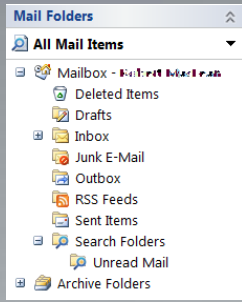


Email

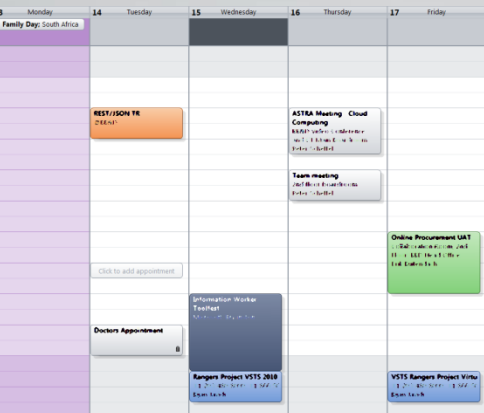


Use auto-archive to move mail locally.

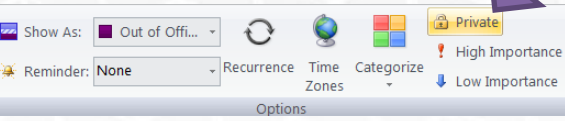
Local mail (or anything a PST) is not backed up with the server. Remember to do your backups.

Mail Box Size Limit

Can share your calendar with others.



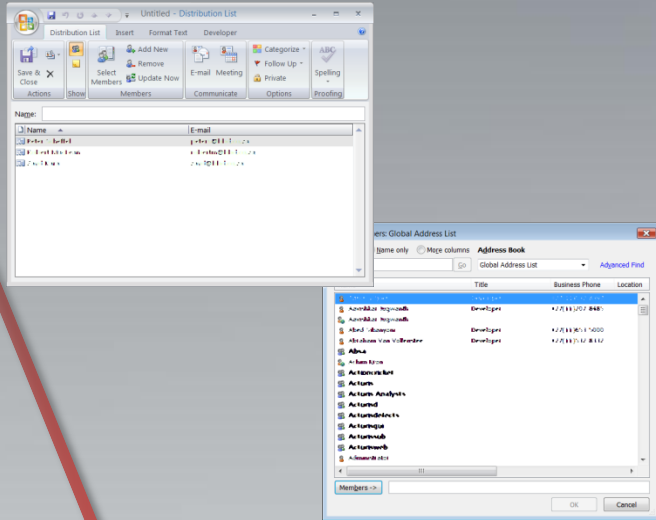
You can control your permissions via the permissions tab or the private button.



Calendar

Contacts

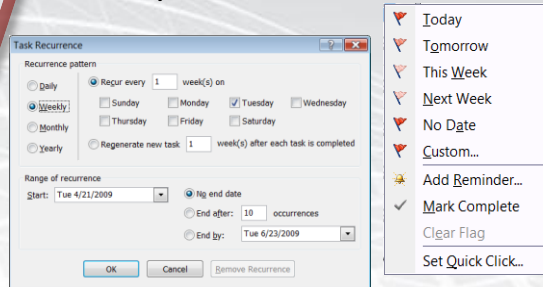
Can create groups to send emails to, invite to meetings and assign tasks to.



Global Address List (from Exchange) has all the details of everyone in your organisation.

Tasks

Anything you flag can be a task (great for marking emails to respond to after you read them - instead of marking as unread)

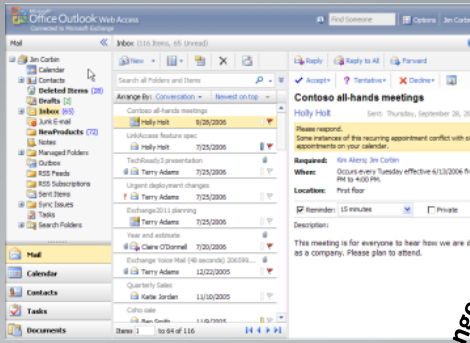


Tasks can be assigned, just like emails

Outlook Web Access

OWA URL

Allow access to your mailbox, tasks, calendar and out of office settings from anywhere you have internet access.



OWA + Internet Explorer = Better Together

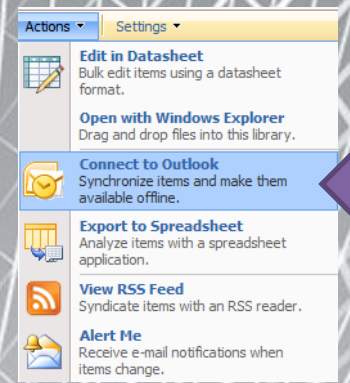
Change network password and out of office assistant too.

SharePoint URL

Use Outlooks powerful interface to create complex tasks and recurring calendar events in SharePoint.

SharePoint

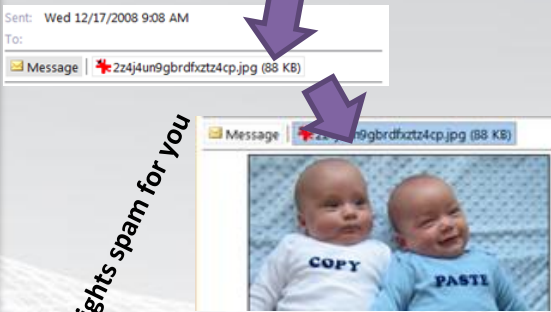
Can connect any list (document library, tasks, calendar etc...) to SharePoint for 2 way synchronisations with offline support!



SharePoint URL



Attachment previewing saves you from having to launch other applications



Junk Mail: Fights spam for you

Outlook Features

RSS stands for Really Simple Syndication

Out of office assistant auto responds to mail when you are away

Look for the orange icon

RSS



Warning: By default goes into your mailbox - can fill up your server space quickly