Polson School District Outlook for Macintosh User Manual

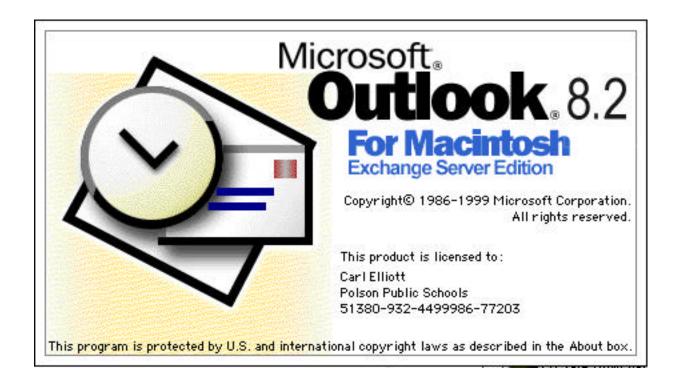


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E-mail Login

1. Click on the Polson E-mail icon on your Launcher. If you are unable to locate the icon on your Launcher open your hard drive and locate the Microsoft Outlook folder, open it, and double-click the Microsoft Outlook program icon.





2. If your User Name is not listed in the login window key in your first initial followed by your last name as one word. If your last name is longer than nine characters key in the first nine letters following your first initial. The Domain Name will be pps for all users. Key in your Password and click OK. This login will be the same for logging in to the Internet, file servers, and e-mail.

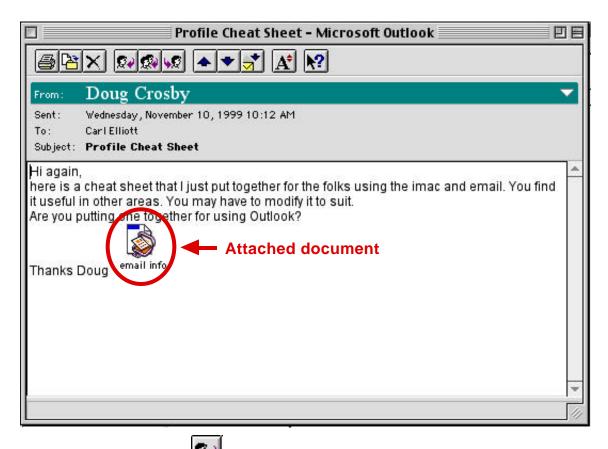
You will only be able to login from a computer containing your user profile, generally your classroom computer. If you work from more than one workstation as a result of multiple work assignments submit a work request to Carl Elliott for your user profile to be assigned to an additional computer.

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	Inbo	x		
- 	2! 🖂 🛛	From	Subject	Received
Inbox	0 🖂	Carl Elliott	meeting reminder-Oct. 28th	10/25/
	0 🖂	amiddlet@egghead.com	Greetings from Egghead.com!!	10/19/9
	0 🖂	Linda Whedbee	Re:presentation how to build tale	10/18/9
	0 🖂 🛛	Carl Elliott	FW: Y2K Summary	10/18/9
Calendar	0 🖂 🛛	Carl Elliott	FW: Delivered: Grant reading	10/18/9
	0 🖂 🛛	Carl Elliott	FW: data from the Carousel Monday	10/18/9
	<u> </u>	SIEGLE, RANDA	e-mail project	10/26/9
	<u> </u>	Timothy Savarese		10/26/9
Outbox	<u> </u>	Web Support	Response to your Epson Web Support inquiry -	10/25/9
	<u> </u>	Larry Kjorvestad	RE: printer sharing	10/25/9
	\sim	Sue McCormick	RE : meeting reminder-Oct. 28th	10/25/9
		Kelly Geiger	Re: quote	10/25/9
Sent Items	<u> </u>	Susan McCormick	input/feedback on proposed professional develop	10/25/9
50.		Jo Jakupcak	THE DIRECTORY	10/25/9
		Susan McCormick	Polson School District website	10/25/9
		Lori McCurdy	RE: Wed. meeting	10/25/9-
Deleted Items				

3. The Inbox window above will appear upon a successful login. Messages in bold type are new messages that haven't been read. Messages with a paper clip next to them have a document attached that you can save to your computer. A message with a clock symbol indicates a request for your presence at a meeting. Log off the e-mail system by going to Quit under the File menu.

Working with Received Messages

1. View Message-Double-click a message from the Inbox window to view it.



- 2. **Reply to Sender-**Click on the sender of the message. Key in the reply message in the new message window. The To... box will be prefilled for you. Click the is not one to send the message.
- 3. **Reply to All Recipients-**Click on the ^[23] icon to reply to all recipients of the message. Key in the reply message in the new message window. The To... box will be prefilled for you. Click the ^[13] icon to send the message.
- 4. **Forward Message-**Click on the ¹ icon to forward the message to another person. Key in any further information you wish to include with the forwarded message in the new window. You will need to fill in the To... box. Click the ¹ icon to send the message.
- 5. **Print Message**-Click on the ² icon to print the message.

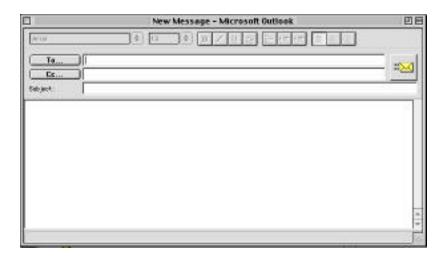
6. View/Save Attachment-To view or save an attached file double-click the file icon in the message body. An attachment options window will appear. At the top of the options window it will tell you the type of document. You may choose to open the document or save it to disk to view it later.

Microsoft Outlook
Opening: email info (ClarisWorks drawing) from "Profile Cheat Sheet - Microsoft Outlook"
Some files can contain viruses or otherwise be harmful to your computer. It is important to be certain that this file is from a trustworthy source.
What would you like to do with this file?
○ Open it ● Save it to disk
☑ Always ask before opening this type of file
 OK Cancel

7. Delete Message-Delete the message by clicking the icon. It is important that you delete messages in a timely manner to preserve the e-mail server disk space resources. This includes deleting messages in the Sent Items folder.

Creating New Messages

1. **New Message-**Create a new message by clicking the ¹²² icon from the tool bar at the top of the Inbox window. A blank message window will appear.



2. Add Address to Message-Click on the ______ icon to access an address book. You may also key in an Internet address or the name of an individual if that person is in your address book. The following window will appear after clicking the To... button. Select the name and click the To-> button to insert the name. Click OK when all recipients are selected. The To... box on the message will be filled with the e-mail addresses, or names.

Address Book		
Show harnes from the	Personal Address Book	ŧ
Type Name ar Select from List:		_
	Mensage recipients:	
Administrators Bicker, Paul Becter-home, Gail Becd, Doug Berbolas, Janat Bishop-home, Matt Bishop-home, Matt Biysun, Jay Brever, Solly Burk, Bill Ceth Estick Chambers-home, Pensy	Ce ->	() () () () () () () () () ()
New Properties	Find Send Options.]

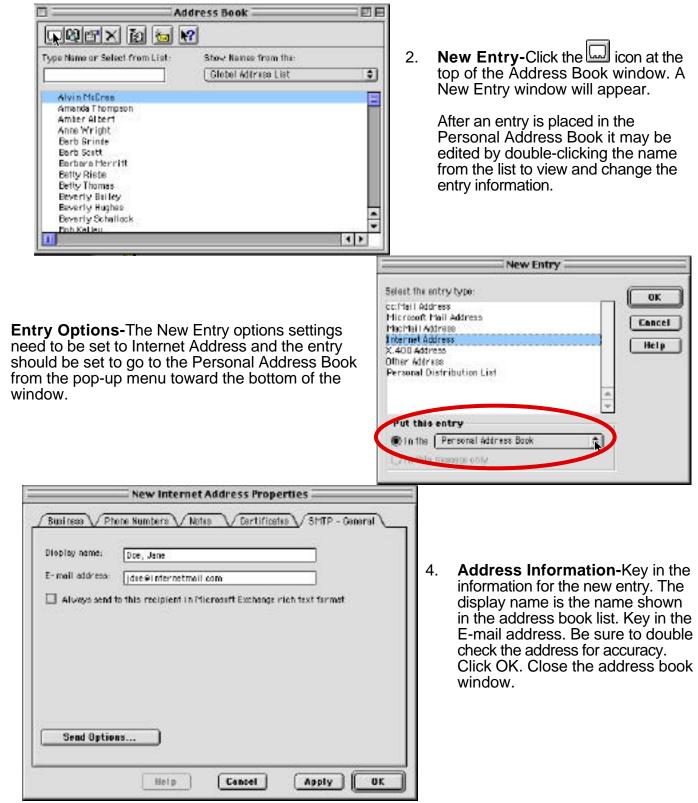
You will have two address books; a Global Address Book, and a Personal Address Book. You access them from the pop-up menu in the upper right of this window by clicking and dragging to the desired address book. This window is currently set to the Personal Address Book. The Global Address Book contains all of the Polson E-mail system users, and the Personal Address Book contains email addresses outside the Polson system that you have defined.

For directions on adding e-mail addresses outside the Polson system see the section on Adding Internet E-mail Addresses to Personal Address Book on page 6.

- 3. **Subject-It** is considered proper e-mail etiquette to fill in the subject box to alert the recipient to the message's contents.
- 4. **Message Body-**Key the message into the large message body text box.
- 5. **Send Message-**Click the icon to the send the message. A copy of the message will be placed in your Sent Items Folder if the message should need to be viewed again. Be sure to delete messages from this folder in a timely manner to conserve the e-mail server disk space resources.

Adding Internet Addresses to Your Personal Address Book

1. **Open Address Book**-Click the icon on the tool bar at the top of the Inbox window. The following address book window will appear.



3.

Adding a Distribution List to Your Personal Address Book

1. **Open Address Book-**Click the icon on the tool bar at the top of the Inbox window. The following address book window will appear.

1 A.	idress Book	EE
	8	
Type Name or Select from List:	Show Names from the	1
	Globel Address List	\$
Alvin McCree		
Amanda Thompson Amier Albert Anne Wright Barb Soutt Barb Soutt Barbara Merritt Betty Riebe Betty Riebe Betty Thomas Beverly Bailey Beverly Bailey Beverly Bailey Beverly Schallack Bot Kelley		

2. **New Entry-**Click the icon at the top of the Address Book window. A New Entry window will appear.

After a distribution list is placed in the Personal Address Book it may be edited by double-clicking the distribution list name from the address book list to view and edit the distribution list information.

3. **Entry Options-**You will need to select Personal Distribution List and the entry should be set to go to the Personal Address Book from the pop-up menu toward the bottom of the window.

New En	try
ielest the entry type:	
c. Mail Address Microsoft Mail Address NacMail Address	Cancel
nter net Address C400 Address	Help
ther ddares	
Personal Distribution List	
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Put this set of	
Tin the Personal Address Back	\$
C/10 Days accession on L4	

Distribution List Notes Technology Committee Corri Elliott Dess-bene, Garth Den O'Brien Doug Crosby Berth Cax Larry K jor-vented Pitt Bishop Ribert Danderson Stone Work	
Carl Elliott Cett Ealisk Cess-kame, Garth Deng Crosty Berth Cas Larry K jorsweid Plett Bishop Rabert Banderson Steen Vork	
Ceth Eallisk Doss-hame, Garth Deng Crosby Berth Cax Larry K jor-varied Piett Bishop Ribert Danderson Stone Work	
Cost-kame, Garth Den O'Brien Deug Croeby Berth Cas Larry K jortweind Plett Bishop Rebert Banderson Steen Vork	
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Add/Remove Hembers	
Send Options	>
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Holp Cancel Apply 0	IK -

4. **Distribution List Options-**Name the distribution list and click the Add/Remove Members... button.

5. Add Members to Distribution List-Browse through your address books to find the indivuals to include in your distribution list. Select their name and click the Members-> button to add them to the list. Click OK to return to the distribution list window. Click OK to return to the Address Book window. You will find your new distribution list included in the address book.

Cont Members v	f Technology Committee	_
Shew Names from the	Personal Address Book	0
type Name an Salast from List		
	Personal Distribut	ion List
Image: Second	Members -> Carl Elliott Carl Calid: Carl Calid: Carl Calid: Carl Calid: Das Carlos, Darth. Das Carlos, Das Carlos,	4
Nev Properties	Find	
OK	Cancel Help	

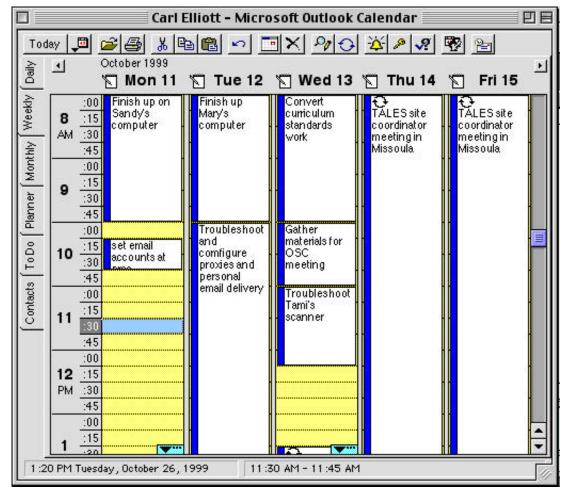
6. **Using the Distribution List**-Send a message to all members of a distribution list by placing the distribution list name in the To... box of a new message window.

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Stajert:		
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Using Outlook Calendar



1. View Calendar Contents-Click on the icon from the left side of the Outlook window. The calendar window will appear. Click the Daily, Weekly, or Monthly tab for the desired calendar view.



2. **Create Calendar Appointment-**Click and drag on the calendar the time frame for the appointment. When the appropriate time frame is highlighted key in the appointment information.

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11/12/996	:00 PM	
	1	•

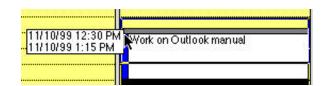
This is a sample calendar entry	
	÷

3. Set Appointment Alert-Click the 🖄 icon to set the alert. The default alert timing is 15 minutes prior to an appointment.

4. Set Recurring Appointments-Click the icon to place recurring appointments on the calendar. Make the appropriate settings. Be sure to include an ending date by clicking on the Until check box and setting the date. Click OK when the desired settings are completed. If the settings need to be changed at a later date double-click the appointment on the calendar and click the Edit Series... button to make the appropriate changes.

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When	11/12/98 및 디니VS 0 FM 및 End (+: 30 FM 를 디 All day (GMT-07 00) Hourdsin Time (VS Canada)
Next occurrence	Fri, Nov 12, 1999

5. **Move Appointment to Another Time Frame**-Click on the appointment you wish to move. Place the arrow over the blue vertical line on the left of the appointment until the arrow changes to a four-direction symbol. When the four-direction symbol is visible drag the appointment to the new time frame.



6. **Make a Meeting Request-**You may request other Polson E-mail Users to attend a meeting and have it placed on their calendar. Create an appointment for the desired time on your calendar. Double-click the appointment to view the appointment options. Click the Attendees tab. When the window below appears click the Invite Others... button. Choose the attendees from the Global Address Book. When you have completed your selections click OK. A meeting request message window will appear. Key in your meeting information and click the send button.







7. Receiving a Meeting Request-You may receive a request from other Polson E-mail Users to attend a meeting. You will have the opportunity to accept the meeting or decline it. If you accept the meeting the appointment will be placed on your calendar and a return message will be sent to the individual requesting the meeting. If you decline the meeting the appointment with not be placed on your calendar and a message will be sent to the requesting individual stating you declined the meeting. You will have an opportunity to include a personal message when you accept or decline a meeting request.

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Tir: Cr: When: Where: Subject:	Coschome, Gath', Ceth Esick, Dan O'Brien; Doug Crosby, Gath Cos; Larry Kjorwestad; Mall Bia Robert Gunderson; Steve York; Sue McCornick; Tani Montson Dariel Haugen Tuesday, December 7, 1999, 3:45 PM - S:45 PM PMS Library Technology Committee Meeting	kop;
acceptat message Tech. pla Please s	a reminder of our next lechnology committee meeting. Please forward any revisions to able use policy documents to me by Nov. 24th. If you have nothing to add send me a ge letting me (now you have gone through it so I don't hound you later. Thanks! Itan subcommittee- send revisions to the tach plan to me by Nov. 19th. If you don't have anything to add ressage indicating so.	
ready for	ould be able to wrap the tech plan and AUP up at our Dec. 7th meeting and have then or the school board meeting. If you have anything that needs to be addressed by the tas lat me know.	
Carl		_
4		11

8. Delete an Appointment-Click on the appointment on the calendar and click the 🔀 icon.

Using the Web Client for Remote Access

- 1. Accessing E-mail from Outside the District-You may access your Polson e-mail account and calender from a computer outside the district network, possibly from home or a networked computer from another site, by using the Internet browser. You must have a dial-up account from an Internet Service Provider, i.e. Digisys, CompuPlus, CyberPort, etc., to use this feature from home. Set your browser to exchange.polson.k12.mt.us.
- 2. E-mail Login Through Web Client-In the Log On box key in your User Name (first initial and last name). Click the "click here" hypertext link. Key in your User Name and Password in the login window shown below. Click OK.

Cancel

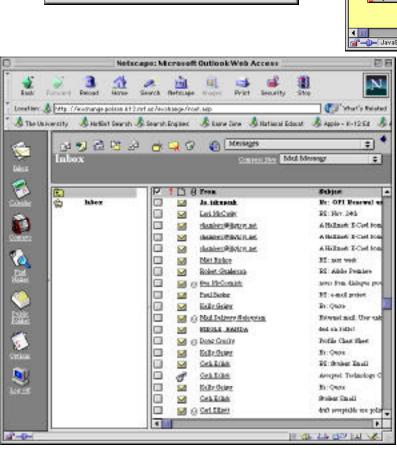
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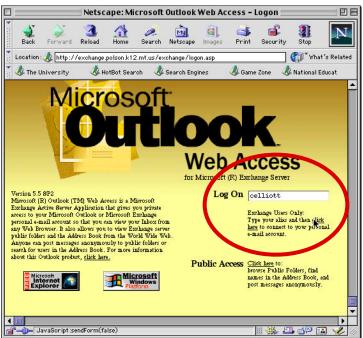
Enter username for exchange.poison.k12.mt.us at

cohange polices k12.mt.m

Name : sellicit

Password: essesse





- 3. Web Client Window-The web client window will appear giving you access to your e-mail and calendar from a remote location. Click on the name of the individual sending the message to view the message contents. Click on the Calendar icon to view your calendar.
- 4. **Web Client Log Off-**Click on the Log Off icon to disconnect from the web client server.