# Using the Journal in Outlook 2010

## Journal Description:

You can have Outlook 2010 create automatic journal entries for a wide range of items, including email messages (both sent and received), task requests, and files that you create or open in other Office system applications. In fact, you can use automatic journaling to record activities based on any contact, Office system document, or Outlook 2010 item that you select.

For example, suppose that you routinely exchange important email messages with a business associate, and you want to track all exchanges for reference. Incoming messages from this associate arrive in your Inbox. You read them, reply to them, and then archive the incoming messages to another folder. Now, however, your associate's messages are stored in one folder and your replies are in another. (By default, replies are stored in the Outlook 2010 Sent Items folder.) Configuring the journal to track all your email exchanges with your associate automatically places a record of all messages relating to this contact (both received and sent) in one convenient location. Instead of hunting for your response to your associate's question from two weeks ago, you can open the journal and find the entry associated with the message. Double-click the link embedded in the journal entry, and Outlook 2010 takes you to the message containing your response.

## Enabling the Journal

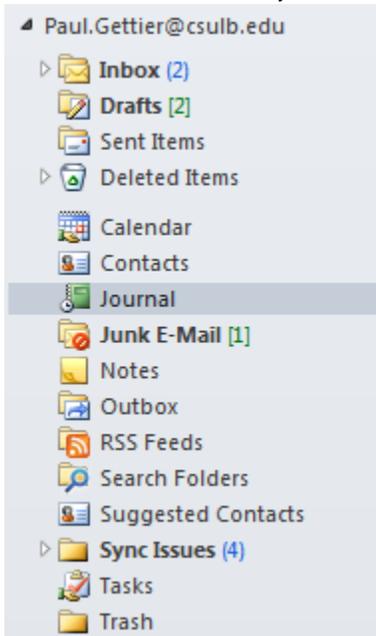To enable the Journal look at your Mailbox Folders list and select **Journal.**



Figure 1: Journal on Navigation Pane

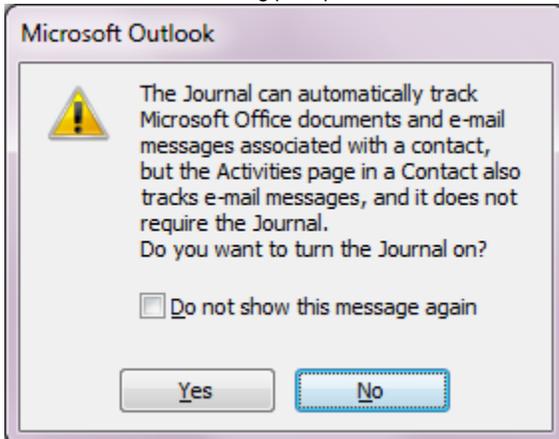You will receive the following prompt; click **Yes** to enable the Journal.



Figure 2: Prompt to turn Journal on

Once you enable Journaling you will be presented with the **Journal Options.**
Here you are given all possible variables that can be set for the Journal.
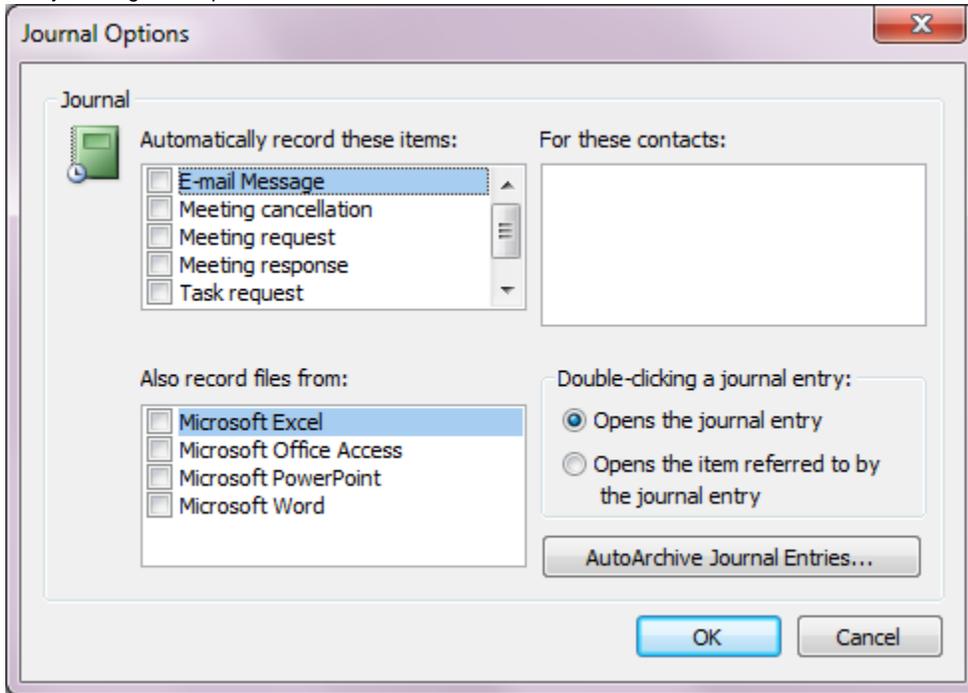


Figure 3: Journal options

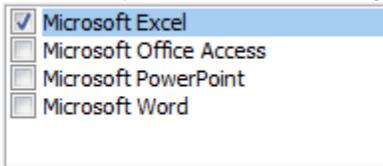For our example we will track all file usage in Microsoft Excel.



Figure 4: identify Journal tracking options

## Displaying the Journal

Once you have set the variables for what you would like to track you are now ready to view your Journal. For our example I am tracking MS Excel activity. For this reason I have opened Excel, modified a spreadsheet, saved it, and closed Excel. Now we will take a look at the Journal to confirm it recoded this activity.
To Display the Journal go to you Mail Folder list and Select **Journal:**
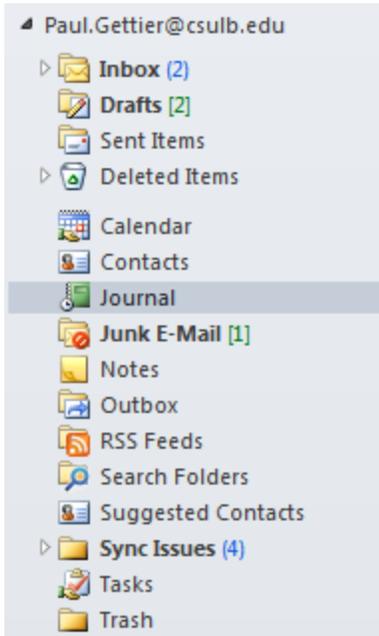
Figure 5: Navigation pane, select Journal

Once you have chosen Journal from your Mail folder list you are presented with the Journal window.
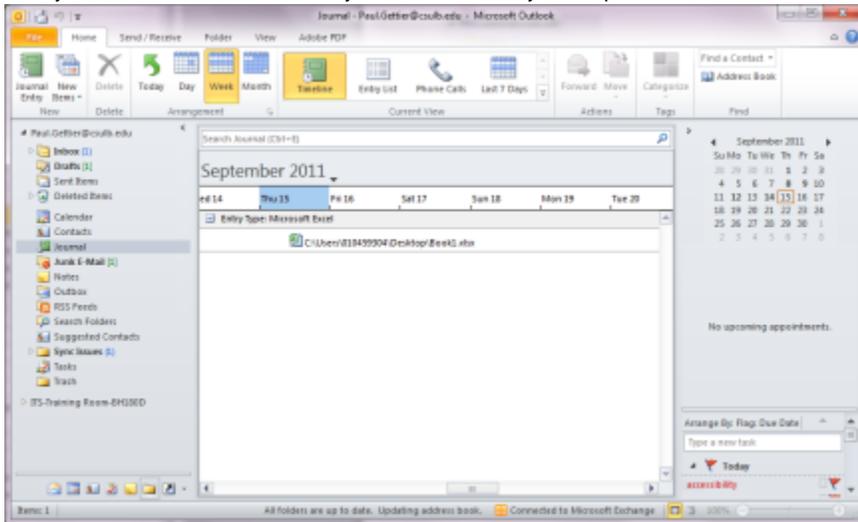


Figure 6: Example Journal logs

Note: The initial Journal View is Weekly Timeline. You will see the entry created by the Journal for our MS Excel usage mentioned before.

## Changing Journal Views

As with all sections of Microsoft Outlook the Journals View is fully customizable. To change the View of the Journal select the desired view from the **Arrangement** and **Current View** options.
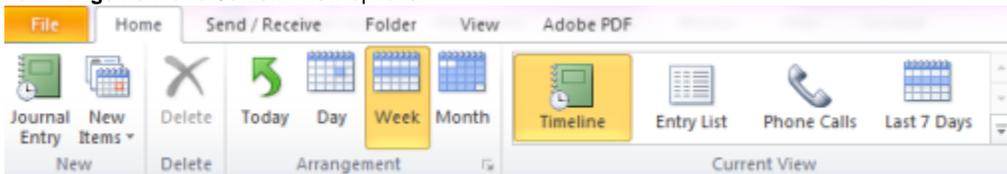


Figure 7: Journal view options

## Creating a Journal Entry Manually

If you wish to manually create a Journal entry; while in the Journal select **Journal Entry** from the Home Ribbon.



Figure 8: Journal Entry command, on the Home Ribbon

A journal entry is similar to all other Outlook functions, here you can fill out the Subject, the entry type has a drop down menu with multiple options, you can set the amount of time, in addition you are able to categorize, link to a contact, and put additional notes.
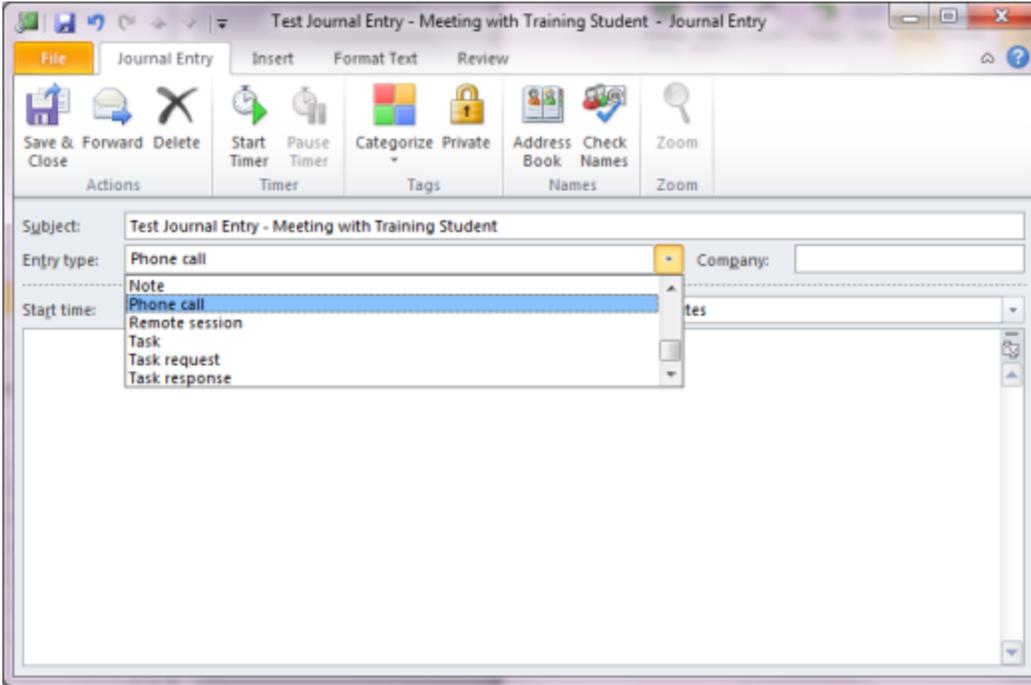


Figure 9: New manual Journal entry

Fill in all desired fields and hit **Save and Close**.
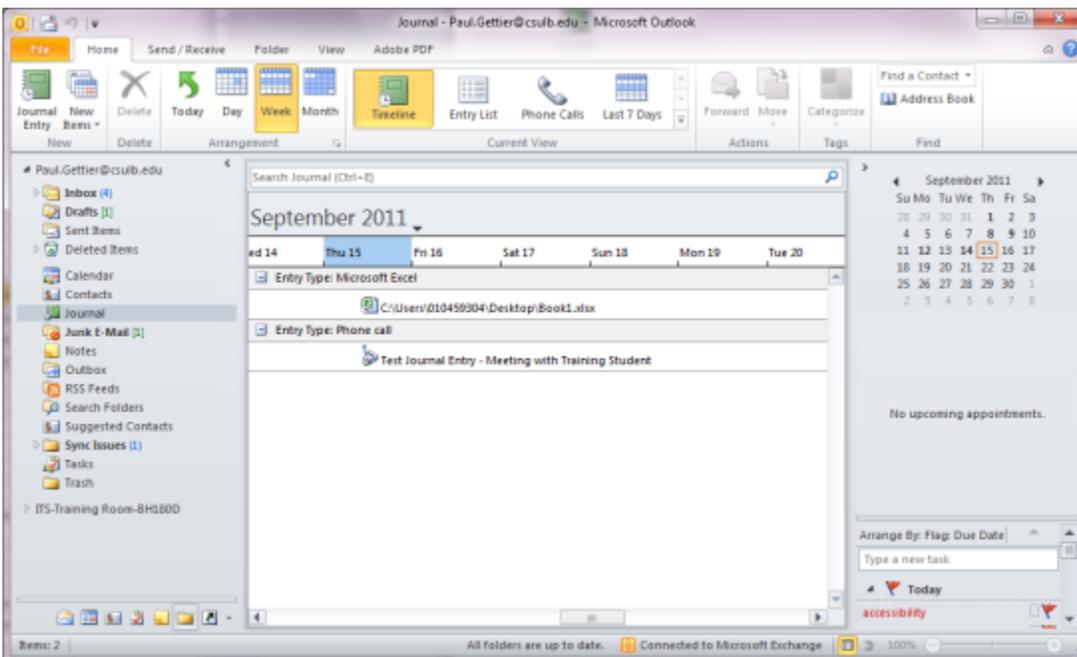
Your entry will now be recorded in your journal.

Figure 10: Manual Journal entry saved

## Relating a Journal Entry to a Contact

In order to link a Journal entry to a contact, create a new Journal Entry or open and existing one.Select **Address Book** from the names menu.
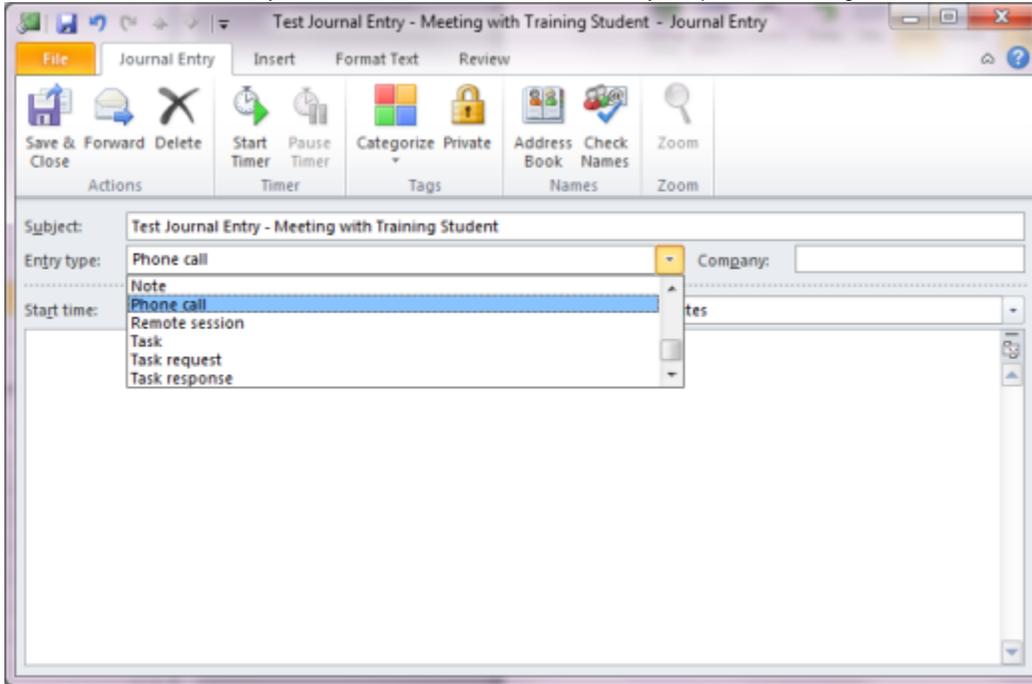


Figure 11: Linking a Journal entry

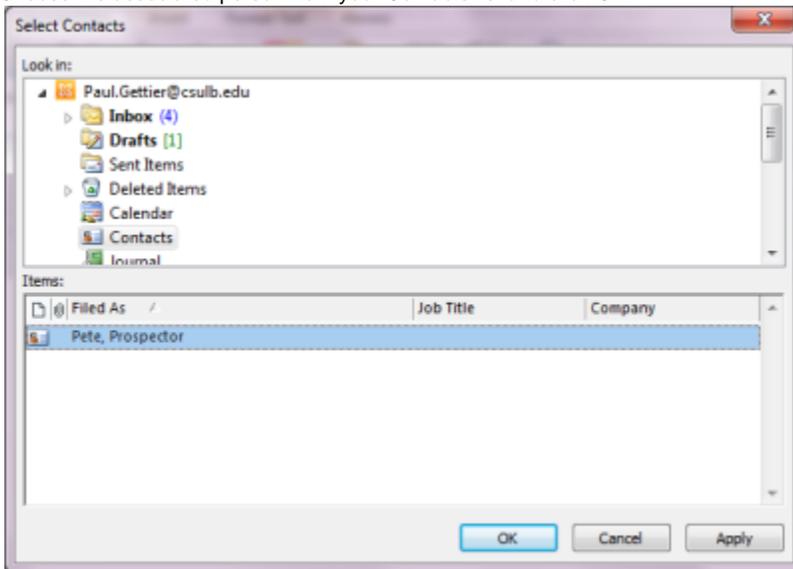Choose the associated person from your Contacts list and click **OK**.



Figure 12: Select the contacts you wish to link to the Journal Entry

This contact(s) will now be stored within the Journal entry.