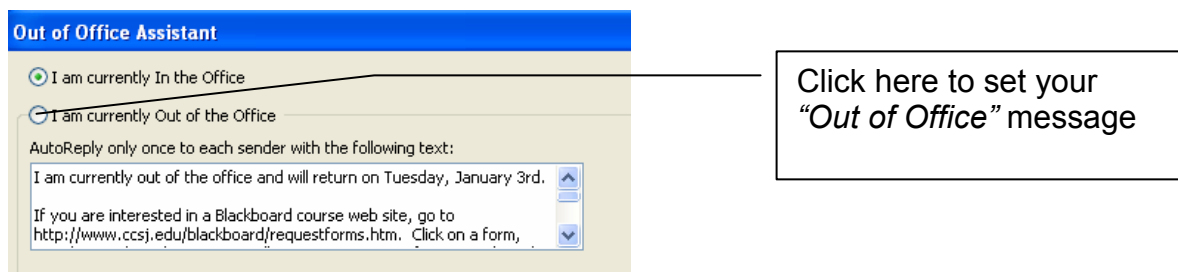


MS Outlook - Best Practices

The information presented is intended to maximize the use of the MS Outlook® program at Calumet College of St. Joseph.

❖ Setting Up the Automatic “Out of Office” Message

When you are away from the office for a period of time, it can be difficult for others to communicate with you. You can send customized reply messages while you are away from the office. In *Inbox*, on the *Tools* menu, click “*Out of Office Assistant*.” Then click on the button “*I am currently Out of the Office*.” You may type in an “Auto Reply” if you wish. (See below.) Click on “*OK*” to save your message. When you return to the office, you will be prompted to change your “*Out of Office*” message.



❖ Email Storage

All email messages are delivered to your “*Inbox*” by default and all email is stored on the server. As a result, mailbox size limitations are in effect. If your mailbox reaches its size limit, you will receive a system message stating you will need to clear out unneeded items. In the event you cannot delete messages and absolutely need to keep everything, you may opt to move them to folders on your hard drive called “*Personal Folders*.” These folders are accessible and available for setup through MS Outlook. It is advised that you utilize this feature only if needed.

Messages saved in your “*Personal Folders*” are stored on your workstation. You will be unable to access email messages stored in your “*Personal Folders*” using CCSJ Web Mail.

❖ Managing and Organizing E-Mail

Rather than have all of your email messages stored in your “*Inbox*,” it is advised that you create folders within your mailbox to better organize, sort and track your messages.

Be sure to delete messages from the “*Deleted Items*” folders that are located in your mailbox on a regular basis. Items will not be completely deleted until you “*Empty*” the “*Deleted Items*” folder and will continue to utilize server space.

❖ **Scheduling Meetings**

You may note meeting times, dates, and out-of-office dates on your “*Calendar*” so that others can view your availability. You may also give other CCSJ staff and faculty members privileges to view your “*Calendar*.”

❖ **Security Recommendations**

You do not need to enter your network login each time to open “*MS Outlook*®”. After logging onto your computer, click on: “*MS Outlook*® 2003” to view your messages.

Because you are not required to use a password to check email, it is advised that you **secure your machine** any time you step away from your desk. To lock the computer, press “*ctrl-alt-delete*,” and you will be given an option to “*lock computer*.”

To unlock, press “*ctrl-alt-delete*” again and log in as you would normally, using your log in name and password.

It is strongly recommended that you do not share your password with anyone.

Should you experience problems with your login, email and/or your computer:

Call the Computer Services Department at x366 (if no one answers, leave a message)

or

Visit them in Room 414

or

Email them at: computerservices@ccsj.edu