

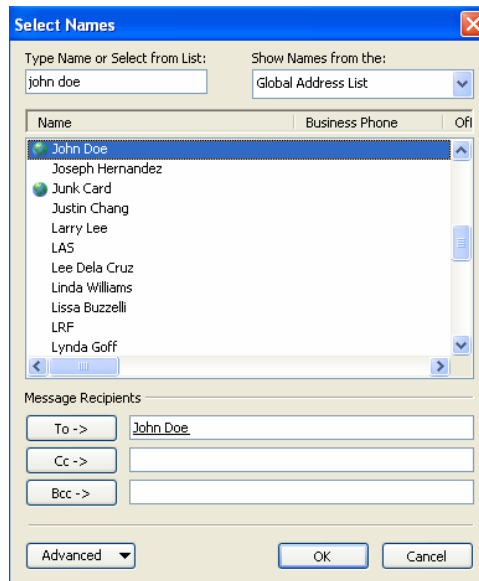


## Getting Started: Useful Information about Outlook

- Using Outlook on Exchange will enable you to use your e-mail and calendar without a separate password. **The same password that you use to log in to Windows also logs you in to Outlook**, which will also handle calendaring. No more typing a separate password each for Windows, Eudora, and Corporate Time (Oracle).
- Outlook doesn't have a "Check Mail" button. Use **"Send/Receive" to check mail:** 
- When you want **to look up an e-mail address** for and send e-mail to UCOP employee, do this:
  - In the message to be sent, click the "To" button. 
  - In the Select Names box, type part or all of the name to find it on the list. Select the name, click on the "To" button to add to addressing of your message, and click OK.



- You can add an individual to the CC or BCC field in the same manner.
- You need to know that **Outlook blocks certain attachments**. It blocks files with the following extensions: exe, com, mdb, pst, lnk, asp, bat, cmd, scr. For a complete list, see <http://office.microsoft.com/en-us/assistance/HA011402971033.aspx>
  - You will no longer need to go to the UCOP Web site to **set up an out-of-office reply**. Instead, in Outlook, select Tools menu>Out of Office Assistant. Click the circle for "I am currently out of the office." Type your away message. Click OK.

