Outlook Overview

Default Mail View

1. Mail Toolbar

New, print, delete, reply, reply to all, forward and send/receive have the same functionally as the old email program.

2. Favorite Folders

Instead of digging and looking for the folders you use the most, you can drag them from the ‘All Mail Folders’ window in to the ‘Favorite Folders’ area. This copy of the shortcut to the favorite folder makes them easier and faster to access. You can also reorder the folders by dragging and dropping them within the ‘Favorite Folders’ area.
3. All Mail Folders

All Mail Folders has the same functionally as the old email program

4. Navigation Pane

The Navigation Pane allows you to move from one area of outlook to another with a click of a button. Clicking on Mail will return you to the default mail view, as seen in the example at the top of this document.

5. Inbox

This example represents the default view of your inbox. Note that Outlook 2003 groups email by date received. This option, as well as many others, can be changed. Right click on the column headers, such as “From”, select “Custom...” and change settings as desired. See Microsoft Outlook help for further assistance.

6. Adjustable Inbox View

Click on the and icons to expand and collapse groups within your email folders.
7. Preview Pane

COMMUNITY PRESENTATION TODAY
Walters, Teri
Sent: Wed 4/16/2008 9:05 AM
To: Hubert, John
Cc: Underwood, Clarence

John:

Please remember to set up the computer, etc. in the Board Room today by 3:00 p.m. for

The preview pane has the same functionally as the old email program. Using the preview function gives you a chance to look at an email without opening it.

8. To-Do Bar

This new feature can help you keep track of to-do items at a glance.

9. Help for Outlook

Help with any questions in outlook.
How to add personal addresses to your address book (Contacts)

i. Select the address book from the mail toolbar, as shown above.

ii. Make sure “Show Names from the:” has contacts selected. Then, click new contact. Select “New Contact” and click “OK”.

iii. Fill out contact card (name and email required), then click the “Save and Close” button.

Outlook and changing the default mail view
If you don’t like the normal look of outlook you can change it by selecting view, reading pane and select right.

Accessing your ES Outlook Email account on the web

Go to “mail.campusad.msu.edu” in a browser window. Note: there’s no “www” in the address.

When prompted, enter your user name and your ES network password. This is the same password you use to log on to your work system in the mornings.

Upon successful login, you will see the web version of your ES mail account. Since you are working directly on your ES mail account through the web, anything you do will also be reflected in your desktop Outlook application.

Outlook web access has many of the same features as the desktop version.

**IMPORTANT:** After you finish using Outlook Web Access, be sure to close the browser window. If you do not close the browser window, there is no guarantee that your session is closed and someone else may be able to re-access your mail account from the unclosed browser window.