MS Outlook

How to set your startup screen to be the LCSC intranet

1). In your “Folder List” right click the “Notes” folder and choose Properties.

2). Go to the Home Page tab and enter the intranet address as shown below, check the “Show home page…” box. Choose OK.
3). Next go to Tools>Options>Other>Advanced Options

4). Go to the Other Tab. Set the “Startup in this folder” to the “Notes” folder. Restart Outlook. The intranet should start and to get to your Inbox, select the Mail Button.