

Outlook 2007

Department of Curriculum,
Instruction and Staff Development



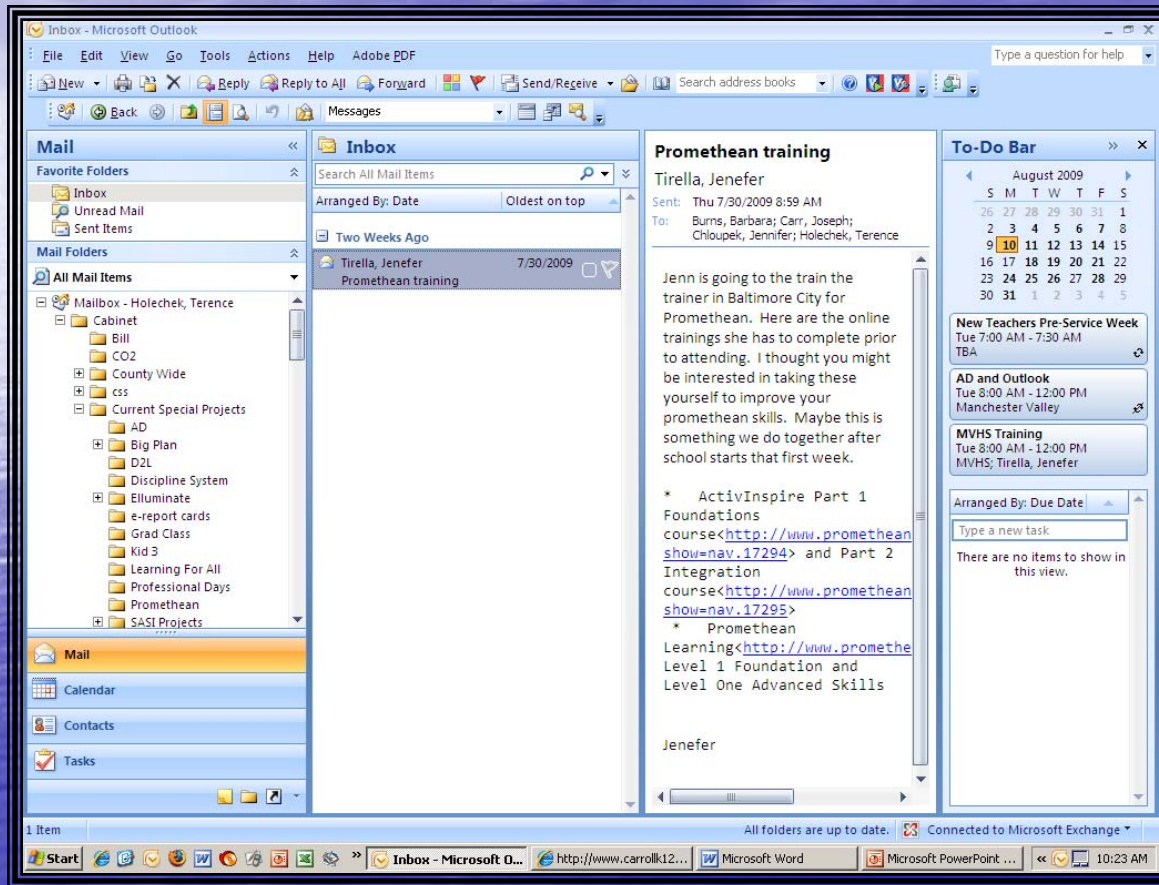
Objectives

- Today you will be introduced to Outlook 2007 and learn some of its basic functions.
- Today you will also be introduced to Outlook Web Access (OWA) for use from home or from Novell schools.

New email address...

- username@carrollk12.org
- tjholec@carrollk12.org

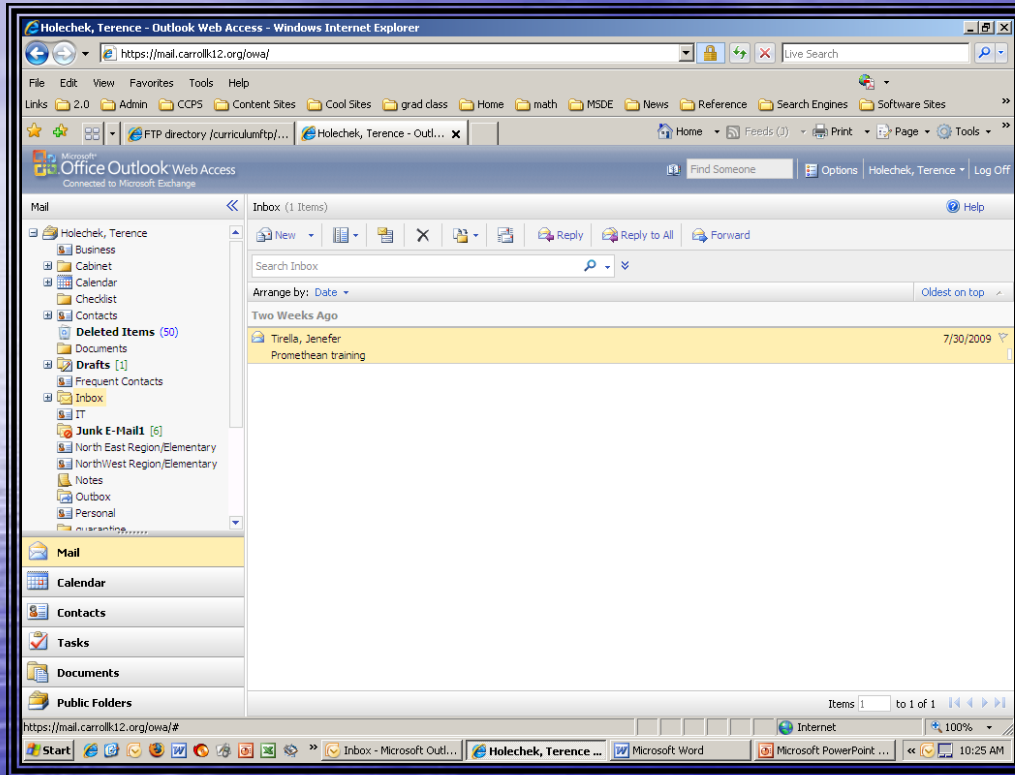
Outlook 2007...from school



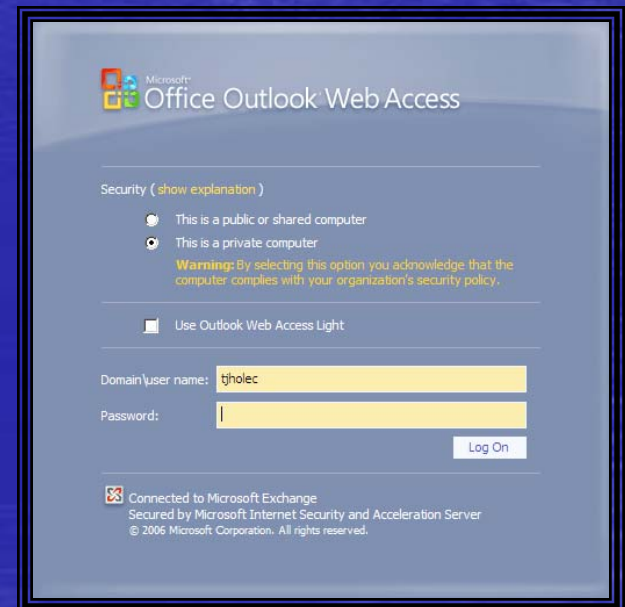
•250MB space limit...keep it clean and neat...save documents to your U drive.

•90 days and the email will be automatically deleted.

Outlook Web Access...from home



You will use the same username and password that you use at school. This will change every 90 days and you can change this at school when you are prompted.



New web based email address
<https://mail.carrollk12.org>

Resources

- Microsoft Outlook Help
- Staff Development Web Site
 - Many recorded Elluminate sessions
 - Five to ten minutes in length
 - Broken into specific topics
- Members of Staff Development
 - Barb Burns, Joe Carr Jenifer Tirella & Terry Holechek

Microsoft Outlook 2007 - Windows Internet Explorer

http://www.carrollk12.org/instruction/staffdevelopment/tech/outlook07/default.asp

File Edit View Favorites Tools Help

Links 2.0 Admin CCPS Content Sites Cool Sites grad class Home math MSDE News Reference Search Engines Software Sites

Microsoft Outlook 2007 Home Feeds (3) Print Page Tools

CCPS HOME < Instructional S... < Staff Developme... < Instructional T... < Microsoft Outlook 2007

MICROSOFT OUTLOOK 2007

Recorded Microsoft Outlook Sessions

Title	Description
Creating a Distribution List	Participants will create a distribution list (Groups) to add to their Microsoft Outlook address book in order to email a group of people. Click here to enter the session.
Creating and Saving Contacts	Participants will learn how to create and save contacts into your Microsoft Outlook address book. Click here to enter the session.
Creating a Signature	Participants will learn how to create and save signatures for their incoming and outgoing messages. Click here to enter the session.
Accessing Email from Home	Participants will learn how to access their email from home- Outlook Web Access (OWA). Click here to enter the session.
Creating an Out of Office Reply Message	Participants will learn how to create an Out of Office reply message from Outlook Web Access (OWA). Click here to enter the session.
Changing Mail Messages to Appointments	Participants will learn how to change a mail message into an appointment. Click here to enter the session.
AutoArchive	Participants will learn how to AutoArchive in order to manage older emails. Click here to enter the session.

Start | Internet | 100% | 10:10 AM

CCPS Home Page
 Instructional Division
 Staff Development
 Instructional
 Technology
 Microsoft Outlook 2007

http://www.carrollk12.org/instruction/staffdevelopment/tech/outlook07/default.asp

Thank You for Your Time!

If you need further assistance, please feel free to contact Staff Development at 410-751-3161.