

# Outlook Calendar & Public Folders

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## - The Folder List -

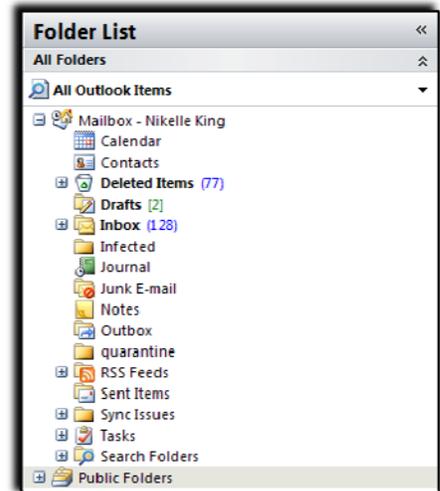
Your folders are located in the Folder List of Outlook.

-  Some items in the folder list will have an Expand button next to them. Click the + mark to expand the folder list.

Some folders may have a numbers with parenthesis next to them.

**Blue Numbers are Unread-** In the example to the right we have **(128)** unread Mail Messages and **(77)** unread Deleted Items.

**Green Numbers are Number of Items-** In this example we have **(2)** items in the **Drafts folder**. Because this is the **Drafts folder** (containing messages that you create) it is showing total items instead of unread messages.



### Inbox Folder

The **Inbox Folder** is the default location for all new mail on your VHCC account. Click on **Inbox** to view your e-mail.

### Deleted Items Folder

When you delete an item you are actually only deleting it from the current view. To permanently delete an item, empty the **Deleted Items** folder. VHCC Deleted Items will stay available for 7 days after you delete them from the current view.

To delete an item from the current view:

1. Select the item(s) to delete
2. Press the Delete key on the keyboard or
3. On the toolbar, click the Delete button 

To permanently delete an item from Outlook:

1. View the Deleted Items Folder
2. Press the Delete key on the keyboard or
3. On the toolbar, click the Delete button 
4. You will be asked to confirm the permanent delete
5. Click OK

To empty your deleted items

1. Right click on **Deleted Items** in the Folders list
2. Select "Empty Deleted Items Folder"

## Drafts Folder

When you close a mail message without sending it you will be asked if you want to save the message to the **Drafts Folder**.

To send a message that has been saved in the **Drafts Folder**:

1. Go to your **Drafts Folder**
2. Double click on the message to open it
3. Edit the message or if it is ready to send click the Send Button

## Junk E-Mail

The **Junk E-Mail** Folder filters all incoming mail. By default the **Junk E-Mail** folder is turned on and set to Low. The **Junk E-Mail** filter looks at each message to see if it is suspicious, contains suspicious links or has been sent with a spoofed e-mail address. If the filter detects something suspicious, the message is sent to the **Junk E-Mail** Folder.

Every e-mail application has a **Junk E-Mail** folder sometimes they are referred to as Spam Folders.

★Check these folders often! Many times legitimate e-mails can be sent to the **Junk E-Mail** folder. A good way to tell if you need to check your VHCC **Junk E-Mail** folder is if you see a number in parenthesis next to the folder. **Junk E-Mail (2)** or **Junk E-Mail (2)**.

The default level is set to low on our VHCC accounts. This means that Outlook is going to move the most obvious Junk E-Mail to the **Junk E-Mail** folder.

**If you have legitimate e-mails moved to the Junk E-Mail Folder you have several options to prevent this in the future.**

1. Right click the message
2. Select **Junk E-Mail**
3. Choose the option that is right for that messages:
  - Add Sender to Safe Senders List – Will mark the sender as a Safe Sender but will leave the message in the **Junk E-Mail** Folder.
  - Add Senders Domain (example: @email.vccs.edu) – Will mark the domain as a Safe Sender. So, anyone that sends a message from that domain will be considered Safe. Message will be left in the **Junk E-Mail** Folder.
  - Select **Mark as Not Junk Mail...** - Will mark the message as Not Junk Mail and move the message to your inbox. You should also add the sender to the Safe Sender list (just to be careful).

**If you want to send a message to the Junk E-mail folder:**

1. Right click on the message
2. Select **Junk E-mail**
3. Select **Add Sender to Blocked Senders List**

## **Public Folders**

Public Folders provide an effective way of sharing information with the VHCC community. The Public Folders folder stores our committee minutes, the Master Calendar and Vehicle Reservations calendar.

### **There are several Public Folders available:**

- Citizens Advisory Committee Minutes
- CSSA Minutes
- Faculty Senate Minutes
- Faculty & Staff Meetings (end of the year/beginning of the year meeting)
- PAC Minutes
- Chronicle of Higher Education
- IT Security Tips
- VP Staff - Instruction & Student Services Meeting Minutes
- VP Staff - Finance and Administrative Services Meeting Minutes
- Vehicle Reservations Calendar
- VHCC Master Calendar

### **To view an item in the Public Folders Folder:**

1. In the Folder List pane, expand Public Folders.
2. Expand All Public Folders
3. Select the appropriate folder or calendar from within it.

### **To post an item to a Public Folder (such as committee minutes):**

1. In the Folder List pane, expand Public Folders.
2. Expand All Public Folders and select the appropriate folder within it.
3. Minimize Outlook
4. Find the document you want to post to the folder.
5. Restore the Outlook window so you can see both Outlook and the document icon.
6. Click, hold and drag the document icon over to the Outlook folder
7. Release your mouse and the document should drop into the public folder.

### **Vehicle Reservations Calendar**

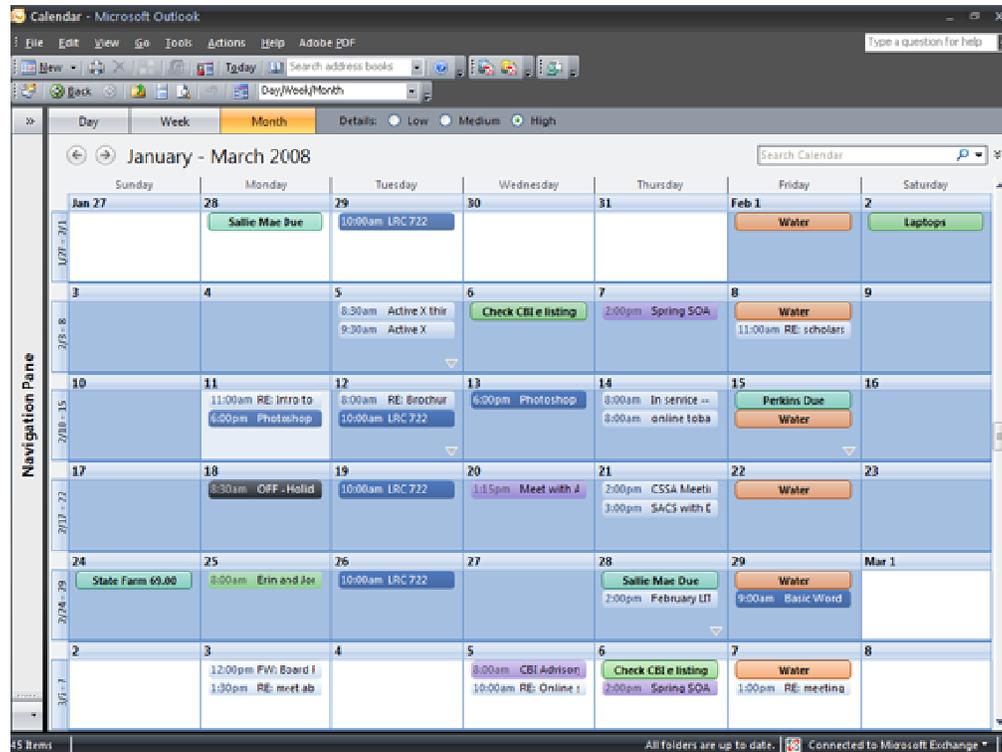
1. In the Folder List pane, expand Public Folders.
2. Expand All Public Folders and select the Vehicle Reservations Calendar.
3. If a vehicle is already reserved you will see the name of the person that has reserved it and which vehicle it is.
4. If you would like to reserve a vehicle call the reception desk and have them add you to the calendar or add yourself and inform the reception desk immediately.

★ As of spring 2008 both the electronic calendar and the black book are being maintained for vehicle reservations. You should always double check with the reception desk to make sure the vehicle is available.

## - Calendars –

You can use your Outlook calendar to manage your day. You can set reminders, schedule meetings, etc. Below is an example of a calendar with appointments and reminders that are color coded.

To view your calendar click on the calendar button.  **Calendar** This displays your calendar. You can set this calendar to be shared so that others can view and/or edit items on your calendar.



### To add a new appointment/event to your Calendar:

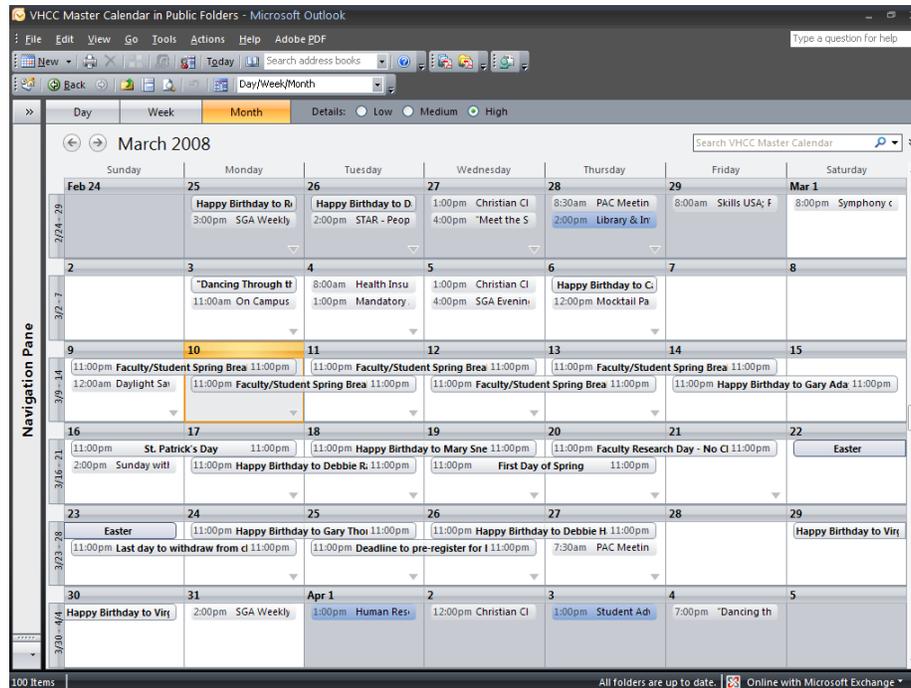
1. Double click on the day or time (depending on which view you are in) you want to set the appointment/event
2. Add the appointment/event details
3. Set or change the reminder. By default, Outlook will set a reminder (15 minutes for an appointment/18 hours for an event).
4. Click **Save & Close** in the upper left corner of the screen.

### To send an e-mail to your calendar:

1. Click on the mail message you would like to set as an appointment
2. Click, hold and drag the message over to the calendar icon.
3. Release your mouse
4. A new appointment window should appear with the email as the body of the appointment.
5. Change the date and time for the appointment. By default the current date and time will be used.
6. Click **Save & Close** in the upper left corner of the screen.

## Master Calendar

The VHCC Master Calendar contains VHCC activities, events and birthdays. To have an item added to this calendar; contact Virginia Pippin ([vpippin@vhcc.edu](mailto:vpippin@vhcc.edu)).



### To view the Master Calendar:

1. In the Folder List pane, expand Public Folders.
2. Expand All Public Folders
3. Select VHCC Master Calendar

### To view details of an item on the Master Calendar:

1. Follow steps 1-3 above
2. Double click on the event
3. View and close the event details.

### To add a Master Calendar Item to your personal Calendar:

1. View the Master Calendar
2. Click, hold and drop the event onto your calendar icon.
3. View your calendar
4. The item should be on the correct date and time slot.
5. Double click the item to make any changes to the appointment.