



## Microsoft Outlook 2007

### Introducing Outlook

- Starting Outlook
- Outlook Help
- The Back Button
- The Forward Button
- The Stop Button
- The Refresh Button
- The Home Button
- The Print Button
- The Font Button
- The Table of Contents Button
- The Keep on Top Button
- The Connection Status Tool

### Screen Components

- Outlook Screen Components
- The Title Bar
- Using Menus
- Displaying Personalized Menus
- The Standard Toolbar
- The Advanced Toolbar
- The Status Bar
- The Navigation Pane
- Hiding the Reading Pane
- Displaying the Reading Pane

### Outlook Today and Navigation Pane

- Outlook Today
- The Inbox
- AutoPreview
- The Navigation Pane
- The Calendar
- Tasks
- Plan a Meeting
- The Contacts List
- Using Notes
- Viewing Folders
- Deleted Items



## **Printing in Outlook**

- Printing Messages
- Print Preview
- Previewing Messages
- Printing Selected Messages
- Print Properties
- Printing Messages
- Printing Calendar Items
- Previewing Calendar Items
- Quitting Outlook

## **Create and Send Messages**

- Creating and Sending Messages
- The From Received and Subject Fields
- The Importance Status
- The Item Type
- The Flag Status
- The Attachment Indicator
- Creating Messages
- Addressing Messages
- The bcc button
- The Subject box
- Entering Message Text
- Formatting Message Text
- Increasing the Font Size in Messages
- Applying Bold to Text in Messages
- Applying Italics to text in Messages
- Aligning Text in Messages
- Changing Text Color in Messages
- Flagging a Message
- Message Attachments
- Sending Messages
- The Sent Items Folder



## **Working with Email**

- Working with Existing Messages
- Opening Messages
- Displaying Graphics in E-mail
- The Message Header
- Hiding the Message Header
- Opening File Attachments
- Opening Messages
- Arranging e-mail
- Deleting Messages
- Replying to Messages
- Forwarding Messages
- Check Names Feature
- Sending the Forwarded Message

## **Message Handling Tools**

- Message Handling Tools
- Copying Information
- Using the Office Clipboard
- Pasting Multiple Items
- Setting a Message Priority
- Delivery and Read Receipts
- Saving a Draft Message
- Opening a Draft Message
- Sending a Draft Message
- Recalling a Sent Message
- Receiving New Items

## **Adding Signatures to Email**

- Creating a Signature
- Inserting a Signature
- Inserting Hypertext Links

## **Stationery and Templates**

- Stationery and Templates
- Message Formats and Stationery
- Stationery and Themes
- Default Stationery
- Stationery for Single Messages



## **Outlook Views**

- Viewing Items
- Using Built-In Views
- Customizing Views
- Sorting Messages
- Applying a Filter

## **Instant Search and Advanced Find**

- Using Instant Search
- Using Advanced Find

## **Working with Mail Folders**

- Folders
- Creating Folders
- Displaying Folders
- Collapsing Folders
- Expanding Folders
- Opening Folders
- Moving Items
- Copying Items
- Renaming Folders
- Deleting Folders

## **Archiving Folders**

- Archiving Items
- Turning On AutoArchive
- AutoArchive Properties
- AutoArchive Message Box
- Accessing Archived Items
- Working Remotely
- Remote Mail and Offline Folders

## **Entering Appointments**

- The Calendar
- Entering Appointments
- Recurring Appointments
- View Recurring Appointments
- Editing Recurring Appointments
- Private Appointments
- Editing Appointments
- Tentative Appointments
- Closing Appointment Forms



### **Calendar Views**

- Moving Appointments
- Deleting Appointments
- Using the Undo Command
- Reminder Messages

### **Planning Meetings**

- Planning and Entering Meetings
- Planning a Meeting
- Inviting the Attendees
- Setting a Meeting Time
- Sending Meeting Requests
- Removing Meeting Attendees
- Meeting Request Responses

### **Planning Events**

- Adding Events
- Go to Date Command
- Viewing Events

### **Saving as a Web Page**

- What is the Internet?
- Services of the Internet
- Saving a Calendar Web Page

### **Adding Contacts**

- Adding Contacts
- The Full Name Box
- The Job Title Box

### **Contacts and Categories**

- The Contacts List
- Contacts List Navigation
- Editing Contacts
- Saving and Closing a Contact Form
- Assigning a Category
- Creating a New Category
- Applying a New Category
- Contacts List View Options
- Deleting Contact Records



### **Contact Communication Tools**

- Additional Contact Tools
- Dialing a Contact
- Tracking Phone Call Duration
- Dialing and Disconnecting Calls
- New Meeting Request to Contacts
- New Task for Contact
- Web Sites for your Contacts
- E-mailing Contact Details

### **Customizing Outlook**

- Customizing Outlook
- Changing Calendar Options
- Mail Format Options

### **Creating and Assigning Tasks**

- Adding Tasks to the Tasks List
- Assign a Task to a Contact
- Track a Task Related to a Contact
- Link an Existing Task to a Contact
- Reminder Messages

### **Task Views**

- Working with Tasks
- Completing Tasks
- Tasks List Viewing Options

### **Assigning Tasks**

- Assigning Tasks and AutoCreate
- Delegating a Task
- The AutoCreate Feature

### **Journal Tracking**

- The Journal
- Record Phone Calls in the Journal
- Copy Items to the Journal



## **Working with Notes**

- Working with Existing Messages
- Using Notes
- Customizing Note Color
- Editing Notes
- Link a Contact to a Note
- Closing a Note