

# How do I benefit from Exchange?

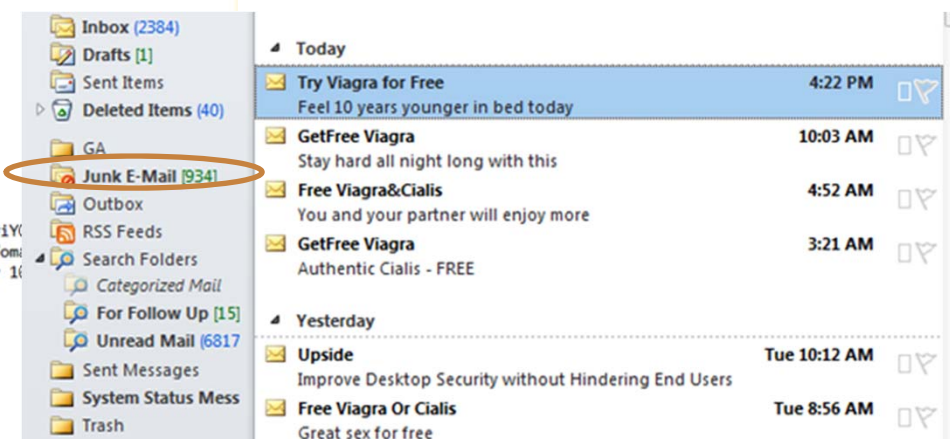


# Personalized Spam Control

## Previous Spam Digest

Id	Time	Score	From	Subject
[#iYGRUw]	11:53	0%	Tracey Morris	che4p Ch4nel repllca w4tches
[#iYHOUQ]	16:30	0%	Jefferey Benjami	To: aset
[#iYGDVw]	10:38	49%	Projector Lamp C	Lower Priced Lamps and Faster Delivery
[#iYGJVg]	11:12	94%	Ethan Darling	11 ladies are online now
[#iYHwFA]	16:58	94%	Curr Blair	Fw:
[#iYGHSw]	11:01	95%	It Security Bull	Includes: WLAN Security - What Hackers Kno
[#iYGFUQ]	12:50	95%	Windows Server 2	Includes: Free Visual Studio 2008 Training
[#iYGLYA]	13:30	95%	e1a4npj-0002zf-0	Halloween Fun
[#iYGnYQ]	13:41	97%	Eric Garrison	Business proposition
[#iYGQDQ]	11:42	99%	Sze-Mien Goh	Halloween Fun
[#iYGrOQ]	14:01	99%	Young Boswell	Super stick
[#iYGqcw]	13:58	100%	Hadleigh Alain	Turn your professional experience into the
[#iYGwIQ]	14:23	100%	Francesca I. McL	If you treat your filly as a goddess, why [#iY
			Raymond Y. Nadea	There's no need to enumerate all the advan [#iYGYQg] 12:09 100% Tom
			dic'k become something she will n [#iYGbNA]	12:26 100% rajendra@mailexc Absolutely 10
			satisfaction	
[#iYGLAw]	13:24	100%	Clyde Saivong	yb-artlu
[#iYGxSg]	14:24	100%	Lana R. Silver	Increase your penile size and feel the dif
[#iYG3Mg]	14:51	100%	Oguz McInnis	ipie' res
[#iYG4Sg]	14:58	100%	Lacy T. Askew	All that really matters for a hot woman, i
[#iYHPHQ]	16:34	100%	Citibank Online	Important Update

## New Junk Email folder for Spam

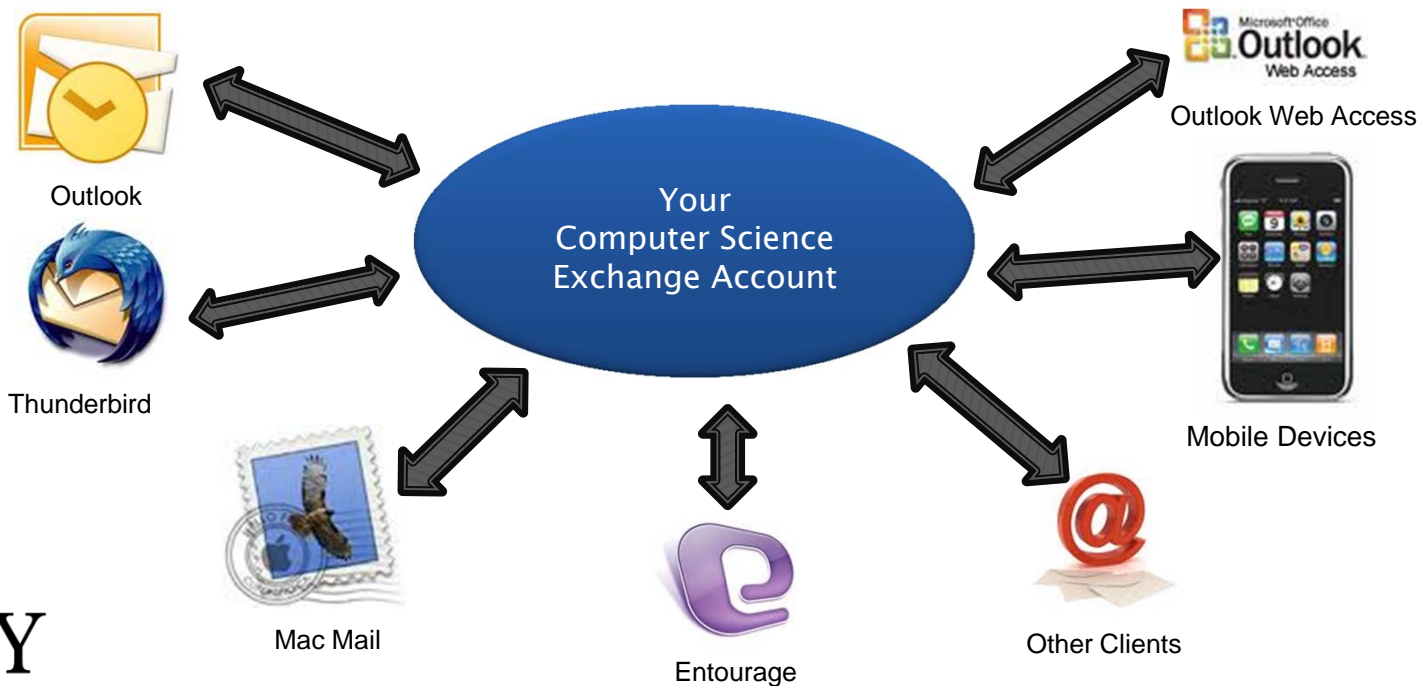


## Benefits:

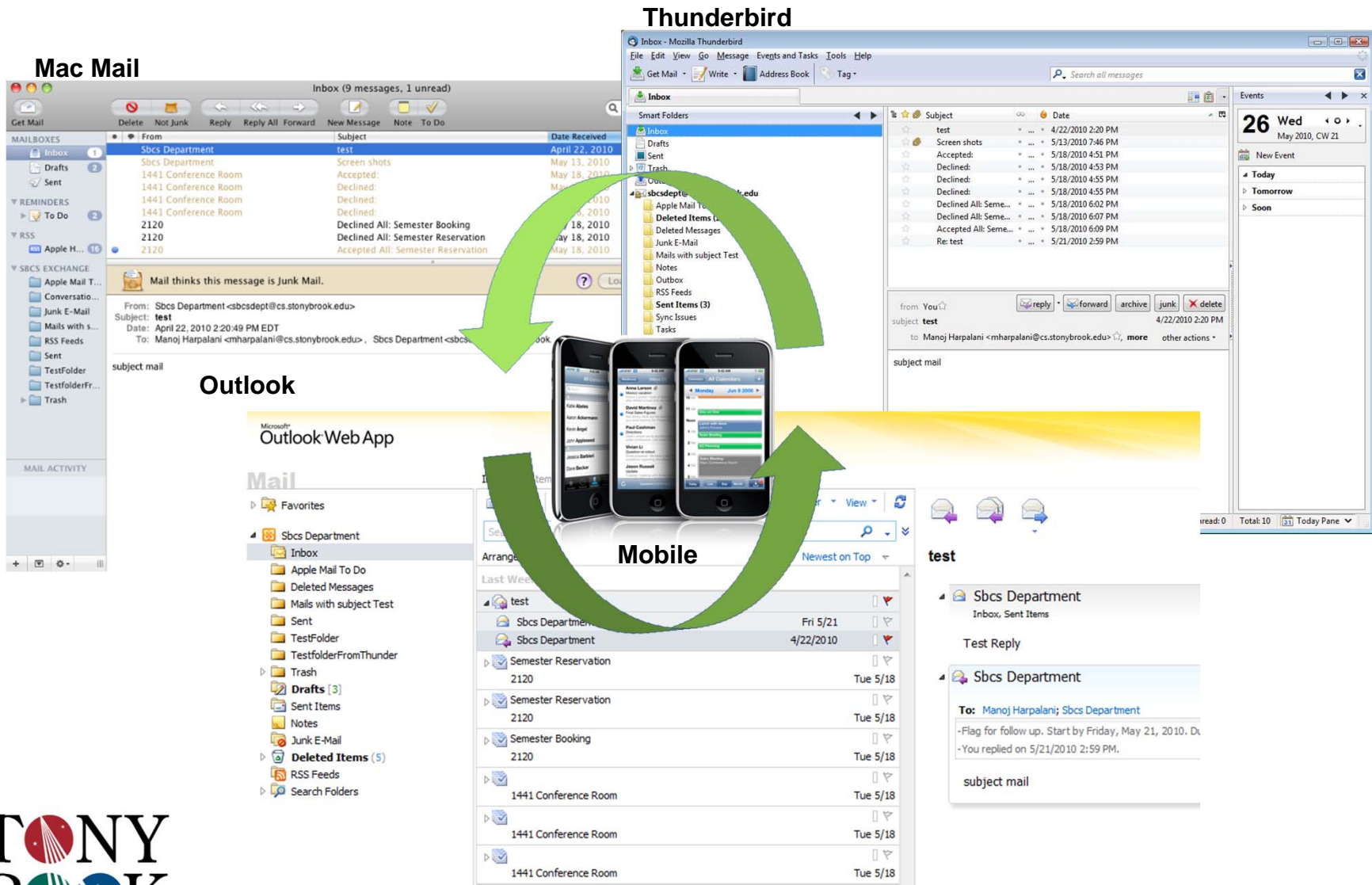
- No more Spam Digests
- Spam Emails directly moved to Junk Email folder of your exchange.
- 98% effective detection of viruses, worms, spyware and spam
- Each user controls their personal Black list and White list.

# Ubiquitous Access

- ▶ Access your Emails anywhere from your mail client, browser or phone.
- ▶ Collaborate, Schedule Tasks, Manage Calendar and Contacts from anywhere.



# Synchronized Emails, Calendars & Contacts



# New Web Interface

The screenshot displays the Outlook Web App interface for the SbcS Department. The interface is organized into several sections:

- Navigation Pane (Left):** Shows a 'Mail' section with folders like 'Inbox', 'Deleted Items', and 'Search Folders'. A 'Well-Organized' callout points to this area.
- Search and Filter (Top):** Includes a search bar and filters. A callout 'Improved Mail Search' points to the search bar.
- Message List (Center):** Displays a list of messages, including 'Semester Reservation' and '1441 Conference Room'. A callout 'Spam/Junk Emails' points to the 'Junk E-Mail' folder in the navigation pane.
- Reading Pane (Right):** Shows the content of a selected message, 'Semester Reservation'. A callout 'Reading Pane' points to this area. The message content includes: 'To: SbcS Department', 'When: Occurs every Monday, Wednesday, and Friday from 5:30 PM to 8:30 PM effective 8/30/2010 until 12/13/2010.', 'Location: 2120', and 'Your request was accepted. Your request was accepted through 12/13/2010.' A callout 'Message Flags' points to the 'Actions' menu in the top right of the reading pane.
- Grouped Conversation (Bottom):** Shows a list of messages grouped by conversation. A callout 'Grouped Conversation' points to this section.

# Personalized Out of Office Setup

Microsoft Outlook Web App

Account  
Organize E-Mail  
Groups  
Settings  
Phone  
Block or Allow

Inbox Rules Automatic Replies Delivery Reports

**Automatic Replies**

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time

Don't send automatic replies  
 Send automatic replies

Send replies only during this time period:

Start time: Fri 5/28/2010 8:00 AM  
End time: Sat 5/29/2010 8:00 AM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc

Hi,  
I would be out for vacation, please contact Mr. xyz for urgent matters.

**Automatic Replies**

Send automatic reply messages to **External Senders**

Send replies only to senders in my Contacts list  
 Reply to all senders outside my organization

Send a reply once to each sender outside my organization with the following message:

Tahoma 10 B I U abc

Hi,  
I would be out for vacation, Please expect some delay in reply to your emails.

# Manage Calendars

The screenshot shows the Microsoft Outlook Web App interface for the 'Sbcs Department'. The main calendar view is for May 2010, showing a grid of days from Sunday to Saturday. The interface includes a navigation pane on the left with 'My Calendars' and 'People's Calendars' sections. The 'People's Calendars' section shows 'Manoj Harpalani' selected. The main calendar area displays three overlapping calendar views: a red calendar (likely 'Ashwini'), a green calendar (likely 'Manoj Harpalani'), and a yellow calendar (likely '2120'). Callouts point to various features: 'Share your calendar' points to the 'Share' button; 'View Room calendar' points to the '2120' calendar; 'View colleague's availability' points to the 'Manoj Harpalani' calendar; 'View your appointments' points to the main calendar grid; and 'View Room reservations' points to the yellow calendar. The interface also includes a search bar, navigation buttons, and a sidebar with 'Mail', 'Calendar', 'Contacts', 'Tasks', and 'Public Folders'.

# Coordinate meetings and Reserve Rooms

The screenshot shows a web-based scheduling assistant interface. The main window is titled "Untitled Appointment - Mozilla Firefox" and the URL is "https://mail.cs.stonybrook.edu/owa/?ae=Item&a=New&t=IPM.Appointment&fid=LgAAAAB58qwhM%". The interface includes a "Send" button, a "Scheduling Assistant" tab, and a "Set Recurring Appointments" callout. The start and end times are set to "Tue 6/29/2010" from "12:00 PM" to "1:00 PM". The "Show only working hours" checkbox is checked. The "Select Attendees" section lists "Sbcs Department", "Ashwin Nagrani", and "Harpalani, Manoj". The "Select Rooms" section lists "2120". The main calendar view shows a grid for Tuesday, June 29, 2010, with time slots from 8:00 AM to 1:00 PM. A callout "Reserve room" points to the "2120" room selection. A callout "View attendee's availability" points to the calendar grid. A callout "Check room schedule" points to the "2120" room selection. A callout "View room availability" points to the "Suggested Times" section, which shows a calendar for June 2010 and a list of room availability for the selected time slot. The "Suggested Times" section shows "Duration: 1 hour" and a list of room availability for the selected time slot: "8:00 AM - 1 room available 3 of 3 free", "8:30 AM - 1 room available 3 of 3 free", "9:00 AM - 1 room available 3 of 3 free", "9:30 AM - 1 room available 3 of 3 free", "10:00 AM - 1 room available 3 of 3 free". The interface also includes a legend for "Busy", "Tentative", "Away", and "No Information" status, and a legend for "Good", "Fair", and "Poor" room availability. The bottom status bar shows "Done".

**Set Recurring Appointments**

**Choose Attendees**

**Reserve room**

**View attendee's availability**

**Check room schedule**

**View room availability**

# Manage Tasks

The screenshot displays the Microsoft Outlook Web App interface. The top left shows the 'Microsoft Outlook Web App' logo. The top right shows the user's name 'Sbcs Department' and a 'Sign out' link. The main area is titled 'Tasks' and shows a list of 'Flagged Items and Tasks (3 Items)'. A search bar is present with the text 'Search your tasks'. Below the search bar, there are options to 'Arrange by: Due Date' and 'Oldest on Top'. A task titled 'test' is shown with a due date of '5/21/2010'. To the right, an email preview is visible with the subject 'test' and sender 'Sbcs Department'. A callout bubble points to the search bar with the text 'Search your tasks'. Another callout bubble points to the 'Show:' dropdown menu with the text 'Manage your tasks'. A third callout bubble points to the 'Flagged Items and Tasks' folder in the left sidebar with the text 'Flag important Items and Tasks'. A fourth callout bubble points to the 'Create tasks' button in the bottom right corner of the task form with the text 'Create tasks'.

Microsoft Outlook Web App

Sbcs Department - Sign out

Tasks

Show: All Active Overdue Complete

My Tasks

- Flagged Items and Tasks
- Tasks

Mail

Calendar

Contacts

Tasks

Public Folders

Flagged Items and Tasks (3 Items)

Search your tasks

Search Flagged Items and Tasks

Arrange by: Due Date Oldest on Top

Type a new task No due date

Today

test 5/21/2010

test

Sbcs Department

-Flag for follow up. Start by Friday, May 21, 2010. Due by Friday, May 21, 2010.

-You replied on 5/21/2010 2:59 PM.

Sent: Thursday, April 22, 2010 2:20 PM

To: Manoj Harpalani; Sbcs Department

subject mail

Create tasks

Untitled Task - Mozilla Firefox

stonybrook.edu https://mail.cs.stonybrook.edu/owa/?ae=ItemTasks=New&t=IPM.Task&tpspid=\_1274477516501\_77323921

Save and Close Mark Complete Repeat... Forward

-Due today.

Subject: Daily Task Test 1

Start date: Fri 5/21/2010 Status: Not started

Due date: Fri 5/21/2010 Priority: High

Date completed: None % complete: 0

Reminder: Fri 5/21/2010 8:00 AM  Private

May 2010

Fewer details

Total work:	25	26	27	28	29	30	1		
Mileage:	2	3	4	5	6	7	8		
Companies:	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31	1	2	3	4	5		

Actual work: Hours

Billing:

Today

Done

# Manage Personal Contacts

The screenshot displays the Microsoft Outlook Web App interface for managing contacts. The main area shows a list of contacts under the heading "Contacts (5 Items)". A search bar is present with the text "Search contacts" and a magnifying glass icon. A callout bubble points to this search bar. Below the search bar, there are options for "Arrange by: File as" and "A on top". The contact list includes "My Contact 1", "My Contact 2", "My Contact 3", and "My Contact 4" (highlighted). A callout bubble points to the "New" button in the top left of the contact list area. A callout bubble points to the "Find Someone" search bar in the top right of the Outlook header. A callout bubble points to the "Add/Update contacts" form in a Mozilla Firefox browser window overlaid on the interface. The form has fields for "Profile" (First name, Middle name, Last name, File as, Job title, Office, Department, Company name, Manager, Assistant) and "Contact" (Business phone, Home phone, Mobile phone, Assistant, E-mail, Display as). A callout bubble points to the "Contact Details" section on the right side of the interface, which shows information for "My Contact 4": "Test Job Title, Computer Science, Stony Brook University, Stony Brook Staff, 123-456-7890".

# Global Address List

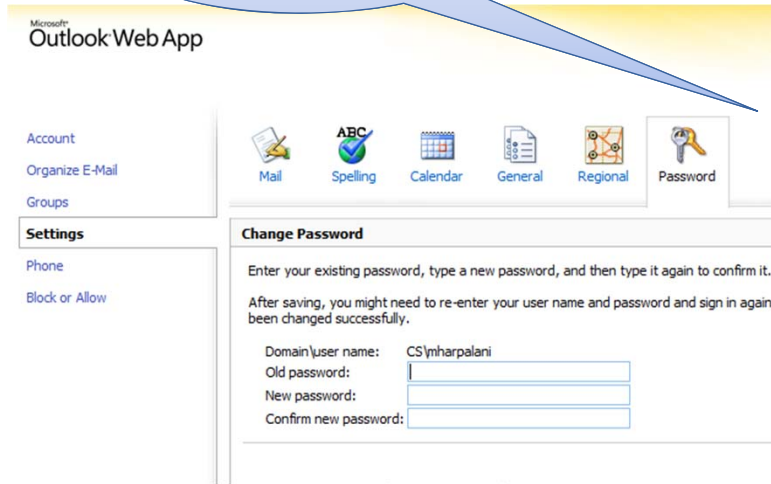
The screenshot shows the Outlook Web App interface for the Global Address List. The main window displays a list of contacts under the 'Default Global Address List'. The list is sorted by name and includes entries such as '1306 Seminar Room', '1310 Executive Conference Room', '1441 Conference Room', '2120', '2129 Advanced Programming Lab', '2311 Wireless Seminar Room', 'Ashwin Nagrani', 'Brian Tria', 'CR Ramakrishnan', and 'CVC Systems'. The contact 'Ashwin Nagrani' is selected, and his details are shown on the right side of the window. The details include contact information (alias, email, phone), job title (Windows Division Manager), department (Computer Science Department), company (Stony Brook University), and manager (Erez Zadok). The address (mailing address) is also displayed, including street, city, state/province, postal code, and country/region.

Callouts highlight key features:

- Search your Colleagues**: Points to the search bar at the top of the address list.
- View Global Address List**: Points to the 'Default Global Address List' link in the left sidebar.
- View Rooms**: Points to the 'All Rooms' link in the left sidebar.
- Browse complete Global Address List**: Points to the 'Show all address lists' link in the left sidebar.
- View complete Contact details**: Points to the detailed view of the selected contact, Ashwin Nagrani.

# Other Benefits ...

Change your Windows Account Password



Microsoft Outlook Web App

Account  
Organize E-Mail  
Groups  
**Settings**  
Phone  
Block or Allow

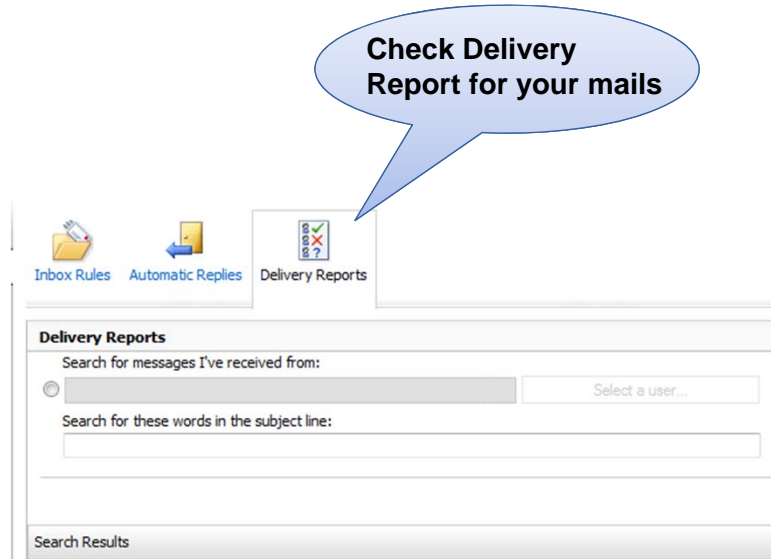
Mail Spelling Calendar General Regional Password

### Change Password

Enter your existing password, type a new password, and then type it again to confirm it.  
After saving, you might need to re-enter your user name and password and sign in again, been changed successfully.

Domain\user name: CS\mharpalani  
Old password:   
New password:   
Confirm new password:

Check Delivery Report for your mails



Inbox Rules Automatic Replies Delivery Reports

### Delivery Reports

Search for messages I've received from:  
 Select a user...

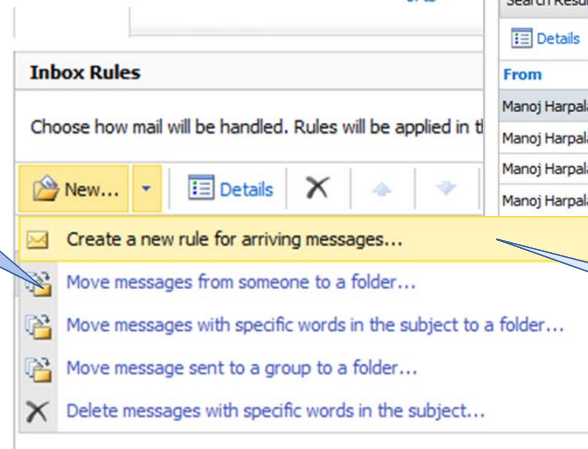
Search for these words in the subject line:

Search Results

Details

From	To
Manoj Harpalani	anagrani@cs.sunysb.edu;pruland@cs.sunysb.edu
Manoj Harpalani	Sbcs Department
Manoj Harpalani	Manoj Harpalani
Manoj Harpalani	Ashwin Nagrani;Peter Ruland

Organize mails using Inbox/Message Filtering Rules



### Inbox Rules

Choose how mail will be handled. Rules will be applied in the order listed.

New... Details X

- Create a new rule for arriving messages...
- Move messages from someone to a folder...
- Move messages with specific words in the subject to a folder...
- Move message sent to a group to a folder...
- Delete messages with specific words in the subject...

Setup Forwarding your mails to other accounts

# Questions?

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- FAQ section at <http://www.cs.sunysb.edu/facilities/faq.html#email>.
- Please send email to rt <at> cs.sunysb.edu if you have any questions not addressed in the FAQs.