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♦ Using a SecurID Card
LESSON 1: GETTING STARTED

OBJECTIVE:
Log on to Outlook.
Discuss the components of the Outlook window.

OVERVIEW

Microsoft Outlook is a personal organization system that allows you to send and receive e-mail, schedule appointments and meetings, add and maintain contacts, create task lists, and eliminate sticky notes from your work area. This class focuses on the use of Outlook through a web browser, which is quite different from the direct application.

♦ Logging On

OVERVIEW

If your job requires you to be out of the office, you may be missing important information sent to you via e-mail. If you are connected to the State of Maine’s Wide Area Network (i.e. you are at another office and working at a different State PC than your own) you can simply follow the steps below. If you are not connected to the State’s Wide Area Network, you will need to have your manager approve you for a SecurID card, and then you can access your e-mail over the Internet. Instructions for using this card appear in the Nice To Know section of the courseware.

STEPS

1. Connect to the Internet by double-clicking the **INTERNET EXPLORER** icon on your Desktop.

2. Click in the area that displays the current web address. Type the address **https://web.mail.state.me.us**.

3. Next, you may see a **SECURITY ALERT** dialog box. Click **OK**.

Helpful Hint:
If you intend to access Outlook from the same machine frequently, you may want to mark the site as a **FAVORITE**, so you will not need to type it in each time.
4. On the **WEB ACCESS** screen type your name in the format **First.Last** in the **LOG ON** area. Press **ENTER** on your keyboard.

![State of Maine E-mail Web Access](image)

5. In the **ENTER NETWORK PASSWORD** dialog box, type your **USER NAME** in the format: **Domain Name/first.last**. You will need to get your domain name from your Network Administrator.

6. Press the **TAB** key and type your **PASSWORD**. Click **OK**, or press **ENTER**.

![Enter Network Password](image)
♦ Parts of the Outlook Window

OVERVIEW

When you first log into Outlook, you will see the following screen. The top portion of the window maintains the web browser functionality, so you may navigate to another web site at any time.
♦ Terms

**Web Browser** - the area at the top of the window associated with navigating the internet.

**Toolbar** – a row of icons representing shortcuts to common features.

**Outlook Bar** – column of icons on the left of the window that represent the different folders that may be accessed in Outlook.

**Active Folder** – the folder that has been chosen; its name appears directly under the toolbar.

**Folder List** – displays the selected folder and any subfolders it contains.

**Navigational Tool** – since only a certain amount of information may appear at one time, this tool allows you to go to another page of information in the same folder.

**Working Area** – where you manipulate the current folder items.

**Status Bar** - is at the very bottom of the program window; it displays the number of items in the current folder.
✓ Lesson Example

You wish to log onto Outlook via the Internet.

STEPS

1. Connect to the Internet by double-clicking the *INTERNET EXPLORER* icon on your Desktop.

2. Click in the area that displays the current web address. Type the address *https://web.mail.state.me.us*.

3. Next, you may see a *SECURITY ALERT* dialog box. Click *OK*.

4. On the *WEB ACCESS* screen type your student log on name in the *LOG ON* area. Press *ENTER* on your keyboard. *If your monitor does not have a sticker with your log on information, your instructor will provide you with the information.*

5. In the *ENTER NETWORK PASSWORD* dialog box type your *USERNAME*.

6. Press the *TAB* key and type your *PASSWORD*. Click *OK*, or press *ENTER*. 
LESSON 2: E-MAIL

OBJECTIVES: Read and respond to e-mail. Compose new messages. Utilize the Global Address List. Manage your mail folders.

♦ Mail Folders

OVERVIEW

The e-mail feature of Outlook allows you to read, reply to, forward, and compose electronic messages. Outlook automatically opens to the Inbox folder when accessed via the Internet. The Inbox is where you receive your incoming messages and can perform all other e-mail functions.

Some of the details of your e-mail messages appear in the Inbox before you even open the message. Each message comprises one row and may include one or more of the following elements:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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<tbody>
<tr>
<td>✔️</td>
<td>Check box that you may click to indicate that this message should be deleted the next time you delete</td>
</tr>
<tr>
<td>🔃</td>
<td>Indicates that this message is of high importance</td>
</tr>
<tr>
<td>🔻</td>
<td>Indicates the message to be of low importance</td>
</tr>
<tr>
<td>📩</td>
<td>General e-mail message</td>
</tr>
<tr>
<td>🗣️</td>
<td>Message requesting your presence at a meeting</td>
</tr>
<tr>
<td>📁</td>
<td>Indicates the presence of an attachment</td>
</tr>
<tr>
<td>From</td>
<td>Tells you who sent the message and provides the link to open the message</td>
</tr>
<tr>
<td>Subject</td>
<td>Provides a brief description of the message content</td>
</tr>
</tbody>
</table>

Did You Know?

In the normal version of Outlook, the date and time a message was sent or received also appears in the folder; however, when using the Internet version, you must open the message to see this detail.
♦ Composing a New Message

OVERVIEW

You may compose new messages from any of the Outlook e-mail folders. Typically, you will do this from your **INBOX**.

STEPS

1. If not already in the Inbox, click the **INBOX** folder in the Outlook Bar.

2. Click the **NEW MAIL MESSAGE** icon. The following window appears:

3. Click in the **TO:** line, and type the first and last name of the recipient of your message. Spelling counts. If you would like more than one person to receive the message, separate their names with semicolons (;).

4. Press the **TAB** key or click in the **CC:** line and type the name(s) of those to whom you would like to send a carbon copy of the message.

**Helpful Hint:**

The only names Outlook will recognize are those in the Global Address List. If your recipient is a Contact, you must originate your message from the Contacts folder.
5. Press the **TAB** key or click in the **SUBJECT:** line and type an appropriate description for your message.

6. Press the **TAB** key or click in the **MESSAGE WINDOW** and type your message.

7. To indicate the importance of the message, click either the **HIGH** or **LOW** importance icon.

8. **To check the names of the recipients**, click the **CHECK NAMES** icon. This is not a required step; Outlook automatically checks names before sending.

9. **To send an attachment**, click the **ATTACHMENTS** tab.

10. Click the **BROWSE** button, and locate the file to attach.

11. Select the appropriate file and click the **OPEN** button.

12. Click the **ADD ATTACHMENT NOW** button.

13. Repeat steps 10-12 for any additional attachments.

14. **To choose additional options**, click the **OPTIONS** tab.

15. Click to add or remove checkmarks from the options as desired.

---

**Did You Know?**

Unlike regular Outlook, there is no Formatting toolbar with which you may change text formatting in your message. There is also no **SPELLCHECK** option, so proofread well before clicking **SEND**.
16. Click the **SEND** icon 📩 to send the message.
Lesson Example

You would like to send a message to someone else in class.

STEPS

1. Click the NEW MAIL MESSAGE icon.
2. Click in the TO: line, and type student# muskie (use the student number of another person in the class as directed by the instructor).
3. Click in the SUBJECT: line and type This is My Test E-Mail.
4. Press the TAB key or click in the MESSAGE WINDOW and type your message.
5. Type the message I’m so glad I’m learning how to do this. in the message pane.
6. Click the SEND icon.

EXERCISE:

1) Send a new message to several fellow students using both the To and CC lines. Text is as follows:

Subject: Here is another practice e-mail from (your name)

Body: Practice makes perfect!

2) Attach the XYZ.doc document to the message, and send.

3) On Your Own: Compose and send another new message to the other class participants. Put your name in the subject line.
♦ Accessing and Reading Messages

OVERVIEW

When you open Outlook on the Internet, your Inbox is the initial folder displayed. Some information about your messages is displayed here. However, you must open each message to actually read the contents. In addition, the Internet version does not automatically update your list of messages as new ones arrive. You must refresh the screen periodically to access new messages.

STEPS

1. To open a message, click the name of the sender in the FROM area.

2. To read the next or previous message, click the NEXT ITEM icon or the PREVIOUS ITEM icon.

3. When finished reading messages, scroll to the top of the open message and click the CLOSE button.

4. To move between pages of messages in your Inbox, click the arrow to the left or right of the PAGE indicator at the top of the Inbox window.

5. To check for new messages, click the CHECK FOR NEW MAIL icon.
♦ Replying to and Forwarding Messages

OVERVIEW

It is often necessary to respond to the person who sent you a message or to send the original message to another person so that they may have the information.

STEPS

1. To reply to the sender of the message, click the REPLY icon in the toolbar. Click in the message area, and type your response. When finished, click SEND.

2. To reply to the sender, as well as everyone else who received the message, click the REPLY TO ALL icon in the toolbar. Click in the message area, and type your response. When finished, click SEND.

3. To forward a message, click the FORWARD icon on the toolbar and follow the steps for selecting recipients as described in Composing a New Message. If you choose to, you may add information to the message. When finished, click SEND.
✓ Lesson Example

You want to read any new mail and respond appropriately.

STEPS

1. Click the **CHECK FOR NEW MAIL** icon.

2. Click the name of the sender in the **FROM** area of the first message.

3. Click the **NEXT ITEM** icon to read the next message.

4. Click the **REPLY TO ALL** icon on the toolbar. Click in the message area and type a response.

5. Click the **SEND** icon.

EXERCISE:

1) Check for new messages.

2) Open an unread message, and forward it to another student.

3) **On Your Own:** Open and reply to any message.

4) Check for new messages, and read all remaining unread messages.
♦ Creating New Folders & Moving Messages

OVERVIEW

Rather than keeping everything in your Inbox, you may want to create new folders for storing specific messages. For example, you may create a folder for messages from a certain person or related to a particular project.

STEPS

1. From the Inbox folder, click the NEW FOLDER icon.

2. Type a name for your folder in the EXPLORER USER PROMPT. Click OK.

3. When you are back at the INBOX, open the message you want to move to another folder.

4. Click the MOVE/COPY icon.

5. Click the INBOX folder in the Folder List area. This will open it to display any Inbox subfolders.
6. Click the folder in which you want to move the message and click the **MOVE** button (you may choose **COPY** to keep copies of the message in both the Inbox and the subfolder).

7. **To delete a subfolder**, display the folder in the working area of Outlook, and click the **DELETE CURRENT FOLDER** icon.

---

**✓ Lesson Example**

You would like to create a new subfolder within your **INBOX** so that you can file your e-mails for future reference.

**STEPS**

1. From the Inbox folder, click the **NEW FOLDER** icon.

2. In the **EXPLORER USER PROMPT** type **Test**. Click **OK**.

3. From the **INBOX**, open the first message.

4. Click the **MOVE/COPY** icon.

5. Click the **INBOX** folder in the Folder List area.

6. Click the **TEST** folder, then the **MOVE** button.
EXERCISE:

1) Create another subfolder for the Inbox named **Project**.
2) Copy any two messages into the Project folder.
3) Delete the Test folder.
4) *On Your Own:* Move a message into the Project folder.
5) Delete the Project folder.

♦ Printing Messages

OVERVIEW

You may print messages that you would like to keep as paper copies.

STEPS

1. Open the message(s) you wish to print, and click **FILE, PRINT**.
2. Choose the appropriate printer, print range, and number of copies.
3. To print any attachments associated with the message at the same time, click the check box next to **PRINT ALL LINKED DOCUMENTS**.
4. Click **OK**.
♦ Deleting Messages

OVERVIEW

Once you read a message and no longer need it, you may delete it from your Inbox or subfolder. It will be placed in the Deleted Items folder, which should be emptied regularly in order to permanently delete the items and free up space.

STEPS

1. Open the folder from which you wish to delete items.

2. Mark the item(s) you wish to delete by clicking in the check box to the left of the item to place a checkmark in the box.

3. Click the DELETE MARKED ITEMS icon.

4. To permanently delete items, click the EMPTY DELETED ITEMS FOLDER icon at the top of any Mail folder window.

Did You Know?

You may also delete individual items when they are open by clicking the DELETE icon. When you return to the Inbox folder; however, the item will not appear to be deleted until you refresh the screen.
✓ Lesson Example

You would like a hard copy of a message. After printing, you want to delete the e-mail.

STEPS

1. Go to the **INBOX** and open any message (read or unread).
2. Click **FILE, PRINT**.
3. Keep the default printer, and simply click the **PRINT** button.
4. Mark the message by clicking the check box to the left of the item.
5. Click the **DELETE MARKED ITEMS** icon.

EXERCISE:

1) Choose another message to print.
2) Mark the message to be deleted.
3) **On Your Own:** Print one final message.
4) Delete all but one message from your Inbox.
LESSON 3: CONTACTS

OBJECTIVES: Create a new contact.  
Compose messages to contacts.

OVERVIEW

The Outlook Contacts folder is like an electronic card file. It allows you to store information including names, addresses, phone numbers, and e-mail addresses for people who are not on your Global Address List.

♦ Creating a New Contact

STEPS

1. Click the CONTACTS folder in the Outlook Bar. The following window will appear:

2. Click the COMPOSE NEW CONTACT icon .
3. Click in the *FIRST NAME* textbox, and type the contact’s first name. Press the *TAB* key.

![Contact Information Window]

4. Continue to enter the information you want to include for the contact. Additional fields are available on the *DETAILS* tab.

5. When finished, click the *SAVE AND CLOSE* icon.
✓ Lesson Example

You would like to make some Outlook contacts for people you e-mail outside the State of Maine system.

STEPS

1. Go to the CONTACTS folder in the Outlook Bar.

2. Click the NEW CONTACT icon.

3. Type the following information for this new contact:

   Pamela Small  
   Financial Advisor  
   Thompson's Financial Planning  
   111 West River Road  
   Thompson, AZ  44444  
   Phone: 800-555-4321  
   Fax: 333-666-9999  
   psmall@thompsons.com

4. Click the SAVE AND CLOSE icon.

EXERCISE:

1) Create another new contact using the following information:

   Joseph James Jackson  
   Nickname: Joe  
   Spouse's Name: Janet  
   Technology Consultant  
   Florida Consulting Firm  
   456 Palm Springs Drive  
   Daytona Beach, FL  88888  
   Phone: 888-555-6789  
   Fax: 111-222-3333  
   joejames@fcf.com

2) On Your Own: Create another new contact using your own information.
♦ Composing a Message to a Contact

OVERVIEW

You are not able to send a message to a Contact in the quite same way you send one to someone on the Global Address List. If you simply type their name in the To line of a message, Internet Outlook will not find the address. It is simpler to initiate a message directly from the Contacts folder.

STEPS

1. From the Contacts folder, open the desired contact by clicking their last name.

2. Click the **NEW MESSAGE TO CONTACT** icon.

3. Click in the **SUBJECT** box to type the subject of the message. Press the **TAB** key.

4. Type your message, and click **SEND**.

♦ Editing Contacts

OVERVIEW

If someone should move, change phone numbers, get promoted, etc., you will want to change their information in your Contacts folder.

STEPS

1. From the Contacts folder, open the contact(s) you want to edit by clicking their name.

2. Make the appropriate changes to the information.

3. Click the **SAVE AND CLOSE** icon.
♦ Deleting Contacts

STEPS

1. From the Contacts folder, mark the contact(s) you want to delete by clicking the check box to the left of the name.

2. Click the DELETE MARKED ITEMS icon.

✓ Lesson Example

You would like to send a message to a contact.

STEPS

1. Click the CONTACTS folder in the Outlook Bar.

2. Click the NEW CONTACT icon.

3. Open the Pamela Small contact.

4. Click the NEW MESSAGE TO CONTACT icon.

5. Compose and send a message to Pamela.

EXERCISE:

1) Send a message to Joseph Jackson.

2) Delete the Pamela Small contact.

3) On Your Own: Send a message to your own contact.

4) Delete all remaining contacts.
LESSON 4: CALENDAR

OBJECTIVES: View the calendar in its different formats. Create various types of appointments and events. Send and respond to meeting requests.

OVERVIEW

Your Outlook Calendar can replace a calendar on your desk. Microsoft Outlook allows you to electronically keep track of your time without the chaos of adding and erasing appointments in pencil. You may add three types of items to your calendar: appointments, events, and meetings.

♦ Calendar Views

OVERVIEW

The Outlook Calendar may be displayed either one day at a time or for an entire week of time.

STEPS

1. Click the CALENDAR folder in the Outlook Bar.
2. **To choose a view**, click the *VIEW* drop-down list and select either *DAILY* or *WEEKLY*. Outlook will update your view to look like one of the following:

![Daily View](image1.png) ![Weekly View](image2.png)

3. **To view a particular day or week**, click the desired date or week number in the small calendar on the right side of the window. You may also change the date below this calendar, and click the *GO* button.

4. **To return to today**, click the *TODAY* button.
♦ Creating an Appointment or Event

OVERVIEW

Appointments are activities that occur for a specific period of time and no other parties need to be invited to them. There are two types of appointments: one time or recurring. An event is an activity that lasts for 24 hours or longer; for example, a vacation or a holiday.

STEPS

1. Click the **COMPOSE NEW APPOINTMENT** icon.

![New Appointment - Microsoft Internet Explorer provided by America Online](image)

- **Subject:**
- **Location:**
- **Start time:** March 7, 2002, 3:00 PM
- **End time:** March 7, 2002, 3:30 PM
- **Reminder:** 15 minutes
- **Show time as:** Busy

2. Click in the **SUBJECT** line to type a description of the appointment. Press the **TAB** key.

3. Enter a location for your appointment.

4. You may edit your **START** and **END** times by using the drop-down arrows for the month and typing over the day and time.

5. **To set an activity as an event,** click the **ALL DAY EVENT** check box.

![Helpful Hint:](image)

In order for Outlook to remind you of your appointments, **REMINDER** must be selected, and the regular Outlook program must be active. You will not be reminded on the Internet version.
6. Select the appropriate option in the *SHOW TIME AS* drop-down menu (*FREE, OUT OF OFFICE, BUSY, TENTATIVE*).

7. When finished, click the **SAVE AND CLOSE** icon.

♦ **Recurring Appointments**

**OVERVIEW**

Often, we have appointments that happen at regular intervals. For example, office staff meetings held every other Tuesday at 10:00 am. These appointments are easily scheduled using Outlook, without having to enter the information several times.

**STEPS**

1. Create a new appointment as described above. Before clicking **SAVE AND CLOSE**, click the **RECURRENCE** Tab.

2. Choose the appropriate recurrence pattern and range.

3. In the appointment window, click the **SAVE AND CLOSE** icon.
✓ Lesson Example

You would like to view this week's schedule, enter an appointment for tomorrow, and enter a recurring event.

STEPS

1. Click the number to the left of this week in the calendar in the upper right corner.

2. Click anywhere on tomorrow's area of the weekly calendar.

3. Click the NEW APPOINTMENT icon.

4. Click in the SUBJECT line and type Practice Outlook. Press TAB.

5. Enter My Desk in LOCATION.

6. Click and drag over the START TIME and END TIME and change them to 1:00 PM and 3:00 PM, respectively.

7. Verify that your time will be considered Busy in the SHOW TIME AS field.

8. Click the SAVE AND CLOSE icon.

9. Navigate to the month of your birthday in the small calendar, and click on your birthday.

10. Click the NEW APPOINTMENT icon.

11. Click in the SUBJECT line and type My Birthday.

12. Click the RECURRENCE tab, and select YEARLY.

13. Click the SAVE AND CLOSE icon.
EXERCISE:

1) Create an appointment for next Wednesday from 8:00 a.m. to 9:00 a.m. titled Update Meeting with Staff to take place in the Conference Room.

2) Fill in the following agenda in the body of the appointment window.

   Agenda

   8:00-8:15  Breakfast and introductions
   8:15-8:45  Discussion of 2002 work plan
   8:45-9:00  Questions and wrap-up

3) Make this a recurring appointment on the same Wednesday of each month.

4) On Your Own: Enter an appointment titled Haircut from 5:30 p.m. to 6:30 p.m. today.

5) Fill in all pertinent information, making it up where necessary.

♦ Scheduling a Meeting

OVERVIEW

One of the most helpful features of Outlook is the ability to schedule a meeting and then invite participants from your Global Address List to attend via e-mail. In addition, if the participants use the Outlook Calendar, you can identify a time for the meeting when your desired attendees are free.

STEPS

1. From the Calendar folder, click the NEW MEETING REQUEST icon. If you already have the appointment created in the Calendar, open the appointment, and click the INVITE ATTENDEES icon.

2. In the TO: text box, type the names of the people you would like to invite, separated by semi-colons.
3. Enter a **SUBJECT, LOCATION**, and **TIMES** as you would a typical appointment.

4. Click on the **ATTENDEE AVAILABILITY** tab.

5. Outlook will display a color-coded version of each attendee's schedule. This allows you to determine if the meeting is scheduled for an appropriate time.

6. If desired, go to the **OPTIONS** tab to make additional selections regarding your meeting.

7. Click the **SEND** icon  . This will send an e-mail message to each invitee’s Inbox, and the meeting will be scheduled in your Calendar.
✓ Lesson Example

You are planning a meeting that requires the presence of several coworkers.

STEPS

1. Navigate to tomorrow.

2. Click the NEW MEETING REQUEST icon.

3. In the TO: text box, type the names of all other students separated by semi-colons.

4. Type Planning Meeting in the SUBJECT line, and Conference Room for the LOCATION.

5. Make the START TIME and END TIME 11:00 AM and 12:00 PM, respectively.

6. Click the ATTENDEE AVAILABILITY tab.

7. Click the SEND icon

EXERCISE:

1) Invite three students to the Update Meeting with Staff appointment scheduled for next Wednesday.

2) On Your Own: Create another meeting next Tuesday with the subject, location, and times of your choice.

3) Invite all other students.
♦ Responding to a Meeting Request

OVERVIEW

When you receive a meeting request from an individual, Outlook makes it very easy to respond to them.

STEPS

1. Click to open the meeting request (depicted with the ✉ symbol in front of it in your INBOX).

2. You may choose ACCEPT ✓, TENTATIVE ✓, or DECLINE ✗ by clicking on the appropriate icon. You may edit the response to inform the meeting host of any extra information.

3. If you accept the meeting, it will automatically update your calendar.

Did You Know?

By selecting DON'T SEND A RESPONSE, the host will not have the ability to see your status and will not know if they should expect your attendance.
☑ Lesson Example

You have received some meeting requests from people and you would like to respond to them.

STEPS

1. Click the **INBOX** folder in the **OUTLOOK BAR**.

2. Open any meeting request (depicted with the 📨 symbol in front of it) by clicking the name in the **FROM** area.

3. Choose to accept the meeting request by clicking on the **ACCEPT** icon.

4. Return to your **CALENDAR** folder and notice that Outlook has automatically updated your calendar with the meeting.

EXERCISE:

1) Open up another meeting request from your Inbox.

2) Decline the meeting request and choose to Edit the Response Before Sending.

3) Send the following response: **I apologize for not being able to attend your meeting, I have another meeting taking place at this time.**

4) **On Your Own**: Open up another meeting request and this time, give a Tentative response. Let the person know the reason why your response is tentative.
♦ Editing Calendar Items

OVERVIEW

All calendar items (appointments, events and meetings) may be changed as needed.

STEPS

1. Open the appointment/meeting you would like to change.

2. To change all of the appointments in a recurring series, click the *EDIT SERIES* icon.

3. Make the desired changes.

4. To save the changes to an appointment or an event, click the *SAVE AND CLOSE* icon.

5. To save the changes to a meeting, click the *SEND* icon to redistribute invitations with the updated information.

♦ Deleting Calendar Items

STEPS

1. From the Calendar folder, open the appointment you want to delete by clicking the subject of the appointment.

2. Click the *DELETE* icon or the *DELETE SERIES* icon.
✓ Lesson Example

You need to change the time of the Planning Meeting.

STEPS

1. Click the **CALENDAR** folder in the Outlook Bar.

2. Open the **Planning Meeting**.

3. In the **APPOINTMENT** tab make the meeting last a half hour longer than originally planned.

4. Click the **SEND** icon to redistribute invitations with the updated information.

**EXERCISE:**

1) Open the **Practice Outlook** appointment, and change the date to next Thursday.

2) **On Your Own:** Open up your **Haircut** appointment and delete it.
LESSON 5: GENERAL OPTIONS

OBJECTIVE: Set the Out of Office Assistant. Change your Outlook Password. Modify Calendar Settings Empty the Deleted Items Folder.

♦ The Out of Office Assistant

OVERVIEW

If you plan to be out of the office for a vacation or a business trip, you may have Outlook forward an automatic message to each person who sends you a message while you are away. Each sender will only receive this message the first time they e-mail you.

STEPS

1. Click the OPTIONS folder in the Outlook Bar.

2. Click the I AM CURRENTLY OUT OF THE OFFICE radio button.

3. Click in the message text area to compose or revise the message you wish to send upon receipt of an e-mail.
4. Scroll to the bottom of the **OPTIONS** window, and click the **OK** button.

5. **To turn off the Out of Office Assistant**, click the **I AM CURRENTLY IN THE OFFICE** radio button in the **OPTIONS** folder. Click **OK**.

♦ **Changing Your Outlook Password**

**OVERVIEW**

It is a good idea to change your password to access Outlook on a regular basis.

**STEPS**

1. In the **OPTIONS** folder, click the **CHANGE PASSWORD** button.

2. Click in the **DOMAIN** text box and type your domain (the same as when logging in). Press **TAB**.

3. Type your **ACCOUNT**, which will be your name in **first.last** format. Press **TAB**.

4. Type your **OLD PASSWORD**. Press **TAB**.

5. Type your **NEW PASSWORD**. Press **TAB**.
6. Retype your *NEW PASSWORD*. Click *OK*.

![Internet Service Manager](image)

7. Scroll to the bottom of the *OPTIONS* window, and click the *OK* button.

♦ Calendar Settings

OVERVIEW

You may choose to set your work week and business hours to reflect the hours and days you typically work.

STEPS

1. In the *OPTIONS* folder, make the appropriate *CALENDAR OPTIONS* selections.

![Calendar Options](image)

2. Click the *OK* button at the bottom of the *OPTIONS* window.
Lesson Example

You're going on vacation, and need to turn on your Out of Office Assistant.

STEPS

1. Click on the OPTIONS folder.

2. Click I AM CURRENTLY OUT OF THE OFFICE.

3. Click in the message area, delete any text that may appear, and type I will be out of the office until next week. I will respond to your e-mail upon my return.

4. Return to the INBOX folder.

EXERCISE:

1) Set your Calendar to specify that your working hours are 9:00 AM to 5:00 PM.

2) On Your Own: Clear the message from the Out of Office Assistant, and turn it off.

3) Return the Calendar settings to 8:00 AM to 4:00 PM.
LESSON 6: LOGGING OFF

OVERVIEW

When you are finished using Outlook, you need to log off the system. Additionally, the Internet itself may time you out of your Outlook session and request that you log back in to continue use.

STEPS

1. Close any open items.

2. If desired, click the **EMPTY DELETED ITEMS FOLDER** icon at the top of any Mail folder.

3. Click the **LOG OFF** icon in the Outlook Bar.

4. Close your Internet connection if you are through.
✓ Lesson Example

You are finished using Outlook for the time being.

STEPS

1. Click the LOG OFF icon.

2. Click the CLOSE button for INTERNET EXPLORER.
LESSON 7: GIVE IT A TRY!

OBJECTIVE: Practice Outlook features learned in class.

EXERCISE:

Refer to Lesson 1 for assistance

1) Log on to Outlook from Internet Explorer.

Refer to Lesson 2 for assistance

2) Compose and send a message to another student in class.

3) Reply to a message in your Inbox.

4) Forward it to a different student.

5) Delete the message.

6) Create a new folder under your Inbox titled Work Stuff.

7) Check for new messages.

8) Move a message to the Work Stuff folder.

9) Delete the Work Stuff folder.

Refer to Lesson 3 for assistance

10) Create a new Contact using the following information:

    Harold Harrison
    123 State St.
    Augusta, ME  04330
    (207) 555-2345
    HH@Help.com

11) Compose a message to the contact.
12) Close the message without sending.

13) Delete this contact and any others remaining.

   Refer to Lesson 4 for assistance

14) Create an appointment called (Your Name)'s Meeting for this evening.

15) Make it a weekly recurring appointment that ends after seven occurrences.

16) Invite two other training participants to the appointment to make it a meeting.

17) Decline a meeting request in your Inbox.

18) Delete all occurrences of your meeting.

19) Delete all appointments, events and meetings in your Calendar (don't forget your birthday).

   Refer to Lesson 6 for assistance

20) Check for new messages, and delete all remaining items in your Inbox.

21) Empty the Deleted Items folder.

22) Log off and close Internet Explorer.
NICE TO KNOW

♦ Using a SecurID Card

OVERVIEW

If you do not have access to a computer that resides on the State Wide Area Network, you must use a device called a SecurID card to penetrate the firewall around our system. The card is about the size of a credit card, and on it is a series of numbers that change approximately once a minute. These numbers are synchronized with the State server, so when you enter them, you are recognized as an authorized user of the system.

STEPS

1. Log on to the Internet.

2. Go to the following web address: https://web.mail.state.me.us
   You may want to add this site to your Favorites.

3. Click in the text box, and enter your USERNAME and press the TAB key.

   Helpful Hint: The first time you log in using your SecurID card, you will not have a PIN number. Simply use the SecurID number, and a PIN will be assigned for you to use each time thereafter.
4. Click in the **PASSCODE** text box, and enter your four-digit PIN number plus the digits on your SecurID card. Press **ENTER**.

5. If you are not successful, you will need to enter your Username and Passcode again.

6. If you are successful, you will see the following screen, which will automatically forward you to the State of Maine E-mail Web Access page. Log in as usual.

![RSA SecurID Redirect](image)

**RSA SecurID Redirect**

**Authentication Success**

*You will be redirected in 1 second.*  
*If your browser does not support automatic redirection, just browse to the original URL once again.*

**IMPORTANT NOTE:** Internet Explorer accessed through work channels is for work purposes only – whenever you go through the state system, your usage is monitored.