

# Outlook Welcome Message

September 11, 2009



As of last night, we have completed the conversion from GroupWise to Microsoft Outlook using "Exchange Services." You now have one less user name and password to remember.

As your Microsoft Outlook skills develop, you will find new productivity and effectiveness in completing your daily tasks. Below are a few reminders to help you.

Thanks for being a part of this technology improvement.

*Randy Bayerl*

Data Services Manager  
Anoka Technical College

## First steps today and other reminders:

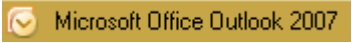
1. Getting started ... selecting the **Microsoft Office Outlook 2007** program.

On your desktop, after logging into your computer with your current user name and password, find and click on each selection option in sequence below to start the application... >



(DO NOT use Outlook Express).

2. **Initial Setup – Connecting to the Exchange Server with Outlook 2007:**

- a. Click  "Outlook 2007 Startup,"
- b. Click  "E-mail Accounts with Yes automatically selected",
- c. Click  on the Auto Account Setup after it finds "Your Name and E-mail Address,"
- d. Click  after the online search for your server settings completes the three configurations listed.
- e. Update the "Name and Initials" boxes if you want and click . The application is now ready to use. From now on clicking the  application link if logged onto this machine will launch the application automatically. On other computers you share, you may need to do the same "a to e" steps to start the application the first time.

## Other Reminders...

3. Remember to use the **[F1]** "help" key feature when in the Outlook application to get **online help**. Search for "how-to-do" instructions on tasks you need to perform but need a little guidance.
4. **Additional Training:** Microsoft has a series of very good videos online. Here are two good links  
<http://office.microsoft.com/en-us/default.aspx> "Office boot camp" See Day 1  
<http://office.microsoft.com/en-us/training/CR100654581033.aspx> "Outlook Training Videos"
5. GroupWise archive file: If there is a business need for you to access your archived files, complete a work order request for access. If you do not need the files right away, you can ask for them later. Converted files will be saved until a retention policy can be outlined identifying what should be kept and for how long it should be retained.