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About this Brown Bag Demonstration

This UAConnect demonstration is designed to help you become familiar with how to use advanced functions within Microsoft Outlook 2007.

This demonstration is generic by necessity, and will provide you with the information needed to share and view folders, view calendars, tag an email, set up Out of Office Assistant, create rules, and create a Send on Behalf message.

For information on workshops in which you can learn about Microsoft Outlook 2007, as well as other demonstrations, please go to the Workshops and Training Team website at http://uits.arizona.edu/workshops.

Resources

UAConnect Services
For information about UAConnect and the services being offered please visit http://uits.arizona.edu/services/uaconnect.

UAConnect Project Site
UAConnect is the new faculty/staff email and calendaring service, to be implemented across campus 2010-2011. To view information pertaining to UAConnect, please visit http://uits.arizona.edu/uaconnect.

The 24/7 IT Support Center
The 24/7 is the first point of contact for many IT applications and services at the University of Arizona. They use the Remedy Action Request System to track Support Requests and to route issues to the appropriate IT support groups within UITS when necessary. For information refer to the website at http://247.arizona.edu.
Microsoft Outlook 2007

Advanced Topics

Sharing Folders
To share any folder other than the Inbox, Contacts, Calendar, Notes, or Journal, you must share permissions on the folder you want to share and each folder that is higher in the folder hierarchy. For example, to give another person access to a folder that is not under your Inbox, you must grant permissions to the main Mailbox and the subfolder.

Procedure
1. Open Microsoft Outlook and from the menu options along the top, select Mail. The mail window will appear.
2. Using your mouse, right-click on the folder you wish to share. A drop-down menu will appear.
3. Choose Change Sharing Permissions. A Properties window will open.
4. Within the Permissions tab click the button labeled Add. A list of delegates will appear.
5. Select the delegate with whom you wish to share folders by clicking on the name. Click Add, and click OK.
6. Click on the Permission Level drop down menu and select Reviewer.
7. Click OK. You have successfully shared a folder in Outlook 2007.

NOTE: Follow the same procedures to grant access to your Mailbox. This must be done to ensure access is granted to the selected folder.

Viewing Shared Folders
Once a user has shared a folder, you can view the folder by following the steps below.

Procedure
1. If you aren’t already looking at your Mail folders, click on the Go menu in your Menu Bar and choose Mail. (You can also press Control-1 to do this.)
2. Click Tools > Account Settings. Select Microsoft Exchange and click on Change.
3. Click on More Settings in the lower right-hand corner.
4. Click on the Advanced tab in the Mailboxes pane and click on Add.
5. Type the email address of the user who shared a folder with you and click OK.
6. In the Microsoft Exchange dialog box click OK.
7. In the Account Settings dialog box click Next > Finish.
8. Click Close (in the Advanced Settings window).
**Viewing and Sharing Calendars**

You may want to share your calendar with other Outlook users and give them the option to share their calendar with you as well.

**Procedure**

1. Open Microsoft Outlook 2007 click on the Calendar tab at the bottom of the Navigation Pane.
2. Once in the Calendar tab, click on Share My Calendar in the Navigation Pane.
3. After clicking on Share My Calendar, a calendar share request window will pop up.
4. Enter the email address of the recipient you want to share your calendar with. By selecting the recipient from the Global Address List (GAL).

   **NOTE:** You can share your calendar with more than one recipient. Just enter the email addresses of all the recipients, separated by semicolons between addresses.

5. Make sure the allow recipient to view your Calendar box is checked.
6. If you also want to view the recipient’s calendar, check the box next to request permission to view recipient’s Calendar as well.
7. Click the Send button on the left.
8. Another small window will pop up asking for permissions, click Yes. An email will be sent to the email addresses you have entered. Your recipients will need to grant you access to their calendar through the share calendar email request that they receive from you.
9. Once both parties grant access to share calendar, you will receive an email showing you the access level you have to the calendar.
10. Select the email and click Open Calendar. Just clicking on allow will not display the shared calendar in the Calendar Tab.
11. Click on the Calendar tab in the Navigation Pane.
12. Under People’s Calendar, you should see the name of the other party appear in the Navigation pane.
13. Check the box next to the name to be able to view the person’s calendar.

**Flagging an Email**

One way you can better manage your email messages in Microsoft Outlook 2007 is by flagging. You can flag email messages in Outlook for various reasons, including specifying what follow-up action is needed. This allows you to glance at your messages to see which need attention and places the message in the Task Tab.

**Procedure**

1. Start Microsoft Outlook 2007. Click the message that you want to flag.
2. Choose the **Actions** menu from Outlook, point to **Follow Up**, and click on **Custom** to open the Custom dialog box.

3. Select the reason you want to apply a flag from the **Flag to** drop-down menu.

4. Make a selection from the **Start date** drop-down menu for when you want to start the flag.

5. Beneath that, choose the **Due date** for when you want the flag to become due.

6. Click the **OK** button to close the Custom dialog box. You will see a flag appear to the right of the email message sender and title. The flag will remain there until you clear it.

**Setting Up Out of Office Assistant**

In Microsoft Outlook, you can set the **Out of Office Assistant** to automatically reply to people who send you mail, letting them know you won't be able to reply to them immediately. The AutoReply feature will notify each sender only once, even if that person sends you several messages.

**Procedure**

1. In Outlook 2007, from the **Tools** menu, select **Out of Office Assistant**.

2. Select **Send Out of Office auto-replies**.

3. To set a time range for auto-replies, click **only send during this time range**. This lets you set up your Out of Office replies in advance of your actual absence.

4. In the **AutoReply only once to each sender with the following messages** field, enter your away message.

5. Click the **Outside My Organization** tab.

6. Select **Auto-reply to people outside my organization**.

7. Choose who will receive an auto-reply by selecting either **My Contacts only** or **anyone outside my organization**.

8. Enter or edit the message to go to external contacts in the text field, as necessary.

9. Now that you've modified the filter, you have to tell the system to use it. Click the **Go** button.

10. The Dashboard page will refresh itself. Typically, all of the requests on the page will be filtered to reflect your choices.
Creating an E-mail Rule
Outlook 2007 offers a rules engine that is both robust and easy to use. Rules can be established for numerous criteria such as senders, recipients and subjects, and you can perform a number of tasks such as deleting messages, moving them to specific folders, and creating alerts. Through rules, Outlook 2007 can make email management an efficient process.

Procedure
1. In the Navigation Pane, click Mail.
2. On the Tools menu, click Rules
3. If you have more than one email account, in the Apply changes to this folder list, click the Inbox you want.
5. Enter rule by specifying your own conditions, actions, and exceptions.
6. Click OK.

How to configure Send-on-Behalf-Of
Outlook 2007 allows you to Send-on-Behalf-Of. This feature will allow a user to send as another user while showing the recipient that it was sent from a specific user on behalf of another user. What this means is that the recipient is cognitive of who actually initiated the sending message, regardless of who it was sent on behalf of.

Procedure
1. Click Tools from the tool bar.
2. Select Options from the drop-down menu.
3. Go to the tab Delegates and press Add.
4. Select the user which should receive the Send-On-Behalf-Of rights. Click Add.
5. Click OK.
6. Select for all items the None permission. For inbox, select Author or Editor. Click OK.
7. Click OK from the options window.
8. Click New Mail message.
10. On the tab Options, press Show From. The From field will appear. Enter in the From field the user from whom the email should be sent.
### Glossary

| Location vs. Resource | **Location** - the room or meeting space  
**Resources** - equipment |
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<td><strong>UAConnect</strong></td>
<td><strong>UAConnect</strong> - the new faculty/staff email and calendaring service, to be implemented across campus 2010-2011. To provide the most integrated, feature-rich service, UITS has contracted with Microsoft for their Business Productivity Online Suite (BPOS), a collection of Exchange 2007 applications hosted by Microsoft, including email, calendaring, mobile device synchronization, messaging, and conferencing. For more, see Features &amp; Benefits on the menu at left.</td>
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| **Microsoft Outlook** | **Outlook** - an application for managing email messages, address lists, engagements and appointments.  
**Note:** Part of Microsoft Office (Versions 2003, 2007 and 2010); not to be confused with Outlook Express. |
| **Outlook Web Access (OWA):** | **Outlook Web Access (OWA)** originally called Exchange Web Connect (EWC) is a webmail service of Microsoft Exchange Server 5.0 and later. The web interface of Outlook Web Access resembles the interface in Microsoft Outlook. Outlook Web Access comes as a part of Microsoft Exchange Server. To access OWA please visit [http://uaconnect.arizona.edu](http://uaconnect.arizona.edu). |