

Outlook 2007 Level 1: Introduction



Participant Guide

HR Training and Development

For technical assistance, please call 257-1300

Outlook 2007 Level 1: *Objectives*

After completing this course, you will know how to:

- Identify and customize the parts of the Outlook 2007 screen
- Create, send, open, reply to, forward and close e-mail messages
- Sort and group e-mails
- Spell-check e-mails
- Attach a file to an e-mail
- Open, save and preview attachments
- Create a folder
- Move e-mails into folders
- Delete unwanted e-mails
- Turn on the Out of Office Assistant
- Use the Global Address Book and Contacts
- Build a distribution list

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Introducing Microsoft Outlook

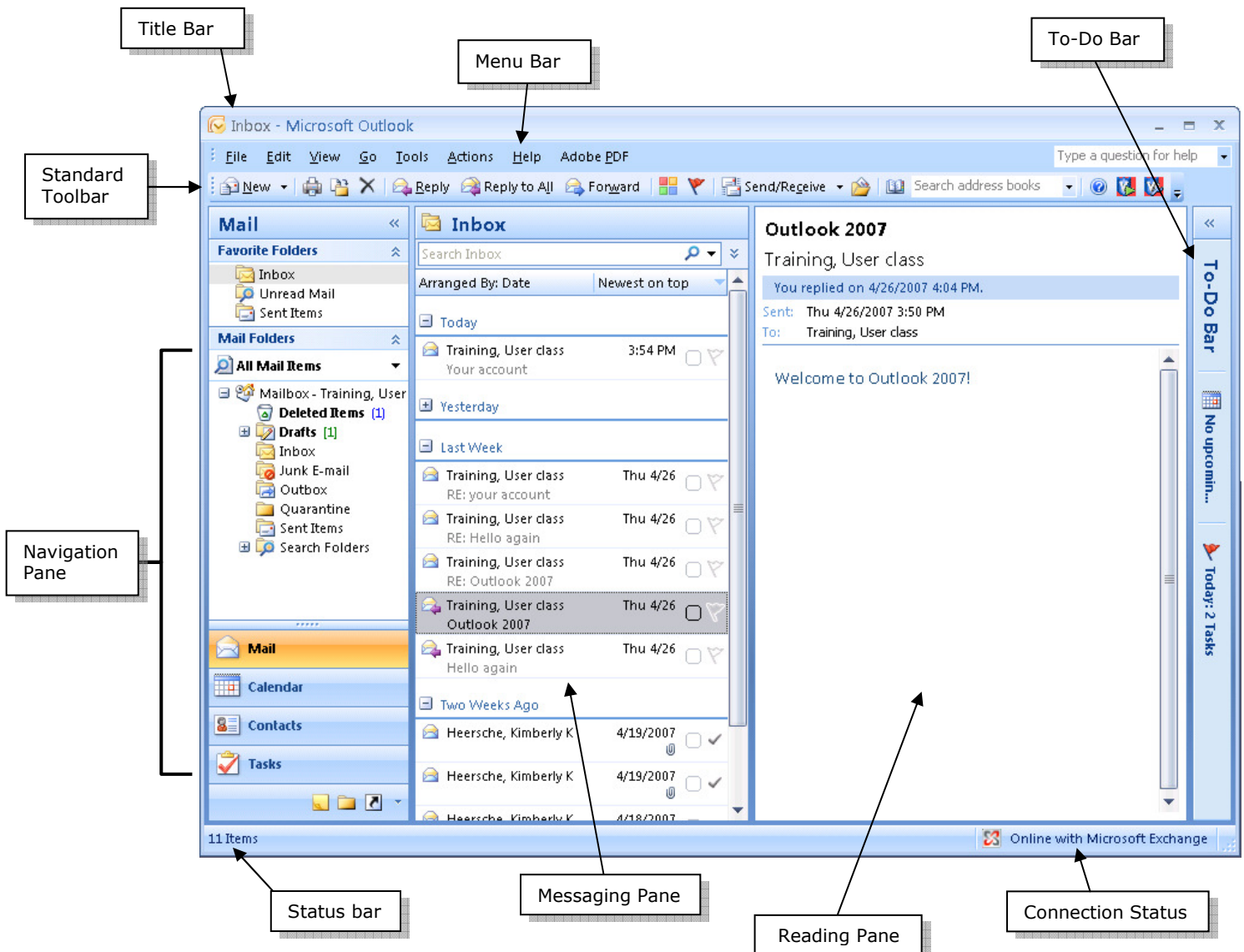
Microsoft Outlook is a software program used to manage email messages, calendar, contact information, and tasks. Outlook is like a filing cabinet containing “folders” that hold specific information. For example, there is a Mail, Calendar, Contacts, Tasks, and Notes folder.

To open Outlook, click on the **Outlook** icon on your desktop or Start Menu. You might be prompted to login with your username and password.



The Outlook 2007 Screen

When you open Outlook, you will see a screen similar to the one below. The default (automatic) view opens to the **Mail** folder and displays the **Navigation Pane** (which allows easy movement between folders), the **Inbox** (which is the list of messages), and the **Reading Pane** (which shows the contents of the selected email message).



- A. **Title Bar** – as with any Windows application, the title bar displays the name of the program.
- B. **Menu Bar** - gives access to Outlook commands on menus, including the “File”, “Edit”, “View”, and “Tools” menus.
- C. **To-Do Bar** – offers a quick glance at your current activities, meetings, tasks and things “to do”. You may expand or minimize this bar by clicking on the arrow on top.
- D. **Standard Toolbar** – (below the Menu Bar) - provides shortcut buttons to the most commonly used commands, such as “Create a New” item, “Print”, and “Delete”.
- E. **Status bar** – (located at the bottom of the Outlook window) indicates how many items are in the selected folder.
**This is different than the number of unread messages, will be displayed in blue parentheses () next to the folder in the Navigation Pane.*
- F. **Navigation Pane** – (located on the left side of the screen) contains panels for viewing the various Outlook folders, the Outlook Folder list, and Shortcuts. You may minimize the Navigation Pane in Outlook 2007.
- G. **Messaging Pane** - displays email messages, along with other useful information, such as the sender, subject, importance level, date, size, and attachments.



*If you prefer, you may set the Reading Pane to appear below the Messaging Pane by going to **View** → **Reading Pane** → **Bottom**. You may also set it to turn off.*

- H. **Reading Pane** – (located on the right) allows you to read Outlook items without opening them in a separate window.
- I. **Connection Status** – This indicator shows you whether Outlook is connected to the Exchange server or not. Right-click and de-select “Work Offline” if you want to stay connected.


Customizing the Outlook Screen

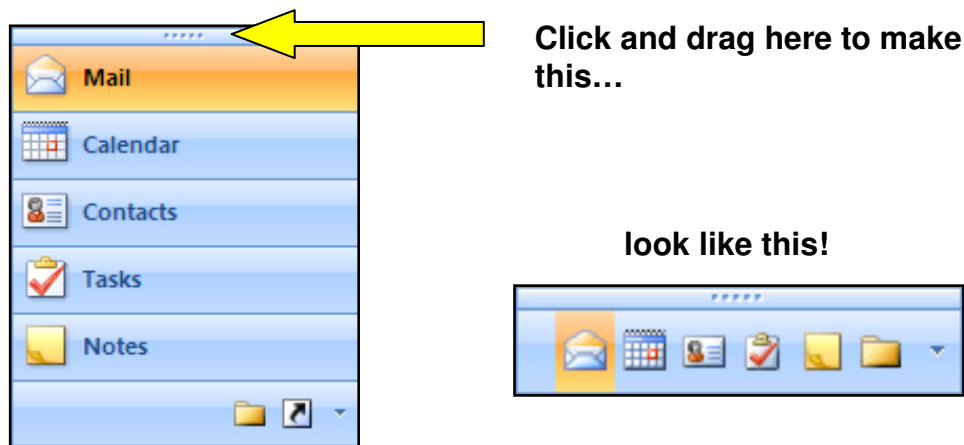
The **Favorite Folders** list (in the Navigation Pane) includes the **Inbox** and **Sent Items** mail folders and the **Unread Mail** and **For Follow Up** search folders by default. You can add other folders to this list by right-clicking on the folder and choosing “Add to Favorite Folders.”

The Navigation Pane lets you view up to eight content panes. By default, the first four are displayed as buttons on banners. As you change folders, the menu options and toolbars change to show the commands available in that part of Outlook.

- **Mail** – contains the **Favorite Folders** pane and **All Mail Folders** section.
- **Calendar** – contains the date navigator and a section listing other Calendar folders.
- **Contacts** – displays a list of your available Contacts folders and a section for Contacts available to you in Public Folders.
- **Tasks** – displays a list of your Tasks.

The next four buttons are displayed on the bottom as icons:

- **Notes** – a list of your Notes (memos).
 - **Folder List** – a hierarchical list of all Outlook folders, including Public Folders.
 - **Shortcuts** – a customized list of shortcuts and some default shortcuts.
 - **Configure** Button
- You can customize the Navigation Pane to show large or small buttons by clicking on the  at the top of the buttons and dragging up or down.



Customizing The Navigation Pane, Messaging Pane, and Reading Pane: You can resize any of these three sections by resting your mouse on the border until your pointer looks like a double arrow. Then click and drag in the direction that you want to resize the pane.



*By default, Outlook opens to the **Mail** folder as soon as you start up the program. To start with another default view (Example, Inbox or Calendar) you customize Outlook as follows:*

1. Go to **Tools** → **Options** and click on the **Other** tab.
2. Click **Advanced** options, then **Browse**.
3. In the **Select Folder** dialog box, click on **Inbox** or **Calendar** and hit **OK** twice.

Exiting Outlook

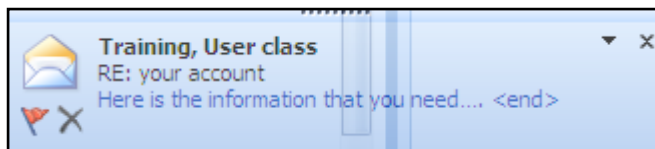
When you have finished using Outlook, open the **File** menu and select **Exit**.

Email Communication

Receiving Email

When you receive an email, several things happen to alert you. First of all, if your computer has sound, you might hear a short beep.

Secondly, you will see a semi-transparent box, called the new mail notification alert, appear briefly on the bottom right of the screen. This alert, which will appear even if you are working in another application, displays the message sender, message subject, first line of message text, importance of message and whether it has an attachment. When the New Mail Notification appears, you have the option of opening the item, flagging the item, deleting the item, or marking it as read, or you can simply ignore it.



When you receive an email message, you should also see an envelope icon in the system tray of your computer (the bottom-right corner, where the time is displayed).








Lastly, you will see a blue number in parentheses appear next to your Inbox in the list of All Mail Folders and Favorite folders. This blue number indicates the number of unread messages.

Reading your email

When you receive an email message, it is stored in your **Inbox** folder. The number of unread messages will be displayed in blue parentheses () next to the Inbox shortcut, which is displayed both in the Favorites Folder and All Mail Folders.

The list of messages displays the author, subject, and date and time received for each message. The icons to the left of each message indicate whether the message has been read and whether it has an attachment. If a message is unread, the message details will appear in bold type.

Common Outlook Icons:

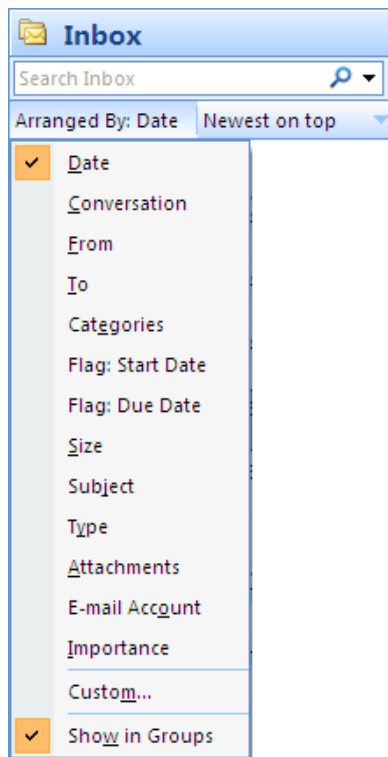
-  **Unread message**
-  **Message you have read**
-  **Message with an attachment**
-  **Message you have replied to**
-  **Message you have forwarded**

There are two ways to read an email:

1. The **Reading Pane** (which can be displayed on the right or bottom of the screen). You can move from message to message by using the up and down arrow keys or by clicking on a message with the mouse.
2. Double-click on a message to view it in its own window. When you have finished reading the email, you will need to close it by either clicking on the **Close** button in the message window or pressing the **Esc** key on the keyboard.

Sorting and Grouping Email Messages

Messages are displayed as **Arrangements** and **Intelligent Grouping**. Arrangements are customized views that let you sort and group your messages. Left-click the Arrangement Header to choose from the standard arrangements shown below:

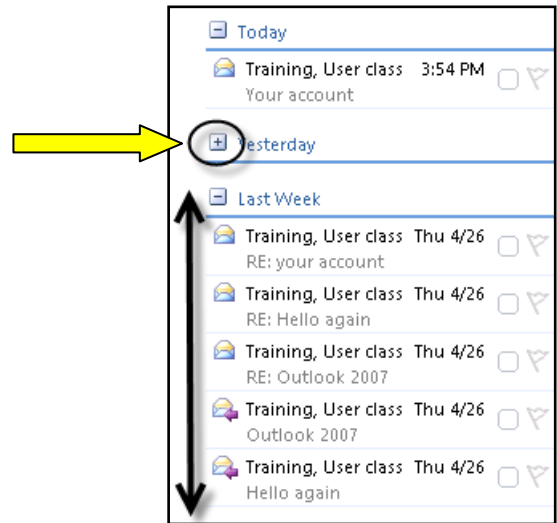


The default arrangement is by **Date**. The arrangement can then be organized with 'Newest on top' or 'Oldest on top'.

If you select **Show in Groups** at the bottom, your email Inbox will group all your messages by the arrangement you have selected into group headings that expand or collapse.

You may click on the *plus* or *minus* squares to expand or collapse the groups accordingly:

Click to expand or collapse groups



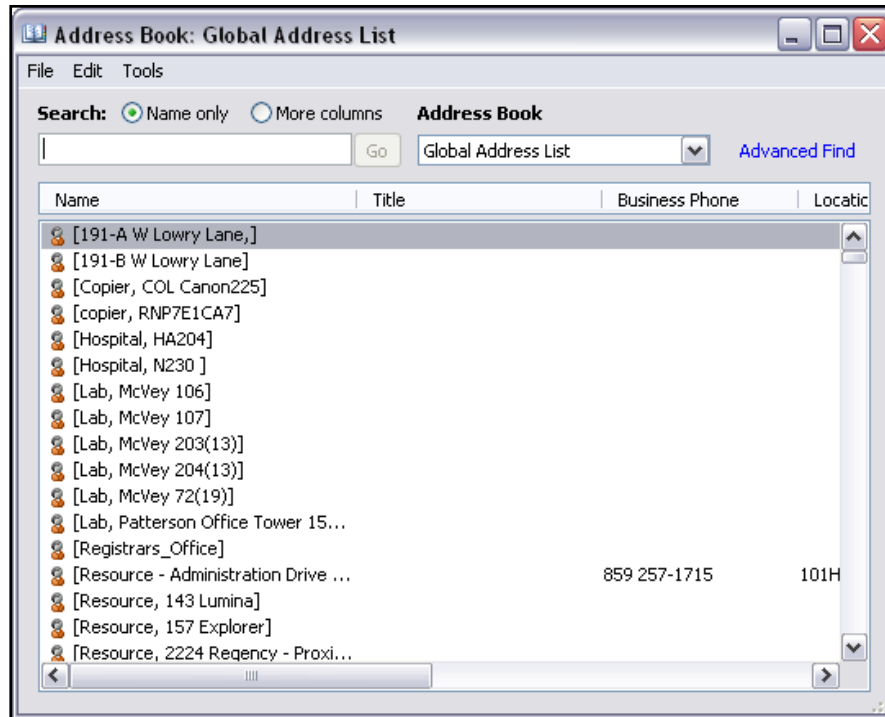
TIP – If the Reading Pane is set to display at the bottom of the screen, the sorting options will appear as clickable headers across the top of your Messaging Pane as follows:



Using Address Books to Address Emails



The Outlook Address book button on the Standard Toolbar provides access to the Global Address List and your Contacts folder. It is not a physical address book but a shortcut to other address information.



There are at least two address lists that you have access to:

Global Address List -- The Global Address List (GAL) resides on the Exchange server and contains information for staff, faculty, and students at the University of Kentucky who have an email account.

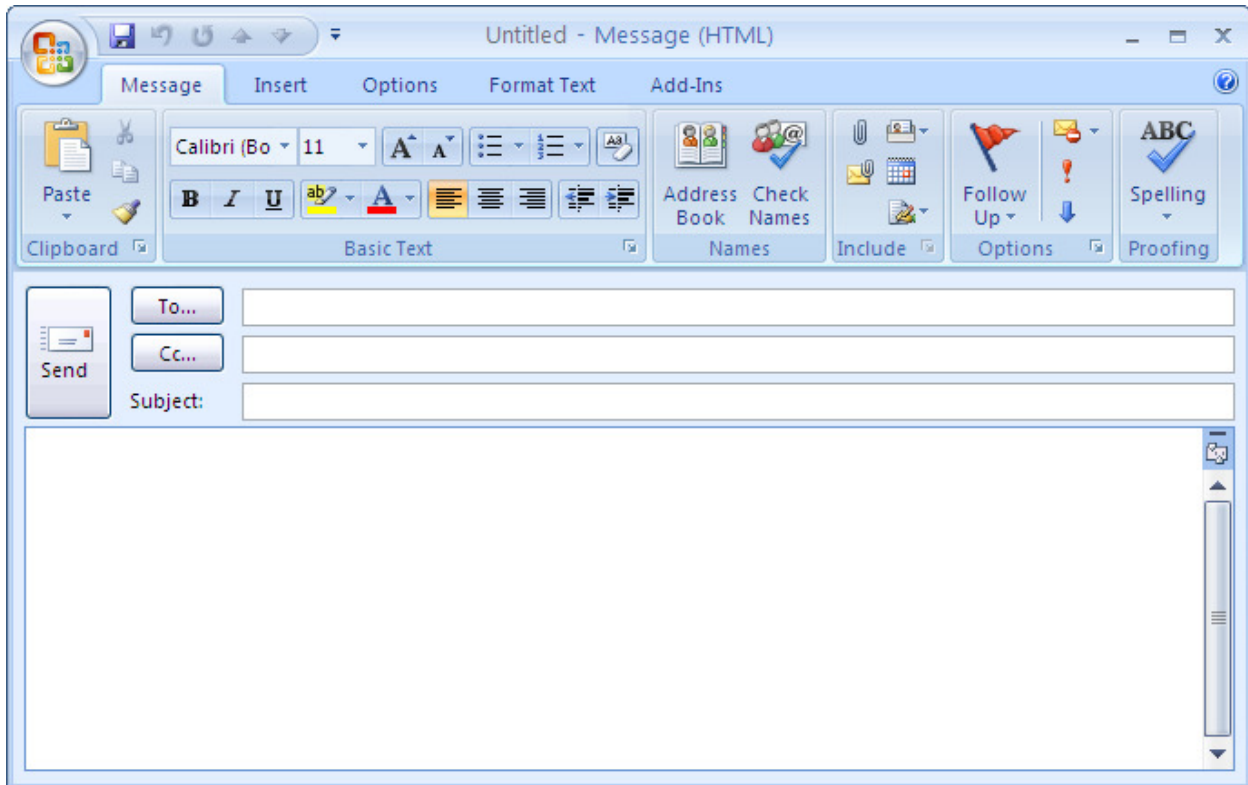
You cannot create entries in the GAL; only the system administrator can do this.

Contacts – The Contacts folder is a place for you to store the names, addresses, email addresses, phone numbers, and other details of people with whom you frequently correspond. If you create a distribution list, it will also be stored in this folder.

Sending a new email message

When you use Outlook 2007 to compose your first new message, you will see the new Microsoft Office Fluent user interface, the Ribbon.

1. To send a message when you are in the **Inbox** window: click on the **New Mail Message** button. If you are in another Folder: open the **File** menu and choose **New – Mail Message**. A new message window will open.



To address your email, do one of the following:

- a. Type the email address of the recipient. If you are sending the email to more than one person, each address should be separated with a semicolon (;)
or
- b. Select a recipient from an address list. To do this:
 - 1) Click on the **To:** button to open the Address Book and choose the recipient from one of your address lists (Contacts or Global Address List).
 - 2) Click on the drop down arrow of the **Show Names from the:** field to choose the address list you want to use, and then move to the **Name** field.
 - 3) Select a name and double-click on it to add it to the **Message Recipients** field. (Shortcut: Start typing in a name in the “Type name or Select from List” field to take you to the appropriate entry in the Global Address List.) Repeat this process for each recipient.
 - 4) To send a carbon copy, click on the recipient’s name and click **Cc:**

- 5) To send a blind carbon copy, click on the recipient's name and click **Bcc**:
- 6) Click **OK** to return to the message window.
- 7) Click in the **Subject**: field and type a brief subject for the message.
- 8) Click in the message area and type your message.
- 9) When you have finished, click on the **Send** button on the message



When you press Send, your email “passes through” the **Outbox** folder very quickly (you most likely will not even notice), a copy of your message is saved in your **Sent Items** folder and you are returned to the folder you were working in. If you are interrupted while typing your message, Outlook will automatically save the unfinished message to your **Drafts** folder to allow you to finish and send it later. You may also hit your **Save** button (or Ctrl + S) at any time to save unfinished messages in **Drafts**.

Checking the Spelling of Your Email

You can spell-check each individual email before sending by hitting F7 or selecting the “ABC” upper portion of the Spelling button.

You can also set Outlook to check every email for spelling before sending by doing the following:

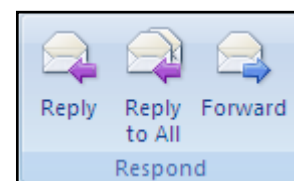
1. From the **Inbox**, select **Tools → Options**
2. Click on the “**Spelling**” tab
3. Place a checkmark by “*Always check spelling before sending*”



Replying to messages

You can reply to a message when you open it or by selecting it in the messaging pane.

1. Select or open the message you want to reply to.
2. Click on the **Reply** button (or **Reply to All** if you want all recipients of the original email to receive your reply)
3. The name of the sender is automatically entered in the **To**: field and the original subject is copied into the **Subject** field, with the prefix RE:
4. The original text of the message is included and you are able to add your own text and edit the original.
5. When finished, click on the Send button.



Forwarding a message

Use this feature to send a message that you have received to one or more third parties.

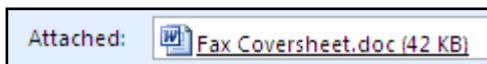
1. Select the message you want to forward.
2. Click on the **Forward** button.

3. The **To:** field will be empty -- enter the email addresses of the recipients.
4. The subject of the original message will be copied into the Subject field with the prefix FW:
5. Add your own comment to the original message.
6. Click on the Send button

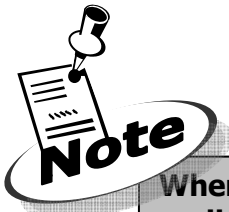
Attachments

Attaching a file to a message

1. Address and compose your message as usual.
2. Click on the **Attach File** button within the Message Ribbon that looks like a paperclip.
3. In the **Insert File** dialog box, locate the file you want to attach and click **Insert**. The filename will appear on the message in a field labeled **Attached:** (located under the **Subject:** field).



To delete an attachment, simply click on the attachment and hit the Delete key. You may also attach and make a reference to a previous e-mail by using the Attach Item button.

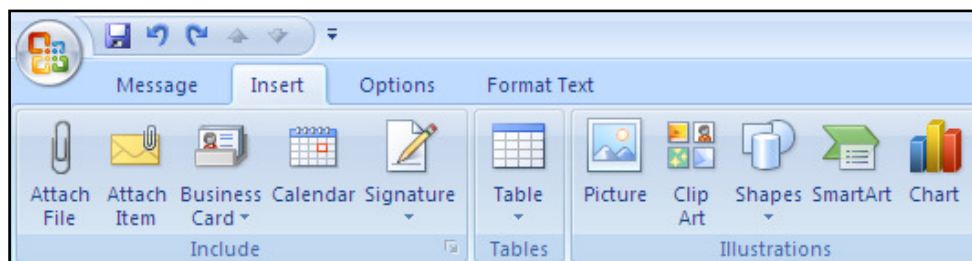


When sending attachments, be aware of certain file types (.exe, .mdb, etc.) that are blocked by UK's Exchange e-mail systems.

(If you are sending an Access file as an attachment, be sure to first ZIP up your file into a ".zip" format.)

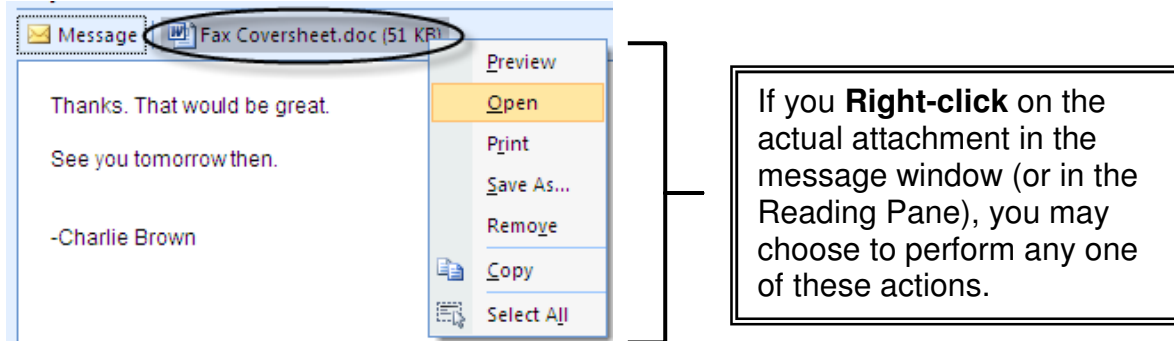
For a complete list of executable file types blocked at UK, please refer to <http://www.uky.edu/email/exchange/faq.html>

With Outlook 2007, you may also click on the **Insert** tab to conveniently insert or attach various items as shown below:



Opening and Saving attachments

When you receive a message that has an attachment, a small paperclip icon will appear with the email in the Messaging Pane.



If you select Open as shown above (or if you double-click on the attachment filename), you will be prompted to **Open it** or **Save it to disk**.

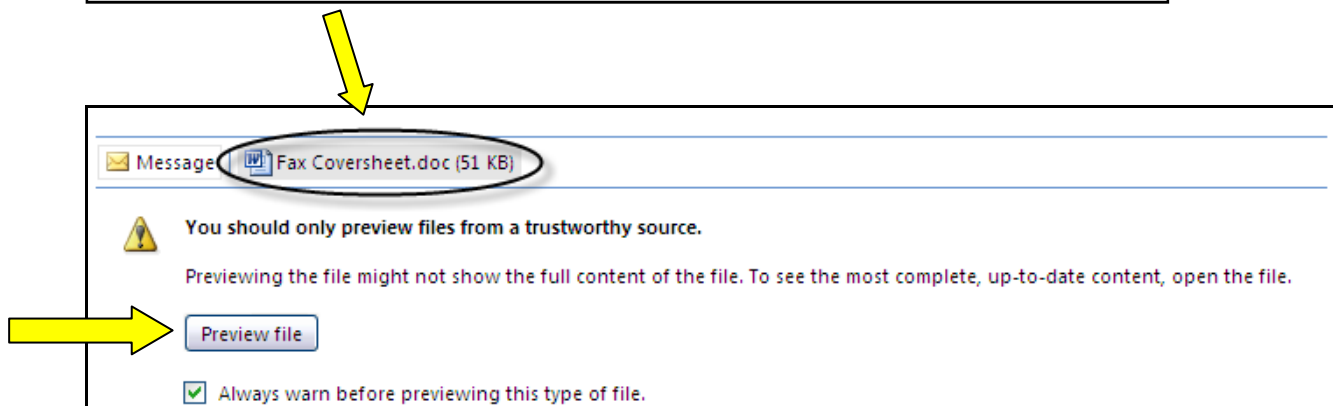
If you choose to save it, navigate to the location where you wish to save the file. The name of the file will be entered into the **File name** field for you. Click on **Save** and a copy of the attachment is saved to that location.

Tip – Sometimes you need to keep an email message but not its file attachments (especially if the attachments are large files). To do this, right-click on the filename of the attachment and select **Remove**. When you close the message, you will be prompted to save your changes.

Previewing attachments

With Outlook 2007, there is an **Attachment Previewer** feature that allows you to quickly preview common Microsoft Office files, images and text files.

If you **Left-click** on the actual attachment in the message window (or in the Reading Pane), you have the option to *Preview* your attachment.



Turning off the Attachment Previewer

Attachment Preview is supported for messages that are formatted as HTML and plain text, but not for messages that are formatted as Rich Text.

Also, Attachment Preview is only available when you are looking at received messages, not when you are composing new messages.

If you don't want to use the attachment previewer, follow these steps to turn it off.

1. Go to **Tools → Trust Center**, then click **Attachment Handling**.
2. Select **Turn off Attachment Preview**.

Note: You have to restart Outlook to affect this change.

Folders

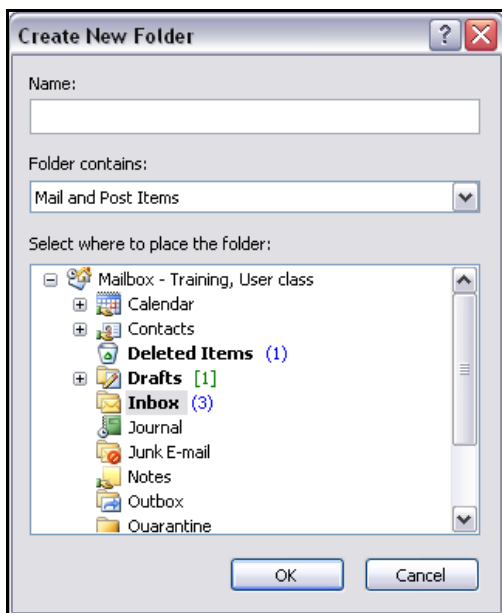
Creating Folders

Folders provide a way to organize your emails. You can create as many folders as you wish and can even create folders within folders.

Folders can reside on the exchange server, on a network server, or on your computer's hard drive.

Your mailbox account (stored on the Exchange server) is limited to 200 MB. This includes everything listed under "Mailbox," including your Calendar, Contacts, Inbox, Deleted Items, Sent Items, Tasks, etc.

1. From the *File* menu, select **New → Folder...** OR right-click on the "parent" folder where you want your new folder to appear. The *Create New Folder* dialog box appears.




TIP: Any folders that you create will be arranged alphabetically. To force a folder to appear at the top of this alphabetical list, try adding a "*", "_" or "&" in front of your folder name!

TIP: To check the size of any folder in Outlook, **right-click** on the folder, select **Properties**, and select **"Folder Size..."**

2. In the *Name* text box, type a name for the folder
3. In the *Select where to place the folder* scroll list, select a mailbox in which your new folder will be located
4. Click **OK**
The new folder is created and appears in your *Folder List*

Moving Emails into Folders

There are many ways to move an email into a folder. Below are some options:

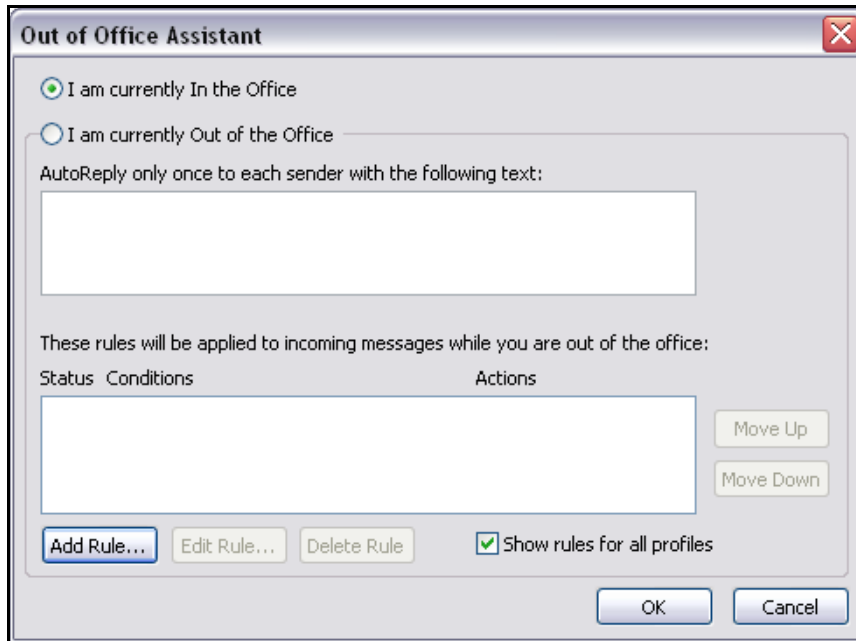
1. Select the email in the messaging pane and drag it to the desired folder
OR
2. Click the *Move to Folder* icon in the toolbar  and select the desired folder.

Tip – To select multiple emails to move at one time, use the **Shift** (consecutive emails) and **Ctrl** (non-consecutive emails) keys.

Using the Out of Office Assistant

If you are going to be away from the office for period of time and will not have access to your email, you might want to turn on the Out of Office Assistant. When this feature is on, Outlook will alert anyone who emails you that you are not in the office and cannot respond to their email.

1. From the **Tools** menu, select **Out of Office Assistant**
The Out of Office Assistant dialog box is displayed.



2. In the *AutoReply only once to each sender with the following text* box, type the information you wish to give to email senders.
3. Turn on the Out of Office Assistant by selecting the “*I’m currently out of the Office*” option.
4. Click OK.

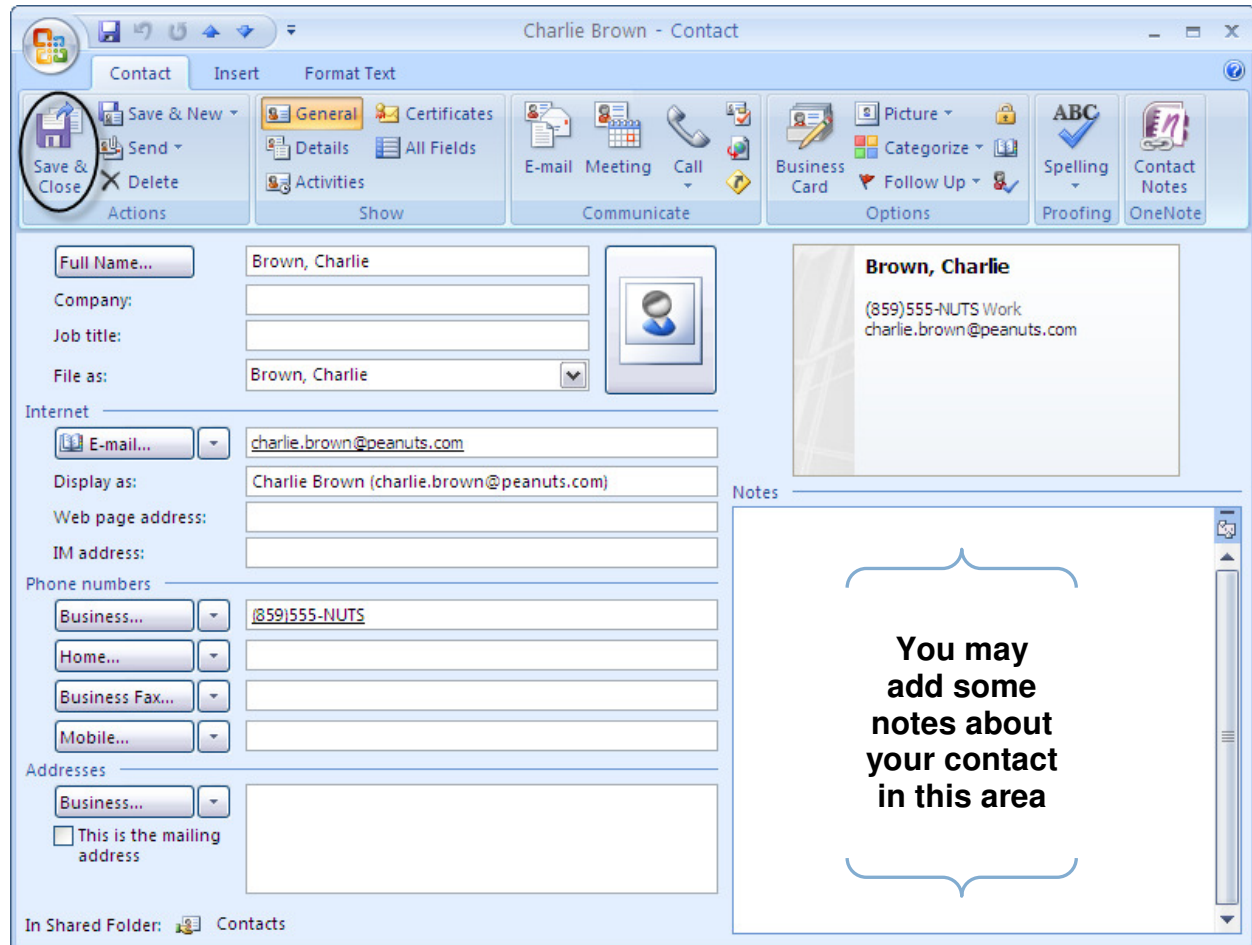
Once you have turned on this feature, Outlook will begin automatically responding to people who email you with the message you typed. (Note: Each person will receive only one message, even if s/he emails you multiple times).

When you open Outlook for the first time after returning to the office, Outlook will remind you that the Out of Office Assistant is turned on and ask you if you wish to turn it off.

Contact Information

Adding Information to Contacts

1. Open your Contacts folder by clicking on the **Contact** button in the **Navigation Pane**.
2. Click the **New** button on the Standard Toolbar.
3. Enter the person's name and e-mail address in the appropriate fields.
4. Type in any additional information (i.e. the street address, phone numbers, etc.)
5. Click the **Save and Close** button to save the information.



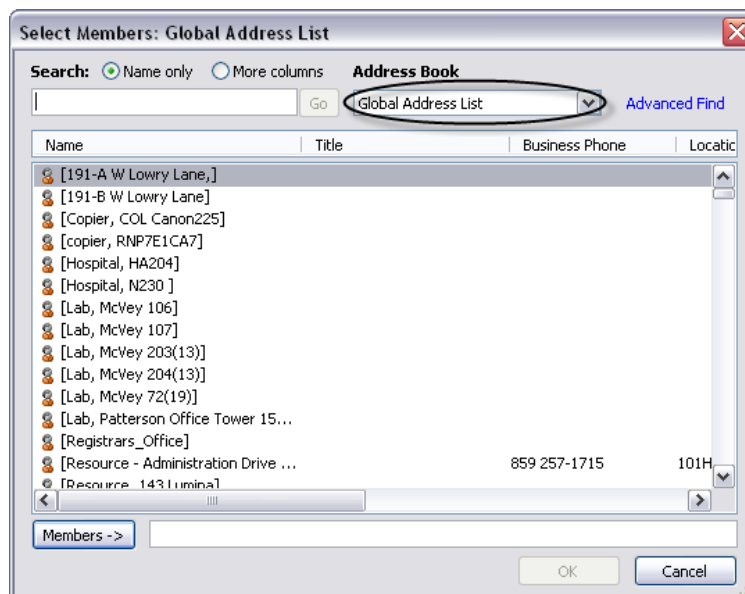
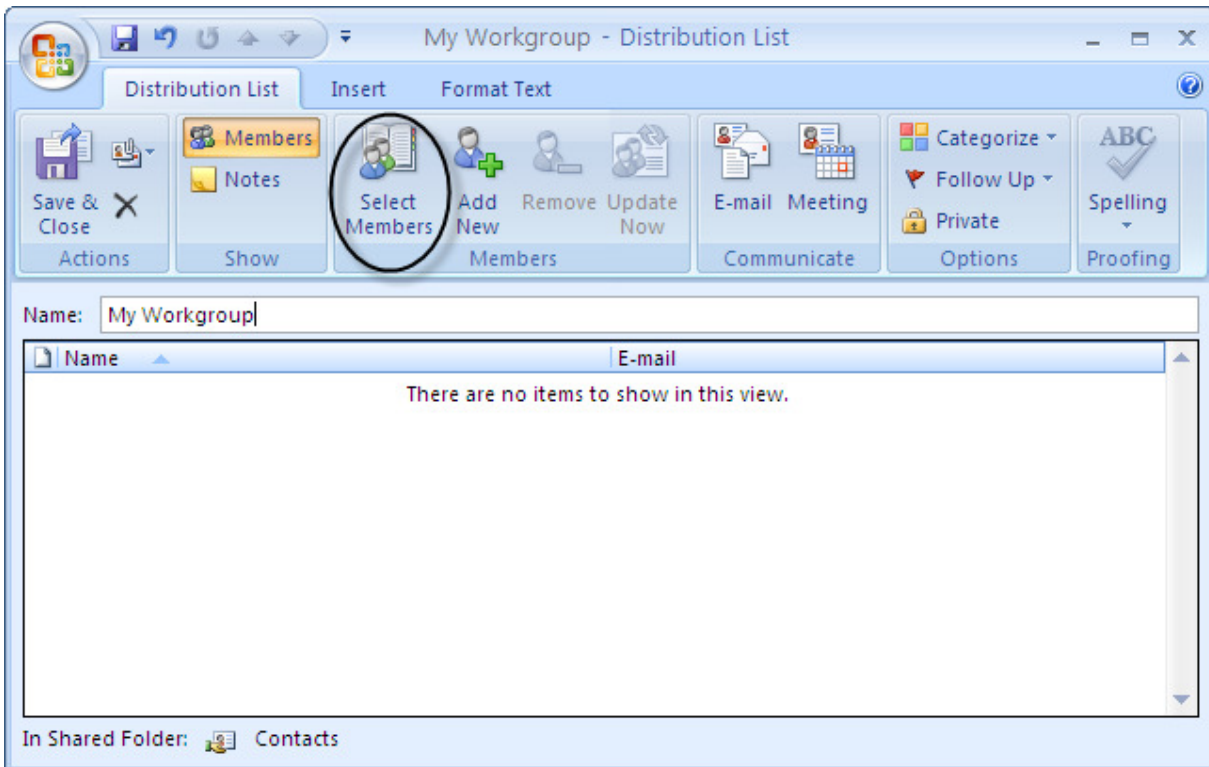
6. Repeat steps 2 through 5 to add more contacts.



To save the address from an e-mail message into your Contacts folder, open the message, **Right-click** the sender's name or e-mail address in the From field, and select **Add to Outlook Contacts**.

Building a Distribution List

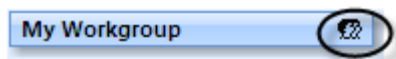
1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the “Name” box, type a name. The distribution list is filed in your Contacts folder by the name you give it.
3. Click the **Select Members...** button.



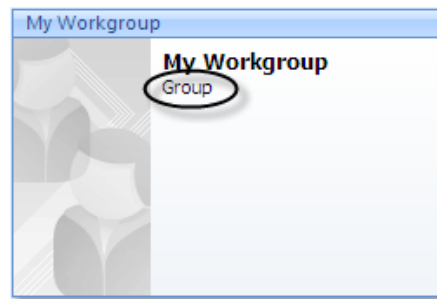
At this point, your **Global Address List** window pops up as shown above:

4. Using the dropdown menu at the top, select the view (either from your Contacts folder or the Global Address List) that contains the names and e-mail addresses you want in your distribution list.
5. If you like to you may use the Search box to start typing the last name of a person or contact who is listed in this university's phone directory.
6. You may highlight a name and click **Members** to add any number of names to your distribution list.
7. Click **OK** and then the **Save and Close** button to save your distribution list

Outlook will put the distribution list in your Contacts folder.



You will know that your distribution list is different from a regular contact by the "Group heads" icon as shown above or the Group designation shown in the business card format to the right:



With Outlook 2007, the **Electronic Business Card (EBC)** format is an integrated feature within **Contacts**. You may create EBCs using the information stored in Contacts and also insert them into e-mail messages like signatures.

Sending e-mail to a Distribution List

To send an e-mail to a distribution list, try any **one** of the following methods:

- In Contacts View, **Right-click** the distribution list you want to send e-mail to and go to **Create → New Message to Contact**.
- In Contacts View, select the distribution list you want to send e-mail to and click on the **New Message to Contact** button on the Standard Toolbar.
- Simply type the list name in the **To:** field while in a new message window.
(*Hint:* You may hit the "Check Names" button to make sure you got the correct name for the distribution list.)
- Click on **To:** while in a new message window and search for the name of the distribution list within your Contacts folder from the Global Address list window dropdown menu.

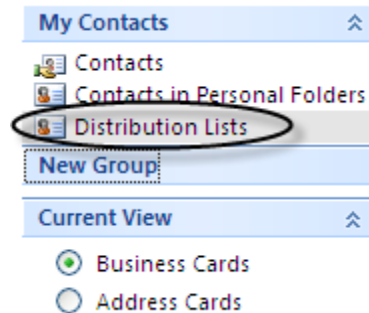
Using Groups to Manage Distribution Lists

Once you have several distribution lists in your Contacts folder, it will make sense to create subfolders within Contacts to manage all of your distribution lists in one place. This step is similar to the *Creating and Moving E-mails into Folders* section above because everything in Outlook is organized in folders.

To create a subfolder within your parent Contacts folder:

1. Select **Folder → New Folder** from the File menu. The *Create New Folder* dialog box appears.
2. In the *Name* text box, type a name for the folder. (Example: “Distribution Lists”)
3. In the *Select where to place the folder* scroll list, select *Contacts*. (This is where your new subfolder will be located.)

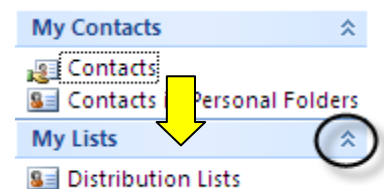
4. Click **OK**. When you click back on to Contacts view, your new subfolder should appear in My Contacts as follows:



5. Click on the **Add New Group** button in your Navigation Pane.
6. Enter a Name for this new group. (Example “My Lists”)

[Note: you may Right-click on this group header to Rename, Remove this group or to Move it Up or Down your Navigation Pane.]

7. Click and drag on “Distribution Lists” and release it onto “My Lists” as shown to the right:
8. You may click on the arrow to the right of “My Lists” to expand or collapse this group.




You have now created a subfolder within Contacts as well as a shortcut to this subfolder that is grouped and more easily accessible from within the Navigation Pane.

Spring Cleaning! (Deleting unwanted items)

It is important to continuously monitor your Outlook account and remove unnecessary items. Every employee has an allotted amount of space on the Exchange server for our Outlook account. This includes all of your Outlook folders: your email, calendar, contacts, tasks, notes, etc. as well as any folders that you create. Be sure to regularly delete emails you no longer need. Remember: every email that you send is saved in your Sent items.

To delete an item, choose one of the following options:

- Select the message(s), and click the  button, or
- Select the message(s), then select **Edit→Delete** from the **Menu Bar**, or
- Select the message(s), and press the **Delete Key** (on your keyboard)
- Right-click on the message(s), and select **Delete**

If you mistakenly delete an item, you can get it back by dragging it from the deleted items folder to the appropriate Outlook folder.

Permanently Deleting Items

When you delete a message or other Outlook item, it goes into the **Deleted Items** folder, which is stored on the Exchange server (and thus, still takes up the same amount of space as if it were still in your Inbox). If you are sure that you want to *permanently* get rid of an item, you will then want to delete the email from the **Deleted Items**. You can permanently delete individual emails by deleting the item (using one of the four methods listed above) from the Deleted Items or you can empty the entire **Deleted Items** folder.

To empty the Deleted Items folder:

1. Right click on the Deleted Items folder to display the menu
2. On that menu, left click on: Empty “Deleted Items” Folder



Empty your deleted items regularly!

TIP -- To set up Outlook to automatically “dump” the Deleted Items each time you exit Outlook, go to **Tools → Options → Other....** and check “Empty the Deleted Items folder upon exiting.”

TIP – Use the shift key in conjunction with one of the four methods listed above to *permanently* delete an email.

Appendix

Get Help in Outlook

By default, the Office Assistant helper is turned **off** in Outlook 2003. You can turn it back on by opening the **Help** menu and choosing **Show the Office Assistant**.

You can also simply open the **Help** menu and click on **Microsoft Office Outlook Help**. A new panel will appear on the right side of your Outlook window. Type your question into the search box at the top of the panel and then click on the green arrow button. A list of possible answers will appear, and you can click on each answer for more information.

Outlook Web Access

You can access your Outlook e-mail on the Web! From the UK home page, click on **Exchange**. This will take you to <http://exchange.uky.edu/> Select the link “Microsoft Outlook Web Access.”

A box will appear where you will enter your User name and Password. **NOTE:** You must type the domain in front of your user name – usually this is ad\

Click **OK**. Outlook will appear with your Inbox open. When you are ready to exit Outlook, be sure you click on the Logout shortcut icon and then close your browser!

Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Client (what's this?)

Premium
 Basic

Security (what's this?)

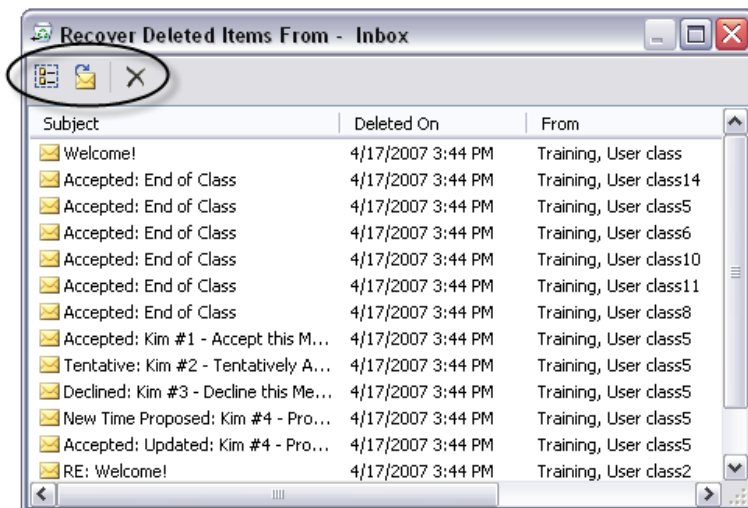
Public or shared computer
 Private computer

Recover Deleted Items!

If you delete an email, empty your Deleted Items folder, and then realize you need the item, don't despair – you might still be able to retrieve it. Here's how:

1. Open the **Deleted Items** folder
2. Open the **Tools** menu
3. Click on **Recover Deleted Items**
4. A new window will open, showing you a list of items you deleted recently.
5. To recover an item, select it and then click on the button that looks like an envelope with an arrow on it, in the upper left corner of the window.
6. The item will go back to your **Deleted Items** folder.

Now you can drag the item into the appropriate Outlook folder.



Your Email Alias

Have you changed your email alias yet?

If you don't know what this is referring to, chances are you have not.

First Thing's First...

Every employee at the university is automatically given an email address when they are hired. Usually it is their [AD\(active domain\)account @ email.uky.edu](#) (or some variation of this). Your email address is very public – it is in the campus directory, listed on many university web-pages, and is visible to everyone that you send an email to. The problem with this is that your AD account is also usually your user ID to get into your computer (and gain access to your files) and the administrative computer systems used at UK. If a person wanted to hack into one of UK's systems, if they have your email address, they already have your user ID; all they need is your password – that's half the equation!

In order to alleviate this security risk, we have been asked to create an alias that will be used as our published email address (on webpages, business cards, etc.). Creating an alias is also useful if your current email address has a series of letters and numbers that are not significant or are difficult to remember.

For example: If John Doe's email address is:

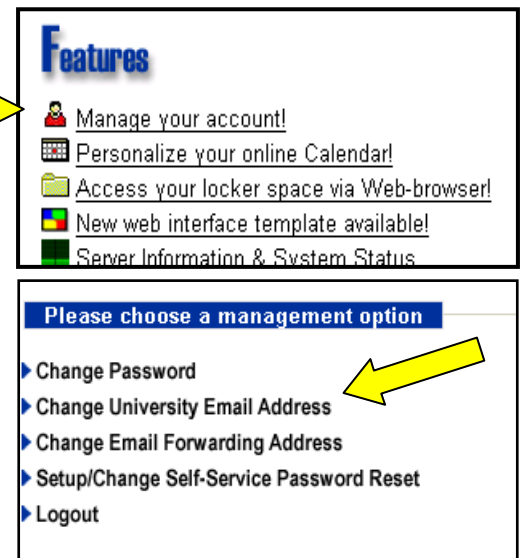
idoe00@email.uky.edu, he should change his email address to

john.doe@uky.edu.

This address is much simpler and easier to remember.

Here's how to create an "Alias" for your email address:

1. Go to <http://u-connect.uky.edu/>
2. Click **Manage your account!**
3. Log in using your U-Connect account (if you have never changed your password, it will be "u\$" followed by the last 6 digits of your social security number. If you have changed your password but do not remember it, call IT Customer Service at 257-2900)
4. Select "**Change University Email Address**"
5. Enter a new email address following the parameters given (must be 9 characters long, etc.)
6. Click "**Submit Change.**"



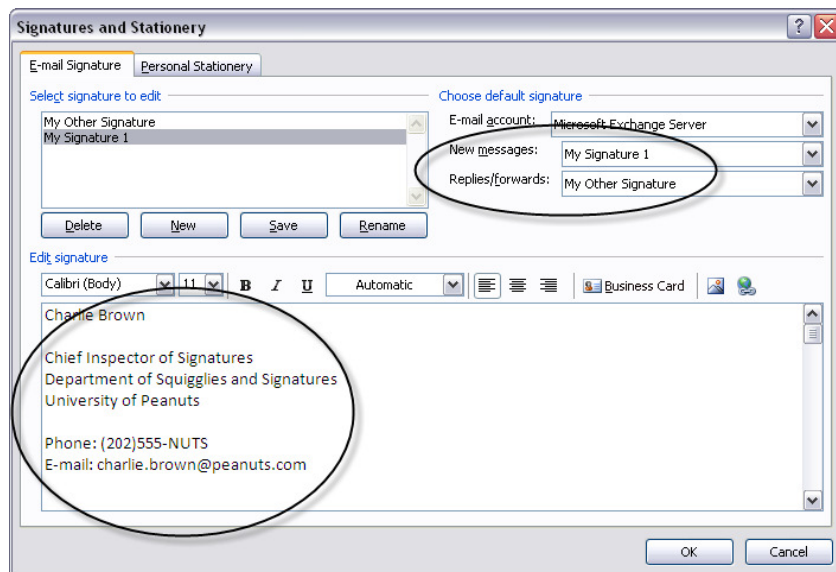
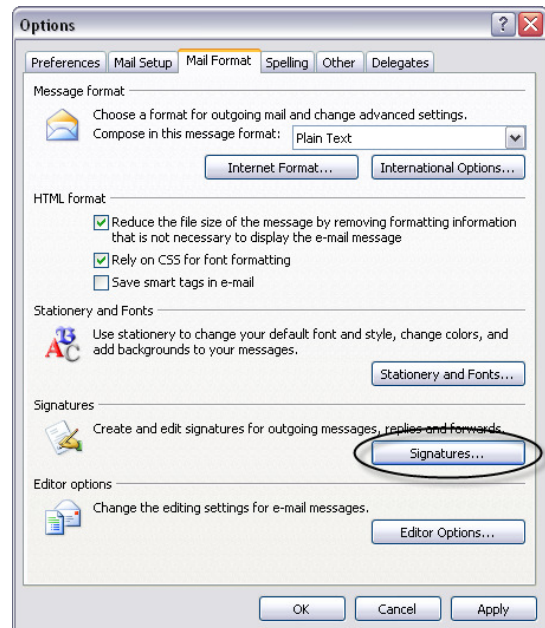
Signatures

Instead of typing your name and phone number at the end of each message you send, you can create and save a signature that contains this information.

You can create more than one signature, such as a professional and a casual signature. You can also use the signature feature to insert longer messages that you use frequently.

Creating a Signature

1. Open the **Tools** menu, select **Options**, and click on the **Mail Format** tab
2. Click on the **Signatures** button to edit your signature or add a new one
3. Click on **New** to open the **Create New Signature** window
4. Type a name for your signature and click **OK**
5. Type the text for your signature into the Edit Signature text box and click **Save** (You will see the named signature and a preview of the text in the window below.)



6. Click **OK**

You may create multiple signatures by repeating this process.

Once you have created your signature, you can choose to manually insert it into each email or have Outlook add it to the end of new messages automatically.

Automatically insert signature

Go to **Choose default signature** within the **Signatures and Stationary** dialog box.

Select from the drop-down boxes the signatures that you want to use for **New messages** as well as for **Replies/forwards** (You can use a different signature for replies and forwarded email if you want.).

Click **OK**

Manually insert a signature

After you have typed your message in a new message window, click on the **Insert** tab and choose **Signature**

Select and click the signature that you want to use. The signature will be inserted into your message



*** Special Instructions for all Hospital and Medical Center staff:** Hospital policy requires staff to include the following confidentiality statement in the signature:

*The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply e-mail or phone and **delete** this message and its attachments, if any.*

If you prefer, you may copy/paste the approved statement from the following website:
<http://www.mc.uky.edu/learningcenter/Manuals/Statement-of-confidentiality.htm>