

Understanding Navigation Bar

Mail contains all e-mail messages, including those sent, drafts, deleted, and manually moved into a different folder.



Calendar shows you your scheduled appointments plus, depending on your view, a list of tasks to be completed.



Contacts acts and appears like an address book or Rolodex. You can keep track of names, addresses, phone numbers and other personal information.






Tasks allows you to keep track of tasks and projects on which you should be working.



Notes are quick bits of information for which a task is not appropriate. Notes can be placed outside of Outlook on your desktop.



Creating New Messages

1. Click  or... press **[Ctrl + N]**.
2. Type names of the recipients, separate them with a semicolon, or click  to access Outlook's Global Address List (GAL).
3. In Subject line, type a few words to describe the message content.
4. Type the message body.
5. Click  or press **[Ctrl + Enter]**.

Message Formats

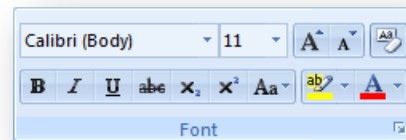
HTML: The HTML (Hypertext Markup Language) format gives you the following features: text formatting, numbering, bullets, alignment options, horizontal lines, backgrounds, HTML styles and Web pages.

Outlook Rich Text Format: The Outlook Rich Text format provides the following features: text formatting, bullets and alignment. If you're sending mail over the Internet, not all recipients will be able to see Outlook Rich Text formatting. Attachments appear embedded in the body of the message.

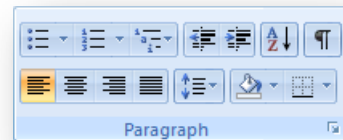
Plain Text: Plain text messages include no formatting. If you send a lot of mail over the Internet, Plain Text format may be your safest choice rather than adding formatting that recipients might not be able to see.

Formatting a Message


1. Select the text you wish to format.
2. Select the **Format Text** tab on the ribbon.
3. To change character formats, select the Font and formatting in the Font group:

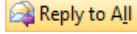


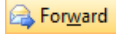
4. To change paragraph attributes, select the format in the Paragraph group:




Responding to a Message

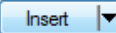
1. Open it or select it in the Inbox.
2. Select response button:
 -  to send message back to the sender only.

 to send message back to the sender and everyone else who received the message.

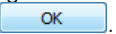
 to send the message to someone else - type the name(s) of the recipients in the To: and CC: field.

3. Type your response deleting any parts of original message you do not wish to include in the reply.
4. Click  or press **[Ctrl + Enter]**.

Inserting Attachments

1. Compose the message.
2. Select the **Insert** tab on the ribbon.
3. Click **Attach File** button in the Include group.
4. Select the drive and folder that contain the file.
5. Select the file(s) you wish to attach.
6. Click .
7. The attachment appears in the header for Plain Text or HTML messages and in the body of the message for Rich Text Format.

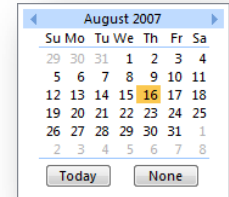
Recalling a Message

1. Click on the **Sent Items** folder.
2. Open the message you wish to recall.
3. Click **Other Actions** button in the Actions group.
4. Choose **Recall This Message...**
5. Choose to either delete the message or delete it and replace it with a new message.
6. Click . Outlook 2007 will send you a status report to your Inbox.

Flagging Messages

1. Create a new message or open an existing message.
2. Select the **Message** tab.
3. Click **Follow Up** button to view the different flag settings.

4. Select one of the preset options for either Flag for Me or Flag for Recipients.
5. Select the Flag to option that best fits the reason for the message.

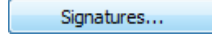
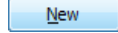
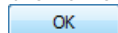
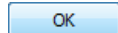


6. Select the Start date.
7. Select the Due date.
8. Place a check in the Reminder if desired.
9. Select the reminder date and time the reminder.

10. Click .


NOTE: You may also right click the flag icon on the right side of the mail message in the Inbox and use the selections found in the quick menu to set a flag.

Creating a Signature

1. Choose **Tools\Options**.
2. Click the Mail Format tab.
3. Click .
4. Click .
5. Enter the name for the signature.
6. Click .
7. Enter the signature detail in the lower editor.
8. Edit the signature by changing the Font, Size and Font attributes.
9. Select the signature to use in the New messages drop-down list.
10. To assign a signature for Replies and Forwarded messages, select the signature from the Replies/forwards drop-down list.
11. Click .

Assigning a Category

1. Create the item.
2. Locate the Categories field - usually found at the bottom of the screen. In the case of e-mail, you must open the Message Options dialog by clicking the

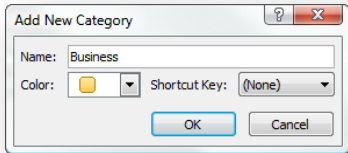
Dialog Box Launcher  button in the Options group.

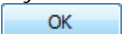
- Place a check in the box next to the Category to assign from the list.

Creating New Categories

- Choose **Actions\Categorize\All Categories**.

- Click 



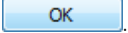
- Enter the Name for the New Category.
- Select a Color from the drop-down list.
- Select a Shortcut Key for the Category.
- Click 

Selecting Messages

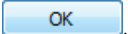
Selects all messages in the folder	[Ctrl + A]
Selects the non-consecutive messages upon which you click while holding down [Ctrl]	[Ctrl + Click]
Selects a large list of consecutive messages when you click on the first in the list, then hold down [Shift] while you click on the last	[Shift + Click]
Use as another method for selecting consecutive messages	[Shift + ↑ or ↓]

Creating a Folder

- Use one of the following methods to begin the folder:
 - Choose **File\Folder\New Folder**

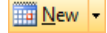

- Choose **File\New\Folder**
 - Press **[Ctrl + Shift + E]**
 - Right-click the Inbox and select **New Folder...** from the shortcut menu.
- Enter the Name of the new folder.
 - From the Folder Contains drop-down, select the type of items the folder will contain.
 - Select the parent folder for the new folder.
 - Click 

Out of Office Assistant


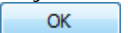
- Choose **Tools\Out of Office Assistant**.
- Click **I am currently Out of the Office**.
- Enter the message to send out while you are gone.
- Click 
- When you return to the office, Outlook 2007 will prompt you to turn off the Out of Office Assistant.

NOTE: This message will only be sent to an individual once regardless of how many messages they send you

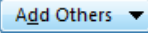
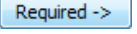
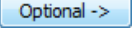
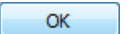
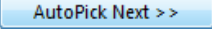
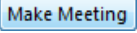

Entering Calendar Items

- Use one of the following methods to begin the appointment:
 - Click  on the toolbar
 - Select **Actions\New Appointment**.
 - Press **[Ctrl + N]**.
- Type a Subject.
- If you desire, in the Location field, type a location, or click drop-down arrow to select a previously-used location.
- Set the Start and End times.
- If this is an **All day event**, click the checkbox.
- Type any comments or add attachments.
- Click **Save & Close** button to store the item on your calendar. 


Creating Recurring Appointments

- Create an appointment using the steps outlined above.
- Select the **Appointment** tab.
- Click **Recurrence** button in the Options group. 
- Adjust the appointment time, if needed.
- Select a Recurrence pattern.
- Set a start date for the recurrence.
- Set the ending for the recurrence, if necessary.
- Click 

Planning a Meeting

- Choose **Actions\Plan a Meeting**.
- Click 
- Select **Add** from Address Book.
- Use the list to locate the names of those you wish to invite.
- Click  for contacts who must attend.
- Click  for contacts who are invited, but not required to attend.
- Click 
- Click  to have Outlook 2007 find the next available time when all are free, or type a proposed start and ending date.
- Click  once you have selected a meeting time.
- Type in the subject of the meeting.
- Type in a location for the meeting, or use drop-down arrow to select a previously used location.
- Type any comments or add any attachments.
- Click **Send** button. 

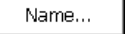
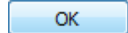
Responding to a Meeting Request

- Meeting requests appear with this icon:  Double-click the message to open it.
- Select one of the following buttons:

	Accepts the meeting request. The meeting date and time will automatically add to your personal calendar.
	Tentatively accepts the meeting. The meeting date and time will be added to the personal calendar, but will be marked as Tentative.
	Declines the meeting. The response will be sent back to the meeting organizer.
	Allows you to propose a new time. The response will be sent back to the meeting organizer.

- Select reply option.
- Click 

Viewing Side-by-Side Calendars

- Switch to the Calendar view.
- In the Navigation Pane, click the [Open a Shared Calendar...](#) link.
- Type the name of the person whose calendar you wish to open.
- If you are unsure of the spelling of the name, you may also click  to access the GAL list.
- Click 

Note: To remove the second calendar but leave it available for quick access in the future, simply uncheck the box for the person's calendar on the Calendar Navigation Pane.

