

Microsoft Outlook 2007 Quick Reference Guide

Introducing Microsoft Office Outlook 2007

Microsoft® Office Outlook® 2007 provides an integrated solution for managing your time and information, connecting across boundaries, and remaining in control of the information that reaches you. Office Outlook 2007 delivers innovations you can use to quickly search your communications, organize your work, and better share your information with others—all from one place.

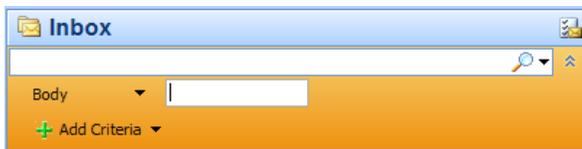
Better Manage Your Time and Information

Office Outlook 2007 makes it easier to locate, prioritize, and act upon an increasing volume of information.

Instant Search

Rapidly search for keywords or other criteria to locate items in your e-mail, calendar, contacts, or tasks, saving you valuable time.

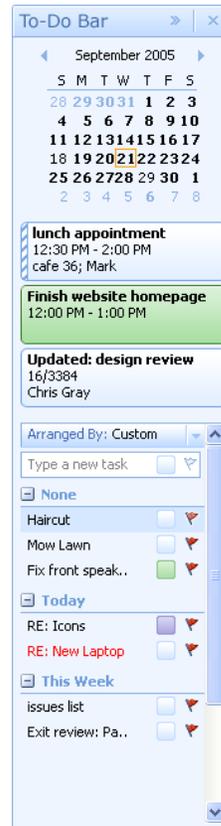
1. Type a keyword in the **Instant Search** box above your e-mail list.
2. Expand the search box using the arrow on the right to add more search criteria.
3. Expand your search results to your desktop or all mail items using the arrow to the right of the magnifying glass.



Flag E-Mail as a Task

Flagging mail messages as tasks automatically adds them to your To-Do Bar so that you can easily track and complete them.

1. Right-click the flag icon next to an e-mail message.
2. Designate a date that you want to follow up on this mail.
3. View the mail on your To-Do Bar.



To-Do Bar

Check your priorities for the day by looking at the To-Do Bar where your flagged mail messages and tasks are clearly laid out.

To customize the view of your To-Do Bar:

1. Click **View**, click **To-Do Bar**, and then click **Customize**.
2. In the **To-Do Bar Options** dialog box, you can customize how many months are shown and how many upcoming appointments are displayed.



Color Categories

Color categories give you a simple, visual way to distinguish items from one another, making it easy to organize your data and search for information.

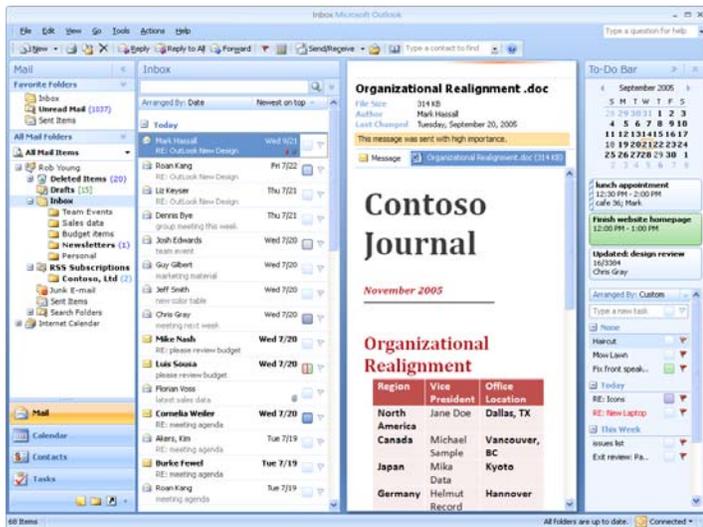
1. Right-click the box next to an e-mail message.
2. Click **All Categories**.
3. Assign titles to your color categories such as personal, work, finance, family, or birthdays.
4. Click **OK**.
5. Right-click the category box next to an e-mail message and assign a color category to it.
6. Arrange your e-mail list or search by color categories.

Access Information in One Click Using Attachment Preview

Accessing mail attachments is often a multistep process with no easy way to gain quick insight to that content. With the Attachment Preview, you can preview your attachments in one click directly from within Outlook, saving you time and effort.

1. Click the attachment in the e-mail message or reading pane.
2. Scroll through the document or presentation using the scroll bar on the right. To return to the e-mail message, click the message box to the left of the attachment.

Note: The presentation or document is a read-only copy. To make edits or comments, you need to save a local version on your computer.



RSS Feeds

RSS feeds are an easy way to subscribe to interesting information like world news, sport scores, or blogs. With Office Outlook 2007, it's easy to get started adding and reading RSS subscriptions.

1. Click the mail folder called **RSS Feeds**.
2. Choose a feed that interests you from the **RSS Feed** home page.
3. Outlook prompts you to add this feed to your list. Click **OK**.
4. Outlook creates a specific RSS subscription folder for this feed below the main **RSS Feeds** folder.
5. Note: When using Office Outlook 2007 with Microsoft Internet Explorer® 7.0, you can keep a synchronized list of subscriptions between the two programs.

QUICK TIP

Easily collect information from your coworkers
With the redesigned Office Fluent™ user interface, it's easier than ever to use voting buttons to collect information through e-mail.



Effectively Share Information

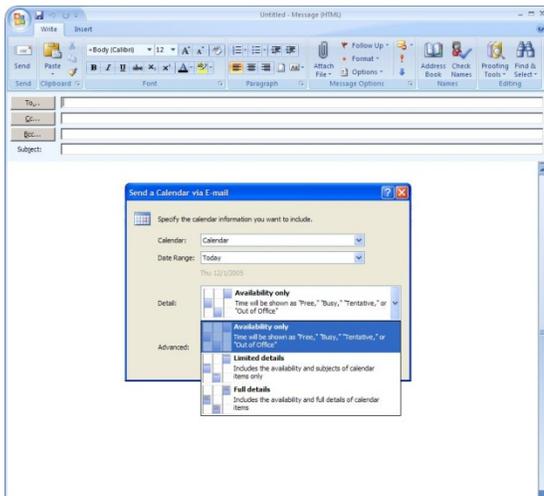
Office Outlook 2007 dramatically improves the way users work together through new calendaring and information-sharing capabilities.

Send a Calendar Snapshot

With a calendar snapshot, you can communicate your calendar information to anyone, anytime.

To send a calendar snapshot:

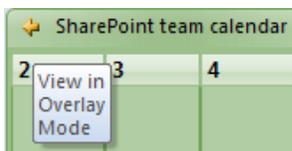
1. Click the calendar.
2. Click the **Send a Calendar via E-mail** link in the left navigation pane.
3. In the dialog box, choose which calendar you want to send information from, the date range, and the level of details that you want to share.
4. Outlook creates a visual representation of your calendar information in the body of the e-mail message and also attaches the information as an .ics file.



Subscribe to a Web Calendar and View in Overlay Mode

Web calendars enable you to add and subscribe to calendars that cover a wide array of topics such as industry conferences, sports schedules, or movie releases.

1. Click the calendar.
2. Click the **Browse Calendars Online** link.
3. In the Web page that appears, click a calendar from the list that looks interesting to you.
4. Outlook asks if you want to add the calendar to the list. Click **OK**.
5. The calendar will appear in Outlook, and you can view this calendar in overlay mode. To enable this view, ensure that both calendars are checked and visible side by side. Then click the arrow on the title tab of the calendar on the right.

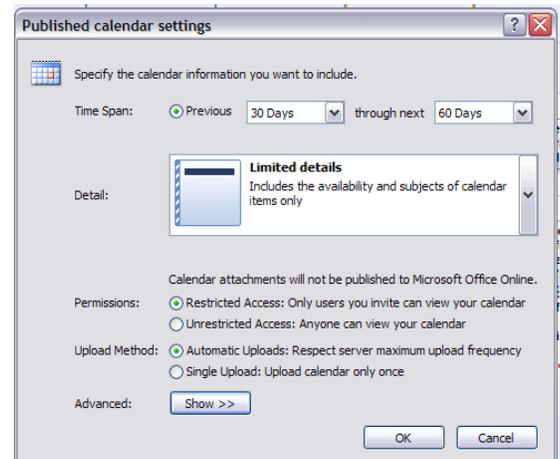


Publish Your Calendar to Microsoft Office Online

Sharing your calendar information is even easier through the new publishing capabilities that Office Outlook 2007 provides. Through this free Office Online service, you can create dynamic Web calendars that your coworkers, friends, or family can subscribe to and remain up to date.

1. Click the calendar.

2. Right-click the name of the calendar that you want to publish.
3. From the list, select **Publish to Internet**, and then click **Publish to Office Online**.
4. Follow the steps in the wizard to register for the service using your Windows Live™ ID credentials.
5. When you've registered for the service, you can simply choose the calendar, time frame, and other settings. Outlook creates a sharing invitation that you can use to invite people to subscribe to your calendar.



Create an Electronic Business Card for Your Signature

In Office Outlook 2007, you can create and share customized Electronic Business Cards, giving you a personalized way to communicate your information. You can customize your contact information with Electronic Business Cards that include logos and photos, making contacts more personally relevant and easier to locate.

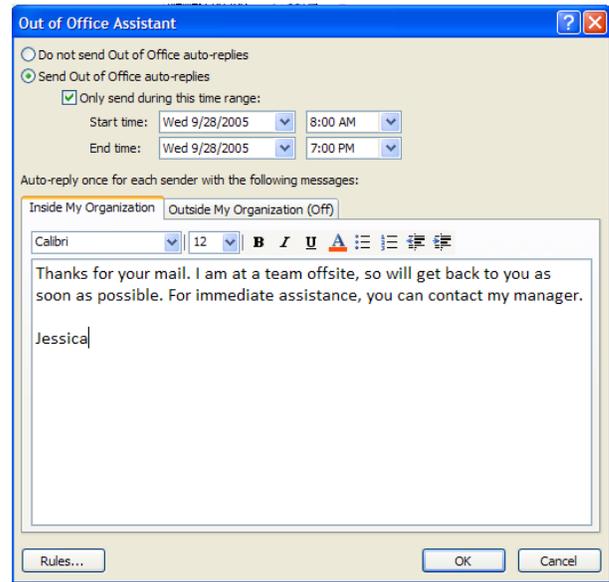
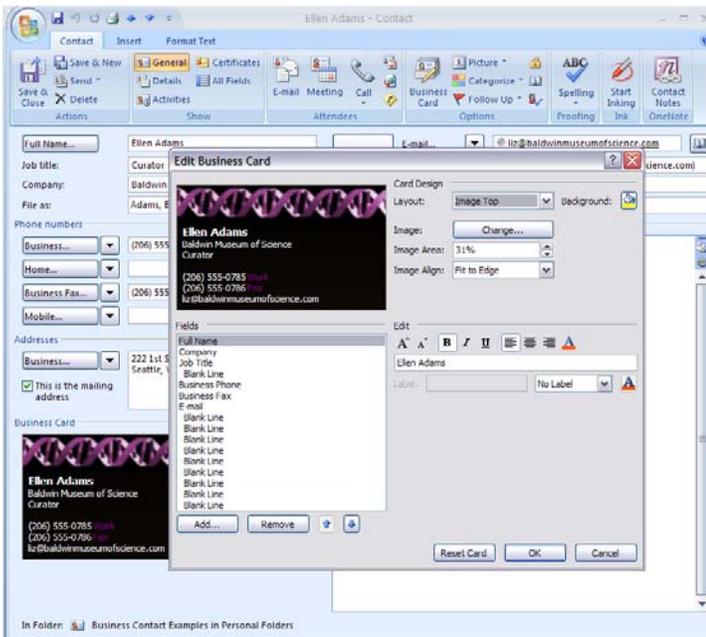
1. Click the arrow next to **New**, and then click **Contact**.
2. Enter your personal contact information such as name, title, company, work phone, and work fax number.

Note: As you type, a preview of your business card appears in the business card box in the bottom left corner.

3. Click the **Business Card** button on the Ribbon.
4. After you enter your contact information, click the **Image** button to add your photograph, company logo, or other pictures. Use the **Background Color Palette** to change the background color of your

business card, and use the **Text Editor** to change the size, justification, or color of your text.

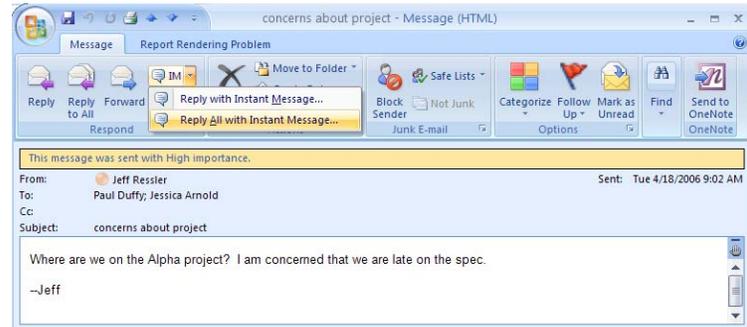
- To use your customized Electronic Business Card as your signature, click the **Business Card** button on the **Message** tab of the Ribbon.



Note: Your organization must be using Microsoft Exchange Server 2007 for you to see these options.

Integrate All Your Types of Communication Right from Outlook

Often, you might be working in Office Outlook 2007 and want to call the person who sent you an e-mail message, or perhaps you want to send them an instant message but don't know whether they're online. Using the integrated presence information provided by Office Communicator 2007 and Office "Live" Server 2007, you're able to easily start a phone call or even an IM conversation.



Gain Greater Control over Your Out of Office Message

Users of Office Outlook 2007 on Exchange Server 2007 have the increased capability to set distinct Out of Office messages and to schedule the time period when you want your messages to be sent. You retain greater control over the type of information your contacts receive, helping to ensure that it's relevant and appropriate to their needs.

- To open the Out of Office Assistant, click **Tools**, and then click **Out of Office Assistant**.
- Explore the options. You can set the date range and time frame, and set one message for people inside your organization and a separate one for people outside your organization.