

電子郵件如何兼俱安全, 行動與科技的功能

台灣微軟
技術經理 Tom Charng

電子郵件如何兼俱安全, 行動與科技的功能

- Outlook 與Outlook Express之比較
- 手機與郵件系統完美結合
 - 快速設定與聰明使用
- Smart Phone的應用介紹

Outlook Express 與 MicroSoft Outlook

- Outlook Express是屬於Windows XP作業系統所附贈的軟體，功能比較簡單。
- MicroSoft Outlook是屬於Office軟體內建軟體的版本，它的功能比Outlook Express多，而且也比較強，比較適合辦公室的人使用這套軟體。

Outlook Express 與 Microsoft Outlook

功能	Outlook Express	Microsoft Outlook
收發電子郵件	✓	✓
個人通訊錄	✓	✓
行事曆		✓
工作管理		✓
郵件規則	簡單	完整
安全性要求*	低	高

註：安全性要求是指MS Outlook會限制一些不安全的行為，如傳送.exe的附檔。

Version/Feature Matrix

	Exchange 2003 (SP2)	Exchange 2007 (SP1)	Exchange 2010 (RTM)
Outlook 2007		Outlook Anywhere	
		RMS email	
		Managed Folders	
		Sender ID Anti-Spam	
		AutoDiscover Settings	
		Cached mode	
		Reduced Network traffic (50-70%)	
		Server Search	
		Search Folders	
		Resource Booking Attendant	
		Schedulable OOF	
		Internal/External OOF	
		Voicemail	
		Scheduling Assistant	
	Share Calendar Information		
	Calendar Attendant		

	Exchange 2003 (SP2)	Exchange 2007 (SP1)	Exchange 2010 (RTM)
Outlook 2003		Outlook Anywhere	
		RMS email	
		Cached mode	
		Reduced Network traffic (50-70%)	
		Search Folders	

Color Key

Security and Control

Performance

Productivity

微軟智慧型電子郵件解決方案



電子郵件



群組行事曆



連絡人



待辦事項



語音信箱



記事



組織通訊錄



線上信箱封存



即時訊息



RSS



手機簡訊

Microsoft®
Outlook® 2010



Microsoft®
Exchange



提供一個讓您一次就可以讀取屬於您所有訊息的地方。

工欲善其事必先利其器

電話



Microsoft® Office Outlook® Voice Access

Microsoft® Exchange ActiveSync

Windows® phone



Microsoft® Exchange
(企業訊息中心)

PC & MAC



Microsoft® Outlook® 2010



Entourage:mac 2008



瀏覽器

Microsoft® Outlook® Web App



支援更多行動裝置



NOKIA
Connecting People



Sony Ericsson



symbian



DataViz[®]
Compatibility. Instantly.



Outlook 2010 效能更好更快

- Outlook 效能更好更快

- 啟動至少快提升25%
- 下載新郵件速度提升30%
- 讀信，文件，法規 - 減少工作流程中的停頓34%
- 關機時間少於 10秒在96%的Beta 2使用客戶。

- 可以使用大的儲存設備

- 提升最大檔案大小2.5倍 (20GB到50GB的)
- 大大提高處理 multi-gigabyte 信箱和歸檔文件能力



OWA Browser Support

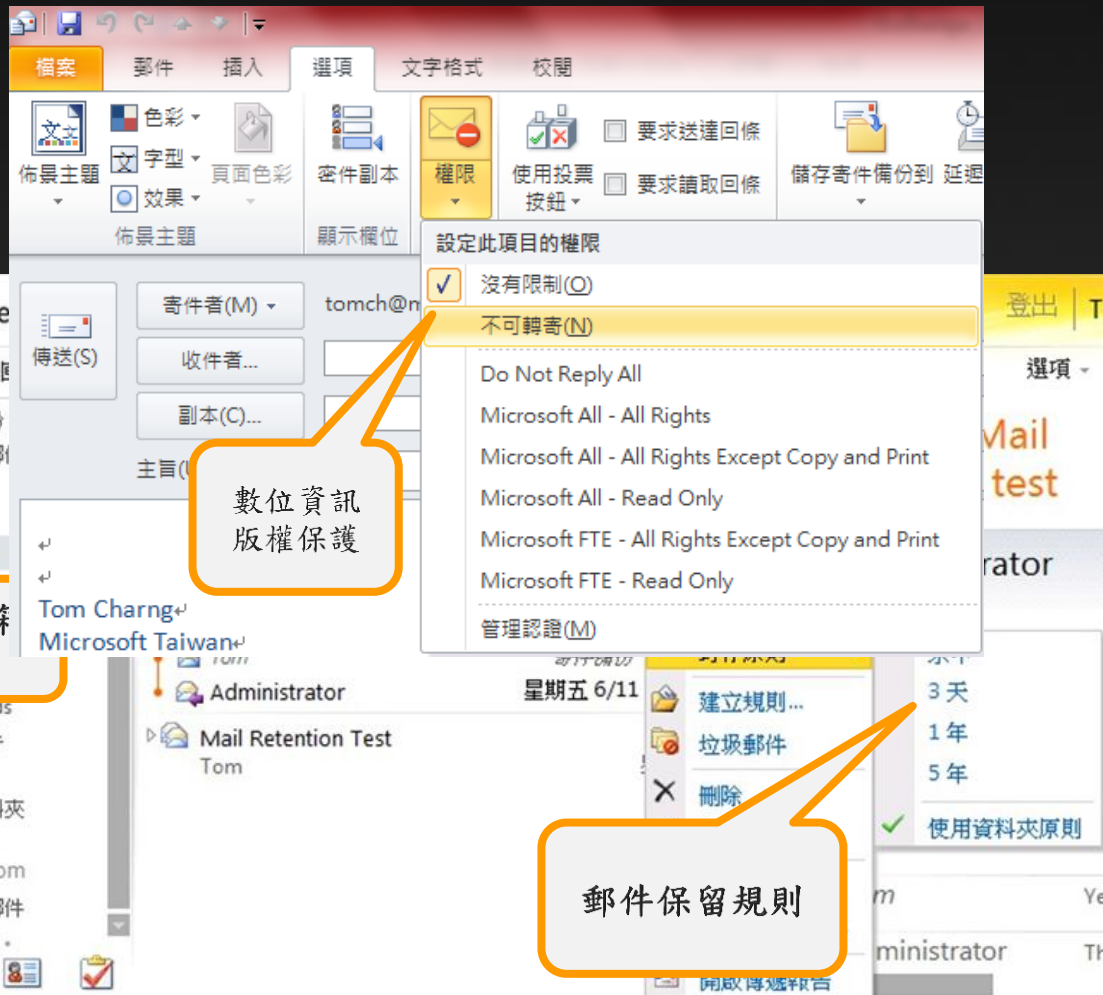


A screenshot of the Outlook Web Access (OWA) interface in a browser window. The browser address bar shows 'https://pioneer.exchange.microsoft.com/owa/'. The user is logged in as 'Adam Glick'. The interface displays a 'Mail' view with an 'Inbox (32 Items)' list on the left and a conversation thread on the right. The conversation thread is titled 'TPM Team Challenge' and includes messages from Jim Lucey, Michael Atalla, Jon Orton, and Ian Hameroff. The most recent message from Ian Hameroff includes a reference to a movie and two photos: one of a man with a red bandana and another of a man with glasses. The interface also shows a navigation pane on the left with folders like 'Inbox', 'Drafts', and 'Deleted Items'. The bottom of the browser window shows the Windows taskbar with various application icons and the system tray.

最佳風險控管

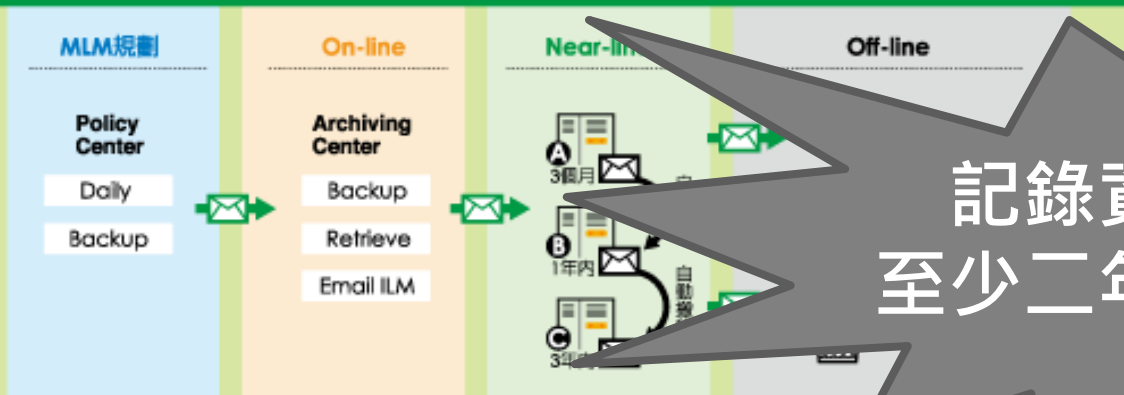
在不改變使用者及IT專業人士的經驗下，提供電子郵件保護，保存和收搜尋等功能

防止惡意軟件和垃圾郵件進入到郵件訊息環境



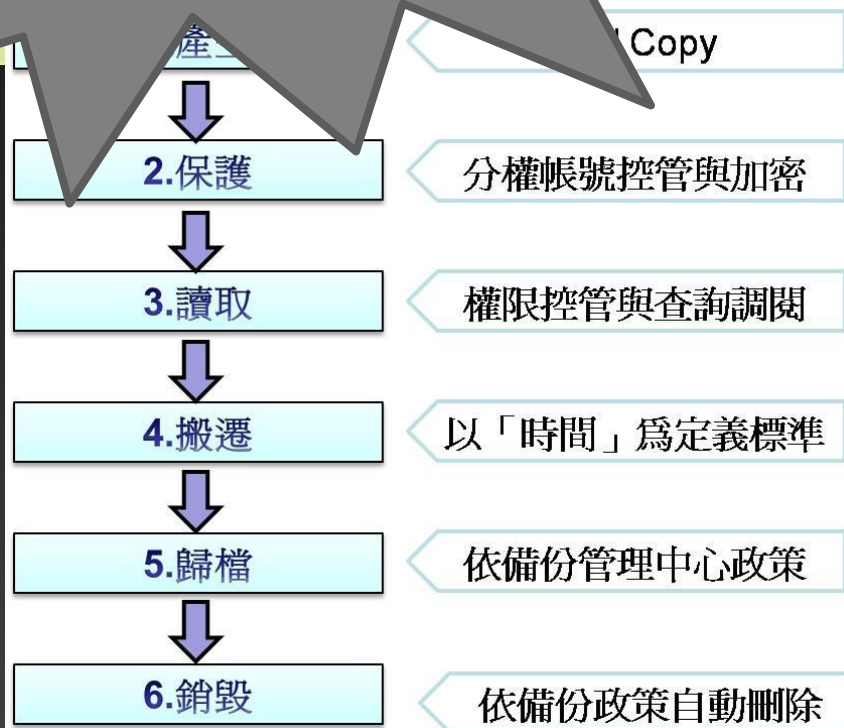
郵件生命週期

Mail Lifecycle Management 運行架構

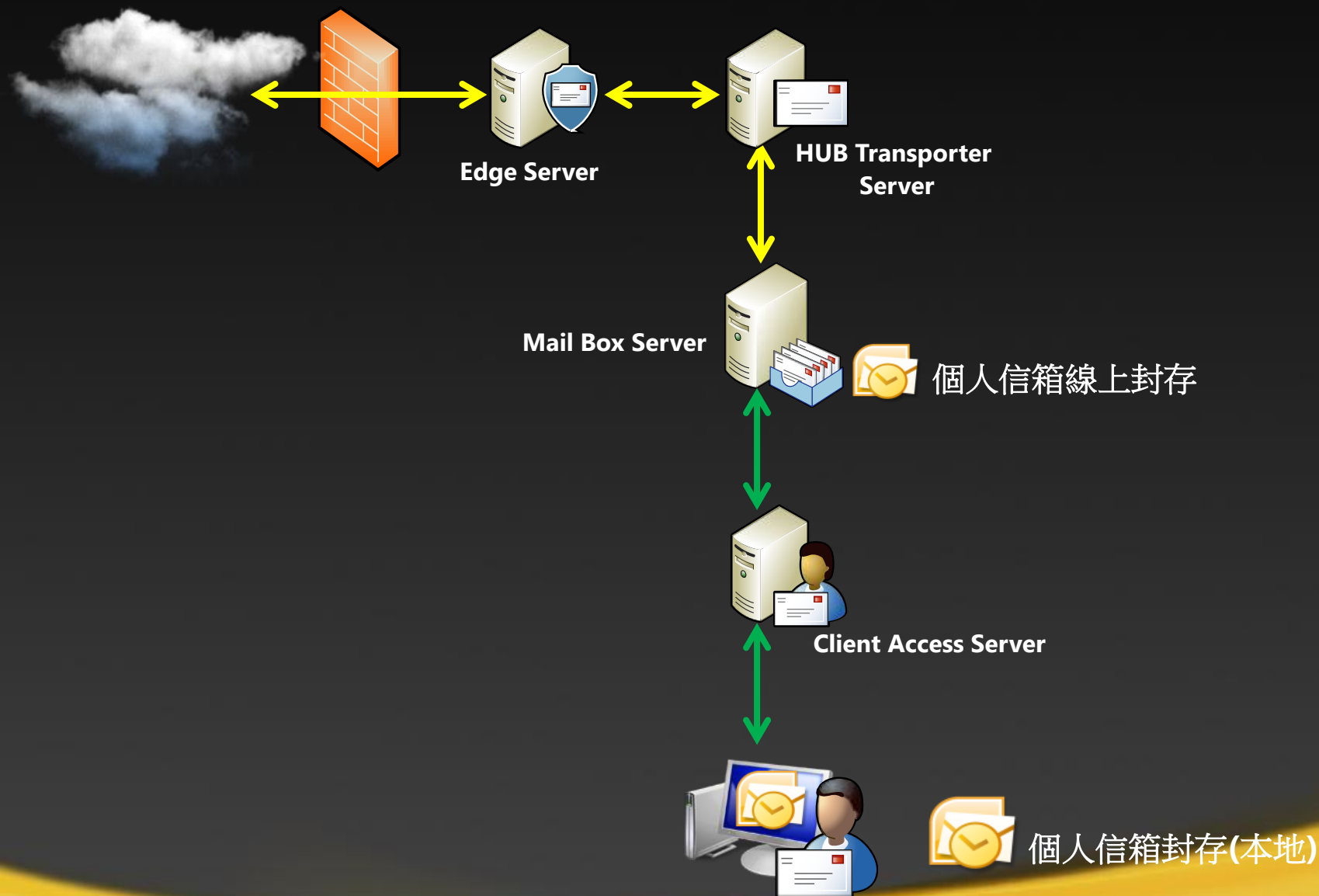


記錄資料需保留
至少二年、最多五年

- 依據個資法第30條損害賠償請求權，自請求權人知有損害及賠償義務人時起，因二年間不行使而消滅；自損害發生時起，逾五年者，亦同
- 依據個資法第29條非公務機關違反本法規定，侵害當事人權利者，負損害賠償責任。但能證明其無故意或過失者，不在此限



Exchange 2010 個人信箱封存



檔案 常用 傳送/接收 資料夾 檢視 會議

新增電子郵件 新增項目 新增

略過 清理 刪除 回覆 全部回覆 轉寄 會議 IM 其他

移至? 轉寄給經理 小組電子郵件 回覆及刪除 快速步驟

規規則 OneNote 移動 規則 OneNote 移動

未讀取/已讀取 分類 待處理 標籤

簡繁轉簡 繁簡轉繁 中文繁簡轉換 中文繁簡轉換

尋找連絡人 通訊錄 篩選電子郵件 尋找

我的最愛

- 收件匣
- 未讀取的郵件
- 寄件備份
- 刪除的郵件 (4)
- Tom@msft.com
- 封存 - Tom@msft.com
- 刪除的郵件
- 2009-(1-12)
- 2010-(1-5)
- 搜尋資料夾

郵件 行事曆 連絡人 工作

搜尋 線上封存 - Tom - 2009-(1-12) (Ctrl+E)

排列: 日期 最新的在上面

較舊的

- Microsoft 2009/10/29 繽紛世界, 從Windows 7 開始!
- Microsoft 2009/10/27 [11/30前送好禮]史上最會玩的手機...
- Microsoft 2009/10/21 10/24-25 Windows 7 + Windows ...
- Microsoft 2009/10/15 邀請您一同參加10月23日Windows...
- HiNet好康報 2009/10/15 98年下期營業用汽車使用牌照稅開...
- 廖胜蓝 2009/10/14 精彩尽在十月动手实验营 - 广州灵通
- HiNet好康報 2009/9/26 景氣差壓力大! 台灣每3人有1人罹癌
- Microsoft 2009/9/25 PowerPoint 真的玩很大!
- 廖胜蓝 2009/9/21 Win7兼容性动手实验营 - 广州灵通
- HiNet好康報 2009/9/10 英文力大檢測! 免費送線上英文互...
- 廖胜蓝 2009/9/10 TechEd 2009技术大会 - 广州灵通
- 廖胜蓝 2009/9/4 Windows PowerShell 2.0 新特性之

精彩尽在十月动手实验营 - 广州灵通

廖胜蓝 <Sydney@lingtong.com>

寄件日期: 2009/10/14 (週三) 上午 10:37

收件者: Tom Chang



更新主题 抢先预定

Microsoft TechNet 动手实验营 十月日程更新

亲爱的 IT 朋友们:

金秋十月, 我们已经迎来普天同庆的激动时刻-祖国的六十大寿, TechNet 动手实验营项目组最值得参与的 [TechNet 动手实验营](#)。通过我们持续专业的深度培训, 让我们的活动更为丰富

2009年10月, [TechNet 动手实验营](#)在全国19个重点城市举办35场活动, 直击企业: 濡目染的微软明星产品- Windows 7。本月我们隆重推出2大全新主题: [使用微软商业 Windows Server 2008 R2 之活动目录新特性体验](#)。让我们通过 Windows Server 2008 目录、分支办公室、虚拟化、服务器管理和安全, 这四方面的新技术和新功能。即刻注册, 及

日期	地点	时间	
10月22日	灵通	9:00-16:30	SQL Serv
10月27日	灵通	9:00-16:30	DPE

廖胜蓝

2010年12月

日	一	二	三	四	五	六
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

明天

部門會議
下午 2:00 - 下午 5:00
Online Meeting; Tom

星期四

部門會議
下午 2:00 - 下午 5:00
Online Meeting; Tom

星期五

1 個約會

排列: 標幟到期日

輸入新工作

在此檢視下, 沒有項目顯示。

常用連絡人
常用連絡人會自動新增至此群組...

客戶服務部
公司同事
Other Contacts

郵件 > 2009-(1-12) 42 個項目

我的最愛

- 收件匣
- 未讀取的郵件
- 寄件備份
- 刪除的郵件 (4)

Tom

線上封存 - Tom

- 2009-(1-12)
- 2010-(1-5)
- 刪除的郵件

新增 刪除 移動 篩選器 檢視

搜尋整個線上封存 - Tom

較舊的

日期的交談 最新的在最上方

- 繽紛世界, 從Windows 7 開始! Microsoft 2009/10/29
- [11/30前送好禮]史上最愛玩的手機 Windows pho... Microsoft 2009/10/27
- 10/24-25 Windows 7 + Windows phone 街頭派... Microsoft 2009/10/21
- 邀請您一同參加10月23日Windows 7 新光華上市... Microsoft 2009/10/15
- 98年下期營業用汽車使用牌照稅開徵囉 HiNet好康報 2009/10/15
- 精彩尽在十月动手实验营-广州灵通** 廖胜蓝 2009/10/14
- 景氣差壓力大! 台灣每3人有1人罹癌 HiNet好康報 2009/9/26
- PowerPoint 真的玩很大! Microsoft 2009/9/25
- Win7兼容性动手实验营-广州灵通 廖胜蓝 2009/9/21
- 英文力大檢測! 免費送線上英文互動課程 HiNet好康報 2009/10/10

精彩尽在十月动手实验营-广州灵通

廖胜蓝 [Sydney@lingtong.com]

收件者: Tom Charng

2009年10月14日 上午 10:37



亲爱的IT朋友们:

金秋十月, 我们已经迎来普天同庆的激动时刻-祖国的六十大寿, TechNet动手实验营项目组在此刻更是激情跳跃值得参与的[TechNet动手实验营](#)。通过我们持续专业的深度培训, 让我们的活动更为丰富精彩, 让我们在这瞬息万变的IT世界中, 通过我们的活动, 让您第一时间了解微软的最新技术, 让您的IT技能更上一层楼。

2009年10月, [TechNet动手实验营](#)在全国19个重点城市举办35场活动, 直击企业IT用户关心的最新技术热点-微软明星产品- Windows 7。本月我们隆重推出2大全新主题: [使用微软商业桌面部署解决方案部署VWR Server 2008 R2之活动目录新特性体验](#)。让我们通过Windows Server 2008 R2这系列的动手实验向您的办公室、虚拟化、服务器管理和安全, 这四方面的新技术和新功能。即刻注册, 及时体验!

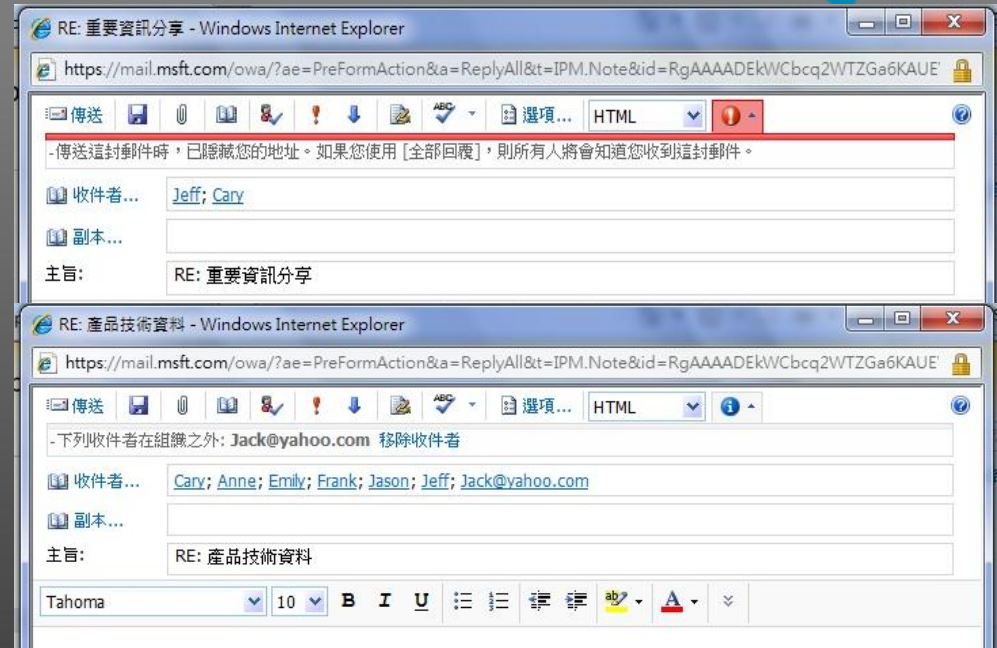
日期	地点	时间	课程
10月22日	灵通	9: 00-16: 30	SQL Server 2008 商业智
10月27日	灵通	9: 00-16: 30	DPE-Win7兼容性动
10月29日	灵通	9: 00-16: 30	Windows Server 2008 R2之活

郵件提示(MailTips)



使用者部份:

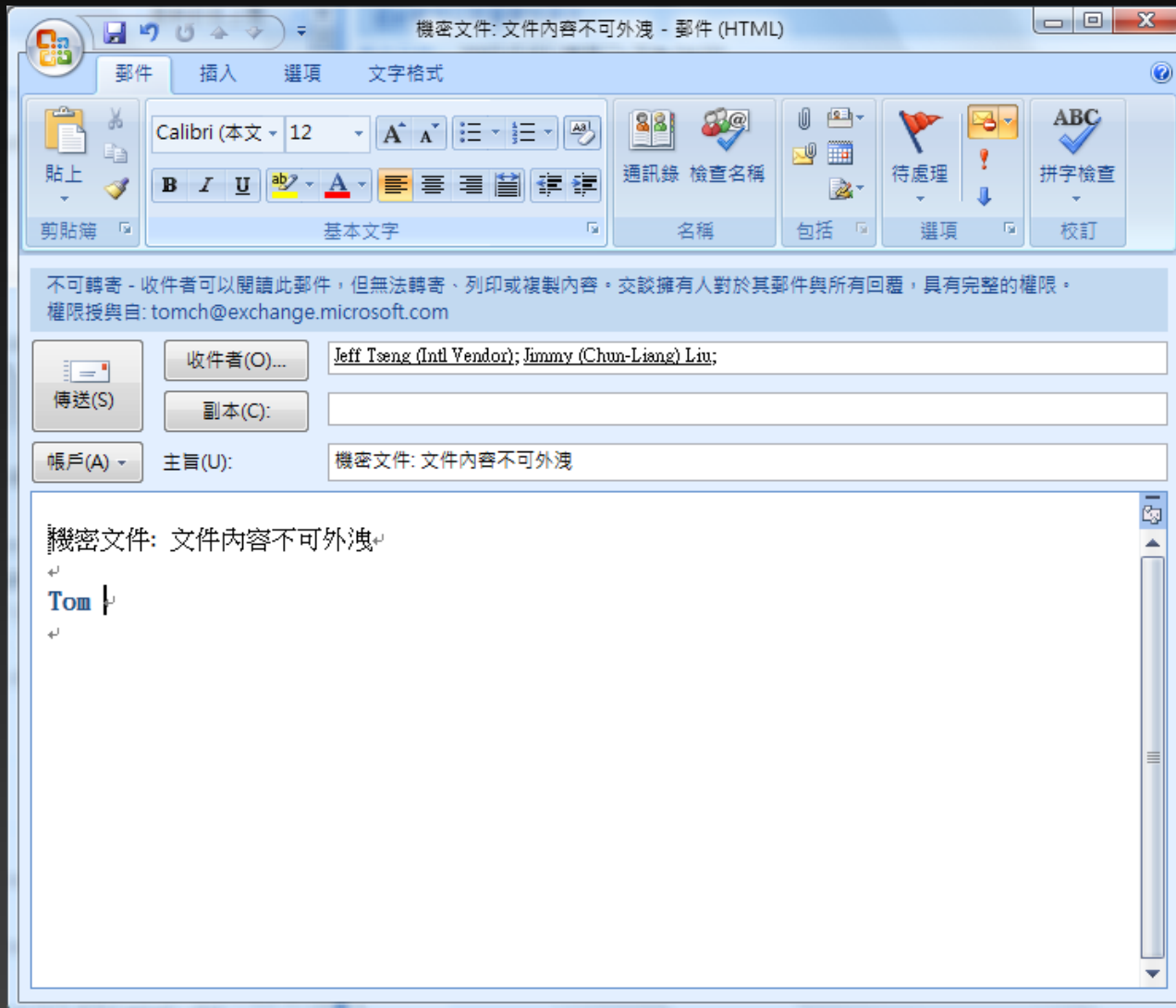
- 早期預警系統
 - 不在辦公室 (OOF)
 - 外部收件者
 - 回覆自己在郵件副本的信件 (BCC)
 - 郵件仲裁群組 (DL)
 - 限制收件人
- 提示不能執行的作為
 - 發送大量使用者的通訊群組
 - 發送受限制的通訊群組
 - 郵件大小
 - 郵件信箱已滿



系統部份:

- 避免不必要的伺服器負載
- 避免違反政規定
- 可客製化的郵件提示

整合RMS(Windows Rights Management Services)



郵件答錄機

可設定對內部同事與對外部來信不同的回應訊息

可設定啟始與結束時間

Out of Office Assistant

Do not send Out of Office auto-replies

Send Out of Office auto-replies

Only send during this time range:

Start time: Wed 9/28/2005 8:00 AM

End time: Wed 9/28/2005 7:00 PM

Auto-reply once for each sender with the following messages:

Inside My Organization Outside My Organization (Off)

Calibri 12 B I U A

Thanks for your mail. I am at a team offsite, so will get back to you as soon as possible. For immediate assistance, you can contact my manager.

Jessica

Rich HTML Out of Office messages

Rules... OK Cancel

電子郵件交談示檢視

Stop all incoming and outgoing mail so as to bring in the individual messages pane

Microsoft® Outlook Web Access Beta

Adam Glick Sign out

Mail

Inbox (23 Items, 20 Unread)

My Site Options Find Someone

Search Inbox

Arrange by: Conversation Newest on top

E-mail and SMS! Fri 1/30

Urgent: Customer Vist Ian Hameroff Fri 1/30

Location? Amnesia's Anonym... (18) Astrid McClean; Brandon Hoff (EXC... Thu 1/29

Sales Meeting, New York? Adam Jung Thu 1/29

Contoso Biz. Plan Proposal

Astrid McClean Deleted It... Thu 1/29

Jim Lucey Deleted It... Thu 1/29

Jim Lucey Sent Items

Adam Glick Contoso

Ian Hameroff Contoso

Jon Orton Contoso

Jim Lucey Contoso

Adam Glick Sent Items

Voice Mail from Brandon Hoff (... Brandon Hoff (EXCHANGE) Thu 1/29

Contoso Biz. Plan Proposal

In response to message from Adam Glick, Thu 1/29

Jim Lucey Thursday, January 29, 2009 2:45 PM

To: Adam Glick; Ian Hameroff; Jon Orton; Brandon Hoff (EXCHANGE); Ankur Kothari; Astrid McClean; Colin Mitchell

Attachments: Contoso Biz Plan _JL.docx (29 KB) [Open as Web Page]

Ok... we've done a review in legal... Everything looks perfect. I've only added a few copyright and trademark symbols.

jim

Jim Lucey I still think this document is lacking "teeth". Here are my ... Thu 1/29

Adam Glick Good Stuff. Jim can you see if legal has anything else here b... Thu 1/29

Ian Hameroff Contoso Thursday, January 29, 2009 2:36 PM

I put my section in as well.

Attachment Preview

The screenshot displays the Microsoft Outlook interface. The main window shows an email from 'Fabrikam' with the subject 'Fabrikam_Presentation.pptx'. The attachment is a PowerPoint presentation titled 'Our Approach', which features a circular flow diagram with five nodes: 'Final Approval' (orange), 'Project Needs' (pink), 'Job Description' (purple), 'Develop Plan Outline' (light blue), and 'Revisions' (green). Arrows indicate a clockwise flow between these stages.

Mail

Favorite Folders

- Inbox
- Sent Items

Mail Folders

- All Mail Items
- Mailbox - Scott Bishop
- Communication Histor...
- Deleted Items (11)
- Drafts (8)
- Inbox
- Access Data Collect...
- Budget items
- Newsletters
- Personal
- RSS Subscriptions
- MSNBC (157)
- Sales data
- Team events
- InfoPath Forms
- Junk E-mail
- Managed Folders
- Outbox
- Sent Items
- Search Folders
- Internet Calendars

Inbox

Search Inbox

Arranged By: Date Newest on top

Today

- Michael Worries
Sales Presentation
- Jessica Arnold
RE: Update on sales data?
- Mark Hassall 2:00 PM
marketing materials
- Roan Kang 1:57 PM
team event
- Liz Keyser 1:03 PM
new color table
- Dennis Bye
Group meeting this week
- Josh Edwards
RE: meeting agenda
- Guy Gilbert 10:42 AM
RE: Please review budget
- Jeff Smith 9:11 AM
RE: meeting agenda
- Cornelia Weiler 9:09 AM
Please review budget

Yesterday

- Burke Fewel Thu 9:53 PM
Latest sales data
- Chris Gray
Website update
- Liz Keyser
RE: meeting agenda
- Mike Nash
meeting agenda

Wednesday

Fabrikam_Presentation.pptx

Size: 86 KB
Last changed: Tuesday, February 13, 2007

Message: Fabrikam_Presentation.pptx (86 KB)

Our Approach

```
graph TD; A((Final Approval)) --> B((Project Needs)); B --> C((Job Description)); C --> D((Develop Plan Outline)); D --> E((Revisions)); E --> A;
```

To-Do Bar

February 2007

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Team budget meeting
2:00 PM - 3:00 PM

Finalize project details
4:00 PM - 5:00 PM
Conf Room 5; Don Hall

Dinner at the Arnold's house
6:00 PM - 8:00 PM

Arranged By: Due Date

Type a new task

Today

- review budg... [Red]
- call Janet for... [Blue]
- pick up flow... [Purple]

Tomorrow

- schedule me... [Purple]
- VPAT for Offi... [Blue]

Next Week

- Screenshot r... [Blue]
- A Political Mi... [Blue]

62 Items Online with Microsoft Exchange

Flagging Mail as Tasks

The screenshot shows the Microsoft Outlook interface. The main window displays an email titled "RE: Update on sales data?" from Jessica Arnold. The email body contains a request for sales data and a meeting agenda. A context menu is open over the email, showing options to flag it as a task for "Today", "Tomorrow", "This Week", "Next Week", "No Date", or "Custom...". The "Today" option is selected. The To-Do Bar on the right shows a calendar for February 2007 and a list of tasks, including "review budg...", "call Janet for...", and "pick up flow...".

Mail

Favorite Folders

- Inbox
- Sent Items

Mail Folders

- All Mail Items
- Mailbox - Scott Bishop
- Communication History
- Deleted Items (11)
- Drafts (8)
- Inbox
- Access Data Collect
- Budget items
- Newsletters
- Personal
- RSS Subscriptions
- MSNBC (157)
- Sales data
- Team events
- InfoPath Forms
- Junk E-mail
- Managed Folders
- Outbox
- Sent Items
- Search Folders
- Internet Calendars

Mail

Calendar

Contacts

Tasks

Inbox

Search Inbox

Arranged By: Date | Newest on top

Today

- Michael Worries
Sales Presentation
- Jessica Arnold
RE: Update on sales data?
- Mark Hassall
marketing materials 2:00 PM
- Roan Kang
team event 1:57 PM
- Liz Keyser
new color table 1:03 PM
- Dennis Bye
Group meeting this week
- Josh Edwards
RE: meeting agenda
- Guy Gilbert
RE: Please review budget 10:42 AM
- Jeff Smith
RE: meeting agenda 9:11 AM
- Comelia Weiler
Please review budget 9:09 AM

Yesterday

- Burke Fewel
Latest sales data Thu 9:53 PM
- Chris Gray
Website update
- Liz Keyser
RE: meeting agenda
- Mike Nash
meeting agenda

Wednesday

RE: Update on sales data?

Jessica Arnold

Sales items

Sent: Fri 2/16/2007 2:04 PM

To: Scott Bishop

Message | Salesdata.xls (43 KB)

Today

- Tomorrow
- This Week
- Next Week
- No Date
- Custom...
- Add Reminder...
- Mark Complete
- Clear Flag
- Set Quick Click...

Thanks for your presentation at our last team meeting. I remember you mentioned that you would have an update on the sales data this week so I wanted to follow up with you to see if you could you send it to me so I can share it with my team.

Thanks,
Scott

To-Do Bar

February 2007

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
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Team budget meeting
2:00 PM - 3:00 PM

Finalize project details
4:00 PM - 5:00 PM
Conf Room 5; Don Hall

Dinner at the Arnold's house
6:00 PM - 8:00 PM

Arranged By: Due Date

Type a new task

Today

- review budg...
- call Janet for...
- pick up flow...

Tomorrow

- schedule me...
- VPAT for Offi...

Next Week

- Screenshot r...
- A Political Mi...

62 Items

Online with Microsoft Exchange

Task Integration on the Calendar

The screenshot displays the Microsoft Outlook 2007 interface. The main window shows a calendar view for February 11-17, 2007. The calendar grid includes various tasks such as 'Lunch with Mary', 'Team Meet', 'Team budget meeting', and 'Finalize project details'. On the right side, the 'To-Do Bar' is visible, listing tasks like 'review budg...', 'call Janet for...', and 'pick up flow...'. A text box on the left explains that tasks appearing in the To-Do Bar also appear in the Daily Task List below the calendar, and can be dragged from the Daily Task List onto the calendar to block off time. Arrows point from the text box to the 'Tasks' pane at the bottom of the calendar and to a task in the To-Do Bar.

Tasks that appear on the To-Do Bar also appear in your Daily Task List below the calendar. This way, you can drag tasks from the Daily Task List onto the calendar and easily block off time to complete them.