

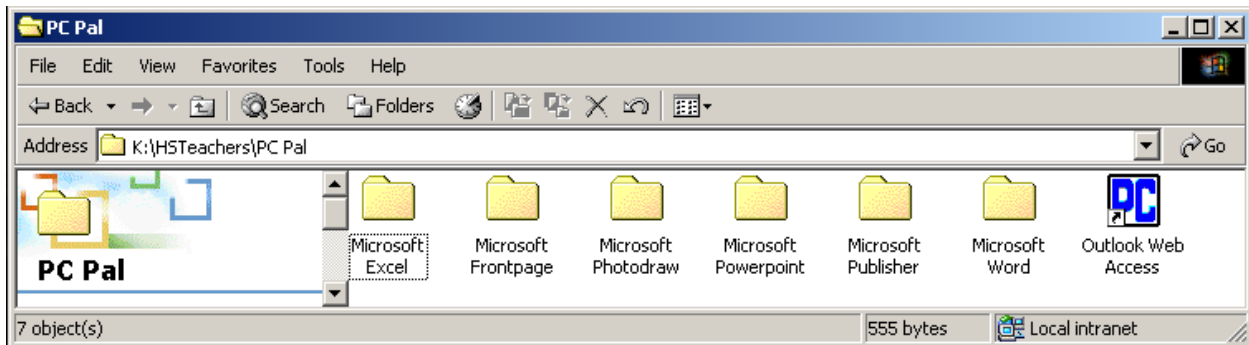
Using PCPal® Online Tutorials: OWA and beyond

PCPal online tutorials are available on the MG network for Outlook Web Access and for all the Microsoft Office apps—Word, Excel, Powerpoint, Publisher, and FrontPage. This guide focuses on how to use PCPal for OWA, but PCPal’s training format—and the way you access it on the MG network—are the same for all the PCPal tutorials. Everyone is encouraged to go to town.

You will need speakers or headphones to get the most out of PCPal tutorials. If you don’t have them, e-mail Lynn Hammersley.

1. How to find PCPal on the MG network

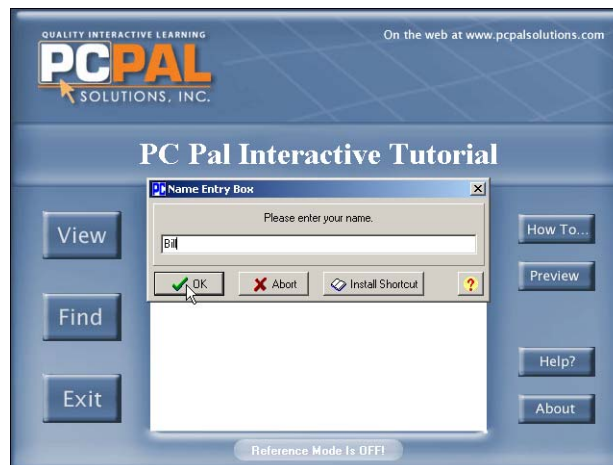
The PCPal folder is right on your desktop. Open it and you’ll see the different tutorials available:



Just double-click on the training you want. (For this guide, choose “Outlook Web Access”)

2. Starting PCPal

After clicking on the PCPal icon, you’ll get a sign-on screen. You have to give your name, so PCPal can keep track of which lessons you’ve done. The first time you run a tutorial, PCPal will ask if you want to create a new entry for your name. You have to say yes, or the program won’t work.



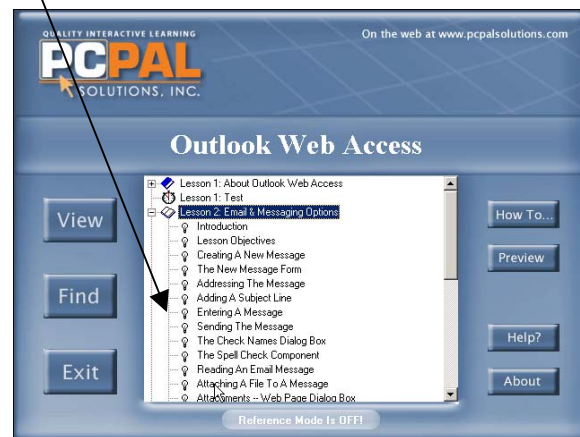
3. Let the guy talk

In every PCPal tutorial, there is a guy (or gal) who appears and says little introductions to the lessons. These appearances last about 10 or 15 seconds, and you can't stop them. Just ride them out.



4. The PCPal menu of lessons and subjects (example: OWA Tutorial)

When the guy is done talking, you'll see the PCPal menu of lessons and subjects for the tutorial you're taking. Each lesson is broken into several subjects, or "mini-lessons."



You can take the lessons all the way through, or pick the individual mini-lessons of interest to you. For each lesson, there is an optional self-test.

To take a lesson or mini-lesson, just double-click on its title as it appears in the PCPal menu. Here is a description of each OWA lesson: **(Note that the e-mail lessons are 1, 2, and 6).**

Lesson 1: Overview of OWA and review of what the control buttons do

Lesson 2: How to do the basic e-mail functions

Lesson 3: How to use the OWA calendar

Lesson 4: How to manage contacts (your address book) and tasks

Lesson 5: Using the OWA Journal and Notes, and setting Internet Explorer options

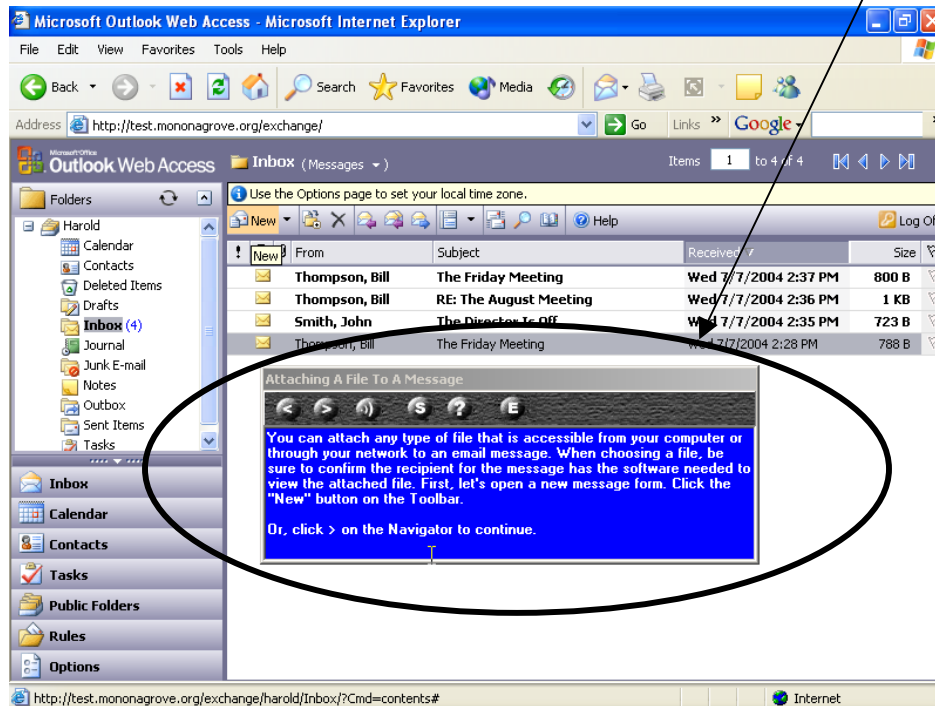
Lesson 6: Intermediate/Advanced e-mail management: using folders and rules

4. Taking a mini-lesson (Example: “Attaching a File to a Message” in Lesson 2 of the OWA tutorial)

To take a mini-lesson, find the one you want in the PCPal menu screen, and double-click on it:

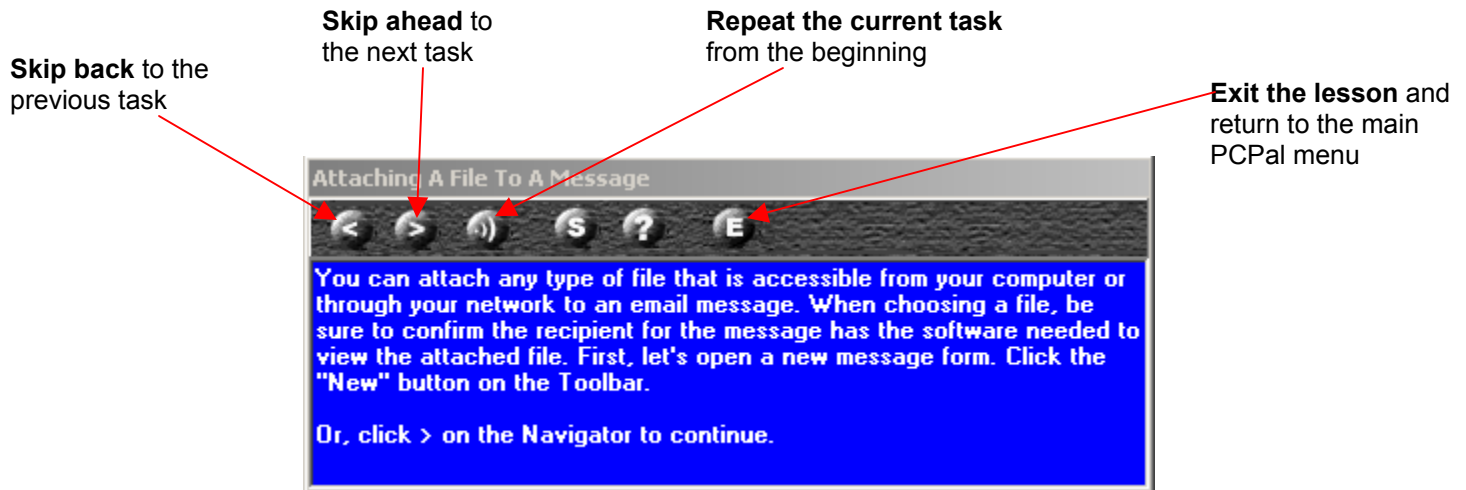


After the guy talks, you'll see an OWA inbox window with a special PCPal “Navigator” in it.



Each mini-lesson is broken into tasks, which you hear and can also read in the Navigator window. You can follow along as the lesson moves from task to task, or you can use the Navigator to skip back or ahead in tasks, to repeat the task, or to exit the mini lesson.

The control buttons on the Navigator

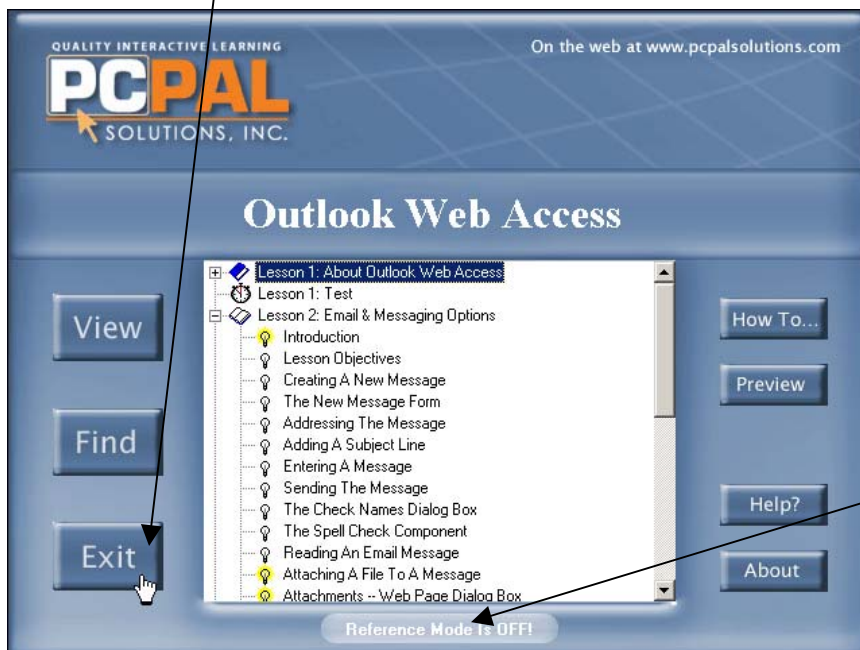


During each task, the guy will tell you to do things. Even if you know what to do, you have to wait until he's finished talking before you do anything.

When you have learned enough, exit the lesson by clicking on the "E" button in the Navigator.

5. Exiting PCPal

Just click on "Exit" from the main PCPal menu window.



Aside: What is reference mode?

When reference mode is on, you get automatically sent back to the menu of lessons at the end of each "mini-lesson". When it's off, the mini-lessons keep coming until you exit them using the "E" button on the Navigator. Click on the reference mode button to switch it between on and off.