



ANGEL Learning System

Microsoft Outlook Online Training

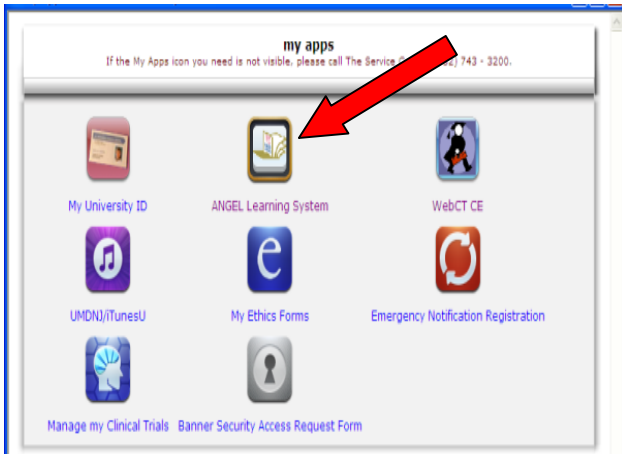
1. Log in to the UMDNJ portal at <http://my.umdnj.edu>



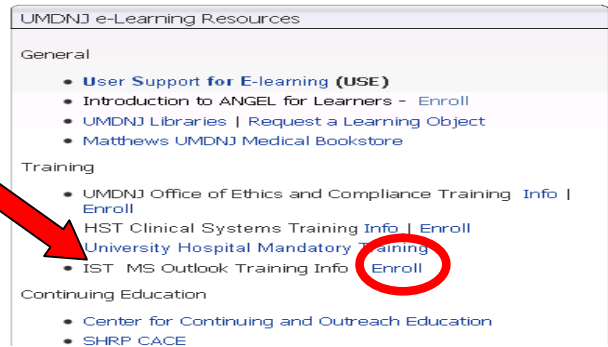
2. Click on the **my apps** icon located at the upper right of the screen.



3. Click on the **ANGEL Learning System** icon.



4. From the **UMDNJ e-Learning Resources** section on the RIGHT side of the page, click **IST: MS Outlook Training Enroll** link. A pop-up will indicate that you have successfully enrolled in the course.



5. From the **Continuing Education, Training and Groups** section on the LEFT side of the page, click on the **IST: MS Outlook Training** course title to begin.



6. On the **Content** page, read the system requirements and take the **MS Outlook 2003 and Outlook 2007 Web Access** courses (see next page).

Please note that Internet Explorer 7 or Mozilla Firefox 3, and Adobe Flash Player are required for this course. Contact IST Service Center at 732-743-3200 for internet browser or Adobe Flash issues.

Email isttrain@umdj.edu for issues related to the Outlook Training content and materials.

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Microsoft Outlook Online Training

The Microsoft Outlook Online Training through ANGEL Learning is a computer based training course designed to instruct users on various functions of the Microsoft Outlook email application. Users will learn how to send and receive emails, work with the calendar, schedule appointments and meetings, maintain contacts, manage tasks and more.

Please note that the client version of the application in the demo is MS Outlook 2003. Users who will be utilizing MS Outlook 2007 will notice minor differences.

The training is approximately 1 ½ hours long.

1. Training Modules & Quiz

- There are 2 separate training modules - MS Outlook 2003 Training and MS Outlook 2007 Web Access (OWA) Training. Both modules contain audio. If your PC is not sound enabled, you may still take the course by reading the content on the slides.
- Click the link - **MS Outlook 2003 Training Module** to review the first course.
- After completing the first course, click the **NEXT** link found at the top right of the screen to move to the second course - **MS Outlook 2007 Web Access (OWA) Training Module**.
- At the conclusion of the OWA training module, click the **NEXT** link to proceed to the **Microsoft Outlook Quiz** to complete the knowledge assessment. If you do not initially pass the quiz, re-take it as often as you like.

2. Completion of Training

- Click the **Microsoft Outlook Course Evaluation** link to provide feedback on the training curriculum and structure of the course. Your comments and suggestions are welcomed.
- The **Microsoft Outlook Resources** link displays the **Resources** tab which contains the training materials. There are links for the curriculum documents, quick references, and other useful information.

Frequently Asked Questions

- Q: Do I need to take the training to obtain access to Microsoft Outlook?
A: No, but the course is highly recommended so that you will learn how to utilize the application.
- Q: What happens if I do not pass the course assessment?
A: You can re-take the course as often as you like.
- Q: I am using MS Outlook 2007. What are the differences between 2007 and 2003?
A: There are slight changes with the new version of Outlook. Click the **Outlook2007 Enhancements.jar** link found on the **Resources** tab of the training course to review the changes.
- Q: Who should I contact if I still have questions on how to use the application after taking the course?
A: Contact your local IT support resource to find the designated MS Outlook Support resources in your area or contact IST Service Center (732-743-3200) for help on using MS Outlook.
- Q: What is the convention for my Outlook user name and password?
A: Your user name and password is the same as your CORE ID and password.
- Q: How do I access my Outlook email account from the web?
A: <http://exchange.umdni.edu>