

MICROSOFT OUTLOOK 2007

Outlook 2007 Main Window

Menu Bar

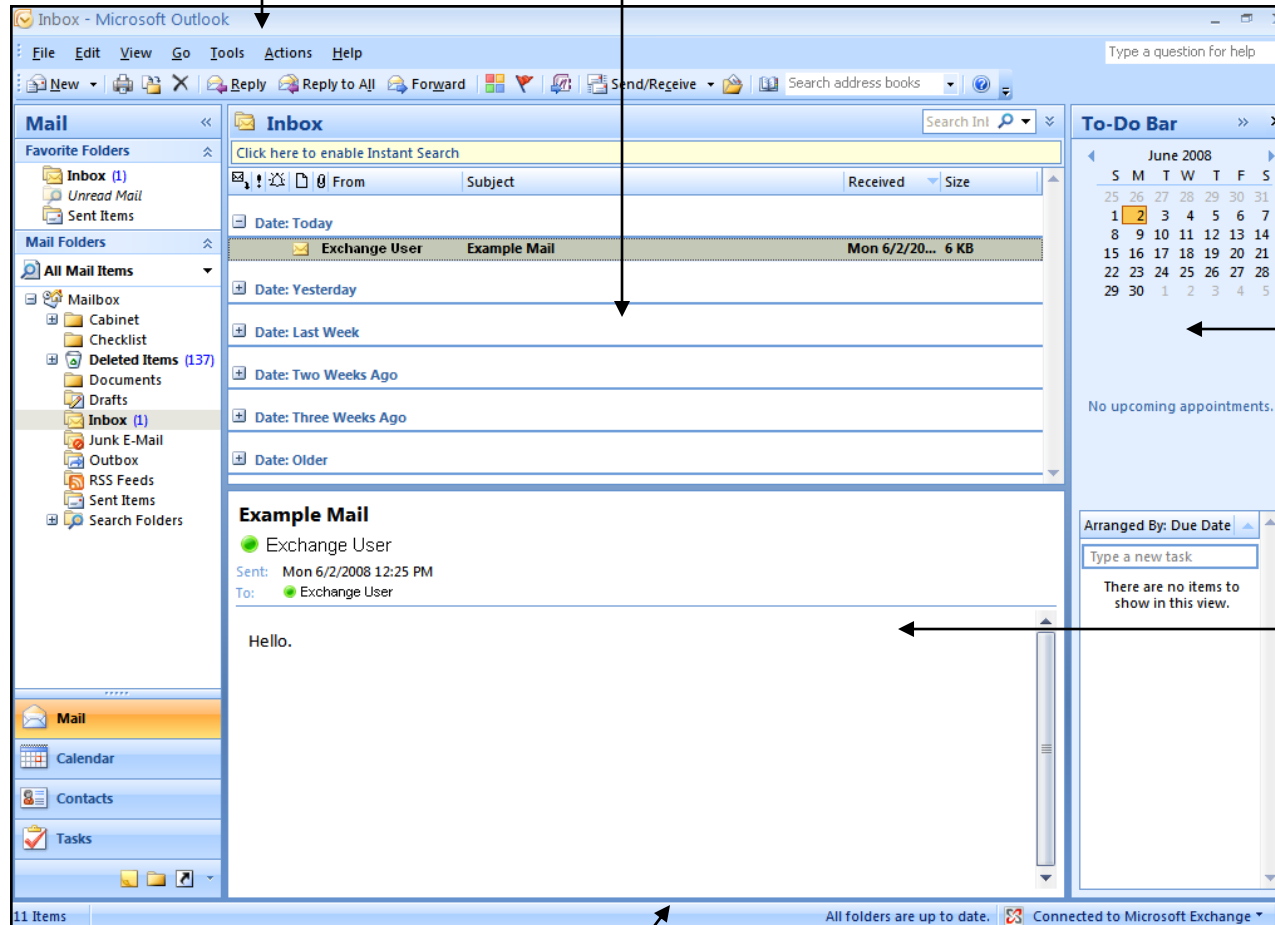
Title Bar

Messages

Standard
Toolbar

Navigation
Pane

Navigation
Pane
Buttons



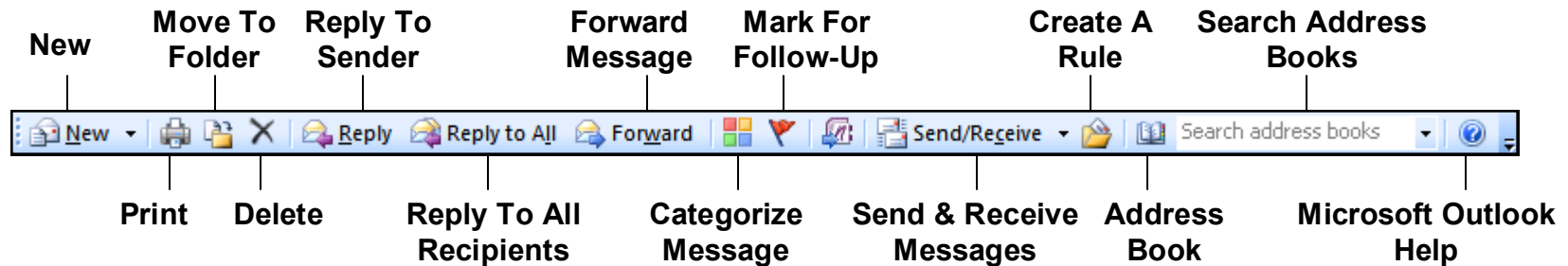
To-Do Bar

Reading
Pane



Status Bar

MICROSOFT OUTLOOK 2007


The Standard Toolbar




To Create a New Message:

- Click  or press **CTRL+N**.
- Enter the desired email addresses into the **To...** box or click  and select the person's name from the Address Book.
- Enter the subject of the message in the **Subject:** box.
- Enter the main text of the message in the text box.
- When done, click **Send**.

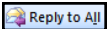
To Delete a Message:

- Select the message and press .
- You can also select the message and press the **delete** key on the keyboard.


To Reply to the Message Sender:

- Select the message, and click .
- Type your reply message into the text box.
- When done, click **Send**.


To Reply to All Message Recipients:

- Select the message, and click .
- Type your reply message into the text box.
- When done, click **Send**.

To Forward a Message:

- Select the message, and click .
- Enter the email addresses into the **To...** box, and type additional comments into the text box if desired.
- When done, click **Send**.





To Check for New Messages:

- Click .
- You can also press the **F9** key on the keyboard.


To Access Your Inbox:

- Click  the **Mail** button on the Navigation Pane.

Message Indicators:

-  Message is unread.
-  Message has been read.
-  Message contains a file attachment.
-  Message is filed as high or low importance.


To Attach a File:

- Create a new message as you normally would.
- Click the attach button  on the ribbon in the message window.
- Select the file you want to send.
- Click **Insert**.

To Open a File Attachment:

- Double-click on the attachment at the top of the message window.

To Send a Blind Carbon Copy (BCC):

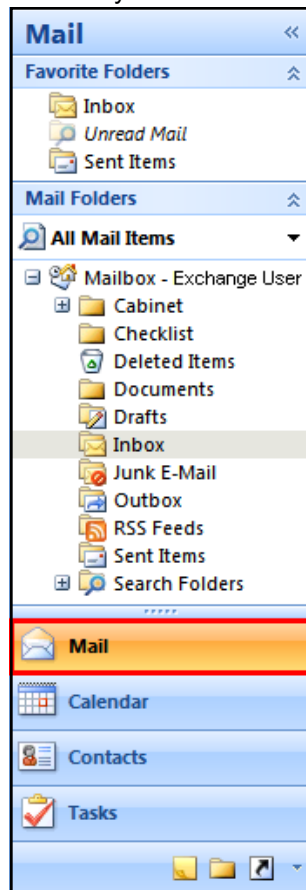
- Create a new message as you normally would.
- In the message window, click the **Options** tab on the ribbon.
- Select **Show BCC**.
- Click  and select the email addresses for the people you want to send a blind copy.
- When done, click **Send**.

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The Navigation Pane

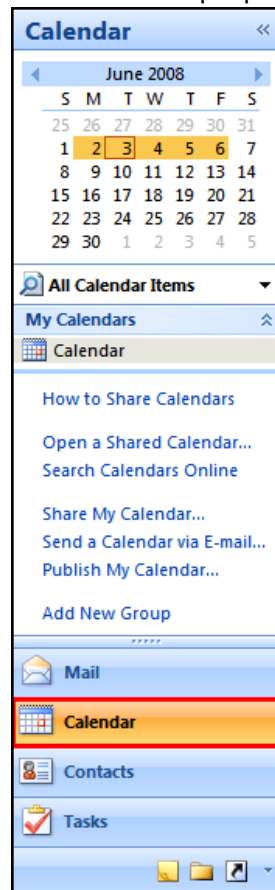
Mail:

Contains your email folders including Inbox, Sent Items, Deleted Items, Cabinet, etc. It also contains quick access to your favorite folders.



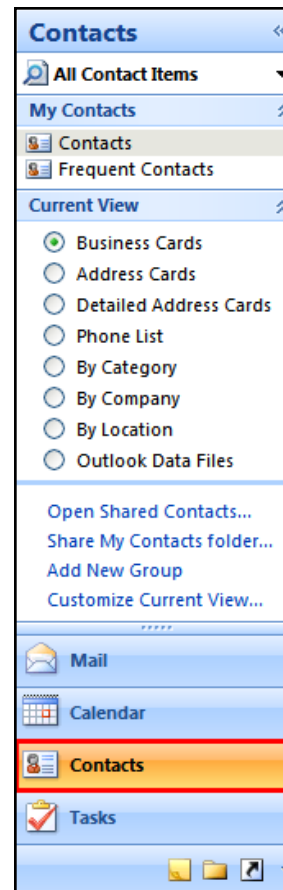
Calendar:

Allows you to use your calendar to schedule appointments and meetings. Also gives you the ability to share your calendar with others or view other people's calendars.



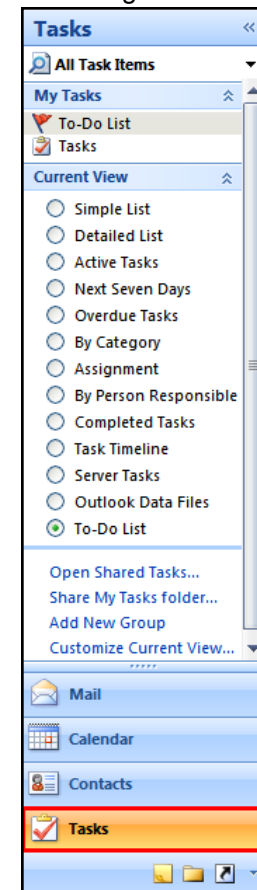
Contacts:

Allows you to keep track of all of your contacts by storing them in address books.



Tasks:

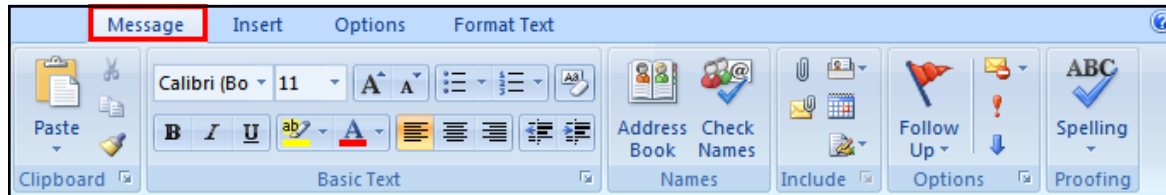
Allows you to keep track of all of your task items through to-do lists. You can also track your progress and delegate tasks.



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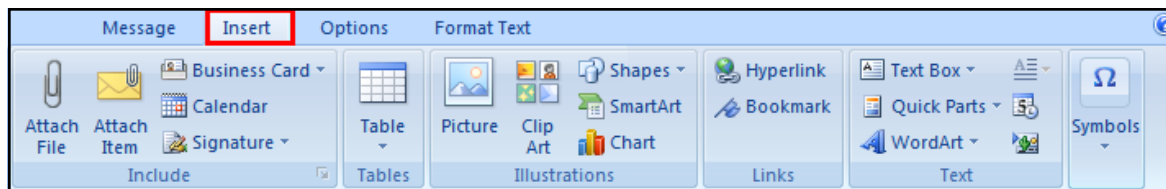
The Ribbon

When you create a new message, you can select different options by clicking on different tabs and buttons on the ribbon:



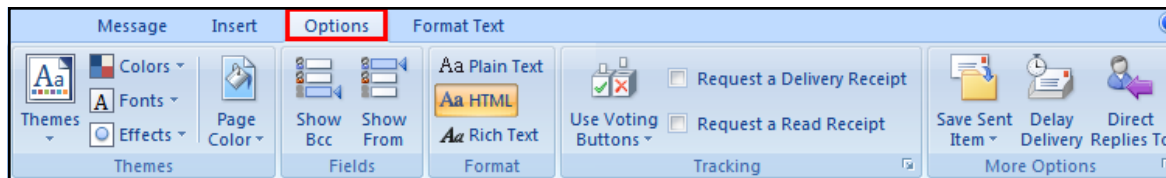
Message:

Allows you to change basic text features such as font face, color, and size, provides access to the address book, allows you to add file attachments, calendars, and signatures to your message, allows you to categorize a message as follow-up or high or low importance, and provides proofreading tools such as spell check.



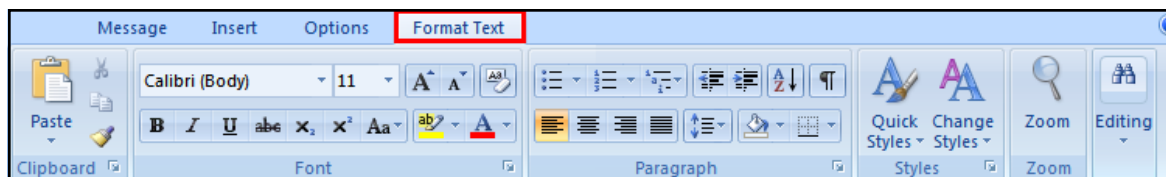
Insert:

Allows you to insert items into your messages such as file attachments, tables, pictures and objects, hyperlinks, text boxes, word art, and symbols.



Options:

Allows you to pick color and font themes for your message, show or hide fields such as Blind Carbon Copy (BCC), change how the message is formatted, request a delivery or read receipt, and choose from other options such as delay-



Format Text:

Allows you to change basic text features such as font face, size, and color, and also allows you to change more advanced formatting features such as alignment, bulleted lists, sorting, line spacing, and borders.