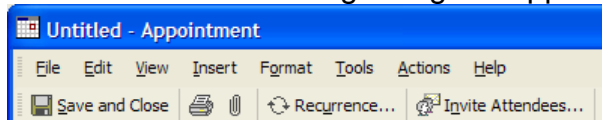


1. Start by highlighting a Calendar folder in Personal Folders or Public Folders.

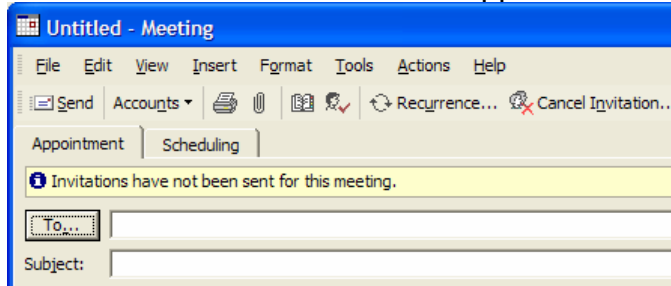
2. Next is to click the “New” button on the task bar.



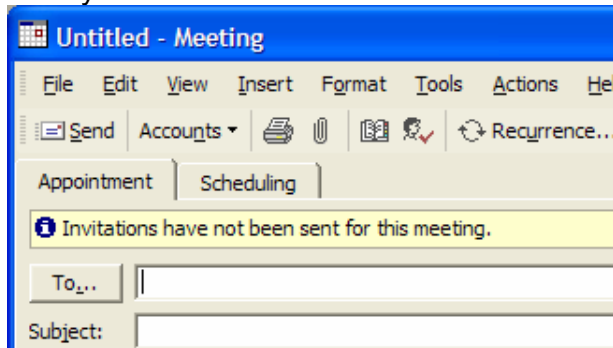
3. Fill in the information regarding the appointment and then click the “Invite Attendees”



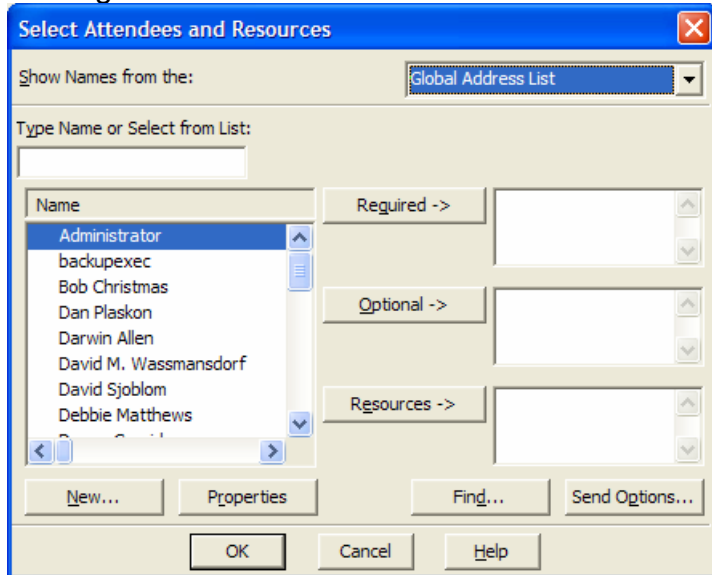
4. This will add a “To” line into the Appointment form.



5. Now you will want to click the “To” Button



6. This will open up a new window where you can select contacts to invite. These contacts can be on the exchange server or from your own personal or shared company contacts.
7. You will need to select the contact(s) and click “Required” to add them to the “To” line after clicking “OK”



8. After adding the Attendees you can then send the Invitation.

