



Introduction to Outlook 2007

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Revised September 15, 2008

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What is Microsoft Outlook?

Microsoft Outlook 2007 is a groupware application that supports e-mail, calendars, contacts, “to-do” lists, and other features. This is not to be confused because of its name, Outlook, with Microsoft Outlook Express. Microsoft Outlook is a substantially more powerful and feature-rich application. It is a full groupware software system that works with Microsoft Exchange servers, bringing all of the rich features of Exchange servers to the fingertips of Outlook users, including automatic backups of messaging content as well as calendars, group resources, tasks, etc., all enabling individuals to work together as a group across the enterprise.

This handout covers the basic features of Outlook that you are likely to be using at UT Austin. Comprehensive help on Outlook’s features are discussed in on-line tutorials well as web-based training at office.microsoft.com → **Products** → **Outlook 2007 Help**. Additional training can be found at <http://business.microsoftlearning.com/>, accessible with a **Microsoft Live ID** available through UT Austin’s Microsoft e-learning license through the UT Austin Campus agreement. Links to this information can be found under the “Tutorials” tab on the ITS Training website at www.utexas.edu/its/training.

What is the MS Exchange Server?

Microsoft Exchange is integrated server software that manages electronic mail, shared documents and calendars and enables group collaboration through shared calendaring and resources. Although Microsoft Outlook does not require a Microsoft Exchange server, Outlook offers more functionality when used in conjunction with this product.. The Exchange server that is owned by Information Technology Services is called the Austin Exchange Messaging Service or AEMS. You might hear it called the “Austin Exchange Server” and generically, “Austin Messaging Services.”

You can activate an ITS Austin Exchange Mail Service account at <http://www.utexas.edu/its/account>. There, you can decide if you will pay for your Exchange service using an “IT Pre-Paid Account”, or if your department will pay for it. If your departmental will be setting up ITS Exchange Services for you, they will assign you an e-mail address and set mailbox limits by going to the ITS TRAC pages <https://utdirect.utexas.edu/its/account/department/>.

In either case, you can then view and/or configure your Exchange mailbox settings on the ITS TRAC webpages.

If your department or college runs an Exchange server that you wish to subscribe to, please contact the corresponding departmental Help Desk or Information Technology Support Group.

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