

## OUTLOOK TOOLS ON THE INTRANET HOMEPAGE

**STEP 1:** Open the intranet homepage by clicking on Internet Explorer icon. Click on E-mail-Outlook Tools.

**Lutheran Health Network**

Bluffton Dupont Kosciusko Lutheran RediMed Rehabilitation St. Joe CHS

Web page last updated 08/08/2007

**Welcome to the Lutheran Health Network Intranet.**

Associate Tools	Management Tools
<ul style="list-style-type: none"><li>• Education Catalog</li><li>• Email - Outlook Tools</li><li>• Help Desk Request</li><li>• HIPAA - Privacy &amp; Security</li><li>• Maintenance Requests</li><li>• Medical Staff Guidelines</li><li>• MSDS Information</li><li>• Physician Information</li><li>• Policies &amp; Procedures</li><li>• Room Scheduling</li></ul>	<ul style="list-style-type: none"><li>• Computer Access Request Form</li><li>• eCompress - Online Reports</li><li>• eCompress - Training Video</li><li>• GHX - Online Requisitioning</li><li>• JCAHO IT Needs Assessment</li><li>• Kronos - Time &amp; Attendance</li><li>• Productivity Plus</li></ul>

**Step 2:** This will open up to E-mail outlook tools. Click on Outlook Tools.

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Web page last updated 07/25/2007

### Email - Outlook Tools

Outlook Tools	Change Outlook Password
Outlook Web Access	

Back to Main Page

**Step 3:** Below is the page that will open up. From here you can navigate the page by clicking on the topics (in red and underlined) under MICROSOFT OUTLOOK RESOURCES, TRAINING RESOURCES and OTHER RESOURCES you would like to view.

**Lutheran Health Network**  
Information Technology & Services

#### IT&S EMAIL Consolidation Project Update

This site was established to provide a central location for information about the *E-mail Consolidation Project*.

#### The Exchange 2003 Consolidation Project

The Exchange 2003 Consolidation Project was sanctioned by Triad to consolidate the multiple e-mail solutions to a single enterprise wide messaging platform. Triad IT&S is working with all Hospital based IT organizations as well as Microsoft and Geniant (a Microsoft Premier Solutions Partner) to ensure an environment that provides the most efficient, cost effective solution for Triad.

Today, 12 facilities host local mail systems. Electronic messages are being routed between systems with varying levels of success. Mail content, format, delivery consistency, retention, security and directory services are all being delivered with varied levels of success. This project is designed to reduce some of these complexities in our environment.

The current design is an architecture built for maximum availability, a unified corporate directory and consistent message delivery for all Triad users.

An enhanced user access to a messaging system deployed in an enterprise scale to meet Triad's delivery requirements and expectations.

Offer multiple secure access to messaging system that meets Triad's business requirements. Web mail access via browser only clients, wireless access via handheld devices such as RIM (Blackberry), PocketPC (Samsung Devices) or Treo (Palm One). Each solution is robust and scalable to support an enterprise of

#### MICROSOFT OUTLOOK RESOURCES:

Instructions to set up your E-mail profile:  
[Outlook 2003 Profile Set Up Guide](#)

Instructions and application to convert your address book from Notes to Outlook:  
[Outlook Address Book Conversion Instructions](#)  
[Outlook Address Book Conversion Tool](#)

#### TRAINING RESOURCES:

- [Outlook 2003 First Look!](#)
- [Outlook 2003 Training Guide](#)
- [Outlook 2003 Quick Reference Guide](#)
- [Outlook Calendaring](#)

#### OTHER RESOURCES:

- [MAIL WEB ACCESS Instructions](#)
- [Outlook User Guide FAQ](#)
- [Email Password Change](#)

**If your account is not checked in 90 days it will automatically disable. Please contact the Helpdesk at 435-7145 to reactivate.**