

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:

- These instructions do *not* apply to staff currently using GroupWise WebAccess only. Other training options are available.
- You'll need Internet access to get to the training courses.
- Once you've created a login name and password for the training site, keep them for use on subsequent site visits.
- 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).
- **DNR employees only:** To view the training course you'll need DNR network access. Other training options are available for those without access to the DNR network.

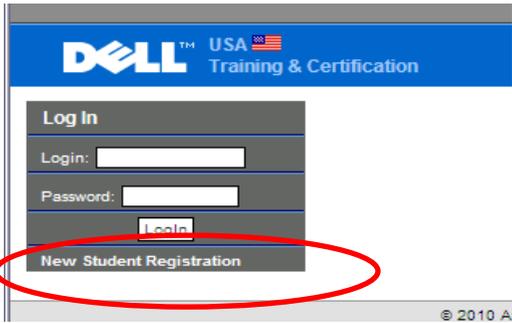
Access instructions

- 1) Ensure you are logged in to your agency's network.
- 2) Press and hold the "Ctrl" key on your keyboard, and click this link:
<http://g2otraining.gta.ga.gov>

Note: GDC employees accessing the agency network via VPN should use this alternate URL: <http://10.179.129.237/>

- 3) At the login screen below, click on "New Student Registration" on your first visit to the site to create a login name and password.

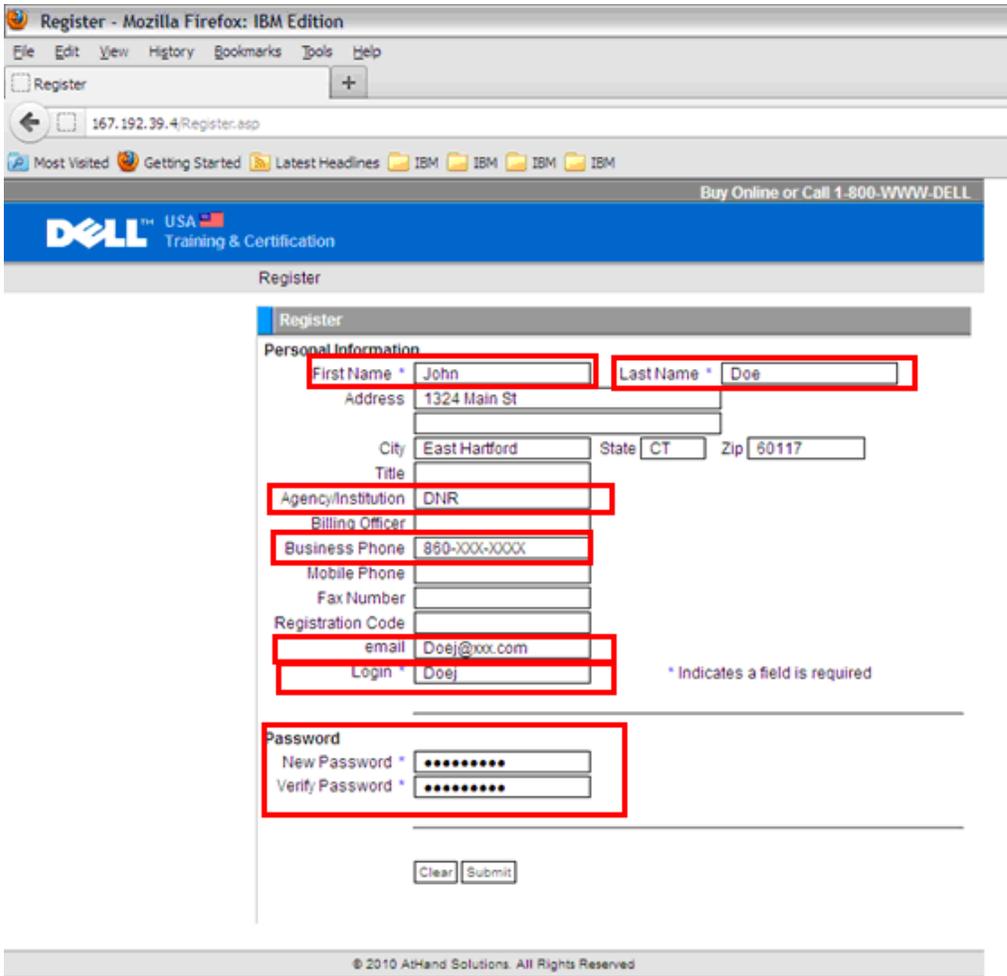
(On subsequent site visits, you will enter your credentials and log in from this screen. You'd then go directly to step 9 below.)



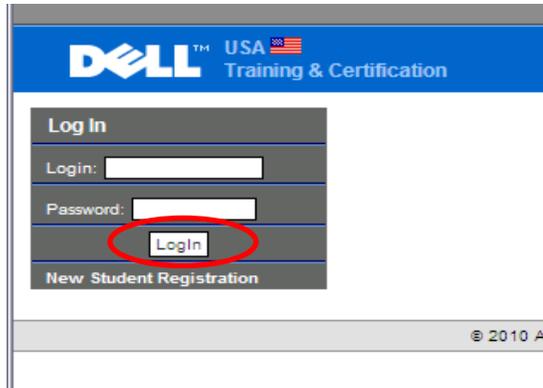
4) Register by completing the fields framed in red, and then click "Submit."

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."



DELL™ USA Training & Certification

Log In

Login:

Password:

Login

New Student Registration

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- 6) You'll now see the front page of the tool. Under the "Student Tools" section, select "Use Registration Codes."

Note: This step helps ensure your access to training relevant for your specific agency.



Student Tools

- Download Example Files
- Edit Personal Info
- Email Course Request
- Student User Guide
- Use Registration Code(s)
- View Available Courses
- View Course Expiration Dates
- View Course Reports
- Live Expert

- 7) At the "Registration Code" screen, **copy and paste** your agency's registration code from the table below. (The codes are case-sensitive. Copying and pasting is the surest way to enter the correct code.) Then, click the "Enter" button.

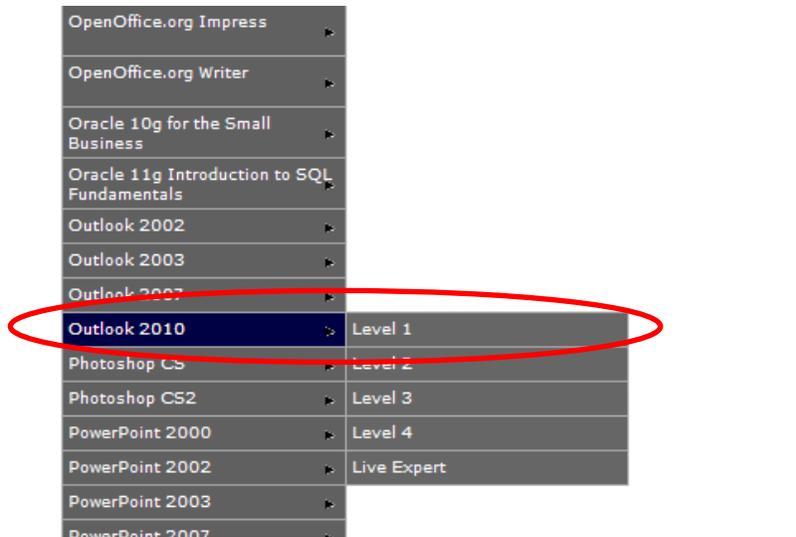


Agency	Registration Code
DNR	CONT-SXO-JGO-ZCE-LKV
GDC	CONT-AVC-SDA-CYX-SKH

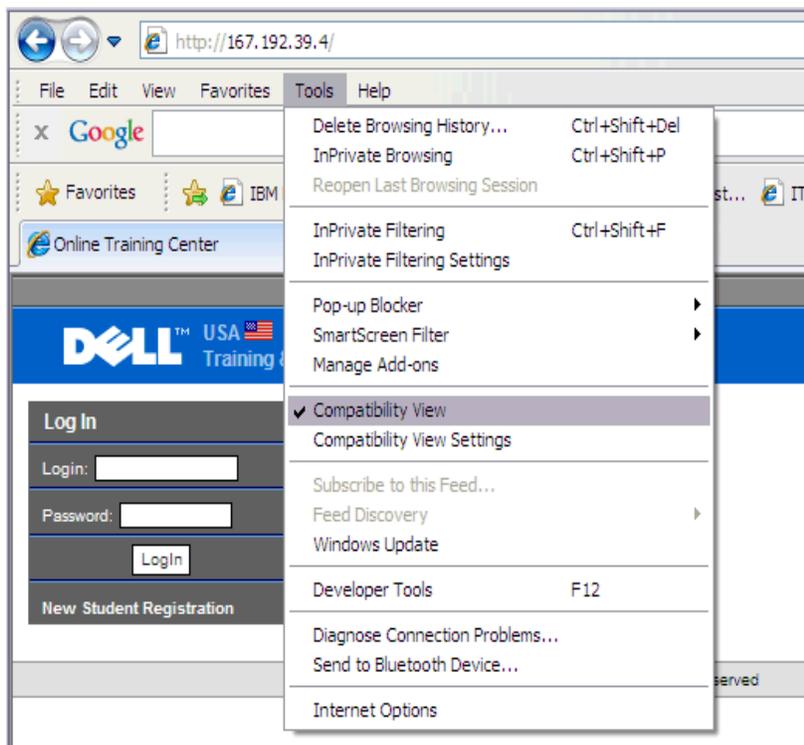
- 8) A screen confirming your agency selection will appear. (The example shows a GDC selection.) Click the red "x" at the top corner of the window to continue to the training courses.



9) 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.



10) 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.

The screenshot shows a web browser window titled "Outlook 2010 Level 1 - Mozilla Firefox: IBM Edition". The address bar shows the URL: 167.192.39.4/Courses/Makau3/Outlook2010Level1/index.asp?CourseID=734786. The page content includes a header for "Outlook 2010 Level 1" with the Dell Training Services logo. A "Course Outline" section is visible, listing various topics and their durations. A "Notes" tab is active. On the right side, there is a "Course Outline" sidebar with a "Working Files" section and a "Bookmarks" section with a dropdown menu set to "No Bookmarks Set" and buttons for "Add", "Go To", and "Delete". At the bottom right, there are "Clear History" and "Close" buttons.

Outlook 2010 Level 1

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

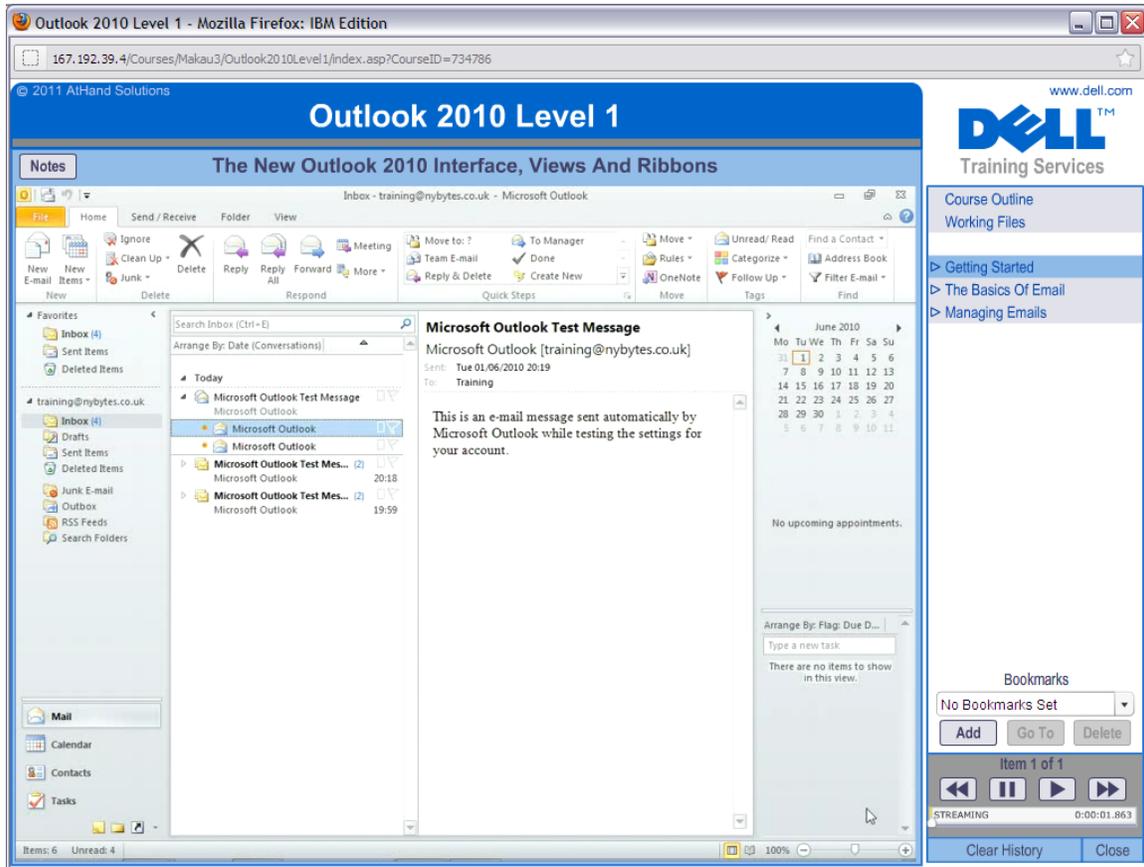
Bookmarks

No Bookmarks Set

Add Go To Delete

Clear History Close

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



12) 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.)

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