Configuration Instructions

Objectives

- Configure Outlook 2007
- Set-up your Default Address Book
- Update Calendar Items
- Establish Attributes
  - Add Email Signature
  - Configure Delegations
  - Configure Personal Distribution Lists
  - Configure Calendar Shares
  - Configure Email Categories
How to Configure Outlook 2007 for UAConnect

1. Go to Start.
2. Locate and click on Control Panel.
3. Locate Mail and double click.
4. The Mail Setup pop-up window will appear. Under Profiles click on the Show Profiles… button.
5. At the Mail window click on the Add… button.
6. The New Profile pop-up window appears. Under Profile Name: create a profile name and click OK.
7. Enter your email address if not already entered.
8. Click Next.
9. Outlook will search for the server configurations.
10. When you are prompted to restart Outlook, click OK.
11. Then Click Finish.
12. At the Mail pop-up window select Always use this profile. At the drop-down box location select the new profile you just created. Click Apply and then click OK.
13. Outlook will open to your account.

How to Set-Up Your Default Address Book

1. Click on the Address Book icon.
2. The Address Book window will open. Click on Tools… from the menu bar.
3. Select Options…
4. Here you have a few options listed:
   a. Global Address List (GAL) – comprehensive listing of UA faculty, students and staff but does not include student workers. Listed as default address book.
   b. Faculty and Staff – comprehensive listing of only UA faculty and staff.
   c. Student Employees – comprehensive listing of only UA student workers.
5. Under Addressing, select Custom from When sending e-mail, check address lists in this order: click the Add button. The Add Address List window will open.
   a. Scroll down and select from one of the three options you want to add to your list (Ex. Faculty and Staff). Click the Add button.
   b. Select the next option (Ex. Student Employees) and click the Add button.
   c. Arrange the address list in the order of importance to you.
   d. Click the Close button to close this window.
6. Select the address list which you want to be your default (Ex: Faculty and Staff) and click the up arrow until that option is the first address listed.
7. Select the Student Employees address list and click the up arrow until Student Employees is the second listed.
8. If the list **Contacts** is listed, and/or **Suggested Contacts**, perform the same steps as listed in **Step 7** and add the list using the up arrow to place these items as third and/or fourth.

![Addressing window]

9. Under **Addressing**, at the **Show this address list first** location, the **Global Address List** is selected by default. You can change this option with the drop down menu.

10. Once complete, click **Apply** then **OK**.
11. Click the red ‘x’ to close the **Address Book** window.

**How to Update Calendar Items**

1. Open the meeting in your Calendar.
2. If it is a recurring meeting, go to **Edit Series**.
3. Note the name of the room then delete the room from the invitation.
4. Re-invite the new UAConnect room to the meeting.
5. Send Update.
Establish Attributes

How to Add Signatures

1. Click on **Tools**.
2. Click on **Options**.
3. Click on **Mail Format** tab.
4. Click on **Signatures** button.
5. Create your new signature in the text box field.
6. Select the appropriate signature for both **New Messages** and **Replies/Forwards**.
7. Configure **New Messages**: with the names of the new messages signature.
8. Configure **Replies/forwards**: with the name of the reply signature.

How to Configure Delegations - Perform this Step if You Assign Delegates

1. Click on **Tools**.
2. Click on **Options**.
3. Select **Delegate** tab.
4. Click on **Add** button.
5. Search the **Global Address List** (GAL) for the delegate name.
6. Click **Add**, and then click **OK**.
7. In the **Delegate Permissions** dialog box you can accept the default permission settings or select custom access levels.
8. Assign permissions.
9. Click **OK**.

How to Configure Personal Distribution Lists

1. Open **Contacts**.
2. Drag the file(s) into **Contacts**.
3. Verify that each list appears in the **Contacts** and that the contents are correct.

How to Configure Calendar Shares

1. To open your calendar, click on **Calendar**.
2. Under the heading **My Calendars**, right click on Calendar – [with your email address].
3. Select **Share** then **Share Calendar**.
4. A new sharing message will open. In the **To**... field enter the name(s) of the individual(s) you noted during pre-migration to whom you want to share your calendar. Send the message.
5. Adjust the permissions if needed
   a. Under the heading **My Calendars**, right click on **Calendar** – [your email address].
b. Select Properties.
c. Click on the Permissions tab.
d. Assign permissions.

How to Configure Email Categories

1. Open Outlook.
2. Click on Categories.
3. Click on All Categories.
4. Select a category and change the color using the color drop down box.
5. To add a new category
   a. Click on New...
   b. Enter a name for the category.
   c. Select a color using the color drop down box.
   d. Click OK.
6. Click OK.

Optional:
For more information on UAConnect or to learn about optional features such as Lync (IM Chat and Live Meeting), UAConnect and Mobile Devices, FAQ’s, and Training please visit: http://uits.arizona.edu/uaconnect