



M.E.O.C. Tech Worksheets

Microsoft Outlook, your email program, provides many helpful features that most people are not aware of. The Journal feature is one of these. Journal will keep track of emails and Microsoft Office documents you create and places them on a timeline for quick reference. This worksheet will show you how to set it up in Outlook but **doesn't apply for those using Outlook Express**.

1. Open Microsoft Outlook and, from the Menu Bar at the top, click, **TOOLS/OPTIONS**.
2. Under the "Preferences" TAB, (up top which it should already be on), look down to the 4th section, "**Contacts and Notes**" and click the "**Journal Options...**" button.
3. In the top-left window, you can have Journal record any of the six Email items in the left panel for anyone in your Contact List who is listed in the right panel. **Click checkmarks** in the box next to the chosen Items on the left and Contacts on the right. (Of course, you can search these things from your In-box in Outlook as well so you might not want to use this feature.)
4. In the bottom window on the left, **click a checkmark** in the box next to any of the four Microsoft Office programs you use frequently that you want to keep a record of on the timeline. Now, on the right, I suggest clicking a "**tic**", (a dot in the circle), in the second choice, "Opens the item referred to...". This will allow you to open the document right from the timeline in Journal.
5. Click **OK** on the Journal Options window, then **OK** on the Options screen.
6. Now, every time you create a document and save it in any of the programs you selected in Microsoft Office, it will be recorded on the timeline in Journal. You can go back and find a document and see when you created it.
7. Now look over on the left where your Inbox and other icons are located. If

the green Journal icon, , isn't showing below your Inbox, look at the very bottom section below Mail-Calendar-Contacts-Tasks, and click on the

Folder List icon, . It should appear. Now, every time you create a document, it will be recorded on the timeline.