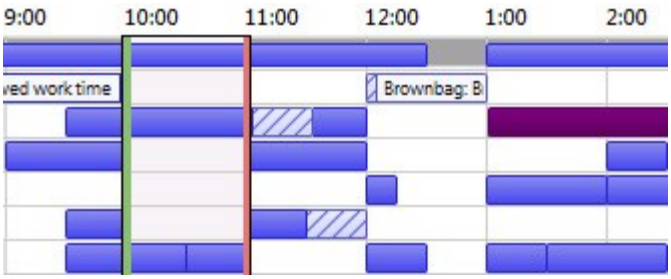
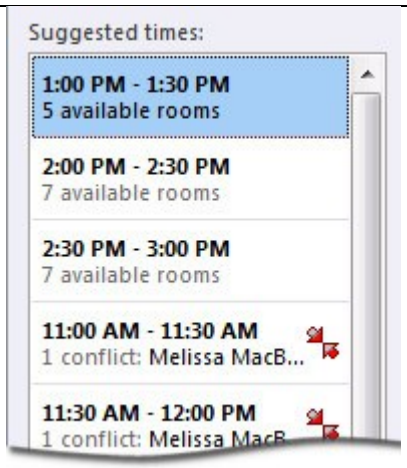
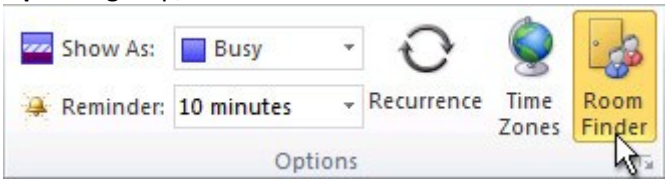
GroupWise to Outlook: How Do I?

Group-Wise	Outlook	
Function	Function	How to
Proxy	Delegate	From the **File** tab, click **Account Settings** and then **Delegate Access** from the drop-down menu. In the **Delegates** Window, click **Add**. Select the Exchange users you wish to add as delegates from the Duke University Global Address List or the Law School address Book. When you've finished selecting users, click **OK**. By default, Outlook gives delegates "Editor" permissions for the calendar and tasks folders. Editors have the ability to read, create, and modify items in your mailbox. You can modify individual delegate permissions at a later time by selecting a delegate's name from the **Delegates** dialog box, and then clicking **Permissions**. Once you have made your selections, click **OK**.
Busy Search	Scheduling Assistant	The **Scheduling Assistant** helps you find the best time for your meeting. The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.  The **Room Finder** pane contains suggested times for the best time for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.

		 **Note** If the **Room Finder** pane doesn't appear, on the **Meeting** tab, in the **Options** group, click **Room Finder**. 
Vacation Message	Automatic Replies	You can set up Microsoft Outlook 2010 to automatically respond to people who send you e-mail messages Click the **File** tab. Click **Automatic Replies**. Select **Send automatic replies**. If you want, select the **Only send during this time range** check box to schedule when your out-of-office replies are active. If you do not specify a start and end time, auto-replies will be sent until you select the **Do not send automatic replies** check box. On the **Inside My Organization** tab, type the response that you want to send to Duke community members who have Exchange accounts. On the **Outside My Organization** tab, select the check box for **Auto-reply to people outside my organization**, and then type the response that you want to send while you are out of the office. Select whether you want replies sent to your contacts only or to anyone (outside Duke's Exchange user community).
Junk Mail	Use a Rule	**Outlook Junk Mail handling is currently not functional, due to interference with a spam filter within Exchange. In order to filter out junk mail, you will need to use rules. Simplified instructions follow.** 1. Right click on the message in the message list that you wish to have go straight to another folder. 2. Select **Rules**, then **Always Move Messages From:**

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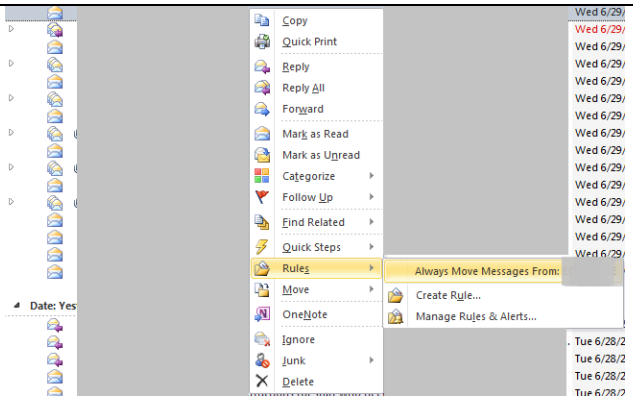
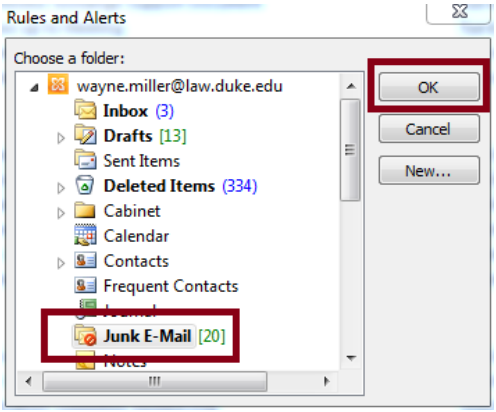


<ol start="3">
In the resulting window, click on the folder to which you would like the messages moved (in this case, the Junk Mail folder) and click on OK.



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Advanced users. If you find that the rule does not capture all instances, you can create a rule that searches for particular words in the sender’s address. When you right click on the message, select Create Rule… In the resulting window, click on Advanced Options. Click on the condition “with specific words in the sender’s address.” In the text box labeled “Step 2” click on “specific words” to open another window where you can add search terms. Be very specific to avoid potentially moving too much email. After saving your search terms, follow the rule creation instructions to define the destination folder and save the rule. Be sure to check on the results of your rule to avoid missing email that may be important to you.
All rules can be viewed, edited, disabled and deleted under Rules on the Home tab of the ribbon.

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<tr>
<td>Panels in Groupwise</td>
<td>Navigation in Outlook</td>
<td>Switch mail reading views

In Mail, two views are available — Normal and Reading. In Reading view, the Navigation Pane, To-Do Bar, and the Outlook ribbon are all minimized. This view provides additional width for the Reading Pane.</td>
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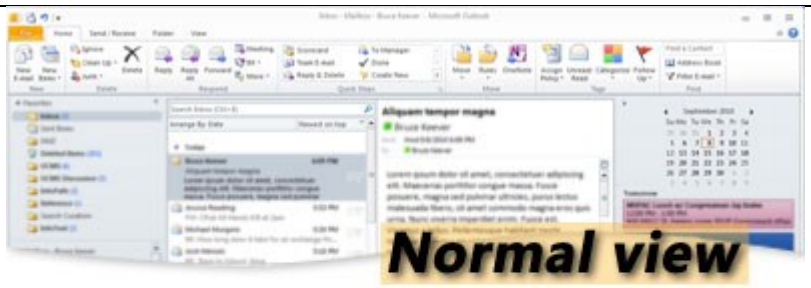
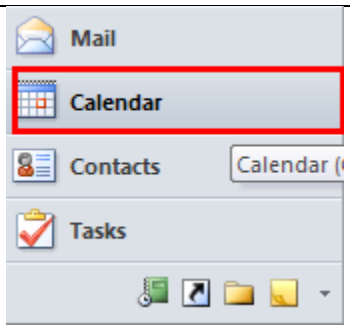
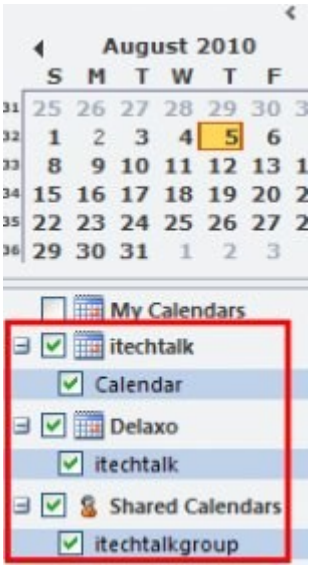
		 • To turn on ***Reading*** view, on the status bar, click . • To turn on the default ***Normal*** view, on the status bar, click . When minimized, you still have full access to the items in the *Navigation Pane* and *To-Do Bar*. Click either and a temporary expanded view appears. Likewise, when the *ribbon* is minimized, you can click a tab and the full *ribbon* temporarily appears. You can use the buttons available on the **View** tab of the ribbon to minimize or expand the *Navigation Pane*, *To-Do Bar*, and *ribbon* individually. To minimize them manually use the appropriate arrow at the top of panel to move them (› or ‹). Use the equivalent arrows to minimize or maximize the ribbon:
Multiuser Calendar View	Calendar Overlay	You can view multiple calendars at one time in Outlook. Open the calendars you want to view and view them in separate windows or side-by-side or in an Overlay mode. 1) Click on the **Calendar** tab in the *Navigation pane*.



2) Then check the calendars in the *navigation pane* to select the calendars that you want to view in the Overlay mode. (If you don't see calendars that you want to access, you will need to add them. Use **Add Calendar** under the **Home** tab. See above regarding how someone should delegate access to you.)



3) Once you have checked all the calendars, you can observe that all the calendars will get opened in a side by side manner to one another.

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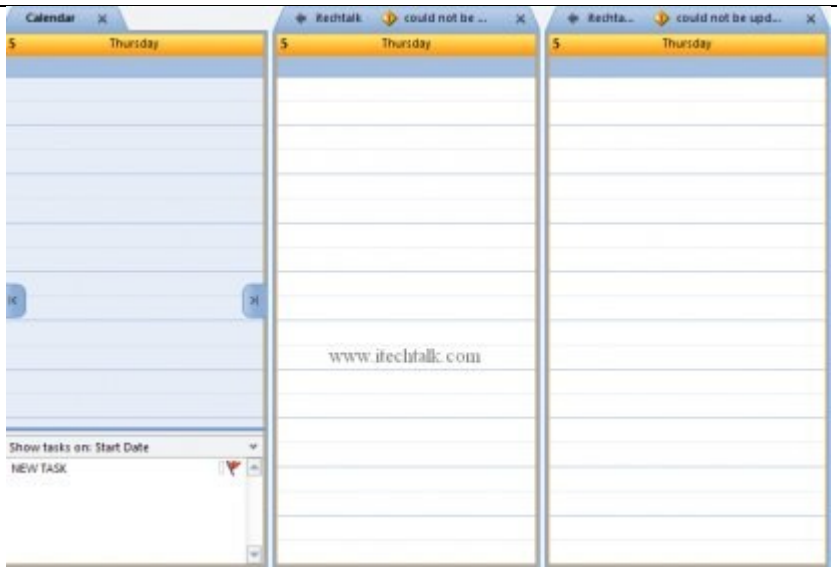
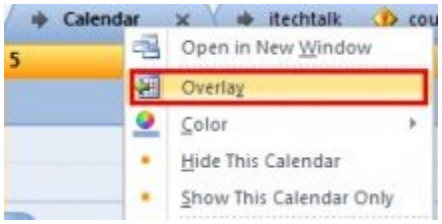
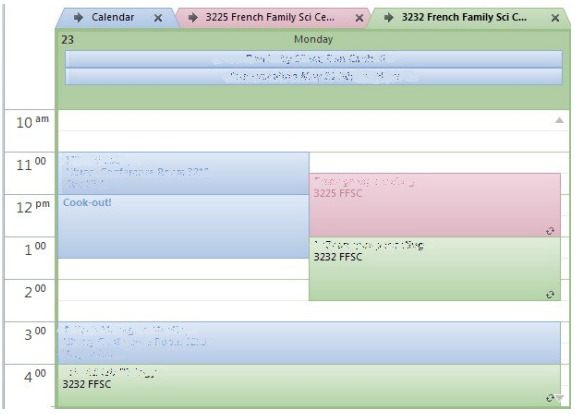


4) Now to view the Calendars in an Overlay mode, Right click on any Calendar in the view window and then select the option that says ‘Overlay’.



5) The Calendars are now overlaid. If you want other calendars to be overlaid, right click on that particular calendar and then select the ‘Overlay’ option from the list.



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<tr>
<td>Email Signatures</td>
<td>Signature</td>
<td>Create a signature</td>
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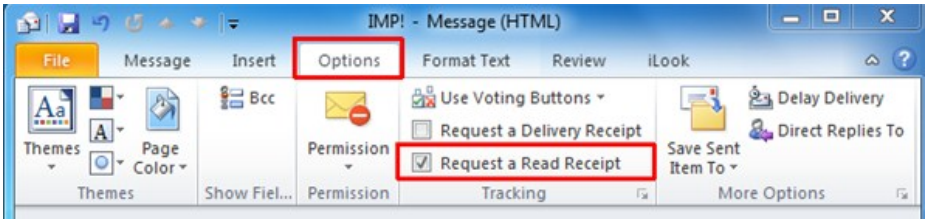
		Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**. Click on **New** to define a new signature. Select a signature under **Default** if you want it to be appended to every message. If you want to manually add a signature to a message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.
Email receipt /read (Properties)	Read Receipt	From Home tab, click **New E-mail**. Navigate to **Options** tab, and From *Tracking pane* enable **Request a Read Receipt** option, now click **Send** to send it to recipient.  By enabling this option, the recipient will typically be asked if he is willing to send the receipt back to the sender. If the recipient agrees, you receive the receipt in your inbox. On opening the receipt, it will be showing the time/date of mail, when it was sent and when it was read.
Check Mailbox Size	Mailbox Size	**Outlook 2010 - Check the Size of Your Mailbox** Currently, all Exchange email accounts have a quota limit that, when exceeded, prevents you from sending and eventually receiving any email. All Duke Law users should be configured to auto archive older messages into

		Archives once a week. From the **File** tab, under **Info**, you will see your current storage usage. The tools under "Clean-up" can assist you in reducing your space, but they should be used with caution. Contact the help desk if you have questions.
Web Access	Web Access	***http://exch2010.oit.duke.edu***
Quick View	Turn on or off the Reading Pane	On the **View** tab, in the **Layout** group, click **Reading Pane**, and then click **Right**, **Bottom**, or **Off**. This must be done for each folder; there is no global on or off in Outlook.