

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MANAGING YOUR EMAIL WITH THE FOLLOW-UP FEATURE

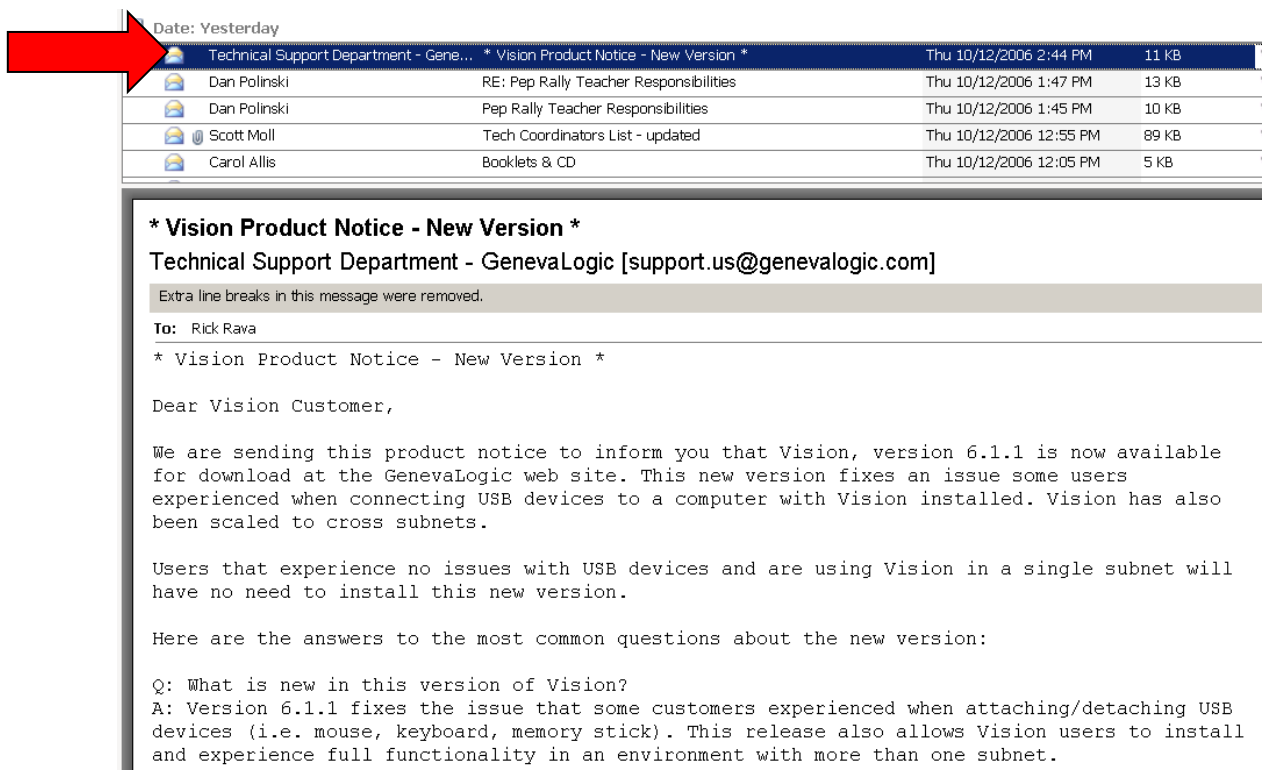
Purpose

This handout describes how manage your email with the Follow-up Feature.

When should I use this feature?

The Follow-up Feature should be used to manage Emails that you need to reply or take action on.

Let's look at the following sample email:



The screenshot shows an email client interface. A red arrow points to the first email in the list. The email list has the following columns: From, Subject, Date, and Size. The selected email is from the Technical Support Department with the subject '* Vision Product Notice - New Version *'.

From	Subject	Date	Size
Technical Support Department - GenevaLogic	* Vision Product Notice - New Version *	Thu 10/12/2006 2:44 PM	11 KB
Dan Polinski	RE: Pep Rally Teacher Responsibilities	Thu 10/12/2006 1:47 PM	13 KB
Dan Polinski	Pep Rally Teacher Responsibilities	Thu 10/12/2006 1:45 PM	10 KB
Scott Moll	Tech Coordinators List - updated	Thu 10/12/2006 12:55 PM	89 KB
Carol Allis	Booklets & CD	Thu 10/12/2006 12:05 PM	5 KB

The content of the selected email is as follows:

*** Vision Product Notice - New Version ***
Technical Support Department - GenevaLogic [support.us@genevalogic.com]

Extra line breaks in this message were removed.

To: Rick Rava

* Vision Product Notice - New Version *

Dear Vision Customer,

We are sending this product notice to inform you that Vision, version 6.1.1 is now available for download at the GenevaLogic web site. This new version fixes an issue some users experienced when connecting USB devices to a computer with Vision installed. Vision has also been scaled to cross subnets.

Users that experience no issues with USB devices and are using Vision in a single subnet will have no need to install this new version.

Here are the answers to the most common questions about the new version:

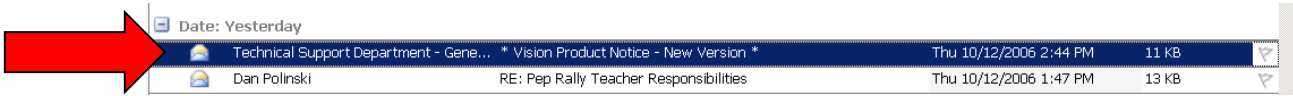
Q: What is new in this version of Vision?
A: Version 6.1.1 fixes the issue that some customers experienced when attaching/detaching USB devices (i.e. mouse, keyboard, memory stick). This release also allows Vision users to install and experience full functionality in an environment with more than one subnet.

This email requires a download and installation of the new software by myself. In this case, I need to take action.

How do I use this feature?

Start up MS Outlook on your PC.

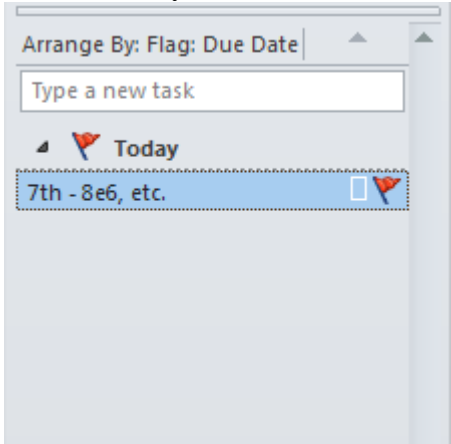
Move to the email that you wish to mark for follow-up. See the following example:



Click on the White Flag – note the color changes to RED

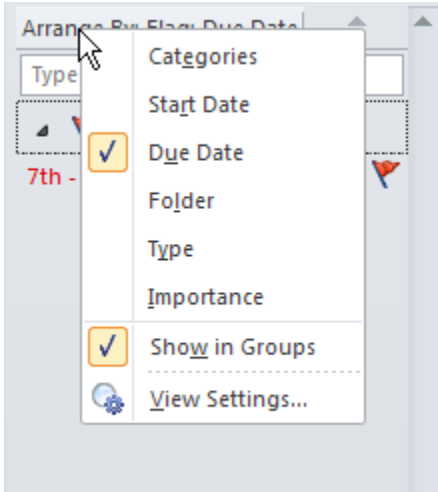


To see all of you items that need attention in your email, note the right-hand area of Outlook



Note the number indicates how many items need follow-up action

You can arrange items by date, importance, week, etc.



Once you have completed a request – just click on the RED flag – the item will change to a check mark and no longer will appear in your follow-up list – see example below:

