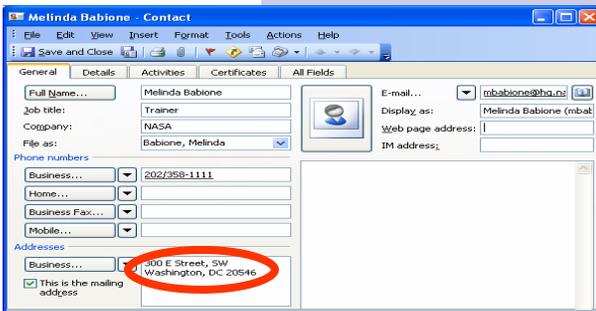


Display a Map of Contact's Address

1. In Contacts view, double click the name of a contact
2. Verify that you have already typed in an address for that contact
3. Click the **Display Map of Address** button



You will see a map of the location based on the address on your contact.



Create a Distribution List

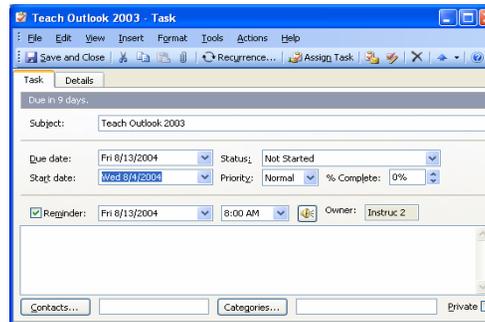
1. Select **File => New => Distribution List**
2. Create a name for the Distribution List
3. Click the **Select Members** button
4. **Double click** each name so it appears in the Members List
5. Click **OK** once all names have been chosen
6. Click the **Save and Close** button to save the Distribution List

Tasks

Tasks is your online “to do” list. It will remind you when tasks are due, and will allow you to manage them. Tasks can also be assigned to other people.

1. In Tasks view, click the **New Task** button
2. Click the **Assign Task** button 
3. Click the **To** button and double click the name of the task recipient
4. Click **OK**
5. Fill out the task subject and details
6. Click **Send**

The assignee will receive the task as an email. You will receive email alerts as the task is updated by the assignee.



COMPUTER TRAINING CENTER

If you are interested in taking a computer applications class, please contact the Computer Training Center at 358-1111.

E-mail : ctc@hq.nasa.gov

Website: www.hq.nasa.gov/office/codec/codeci/ITservices/ctc/ctc.htm



HEMI Outlook 2003 Calendar, Contacts, and Task Features



NASA Headquarters Computer Training Center

Please Note: Meeting Maker will continue to be your calendar of record until further notice. Email, Contacts, and Tasks in Outlook are fully functional. Items shaded yellow are not currently available.

Calendar

The calendar is an integral part of Outlook. When you invite people to attend your meeting, Outlook will send out the email invitations for you. If recipients accept the request, Outlook will schedule it on their calendar for them. The Outlook Calendar has several different views for you to choose from.



Create and Color Code Appointments

Appointments can be color coded on your calendar to help you distinguish various types of appointments.

1. In Calendar view, click on the **New Appointment** button



2. Fill out the appointment window by filling in the date, time, description, and location of your appointment



3. Choose the **Label** drop down menu and select a color

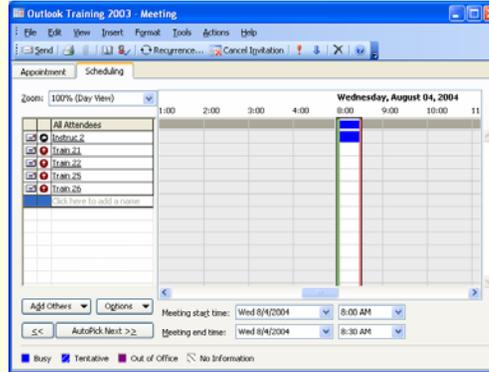


4. Click the **Save and Close** button once you have finished

Invite People to a Meeting

1. Click on the **New Appointment** button
2. Click on the **Invite Attendees** button
3. Click the **To** button and select your guests
4. Choose **Required** or **Optional** for each guest

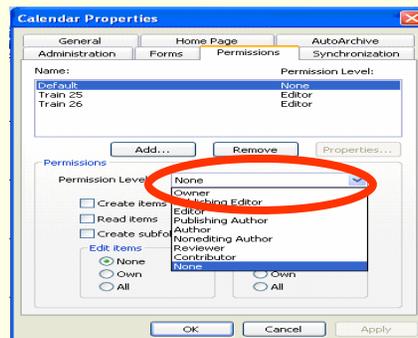
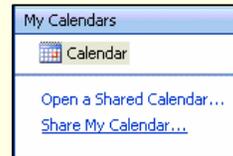
5. Click **OK** to return to the appointment window
6. You can compare the schedules of the attendees by clicking on the **Scheduling** tab
7. After filling out the details of the meeting, such as subject and location, click the **Send** button to send the email invitation to the attendees



Share My Calendar

Sharing a calendar is similar to proxy rights in Meeting Maker. If you want to give someone the ability to open and view your calendar, you have to give them permission to do so.

1. Under **My Calendars** in the left pane, click the **Share my Calendar** link
2. Click the **Add** button
3. Select the name of the person you would like to give permission to
4. Select the **Permission Level**



5. Click the **OK** button

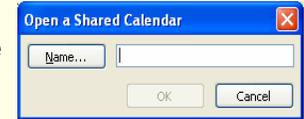
Open a Shared Calendar

After someone has given you permission to view their calendar, while in Outlook, you will need to open their calendar.

1. Under **My Calendars** in the left pane, click the **Open a Shared Calendar** link

2. Click the **Name** button

3. Select the name of the person whose calendar you would like to open



4. Click the **OK** button

You can view more than one calendar simultaneously, or view one calendar at the time, by adding or removing check marks next to the calendar's name



Create a Contact

The contacts feature is similar to an address book. You can send an email to a contact and get a map of their location. You can also create distribution lists in order to send emails to a group of people.

1. In Contacts view, click the **New** button
2. Fill out all fields
3. Click the **Save and Close** button

You can forward a contact to another Outlook user via email. From an open email, select attach, choose item, choose contacts, and select the name of the contact to be sent.