

Microsoft

Exchange Server 2003 &



Microsoft Office

Outlook Web Access

Provided by Microsoft Exchange Server 2003

Outlook 2003

- **Ms Exchange Server & Outlook 2003**
- **Features**
- **Benefits**
- **Outlook Screen**
- **Outlook Web Access (OWA) Screen**

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- **Ms Exchange Server & Outlook 2003**

Microsoft Exchange Server is a messaging and collaboration service designed to help you communicate more effectively. Along with the rich client functionality provided by Microsoft Outlook.

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- **Features**

Exchange Server & Outlook offer:

Mobile, remote, and desktop e-mail access, Shared Calendars, High reliability and outstanding performance Out of office notifications, Online collaboration, Outlook Web Access, Outlook Mobile Access & ActiveSync, and Email aliases.

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- **Benefits**

Companies both large and small benefit from the messaging and collaboration features of running Microsoft Outlook and Exchange 2003.

- Email
- Calendaring
- Contacts
- Tasks
- Public Folders

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- **Benefits (Cont.)**

Email:

Send/receive your email from anywhere on the Internet using a web browser or Outlook.

Use the Journaling feature to gather in one place, all the email correspondence between everyone in your organization and a particular customer.

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- **Benefits (Cont.)**

Calendaring:

Remotely set your appointments in the Calendar portion of your Outlook window, specifying time, date, attendees and location. Create meetings with multiple attendees by checking their schedule availability and sending the invitation instantly. Exchange 2003 comes with built-in functionality that allows them to automatically accept or decline your invitation.

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- **Benefits (Cont.)**

Contacts:

Keep a database of all your contact information. Create contact folders of vendors, customers, prospective students, employees, etc. Customize any contact list to track information specific to your business. Track your organizations' interactions with these contact lists using a variety of reports.

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- **Benefits (Cont.)**

Tasks:

Remotely assign and track the completion of tasks to your employees. You will be able to monitor:

Date started and completed; actual hours and total hours worked; mileage and billing information. Status, priority level and percentage of project completed.

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- **Benefits (Cont.)**

Public Folders:

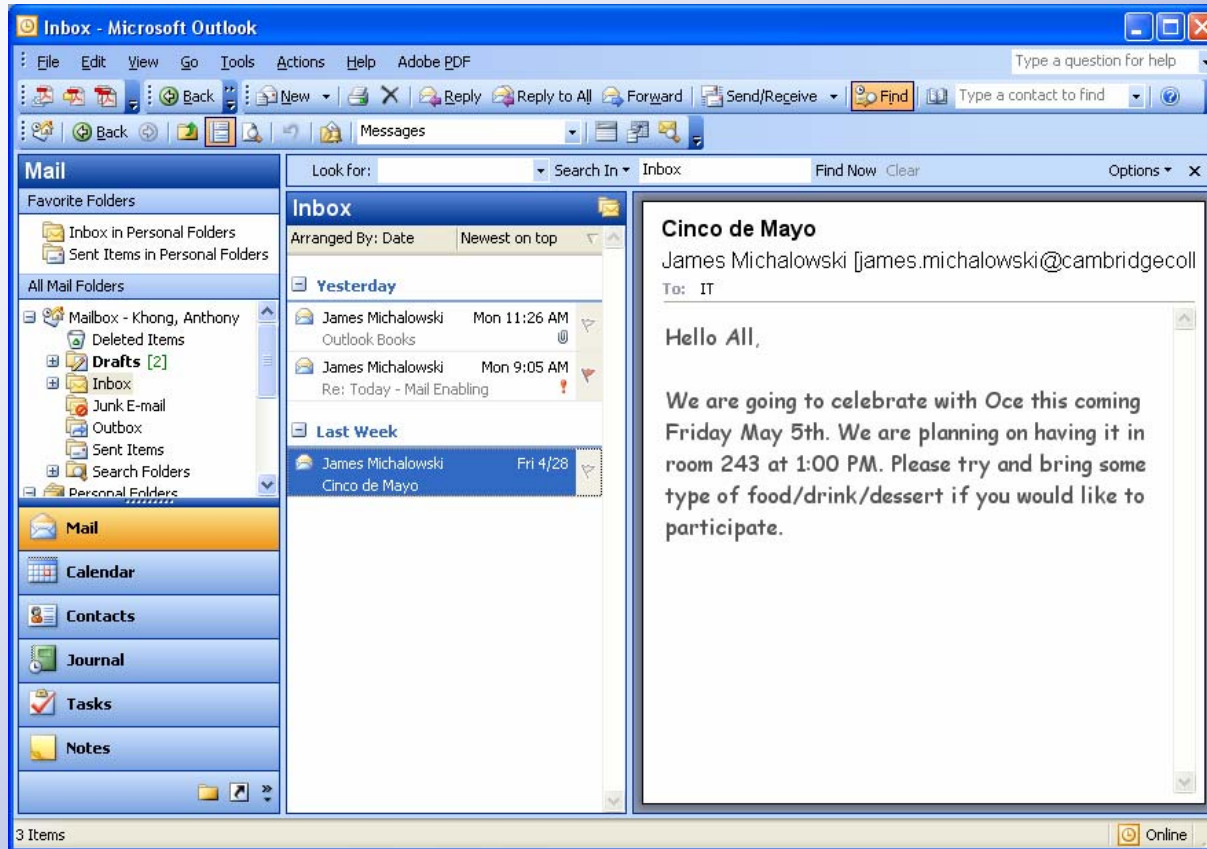
Create password-protected team folders to manage specific departments and/or customer projects. Each folder contains its own organization structure, separate from your main account including sections for Administration, Calendar, Contacts, Discussions, Documents and Tasks.

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- **Outlook Screen**



The new Outlook 2003 basic email view includes the Navigation Pane on the left and the Reading Pane on the right.

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- Outlook Screen – Calendar

The screenshot displays the Outlook 2003 interface with the Calendar view active. The window title is "Calendar - Microsoft Outlook". The menu bar includes File, Edit, View, Go, Tools, Actions, and Help. The toolbar shows navigation and view options like Back, Forward, Home, New, Today, Day, Work Week, Week, Month, and Find. The main area shows a monthly calendar for May 2006, with the 2nd of May highlighted. The left sidebar contains navigation buttons for Mail, Calendar, Contacts, Journal, Tasks, Notes, and Folder List. The bottom status bar shows "0 Items" and "Online".

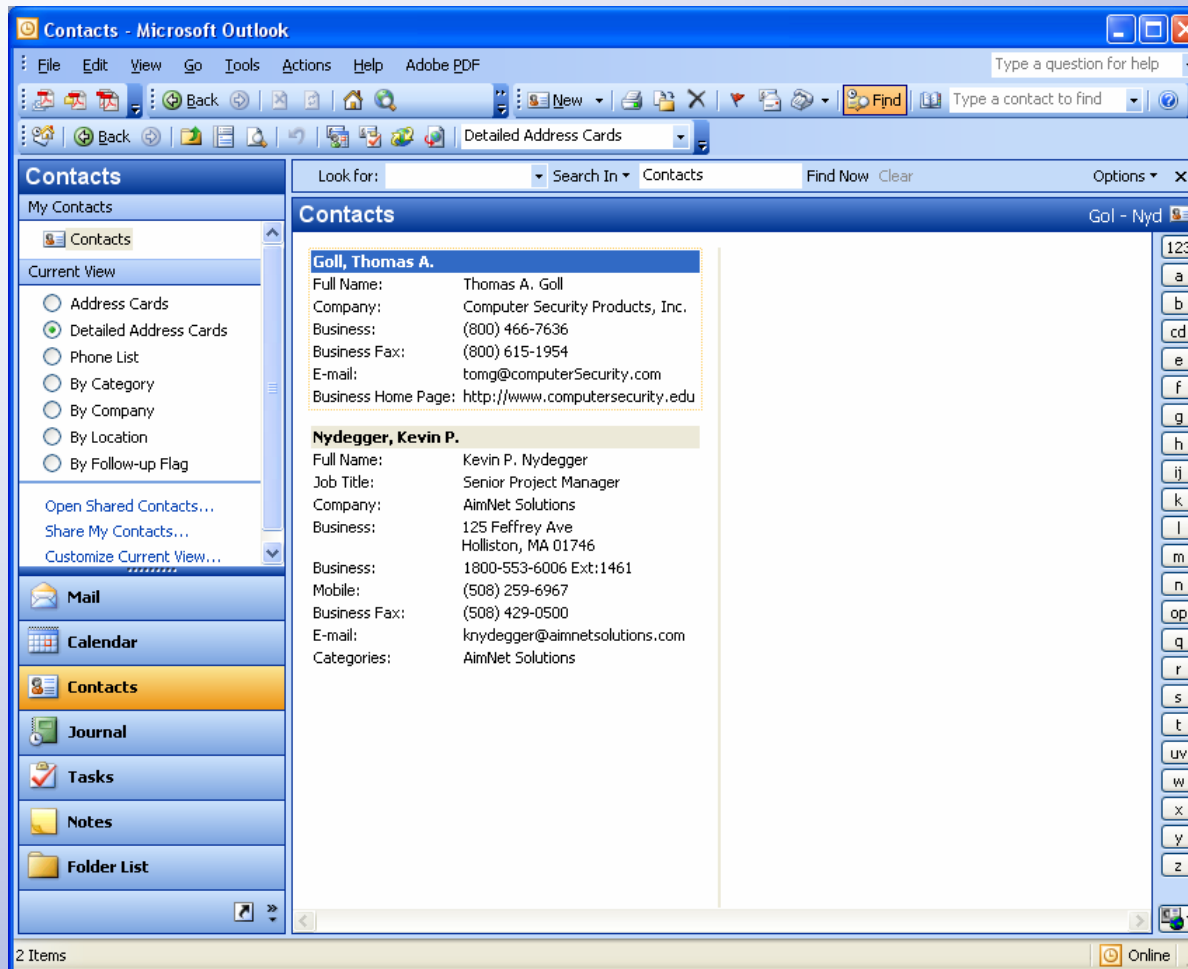
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
May 1	2	3	4	5	6
					7
8	9	10	11	12	13
					14
15	16	17	18	19	20
					21
22	23	24	25	26	27
					28
29	30	31	June 1	2	3
					4

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• Outlook Screen – Contact Manager



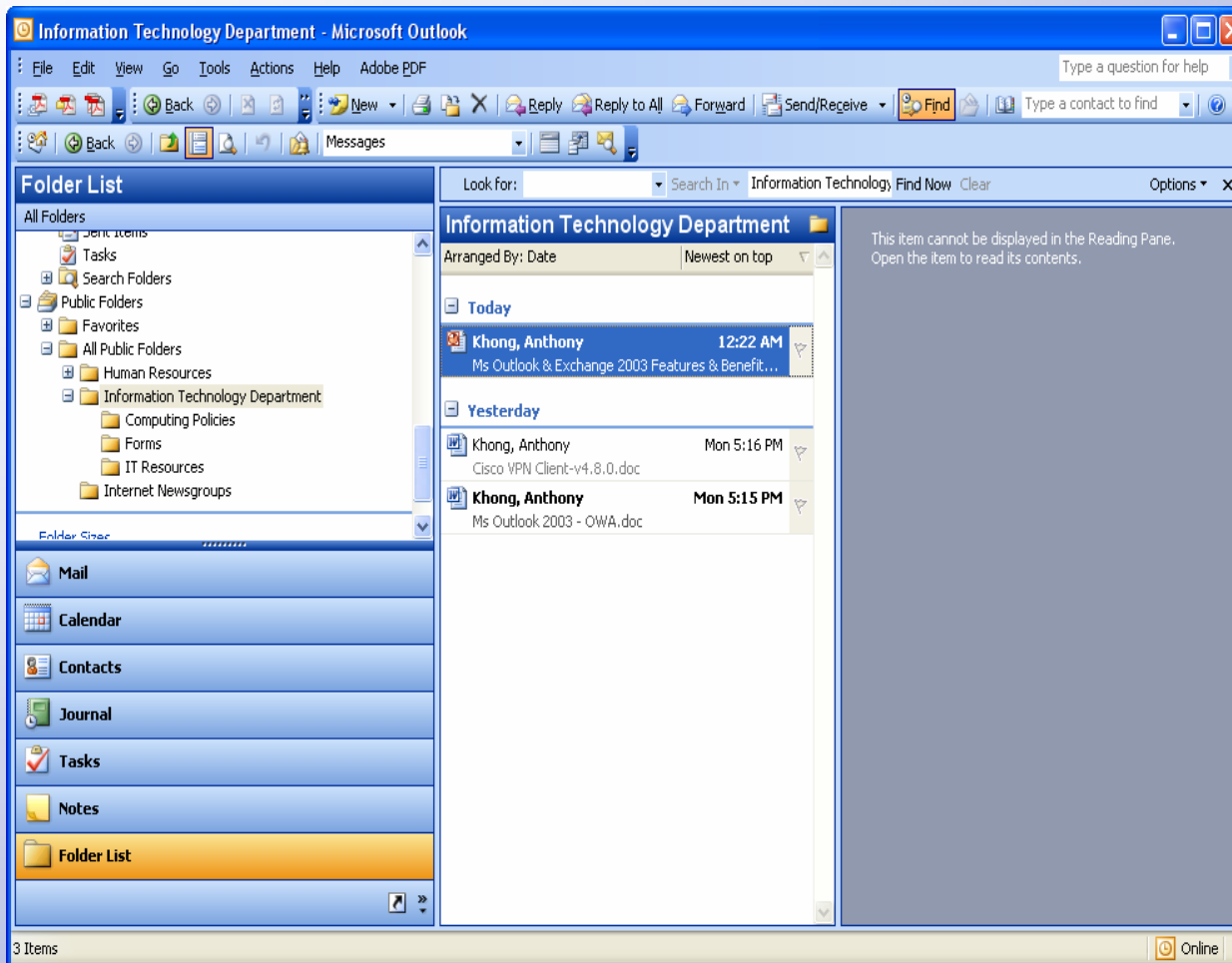
Keep a database of all your contact information. Create contact folders of vendors, customers, prospective students, employees, etc.

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- **Outlook Screen – Public Folder**



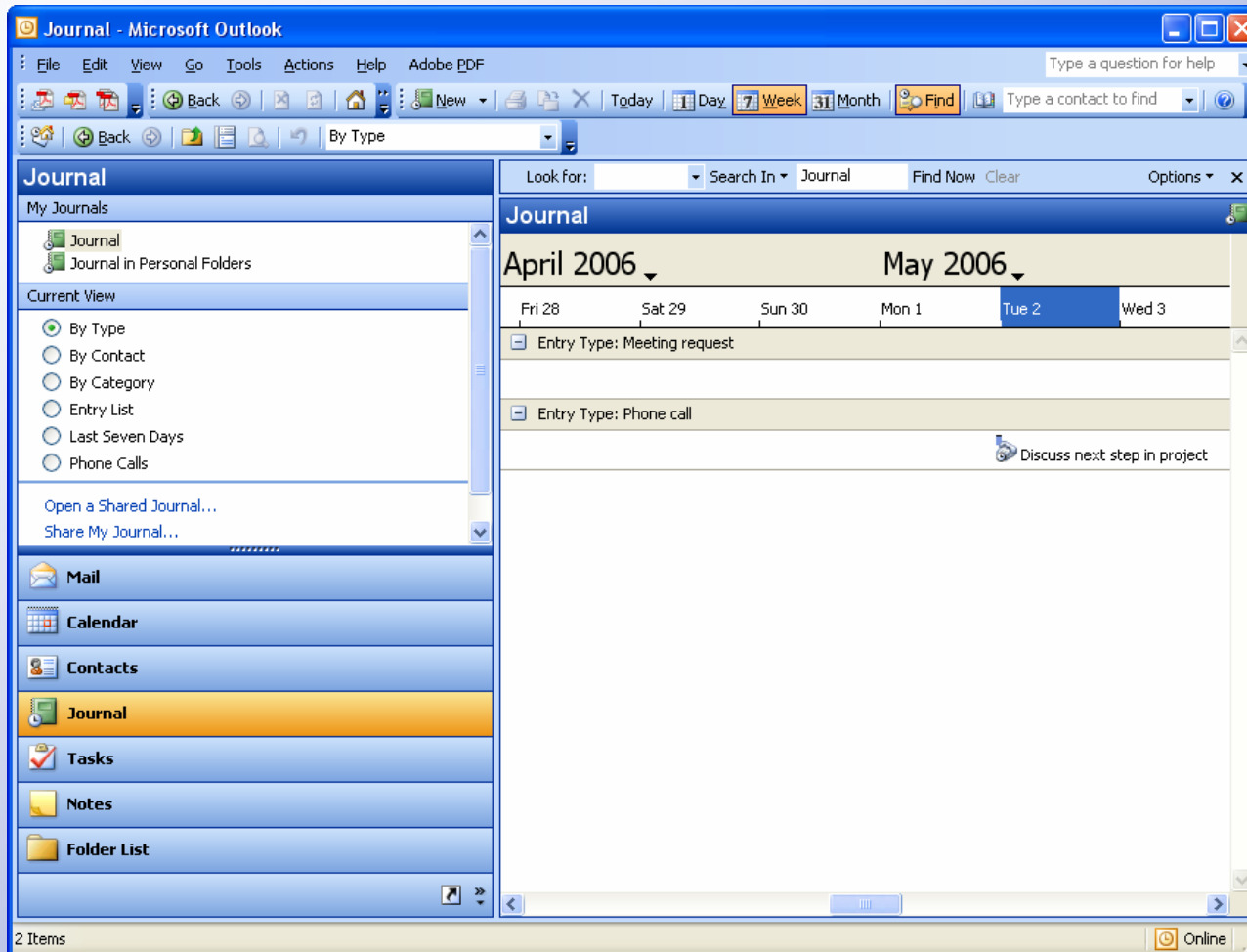
Sharing data with, prospective students, employees, and customers on public folder.

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- **Outlook Screen – Journal**



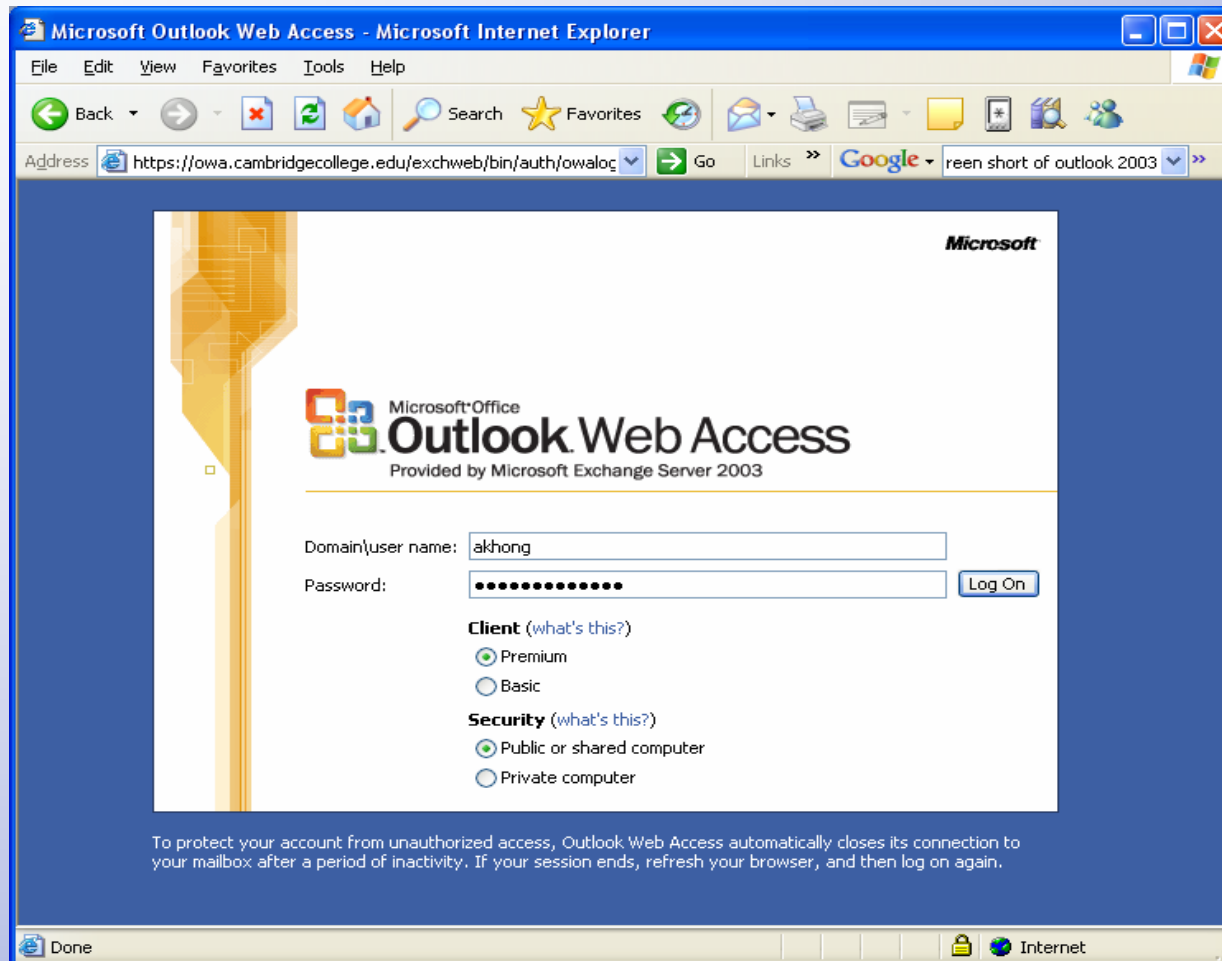
Journal folder provides a single place to track all your work and your daily interactions.

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- Outlook Web Access (known as OWA)



With OWA, you can use a Web browser to access your Ms Exchange mailbox at Cambridge College from any computer with an Internet connection.

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- **OWA 2003 – Main Screen**

The screenshot displays the Microsoft Outlook Web Access (OWA) 2003 interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <https://owa.cambridgecollege.edu/exchange/>. The OWA interface features a navigation pane on the left with folders such as 'Khong, Anthony', 'Calendar', 'Contacts', 'Deleted Items', 'Drafts [2]', 'Inbox', 'Journal', 'Junk E-mail', 'Notes', 'Outbox', 'Sent Items', 'Sync Issues', 'Tasks', 'Search Folders', and 'Large Mail'. The 'Inbox' folder is currently selected. The main content area shows a list of messages with columns for 'From', 'Subject', and 'Received'. The selected message is from James Michalowski, dated Mon 5/1/2006 11:00 AM, with the subject 'Cinco de Mayo'. The email body contains the following text:

Cinco de Mayo
James Michalowski
[james.michalowski@cambridgecollege.edu]
To: IT
Cc:

Hello All,

We are going to celebrate with Oce this coming Friday May 5th. We are planning on having it in room 243 at 1:00 PM. Please try and bring some type of food/drink/dessert if you would like to participate.

In fact, you can do many of the same things you can do with Microsoft Outlook, such as read and send messages.

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- OWA 2003 – Calendar**

The screenshot displays the Microsoft Outlook Web Access interface within a Microsoft Internet Explorer browser window. The address bar shows the URL <https://owa.cambridgecollege.edu/exchange/>. The main content area is titled "Calendar" and shows a weekly view for the period "May 01, 2006 - May 07, 2006". The calendar grid shows appointments for Tuesday, May 02 (12:00 PM - 12:30 PM, "Update NITE") and Friday, May 05 (9:00 AM - 9:30 AM, "Testing Exchan"). A navigation pane on the left lists folders such as "Khong, Anthony", "Calendar", "Contacts", "Deleted Items", "Drafts [2]", "Inbox", "Journal", "Junk E-mail", "Notes", "Outbox", "Sent Items", "Sync Issues", "Tasks", "Search Folders", and "Large Mail". Below the folder list are buttons for "Inbox", "Calendar", "Contacts", "Tasks", "Public Folders", "Rules", and "Options". A small monthly calendar for May 2006 is visible in the top right corner of the main area.

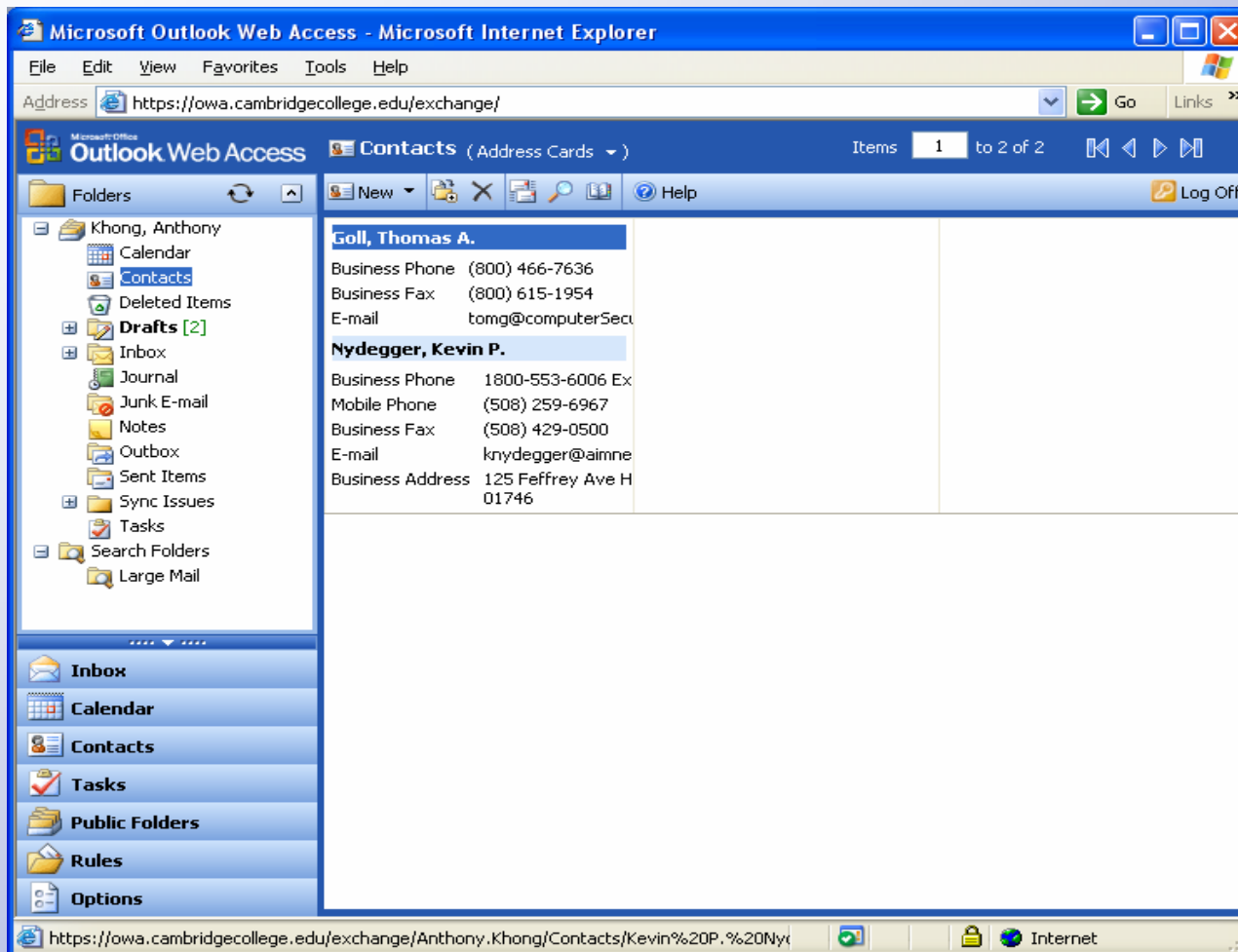
Users now can schedule appointments through OWA 2003.

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- OWA 2003 – Contact Manager



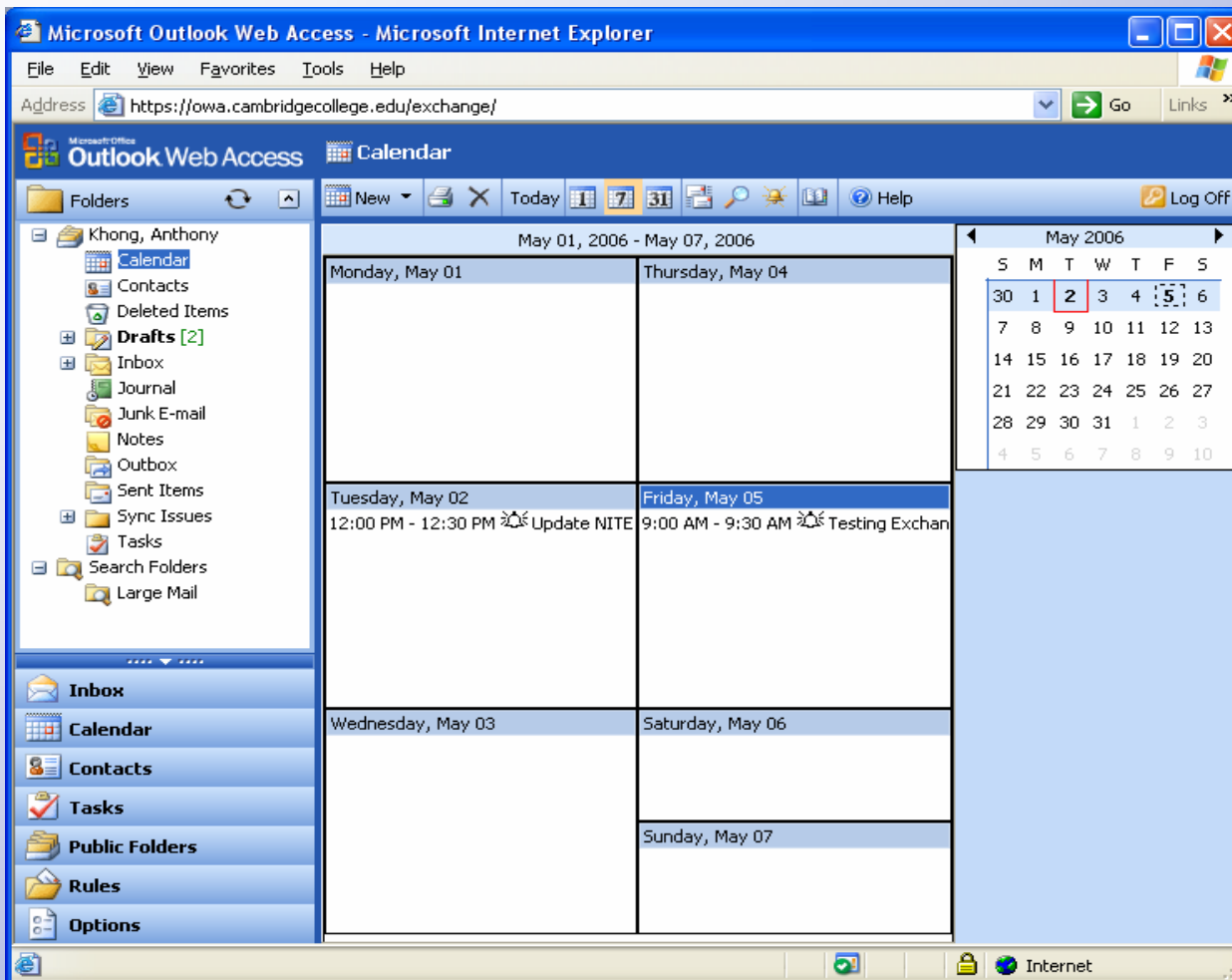
Use Contacts Manager to store the e-mail address, phone numbers, and street addresses through OWA 2003.

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- **OWA 2003 – Public Folder**



Use public folders to share files, calendars and contacts with other people in your workgroup or organization.

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The End