


Steps to Reporting Faculty Absences

If you have any questions about using these forms/templates please contact Lisa Hornsby at x2153

- 1) Open MICROSOFT OUTLOOK to your INBOX
- 2) Select INSTRUCTION FORMS in your OUTLOOK SHORTCUTS * or in PUBLIC FOLDERS, ALL PUBLIC FOLDERS. Select ACTIONS from the menu bar. The drop down menu will show NEW ADJUNCT ABSENCE, NEW CONTRACT ABSENCE and NEW OVERLOAD/LOADBANK ABSENCE. If they do not appear, click on the . Select the desired form/template.
- 3) Do not delete any names in the distribution. However, please add your Department Chair/Director and your Division Dean and Division Secretary to the Cc's. If this form is being sent by someone other than the Academic Department Assistant, please include the Academic Department Assistant in the distribution. Fill in the requested information regarding the faculty absence and send the email. All the appropriate offices will be notified of the absence. (NOTE: please do not make any other changes to this template.)
- 4) If assistance is required from the Instruction Office or division office with posting the class, please telephone to ensure the class will be posted in time. The department must still send the email to report the absence to all appropriate individuals.

*** You may create a shortcut to the absence reporting forms/templates as follows.** Go to FOLDER LIST. If you do not have the FOLDER LIST and/or the OUTLOOK SHORTCUTS showing on your screen, click on VIEW. Click on FOLDER LIST and/or OUTLOOK BAR to activate these windows.

In the FOLDER LIST scroll down to PUBLIC FOLDERS. Click on the "+". Then go to the ALL PUBLIC FOLDERS, click on the "+". Scroll down and right click on the INSTRUCTION FORMS. When the box appears click on ADD TO OUTLOOK BAR. A new icon for Instruction Forms will appear on your OUTLOOK SHORTCUTS BAR. This shortcut will be the easiest way to get to the INSTRUCTION FORMS.

Now you have two (2) ways to get to the INSTRUCTION FORMS, either through the FOLDER LIST or the OUTLOOK SHORTCUTS.