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:

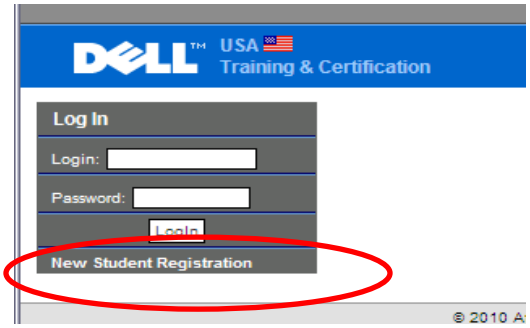
- To view the training course you'll need an Internet connection and access to your agency's network* (see page 7). For those who do not have access to your agency's network, other training options will be provided.
- Once you've created a login name and password for the training site, keep them for 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

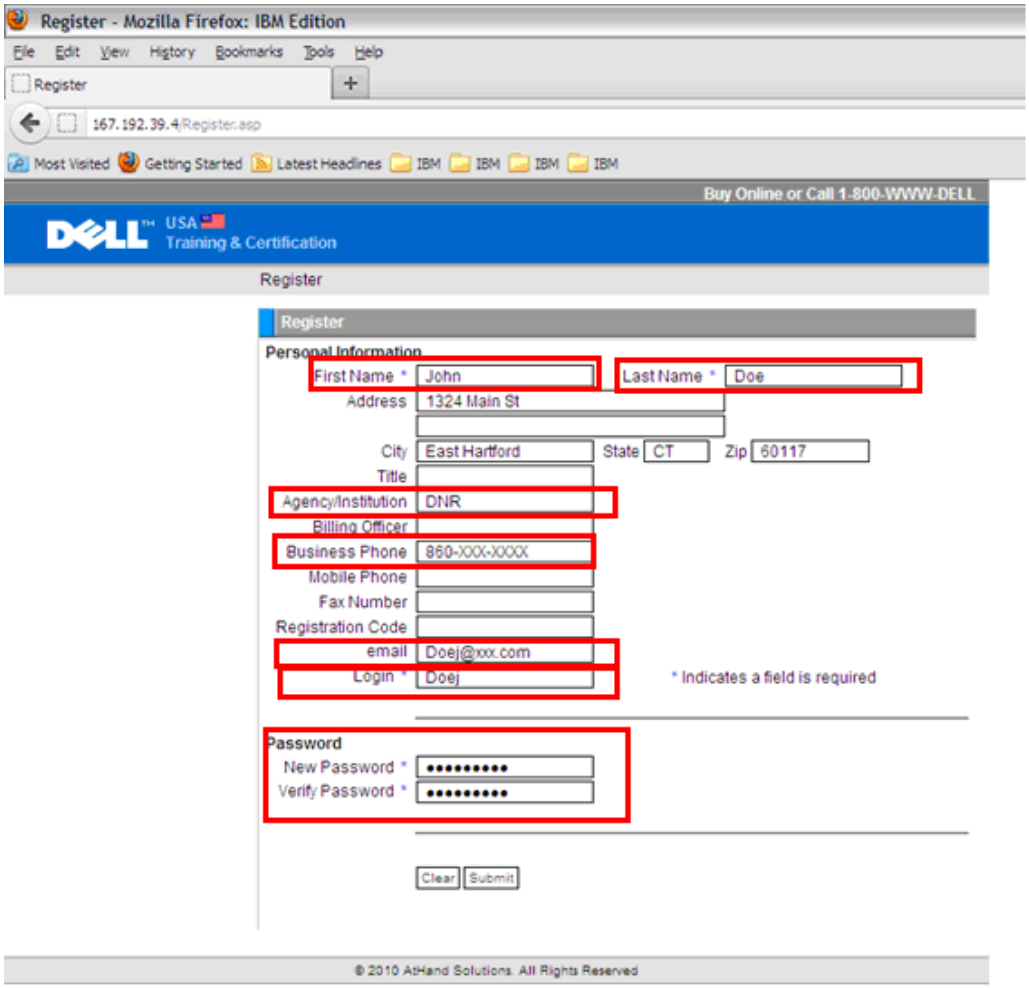
3) At the login screen below, click on "New Student Registration."



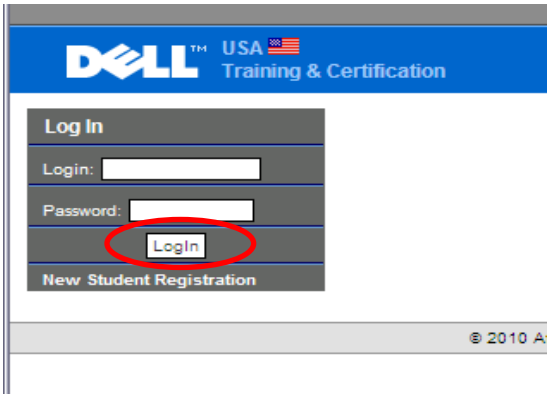
4) Register by completing the fields framed in red, and then click "Submit."

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

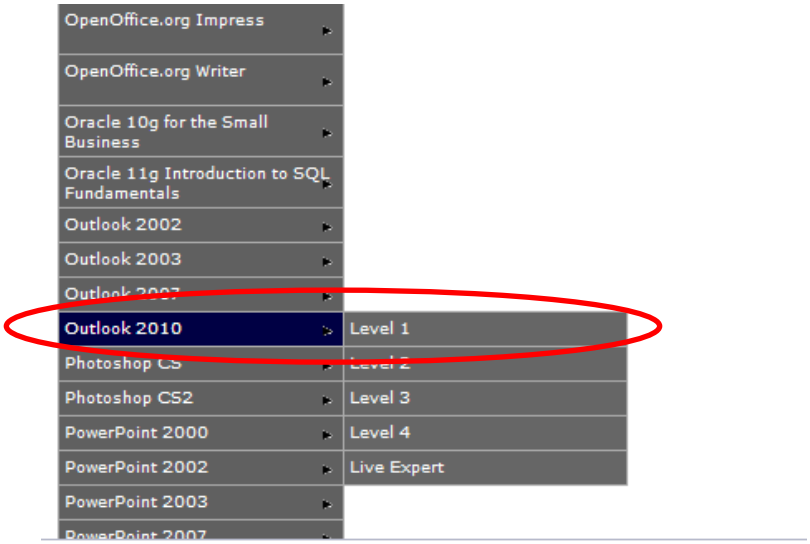
Note: Hang on to your login name and password for future reference. Your password will not expire. If you forget your password or user ID, you may create another user profile to access the training materials.



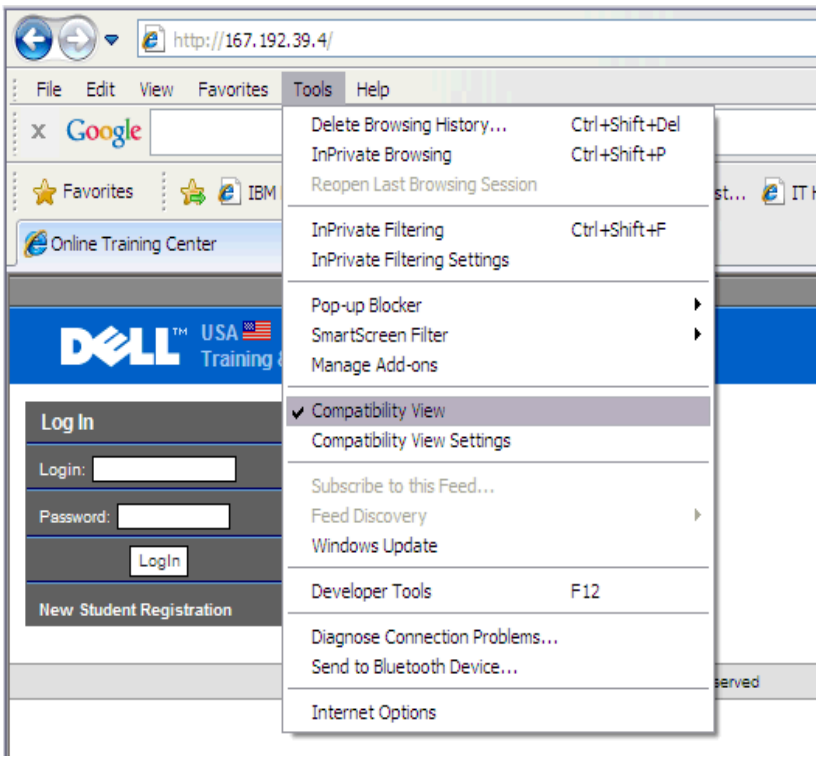
5) You will again see the log in screen below. Enter your login name and password, and then click "Login."



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.]



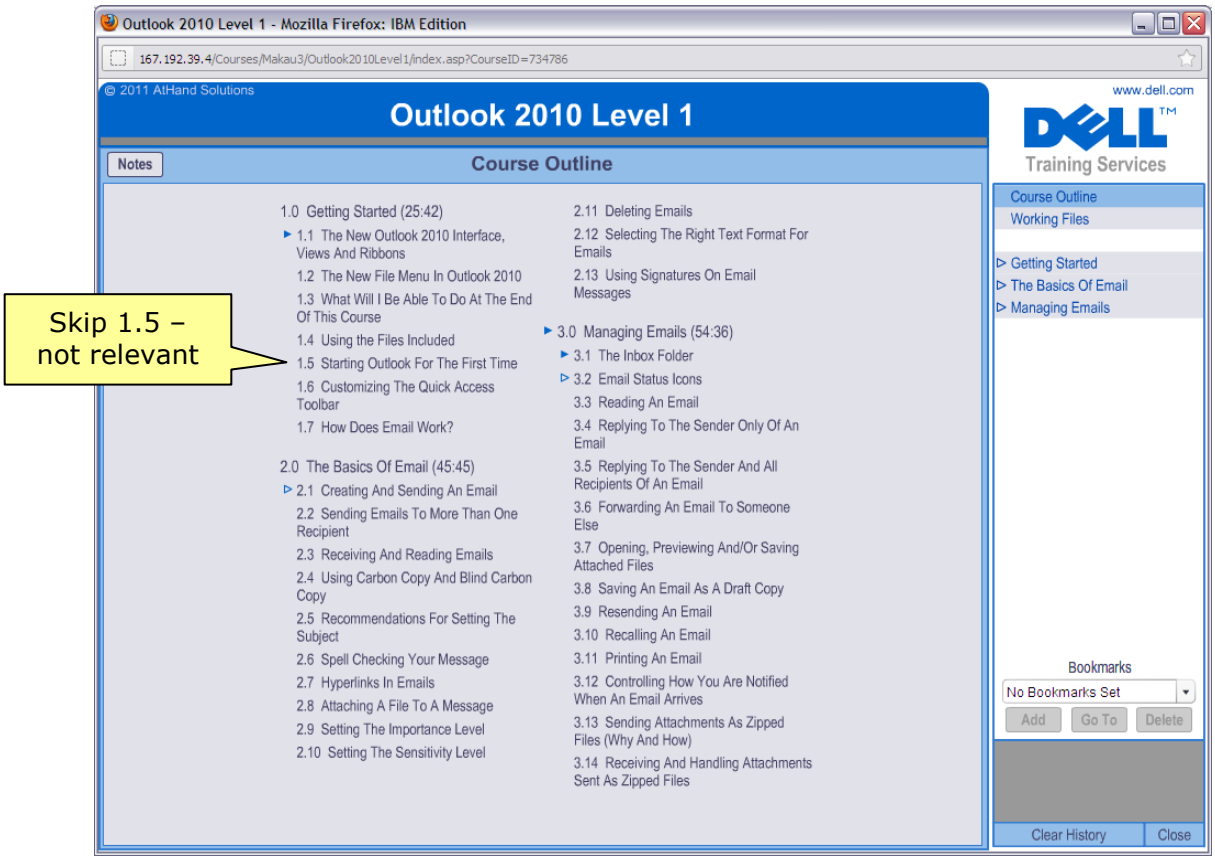
Note: If you do not see Outlook 2010 Level 1–4 courses as shown above, go to your Web browser's "Tools" menu at the top of your screen, then click "Compatibility View" as shown below. You should now be able to review the courses.



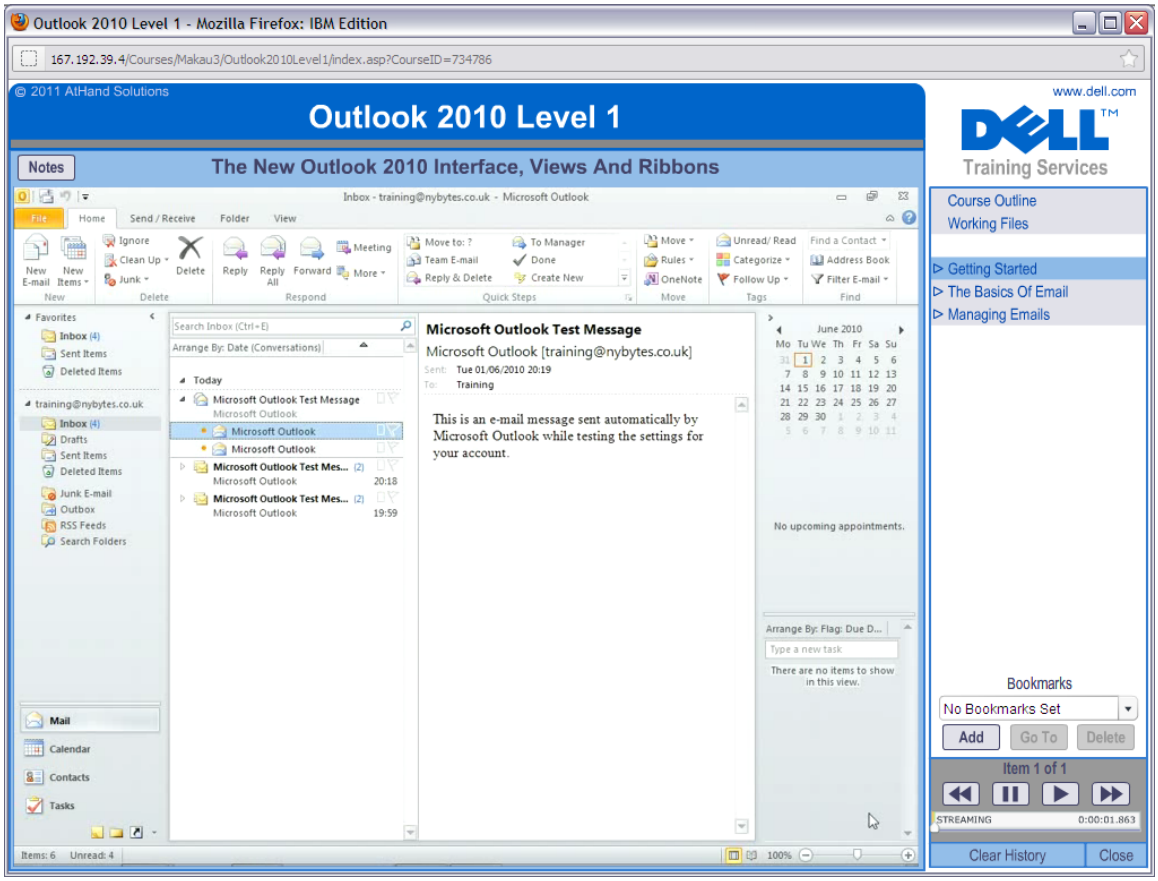
7) After you select a course, a course outline appears.

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.

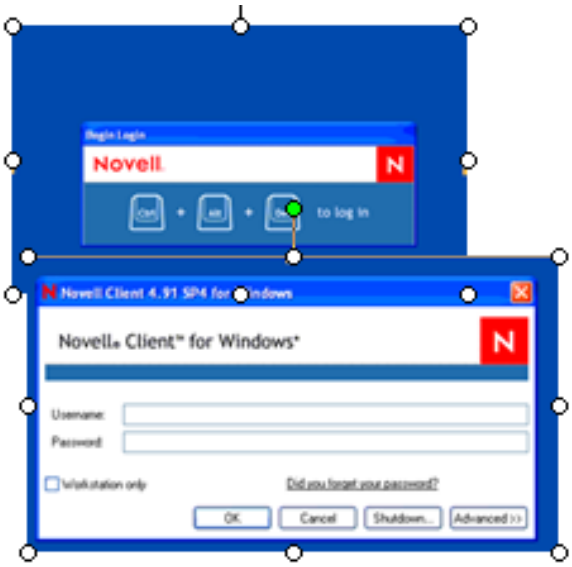


8) A training window appears, and the audio track guides you. (Check your computer's volume settings.)



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.