Microsoft®

Outlook™ 2007

with Exchange Server

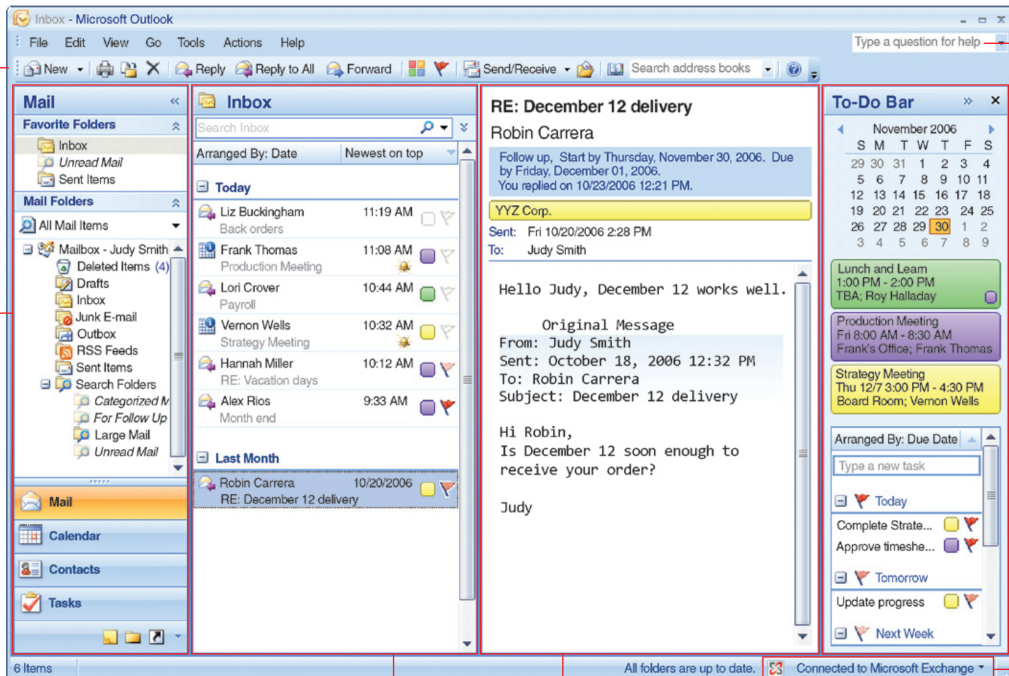
QUICK REFERENCE GUIDE

Getting to Know Outlook 2007

Outlook is a powerful e-mail, scheduling, and contact management program. Among its new features is the four-pane mail window, which displays the mail folders, Inbox, Reading Pane, and To-Do Bar in one convenient view. Click the buttons in the left-hand Navigation Pane (*e.g.* Mail, Calendar) to move between work areas, and use the context-dependent navigation tools to find the information you need.

Standard toolbar. Right-click and choose from the pop-up menu to view or hide toolbars.

Navigation Pane with mail folders displayed. Your navigation tools change according to the work area you're in. See *The Navigation Pane*, page 2.



Type a question here and press ENTER for quick help.

To-Do Bar with assigned tasks, scheduled meetings, flagged messages, and calendar information displayed. See *The To-Do Bar*, page 2.

Send/Receive and connection status. See *Receiving and Viewing Mail* and *Accessing Your Mail Offline*, page 5.

Inbox with a selected message color-coded and flagged for follow-up. See *Using Categories*, page 4, and *Receiving and Managing Mail*, page 5.

Reading Pane with selected Inbox message displayed. See *Receiving and Viewing Mail*, page 5.

Logging On to Your Mail Server

Whenever you start Outlook or go back online after an offline work session (see *Accessing Your Mail Offline*, page 5), you must log on to your mail server to send and receive messages. In the **Connect to** dialog box, type your user name and password, and then click **OK**. A typical Inbox view is shown above.

Using and Customizing Outlook Today

Outlook Today is an optional start-up pane that displays a summary of your current messages, appointments, and things to do.

To view Outlook Today at any time: in the **Mail Folders** list, click the top-level folder (*e.g.* Mailbox).

To automatically display Outlook Today when you start Outlook: click Customize Outlook Today .... In the **Customize Outlook Today** pane, check the **When starting, go directly to Outlook Today** box. If you prefer to go to your Inbox when you start Outlook, make sure this checkbox is cleared. Click Save Changes.

To customize Outlook Today's appearance: click Customize Outlook Today .... In the **Customize Outlook Today** pane, change the display options in the **Messages**, **Calendar**, **Tasks**, and **Styles** areas. Click Save Changes.

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The Navigation Pane

The Navigation Pane appears on the left side of the Outlook window and enables you to easily move between work areas, folders, and views.

Displaying the Navigation Pane

Choose **View** ▸ **Navigation Pane** ▸ **Normal** or **Minimized**, or press ALT+F1.

Switching Between Work Areas

Navigation buttons appear at the bottom of the Navigation Pane, and enable you to move between work areas.

Mail or	CTRL+1	Notes or	CTRL+5
Calendar or	CTRL+2	Folder List or	CTRL+6
Contacts or	CTRL+3	Shortcuts or	CTRL+7
Tasks or	CTRL+4	Journal or	NONE

Displaying Navigation Buttons

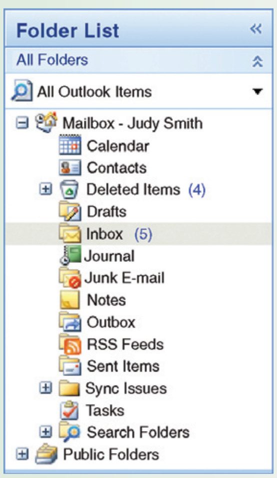
To add or remove a button: at the bottom right of the Navigation Pane, click , choose **Add or Remove Buttons**, and then choose the button.

To change how buttons are displayed: at the bottom right of the Navigation Pane, click and choose **Show More Buttons** or **Show Fewer Buttons**.

To change the button order: click and choose **Navigation Pane Options**. In the **Navigation Pane Options** dialog box, check the box beside each button you want displayed. Select any button, and then click Move Up or Move Down. Click **OK** to close the dialog box.

Using the Folder List

The Folder List displays your Outlook folder structure. To display it, click Folder List on the Navigation Pane or press CTRL+6.



To view folder contents: click a folder.

To add a new folder: choose **File** ▸ **New** ▸ **Folder** or press CTRL+SHIFT+E. In the **Create New Folder** dialog box, type a name in the **Name** box (*e.g.* `Saved Mail`). From the **Folder contains** list, choose what items the folder will contain (*e.g.* **Mail and Post Items**). In the **Select where to place the folder** list, select a location for the new folder and click **OK**.

To remove a folder: right-click it and choose **Delete**. Click **Yes** to confirm deletion.

To rename a folder: right-click it and choose **Rename**. Type the new name and press ENTER.

To move a folder into another folder: click and drag it on top of an existing folder.

Using Search Folders

Search Folders contain copies of messages that meet specified criteria. There are three default Search Folders: **For Follow Up**, which shows messages that have been flagged; **Large Mail**, which shows messages that are larger than 100 kilobytes; and **Unread Mail**, which shows unopened messages.

To find messages that meet Search Folder criteria: click Mail or press CTRL+1. In the Folder List, click beside **Search Folders**, and then click a Search Folder (*e.g.* **Unread Mail**).

To add Search Folders: click Mail, and then choose **File** ▸ **New** ▸ **Search Folder** or press CTRL+SHIFT+P. In the **New Search Folder** dialog box, click a Search Folder type (*e.g.* **Mail with attachments**). Click **OK**.

Note: When you delete a Search Folder, only the folder is deleted. The items it contained are still available in their original locations.

The Calendar

The Calendar displays your appointments, meetings, and current tasks (see *Scheduling Meetings and Events* and *Creating and Assigning Tasks*, page 3).

Viewing the Calendar

Click Calendar and choose **View** ▸ **Current View**. Choose an option (*e.g.* **Day/Week/Month**, **All Appointments**) from the menu to view appointments and events.

To choose views from the Navigation Pane: choose **View** ▸ **Navigation Pane** ▸ **Current View Pane**, and then choose the view option (*e.g.* **Day/Week/Month**, **All Appointments**) from the **Current View** list.

To view multiple calendars: on the Calendar Navigation Pane, check the boxes of all the calendars you want to view. The calendars will be displayed side-by-side. To overlay the calendars, click the icon on each Calendar tab (*e.g.* Sales Calendar).

Using the Date Navigator

In Day/Week/Month view, the Date Navigator is displayed in the To-Do Bar (see *The To-Do Bar*, below). The current date is outlined in red, and all dates with meetings or appointments appear in bold.

To go to a different month: click or on either side of the Date Navigator; alternatively, click the month name (*e.g.* December 2006) and choose another month from the pop-up list.

To view a specific date: click the date in the Date Navigator, or click and drag to view a set of consecutive dates. Press CTRL and click to view non-consecutive dates.

To view an entire week: position the pointer to the left of the week you want to view. Click when the pointer changes to .

To show two or more months in the Date Navigator: click and drag the divider bar to widen the Date Navigator panel until two calendar months appear.

The To-Do Bar

The To-Do Bar appears on the right side of the Outlook window and helps you keep track of your assigned tasks, scheduled meetings, and flagged messages.

Viewing the To-Do Bar

To turn the To-Do Bar on or off: choose **View** ▸ **To-Do Bar** and choose **Normal** or **Off**; alternatively, press ALT+F2.

To minimize the To-Do Bar: choose **View** ▸ **To-Do Bar** ▸ **Minimized**.

To display more appointments in the To-Do Bar: choose **View** ▸ **To-Do Bar** ▸ **Options**. In the **To-Do Bar Options** dialog box, check the **Show Appointments** box and type a number from 0 to 25.

To display more calendars in the To-Do Bar: in the **To-Do Bar Options** dialog box, check the **Show Date Navigator** box and type a number from 0 to 9.

Creating To-Do Items

To create a To-Do item from a message: above the task list in the To-Do Bar, click Arranged By Date and choose **Start Date** or **Due Date**. Click and drag the message from your Inbox or folder to the task list section of the To-Do Bar. When the pointer is placed where you want the task to appear, release the mouse button.

To create a To-Do item from a contact: click Contacts, right-click a contact and choose **Follow Up**. Choose a due date (*e.g.* **Next Week**), or choose **Custom** to specify the follow up action and to add a start date, due date, or reminder.

To create a task in the To-Do Bar: in the **Type a new task** box above the task list in the To-Do Bar, type a descriptive task name and press ENTER. To provide additional information about the task, right-click the task on the task list, choose **Open**, and then follow steps 1-3 of *Creating a New Task*, page 3.

New in Outlook 2007!

Scheduling Meetings and Events

Meetings are scheduled appointments that you can request one or more other people to attend. You can reserve additional resources such as meeting rooms when you schedule the meeting.

Click Calendar on the Navigation Pane and choose **View ▸ Current View ▸ Day/Week/Month**.

Scheduling a Meeting

1. In Day/Week/Month view, choose **Actions ▸ Plan a Meeting**.
2. In the **Plan a Meeting** window, click Add Others and choose **Add from Address Book**.
3. In the **Select Attendees and Resources** dialog box, choose an address list from the **Address Book** drop-down list.
4. Type an attendee's name in the **Search** text box or select a name from the displayed list. As you select each name, click Required -> or Optional -> to add the person to the invitation list. Click Resources -> to reserve resources. Click **OK** to close the dialog box.
5. In the **Plan a Meeting** window, use the scroll bars to find times when your invitees are available, and then click a time slot. Free time appears as and busy time slots contain colored bands (*e.g.*) depending on whether the time is scheduled busy, tentative, or out of office.

Tip: Click AutoPick Next >> to highlight the next time slot in which all attendees and resources are available. For additional Autopick options, click Options, choose **AutoPick**, then choose a command (*e.g.* **Required People**).

6. Click Make Meeting. In the **Meeting** window, type meeting details in the **Subject** and **Location** boxes, and then click **Send**. Click Close to close the **Plan a Meeting** window.

Rescheduling or Canceling Meetings

To reschedule a meeting you requested: use the Calendar to locate the meeting (see *The Calendar*, page 2). Drag it to a new date and, when prompted, choose **Save changes and send update** and click **OK**. Alternatively, double-click the meeting, enter a new meeting time, and then click **Send Update** to notify attendees of the change.

Tip: To avoid time conflicts when you reschedule the meeting, click **Scheduling Assistant** in the Meeting tab to check your attendees' free time.

To cancel a meeting you requested: use the Calendar to find the meeting you want to cancel (see *The Calendar*, page 2). Right-click the meeting and choose **Delete**. In the **Meeting** window, click **Send Cancellation** to notify attendees of the cancellation.

Replying to a Meeting Request

When you receive a meeting request from someone else, it shows up as a message in your Inbox. See *Receiving and Viewing Mail*, page 5.

1. Click Mail, and, if necessary, click **Inbox** in the folder list to show your new messages. Double-click the meeting request (shown with a icon).
2. Click **Calendar** to see if the meeting conflicts with your schedule, and then close the calendar. Click **Accept**, **Tentative**, **Decline**, or **Propose New Time**.
3. Choose a response option and click **OK**.

Scheduling an All Day Event

1. Click Calendar and choose **View ▸ Current View ▸ Day/Week/Month**. Choose **Actions ▸ New All Day Event**.
2. Type the event details in the **Event** window. From the **Show As** list in the **Event** tab, choose how you want the event to appear in your calendar (*e.g.* **Busy**).
3. Click **Save & Close** to record the event.

Creating and Assigning Tasks

Tasks are "to-do" items you can create for yourself or assign to others.

Creating a New Task

1. Click Tasks and double-click a blank space on the **Tasks** list or press CTRL+N.
2. In the **Task** window, name the task in the **Subject** box. If applicable, enter start and completion dates by clicking the arrow beside **Start date** and **Due date** and then clicking a date in the pop-up calendar. If desired, make **Status**, **Priority**, and **% Complete** entries.

To be reminded of your task's due dates: check the **Reminder** box. Use the reminder date and time lists to schedule when the reminder will occur.

To create a recurring task: click **Recurrence**. In the **Task Recurrence** dialog box, choose a recurrence pattern and specify start and end dates. Click **OK**.

3. Click **Save & Close**. The task appears in Tasks, in the To-Do Bar (see *The To-Do Bar*, page 2), and in the Calendar on the Daily Task List. Overdue tasks appear in red (*e.g.* Complete expense report).

Assigning a Task to Someone Else

1. Click Tasks and choose **Actions ▸ New Task Request** or press CTRL+SHIFT+U.
2. In the **Task** window, click To... . In the **Select Task Recipient** dialog box, type the assignee's name in the text box or select a name from the list. Click To -> for each assignee, and then click **OK** to close the dialog box.

Note: To choose names from other contact or address lists, choose a list from the **Address Book**.

3. Complete the task details (see step 2 of *Creating a New Task*, above). If you don't want to receive a message each time the assignee makes a change to the task, clear the **Keep an updated copy of this task on my task list** box.
4. Click **Send** to send the task assignment.

Responding to a Task Assigned to You

1. Click Mail and double-click the task assignment (indicated with an assigned task icon).
2. Click either **Accept** or **Decline**. If you want to include personal comments with your notification, click **Edit the response before sending**; otherwise, click **OK** to immediately send the notification.

Delegating a Task Assigned to You

1. Click Mail and double-click the task assignment.
2. Click **Assign Task**, and then click To... .
3. In the **Select Task Recipient** dialog box, select the name of the person to whom you want to delegate the task, click To ->, and then click **OK**. Click **Send** to send the task assignment.

Sending Status Reports About a Task Assigned to You

1. Click Tasks and double-click an assigned task that you've accepted.
2. Click **Send Status Report** and, in the body of the message under **Original Task**, update the task information as necessary (*e.g.* **% Complete**).
3. Type additional comments if necessary – these comments appear in blue text. Click **Send** to send the status report.

Marking a Task Complete

Click Tasks and check the box beside the task name (in **Simple List** view); alternatively, double-click the task and click **Mark Complete**.

Note: If the task was assigned to you and you mark it complete, the task owner may overwrite your changes. You only have full control of personal tasks.

New in Outlook 2007!

Creating and Managing Contacts

The Contacts list stores e-mail and postal addresses of your colleagues and clients. You can manually create contacts, base them on e-mail you receive, or copy them from your company's address book.

Creating a Contact Manually

1. With Contacts displayed, click New or press CTRL+N. The **Contact** window opens.
2. Enter the new contact's name, e-mail, telephone, and address information in the text boxes. To specify how the contact's name is listed (*e.g.* last name first), choose an option from the **File as** list.

To record multiple e-mail addresses: click the arrow below **Internet** and choose **E-mail**, **E-mail 2**, or **E-mail 3**. Type the address.

To record multiple telephone numbers: click any arrow below **Phone numbers** and choose a phone number type (*e.g.* **Mobile**, **Pager**). Type the phone number.

To record multiple postal addresses: click the arrow below **Addresses** and choose an address type (*e.g.* **Business**, **Home**). Type the address.

3. If desired, click **Details** and type additional contact information. Click **Save & Close** to save the contact; alternatively, click **Save & New** to save it and automatically create another new contact.

Creating a Contact Based on Your Company's Address List

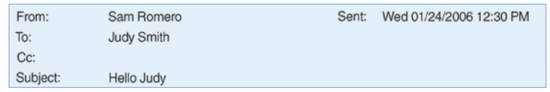
1. Click or press CTRL+SHIFT+B. The **Global Address List** window opens.
2. Choose **Global Address List** from the **Address Book** drop-down list.
3. Double-click a name from the list, and then click **Add to Contacts**.
4. Follow steps 2–3 of *Creating a Contact Manually*, above.

Creating a Contact Based on a Received Electronic Business Card

1. Open the message (see *Receiving and Viewing Mail*, page 5). The card can be found as an attachment in the message header or as part of the signature in the body of the message.
2. Right-click the attached or inserted card, and then click **Add to Contacts**. The **Contact** window opens with the contact's Electronic Business Card information already entered.
3. Follow steps 2–3 of *Creating a Contact Manually*, above, to complete entry.

Creating a Contact Based on a Received Message

1. Open the message (see *Receiving and Viewing Mail*, page 5). You'll see a header on the message that looks like this.



2. Right-click any e-mail address in the **From**, **To**, or **Cc** field, and then choose **Add to Outlook Contacts**. The **Contact** window opens with the contact's name and e-mail address already entered.
3. Follow steps 2–3 of *Creating a Contact Manually*, left, to complete entry.

Viewing and Searching Your Contact List

Here are some tips for sorting and searching your contacts:

To change the contact list view: with Contacts displayed, choose a view style under **Current View** in the Navigation Pane (*e.g.* **By Company**).

To search for a contact: with Contacts displayed, type the contact's name or other information (*e.g.* street name, company name) in the **Search Contacts** box. All contact records containing the search word are listed. Double-click any of the matching contacts to open it, or, if no matches are found, click **Try searching again in All Contact Items** to search the complete contact list.

Tracking Contact Activity Automatically

1. Choose **Tools ▸ Options**. In the **Options** dialog box, click Journal Options... .
2. In the **Journal Options** dialog box, check the Outlook activities you want to be automatically recorded (*e.g.* **E-mail Message**), and then check the contacts (*e.g.* Jim Henry) for whom you want the activities recorded.
3. Click **OK** to close the **Journal Options** and **Options** dialog boxes.

To view your contact activity: click Journal. Click or on the Journal timeline to expand or collapse lists for specific kinds of entries.

To stop tracking contact activity: re-open the **Journal Options** dialog box and clear the activity and contact checkboxes (steps 1 and 2 above).

Deleting a Contact

With Contacts displayed, click the contact, and then click or press **Delete**.

Using Categories

A Color Category is a colored label that you assign to related Outlook items. This colored label can help you locate and manage all messages, tasks, and meeting notices for a specific project – regardless of where they are stored.

Assigning a Color Category to Any Outlook Item

To assign a default color category:

1. Right-click an Outlook item (an e-mail message, meeting, contact, task, or note), choose **Categorize**, and then choose a default color category (*e.g.* **Red Category**).
2. Enter a name for the category (*e.g.* `Finance Project`) in the **Rename Category** dialog box and click **Yes**.

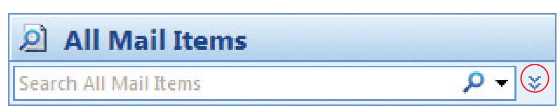
To create and assign a new color category:

1. Right-click an Outlook item (an e-mail message, meeting, contact, task, or note) and choose **Categorize ▸ All Categories**.
2. In the **Color Categories** dialog box, click **New**.
3. In the **Add New Category** dialog box, enter a name for the category (*e.g.* `Sales Project`), and then click the arrow below **Color** and choose a color. Click **OK**.

Viewing Categorized Items

To view a complete list of all Outlook items by category:

1. Choose **Tools ▸ Instant Search ▸ Search All Mail Items** or press CTRL+ALT+A.
2. In the **All Mail Items** view, click the arrow beside the **Search All Mail Items** text box.



3. Click the arrow beside **Categories** and choose a category (*e.g.* **Sales Project**). Outlook lists all items (messages, meetings, tasks, *etc.*) that belong to the category you specified.

To view specific work areas by category:

1. Click a work area (*e.g.* Contacts, Tasks, or Notes), and then click the **By Category** option under **Current View** on the Navigation Pane; alternatively, click a work area and choose **View ▸ Arrange By ▸ Categories**.
2. Click or to expand or collapse a category list. A triangle on the header indicates ascending or descending order.

New in Outlook 2007!

Receiving and Viewing Mail

By default, incoming messages are delivered to your Inbox where you can group and sort them for easy viewing.

Checking for New Messages

Open your Inbox (see *Switching Between Work Areas*, page 2) and click Send/Receive or press F9. New messages appear in the Inbox pane. Click a message once to display it in the Reading Pane (see page 1), or double-click a message to open it in a new window. Here are some common message icons.

....	unread message	....	declined meeting
....	meeting request	....	accepted meeting
....	task request	....	tentatively accepted meeting

Note: When Outlook is running, an alert box appears on your desktop every time you receive a new message.

Displaying Messages

To change message grouping: choose **View ▸ Arrange By** and choose an option (**Date**, **Conversation**, *etc.*) from the sub-menu; alternatively, click the **Arranged By** button in the Inbox pane and choose an option (*e.g.* Arranged By: Date). If your messages are grouped, click ⊞ to expand or ⊟ to collapse them.

To change sorting order: click an Inbox header (*e.g.* Newest on top). A triangle on the header indicates ascending or descending order.

To change the message view: choose **View ▸ Current View**, and then choose an option (*e.g.* **Last Seven Days**) from the sub-menu. If you unintentionally close the Reading Pane, choose **View ▸ Reading Pane ▸ Right** to restore it.

To flag a message for follow-up: click the flag button beside the message. Clear the flag by right-clicking it and choosing **Clear Flag**. If you want to choose another flag color or change the default color, right-click the flag button and choose from the list.

Accessing Your Mail Offline

If your company uses Exchange Server, you can read and compose mail normally even when your computer is disconnected from the network. Your Inbox and Outbox are automatically updated when you reconnect.

Preparing to Work Offline

1. Connect to your mail system as usual. Contact your system administrator for more information about using a cable or dial-up connection.
2. Choose **Tools ▸ Account Settings**. In the **Account Settings** dialog box, double-click the account name (*e.g.* Microsoft Exchange).
3. In the **Change E-mail Account** dialog box, check the **Use Cached Exchange Mode** box ☑ and click Next >. Click Finish to close the **Change E-mail Account** dialog box, and then click **Close**.

To use address books offline: choose **Tools ▸ Send/Receive ▸ Download Address Book**. In the **Download Offline Address Book** dialog box, click **Full Details** and **OK**.

4. Exit and restart Outlook. Outlook copies your mailbox contents to your hard drive so that you can work normally regardless of your connection status.

Working with Mail While Offline

Choose **File ▸ Work Offline**. Read and respond to messages as you normally do. All outgoing messages are temporarily stored in your Outbox.

Getting New Mail and Sending Queued Messages

Reconnect to your mail system, and then click Send/Receive or press F9.

To automatically download new mail before exiting Outlook: choose **Tools ▸ Send/Receive ▸ Send/Receive Settings ▸ Define Send/Receive Groups** and check the **Perform an automatic send/receive when exiting** box ☑. Click **Close**.

Managing Your Messages

You can manually organize your messages, or use filters and rules to automatically block junk mail and file messages.

Organizing Messages Manually

To move a message: click and drag the message from one folder to another (see *Using the Folder List*, page 2); alternatively, click the message and press CTRL+SHIFT+V. In the **Move Items** dialog box, choose a folder and click **OK**.

To save an attached file: view the message and double-click the attachment (*e.g.* Invoice.doc (30 KB)). In the **Opening Mail Attachment** dialog box, click **Save**. Choose a folder and click **Save**.

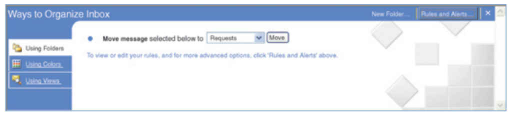
Important: Attachments can contain viruses that damage data. Scan attachments with anti-virus software before opening.

To delete a message: view the message, and then click ✕ or press DELETE.

To retrieve a deleted item: click **Deleted Items**. Click and drag the deleted message to the folder of your choice; alternatively, select the message and press CTRL+SHIFT+V. In the **Move Items** dialog box, select a folder and click **OK**.

Organizing Messages with Inbox Organizer

The Inbox Organizer can file mail and automatically color code specific types of messages. Choose **Tools ▸ Organize** to open the Organize pane, shown here.



To move a message: click a message. Click Saved mail and choose the destination folder (if the folder doesn't appear in the list, choose **Other folder**, choose from the **Select Folder** dialog box and click **OK**). Click Move.

To color code messages from specific senders: click a message from the sender, click Using Colors, and choose a color option. Click Apply Color to activate the color option.

To use mail views: click Using Views and see *Displaying Messages*, left column.

Filtering Junk Mail

Outlook identifies and filters junk mail by analyzing its content and structure. By default, junk mail filtering is switched on using a low protection setting.

To increase automatic junk mail protection: choose **Tools ▸ Options**. In the **Options** dialog box, click the Preferences tab and click Junk E-mail.... In the **Junk E-mail Options** dialog box, click a protection option (*e.g.* **High**, **Safe Lists Only**) and click **OK** to close the dialog boxes. The stronger the setting you choose, the more likely it is that legitimate messages will be filtered.

To add senders to your junk or trusted senders list: in your Inbox list, right-click a message, choose **Junk E-mail**, and then choose **Add Sender to Blocked Senders List** or **Add Sender to Safe Senders List**. When you specify blocked or safe senders, these settings override Outlook's built-in filtering.

Advanced Mail Sorting and Filtering with Inbox Rules

1. Choose **Tools ▸ Rules and Alerts**. In the **Rules and Alerts** dialog box, click New Rule....
2. In the **Rules Wizard** dialog box under **Step 1: Select a template**, choose an option from the **Stay Organized**, **Stay Up to Date**, or **Start from a blank rule** area. Under **Step 2: Edit the rule description**, specify what you want the rule to do, the conditions under which it applies, and its exceptions. Click Next > to complete each step of the wizard.
3. On the last step of the wizard, name the rule. If you want the rule to be applied retroactively, check the **Run this rule now on messages already in "<your mailbox>"** box ☑. Click Finish to activate the rule, and then click **OK**.

New in Outlook 2007!

Creating New Messages

You can address a new message manually or choose recipients from your address books. Messages can include file attachments and a customized signature.

Addressing and Sending a Message

1. With Mail selected, click New; alternatively, press CTRL+SHIFT+M.
2. In the new message window, address your message using one of the following methods:
   - Type the recipients' e-mail addresses (*e.g.* info@nlearnseries.com), separated by semicolons, in the **To** and **Cc** boxes. To display the **Bcc** box, click the Options tab, and then, in the **Fields** group, click **Show Bcc**.
   - Begin typing the recipient's name in the **To**, **Cc**, or **Bcc** box. As you type, matching names or addresses you've previously written to appear in a pop-up box. Choose an option and press ENTER. If you're writing to recipients for the first time, address your message as described above and the AutoComplete box will appear the next time you write to them.
   - Click **To** or, in the **Names** group, click **Address Book**. In the **Select Names** dialog box, choose a name and click To ->, Cc ->, or Bcc ->. To choose names from other address or contact lists, choose from the **Address Book** list (see *Creating and Managing Contacts*, page 4). Click **OK** to close the **Select Names** dialog box.
3. Type a descriptive phrase in the **Subject** box, and then type your message text in the composition area. See *Formatting Message Text*, right column.
4. When your message is complete, click **Send**. Your message is transferred to the **Outbox** until delivery, and then copied to the **Sent Items** folder.

Attaching Files and Outlook Items to Your Message

1. Create and address a message as described in steps 1–3 above, and then do one of the following.

To attach a file: on the Message or Insert tab, click **Attach File**. In the **Insert File** window, select the file and click Insert.

To insert file contents directly into your message: on the Message or Insert tab, click **Attach File**. In the **Insert File** window, select the file you want to attach, and then click on Insert and choose **Insert as Text**.

To attach an Outlook item: on the Message or Insert tab, click **Attach Item**. In the **Insert Item** dialog box, select the item type (*e.g.* **Calendar** or **Notes**) in the **Look in** area, and then double-click the item in the **Items** area.

2. The file or item name appears in the **Attached** box in the message window. Complete your message and click **Send**.

Creating Signatures and Electronic Business Cards

1. With your Inbox open, choose **Tools ▸ Options**. In the **Options** dialog box, click the Mail Format tab, and then click Signatures....
2. In the **Signatures and Stationery** dialog box, click New.
3. In the **New Signature** dialog box, type a descriptive name for your signature and click **OK**.
4. In the **Edit Signature** area of the **Signatures and Stationery** dialog box, type the signature text.
5. To include an electronic business card, click Business Card. Select your name from the address book and click **OK**.
6. When the signature text is complete, click **OK** to close the remaining dialog boxes. Your new signature file is automatically added to your outgoing mail.

To remove or change signatures: choose **Tools ▸ Options**. In the **Options** dialog box, click the Mail Format tab, click **Signatures**, and choose **<none>** from the **New messages** list; alternatively, choose another signature file or create a new one (steps 1–6, above).

Replying and Forwarding

You can reply to a message using its return address or forward the message to other recipients. You can also set up automatic replies for messages that arrive when you're out of the office.

1. In your Inbox, select or open the message and do one of the following.

To reply to the sender only: click **Reply** or press CTRL+R. The **To** and **Subject** boxes are automatically filled in.

To reply to the sender and all original recipients: click **Reply to All** or press CTRL+SHIFT+R. The **To** and **Subject** boxes are automatically filled in.

To forward the message to other recipients: click **Forward** or press CTRL+F, and then address the message. See *Addressing and Sending a Message*, left column.

2. Type your reply above the original message text and click **Send**.

Creating an Out-of-Office Message

An out-of-office message is a response that is automatically sent to everyone who sends you mail while you're away on vacation or business.

1. With Mail selected, choose **Tools ▸ Out of Office Assistant**.
2. In the **Out of Office Assistant** dialog box, click the **I am currently Out of the Office** option and type your autoreply message in the text box.

To specify a response rule for incoming messages from specific people: click Add Rule.... In the **Edit Rule** dialog box, type the addresses of people to whom you want the response to apply (or click From..., choose names from the **Choose Sender** dialog box, and then click **OK**). Check any boxes to choose the response type and set the necessary response actions. Click **OK** to save the rule and to close the **Edit Rule** dialog box.

3. Click **OK** to activate the notice and to close the **Out of Office Assistant** dialog box. When you want to switch the notice off again, reopen the **Out of Office Assistant** dialog box and click the **I am currently In the Office** option.

Formatting Message Text

While composing a message, use the formatting icons (*e.g.* **B**, *I*, U, *etc.*) on the Message tab to set the text style, font, size, color, and alignment. To use Outlook's formatting options, click the Options tab when you're composing a message and choose **HTML** or **Rich Text** from the **Format** group.

Additional Message Options

While composing a message, you can specify its importance and sensitivity or request a receipt notice.

To set message importance and sensitivity: on the Options tab, click at the bottom-right of the **More Options** group. In the **Message Options** dialog box, choose a setting from the **Importance** and **Sensitivity** lists (*e.g.* **High**). Click **Close**. When recipients receive the message, it will have an importance and sensitivity stamp.

To request a notice of receipt: on the Options tab, check the **Request a Delivery Receipt** and/or **Request a Read Receipt** box. When your message is opened, you will receive a delivery and/or read notification.

Working with Notes

Use notes to record thoughts and to organize your ideas. You can easily convert a note to any other Outlook item, such as a task.

To create a new note: click New or press CTRL+N. Type your note, and then click or press ESC to add it to your Notes list.

To view a note: with Notes selected, double-click the note.

To convert a note to another Outlook item: with the Notes list displayed, click and drag a note to any button on the Navigation Pane (*e.g.* Tasks), and then click **Save & Close**.

New in Outlook 2007!

Shortcuts

In addition to the shortcuts below, you can use KeyTips within open items (*e.g.* Mail and Calendar) to quickly execute commands. Press ALT to reveal the available KeyTips (shown as letters and numbers in square boxes), then press the applicable letter or number to execute the command.

Creating New Items

Create a message	CTRL+SHIFT+M
Create a meeting request	CTRL+SHIFT+Q
Create a personal appointment	CTRL+SHIFT+A
Create a personal task	CTRL+SHIFT+K
Create a task for somebody else	CTRL+SHIFT+U
Create a note	CTRL+SHIFT+N
Create a contact	CTRL+SHIFT+C
Create a folder	CTRL+SHIFT+E
Create a Search Folder	CTRL+SHIFT+P

Working in Any View

Create new item in current view	CTRL+N
Open the selected item	CTRL+O
Forward the selected item as a new message	CTRL+F
Move the selected item to another folder	CTRL+SHIFT+V
Copy the selected item to another folder	CTRL+SHIFT+Y
Save the current item	CTRL+S
Save the selected item as a file	F12
Do a basic search in current folder	F3 or CTRL+E
Do an advanced search in any folder	CTRL+SHIFT+F
Search for text in the current item	F4
Flag the selected item for follow-up	CTRL+SHIFT+G
Print the current item or view	CTRL+P
Spell-check the current message	F7

Working with Mail

View Inbox/Outbox contents	CTRL+SHIFT+I/CTRL+SHIFT+O
Reply to the selected message	CTRL+R
Reply to the message's sender and all original recipients	CTRL+SHIFT+R
Forward the selected message	CTRL+F
Open the selected message	CTRL+O
Check for new messages	F9 or CTRL+M
Mark the selected message read	CTRL+Q
Mark the selected message unread	CTRL+U
Open the Address Book	CTRL+SHIFT+B
Accept the meeting/task request	ALT+C
Decline the meeting/task request	ALT+D

Editing and Formatting Text

Copy selected text	CTRL+C
Copy and cut selected text	CTRL+X
Paste copied text at cursor location	CTRL+V
Undo edit	CTRL+Z
Bold, italicize, underline selected text	CTRL+B, CTRL+I, CTRL+U

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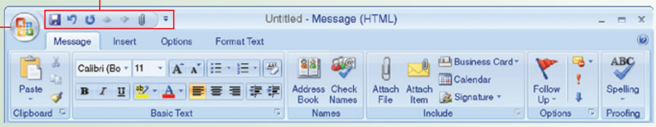
Creating New Items with the Ribbon

The Ribbon (shown below), which can be found in open items such as Mail, Contacts, and Appointments, displays groups of command buttons and icons under a set of tabs. To minimize the Ribbon so that just the tabs are revealed, right-click anywhere on the Ribbon and choose **Minimize the Ribbon**. The commands remain hidden until you activate them by clicking a tab.

Quick Access Toolbar. To customize, right-click a command icon and choose **Add to Quick Access Toolbar**.



Office Button. The Office button contains commonly used commands such as **Save**, **Move**, and **Print**.

The To-Do Bar

The To-Do Bar displays the Date Navigator and lists all your upcoming tasks and appointments. You can use the To-Do Bar to accept and decline meetings, add and edit tasks, flag messages for follow-up, and access your full Calendar. See *The To-Do Bar*, page 2.

The Daily Task List

The Daily Task List now also appears at the bottom of the Day/Week/Month calendar view. You can assign time to work on tasks by dragging them from the Daily Task List to a time slot on the Calendar. Tasks that aren't marked complete roll over to the next day. See *Marking a Task Complete*, page 3.

Color Categories

Color categories can be assigned to messages, appointments, contacts, tasks, and notes so that you can easily sort and search related Outlook items. Use a default color category or create a new color category. See *Assigning a Color Category to Any Outlook Item*, page 4.

Attachment Preview

You can now view attachments in the Reading Pane rather than having to open another program. Open the message and, in the Reading Pane below the message header, click the attachment. To return to the message, click Message.

Electronic Business Cards

You can add your contact information, company logo, and personal photo to an Electronic Business Card and share it as an attachment or as part of your signature. See *Creating Signatures and Electronic Business Cards*, page 6, and *Creating a Contact Based on a Received Electronic Business Card*, page 4.

To create an Electronic Business Card: click Contacts and click New. Click **Business Card** in the **Options** group. In the **Edit Business Card** dialog box, specify the card's design and text, and then click **OK**. Click **Save & Close**.

To view your saved Electronic Business Cards: click Contacts on the Navigation Pane and choose **View** ▸ **Current View** ▸ **Business Cards**.