Resource Links to help you prepare for the transition

- 1. Microsoft Online Support
 - Outlook Overview and General Information

Microsoft Office On Line Products – Outlook 2007

Outlook 2007 Product Overview

b. Microsoft Training Site

Free Self-Paced Training Courses

Outlook 2007 Training Courses

c. Outlook 2007 Demos

Demo List

"Up to Speed with Microsoft 2007"

d. Outlook Webcasts

Webcasts and Podcasts - Outlook 2007

e. Outlook Help Topics

Help for Outlook 2007

2. The Department of Commerce Learning Center

Log-in for DOC LearnCenter

[What else should I know?]

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Microsoft Office Outlook 2007 Fact Sheet

Introduction

Moving to Microsoft

NOAA will be moving from Thunderbird e-mail and Oracle calendar to an Integrated Microsoft Exchange solution of Office Outlook e-mail and calendar. This will give all NOAA employees access to their email and calendar in a single application. In addition, Microsoft Outlook will provide direct support for NOAA's Blackberry users, allowing for a solution that integrates email and calendar with their mobile devices.

As stated in a United States Department of Commerce *E-mail Consolidation Memo*, dated February 27, 2007, "...The research has shown that a single product suite hosted from a centrally managed shared facility will provide, when fully operational, the most effective and efficient way to deliver E-mail, Calendaring, Instant Messaging, and for supporting mobile devices. Microsoft Outlook/Exchange platform will be the Department of Commerce standard within Enterprise Architecture for E-mail Calendaring, Instant Messaging, and for supporting mobile devices..."

Benefits

New and Improved Functionality

- Outlook's spam/junk mail filter seems to catch more spam than Thunderbird
- Outlook provides more ways to sort and organize email.
- Outlook offers more filters than Thunderbird such as provide a way to look at all unread mail in one place.
- Outlook has an integrated calendar.
 Oracle calendar does not integrate with Thunderbird.
- Outlook allows you to create a follow-up reminder that will prompt be on a specific date and time to get back to a particular message
- Outlook has "Out of office" features
- Outlook's User interface is intuitive and easy to maneuver through-out

Microsoft states 10 ways Office Outlook 2007 help users increase productivity

- Search using keywords, dates, etc. to find information in e-mail, calendar, contacts, and tasks.
- Manage your daily priorities and information via the "To- Do- Bar"
- Easy to move with the Microsoft Office Fluent user interface.
- Share Calendaring Functionalities with anyone inside or outside the organization.
- Scheduling assistant such as managing folders.

- Manage your shared information /documents and content in one interface.
- Measures that help keep you safe from junk e-mail and malicious sites.
- Send text messages and pictures from Office Outlook to mobile phones.
- Organize your information using color categories.
- Manage blogs from Outlook.



Challenges Ahead

While we identify benefits, it is also important to identify challenges. From an employee perspective, these challenges will require time and resources. Both time and resources begin with training and end with the migration of our existing mail. Since this is a new interface, users and administrators not already familiar with Outlook and Exchange will need to take online training. These are available at no cost from CLC and under a Line Office's Microsoft Enterprise Agreement. Additionally, Microsoft offers free-online training on their website (see resource links on back).