Configuration Instructions

Objectives

- Configure Outlook 2010
- 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 2010

1. Open Outlook.
2. If prompted for a new profile, enter a profile name.
3. Click OK.
4. Enter your email address if not already entered.
5. Click Next.
6. Outlook will search for the server configurations.
7. When you are prompted to restart Outlook, click OK.
8. Then Click Finish.
9. 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. Select Custom from When sending e-mail, check address lists in this order: Here is a brief description of three of the most commonly used address books:
   - Global Address List (GAL) – comprehensive listing of UA faculty, students and staff but does not include student workers. Listed as default address book.
   - Faculty and Staff – comprehensive listing of only UA faculty and staff.
   - Student Employees – comprehensive listing of only UA student workers.
5. 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 lists 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.
9. Once complete, click OK.
10. 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. Make a note of the room name and 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 signature in the text box field.
6. Select the appropriate signature for both New Messages and Replies/Forwards.
7. Configure New Messages: with the name of the new messages signature.
8. Configure Replies/forwards: with the name of the reply signature.

How to Configure Delegations

1. Click on Tools.
2. Click on Options.
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 – [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 who you want to share your calendar with as captured and noted during your pre-migration steps. Select the level of sharing you wish to grant. Note: If you are
sharing your calendar with anyone using Office 2007 or Office 2011, only select either Free/Busy or Full Details. **Do not select Limited Details.**

5. Check the box if you want to request that recipients share their calendar with you.

6. Send the message.

7. 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**.

**To Learn More**

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: https://uits.arizona.edu/uaconnect