

## First Day with Outlook

**OUTLOOK 2003 TEAM E-Mail Message In Your Inbox Now:** To give you some idea of what is possible with Outlook 2003, Microsoft has put together a list of their favorite new features. This email contains links that take you to the Microsoft website where you can participate in interactive tutorials on various Outlook topics.

**How to Map your Profile:** Instructions with pictures are located at the UAMS Outlook website. <http://www.uams.edu/email/outlook2003/> Click Online Training Demos > Map your Profile.

**Mail Rules and Calendar Event Reminders:** Your Outlook Mailbox is exactly as it was at the point of FirstClass Conversion. This includes Mail Rules and Calendar Event Reminders. We recommend that you delete or disable out dated email rules. In Outlook go to Tools > Rules and Alerts and verify that old Mail Rules are disabled or deleted.

The best way to dismiss outdated Calendar Event Reminders is to delete your old Calendar. In the Outlook Calendar go to View > Arrange By > Current View > By Category. Highlight all the Calendar Events (CTRL- A) and drag them to the deleted Items Folder.

**Note:** MAC users cannot view Mail Rules from Entourage. The Outlook 2003 Web Interface will not allow you to view Mail Rules.

**Outlook Contacts Recommendation:** Any listing of a FirstClass user in your Contacts, or Personal Distribution Lists will have to be edited again when the rest of the campus moves to Outlook 2003. Please use the Global Address Book to address messages until the E-Mail conversion is complete.

We recommend using Outlook Contacts and not creating a Personal Address book. The Personal Address book is stored on your local machine and not on the server. There is no back up of the Personal Address Book and it cannot be accessed from the Web

**E-Mail Address:** All e-mail addresses are still valid after the conversion. To locate an e-mail address in Outlook go to the Global Address Book and right click the users name > Properties > E-Mail Addresses.

**Outlook Web Access (OWA):** To access Outlook 2003 via the web go to [www.exchange.uams.edu](http://www.exchange.uams.edu) You should use your UAMS domain logon in the User Name box. Do not use "UAMS\" before your name. Enter your UAMS domain password in the password box.

**FirstClass Archive Server:** You can access the FCArchive server by opening the FC login screen, clicking the setup button in the upper right, changing the server name from fc.uams.edu to fcarchive.uams.edu, and clicking save. Instructions with pictures are located at the UAMS Outlook website. <http://www.uams.edu/email/outlook2003/> There is a link to FCArchive Web at [www.exchange.uams.edu](http://www.exchange.uams.edu)

**FirstClass Voice Mail Users:** Your FirstClass Accounts will remain on the FirstClass Production Server. This means to view your FirstClass Mailbox continue to login as usual. You will not need to setup FCArchive. FirstClass Voicemail users must remain on the FirstClass Production Server to access the FirstClass Voice Greetings folder, to continue receiving new voice mail messages, and read saved FirstClass mail.

**News Public Folder:** This public folder is located under the Public Folder list. Campus News will be posted here if not to your personal mailbox.

**Outlook 2003 Users Public Folder:** This is a campus wide public folder where everyone is invited to post, read, and answer questions regarding Outlook 2003. This folder is located under the Public Folders List > Campus Wide Conferences > Computer System User Groups > Outlook 2003 Users. To avoid navigating through the Folder tree, drag the Outlook 2003 public folder to your favorites folder. This is a handy way to access any public folder you use often.

**Outlook 2003 Classes:** Please go to the UAMS CCTC Training Center Website to schedule an Outlook 2003 e-mail class. <http://www.uams.edu/cctc/>

**UAMS OUTLOOK WEBSITE:** Please go to our Outlook website for online training materials, how-to instructions, and FAQs. <http://www.uams.edu/email/outlook2003/>