

Outlook 2010 e-mail system

Access guide to Web-based [Training](#)

As part of the State of Georgia's technology transformation, your agency will move from GroupWise to the more up-to-date Outlook e-mail system. The instructions below explain how to access Web-based **training courses for Outlook 2010** to help you prepare to use the new e-mail system.

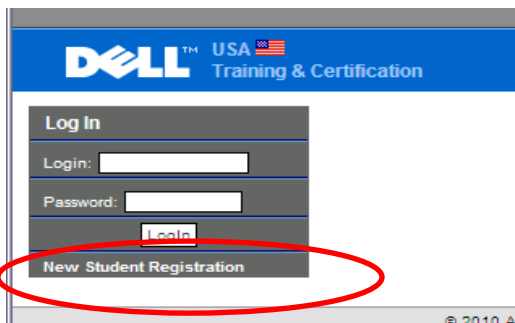
If you have trouble accessing the training course, please contact the GETS Consolidated Service Desk at 877-GTA-3233. Tell the agent you are having trouble with the Dell Learning Server.

Initial considerations:

- To view the training course you'll need an Internet connection and access to your agency's network* (see page 7). For those who do not have access to your agency's network, other training options will be provided.
- Once you've created a login name and password for the training site, keep them for future reference.
- Set your own pace. Complete the full course or portions at a time.
- Take advantage of other available courses once you're familiar with Outlook 2010.
- Return to the training site as needed through 2014 (date subject to change).

Access instructions

- 1) Ensure you are logged in to your agency's network (see page 7).
- 2) Click this link: <http://g2otraining.gta.ga.gov>
- 3) At the login screen below, click on "New Student Registration."



The screenshot shows the Dell USA Training & Certification login page. At the top is the Dell logo and 'USA Training & Certification'. Below is a 'Log In' section with a 'Login:' field, a 'Password:' field, and a 'Login' button. At the bottom of the login section is a link for 'New Student Registration', which is circled in red. The footer of the page indicates '© 2010 A'.

4) Register by completing the fields framed in red, and then click "Submit."

In the "Login" field, enter a login name you create.

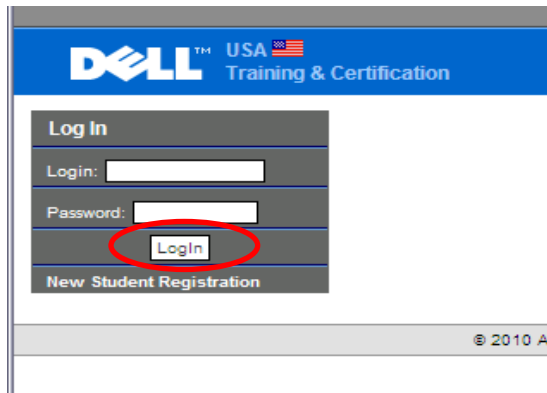
Note: Hang on to your login name and password for future reference. Your password will not expire. If you forget your password or user ID, you may create another user profile to access the training materials.

The screenshot shows a web browser window titled "Register - Mozilla Firefox: IBM Edition". The address bar shows "167.192.39.4/Register.asp". The page header includes the Dell logo and "Training & Certification". The main content area is titled "Register" and contains a form with the following fields:

- Personal Information:**
 - First Name * (framed in red): John
 - Last Name * (framed in red): Doe
 - Address: 1324 Main St
 - City: East Hartford
 - State: CT
 - Zip: 60117
 - Title:
 - Agency/Institution (framed in red): DNR
 - Billing Officer:
 - Business Phone (framed in red): 860-XXX-XXXX
 - Mobile Phone:
 - Fax Number:
 - Registration Code:
 - email (framed in red): Doej@xxx.com
 - Login * (framed in red): Doej
- Password:**
 - New Password * (framed in red): [masked]
 - Verify Password * (framed in red): [masked]

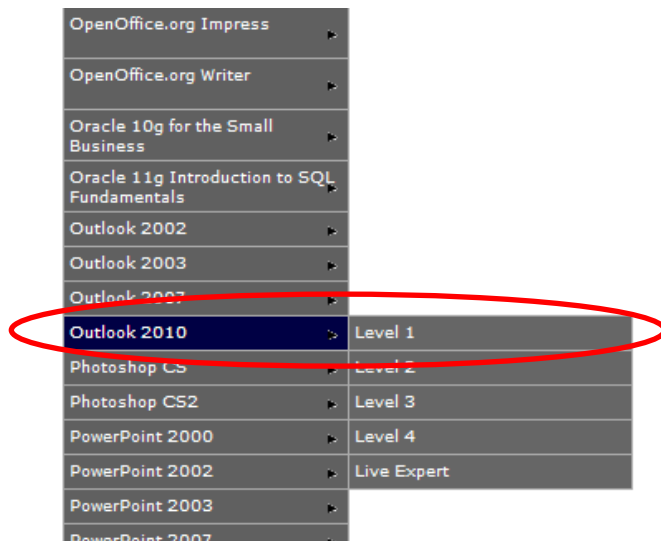
At the bottom of the form are "Clean" and "Submit" buttons. A note on the right side of the form states: "* Indicates a field is required". The footer of the page reads: "© 2010 AtHand Solutions. All Rights Reserved".

- 5) You will again see the log in screen below. Enter your login name and password, and then click "Login."



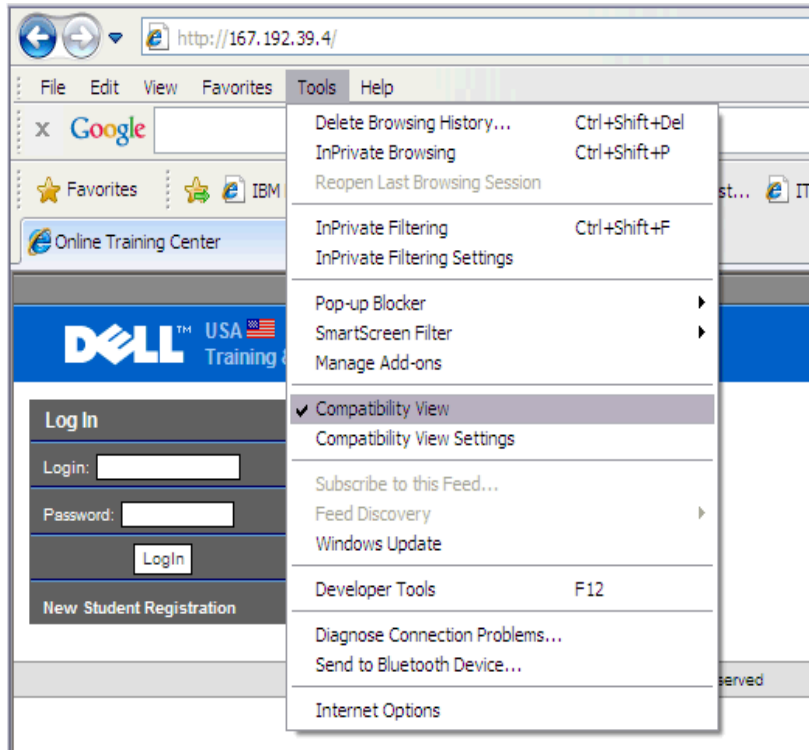
The image shows a login screen for Dell USA Training & Certification. At the top is a blue header with the Dell logo and the text "USA Training & Certification". Below the header is a grey box containing the "Log In" section. This section has two input fields: "Login:" and "Password:". Below these fields is a "Login" button, which is circled in red. At the bottom of the grey box is a link for "New Student Registration". At the bottom right of the page, there is a copyright notice: "© 2010 A".

- 6) A course listing (in alphabetical order) appears at the left side of the page. Scroll down to select "Outlook 2010," then "Level 1." [Level 1 covers e-mail basics. Levels 2-4 cover other Outlook functions.]



OpenOffice.org Impress	▶	
OpenOffice.org Writer	▶	
Oracle 10g for the Small Business	▶	
Oracle 11g Introduction to SQL Fundamentals	▶	
Outlook 2002	▶	
Outlook 2003	▶	
Outlook 2007	▶	
Outlook 2010	▶	Level 1
Photoshop CS	▶	Level 2
Photoshop CS2	▶	Level 3
PowerPoint 2000	▶	Level 4
PowerPoint 2002	▶	Live Expert
PowerPoint 2003	▶	
PowerPoint 2007	▶	

Note: If you do not see Outlook 2010 Level 1–4 courses as shown above, go to your Web browser's "Tools" menu at the top of your screen, then click "Compatibility View" as shown below. You should now be able to review the courses.



7) After you select a course, a course outline appears.

Click on the desired section (e.g. 3.0 Managing Emails) or a specific segment (e.g. 3.2 Email Status Icons) to begin.

Note: If the window shown below does not display on your screen, you may see a pop-up window asking you to install Adobe Flash. Accept the prompts to do so. If the training window still does not display, call the Consolidated Service Desk at 877-GTA-3233. Tell the agent you are having trouble with the Dell Learning Server.

Outlook 2010 Level 1 - Mozilla Firefox: IBM Edition

167.192.39.4/Courses/Makau3/Outlook2010Level1/index.asp?CourseID=734786

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Outlook 2010 Level 1

Notes

Course Outline

- 1.0 Getting Started (25:42)
 - 1.1 The New Outlook 2010 Interface, Views And Ribbons
 - 1.2 The New File Menu In Outlook 2010
 - 1.3 What Will I Be Able To Do At The End Of This Course
 - 1.4 Using the Files Included
 - 1.5 Starting Outlook For The First Time
 - 1.6 Customizing The Quick Access Toolbar
 - 1.7 How Does Email Work?
- 2.0 The Basics Of Email (45:45)
 - 2.1 Creating And Sending An Email
 - 2.2 Sending Emails To More Than One Recipient
 - 2.3 Receiving And Reading Emails
 - 2.4 Using Carbon Copy And Blind Carbon Copy
 - 2.5 Recommendations For Setting The Subject
 - 2.6 Spell Checking Your Message
 - 2.7 Hyperlinks In Emails
 - 2.8 Attaching A File To A Message
 - 2.9 Setting The Importance Level
 - 2.10 Setting The Sensitivity Level
- 2.11 Deleting Emails
- 2.12 Selecting The Right Text Format For Emails
- 2.13 Using Signatures On Email Messages
- 3.0 Managing Emails (54:36)
 - 3.1 The Inbox Folder
 - 3.2 Email Status Icons
 - 3.3 Reading An Email
 - 3.4 Replying To The Sender Only Of An Email
 - 3.5 Replying To The Sender And All Recipients Of An Email
 - 3.6 Forwarding An Email To Someone Else
 - 3.7 Opening, Previewing And/Or Saving Attached Files
 - 3.8 Saving An Email As A Draft Copy
 - 3.9 Resending An Email
 - 3.10 Recalling An Email
 - 3.11 Printing An Email
 - 3.12 Controlling How You Are Notified When An Email Arrives
 - 3.13 Sending Attachments As Zipped Files (Why And How)
 - 3.14 Receiving And Handling Attachments Sent As Zipped Files

Skip 1.5 - not relevant

Course Outline

Working Files

▷ Getting Started

▷ The Basics Of Email

▷ Managing Emails

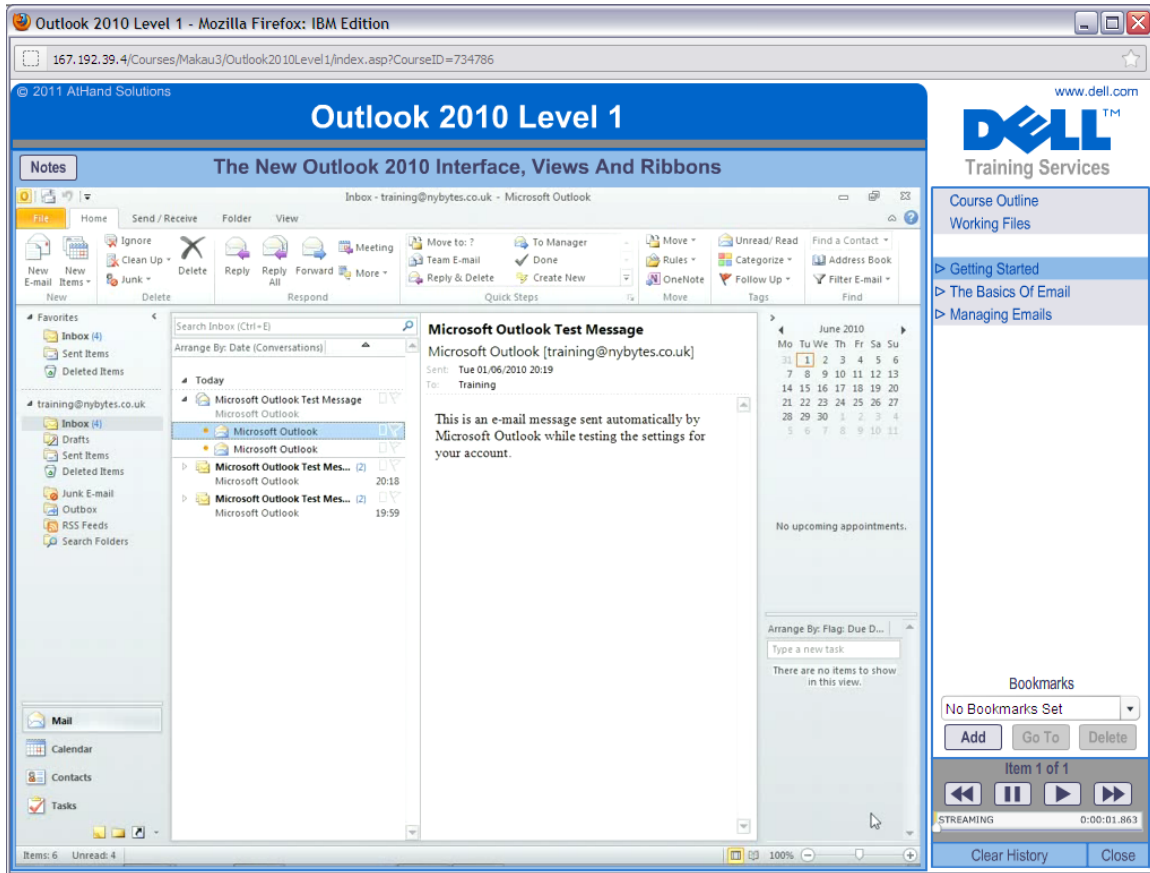
Bookmarks

No Bookmarks Set

Add Go To Delete

Clear History Close

- 8) A training window appears, and the audio track guides you. (Check your computer's volume settings.)



- 9) At the end of a training segment, click "Next" to move to the next section. (You may log out at any time. When you return to the site, simply log in and select the desired course and segment to continue.)

Again, if you have trouble accessing the training, please contact the Consolidated Service Desk at 877-GTA-3233. Tell the agent you're having trouble with the Dell Learning Server.

*Agency network access

If you see the following screens when logging in to your computer, then you have access to your agency's network and can access the online Outlook training described above. For those who do not see these screens when logging in, other Outlook training materials will be provided.

