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# **Electronic Aid Office 999 - Advanced Issues and Options**


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# Using Microsoft Outlook


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- ✓ Interfaces with other Microsoft products
    - Word
    - Powerpoint
    - Excel
    - Internet Explorer
  - ✓ Easily portable
  - ✓ Can be networked
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# Outlook Functions


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- ✓ Contact Manager
  - ✓ E-Mail
  - ✓ Calendar
  - ✓ Tasks
  - ✓ Notes
  - ✓ Journal
  - ✓ Import/Export functions to share data
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# Contacts

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- ✓ Allows for very detailed entry
  - ✓ Takes time to setup, but is well worth the effort
  - ✓ Can sort by various data fields
  - ✓ Makes mass communication more simple
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# E-mail


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- ✓ Internet service provider needed
- ✓ Have LAN connection at work
- ✓ Use CompuServe network as remote provider
- ✓ Ability to establish personal distribution lists



# Calendar


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- ✓ Comprehensive program
  - ✓ Works great if other staff members are using Outlook
  - ✓ Can view by day/week/month
  - ✓ Can view both calendar and tasks
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# Tasks


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- ✓ Assists in managing work load
  - ✓ Can be used to help track work accomplished
  - ✓ Ability to track by completion percentage
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# Notes


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- ✓ Is the equivalent of an on-line note
  - ✓ Save the information as long as you like
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# Journal

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- ✓ Ability to track work completed
  - ✓ Have not used this function to any great detail
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# Conclusion

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- ✓ It works well for me
  - ✓ Has helped to reduce paper
  - ✓ Extremely helpful in working with groups such as mail merges, mass E-mails, etc.
  - ✓ Great portability
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