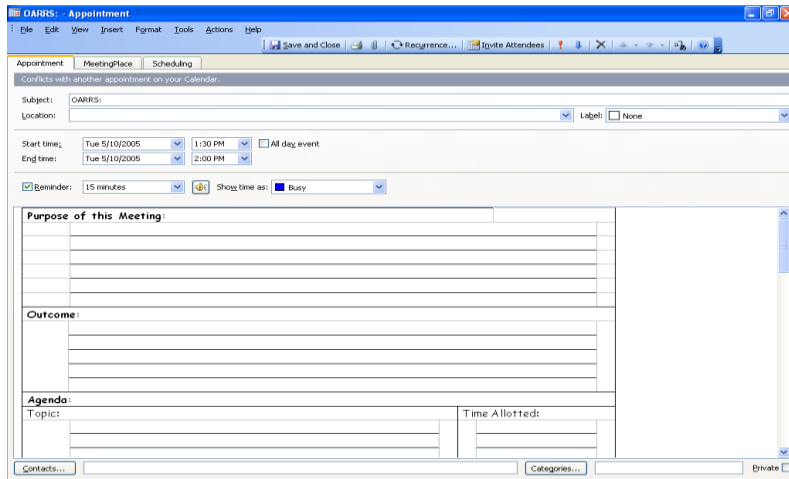


# OARRS OUTLOOK 2007 EMAIL, CALENDAR, ONENOTE TEMPLATES



## How to use OARRS template in all your meetings:

First Save Template to your Machine.

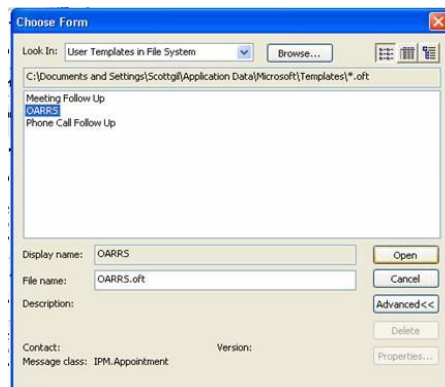
1. Double Click Attachment (**OARRS CalendarTemplate.oft**, **Meeting Outcome and Agenda.oft** , **My Template.one**) and Save to: C:\Documents and Settings\**(YOUR ALIAS)**\Application Data\Microsoft\Templates  
Step 1 is a one-time action...

Use OARRs templates for your meetings:

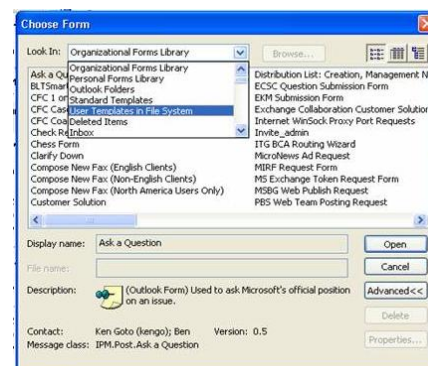
1. Print this email and use it for navigation.
2. Open Outlook
3. Click File, New, Choose Form
4. Go to "Look in:" Drop Down and Choose "User Templates in File System"



5. Choose appropriate "OARRS" template and Open.  
normal schedule request.



Proceed as



## How to use OARRs template in OneNote:

- A. Open the attachment from here
  - a. OneNote will launch and this will appear as a Read-Only page in a Open Sections notebook
- B. Copy the Page to the "Unfiled Notes" notebook
- C. Open the template pane
  - a. This can be done by clicking on the dropdown button of the new page and selecting "More template choices..." at the bottom of the menu
- D. At the bottom of the pane you can click on "Save page as template..."
  - a. You will have to provide a name, I have called it "OARRs Meeting Notes"
- E. Be sure to select the checkbox to make it the default template for new pages
  - a. If you forget, you can select it from the dropdown list. It should be the first option in the list
- F. Now you have a template for any new pages created in the "Unfiled Notes" Notebook
- G. You can close the original page by right clicking and selecting close
  - a. If this is the only page open in the "Open Sessions" notebook, then that notebook will also close