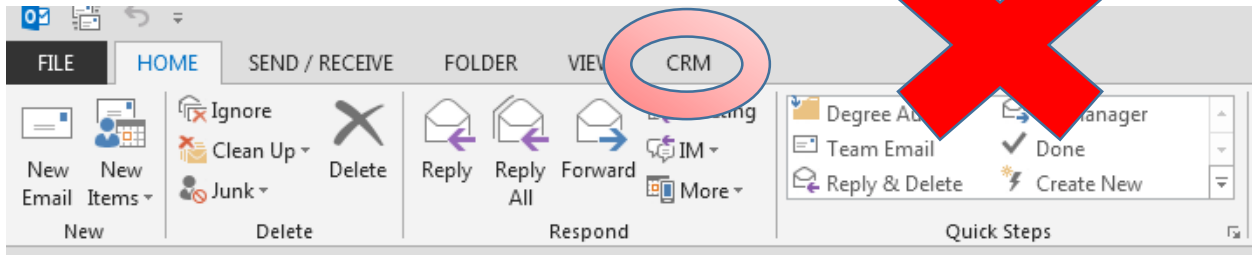


Accessing GLOBAL through Outlook

This does NOT access GLOBAL in Outlook

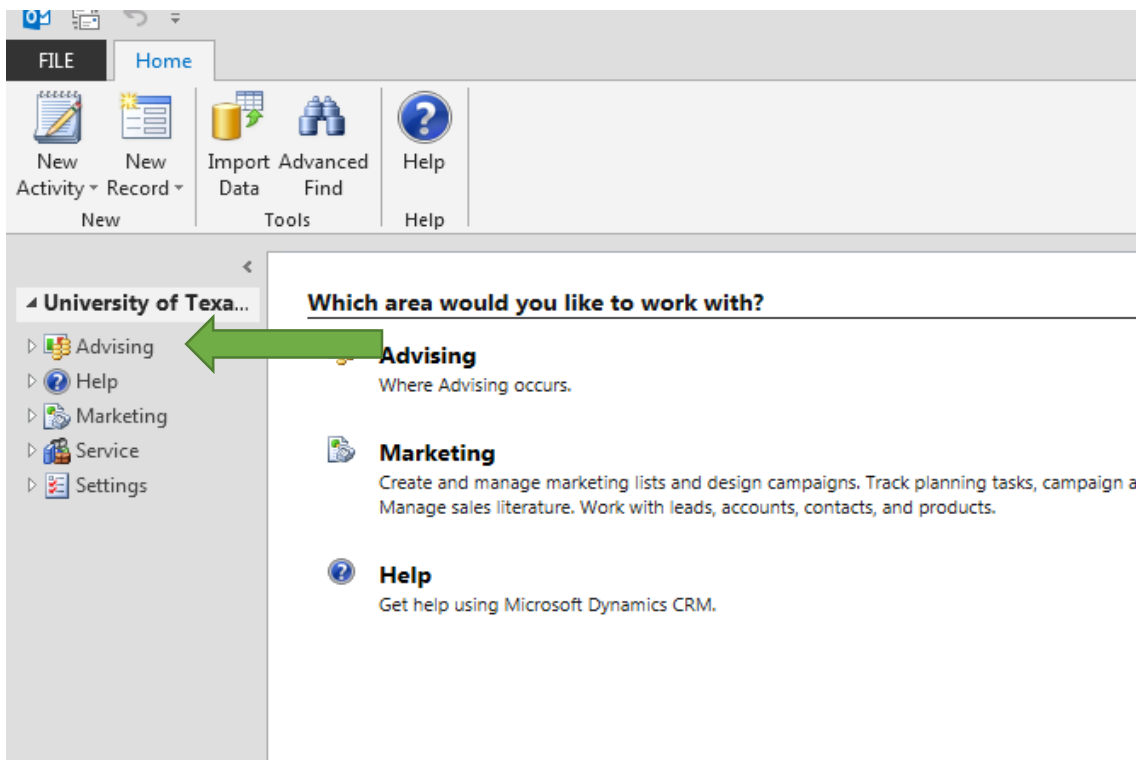


To access GLOBAL:

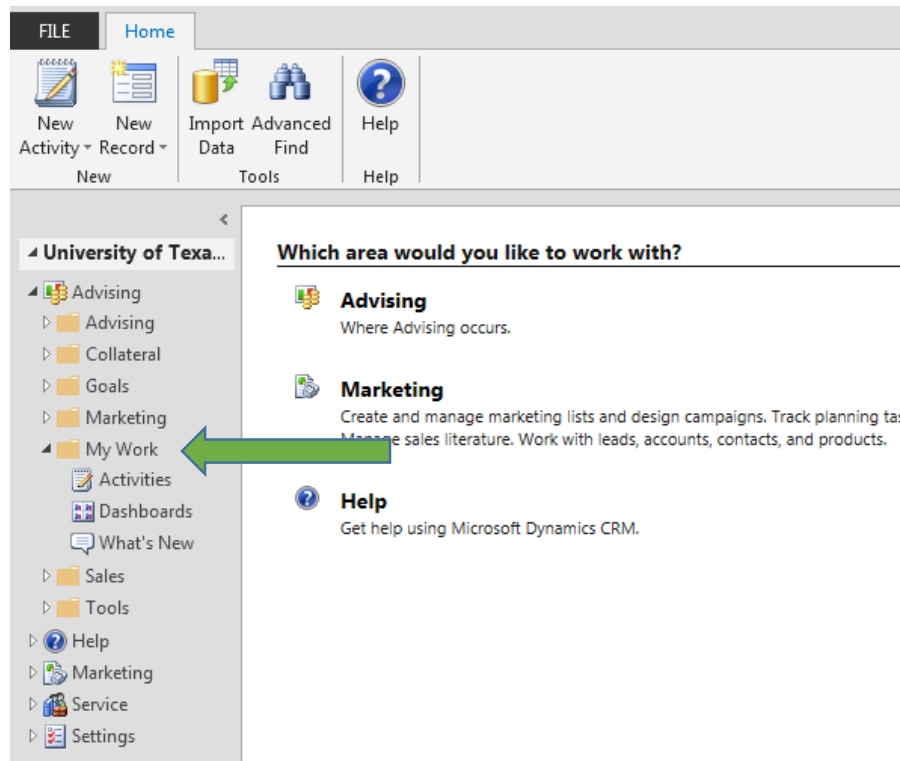
First find the University of Texas at San Antonio label in the lower left hand ribbon in Outlook.



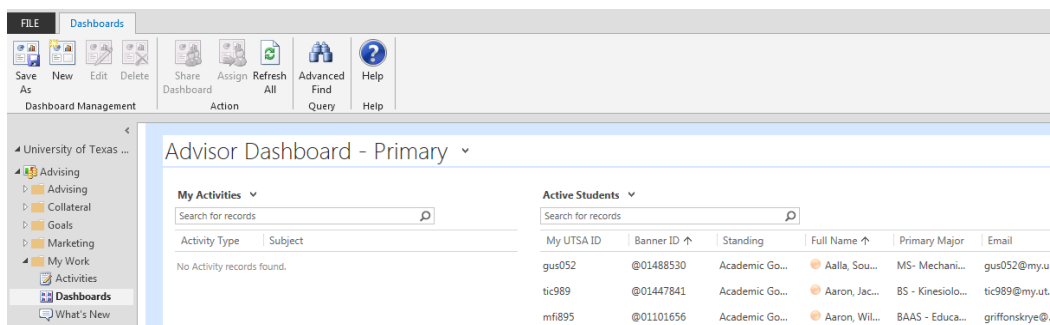
- 1) Click the University of Texas at San Antonio tab at the bottom of Outlook. It will bring up a new view. A GLOBAL view.
- 2) From the left navigation bar, you will want to click Advising.



- 3) Drop down folders will appear in the left navigation under Advising. Click My Work
- 4) Another drop down menu will appear this is where you access your Dashboards.



- 5) Click Dashboards and you will see the same screen as the web version of CRM. Then you can access student records as instructed during training.



- 6) When accessing GLOBAL in Outlook: You can use the "Back" button.

