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Page Discussion

Read Edit View history

 Search

(U) Microsoft Outlook

(Redirected from Outlook)

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Microsoft Outlook is the email client included with Microsoft Office, the productivity suite used in the iCE desktop environment. The current version of Outlook used in Windows 7 on the iCE platform is Outlook 2013. The platform, which is based on Windows 10, uses Outlook 2016. (b)(3)

Microsoft Outlook is designed to help you manage information and enhance productivity. Outlook can help you keep track of your e-mail messages, appointments, meetings, tasks, and contacts, and work with others to assign tasks, schedule meetings and appointments, and monitor meeting attendance and task completion.

Contents [hide]

- 1 Related
- 2 How to Instructions
- 3 Tips and Tricks
- 4 Fixes
 - 4.1 Transferring Contacts
 - 4.2 Set Inbox as Default
 - 4.3 Times out when Opening Inbox
 - 4.4 Profile Fix
 - 4.5 Exchange Transition
 - 4.6 Microsoft Outlook 2007 Conflict
 - 4.7 Modify User Mail Profile
- 5 Outlook for JWICS & SIPRNet

(b)(3)










Related [edit]

- Microsoft Outlook Technical Support

How to Instructions [edit]

- Do I Need to Transfer Data? ^{Link} - How to easily see if the *Local Folders* or *Address Book* contain items that need transferring
- Transfer Outlook Contacts ^{Link}

(b)(3)

-  [Transfer Local Folders in Netscape Mail to Outlook](#) ^{Link}
-  [Import Bookmarks to IE](#) ^{Link}
-  [Import Bookmarks to Firefox](#) ^{Link}
-  [Import Bookmarks from Netscape to Firefox After Netscape Removal](#) ^{Link}
-  [How to increase the delay between automatic Send/Receives in Outlook or disable it altogether](#) ^{Link}
-  [Sharing MailBoxes in MS Outlook](#) ^{Link}
-  [Requesting Group Mailboxes in MS Outlook](#) ^{Link}
-  [Requesting Distribution Groups in MS Outlook](#) ^{Link}
-  [Disabling Caching in MS Outlook](#) ^{Link}

Tips and Tricks ^[edit]

Validate email Addresses

- Ctrl+K replaces the F9 in Lotus Notes to Validate email addresses.

Look up a user's Email Group Memberships

1. Create an email
2. Add a name or a group email address in the "To:" line and validate it
3. Hover your mouse over the name until the "business card" pops up
4. Click the down arrow on the bottom right of the "business card"
5. Next Click on "MEMBERSHIP"
 - These are all of the groups that this name is part of
 - Note: Some people are part of ACF groups that hide their membership. These groups would not show here.

DoNotReply Email Filter

- Use **with specific words in the sender's address** and specify the words as, "DoNotReply."
- Do NOT use **from people or public group**, since **DoNotReply** address do not actually exist

Out of Office

- When setting out of office messages make sure you put an Inside Organization and Outside Organization out of office message. The inside message applies to senders in Outlook on iCE; the outside message applies to senders in the IC as well as Lotus Notes users.

Set emails strings as Conversations

- You can sort by conversations (View – Show as Conversations). You can select the box under it to show conversations that have already been filed

Conditionally Formatted emails

- If you had incoming mail from certain users a special color in Lotus Notes, you can do that with the font color in Outlook (View – View Settings – Conditional Formatting – Add – From "Individual"). Make sure you also choose font and select which color you would like those notes to be when they come in.

Fixes ^[edit]

Transferring Contacts ^[edit]

- [How to Transfer Contacts from Netscape Mail to Outlook](#)

Set Inbox as Default ^[edit]

- [How to Set the Inbox as the Default View When Launching Outlook](#)

Times out when Opening Inbox ^[edit]

• Outlook Times Out When Opening Inbox

Profile Fix [edit]

- Outlook Profile Fix

Exchange Transition [edit]

- Missing Exchange Users ^{Link} - Steps to verify skipped Exchange Users
- Microsoft Exchange Password Prompt ^{Link} - Steps to resolve the re-appearing password prompt
- Exchange Verify ^{Link} - Steps to verify a user has been migrated to Exchange

Microsoft Outlook 2007 Conflict [edit]

- Microsoft Outlook 2007 Conflict (b)(3)

Modify User Mail Profile [edit]

Purpose: Modify User Mail profile for MS Outlook email pilot

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- Modify User Mail Profile for MS Outlook ^{Link}

Outlook for JWICS & SIPRNet [edit]

- How to set up a mailbox ^{Link} - Includes instructions for both JWICS & SIPRnet
- SET Instructions ^{Link} - All Close Support members should be able to configure a customer's SIPRNet E-mail Transfer (SET) so that their SIPRNet e-mail will automatically transfer from their SIPRNet inbox to their Lotus Notes inbox. See the page for RESIPRECAL Technical Support for further instructions.

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