

# Outlook 2000

What you will do:

- ✓ Tour Outlook 2000.
- ✓ Compose, send, and organize e-mail messages.
- ✓ Add contacts and contact information.
- ✓ Use the calendar to track meetings and appointments.
- ✓ Keep track of important tasks.
- ✓ Use Outlook 2000 with Exchange Server and the Web.

Microsoft Outlook 2000 messaging and collaboration client provides the following capabilities:

- Electronic mail
- Personal calendar and group scheduling
- Contact information and task list
- Custom collaboration and information-sharing programs

Outlook 2000 helps you organize, find, and view all of this information—all in one place. It is easy to use, and like the other programs in the Office suite, provides an integrated approach to the Web. Outlook 2000 offers e-mail and collaboration features when used with Internet-based messaging systems and even more advanced functionality when used on an intranet with Microsoft Exchange Server.

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## New for 2000

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Whether you are new to Microsoft Outlook 2000 messaging and collaboration client or are already familiar with it, you will want to discover these new features in Outlook 2000:

- **Preview Pane.** A preview window now appears in the Inbox, allowing you to view e-mail messages quickly without opening the message. The Preview Pane is now available for viewing items in all Outlook 2000 folders.
- **Automatic spell check in multiple languages.** Microsoft Word 2000 can serve as an e-mail editor, offering Language AutoDetect spell check and proofing support.
- **Run Rules Now.** You can manually apply a rule to any Outlook 2000 folder at any time.
- **Direct booking of resources.** Reserve conference rooms without dedicated-resource computers running.
- **Enhanced Mail Merge.** You can filter the Contacts list in Outlook 2000 as desired and then pass the contacts to the Microsoft Word Mail Merge and merge on any Outlook fields.
- **Outlook Bar shortcuts.** You can easily create a shortcut on the Outlook Bar to any file, folder, or Web page.
- **Find Exchange Server Public Folder.** Outlook 2000 can search on Microsoft Exchange Server Public Folder properties to locate items in public folders.

## Web integration

You can view a contact's personal Web page, post your calendar to a public folder for viewing on the Web, and share information within Outlook 2000.

- **Folder home pages.** You can associate one or more Web pages with any personal or Exchange Server folder.
- **View the Web.** Clicking an Outlook Bar shortcut to a Web page displays the Web page in the right Outlook pane. Basic Web navigation is supported and the currently displayed page can be opened in your default Web browser.
- **Internet group scheduling and iCalendar support.** Group scheduling is possible over the Internet. You can publish and download free/busy information for scheduling meetings, as well as send and receive meeting requests and responses over the Internet.

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- Online meetings. You can easily schedule real-time meetings and automatically start the Microsoft NetMeeting conferencing software.
  - Microsoft NetShow™ Integration. You can easily schedule times to watch broadcasts via Microsoft NetShow services and automatically start Microsoft NetShow at the designated time.
  - Save as Web page. You can save Outlook 2000 items as HTML making it easy to save your course calendar, schedule, and even your contacts to a Web page.
  - HTML Mail. Outlook 2000 fully supports sending and receiving e-mail in HTML. Mail can be anything from simple formatted text to a complete Web page. Outlook 2000 also includes HTML stationery with different fonts and backgrounds.

## Exploring Outlook 2000

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In Outlook 2000 you will find folders from which you can create tasks and contacts, schedule meetings and appointments, and send and receive messages. You can switch easily between these folders from the Outlook Bar or the Folders list. You can create any new Outlook item from within any Outlook folder. If you use the Office toolbar, you can even create Outlook items from other Office 2000 programs.

### Toolbars

You will find that the Standard and Web toolbar features in Outlook 2000 are similar to those in other Office programs. For each Outlook folder, you can also display an Advanced toolbar that gives you ready access to more features specific to Outlook 2000. To display toolbars, click View, point to Toolbars, and select those you want to make visible.

# Outlook Today

The Outlook Today window provides a preview of your day. By using Outlook Today, you can see a summary of your appointments, a list of your tasks, and how many new e-mail messages you have. You can set this page to be the first page that opens when you start Outlook 2000, and you can customize Outlook Today to provide the information that you need.

Click Send/Receive to send and receive e-mail messages if you have a dial-up connection.

Web Toolbar

Click this button to customize the Outlook Today settings.

Standard Toolbar

Advanced Toolbar

Folder list

The number in parentheses indicates how many unread e-mail messages you have.

Displays the scheduled tasks for today, whether the task has been completed, and the priority level for each task.

Indicates how many unread e-mail messages are in the Inbox folder.


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## User profiles

A user profile is a group of settings that define how Outlook 2000 is set up for a particular user. For example, a profile may include access to a mailbox on a Microsoft Exchange Server and specify that the Outlook Address Book appears in the Address Book dialog box. A profile can contain any number of information services (settings that make it possible to send, store, and receive messages and items and to specify where to store addresses.) If more than one person uses the same computer, each person should have a separate profile to keep personal items secure. You can have Outlook 2000 start with the same profile every time, or you can be prompted to select a profile each time you start.

For more information about information services or how to use Outlook 2000 with a different computer on a network, ask the Office Assistant or your technology coordinator or system administrator.

### *To create a user profile*

1. Click Start, point to Settings and then click Control Panel.
2. Double-click the Mail icon .
3. On the Services tab, click Show Profiles.
4. On the General tab, click Add and then follow the instructions in the Microsoft Outlook Setup Wizard.

### *To set up a computer for more than one user*

1. Create a user profile for each user.
2. From Outlook, on the Tools menu, click Options and then click the Mail Services tab.
3. Click Prompt for a profile to be used.
4. Click OK.
5. Quit and restart Outlook 2000.
6. In the Profile Name box, click the user profile you want to use.
7. Click OK to open Outlook.

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## Views

Views give you different ways to look at information in a folder by putting it in different arrangements and formats. A view is composed of a view type, fields, a sort order, colors, fonts, and many other settings. You can also use views to control the amount of detail that appears for items and files to help you emphasize or analyze details. For example, by viewing e-mail messages by conversation topic, you can easily separate messages that include homework from students from messages that relate to research. If you subscribe to discussion lists, you can easily find the messages that are most interesting to you.

Each folder in Outlook 2000 has a set of standard views. You can change the way you look at items or files by changing the standard views for each folder (on the View menu, point to Current View, and then click the view you want, or select it from the drop-down list on the Advanced toolbar).

## Categories

A category is a keyword or phrase that helps you keep track of items so you can easily find, sort, filter, or group them. Use categories to keep track of different types of items that are related but stored in different folders. For example, you can keep track of all the meetings, contacts, and messages for your Algebra class separate from those for your Trigonometry class when you create categories named Algebra and Trigonometry and assign items to them. If you correspond regularly with parents of students or have research projects you are involved in, you can create custom categories to easily find items related to those activities.

Categories also give you a way to keep track of items without putting them in separate folders. For example, you can keep professional and personal tasks in the same task list. When you assign them to Categories you can view the tasks separately (on the View menu, point to Current View, and then click By Category). You will find that many of the categories in the Master Category List are geared toward business needs, but it is easy to create custom categories for you and your students to use.

### *To create new categories*

1. On the Edit menu, click Categories. If Categories isn't available, click any Outlook 2000 item (for example, an e-mail message), and then try again.
2. Click Master Category List.
3. In the New category box, type a name for the category.
4. Click Add.
5. To create more categories, repeat steps 3 and 4.
6. Click OK, and then click OK again.

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## *To assign items to a category*

1. Select the item you want to assign to the category.
2. On the Edit menu, click Categories.
3. In the Available categories box, select the check boxes next to the categories you want.
4. If the category you want isn't available, you can quickly add a new category to the Master Category List. Type the category name in the Item(s) belonging to these categories box and then click Add to List.

## **Groups**

A group is a set of items with something in common, such as e-mail messages from the same sender or tasks with the same due date. Group items to see related items together, similar to an outline. For example, group items by priority to separate high-priority items from low-priority items. You can expand or collapse the group headings to display or hide the items they contain.

You can only group items that are in a view based on a table or a timeline view type. When you group items by a field that can contain more than one entry, such as the Categories field, items may appear more than once in the table or timeline. For example, if you group by the Categories field and an item has two categories, such as Personal and Ideas, the item is listed under both the Personal group heading and the Ideas group heading. Though you see the item more than once, it exists as only one item. Any changes you make to one instance of the item are stored with all instances of the item.

## *To group items*

1. On the View menu, point to Current View and then click a view that displays items in a table or a timeline view type.
2. On the View menu, point to Current View and then click Customize Current View.
3. Click Group By.
4. In the Group items by box, select a field to group by.
5. If the field you want isn't in the Group items by box, select a different field set in the Select available fields from box.
6. Click Ascending or Descending for the sort order of the group headings.
7. To display the field you're grouping items by, select the Show field in view check box.
8. To group by subgroups, click a field in the Then by box.

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## Finding Outlook 2000 items and files



When you use options in the Advanced Find dialog box to locate files or items, you can sort, group, and change the view for your search results. You can double-click an item or file in the Search Results list to open it and you can preview e-mail messages, meeting requests, task requests, notes, and document comments in the Search Results list.

Outlook 2000 can search your Outlook 2000 items based on almost any criteria you want. If the Integrated File Management component is installed, Outlook 2000 can also search the computer or any available network drive for any type of file you want to find.

There are two ways to search:

- To quickly search for items in the current folder and its subfolders, click Find on the Standard toolbar and enter a keyword.
- To search for items in multiple folders or to search for items by more than one criteria, click Find on the Standard toolbar and then click Advanced Find and specify the search criteria.

If files do not appear in the Advanced Find dialog box, the Integrated File Management component probably wasn't installed during Setup.

You can use Outlook 2000 to search for items or files while in another program even if you are not running Outlook 2000 at the moment. Just click Start, point to Find, and then click Using Microsoft Outlook.

## Printing from Outlook 2000

You can easily print your Outlook items for personal use or to distribute as handouts. The options you have will depend on the type of item you are printing. For most items you need to select a Print Style. For example, you can print your daily, weekly, or monthly calendar, or print calendar details. You need to also select a print range.

You can also print some views. You can change what is printed in a view by changing the look of the view or by modifying the print style, which controls how the page and paper, fonts, and other formatting options are set up. A view that is based on the timeline or icon view type cannot be printed. To print a view of journal entries or a view of a file list, use the table view type.

# Exploring the Inbox

## Inbox symbols:

-  High importance message
-  Low importance message
-  Read message
-  Unread message
-  Forwarded message
-  Replied to message
-  Saved or unsent message
-  Sealed message
-  Digitally signed message
-  Microsoft Mail 3.x form
-  Message has an attachment

Electronic mail, or e-mail, is quickly becoming one of the most widely used forms of communication in the world. It is fast, convenient, and doesn't require a stamp. Using e-mail, you can send a simple text message like a reminder about an assignment or you can send a message that includes other files, such as a grade report spreadsheet or graphics file. With a microphone, you can even send voice messages.

Using e-mail can be beneficial for students and enhance instruction in many ways, from making it easier to ask questions to providing a forum for out-of-class discussions and collaboration. It can provide meaningful contact outside the classroom with instructors and peers. E-mail is easy to use and is becoming more and more accessible to students through their home computers or an information appliance like Microsoft Web TV. A few minutes of instruction can get most students (and instructors) up and running with e-mail.

The following illustration shows the Inbox window in Outlook 2000. In this window you can receive, compose, send, and organize e-mail messages.

Forwarded— This arrow indicates that this message has been forwarded.

Bold— Messages displayed in bold have not been read.

Web toolbar

Standard toolbar

Advanced toolbar

Folder list— Use this list to organize your messages in personal folders.

Status bar— Displays the number of messages in your Inbox and the number of messages unread.










Preview pane— Displays a preview of the highlighted message in your inbox.


## Creating and sending e-mail messages

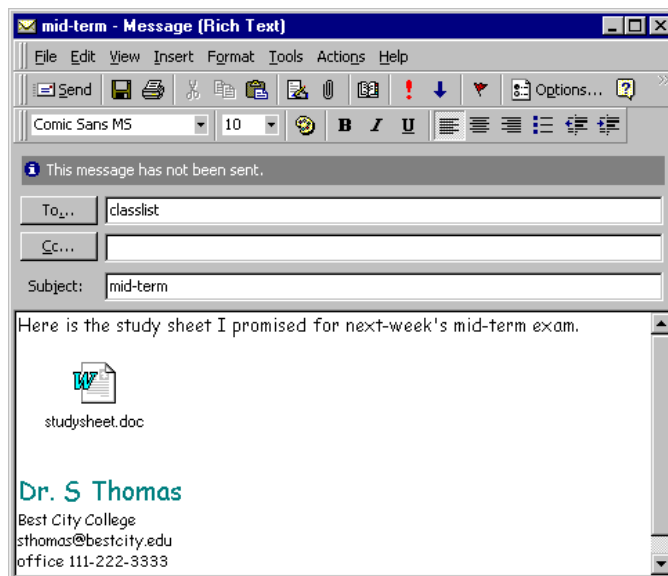
There are two ways to send e-mail messages using Outlook 2000: You can either open Outlook 2000 and begin a new message there or you can open any Office 2000 program, create a document, and send it directly to e-mail from that Office program.

### *To create and send an e-mail message from Outlook 2000*

More Inbox symbols:

-  Accepted meeting request
-  Tentatively accepted meeting request
-  Declined meeting request
-  Canceled meeting
-  Task request
-  Accepted task
-  Declined task
-  Message is flagged for follow up
-  Message is flagged as complete

1. Start Outlook 2000.
2. On the Actions menu, click New Mail Message. Or, on the Standard toolbar, click New Mail Message . To send a message on stationery, on the Actions menu, point to New Mail Message Using, click More Stationery, and then select a background. The New Message window opens.



3. In the To field, type the e-mail address of the person to whom you are sending the message. If you are sending to more than one person, type a semicolon (;) between the e-mail addresses.  
- Or -  
Click To to open your address books. Select an address book and double-click a name. The address moves to the To Message Recipients field.
4. Repeat step 3 to add more e-mail addresses to the To field.
5. To send a carbon copy (CC) to someone (optional), click the CC field. Type the e-mail address in the field, or click CC, choose an address from one of your address books, and click OK. Repeat to CC other people.
6. To send a blind carbon copy (BCC) to someone (to CC someone without the other message recipients knowing the person received the message) (optional), on the View menu select Bcc Field. Type the e-mail address in the field, or click BCC, choose an address from one of your address books, and click OK. Repeat to blind CC other people.



In order to communicate more efficiently, establish standard subject headings for class e-mail messages. For example, direct students to type "Question" or "Homework" in the subject field to mark certain types of messages so that they can be easily organized.

7. To add a subject line to the message, click in the Subject field and then type a brief line regarding the subject of the message.
8. Click in the blank field below the Subject field (the message field) and type your message.
9. When you are satisfied with your message, click Send. The message automatically moves to your Outbox folder and you return to the main Inbox window.
10. If you are always connected to the network and Internet connection, your message is automatically sent.  
- Or -  
If you are not already connected to the Internet, click Send/ Receive to connect to the Internet and send the message.

When the message has been sent, it moves to the Sent Items folder. If the message cannot be delivered to someone, you usually, but not always, receive an automatic reply letting you know who could not be reached and why.

### *To attach a file to a message from Outlook 2000*

1. In Outlook 2000, address and compose a text message as described in the "To create and send an e-mail message" section of this chapter.
2. To attach a file to the message, position the cursor in the message field where you want to insert the file. This can be at the beginning, at the end, or anywhere in between.
3. On the Insert menu, click File. Or, click the Insert File button on the Standard toolbar. The Insert File dialog box opens.
4. Locate the file you want to attach. Click the file and then click OK. An icon representing the file labeled with the file name appears in the message field.  
-Or-  
Click on a file and drag it to the message field.

### *To create and send an e-mail message from another Office 2000 program*

All Office 2000 programs integrate e-mail into their core functionality. You can send any document as a message or an attached file from directly within an Office 2000 program.

1. Open the Office 2000 program of your choice.
2. Open an existing document or create a new one and save the document.
3. On the File menu, point to Send to. A submenu appears.

4. On the submenu, you have two choices for sending the document. Select one:
  - To send a copy of this document as the text of the e-mail message, click Mail Recipient. The document becomes the body text of a new e-mail message.
  - To send a copy of the document as an attachment to the e-mail message, click Mail Recipient (as Attachment). The document becomes an attachment to a new e-mail message.
5. If you select Mail Recipient, click Send Copy to send the message.  
-Or-  
If you select Mail Recipient (as Attachment), click Send to send the message.

## Receiving and replying to e-mail messages

When Outlook 2000 receives messages, it stores them in the Inbox folder. The number next to the word "Inbox" in the Folder list tells you how many messages are waiting for you. If there is no number, you have no new messages.

When you click the Inbox folder in the Folder list, the contents of the folder are displayed on the upper, right portion of the window, which is called the Message List pane. The Message header shows the subject and author of the messages in the Inbox. If a message header is bold, that message has not yet been read. If the message header is not bold, the message has been opened.

### *To receive and read messages*

1. Open Outlook 2000.
2. If you are always connected to the network and the Internet, any messages sent to you are automatically received to the Inbox folder. If you have new messages, an envelope icon appears in the taskbar.  
- Or -  
Click Send And Receive. Your computer connects to the Internet and tries to retrieve your messages to the Inbox folder. (It also sends any messages in the Outbox folder.)
3. In the Folder list, click the Inbox folder. (If it has a number next to it, you have new or unread messages.) New and unread messages appear in bold in the Message List pane.
4. To read a new message, click it in the Message List pane. The contents of the message are displayed in the Message Contents pane.  
-Or -  
Double-click the message in the Message List pane to open the message in its own window.
5. To open an attachment, double-click its file icon. The attachment opens in the appropriate program.
6. When you are finished, you can close the message and it remains in the Inbox folder.



You can also do other tasks with messages, such as delete them, forward them, reply to them, or save them to another location on the computer or the network. For information on these and other options, ask the Office Assistant.



There are several other options for viewing messages available on the View menu, including viewing messages by sender, by conversation topic (for discussion lists), and with AutoPreview. To change views, click View, point to Current View, and then select an option.

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## Organizing messages

One of the anxieties of using e-mail with students is the possibility of having too many student messages to answer. However, Outlook 2000 helps you sort, organize, and prioritize messages so that using e-mail becomes an efficient way to communicate and interact with students and others, no matter how large the audience. You might even find that it is easier than using the telephone or making appointments.

One of the ways to make sure that using e-mail does not become too much work is to set "ground rules" with your students on the first day of class. The following list offers some guidelines that other educators have found helpful. Consider posting your policies on a class Web page, in the syllabus, or as a handout.



If you are going to encourage or require students to use e-mail, spend a class period in a computer lab making sure everyone is comfortable with the technology. Or, assign students to send you a message during the first week of school so that you can troubleshoot problems right away.

- Let students know how often you check your e-mail. Do you check it from school or your office and at home? Do you answer messages in the evenings and on weekends or holidays?
- Let students know how long it will be before they can expect a reply and from whom. Do you personally answer your e-mail, or do teaching assistants handle some messages? Do you get to most messages within 24 hours, or before the next class period?
- Determine ahead of time when assignments submitted through e-mail are due. Many instructors stipulate midnight on the day the assignment is due. Sometimes the extra few hours is motivation enough for technology-shy students to learn to use e-mail.
- Specify subject headings that students are to use so that it is easier for you to sort your messages. For example, if you have students submit response notes or math homework, require them to use a subject heading like "Homework" and the assignment date.
- Consider having a class discussion about e-mail etiquette. Define rules for what is and is not appropriate in e-mail messages to instructors, peers, and for posting to listservs. If problems are a possibility, decide ahead of time what consequences are appropriate for sending or posting defamatory or offensive messages.
- Consider having more than one e-mail account. For example, you could have one for mail from students, one for mail from colleagues, and one for personal mail. You can set up Outlook 2000 to handle multiple accounts.
- Be familiar with the e-mail program before you ask students to use e-mail. You will need to anticipate the difficulties they might have, and knowing what works best for you will help you determine what e-mail policies to set.

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## Using the Organize button

Outlook 2000 can automatically organize certain messages for you. Outlook 2000 can save you time sorting through unwanted "junk" messages, highlight messages from certain people, and even move specified messages into certain folders upon delivery.

### *To organize messages using the Organize button*

1. Open the Inbox folder. (For some options you will need to have messages in the Inbox.)
2. Click Organize on the Standard toolbar, or, on the Tools menu, click Organize. The Ways to Organize Inbox dialog box opens at the top of the message pane.
3. Four options are available on the left side of the dialog box: Using Folders, Using Colors, Using Views, and Junk E-mail. You can do any of the following:
  - Click Using Folders to create new folders, open the Rules Wizard, and move messages to other folders. You can easily create a rule to move messages from a certain sender into another folder upon delivery.
  - Click Using Colors to color code messages by sender.
  - Click Using Views to select how you see messages in your Inbox.
  - Click Junk E-mail to color code junk and adult content messages, or have them sent directly to Deleted Items or another folder. You can also add senders to the junk or adult content filters.
4. When you are finished, click Organize to close the dialog box.

You can also organize messages that have already been moved to other folders by opening that folder and then clicking Organize.

## Using the Rules Wizard

A rule is a set of conditions and actions for processing and organizing your e-mail messages. *Conditions* identify messages for processing, and *actions* determine what kind of processing is performed. For example, you can define a rule that tells Outlook 2000 to forward all messages sent to you from students in Biology 101 section 3 to your lab assistants, or create a rule that tells Outlook 2000 to put all message with "Homework" in the subject field into a certain folder in your Personal Folders list.

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If you receive a large volume of mail from several different groups (personal mail, mail from students, mail from colleagues, even junk mail) you can use the Outlook Rules Wizard to create your own rules to manage your messages automatically.

Here are some examples of rules you can create:

- Assign categories to messages based on their contents.
- Set up a notification, such as a message or a sound, when important messages arrive.
- Move messages to a particular folder based on who sent them.
- Delete messages in a conversation.
- Flag messages from a particular person.
- Assign categories to your sent messages based on their contents.
- Delay delivery of messages by a specified amount of time.
- Redirect an e-mail message to a person or distribution list.
- Automatically reply to a certain type of message with a specific message you create.




You can use multi-modal cues such as sounds for those with visual impairments.

### *To create a rule*



To quickly run rules, click

Rules Wizard  on the Advanced toolbar, and then click Run Now.

1. Open Outlook 2000 and click the Inbox folder to display its contents.
2. On the Tools menu, click Rules Wizard. The Rules Wizard dialog box opens.
3. Click New. The Rules Wizard displays a list of the different types of rules you can create along with a description of the rule in the Rule description box.
4. Select the type of rule you want to create and click Next.
5. Select the conditions for the rule as directed by the Rules Wizard and then click Next.
6. Specify the action for the rule as directed by the Rules Wizard and then click Next.
7. Specify any exceptions to the rule as directed by the Rules Wizard and then click Next.
8. Specify a name for the rule and then select the Turn on this rule check box to activate it.
9. Click Finish. The rule is added to the Rules Wizard list.

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There are three ways to control how rules are applied in the Rules Wizard:

- When you create a rule, you specify whether the rule is applied when the message arrives in the Inbox or when you send a message. You set these options for each rule.
- After you create multiple rules, you can move the rules up or down in the list in the Rules Wizard to change the order in which they are applied. Rules are applied in the order they appear in the list. Rules that are marked “client only” are applied after all other rules.
- You can specify whether the rule runs automatically or manually. This is useful when you want to apply rules manually to messages already delivered to the Inbox.





Before you can use a Personal Address Book, you must add the Personal Address Book information service to your Outlook profile. On the Tools menu, click Services and then click Add. Select Personal Address Book and click OK. You must close and restart Outlook before you can use the Personal Address Book. There is no Personal Address Book in Internet Only mode.

## Creating an address book

Use the Address Book dialog box to look up e-mail and fax information when you address messages. Use the Contacts folder to store and retrieve all types of information about others such as street addresses, telephone numbers, e-mail addresses, fax phone numbers, and Web page addresses. To open the Address Book dialog box, click Address Book  on the Standard toolbar, or click Address Book on the Tools menu.

There can be several types of address books in the Address Book dialog box including the Global Address List, the Personal Address Book, and the Outlook Address Book. Select these address books in the Show names from box. Contacts in the Contacts folder that include an entry in the e-mail field or one of the fax phone number fields automatically appear in the Outlook Address Book.

## *To add information to the address book*

1. Click Address Book  on the Standard toolbar. The Address Book dialog box opens.
2. In the Show Names from the drop-down box, select Personal Address Book.
3. Click New Entry  on the dialog box's toolbar.
4. In the Put this entry in the drop-down list, click Personal Address Book.
5. Select the type of entry you want to create (Microsoft Mail Address, Internet Address, Other Address, and so forth) and then click OK.
6. Enter the person's name and e-mail address in the appropriate fields.
7. If you want, click the Business, Phone Numbers, or Notes tabs and enter additional information.
8. Click OK to save the information.
9. Repeat steps 3 through 7 to add more addresses.



You can save the address from a received message in the Personal Address Book. Open the message and then right-click the sender's name or e-mail address in the From field. Click Add to Personal Address Book.

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## Building distribution lists

If you frequently e-mail information to the same people, you can also build distribution lists. For example, you might build a distribution list of all the students in your class, a list of participants for a conference you are organizing, or a list of other educators with whom you share a research interest. Then, when you need to e-mail something to everyone in the group, such as an assignment, an agenda, or an interesting Web site link, you can choose the distribution list name from your address book instead of selecting each address separately.



You can add a distribution list that someone has sent you to your Contacts folder. Open the message that contains the list, click on the list and drag it to Contacts on the Outlook bar or Folder list.

A message sent to this distribution list goes to all recipients listed in the distribution list. Recipients see their own names and the names of all other recipients on the To line of the message instead of seeing the name of the distribution list. You can use distribution lists in messages, task requests, meeting requests, and other personal distribution lists.

You can easily add and delete names from a distribution list, send it to others, and print it. Personal distribution lists are identified with  and are stored by default in the Contacts folder, so you can sort, print, and assign categories to them.







### *To create a distribution list*

1. On the File menu, point to New and then click Distribution List.
2. In the Name box, type a name. The distribution list is saved in your Contacts folder by the name you give it.
3. Click Select Members. In Show names from the list, click the address book that contains the e-mail addresses you want in your distribution list.
4. In the Type name or select from list box, type the name of a user that you want to include. In the list below, select the name, and then click Add. Repeat this step to add the rest of the users you want to include in the distribution list, and then click OK.
5. If you want to add a longer description of the distribution list, click the Notes tab and then type the text.
6. Click Save and Close.

You can easily add or remove names from the distribution list once it is created. To add an address that is not in the Contact folder or an address book, click Add New. To remove a name, select it and click Remove.

# Exploring Contacts

## Contacts symbols:

-  Activities have been automatically recorded in Journal for this contact
-  Contact
-  Contact has an attachment
-  Contact is flagged for follow up
-  Contact is flagged as complete
-  Distribution List

Outlook 2000 serves as much more than just an e-mail program: you can use it to maintain an electronic address book of your students, colleagues, and anyone else you need to contact. Storing contacts electronically in Outlook 2000 allows you to find information about someone quickly and easily. In the Contacts folder, you can store a wide range of information about people, from their work and home phone numbers and physical addresses to e-mail addresses and Web addresses, if they have them. You can link any Outlook item or Office document to a contact to help you track activities associated with that person or group.

Click the flag icon to mark the selected contact so you can follow up with him or her. Click the mail icon to send a new e-mail message to selected contact. Click the telephone icon to have Outlook automatically dial the selected contact's phone number.

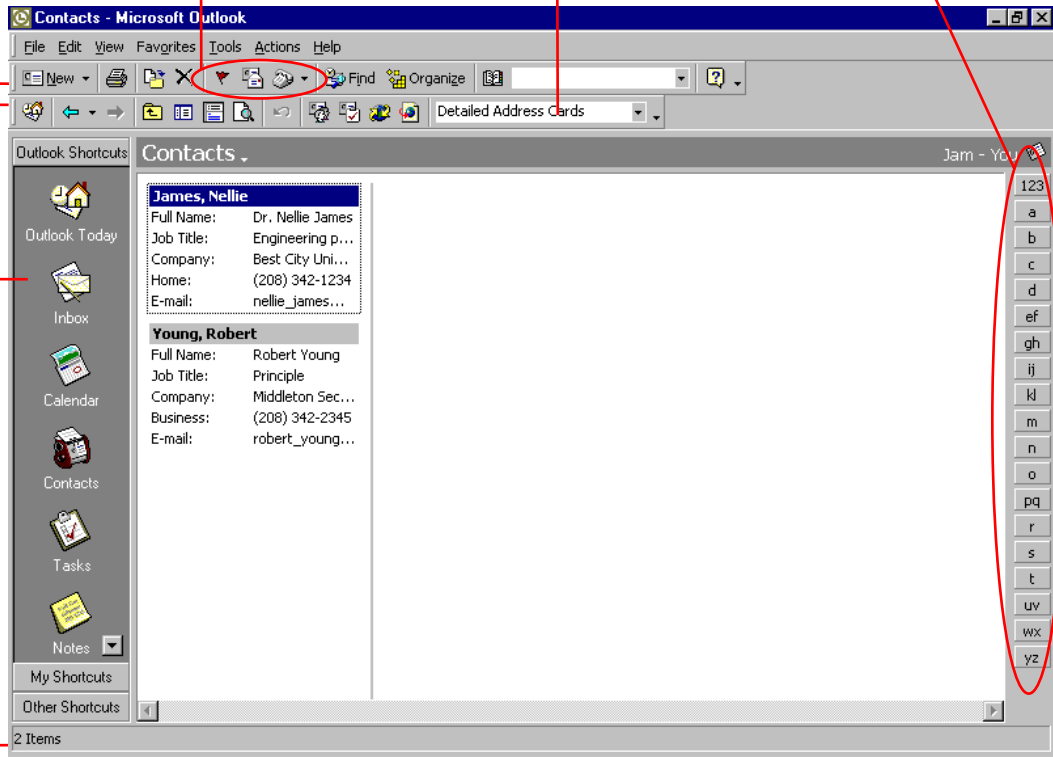
Change the way Outlook displays contacts by selecting a new view from this list.

Letter tab— Click a symbol or letter button to display the contacts beginning with that symbol or letter.

Standard Toolbar  
Advanced Toolbar

Outlook Bar

Status bar—  
Displays the total number of contacts.



When you enter a name or address for a contact, Outlook 2000 separates the name or address into parts and puts each part in a separate field. You can sort, group, or filter contacts by any part of the name or any part of the address you want.

From a contact in your contact list, you can click a button or menu command to have Outlook 2000 address a meeting request, e-mail message, or task request to the contact. If you have a modem, you can also have Outlook 2000 dial the contact's phone number. You can have Outlook 2000 time the call and keep a record in Journal complete with the notes you take during the conversation.

You can file contact information under a last name, first name, company name, nickname, or any word that helps you find the contact quickly, for example, "Section 004" for students in a particular class. Outlook 2000 gives you several naming choices to file the contact under or you can enter your own choice. You can enter up to three addresses for each contact. Designate one address as the mailing address and use it for mailing labels, envelopes, or creating mail-merge letters.

## Creating contacts

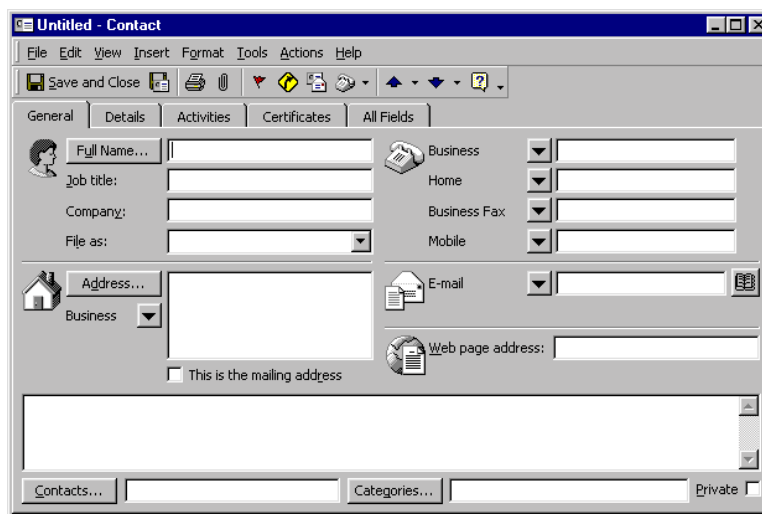


To create a contact from an e-mail message you receive, right-click the name in the From field that you want to make into a contact, and then click Add to Contacts.

A contact is a person or organization you correspond with. You can store information about contacts such as job titles, phone numbers, addresses, e-mail addresses, Internet e-mail addresses, and notes. When you create a contact, you can start by entering all new information or you can start with information from an existing contact.

### *To create a new contact*

1. On the File menu, point to New and then click Contact. The Contact dialog box opens.



If students or others use your computer, select Private to keep others from accessing information about your contacts.

2. In the Full Name box, type a name for the contact.
3. Enter the information you want to include for the contact. There are several tabs on which you can enter information.
4. If you wish, assign the contact to a category. Click Categories and then select a category from the list.
5. Click Save and Close.



You can look up information about a contact from an e-mail message, a meeting request, and a task. Simply right-click the contact name and then click Look up Contact.

# Exploring the Calendar

Outlook 2000's Calendar offers an easy way to keep track of appointments and schedule your time. You can look at appointments and tasks for a given day or look at appointments in relation to other appointments in the month. You can also post your calendar to a Web page or print it out and make handouts so that students, parents, or others can know when you are available.

Click to view calendar entries for today or a specific day, work week, calendar week, or month.

The current date is marked with a red box. The date shown in the daily planner panel is shaded.

Changes how Outlook displays your calendar.

Web Toolbar

Click the arrow to show other months.

Standard Toolbar

Advanced Toolbar

Folder List

Status bar— Displays the total number of calendar items.

Customize how Outlook displays the hours of the day.

Color coding shows further information about the appointment, such as if you will be out of the office or if the appointment is tentative.

Displays tasks scheduled for the selected date and allows you to add a new task to Outlook without filling out the Task dialog box.

To change appointment information quickly, click the appropriate appointment and type the new information. To change appointment information using the Appointment dialog box, double-click the appointment.

Calendar - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New [Go to Today] [1] Day [5] Work Week [7] Week [31] Month Find Organize

Day/Week/Month outlook:\Personal\Folders\Calendar

Calendar January 19, 1999

Folder List: Mailbox, Outlook Today, Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Notes, Outbox, Personal, Projects, Sent Items, Tasks, Work, Public Folders

Tuesday, January 19

January 1999							February 1999						
S	S	M	T	W	T	F	S	S	M	T	W	T	F
26	27	28	29	30	31	1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	1	2	3	4	5
30	31						6	7	8	9	10	11	12

TaskPad

Click here to add a new Task

Update class Web page

Finish lesson plans for week of 2/1

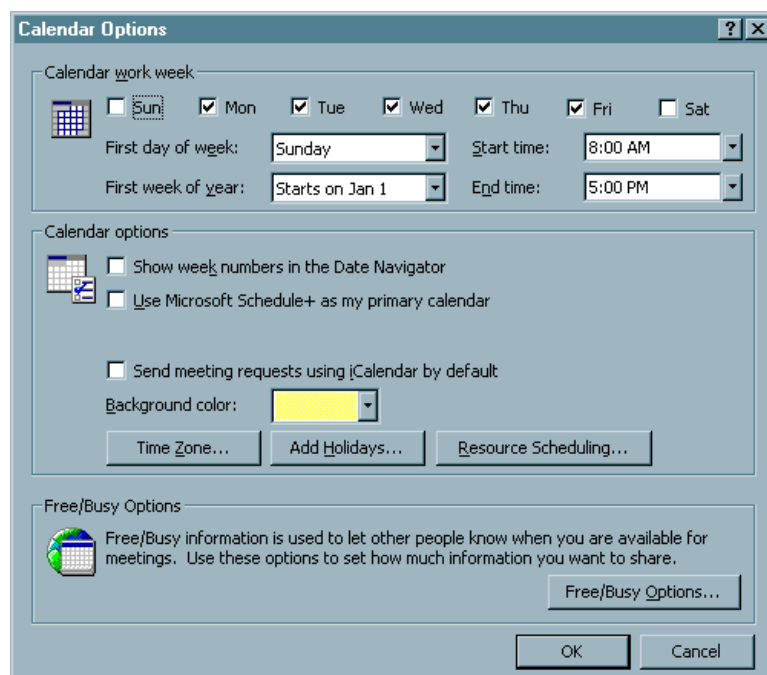
2 Items

## Calendar symbols:

-  Appointment
-  Click to see calendar items that do not fit in the current view
-  Meeting
-  Meeting request
-  Recurring appointment
-  Recurring meeting
-  Recurring meeting or appointment
-  Reminder for the appointment or meeting
-  Private meeting or appointment
-  Start and end times of the appointment or meeting
-  Calendar item has an attachment

## To set calendar preferences

1. With the Calendar folder open, on the Tools menu, click Options. The Options dialog box opens.
2. Click the Preferences tab.
3. Under Calendar, select Default reminder to have Outlook 2000 remind you automatically of all appointments. Then, in the drop-down box, select the amount of time before appointments you want to receive the reminder. (You can change this time for individual appointments when you create them.)
4. Click Calendar Options. The Calendar Options dialog box opens.



5. Select the days of the week you want to show on your calendar.
6. Select other options as necessary. To select a time zone, or show more than one time zone at a time, click Time Zone.
7. To have Outlook 2000 automatically display holidays for different countries or religions, click Add Holidays.
8. If you are responsible for coordinating resources, such as conference rooms, or classrooms, click Resource Scheduling.
9. To publish your free/busy information on a Web or other server, click Free/Busy Options.
10. When you are finished, click OK.

---

## Scheduling meetings and appointments

*Appointments* are activities that you schedule in your Calendar that do not involve inviting other people or reserving resources. You can set reminders for your appointments and you can schedule recurring appointments. You can also specify how others view your Calendar by designating an appointment as busy, free, tentative, or out of office. Appointments can also be made private.

A *meeting* is an appointment you invite people to or reserve resources for. When you create a meeting, you identify the people to invite and the resources to reserve, and you pick a meeting time. Responses to your meeting request appear in the Inbox folder. To track responses, open a meeting and then click Show attendee status on the Attendee Availability tab in the Meeting dialog box. You can also add people to an existing meeting or reschedule a meeting.

An *event* is an activity that lasts 24 hours or longer. Examples of an event include a vacation or a conference. An annual event, such as a birthday or anniversary, occurs yearly on a specific date, while a standard event occurs once and can last for one day or several days. Events and annual events do not occupy blocks of time in your Calendar; instead, they appear in banners.

### To add appointments

When you schedule an appointment, you have several options for it, such as setting the appointment to be recurring (for events like faculty meetings) or having Outlook 2000 remind you about an appointment before it occurs.

1. Click the Calendar folder to open it. You should see the one-day view for the current day.
2. Click a date in the mini month calendar to the right of the Daily view calendar.
3. Click anywhere in the time box where the appointment will begin. The box turns blue.
4. Double-click the selected box. The Appointment dialog box opens.
5. In the Subject box, type text describing the appointment, such as "Student Conference."
6. In the Location box, type the location for the appointment.
7. In the Start time and End time boxes, adjust the length of the appointment, if necessary.
8. To have Outlook 2000 remind you of this appointment before it occurs, select Reminder and then select when you want the reminder to occur from the list.
9. To set the appointment as a recurring meeting, click Recurrence (at the top of the window), set the appropriate options, and then click OK.
10. Click Save and Close. You return to the Calendar folder's main window. Notice that the date on which you made the appointment now appears bolded in the mini month calendar.



When you select start and end times for an appointment, you can take advantage of Autodate functionality and type text such as "next Tuesday" or "noon" instead of typing an exact date or time.



In Calendar, you can also create an appointment by selecting a block of time, right-clicking, and then clicking New Appointment.

## To change the view of appointments

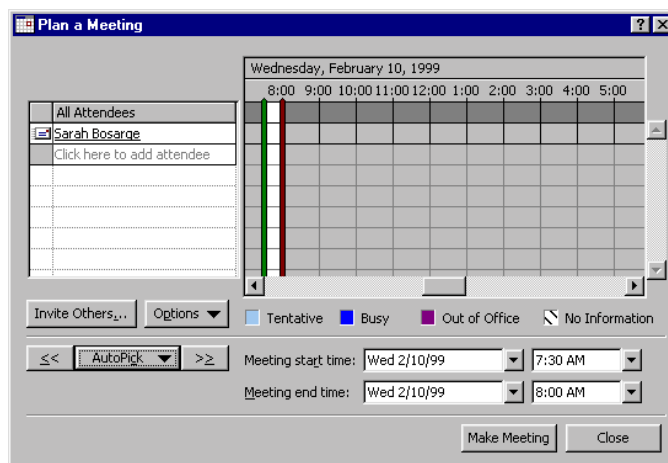
1. In the Calendar folder, on the View menu, point to Current View. A submenu appears.
2. On the submenu are several options for viewing your appointments. Select one of the following:
  - Day/Week/Month
  - Day/Week/Month View with AutoPreview
  - Active Appointments
  - Events
  - Annual Events
  - Recurring
  - By Category

## To schedule a meeting



You can quickly schedule a meeting with someone in the Contacts list. In the Contacts folder, click the contact, click the Actions menu, and then click New Meeting Request to Contact.

1. In the Calendar folder, on the Actions menu, click Plan a Meeting. The Plan a Meeting dialog box opens.



2. Adjust the start and end times for the meeting as needed.
3. Click Invite Others to invite attendees and resources. The Select Attendees and Resources dialog box opens.
4. Select an address book and then in the Type Name or Select from List box, enter the name of the person or resource you want at the meeting.
5. For each name entered, click Required, Optional, or Resources. (The Required and Optional attendees appear in the To box on the Appointment tab, and Resources appear in the Location box.)



To send agendas or meeting minutes, attach a file to your meeting request.

6. Click OK, and then use the scroll bars to view the free/busy time for invitees.
7. Click a time when all invitees are available. You can use AutoPick to find the next available free time for all invitees.
8. Click Make Meeting.
9. In the Subject box, type a description.
10. If you did not schedule a room, enter a location in the Location box.
11. Select other options you want.
12. Click Send.

## Exploring tasks

Like everyone else, you probably have ongoing tasks that need to be completed. For example, you may give your students an exam and promise them you will have it graded within the next week. Or, by Spring Break your students need to have decided on a topic for their final projects.

Using the Task list, you can keep track of all of these tasks and their due dates and view them regularly in your Task folder or the Calendar. Organizing tasks electronically allows you to keep them all in one place and keep them in mind so nothing falls through the cracks.

The screenshot shows the 'Tasks - Microsoft Outlook' window. The menu bar includes File, Edit, View, Favorites, Tools, Actions, and Help. The Standard Toolbar contains icons for New, Print, Delete, Undo, Find, and Organize. The Advanced Toolbar includes navigation icons and a view selector set to 'Detailed List'. The Outlook Bar on the left shows 'Outlook Today' and 'My Shortcuts' with icons for Inbox, Calendar, Contacts, and Tasks. The main task list table is as follows:












	Subject	Status	Due Date	% Complete	Categories
	Click here to add a new Task				
<input checked="" type="checkbox"/>	Update class Web page	Not Started	None	0%	
<input checked="" type="checkbox"/>	Finish lesson plans for week of 2/1	In Progress	Sun 1/31/99	75%	
<input checked="" type="checkbox"/>	Get the most out of Outlook 98	Completed	None	100%	

Annotations and their descriptions:

- Standard Toolbar**: Points to the top toolbar.
- Advanced Toolbar**: Points to the toolbar below the Standard Toolbar.
- Outlook Bar**: Points to the left sidebar.
- Status bar**: Points to the bottom bar showing '3 Items'.
- Changes the view in which Outlook displays your tasks.**: Points to the 'Detailed List' view selector.
- Click a column heading to quickly sort your task list by the column.**: Points to the 'Subject' column header.
- Click a task in the task list to display the full text in the Preview Pane.**: Points to the first task row.
- Type task information in this row to quickly add a new task to Outlook without filling out the Task dialog box.**: Points to the 'Click here to add a new Task' row.
- To change task information, click the appropriate task and type the new information. To change task information using the Task dialog box, double-click the task.**: Points to the 'Update class Web page' task row.

## Adding tasks


### Task symbols:

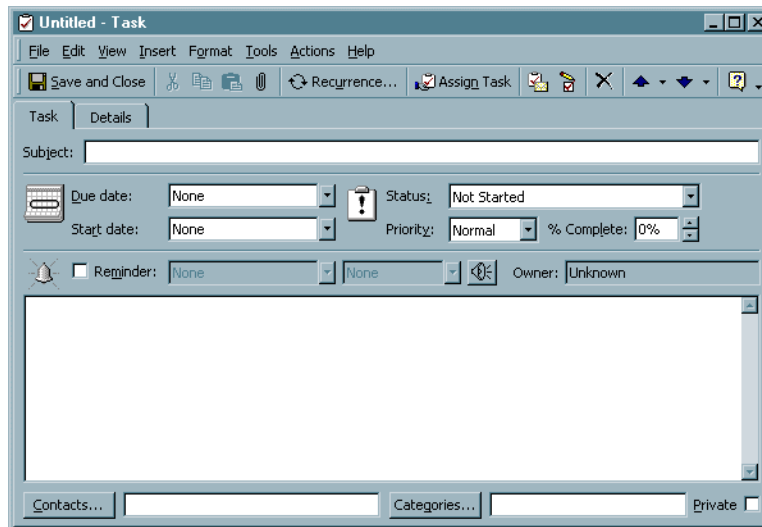
-  Accepted task
-  Completed task
-  Declined task
-  High importance task
-  Low importance task
-  Recurring task
-  Task
-  Task assigned to another person
-  Task assigned to you
-  Task has an attachment
-  Uncompleted task

A task is a personal or work-related errand you want to track through completion. A task can occur once or repeatedly (a recurring task). A recurring task can repeat at regular intervals or repeat based on the date you mark the task complete. For example, you might want to send progress reports to your students on the last Friday of every month. You can view tasks in one of two ways:

- Open the Tasks folder. You can rearrange the view of the tasks in several ways. To do so, on the View menu, point to Current View and then select a view option from the submenu.
- Open the Calendar folder. A list of your tasks appears in the lower right portion of the window.

### To add tasks

1. Click the Tasks folder to open it.
2. Click New Task . The New Task dialog box opens.



3. In the Subject box, type a description for the task.
4. In the Due Date box, type a due date (optional). You can also select a due date by clicking the arrow next to the box and selecting a date on the mini month calendar.
5. To receive a reminder about this task before the task is due, select Reminder.
6. Select a status, priority, and percentage complete for the task.
7. To assign the task to a category, click Categories and select a category from the list.
8. Click Save and Close.



You can also add tasks to your list from the Calendar folder.



You can also right-click on a task in the Calendar folder to change its status, move it, delete it, and more.



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## Assigning tasks

You can also assign tasks. Task assignments help you track the progress of work assigned to other people on a project. For example, you might assign a task to a research assistant or you could assign homework in the form of a task to a class distribution list. However, if you assign a task to more than one person at a time, you cannot keep an updated copy of the task in your task list.

You assign a task by sending a task request to someone. The person who receives the task request can accept the task, decline the task, or assign the task to someone else. You can keep an updated copy of the assigned task in your task list and receive status reports, but you cannot make changes to a task you have assigned to someone else. You can assign tasks only if you use Outlook 2000 to send e-mail messages.

### *To create a new task request*

1. On the File menu, point to New and then click Task Request.
2. In the To box, type the name of the person you want to assign the task to or select a name from an address book.
3. In the Subject box, type a task name.
4. Select the due date and status options you want.
5. Select or clear the Keep an updated copy of this task on my task list check box and the Send me a status report when this task is complete check box.
6. If you want the task to repeat, click the Actions menu, click Recurrence, select the options you want, and then click OK.
7. For Help on an option, click the question mark , and then click the option.
8. Click Send .

## Exploring the Journal

The Journal in Outlook 2000 is the place to keep records of your daily activities. For example, you can keep track of e-mail messages that you send to and receive from a research collaborator, or telephone calls you have with a particular student or parent. You can also record documents you receive and events or experiences.

Allows you to view journal entries for today or a specific day, week, or month.

Changes how Outlook displays your journal entries.

To view a journal entry, double-click the journal entry's icon. To hide journal entries, click the plus sign (+) in the journal entry header.

Customize how Outlook displays your journal entries.

Web Toolbar

Standard Toolbar

Advanced Toolbar

Folder List

Status Bar— Displays the total number of journal entries.

The plus sign (+) indicates that journal entries are available for this Entry Type. To view these journal entries, click the plus sign.


















Journal Entry Header— Groups journal entries by entry type. You can change this option by choosing a different grouping method on the Advanced toolbar.

Slide the scroll box to display different dates.

The screenshot shows the 'Journal - Microsoft Outlook' window. The menu bar includes File, Edit, View, Favorites, Tools, Actions, and Help. The Standard Toolbar contains icons for New, Open, Print, and other actions. The Advanced Toolbar includes 'Go to Today', '1 Day', '7 Week', '31 Month', and 'By Type'. The main area displays a calendar for January 1999 with entries for various dates, such as 'List of participants', 'Physics Conference--planning', and 'Call catering'. The Folder List on the left shows the hierarchy of folders, with 'Journal' selected. The Status Bar at the bottom indicates '71 Items'.


## Recording activities in Journal

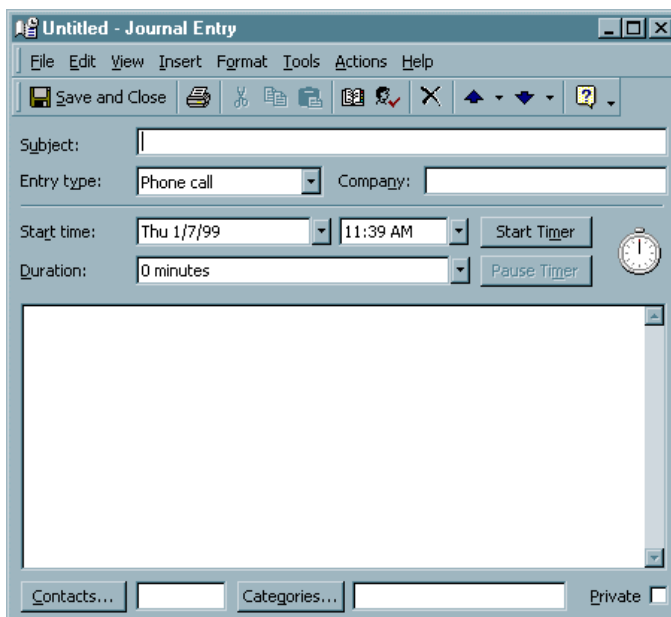
### Journal symbols:

-  Appointment
-  Appointment request, appointment response, meeting, meeting request, meeting response
-  Conversation
-  Document
-  E-mail message
-  Fax
-  Letter
-  Microsoft Access database
-  Microsoft Excel workbook
-  Microsoft Office Binder document
-  Microsoft PowerPoint presentation
-  Microsoft Word document
-  Note
-  Phone call
-  Task
-  Task request, task response
-  Journal item has an attachment

You can use Journal to record interactions with important contacts, to record items or documents that are significant to you, and to record activities of all types.

### *To manually record an item or document in Journal*

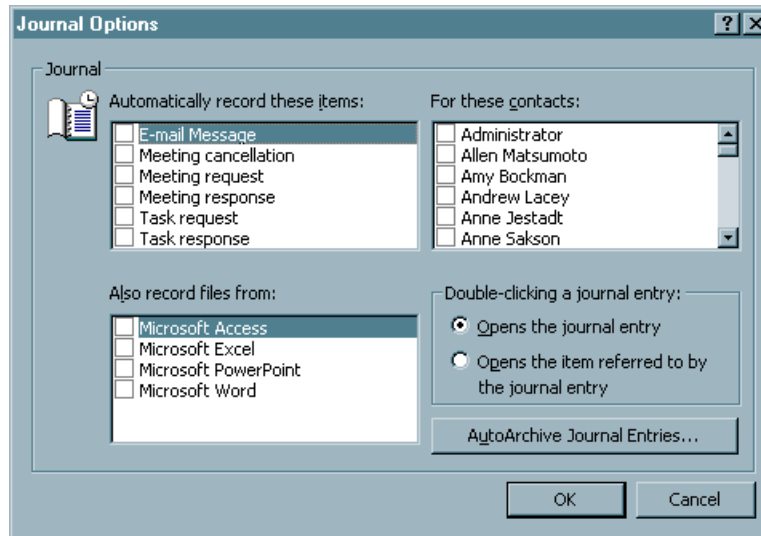
1. Locate the item or document you want to record. You can use Outlook 2000, Windows Explorer, or the desktop.
2. Drag the item to Journal  in the folder list. The Journal Entry dialog box opens,



3. Type a subject for the journal entry and then select the options you want.
4. Click Save and Close.

### *To automatically record items for contacts in Journal*

1. On the Tools menu, click Options.
2. On the Preferences tab, click Journal Options. The Journal Options dialog box opens.



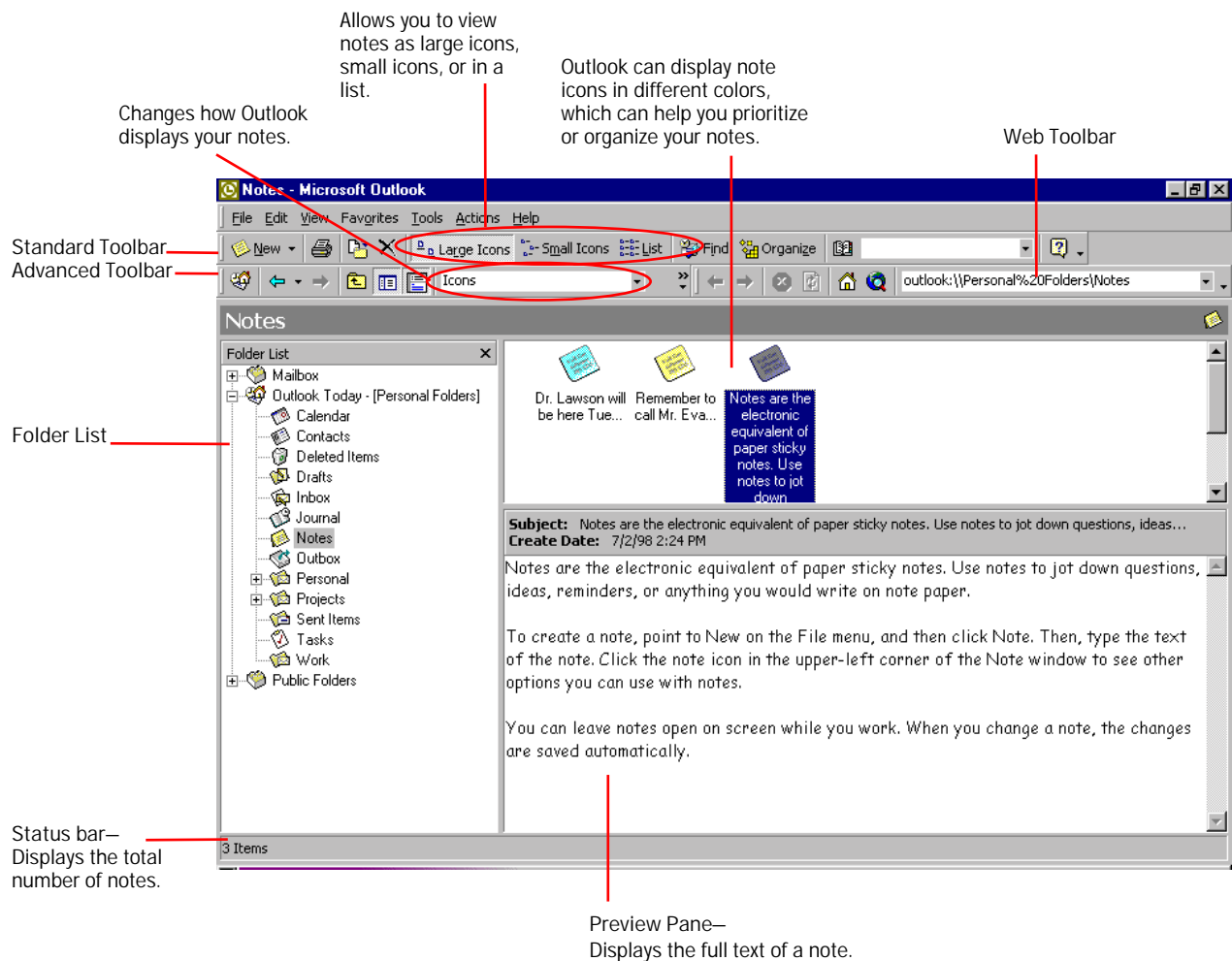
3. In the Automatically record these items box, select the check boxes for the items you want automatically recorded in Journal.
4. In the For these contacts box, select the check boxes for the contacts you want the items automatically recorded for, and then click OK.

### *To view journal entries for a contact*

1. Open the contact you want to view journal entries for.
2. Click the Activities tab.
3. In the Show box, click Journal.

## Exploring Notes

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on note paper. Notes are also useful for storing bits of information you may need later, such as directions or text you want to reuse in other items or documents.




You can leave notes open on the screen while you work. When you change a note, the changes are saved automatically.

---

### *To create a note*

1. On the File menu, point to New and then click Note.
2. Type the text of the note.
3. To close the note, click the note icon in the upper-left corner of the Note window and then click Close.













### *To open a note*

1. Click Notes .
2. Select the notes you want to open. You can select multiple notes by pressing the Shift key and then clicking the notes you want to open.
3. On the File menu, point to Open, and then click Selected Items.

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## Using Outlook 2000 with Exchange Server

### Exchange symbols:

-  Posted message
-  Message recall attempt
-  Notification of successful message recall
-  Notification of unsuccessful message recall
-  Notification of a delivered message
-  Notification of a read message
-  Notification of a message that was not delivered
-  Notification of a message that was not read
-  Remote Mail message header
-  Message marked for download
-  Message marked for copy and download
-  Conflict notification for offline folder item

The following features are available when you use Outlook 2000 with Microsoft Exchange Server on a network or intranet:

- **Message Recall.** Recall a message from recipients who haven't read it yet and, if you want, replace the recalled message with a new message.
- **Voting.** Request and tally responses to a multiple-choice question you send in a message. Consolidate voting notifications in the original message.
- **Offline folders and Address Book.** When you work offline, synchronize your folders and Address Book at a remote location with folders on a Microsoft Exchange Server computer, so you always have the latest information.
- **Delegate access and folder permissions.** Give another person delegate access permission to work in your Microsoft Outlook 2000 folders and to send messages on your behalf. Or, assign a colleague permission to read, modify, or create items in your public and private folders on a Microsoft Exchange Server computer.
- **Group scheduling.** Schedule a meeting and reserve a location and equipment. See the free/busy times for meeting invitees and resources.
- **Public folders.** Collect, organize, and share files and Microsoft Outlook 2000 items with others on your team or across your organization. Participate in public, online discussions with others. Or, share a contact or task list with a group.
- **Organize Web pages in a public folder.** Collect Web pages for a group to share. Keep track of how often pages are used, when they're updated, who owns them, and more.
- **Out of Office Assistant.** Manage e-mail messages while you're out of the office. Set up an automatic response to incoming messages that lets people know you are away.

### Tracking when messages are delivered or read

You can track when messages you send are delivered or read by recipients. You receive a message notification as each message is delivered or read. The contents of the message notification are then automatically recorded on the Tracking tab of the original message. You can automatically delete message notifications in your message list.

---

## *To be notified when messages are delivered*

1. On the Tools menu, click Options.
2. Click the Preferences tab.
3. Click E-mail Options and then click Tracking Options.
4. Select the Request a delivery receipt for all messages I send check box.

To be notified about a single message, click Options in the message, and then select Request a delivery receipt for this message.

## *To recall or replace a message you have already sent*

You can recall or replace only a message you sent to a recipient who is logged on, is using Outlook, and who has not read the message or moved the message out of the Inbox folder.

1. If the Folder List is not visible, click the View menu and then click Folder List.
2. Click Sent Items.
3. Open the message you want to recall or replace.
4. On the Actions menu, click Recall This Message.
5. To recall the message, click Delete unread copies of this message.
6. To replace the message with another, click Delete unread copies and replace with a new message, click OK, and then type a new message.

To be notified about the success of the recall or replacement for each recipient, select Tell me if recall succeeds or fails for each recipient.

## **Public folders**

Public folders are an easy and effective way to collect, organize, and share information with others on your team or across your organization. You can use public folders to store any type of file or Outlook 2000 item. Use public folders to:

- Post information on an electronic bulletin board. People who use the bulletin board can participate in online discussions. For example, a workgroup can review and provide feedback on new product ideas.
- Screen the contents of messages before publishing with moderated public folders. This is useful when you want to enforce certain guidelines or policies.
- Share Outlook 2000 items in a schedule, contact list, or task list. People can review information that is constantly updated. For example, you might use a company calendar folder to publicize company meetings and holidays, a group contacts folder to make information about the people who work on a project available to everyone, and a team tasks folder to help everyone keep track of work on a project.

- 
- Share files. People have fast access to files created in other programs, such as Microsoft Excel or Word. For example, you might use an employee information folder to find information about company policies or a product reference folder to get product information out to everyone who needs it.

Public folders are created and designed by system administrators or technology coordinators who have the appropriate permission. If you have permission, you can set up your own public folders and give students and other people permission to use them. If you want to be innovative, you can apply your own custom views, forms, custom fields, and rules to your public folders.

Following are the steps you will take to set up a public folder. You may want to work with your system administrator or technology coordinator to set up a public folder.

- Create the public folder.
- Set permission levels.
- Create views to organize and find information.
- Set the default view for the folder.
- Specify the forms available for others to post information in the public folder.
- Create rules to process items posted in the folder.
- Notify others that the public folder is available by sending them a shortcut to the folder.

## Outlook 2000 folder permissions

If the system administrator or technology coordinator has set up a public folder, you may have permission to use some or all of the folders within the public folder. If someone has shared one of their private folders with you, then you have permission to perform certain activities in that folder. The extent of the activities you can perform in a public folder or a shared private folder (that you have permission to open) depends on your role (or combination of permissions) in that folder:

- Owner. Create, read, modify, and delete all items and files and create subfolders. As the folder owner, you can change the permission levels others have for the folder.
- Publishing Editor. Create, read, modify, and delete all items and files, and create subfolders.
- Editor. Create, read, modify, and delete all items and files.
- Publishing Author. Create and read items and files, create subfolders, and modify and delete items and files you create.
- Author. Create and read items and files, and modify and delete items and files you create.
- Reviewer. Read items and files only.
- Contributor. Create items and files only. The contents of the folder do not appear.

- 
- Custom. Perform activities defined by the folder owner.
  - None. Cannot open the folder; you have no permissions.

### *To create a public folder*

To create a public folder, you must have permission to create folders in an existing public folder. For information about how to obtain permission, see the system administrator or technology coordinator.

1. On the File menu, point to New and then click Folder.
2. In the Name box, enter a name for the folder.
3. In the Folder contains box, click the type of item you want the folder to contain.
4. In the Select where to place the folder box, click the public folder you want your new public folder to appear in.

### *To set up a moderated public folder*

You must have owner permission to designate a public folder as a moderated folder.

1. If the Folder List is not visible, click the View menu and then click Folder List.
2. Click Public Folders and then click the public folder you want to designate as a moderated folder.
3. On the File menu, point to Folder and then click Properties.
4. On the Administration tab, click Moderated Folder.
5. Select the Set folder up as a moderated folder check box.
6. In the Forward new items to box, enter the name of the person who will screen the incoming messages or the name of an alternate public folder where the messages are stored for review.
7. To automatically send a response when a new message is received by the moderator, select an option under Reply to new items with.

The standard response reads: "Thank you for your submission. Please note that submissions to some folders or discussion groups are reviewed to determine whether they should be made publicly available. In these cases, there will be a delay before approved submissions can be viewed by others."

8. To send a custom response, click Custom Response, and then click Template. Type the text of your custom response.
9. To add or remove names of people who are moderators, click Add or Remove. To view the properties of a selected moderator, click Properties.

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10. When you are finished adding moderators, click OK on each of the dialog boxes to finish setting up the moderated folder.

## Share a schedule, contact list, or task list in a public folder

To share a schedule, contact list, or task list with a group, you must have permission to read items.

### *To share a task list*

1. Set up a public folder.
2. If you create a new Tasks folder instead of copying an existing Tasks folder, be sure to select Tasks as the type of item you want the folder to contain.
3. Add tasks to the task list.
4. Send a link to the public folder in an e-mail message to those whom you gave permission to use the folder. Do this by right-clicking the folder and then clicking Send link to this folder.

You cannot create a task request from a public folder. When you add tasks to a public folder, don't create a task request from a private folder to assign a task to the public folder. If you do, the due date for the task will not be visible.

### *To add an existing item to a public folder*

1. If the Folder List is not visible, click the View menu and then click Folder List.
2. Click Public Folders and then locate the public folder you want to add the existing item to.
3. Open the folder that contains the item you want to add to the public folder.
4. Click the right mouse button to highlight and drag the item to the public folder in the Folder list, or from the Shortcut menu, click Copy or Move.


## Using a public folder as a bulletin board

To use a public folder as a bulletin board, the folder must be able to store e-mail messages and you must have permission to read, create, and modify items.

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You may be required to use a specific form to post information.

### *To post information in a public folder*

1. Open the public folder you want to post information in.
2. To use the default form for posting information, click the File menu, point to New and then click Post in This Folder.
3. Enter the information you want to post in the form.
4. Click Post .

You can also move or copy a file or an e-mail message to a public folder to post information.

### *To post a reply to information in a public folder*

1. Open the public folder that contains posted information you want to reply to.
2. Open the item or file you want to post a reply to.
3. To use the default form to reply to posted information, click the Actions menu, and then click Post Reply to Folder.
4. Enter the information you want to post in the form.
5. Click Post .

## Using Outlook 2000 with the Web

The World Wide Web opens up exciting opportunities for educators to bring the global community into the classroom. Using Outlook 2000 with the Web not only allows your students to communicate with others all over the world, it also makes it easy for you to collaborate and communicate with each other.

### Net Folders

Net Folders are Microsoft Outlook 2000 folders that automatically share information from your computer across the Internet. For example, you can use Net Folders to broadcast messages to a group of people in much the same way as an e-mail list server does, or you can share Outlook 2000 items such as calendars or contacts from your computer to any other user of Outlook anywhere. Special folders such as the Inbox, the Outbox, Exchange folders, and Exchange Offline Folders cannot be published. If you are using Exchange server, you can only share personal folders.

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When you share a folder by using Net Folders, a copy of the shared folder appears in the Outlook 2000 Folder List of everyone who subscribes to the folder. For example, if you share a folder called *Civil War* on your computer, everyone who subscribes to that folder will have a *Civil War* folder added to their Folder List. Any item you put in the *Civil War* folder on your computer is automatically sent to the *Civil War* folder of all of the subscribers. If you modify an item in the *Civil War* folder, the changed item is updated for all of the subscribers.

The owner of the Net Folder assigns a permission level to each subscriber, determining how they can work with items in the Net Folder. For example, the editor permission level allows a subscriber to add new items or change existing items in a Net Folder. Items changed by subscribers are updated in the original folder and in all subscriber folders.

Net Folders can be used to share messages, calendars, tasks, or contacts. You can also share journals or notes. You can share e-mail messages with subscribers who do not use Outlook 2000, but they receive these items in their Inbox, and subscriber folders are not created. Outlook 2000 items other than e-mail messages, such as Calendar items or contacts, are not usable by other e-mail programs.

### ***To publish a Net Folder***

1. If the folder is not a task, contact, or calendar folder, you first must select the folder from the Folder List.
2. On the File menu, point to Share and then click an option.
3. Click Next.
4. Click Add.
5. In the Type name or select from list box, type or select the name of the person you want to subscribe to the folder.
6. For each name entered, click To. When you finish entering names, click OK.
7. Click a name in the Member List box, click Permissions, and then assign a level of permission to the person. You can select multiple names to give them all the same level of permission.
8. If a potential subscriber does not have Outlook 2000, in the Net Folder Sharing Permissions dialog box, click Minimum.
9. Click Next.
10. If you want, you can type some text to describe the folder to subscribers.
11. Click Finish.

An automatic subscription message is sent to each of the potential subscribers. They must click Accept in the subscription message in order to subscribe. Recipients not using Outlook 2000 will only receive a notification message.

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## *To use a Net Folder as a list server*

1. Give each subscriber editor permission.
2. Select the shared folder in the Folder List.
3. On the File menu, point to New and then click Post in this folder to send messages to the shared folder.

All of the messages posted to the folder are sent to all of the subscribers. Reviewers not using Outlook will not be able to reply directly to the original folder. Their replies go to the Inbox of the shared folder owner.

## **Scheduling online meetings**

You can use Microsoft NetMeeting software to conduct online meetings or conferences with students, parents, distance learning students, research collaborators, just about anyone. Online meetings are also helpful for some people with certain disabilities such as hearing or mobility impairments. Use online meetings to discuss projects in real-time, make up missed lectures, or to schedule discussions around students' (and your) other activities. For more information about Microsoft NetMeeting, ask the Office Assistant.

## *To schedule an online meeting with NetMeeting*

1. You must have set up Microsoft NetMeeting version 2.1 or later for this procedure.
2. On the File menu, point to New and then click Meeting Request.
3. Select the This is an online meeting using check box.
4. In the To box, type the names of people you want to schedule an online meeting with.
5. To select names from a list, click To.
6. In the Subject box, type a description of the meeting. The description that you type here will be used as the online meeting name. The name can be changed only on this tab.
7. Enter times in the Start time and End time boxes.
8. Select any other options you want.
9. To set a reminder and have NetMeeting start automatically, select the Reminder check box, and then select the Automatically start NetMeeting with reminder check box.
10. Change any default online settings for the meeting that you want.
11. Click Send.



You can quickly start a meeting immediately with a contact. In Contacts, select a contact. On the Actions menu, click Call Using NetMeeting.

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## Newsreaders

Newsreaders allow you to gain access to, download, and read news messages and post replies to various types of newsgroups. For example, a newsgroup could be an Internet Usenet group or an internal company newsgroup.

If you have not previously set up a newsreader, Outlook 2000 automatically sets up the Outlook Express Newsreader. If you have set up a different newsreader, you can still start your newsreader from within Outlook 2000. To start the default newsreader, click the Go menu, and then click News.

You can send someone a URL to a newsgroup in an e-mail message. Double-clicking the link will start the default newsreader.

For information about using a newsreader, consult the Help that comes with it. If you are using the Outlook Newsreader, click Contents and Index on the Help menu in Outlook Newsreader.

## About viewing Web pages in Outlook 2000

View your favorite Web pages in Outlook 2000 by clicking a link you've added to your Outlook Bar or to your Favorites menu. You can view Web pages in the Outlook window and send them to others in e-mail messages.

You move among Web pages in the Outlook window just as you do in a browser, by clicking links, clicking Forward and Back, or typing a URL in the Address box. You can add shortcuts on your Outlook Bar to Web pages you visit regularly and add to the Favorites menu those you want to visit again.

If a folder, such as your Inbox or Calendar, has a folder home page assigned to it, you can view that Web page whenever you click the folder. A folder home page can be a special page provided by your school's system administrator or technology coordinator, a page from your university intranet, or a class Web page. If you're not always connected to a network, you can store folder home pages for viewing offline.

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## Putting it together

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Use Outlook 2000 as a productivity tool in your classroom to help you:

- Keep in contact with people who help you teach better.
- Create a Contacts list that includes students and parents that you are frequently in contact with.
- Create and distribute e-mail to students containing assignments, comments on homework, or to help with schoolwork outside of class.

Use Outlook 2000 to help your students communicate with the global community:

- Encourage them to ask question of subject matter experts and others through e-mail.
- Have younger students correspond with “e-pals” (rather than pen pals) in other geographic locations.
- Post task lists, calendars, and other items in public folders for students to refer to.
- Use appropriate news groups or listservs for subjects you are studying, or create your own and invite others to join.