

Welcome to the  Computer Based On-Line Training Experience!

**If you are a physician, please call the Help Desk at 3-7070 or contact Joy Greenway at 407-7609 to obtain your On-line training sign-on.**

Please **Read** and **Print** this entire document before you proceed.

You now have access to get on-line training for Microsoft Outlook, Word, Excel, PowerPoint, Access, and Windows XP. Each course contains a specific number of modules that can be completed at your own pace. The system keeps track of all of the modules that you have completed so that you can pick up right where you left off, allowing you to complete a course in a day or several weeks, whatever works best for your schedule.

The following section includes information on obtaining a new Outlook account. If you already have an Outlook account, you may proceed to Computer Based On-Line Training Login section to access the other course offerings.

### **Microsoft Outlook 2003**

This online education course is required to receive an Outlook email account, and can be used by existing Outlook users to obtain additional information on the use of Outlook. **You are only required to complete the modules listed below in order to receive an Outlook account.** We suggest that you print this document to make sure you complete all of the required modules needed for account creation. You are welcome to review the entire course, but we suggest that you complete the required modules first and then return to the site at another time to review the remainder of the modules. The system will document exactly which modules you complete so that the Outlook Migration team will know that you have met the requirements necessary for your Outlook account to be created. Failure to complete all of the required modules will result in the delay of your account creation. Once you have completed all of the mandatory modules you must notify the Outlook Migration team that you are ready for your new account to be created-

### **The Fundamentals**

What's New in Outlook 2003?  
Starting Outlook  
Understanding the Outlook Screen  
Using the Navigation Pane  
Using Menus  
Using Toolbars  
Filling Out Dialog Boxes  
Composing and Sending E-mail  
Receiving E-mail  
Printing an Item  
Exiting Microsoft Outlook

### **Using E-mail**

Composing and Sending E-mail  
Specifying Message Options  
Receiving and Sorting Messages  
Replying to a Message  
Forwarding a Message  
Checking Your Spelling  
Inserting a Hyperlink  
Attaching a File to a Message  
Opening an Attachment  
Finding Messages  
Deleting Messages  
Exploring the Folder List  
Using Outlook Web Access

The average time to complete each module is 2-3 minutes. The total training time for the required modules is less than 1 hour. At the end of each module, there will be a short quiz. This quiz is mandatory to receive credit for completing the module.

Click on the **REPORTS** button at the top of the page.  
Scroll down the list and click on **Outlook 2003**  
Click on **Generate Progress Report**  
Click on **Email report**  
In the **Email Address box** type [Outlook@atlanticare.org](mailto:Outlook@atlanticare.org)  
Click in the box next to **Email expanded view**  
Click **Email Progress Report**

Within 48 hours of completion of the mandatory modules, your GroupWise account (if applicable) will be inactivated and your OUTLOOK account will be activated.

To access your new Outlook account, go to the **AHSWEB**, click on **Applications**, and select **E-mail Outlook Web Access**. Your username and password will be the same as you use when logging on to the computer to gain access to the AtlantiCare systems. If you are unsure of the steps to be followed, please contact the InfoShare Help Desk at 569-(3)7070, Monday – Friday, 8am-4pm.

If you would like to have additional information to reference for Outlook, go to the **AHSWEB** and select the **Outlook Information** option. You will find information including a training manual, FAQ (Frequently Asked Questions) and Quick Reference Guides, all of which can be printed.

### **Computer Based On-Line Training Login**

**Your username is an email address using your first name.lastname @atlanticare.org (for example [john.doe@atlanticare.org](mailto:john.doe@atlanticare.org)). The password will be pass. If you are having difficulty, please call the Help Desk for assistance.**

Please click on the link below to begin your on-line training experience!

<http://lms.customguide.com/framework/index.php?module=Auth&action=Login>

Good luck!