

Microsoft Office | Outlook

Microsoft Outlook is the email program provided for you in the Microsoft Office package. Using Outlook will help you keep your emails organized and send and receive emails with ease.

How are Acadia Professors using it?

Professors are using Outlook to filter their emails from colleagues and from students in each of the courses they teach. This feature allows for better time management and enables them to decide what emails need to be answered right away without needing to scroll through a long list.

Outlook is being used to receive mail from other email accounts, including hotmail, home accounts, and other university email addresses. It can also be set up to forward your email when you are away from Acadia.

The Calendar function in Outlook is a way to keep organized; you can record all classes, meetings, and office hours.

Outlook lets faculty send emails to all students in a class that can include small attached files. To do this, simply send an email to your class using the course name, number, and section number. Ex. comp1813x1@acadiu.ca

Microsoft Office | Notes on Outlook

Webmail

If you would like to check your e-mail from another computer follow these steps:

- In any internet browser (though Internet Explorer works best in showing the same view as Outlook) type in <http://exchange.acadiau.ca>
- A pop-up box will appear asking for your username and password. For the username type acadia\username (i.e. for Greg Deveau he would type acadia\gdeveau). In the password box type in your password and press ok. The same pop-up box will reappear: retype the previous information for the username and password
- There you have it; your messages will appear in the browser.

Vacation Message

If you are away on vacation and would like to have an automatic message sent to those who send you an e-mail, follow these steps:

- With your Mail folder selected go to Tools and select Out of Office Assistant
- The Out of Office Assistant dialogue box will appear. Select the radio button; I am currently Out of the Office. Type the message that you would like to be sent to those who have sent you an e-mail while on vacation in the AutoReply box.
- The Add Rule button gives you various features for this assistant that you can look through.
- Once you have it set up the way you would like press OK.

Adding in Other E-mail Accounts

If you would like to add in another e-mail account to Outlook follow these steps:

- Select Tools and then E-mail Accounts.
- Select the radio button, Add a new e-mail account, and click Next
- Fill in the server information required for the e-mail account and click Next
- Fill in your Internet E-mail Settings and click Next
- Press Finish and you have now added in another e-mail account to Outlook.