

## MICROSOFT OUTLOOK



EVSC uses Outlook as the email client. To access your email account, you can either use the web based version or the Outlook that is installed on your desktop. The web based

it can be found under Start- Programs- Microsoft Office- Microsoft Office Outlook



Office Outlook 2007

2007. If you would like a shortcut

created, please let me know.

Some features that are available with the full version of Outlook are ability to create and move messages in folder, create a task list or a notes, search messages, archive old emails, create journals, add contact information, and create an appointment or meeting email.

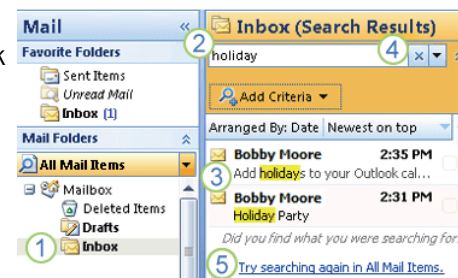
One feature that I use daily, is the search feature. To use search, open Outlook.

1. In **Mail**, click the folder that you want to search.

2. In the **Instant Search** box, type your search text

3. Messages that contain the text that you typed appear in the results with search text highlighted.

4. Click to clear the **Instant Search** box, and then



start a new search.

5. To widen your search to include all folders in Mail,

In the Navigation Pane under **Mail Folders**, click **All Mail Items** or press CTRL+ALT+A.



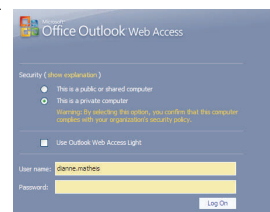
### SPECIAL POINTS OF INTEREST:

[Microsoft Outlook Tutorials](#)

[University of Wisconsin-Eau Claire Outlook Help Page](#)

[Emory Healthcare Outlook User Guide](#)

[Keyboard Shortcuts for Outlook](#)



version can be located under the [EVSC ICATS website](#). To see all the features of web based email, I suggest that you use the Microsoft Internet Explorer Browser. The web based version should be used when you are not working on your teacher computer.

Select Microsoft Office Outlook 2007, when you are working on your teacher desktop. The icon should be on your desktop or

# HARRISON E LEARNING NEWS

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## 21st Century Learning Websites

[The 21st Century Learning Initiative](#)—purpose is to facilitate the emergence of new approaches to learning that draw upon a range of insights into the human brain, the functioning of human societies, and learning as a community-wide activity.

[Partnership for 21st Century Skills](#)—national organization that advocates for 21st century readiness for every student.

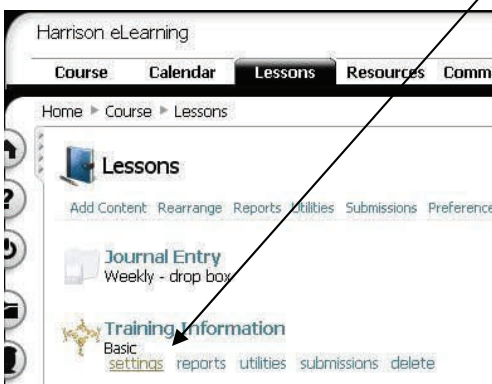
[The Gateway to 21st Century Skills](#)— was developed with funds from the US Department of Education to provide teachers with learning resources created by over 750 publicly funded organizations.

[Mobile Learning Institute](#)—is a film series of people who have embrace and defend fresh approaches to learning.



## ANGEL—HTML EDITOR

The ANGEL HTML editor is a toolbar which contains a menu of tools that helps you create web pages in your course. With the HTML editor, you can add and format text, insert images, create links to websites, insert media, create tables, add equations, spell check, and more.



### How to Add and Format Text

1. Click on the **Lessons Tab**.
2. Click the **Settings** link to open the page in HTML editor.
3. Click in the circle next to **Advance**.
4. Click **Maximize** the editor size tool.
5. Type directly on the page or copy and paste content from a Word file.
6. Use **ANGEL's tools** to format the text.
7. Click **Maximize** the editor size tool to close the enlarged window.
8. Click **Save**.

### How to Add Mathematical Equations

1. Click the **Settings** link to open the page in the HTML editor.
2. Click in the circle next to **Advance**.
3. **Click** Maximize the editor size tool.
4. Place your cursor where you want the equation to appear.
5. Click **Insert Equation**.
6. Use the equation template to type your equation.
7. Click **OK**.
8. Click **Maximize** the editor size tool to close the enlarged window.

9. Click **Save**.

### HTML Editor Tips

1. Always resize your images before uploading them into Angel.
2. Set external links to open in a new browser window.
3. Use Maximize the Editor Size tool to open the editor in a larger window.
4. When linking to external websites do not add `http://` in the URL text box. This adds a second `http://` so your link will not work.