

















Outlook Quick Reference Guide

 <p style="text-align: center;">Logging in to Outlook Web Access</p> <ol style="list-style-type: none"> 1. Launch Browser (e.g., Internet Explorer or Firefox). 2. Type https://email.durhamcollege.ca. 3. Enter Username: Banner ID. 4. Enter Password: Network password. 5. Click Log On. <p style="text-align: center;">Logging in to Outlook at DC (via desktop)</p> <ol style="list-style-type: none"> 1. Log in to the college network. 2. Select the MS Outlook icon on your desktop. 	 <p style="text-align: center;">Create a New Message</p> <ol style="list-style-type: none"> 1. Click the New. 2. Enter the e-mail addresses in the To box, or click the To button to use the address book. 3. Click the Cc button and select the email addresses for recipients to whom you want to send a copy of the message. 4. Enter the subject of the message in the Subject box. 5. Enter the text of your message in the text box. 6. Click the Send button. 	 <p style="text-align: center;">Attaching a File</p> <ol style="list-style-type: none"> 1. Create a New Message. 2. Click the Attach File button in the Include group on the Ribbon in the Message window, select the file you want to send. 3. Click Insert.
 <p style="text-align: center;">Creating a Distribution List</p> <ol style="list-style-type: none"> 1. Click the New button arrow on the Standard toolbar and select Distribution List. 2. Click Select Members in the Members group on the Ribbon, select a name in the list, click the Members button and repeat for each name to be added. Click OK, then click Save & Close in the Actions group. 	 <p style="text-align: center;">Opening an Attachment</p> <ol style="list-style-type: none"> 1. Double-click the attachment at the top of the message window. 2. Select Open or Save from the pop-up window. 	 <p style="text-align: center;">Creating a Folder</p> <ol style="list-style-type: none"> 1. Right-click where you would like to create a folder and click New Folder. Enter a Folder name and click OK.
 <p style="text-align: center;">Moving an Item to a Different Folder</p> <ol style="list-style-type: none"> 1. Click the folder you want to move. 2. Drag the folder to the new location in the Navigation Pane. 	 <p style="text-align: center;">Creating a Signature</p> <ol style="list-style-type: none"> 1. Select Tools from the menu bar and select Options. 2. Click the Mail Format tab. 3. Click the Signatures button. 4. Click New and add your signature. 5. Click OK. 	 <p style="text-align: center;">Out of Office Assistant</p> <ol style="list-style-type: none"> 1. On the Tools menu, click Out of Office Assistant. 2. Click Send Out of Office auto-replies. 3. On the Inside My Organization tab, type the response that you want to send while you are out of the office. 4. On the Outside My Organization tab, type the response that you want to send while you are out of the office. 5. Click OK.
 <p style="text-align: center;">Mailbox Cleanup</p> <ol style="list-style-type: none"> 1. On the Tools menu, click Mailbox Cleanup. 2. View the size of your mailbox. 3. Find items older than a certain date. 4. Find items that are larger than a certain size. 5. View the size of your Deleted Items folder. 6. Empty your Deleted Items folder. 	 <p style="text-align: center;">Auto-Archive</p> <ol style="list-style-type: none"> 1. On the Tools menu, click Options, and then click the Other tab. 2. Click AutoArchive. 3. Select the Run AutoArchive every n days check box, and then specify how often to run AutoArchive. 4. Select the options that you want. 5. Click OK. 	 <p style="text-align: center;">Viewing the Calendar</p> <ol style="list-style-type: none"> 1. Click the Calendar button in the Navigation Pane. To Change Views: Click View on the menu bar and select the desired view. Or, click one of the Day, Week, or Month view buttons.

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 Scheduling an Appointment	 Scheduling a Meeting Request	 Where do I go for Help?
<ol style="list-style-type: none">1. Click the New button under Calendar.2. Enter a Subject, Location, Start and End Time.3. To make the appointment recur, on the Appointment tab, in the Options group, click Recurrence .4. Click the frequency (Daily, Weekly, Monthly, Yearly) with which the appointment recurs, and then select options for the frequency.5. Click OK. On the Appointment tab, in the Actions group, click Save & Close.	<ol style="list-style-type: none">1. Click the New button arrow on the Standard toolbar under Calendar and select Meeting Request.2. In the Subject and Location box, type a description.3. On the Meeting tab, in the Show group, click Scheduling Assistant.4. Click Add Attendees and in the Select Attendees and Resources dialog box, in the Search box, enter the name of a person or resource that you want to invite to the meeting. If you are searching with the More Columns option, then click Go.5. Select the name from the results list, and click Required, Optional, or Resources, and then click OK.6. On the Meeting tab, in the Show group, click Appointment.7. Click Send.	<ol style="list-style-type: none">1. Click the Help icon at the top right-hand of the Outlook screen.2. Complete the Outlook 2007 Training Courses - http://office.microsoft.com/en-us/training/HA102188671033.aspx3. Browse Outlook 2007 Help and How-to - http://office.microsoft.com/en-us/outlook/FX100647191033.aspx?CTT=96&Origin=CL100626971033