

## Web Interface

Outlook is also available as a web interface for accessing your HSC mail account from remote sites (not on campus). <http://hscwebmail.hsc.usf.edu>. This interface will be accessible from outside the HSC firewall only.

When accessing the web interface you will be prompted to accept two security certificates. For security, you will be required to accept the certificates. Then, you will receive a login prompt. In the username box, type **hscnetusername** using your username and then enter your password.

The Web interface will have slight differences depending on the browser you are using.

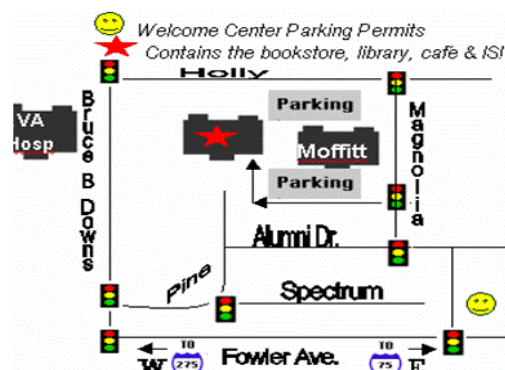
When using Internet Explorer the default for the web interface will be the Premium version, which will look very similar to the client version used at HSC. The timeout default will allow for 30 minutes of idle time before timing out.

When using any browser other than Internet Explorer, the default will be the Basic version. The Basic version looks similar to the client version, but with fewer icons. This version is set to timeout after five minutes of idle time.

A major difference between the web and client interfaces is: when searching for people in the global address book, you will need to search by their display name. Typing the first letter of their first name and clicking **Find** will provide you with a list of those people meeting that criteria.



## Map to Information Services' Walk-up Window



### Information Services

Michael Hudson  
VP of Technology/CIO & HIPAA Security Officer

Sidney Fernandes	Application Development
Judy Keats	Education/Training Programs
Jim McKenzie	Networking Services
Jim Saunders	Support Services
Barry Silverstone	Teleconferencing/ Telemedicine

### Training Staff

Marilyn Yarbrough	Senior Training Specialist
Kristy Barkofski	Training Specialist
Demetri Houmis	Training Specialist

Training manuals available at:  
<http://hsc.usf.edu/is/training/coursecatalog.html>

## Information Services



## Microsoft Outlook Email and Calendar Quick Tips

### Education/Training Programs

Recurring Monthly Classes

Customized Training  
*for small groups of five or more*

One-On-One Instruction for Faculty

All services are free to HSC  
Faculty, Staff and Students

Visit the IS web site for more details  
about this topic and Computer Training

<http://www.hsc.usf.edu/is/>

### Information Services

Support Walk-up Window MDC 1054

Support Desk: 813-974-6288

2005

## Passwords

If you have not changed your HSCNet password within the last 90 days you will be prompted to do so shortly after the Exchange conversion. HIPAA requires regular periodic password changes and you will be prompted to do so every 90 days in the future. As has been required for a long time on the old UNIX mail system, complex passwords are required.

Passwords must meet the following **minimum** requirements:

- not contain all or part of the user's account name
- preferably be at least eight characters in length, but six should work
- Contain characters from three of the following four categories:
  1. English uppercase characters (A thru Z)
  2. English lowercase characters (a thru z)
  3. Base 10 digits (0 through 9)
  4. Non-alphanumeric characters (e.g., \$, #, %, etc.)

**TIP: Create a strong passphrase for a password that is easy to remember.** One good way to make up a complex password is to start with a

**"passphrase."** For example:

"My first car was a blue Ford."

Now, take the first letter of each word, and substitute the numeral 1 for "first" and you have M1cwabF. Another example: M\$Chdbh could be derived from the passphrase:

**"My son Chris has dark brown hair."**


**To change Your HSCNet Password:**

Log in to the HSCNet network  
Press Ctrl-Alt and Del and select  
**Change Password.**

## Outlook Today

The Outlook Today *interface* makes it easy to move between Calendar, Email and Tasks in Outlook.

### To Setup Outlook to Open to Outlook Today

Click on the Outlook Today icon:  or if you don't see it in the left column click on **Shortcuts**, then at the top of that column click on **Outlook Today**. Click on "**Customize Outlook Today**". Or, click the **View** menu and choose **Toolbars**. Turn the Advanced toolbar on.

In the **Startup** panel click the box next to "When Starting, go directly to Outlook Today".

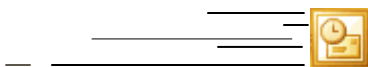
To display your message folders on the opening screen, choose the folders you wish to add. The listing will be available the next time you open Outlook. Click on the folder name to open that folder and view the messages.

You can also choose how to display your tasks and the style of your Outlook Today interface.

After setting your preferences, click **Save Changes** and your customized screen will appear.

To return to Outlook Today from the Calendar or Email interface, simply click the Outlook Today button.

### Moving forward with MS Outlook



## Outlook Options

Set your options in Outlook to change the defaults settings or to "customize" the way your Outlook functions.

To change the options of Outlook, with the Outlook Today screen open, click the Tools menu and choose **options**.


**Junk Email**—click the **Junk Email** button to change the way Outlook handles the junk mail that is being sent to you. In this window, choose the way you want Outlook to handle email that appears to be junk. You can also set up safe sender, safe recipients, blocked senders, etc. You can even have Outlook delete the junk email for you when it arrives.

Customize your Calendar settings by clicking the **Calendar Options** button. The Calendar Options screen will appear. You can choose the days of the week that you wish to display, change the background color of your Calendar. Adding Holidays is also accomplished using this window.

Click the **Mail Setup** tab to add or change the email profiles. Click the **Email Format** tab to determine if you want to send your messages in HTML, rich text or plain text. If you would like to create multiple signatures from which to choose, turn off using Microsoft Word for your editor. Choose your default stationery and fonts on this tab, also.

Create signature files by clicking the **Signatures** button. Create and save the signatures. Choose **None** as the default. Open a new message window, click **Insert Signatures** and choose the signature you want to place in that message.

## Outlook Email

Open Outlook. The folders that you chose to add to the Outlook Today interface will be listed on the right side of your screen. If you have new messages in the folders, the name of the folder will become bold and you will see the number of new messages that are within that folder. To view the messages, click the folder you wish to open. To return to the Outlook Today screen, click the **Outlook Today icon** on the Advanced toolbar. 

Create a new message by clicking the **New** button on the Standard toolbar. The new message screen will open. Click send to send the message.

### Contacts

Create a Contacts list and include the people that you correspond with most.

To create a Contact in Outlook, click the **down arrow** on the right side of the **New** button on the Standard toolbar. Choose **Contact** from the menu. Fill in the information about the contact and click **Save and Close**. After you have saved a contact, it is available by clicking the **Contacts** button in the Navigation pane.

You will also have access to the "**Global**" **Address Book**. You can use the entries in the address book to address your email messages without adding those people to your contacts listing. The Global Address Book is maintained at the server level, meaning you can not make changes to it.

For more detailed documentation of MS Outlook Calendar and Email:

<http://hsc.usf.edu/is/exchange.html>

## Outlook Calendar

From the Outlook Today interface, click **Calendar**. The calendar appears.

To plan a meeting, click on Actions, then **Plan a Meeting**. Invite people to the meeting by clicking the **Add Others** button. Choose the attendees and determine if they are required or optional. Click the **OK** button to return to the Plan a Meeting window. The attendees will be listed and any information regarding their schedule during that timeframe will also be listed. To choose the first available time, click **Autopick next**. Click the **Make Meeting** button. A meeting dialog box will appear. It is from this screen that you can send an email to the attendees inviting them to the meeting. They will have the opportunity to respond to the invitation that you send.

Share your Calendar by clicking the **Share My Calendar** link in the left pane of your calendar window. Choose the HSC users from the Global address book with whom you wish to share your Calendar. You cannot choose from the Contacts list. Determine the permissions you wish to grant. Click **OK** to save the changes.

To open someone's calendar that has been shared with you, click the **Open a Shared Calendar** link in the left pane of your calendar window. Type the person's name or click **Name:** and select, the name of the person who has shared their calendar with you. The next time you open their calendar you only have to click on the name listed.

Remember that during the migration period many people will still be using the Netscape Calendar software. Because of this, you may need to run both calendars until the migration is complete and Netscape is discontinued.