

Creating & Copying Files & Folders, Email & Internet

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Asheville, NC

Basil McVey

Administrative Office of the Courts

How to Access Legal Memos on TAO E-mail

The screenshot displays the TAO - [Conferences] web interface. The left sidebar shows a tree view of folders including 'TAO - Online', 'TAO - Offline', and 'Personal Folders'. The main content area is a table with columns for 'Name', 'Department', and 'Title'. The 'Legal Memos' entry is highlighted in black.

Name	Department	Title
AOC_Forms_Memos	AOC*	AOC PC version Forms,Memos
AOC_Helpdesk	AOC*	Helpdesk
Attorney.List	AOC_CSD	VCAP Attorney List
Capital.Notice	OFF_INDGNT_SVCS	
Casewise	AOC*	
CaseWise.Adm	AOC*	CaseWise Help
Court.Performance	AOC_DIR	Court Performance
CourtSessions	AOC*	Court Sessions Schedules
CourtSvcs	AOC_CSD*	Court Services Issues
CSDTrain	AOC_CSD	Training Docs
DCS	AOC_TSD	Distributed Computing Serv.
Directory_AsstDepCSC	AOC*	Asst. & Dep. CSC Directory
Enhancement_Requests	AOC*	Application Enhancement Req
FamilyCourt	AOC*	Family Court
FinancialServices_AP	AOC_FISCAL	Financial Services
Helpdesk.Adm	AOC_CSD	Administrative functions
Legal_Memos	AOC*	Legal Memos
Lists		
Magistrate_Changes	AOC*	Magistrate System Changes
Microfilm.Request	AOC_CMISD	Microfilm request forms
NCCCA	AOC	
Policy.man	AOC	Policy Manuals
PublicAccess	AOC_TSD	AOC Public Access
Purchasing_Division	AOC_PURCH	
RRK_Committee	AOC_CMISD	Rules-Rec-Keep Committee
RRK_Current	AOC_CSD	Rules of Record Keeping
Security.Adm	AOC_CSD	AOC Security Administration
Sentencing.Services	AOC_COMPEN	Sentencing Services

For Help, press F1 ID: Melissa.S.Jackson Server: 192.168.200.20:1440

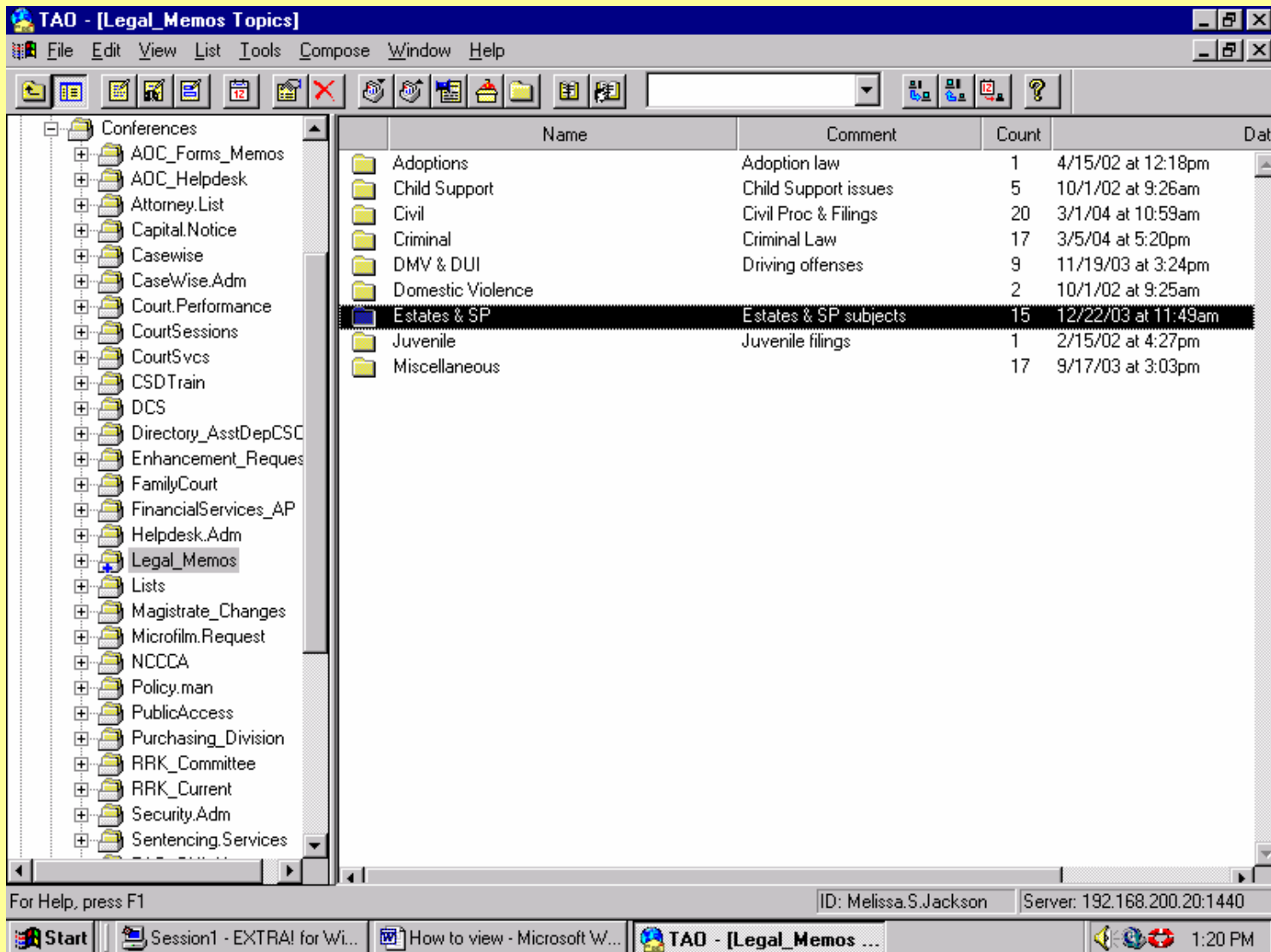
Start Session1 - EXTRA! for ... How to view - Microsoft ... TAO - [Conferences] Rule 7. Special Proceed... 12:03 PM

How to Access (cont.)

- Once in TAO E-mail, left click with mouse on “Conferences”.
- (Located in the left-hand box under TAO-Online).

- Double-left click on “Legal_Memos”.
- (Located in the right-hand box).

Double-left click on the “Subject Folder” desired.



Creating A Personal Folder

The screenshot shows the TAO - [Personal Folders] application window. The left pane displays a tree view of folders, including 'TAO - Online', 'Personal Folders', 'Conferences', 'Bulletin Boards', 'TAO - Offline', and another 'Personal Folders'. The main pane shows a list of folders with columns for Name, Comment, and Count. A right-click context menu is open over the 'class' folder, with 'New Folder...' selected. A blue arrow points from a text box to this option.

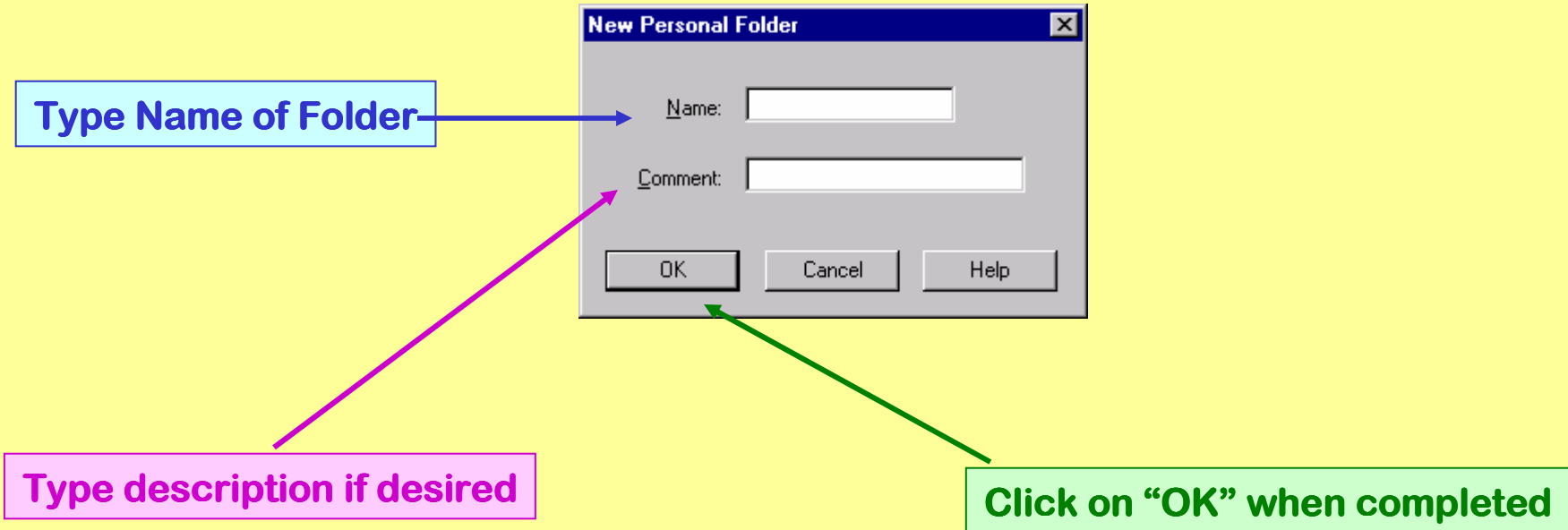
Name	Comment	Count
ACIS		31
AWARE	Related	14
Child Support	Related	97
cjis		0
DCI		3
eCitation	eCitation related	41
EMAIL	EMAIL Class Info	212
FCR	Current FCR Issues	108
Fees	Jail Fees, Etc.	79
Financial Procedures		28
fms	FMS Related	233
FMS Migrations	FMS Enhancements	61
HOD	Host on Demand	22
Infrastructure	Infrastructure Related	7
IVR	IVR and Credit Card Related	1
JudgmentsAbstract	Judgments Abstract Developme	149
Jury	Jury System	53
kudos	thank you notes, etc.	120
LAN WAN	LAN & WAN Related	2
OFA	OFA (NCAWARE or ACIS)	1
Personnel	Current Personnel Issues	28
Public Access	Public Access Estimates & Info	12
Rational	Rational Developer Network	3
scams		23
security	mainframe security	59
system messages	All systems	45
VCAP	General VCAP Related	47

Right click
And
Select New Folder

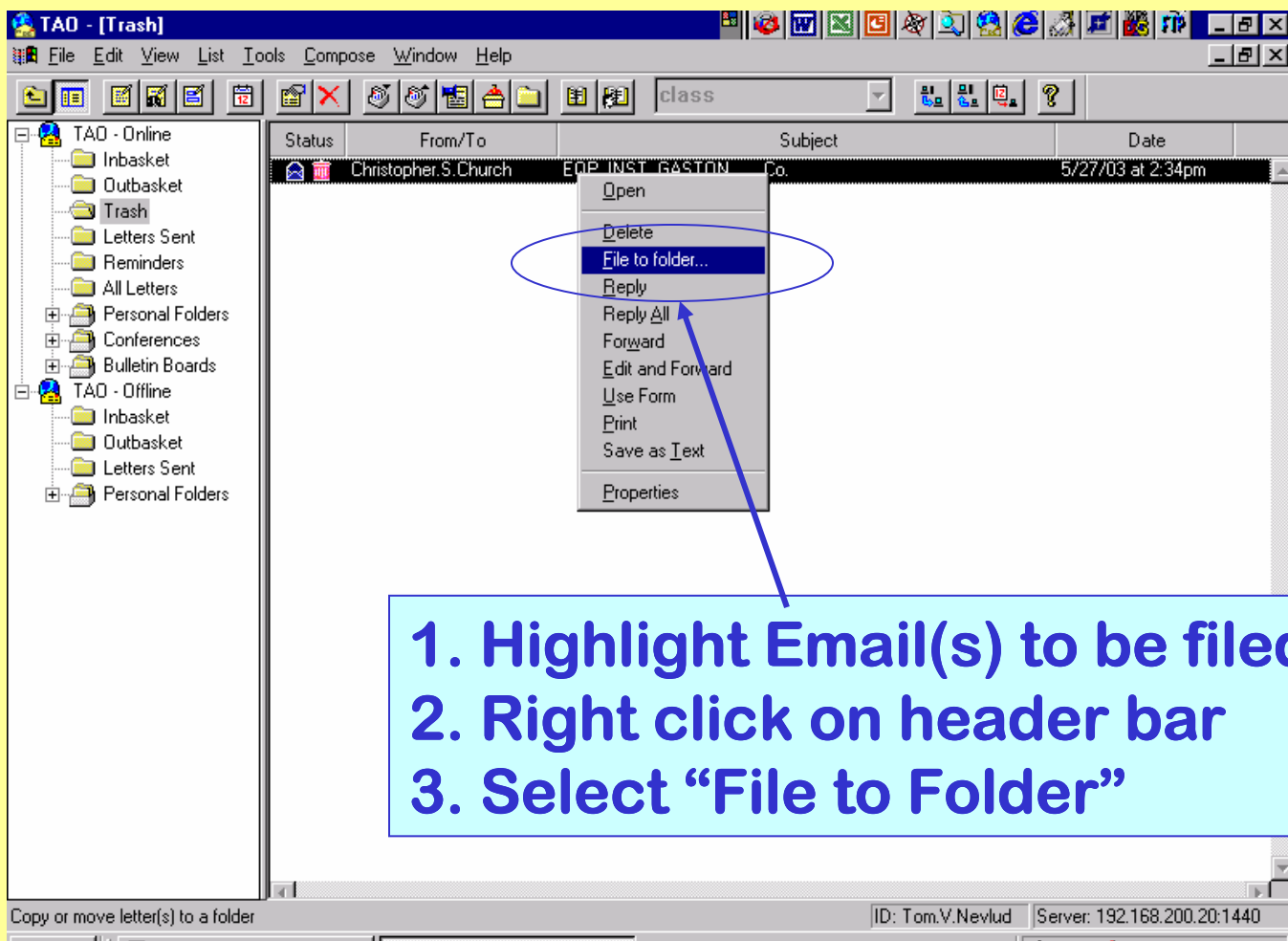
Creates a new item

ID: Tom V Nevlund Server: 192.168.200.20:1440

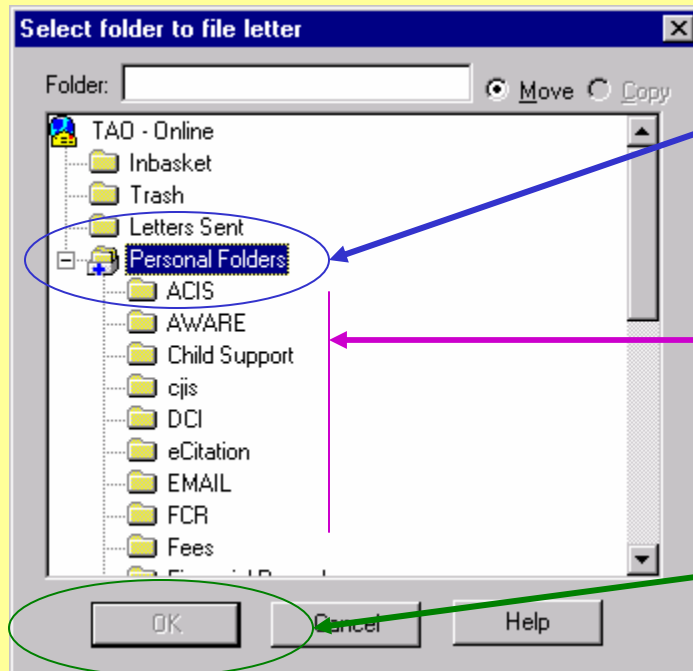
New Folder Dialogue Box



Filing Emails



Filing Emails Cont'd



1. Click on the Plus Sign in the box (next to Personal Folders)

2. Highlight folder desired (use scroll bar as necessary)

3. Click "OK"

Configure - Local Options

1

2

3

1. Click on "Tools" on "Menu Bar"

2. Select "Configure" in first dialogue box

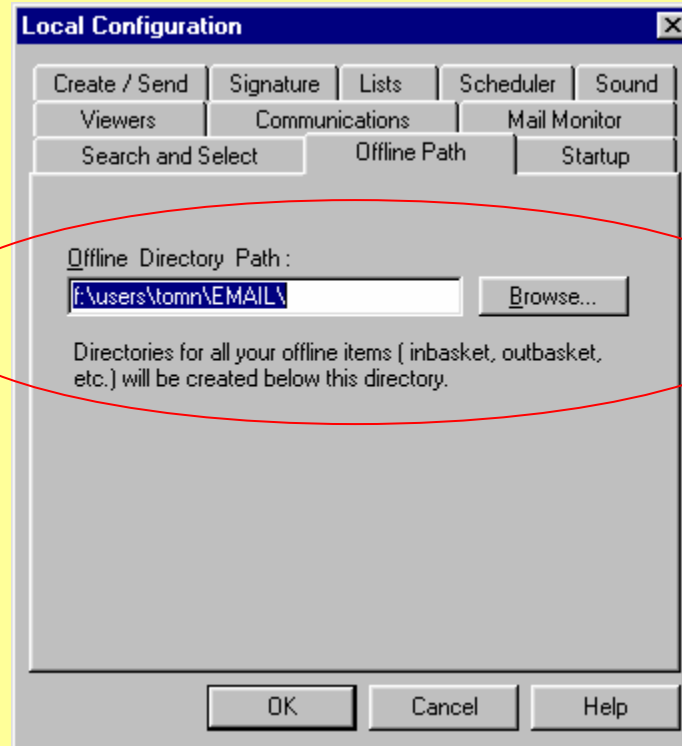
3. Select "Local Options" from second dialogue box

Comment	Count
	0
	1
	0
	1
	0
	0
	9
	2
	0

Set local options for this computer only. Server: 204.152.2.30:144 ID: Tom.V.Nevlud

Start TAO - [FMS.MANUAL... Microsoft PowerPoint - [TG... 12:11 PM

Configure - Local Options: “Offline Path”



This is used to direct the storage of EMAILs “outside” of TAO EMAIL.

It is important that you know where to find these files in Windows Explorer.

To Download an Online Folder:

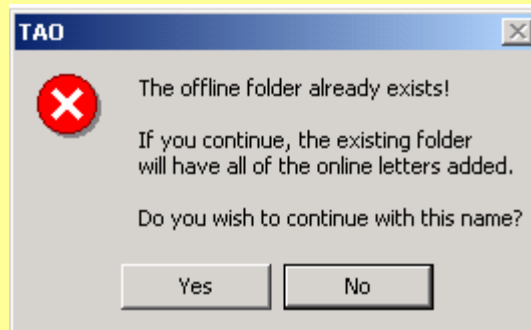
- 1. Select the online personal folder you wish to download.
- 2. Right-mouse click and select the Download folder option. TAO will display the New Offline Folder dialog box with the name of the online folder you are preparing to download. You can use choose to use the same folder name or enter a new offline personal folder name.

Download Folder Cont'd

- 3. Enter the folder name and click OK. TAO will create a new offline personal folder and copy all of the letters in the existing online folder to the new offline folder.

Download Folder Note

NOTE: If an offline folder with the same name already exists, TAO will display the following message:



- If you click “Yes”, TAO will copy the online letters to the existing offline folder. If you click “No”, TAO will allow you to change the New Offline Personal Folder name.

Finding your offline folder

- Start Windows Explorer
- Navigate to your “Documents” folder
- Left click on the plus sign next to the “tao” folder icon
- Left click on the plus sign next to the “offolder” folder icon.

Finding your offline folder

Cont'd

- Left click on the folder that you need
- The letters will appear in the right hand section of the screen
- Double click on the letter you want to read

Notes

✉ **TAO Gui Email access thru the Internet**

✉ **<https://tao.aoc.state.nc.us>**