Oracle® Connector for Outlook

Quick Reference Card

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Configure Profile Settings

Open the Profile Settings dialog box

From the Oracle Connector for Outlook Profile Settings dialog box you can configure calendar, mail, and startup options. You can also configure offline use, set the server refresh interval, and refresh mail folder counts.

1. Close Outlook.
2. Double-click the Oracle Connector Configuration Wizard icon on your desktop.
3. From the **Profiles** list, select a profile you want to configure.
4. From the **Service Settings** screen, click **More Settings**.

Offline Settings

Configure offline use

1. Select the **Startup** tab in the Profile Settings dialog box.
2. Select **Enable offline use**.
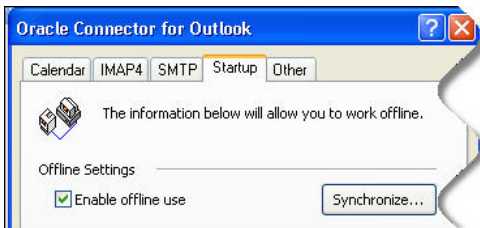
Set a prompt to synchronize folders when you exit Outlook

1. From the **Tools** menu, select **Options**.
2. Select the **Oracle Connector** tab.
3. Select **Enable offline use** and click **Offline Options**.
4. To synchronize all folders when you shut down, select **When leaving an online session, synchronize folders**.
5. Select **Prompt** to be prompted to synchronize when you exit Outlook.

Set an automatic synchronization interval

1. From the **Tools** menu, select **Options**.
2. Select the **Oracle Connector** tab.
3. Select **Enable offline use** and click **Offline Options**.
4. Set an interval at which Outlook will automatically synchronize your offline folders while you are online.

Reminders

· Select the **Startup** tab in the Profile Settings dialog box.
· Select **Enable offline use**.

Calendar

Schedule a resource

1. Click the **Calendar** folder.
2. Click the **Resources** button on the toolbar.
3. Enter a start and end time, then click **Find Resources**.
4. Select your search criteria from the drop-down lists.
5. To save your search criteria, select **Save search criteria**.
6. For more information on a resource, right-click it and select **Properties**.
7. To book a resource for your meeting, right-click it and select **Select resource**. Click **Make Meeting**.

Set a display range for other users' Calendar folders

1. From the **Tools** menu, select **Options**.
2. Select the **Oracle Connector** tab, and click **Calendar Options**.
3. Under **When opening other users' calendars, show data**, set the appropriate time range.

Choose a name format for Calendar users

Choose how you want calendar users' names displayed.

1. Select the **Calendar** tab in the Oracle Connector for Outlook Profile Settings dialog box.
2. Click **Advanced**, and select a name format from the **Address Book User Display** drop-down list.

Join a Web conference

To join Regular Web conferences, you just have to be invited. However, you must have an Oracle Web Conferencing account and be an invitee to join Restricted Web conferences.

1. Click the **Calendar** folder.
2. Double-click the Web conference entry.
3. Click the **Start Conference** button on the toolbar.
4. Enter the conference key and follow the directions on the Oracle Web Conferencing page.

Schedule a Web conference

1. Create a new meeting request.
2. Select This is an online meeting using, then select Oracle Web Conferencing from the list.
3. In the Dial-in field, enter the phone numbers attendees need to join the conference.
4. If you want invitees to be able to join the Web conference from the e-mail invitation, select Join conference from e-mail invitation. (Recommended if you are inviting non-Oracle Calendar users.)
5. Select the Conference type.
6. To set a code that invitees are required to enter before joining this conference, click More. Enter the code you want to use in the Conference Key field.

NOTE: The system automatically generates a code if you do not set one.

7. Complete the meeting request as you would for a standard meeting. Once a Web conference ID is generated by the system, it is added to the meeting entry.

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Calendar

Respond to multiple meeting or event requests

You can respond to multiple events in your Inbox.

1. Select all the requests you want to respond to.
2. Right-click any of the selected requests, select **Respond to all**, then select **Accept, Decline**, or **Tentative**.

Add personal notes to an entry created by another user

1. Open the entry you want to add a personal note to.
2. Enter the appropriate text at the bottom of the entry, and save. (You can replace the existing note with your text.)
3. To view the entry organizer's original notes, click **Organizer's Notes**.
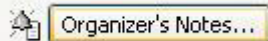
NOTE: If the entry owner modifies the original note, a Bell icon appears next to the **Organizer's Notes** button. To view the organizer's modified note, click **Organizer's Notes**. The Bell icon disappears after you view the modified note

Share folders

If you were granted the permissions, you can open other users' folders to view their e-mail, calendar, tasks, contacts and notes. You can also share your folders with other Oracle Connector for Outlook users by granting them the appropriate permissions.

1. Right-click a folder in the Folder List and select **Properties**.
2. Select the **Permissions** tab, and select a person from the list (or click **Add** to choose a different user).
3. Select a role for that person from the drop-down list.

Address Book

Add an address book to your contacts search

You can add another user's contacts folder to the list of Outlook Address Books to search when you search for contacts.

1. In the Folder List, right-click the Contacts folder another user has shared with you and select **Properties**.
2. Select the **Outlook Address Book** tab, and select **Show this folder as an e-mail Address Book**.

Change the order of the address lists to search

1. Click the Address Book icon in the Outlook toolbar.
2. From the Address Book dialog box, select **Options** from the **Tools** menu.
3. Select an address list under **When sending mail, check names using these address lists in the following order**.
4. Click the up or down arrow to change the address list order for checking names when you send an e-mail.
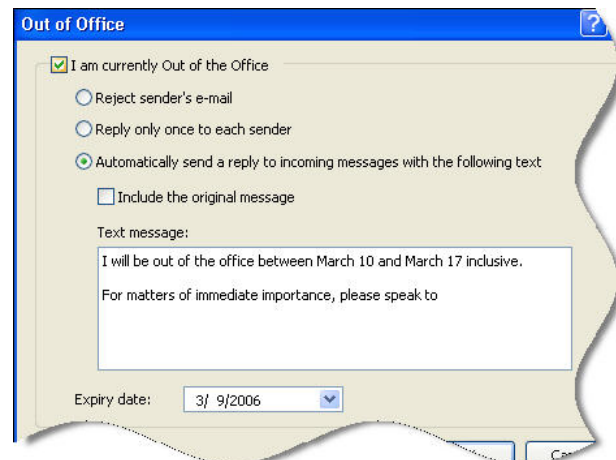
Mail

Server-side rules

Like the client-side rules feature in Outlook, Oracle Connector for Outlook allows you to set server-side rules. Server-side rules are performed directly on the server. Client-side rules are only performed when you are logged in to your mail client. Using client-side rules can slow down Outlook.

The Out of Office Assistant

Use the Out of Office Assistant to automatically respond to e-mail messages when you are away from the office.

1. From the **Tools** menu, select **Out of Office Assistant**.
2. Select **I'm currently out of the office**.
3. Select one of the options, then enter the text you want to include in your auto-reply in the **Text** message field.
4. Enter an expiry date or select a date from the date editor in the **Expiry date** field. **I'm currently out of the office** is automatically deselected on the date you specify.

Recover deleted messages

Oracle Connector for Outlook enables you to recover deleted messages from a particular IMAP folder or all IMAP folders.

1. From the **Tools** menu, select **Deleted Mail Recovery**. Choose to restore mail from the selected folder or all folders.
2. Decide how far back you want to recover the deleted messages. Enter the start date and time in the **Since** field.
3. Select the folder where you want to restore recovered mail.

Subfolders containing other data types

You can create Outlook data folders of all Outlook data types — like calendar, tasks, e-mail messages, and contacts — within any IMAP folders.