Outlook Assignment

Objective(s):

* Learn advanced techniques of calendaring/email/scheduling systems e.g. Microsoft Outlook
* Apply ideas for better time management skills
* Schedule important course tasks (e.g. exam dates)

**Task(s):**

**S**pend at least 45 minutes researching and reviewing tips & tricks for using Microsoft Outlook. In particular, look for information on

* Managing mail/calendars/tasks
* Scheduling meetings/activities/events
* Try the following links for a start, and also do a Google search for things like “cool outlook tricks” or “best outlook tips”, etc.:
	+ Best practices for email
		- <http://office.microsoft.com/en-us/outlook/HA103874971033.aspx>
	+ Email etiquette:
		- <http://blogs.msdn.com/b/melissamacbeth/archive/2006/06/30/652988.aspx>
	+ Best practices for Calendars
		- <http://office.microsoft.com/en-us/outlook/HA103874981033.aspx?pid=CH101032731033>

**W**rite a one to two page summary of the “best new/cool tip(s)” you learned from your research. Be sure to describe any steps that you’d follow to perform this operation so others can learn how to do what you discovered.

* Save the file as “Outlook.docx” on your C: drive
* e.g. C:\Courses\CIT110Basics\Outlook.docx

**U**se the MS Outlook Calendar to complete the following:

* **Add breaks** from school:
	+ Project your calendar into the upcoming school year and add all the “breaks” into your Outlook calendar
		- For the Fall, you’d enter Labor Day, Fall Free Days, Thanksgiving, Exam Week, and Winter Break.
		- For J-Term put in the days as a “Free” all day event e.g. Jan 4 – Jan 22, and put in the J-Term break as “Out of the Office”
		- Same idea for the spring, put in the start, the breaks, the last day of classes, final exam week, etc..
		- The Loras College Academic Calendar is available on-line. Use this as guideline.
* **Add courses**:
	+ Add each of your course meeting times for the academic year (as best as you know them)
		- Put in your summer class as an event since it is on-line; consider putting this in as a recurring daily appointment with a reminder so you remember to do your work each day.
		- Put in your Fall classes as recurring appointments (and adjust the times to be 50 minute or 1:20 minute classes).
	+ Adjust these occurrences for any breaks (e.g. Free Days, Easter Break, etc.) and delete any class occurrences that happen during the breaks.
* **Add exams**:
	+ Add all of your final exam testing periods if you know your class schedule (NOTE: the exam schedule is posted on IQ). At the least you should have a “free” appointment to list when Exam week occurs.
* **Add other items**:
	+ Add any other important events/items/etc. that you’ll have this semester – set up your calendar so you are organized for the semester. ***Add important assignments as Tasks*** in your to-do list, e.g. all exams, major papers, etc.

Set your calendar view to Month. Make a few “screen shots” of the June & July to show the summer calendar, and the last month of each term calendar (e.g. December in the Fall semester, January, and May in the Spring semester) – paste this at the end of your MS Word summary of tips & tricks, and submit this to the dropbox.

Grading rubric

* 40% Outlook report – print your report about what you learned by reviewing MS Outlook help resources. The report will be graded for:
	+ Relevant content (30%),
	+ Proper citations of sources (10%)
* 40% Calendar organized – Your calendar must include your:
	+ Courses as recurring appointments (10%),
	+ Breaks, e.g. Fall free days, Thanksgiving, Christmas, J-Term, Spring/Easter (10%),
	+ Final exam schedule (find your final exam schedule and enter your times) (10%)
	+ Remove any class periods that fall during breaks, etc. (10%)
* 20% “screen shots” of June, July, December, January, and May, and paste these to the end of your Outlook report. Submit this to the eLearn dropbox.

NOTE: take a “screen shot” of your Windows explorer showing your calendar. You can take a screen shot by hitting the <Ctrl><PrtSc> keys, which copies the screen. Then paste this into your Outlook report. A sample screen shot is shown below:

