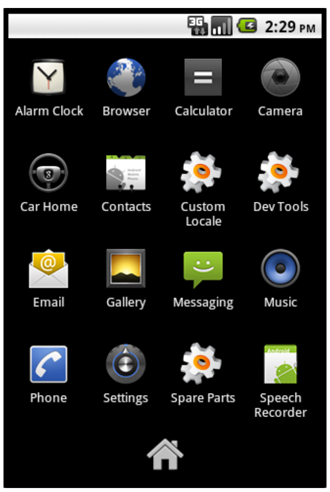
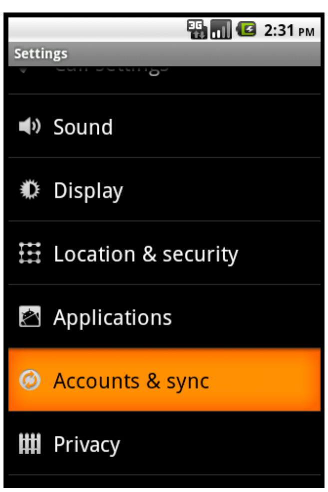
Configure Microsoft Exchange ActiveSync on Android Devices

1. From the main desktop screed click on the menu button.

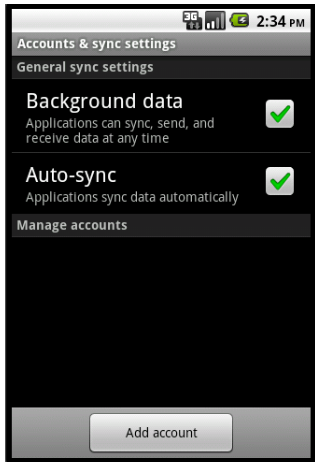
2. The select Settings.



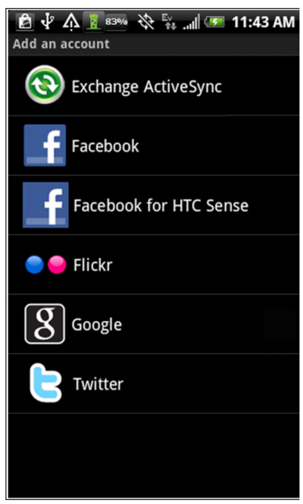
3. The select Accounts & sync.



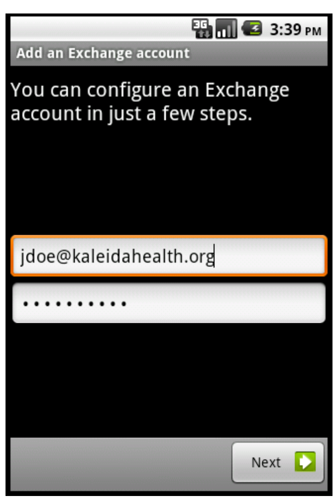
4. Click on Add Account



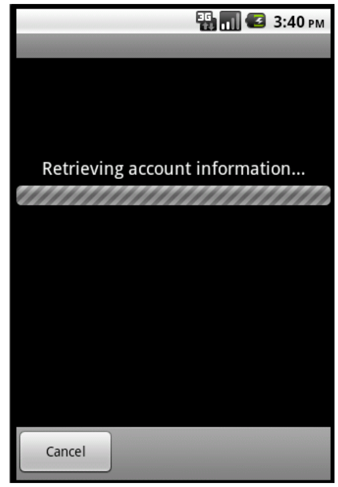
5. Select Exchange ActiveSync.



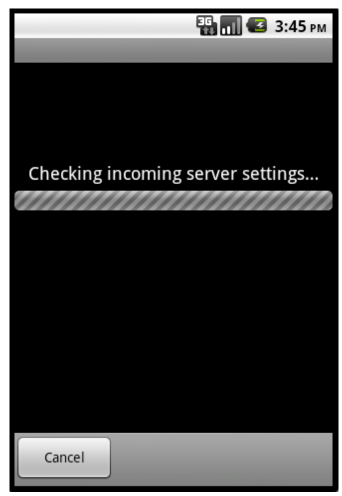
6. Enter your Kaleida email address and password.



7. When it attempts to retrieve the account information click cancel.



8. The incoming server settings will then be validated. On a successful setup this screen will complete and take to you the email settings window.



Kaleida Health

For support please contact the Technology Assistance Center at 859-7777

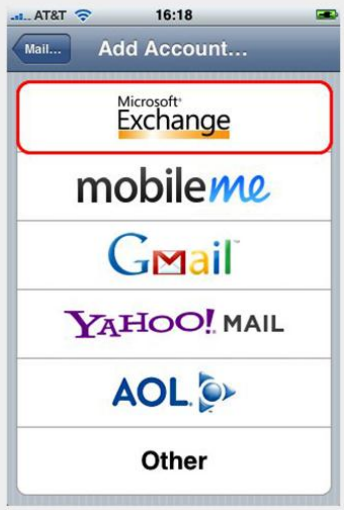
Configure Microsoft Exchange ActiveSync on Apple IOS Devices

1. Settings
Go to your phone settings.

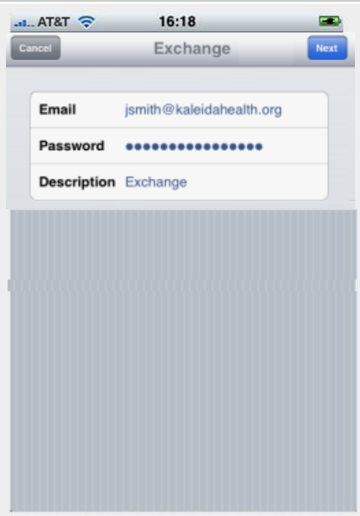
2. Mail, Contact, Calendars
Select "Mail, Contacts, Calendars."

3. Add Account…
Select "Add Account…"

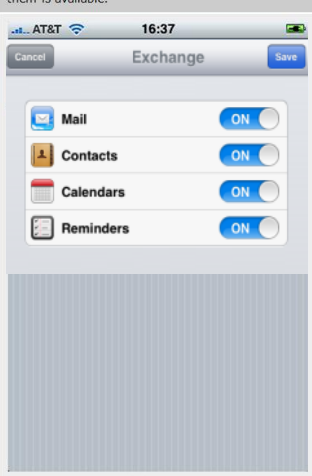
4. Account Type
Select "Microsoft Exchange."



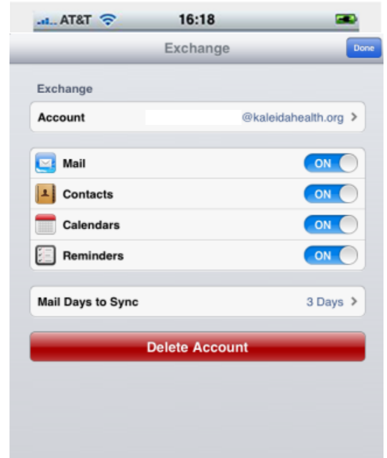
5. Exchange Settings
Configure with the following settings



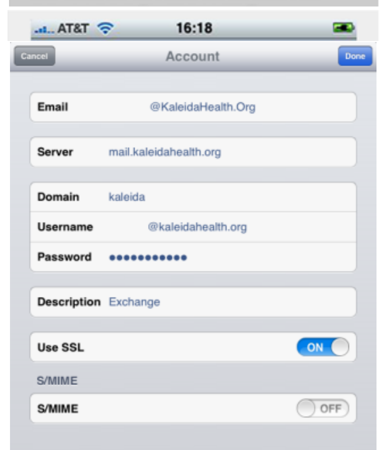
6. Sync Options
Here you can choose which items will be "pushed" to your iPhone. In most instances, you will choose all of them, but the option to turn off any one of them is available.



7. Exchange Account Setting
Access the Exchange Account Settings



8. Setting the Domain
Enter Kaleida into the Domain field and select Done



Once completed:
Mail, Contacts, Calendars and Reminders will start to sync.

Kaleida Health

For support please contact the Technology Assistance Center at 859-7777

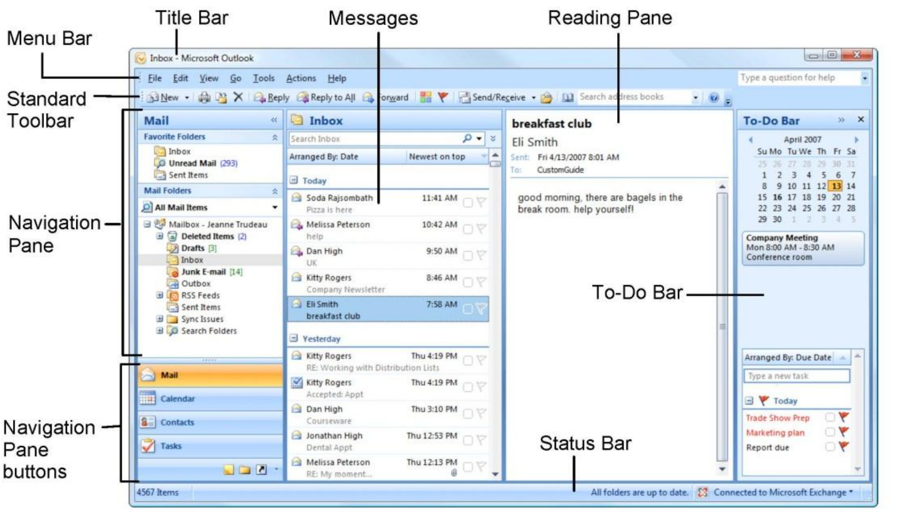
Microsoft®

Outlook 2007

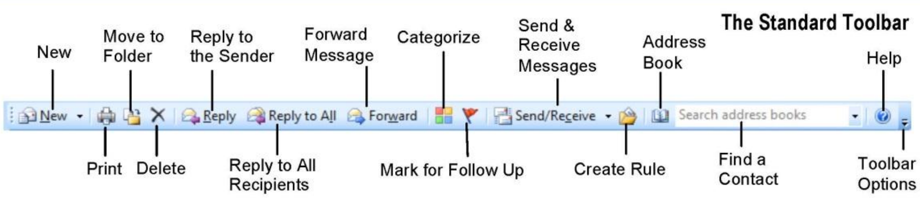
Quick Reference Card

Kaleida Health

Outlook 2007 Screen



Messages: Basic Tasks



- **To Access the Inbox:** Click the **Mail** button in the Navigation Pane.
- **To Check for New Messages:** Click the **Send/Receive** button on the Standard toolbar, or press **<F9>**.
- **Message Indicators:**
  Message has not been read.
  Message has been read.
  File is attached to the message.
  Message has high or low importance.
- **To Open a Message:** Open the Inbox. Click a message to preview or double-click to open it.
- **To Reply to the Message Sender:** Click the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Reply to All Message Recipients:** Click the message, click the **Reply to All** button, type your reply, and click the **Send** button.
- **To Forward a Message:** Click the message, click the **Forward** button, enter e-mail addresses in the **To** box, enter comments in the text box, and click the **Send** button.
- **To Delete a Message:** Select the message and press the **<Delete>** key.
- **To Create a New Message:**
  1. Click the **New** button or press **<Ctrl>** + **<N>**.
  2. Enter the e-mail addresses in the **To** box, or click the **To** button to use the address book.
  3. Click the **Cc** button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
  4. Enter the subject of the message in the **Subject** box.
  5. Enter the text of your message in the text box.
  6. Click the **Send** button.
- **To Attach a File:** Create a new message, click the **Attach File** button in the Include group on the Ribbon in the Message window, select the file you want to send, and click **Insert**.
- **To Send a Blind Carbon Copy (Bcc):** In the message window, click the **Options** tab on the Ribbon and select **Show Bcc** in the Fields group. Click the **Bcc:** button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- **To Open an Attachment:** Double-click the attachment at the top of the message window.

Navigation Pane

Mail

Contains mail-related folders like your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.

Calendar

Enables you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.

Contacts

Use to store and keep track of addresses, numbers, and e-mail addresses.

Tasks

Use to organize to-do lists, track task progress, and delegate tasks.

Notes

Use like electronic Post-It® Notes to write down information.

Folder List

Displays a list of all your Outlook folders in the Navigation pane.

Shortcuts

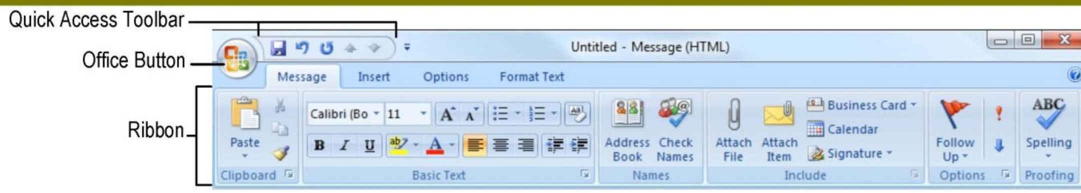
Add shortcuts to folders and locations in Outlook for quick access.

Keyboard Shortcuts

Save	<Ctrl> + <S>
Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<F7>
Check for Mail	<F9>
Save, Close, and Send	<Alt> + <S>
Reply	<Ctrl> + <R>
Reply to All	<Alt> + <L>
Address Book	<Ctrl> + <Shift> + <B>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>
New Item	<Ctrl> + <N>

Message Window Features

In item windows like the message window, the **Office Button** and the **Ribbon** replace the File menu found in previous versions of Outlook.



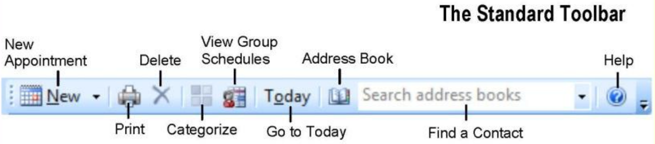
Messages: Advanced Tasks

- **To Flag a Message as a To-Do Item:** Right-click the message, select **Follow Up** from the contextual menu, and select a flag. Or, click the flag icon on the message. Or, select the message, click the **Follow Up** button on the Standard toolbar and select a flag.
- **To Clear a Flagged Message:** Right-click the message, select **Follow Up** from the contextual menu, and select **Clear Flag**.
- **To Categorize a Message by Color:** Click the **Quick Click** icon on the message. Or, right-click the message, select **Categorize** from the contextual menu, and select a color category. Or, select the message, click the **Categorize** button on the Standard toolbar, and select a flag.
- **To Recall a Message:** Open the **Sent Items** folder. Double-click the message, click the **Other Actions** button in the Actions group on the Ribbon, and select **Recall This Message**. Choose to delete the message or replace the message with a new one in the dialog box and click **OK**. *You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.*
- **To Resend a Message:** Open the **Sent Items** folder. Double-click the message, click the **Other Actions** button in the Actions group on the Ribbon, and select **Resend This Message**. Enter new recipients in the message window and click **Send**.
- **To Save a Message as a Draft:** Click the **Save** button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- **To Move an Item to a Different Folder:** Select the item, click the **Move to Folder** button and select the destination folder.
  Or, click and drag the item to a different folder in the Navigation Pane.
- **To Create a Distribution List:** Click the **New** button arrow on the Standard toolbar and select **Distribution List**. Click **Select Members** in the Members group on the Ribbon, select a name in the list, click the **Members** button and repeat for each name to be added. Click **OK**, then click **Save & Close** in the Actions group.
- **To Create a Signature:** Select **Tools** from the menu bar and select **Options**. Click the **Mail Format** tab, click the **Signatures** button, and create the new signature.
- **To Change a Message's Options:** In the message window, click the **Options** tab on the Ribbon and click the **More Options** Dialog Box Launcher. Here you can specify: the level of importance or sensitivity of the message; if you want to add voting buttons to the message; where replies should be sent to; if you want a read receipt; and if you want to encrypt the message or delay its delivery.
- **To Use the Rules Wizard:**

1. Make sure that you're in the **Inbox**.
2. Click **Tools** on the menu bar, select **Rules and Alerts**, and click the **New Rule** button.
3. Select the type of rule you want to create and click **Next**.
4. Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
5. Specify the criteria—a person's name, a keyword, etc.—and click **OK**.
6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
7. Click **Finish** to complete the rule and click **OK**.

Calendar

The Standard Toolbar



- **To View the Calendar:** Click the **Calendar** button in the Navigation Pane.
- **To Change Views:** Click **View** on the menu bar and select the desired view. Or, click one of the **Day**, **Week**, or **Month** view buttons.
- **To Schedule an Appointment:** Click the **New** button or press **<Ctrl>** + **<N>**.
- **To Schedule a Recurring Appointment:** Click **Actions** on the menu bar and select **New Recurring Appointment** from the menu.
- **To Schedule a Meeting Request:** Click the **New** button arrow on the Standard toolbar and select **Meeting Request**.
- **To Schedule an All Day Event:** Click **Actions** on the menu bar and select **New All Day Event** from the menu.
- **To Plan a Tentative Meeting:** Click **Actions** on the menu bar and select **Plan a Meeting** from the menu.
- **To Reschedule an Item:** Double-click the meeting, appointment, or event, make your changes and click the **Save & Close** button in the Actions group on the Ribbon.

Contacts

- **To View Your Contacts:** Click the **Contacts** button in the Navigation Pane.
- **To Create a New Contact:** Click the **New** button on the Standard toolbar.
- **To Edit a Contact:** Double-click the contact.
- **To Find a Contact:** Type words to search for in the Search Contacts box.
- **To Delete a Contact:** Select the contact and press the **<Delete>** key.
- **To Change Views:** Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks and To-Do Items

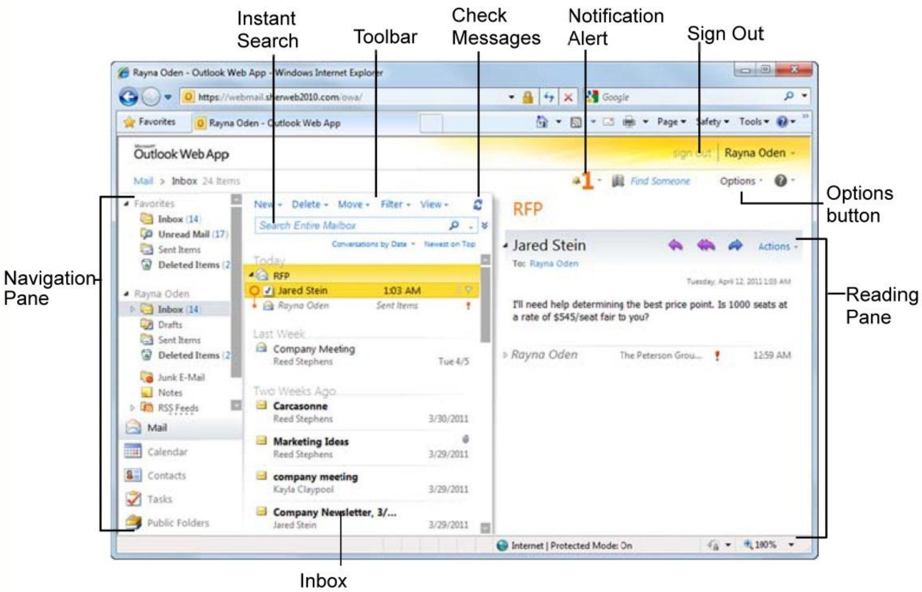
- **To View Your Tasks:** Click the **Tasks** button in the Navigation Pane.
- **To Create a New Task:** Click the **New** button, press **<Ctrl>** + **<N>**, or type a new task in the text box at the top of the window or in the "Type a new task" box in the To-Do Bar.
- **To Complete a Task:** In Simple List view, check the task's check box.
- **To Delete a Task:** Select the task and press the **<Delete>** key.
- **To Create a Recurring Task:** Double-click the task and click the **Recurrence** button in the Options group on the Ribbon.
- **To Assign a Task:** Double-click the task, click the **Assign Task** button in the Manage Task group on the Ribbon, enter the person's name in the **To** box, and click **Send**.

Microsoft®

Outlook Web App 2010

Quick Reference Card

The Outlook Web App 2010 Screen



Navigation Pane

Contains mail-related folders like your Inbox, Sent Items, and Search Folders. Use the Favorites section at the top of the pane for easy access to frequently-used folders.

Enables you to view and schedule appointments, event, and meetings. View shared calendars and compare calendars by viewing them side-by-side.

Store and keep track of addresses, phone numbers, and e-mail addresses.

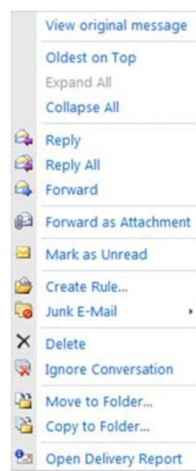
Organize to-do lists, track task progress, and delegate tasks.

Program Basics

- **To Log In to Outlook Web App:** Open the URL for your organization's Web App. Choose the security option you wish to use while accessing your Outlook account. If necessary, click the **Use the light version of Outlook Web App** check box. Enter your e-mail address and password in the appropriate fields and click **Sign In**.
- **Message Indicators:**
  - Message has not been read.
  - Message has been read.
  - File is attached to the message.
  - Message has high or low importance.
- **To Move the Reading Pane:** Click the **View** button on the toolbar. Select a position (Right, Bottom, Off) for the Reading Pane from the menu.
- **To Reset Your Password:** Click the **Options** button and select the **Change Your Password** link. Complete the fields as directed and click **Save**.
- **To Change Program Settings:** Click the **Options** button and choose the settings you wish to change.
- **To Print a Message:** Double-click the message to open it in its own window. Click the **Printable View** button on the toolbar. Choose the print settings in the Print dialog box and click **Print**.
- **To Get Help:** Click the **Help** button and select **Help**. Type your question in the Search box and press **<Enter>**. Or browse the help topics to find the topic you want.
- **To Sign Out:** Click the **Sign Out** button in the upper-right corner of the window.

Mail: Basics

- **To Create a New Message:**
  1. Click the **New** button on the Inbox toolbar. Or, press **<Ctrl>** + **<N>**.
  2. Enter the e-mail address(es) in the **To:** box, or click the **To button** to use the Address Book.
  3. Click the **Cc:** or **Bcc:** buttons and enter the e-mail address(es) for whom you want to send copies of the message.
  4. Enter the subject of the message in the **Subject** box.
  5. Enter the text of your message in the text box.
  6. Click the **Send** button.
- **To Reply to a Message:** Select/open the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Forward a Message:** Select/open the message, click the **Forward** button, enter the e-mail address(es) in the **To** box, enter comments in the **Body** area, and click the **Send** button.
- **To Delete a Message:** Select the message and press the **<Delete>** key.
- **To Read a Message:** Click a message to view it in the Reading Pane. Or, double-click the message to open it.



To Access Message Actions: For an easy way to view all the commands you can apply to a message, click the **Actions** button in the Reading Pane.

A menu with these commands appears. Many of these commands are also available by right-clicking.

Keyboard Shortcuts

Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Reply	<Ctrl> + <R>
New Item	<Ctrl> + <N>

Mail: Advanced Tasks

- **To Attach a File to a Message:** Create a new message and click the **Attach Item** button in the Standard toolbar.
- **To Preview an Attachment:** Click the **Open as Web Page** link in the Reading Pane. Use the buttons in the window to navigate through the different pages in the document.
- **To Open an Attachment:** Click the **attachment name** link in the Reading Pane, or the preview "Open as Web Page" window. The file opens in its default program.
- **To Check Spelling:** Create a new message and click the **Check Spelling** button on the Standard toolbar.
- **To Format Text:** Use the buttons on the Formatting toolbar in the New Message window to change font type, size, color, etc.
- **To Customize the Formatting Toolbar:** Click the **Customize** button at the right end of the Formatting toolbar. Click the **check box** next to each command you wish to add to the toolbar. Click the **Customize** button again to close the list.
- **To Set Message Priority:** In the e-mail message window, click the **Importance: High** or **Importance: Low** button on the Standard toolbar. Or, click the **Options** button, click the **Importance** list arrow, and select a level of importance.
- **To Add a Read or Delivery Receipt:** In an e-mail message window, click the **Options** button on the toolbar. Click the **Request a delivery receipt for this message** and/or the **Request a read receipt for this message** check box. Click **OK**. You will receive a message in your Inbox when the message is delivered or read.
- **To Create a Signature:** In the program window, click the **Options** button and select **See All Options**. Click the **Settings** tab and create the signature in the E-mail Signature section of the Mail settings. If you wish, click the **Automatically include my signature on messages I send** check box.
- **To Add a Signature to an E-mail Message:** In the e-mail message window, click the **Options** button and select **See All Options**. Click the **Settings** tab and create the signature in the E-mail Signature section of the Mail settings.
- **To Move a Message to a Different Folder:** Select the message, click the **Move** button in the toolbar and select **Move to Folder**. Select the destination folder and click **Move**.
- **To Flag a Message as a To-Do Item:** Click the **flag** icon on the message.
- **To Categorize a Message by Color:** Click the **Quick Click** icon on the message.
- **To Turn On Automatic Replies (Out of Office Assistant):** Click the **Options** button and select **Set Automatic Replies** button. Click the **Send automatic replies** option and complete the time period and message fields as necessary. Click **Save**.
- **To Create a New Rule By Example:** Right-click the message on which you want to base the rule and select **Create Rule**. Set the rule criteria, click **Save**.
- **To Create a New Rule From Scratch:** Click the **Options** button and select **Create an Inbox Rule**. Click the **New** button, set the rule criteria, click **Save**.
- **To Manage Rules:** Click the **Options** button and select **Create an Inbox Rule**. Select a rule; click the **Details** button to edit the rule or click the **Delete** button to delete it.

Calendar

- **To Open the Calendar:** Click the **Calendar** button in the Navigation Pane.
- **To Change Views:** Click a button on the toolbar to view Month, Week, Work Week, and Day views.
- **To View a Specific Date:** Click the date in the **Date Navigator**, or click and drag to view a set of consecutive dates.
- **To Schedule an Appointment:** Click the **New** button on the toolbar, or press **<Ctrl>** + **<N>**.
- **To Schedule a Recurring Appointment:** Click the **New** button on the toolbar and click the **Repeat** button on the toolbar.
- **To Schedule an All Day Event:** Click the **New** button on the toolbar and click the **All day event** check box.
- **To Reschedule an Item:** Click and drag the item to a new date and/or time on the Calendar. Or, double-click the item to open it, make your changes, and click the **Save & Close** button on the toolbar.
- **To Edit an Item:** Double-click the item, make your changes, and click the **Save & Close** button on the toolbar.
- **To Delete an Item:** Select the item and press **<Delete>**. Or, right-click the item and select **Delete** from the contextual menu.
- **To Schedule a Meeting:** Click the **New** button list arrow and select **Meeting Request**. Add recipients and meeting details, using the Scheduling Assistant if necessary, and click **Send**.
- **To Respond to a Meeting Request:** Click the **Mail** button in the Navigation Pane. Double-click the meeting request to open it in its own window. Click a response button to respond to the meeting request.

Contacts

- **To Open Contacts:** Click the **Contacts** button in the Navigation Pane.
- **To Create a New Contact:** Click the **New** button on the toolbar, or press **<Ctrl>** + **<N>**. Or, right-click the contact you wish to add and select **Add to Contacts** from the contextual menu.
- **To Create a New Contact Group:** Click the **New** button list arrow and select **Group**. Enter a group name. Click the **Members** button, select a name, click the **Members** button and repeat for each name to be added. Click **OK**, then click the **Add to Group** button. Click **Save & Close**.
- **To Edit a Contact:** Double-click the contact and make your changes.
- **To Find a Contact:** Type your search text in the **Search Contacts** field. Or, click the **Find Someone** field in the program window, enter your search text and press **<Enter>**.
- **To Delete a Contact:** Select the contact and press **<Delete>**.

Tasks and To-Do Items

- **To Open Tasks:** Click the **Tasks** button in the Navigation Pane.
- **To Create a New Task/To-Do Item:** Click the **New** button on the toolbar, or press **<Ctrl>** + **<N>**.
- **To Update a Task:** Double-click the task you want to update. Enter updated percentage of completion information. Click the **Save & Close** button.
- **To Complete a Task:** Click the **Complete** check box next to the task. Or, right-click a task and select **Mark Complete** from the contextual menu.
- **To Delete a Task:** Select the task and press the **<Delete>** key. Or, click the **Delete** button on the toolbar.