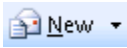



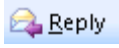
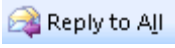
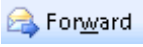



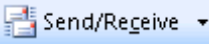





# Outlook 2007

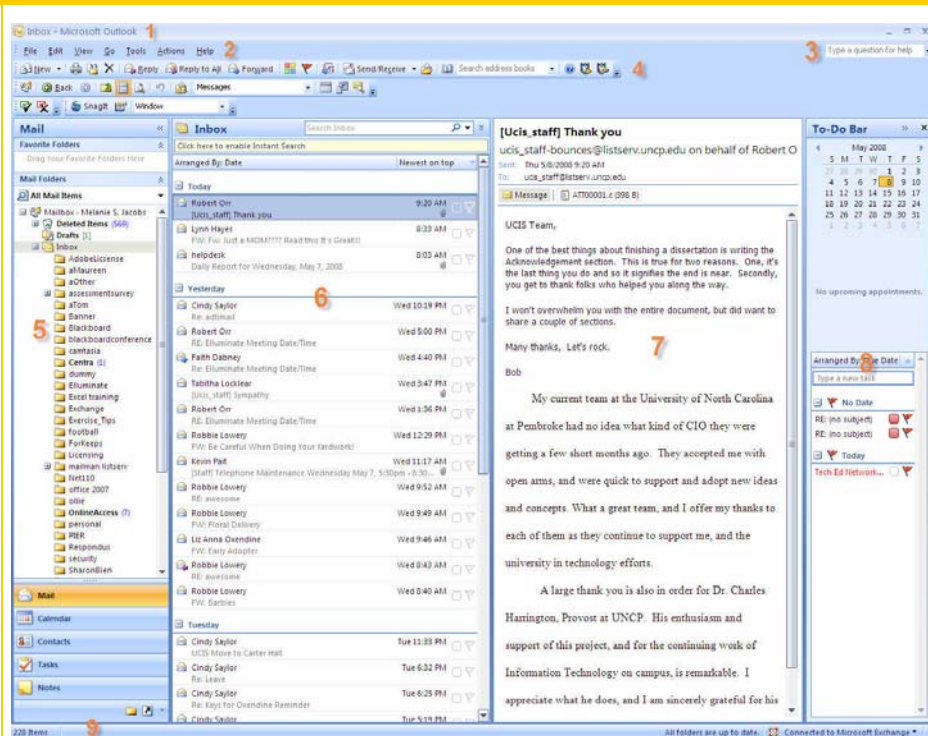
## The Standard Toolbar (Mail)

	Creates a new e-mail message. (Click the arrow for options.)
	Prints the selected item.
	Choose a folder to move the item to.
	Deletes the selected item.
	Replies to the sender of the selected message.
	Replies to the sender and all the other recipients of the selected message.
	Forwards the message you've selected.
	Categorize the selected item.
	Flag the item for follow-up.
	Send the item to OneNote.
	Performs a send/receive. (Click arrow for options.)
	Opens "Create Rule" box.
	Launches the Outlook address book.
<input type="text" value="Search address books"/>	Search your contacts.
	Launches Help.

## Keyboard Shortcuts

CTRL + N	Create a new item
CTRL + S	Save your item
CTRL + R	Reply to an e-mail
CTRL + SHIFT + E	Create a folder
CTRL + SHIFT + C	Create a contact
F11	Find a contact
F1	Get Help
F9	Send/Receive e-mail
CTRL + 1	Go to Mail View
CTRL + 2	Go to Calendar View
CTRL + 3	Go to Contacts View
CTRL + 4	Go to Tasks View
CTRL + 5	Go to Notes View
CTRL + 6	Go to Folder List View
CTRL + 7	Go to Shortcuts View

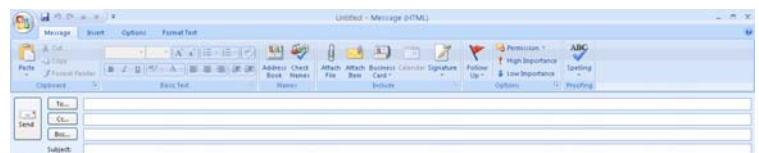
## The Outlook Interface



- Title Bar** On the left hand side, the title bar displays the title of the document you're working on and the name of the program. To the far right of the title bar, you have buttons to maximize, minimize, restore, or close the window.
- Menu Bar** Click on any of these items (File, Edit, View, Go, Tools, Actions, or Help) to view a list of commands.
- Type a Question** If you need help, type a question in this box, press Enter, and answers will appear in a new window.
- Toolbars** This is the Standard toolbar. Outlook has three toolbars: Standard, Web, and Advanced.
- Navigation Pane** This pane is the easiest way to get around in Outlook. It contains links to various folders so that you can easily view your contacts, mail, calendar appointments, and more.
- Inbox** Displays the contents of the currently selected folder.
- Preview/Reading Pane** View the contents of the selected item here.
- To-Do Bar** New feature in Outlook 2007; summarizes upcoming tasks and appointments.
- Status Bar** Displays item count for the current folder.

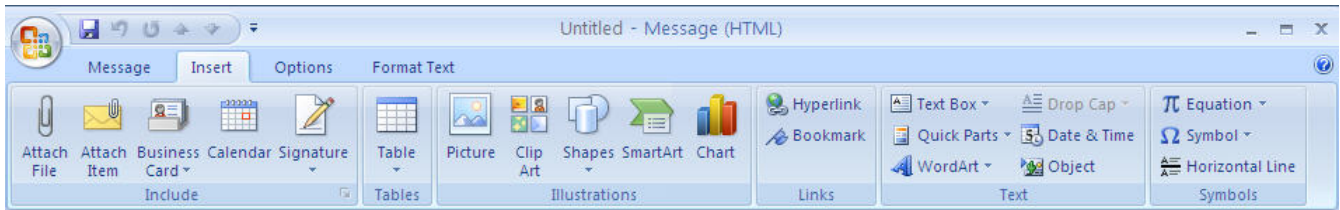
## Two Interfaces....

You will see two interfaces when using Outlook 2007. When viewing items, you will see the traditional Office interface with menus and toolbars. When creating items, you will see the new Office interface with ribbons and chunks.

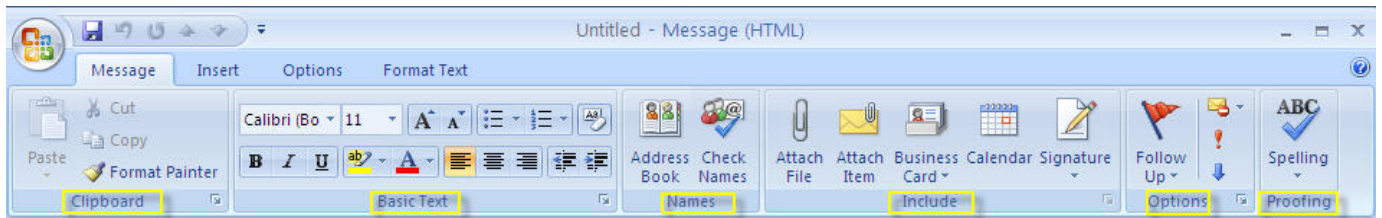


# Introducing The New Interface

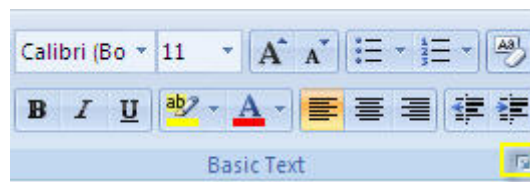
The new interface is made up of ribbons and chunks. Click a tab to see the related commands. For example, if we wanted to insert an item into our message, we would click the Insert ribbon.



Each ribbon is collected of different chunks, with related items.



Some chunks will have a small button in their bottom right hand corner. Clicking this button will open a dialogue box with more features related to the chunk. In this example, clicking the small arrow opens the Font dialogue.

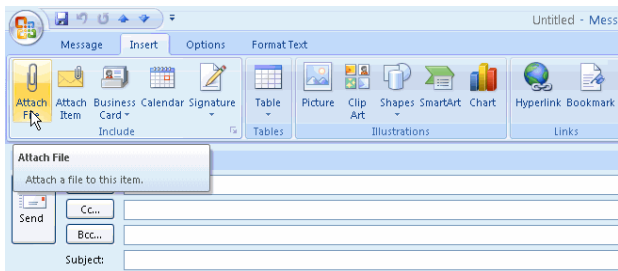


To minimize the ribbon and just display the tabs, click the arrow next to the Quick Access toolbar (circled in red in the image on the right) and click Minimize the Ribbon. Now, each ribbon will expand when you click the tab. When you click back in the editing window, the ribbon will minimize again.



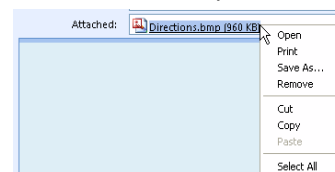
## Inserting an Attachment

- 1) Open a new mail message.
- 2) Click the paperclip icon on the standard toolbar, or click the Insert ribbon and click Attach File.
- 3) Pick the file you want to attach and click Insert.



## Attachment Tips

- Check the size of your file. If it is too large, some people might not want to receive it, or it might not send at all.
- Make sure your file doesn't have any viruses in it.
- Title your attachment properly.
- Try to send files that can be opened by common programs.
- Outlook will block certain kinds of files that can be harmful, like executable (.exe) files.
- Right-click an attached file to modify it.



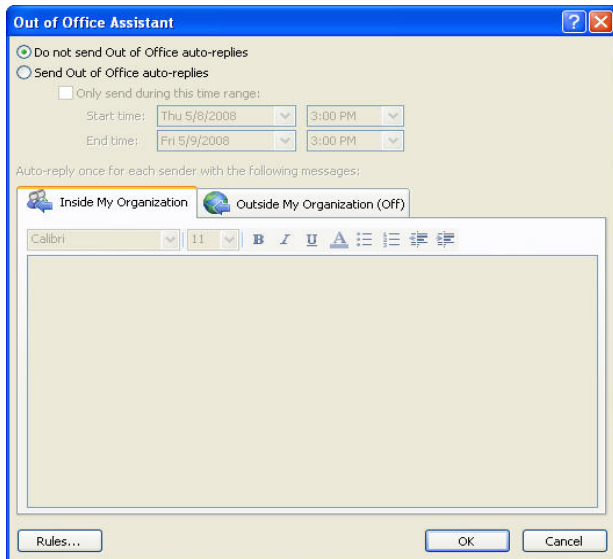
## Outlook Today Customization Options

- Startup** If this box is checked, Outlook Today will be the first page you see when Outlook starts.
- Messages** You can choose which folders Outlook Today displays by clicking the Choose Folders button.
- Calendar** Tell Outlook Today how many days of your calendar to display.
- Tasks** Do you want to see all your tasks or just that day's? How do you want your task list sorted?
- Style** Change the style of Outlook Today; there are several preset styles with columns, default options, and colours.



## Creating an Out of Office Auto Reply

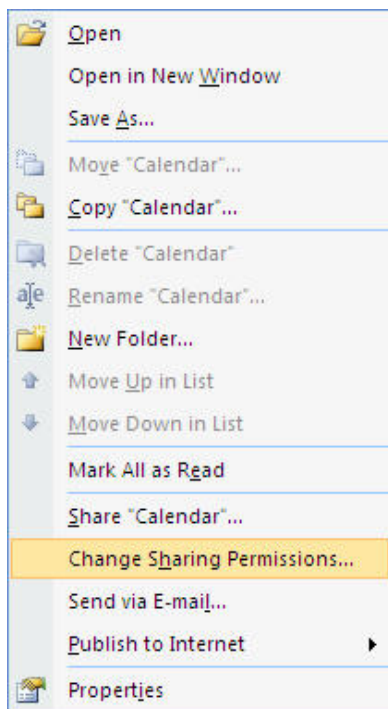
1. Click the **Tools** Menu
2. Select **Out of Office Assistant**



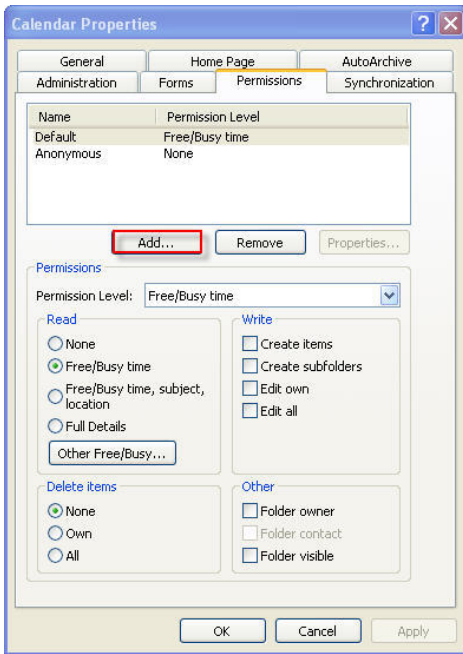
3. Here you can create your desired setting for date/time as well as the message.

## Introduction To Calendar Sharing

**Right Click** the calendar you want to share from your Calendar Navigation Pane.



1. Click **Change Sharing Permissions**.



2. Click the **Add** Button on the **Calendar Properties** dialog box.
3. **Select** the name or names of the people that you want to give permissions to.
4. Once you have selected the name or names you will need to grant the permission level from the Permission Level drop down list. You can also modify the **Read**, **Write**, **Delete** and **Other** permission settings.

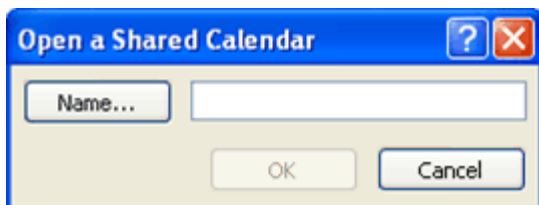
## Open a shared Exchange Calendar

**Open a Shared Calendar** When you use an Exchange account, you can open another person's default Exchange Calendar if the person has granted you permission to do so.

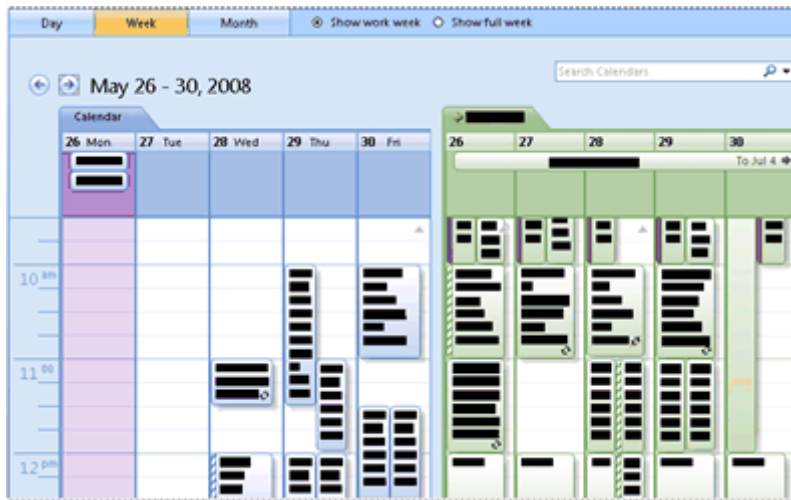
If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for the permission you need. If you click Yes, a sharing request e-mail message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.

You can quickly view another person's shared default Exchange Calendar from the Navigation Pane.

1. In Calendar, click Open a Shared Calendar.

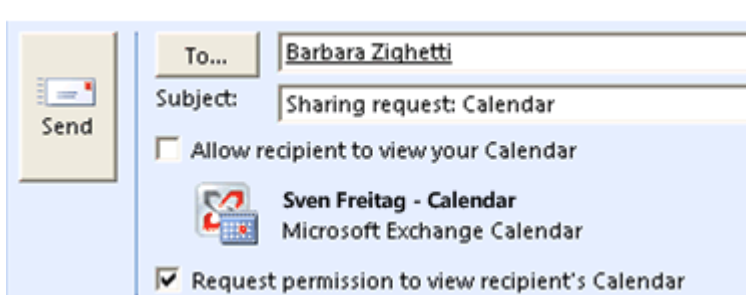


2. Type a name in the Name box, or click Name to select a name from the Address Book.
3. Click OK. The shared Calendar appears next to any calendar that is already in the view.



After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time you want to view the shared Calendar, you can click it in the Navigation Pane.

If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for the permission you need. If you click Yes, a sharing request e-mail message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.



**TIP** You can quickly schedule a meeting with people whose calendars you can view. On the Actions menu, point to New Meeting Request With, and then click All or the names that you want from the list.


## Send calendars in e-mail messages

You can send any of the calendars that you own to another person in an e-mail message. This is a type of Internet Calendar called a Calendar Snapshot. The calendar appears within the body of an e-mail message. However, an Office Outlook 2007 user who receives the Calendar Snapshot can choose to open the calendar as an Outlook calendar. Doing so can display the Calendar Snapshot and the current calendar in side-by-side mode or calendar overlay mode.

Recipients of Calendar Snapshots do not receive the changes that you make to your calendar unless you send them a new Calendar Snapshot. For calendars that need to be updated, consider using Exchange calendar sharing, publishing your calendar to Microsoft Office Online, or using a Web server that supports calendar publishing.

1. In Calendar, in the Navigation Pane, click Send Calendar via E-mail.



2. **Note** If you are using the Navigation Pane in Minimized view, in the Navigation Pane, click  ..... , click Navigation Pane, right-click the calendar that you want to share, and then click Send Calendar via E-mail.
3. In the To box, enter the name of the person to whom you want to send the subscription information.
4. From the Calendar list, choose the calendar to send. By default, your default Calendar is selected. This is the Outlook calendar that is used to display your free/busy information to others and where meeting requests are accepted.
5. From the Date Range list, choose the amount of calendar data to include in your e-mail message, or click Specify dates to enter a custom date range.
6. **Tip** If you choose a large date range or click Whole calendar, you might create a large e-mail message.
7. In the Detail list, choose the amount of detail to show the recipients. By default, the Availability only option is selected. None of the options include your items that are marked private — unless you change the privacy option in Advanced options.
8. Optionally, you can restrict the information that is included in the e-mail message to your working hours by selecting the Only show time within my working hours check box. To change your working hours, click Set working hours.
9. Optionally, click Show to see the following Advanced options:
10. **Include details of items marked private** This option requires Detail to be set to Limited Details or Full Details. The existence of private items will be included, but no further information will be shared.
11. **Include attachments within calendar items** This option requires Detail to be set to Full Details. All attachments on calendar items, such as spreadsheets, are included.
12. **Note** This might increase the size of the e-mail message significantly.
13. **E-mail Layout** You can click Daily schedule or List of events to include your schedule or a list of events.
14. Optionally, you can request permissions to view the recipient's default calendar. To do so, select the Request permission

to view recipient's Calendar check box.

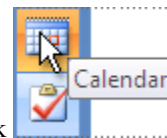
15. Note If you want access to an additional calendar that the recipient has created, for example, a personal calendar, you must send an e-mail message asking for permissions to that particular calendar. This option requests access only to the recipient's default calendar.
16. Click Send.
17. Review the confirmation dialog box, and then, if it is correct, click OK.
18. If your calendar contains no items, a dialog box appears to provide you the option to cancel the e-mail message.


For calendars that recipients can subscribe to and keep up-to-date with changes that you make, consider using Internet calendar publishing.

## Publish a calendar to Office Online

You can publish your default Office Outlook 2007 Calendar to Office Online and control who can access your calendar on Office Online. Calendars published to Office Online are searchable, which helps other Office Online users find calendars of interest. Publishing an Internet Calendar requires neither the publisher nor the user to use an Exchange account. For more information, see [Share your calendar on Office Online](#).

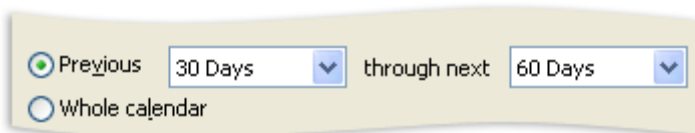
1. In Calendar, in the Navigation Pane, right-click the calendar you want to publish.



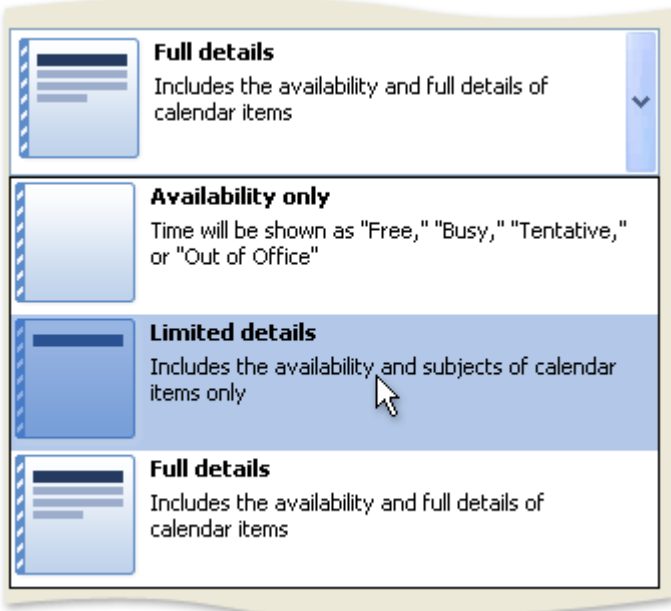
2. Note If you are using the Navigation Pane in Minimized view, in the Navigation Pane, click  ..... click Navigation Pane, and then right-click the calendar you want to publish.

**Tip** If you want to publish your default Calendar, click Publish My Calendar in the Navigation Pane, and then proceed with step 3.

3. On the shortcut menu, point to Publish to Internet, and then click Publish to Office Online.
4. If this is the first time you have published a calendar to Office Online, you must register for Office Online by using your Windows Live ID account. If you do not have a free Windows Live ID account, you can create one. Follow the instructions on your screen.
5. Next to Time Span, select the number of days for which you want to share your calendar.



6. Next to Detail, click the arrow and choose the amount of detail to share. If you want, select the Show time within my working hours only check box to restrict shared details to only those for your specified working hours in Microsoft Office Outlook 2007.



7. Next to Permissions, choose whether your calendar information can be viewed only by specified people or searched and viewed by anyone using Office Online.

- **Only invited users can view this calendar** If you click this option, an Outlook sharing e-mail message opens after the calendar is published to Office Online. You can send the sharing e-mail message to each person who you want to grant access to your calendar. The sharing message automatically includes a link to the calendar and you can type a message if you want to.
- **Anyone can view and search for this calendar on Office Online** If you click this option, anyone who knows the link to your calendar can view it. People do not need a Windows Live ID account to log on or sign in to a service. In addition, Office Online users can find this calendar when searching for calendars.

8. If you are publishing a calendar that anyone can view and search, type a description of your calendar in the Description box. This information helps other Office Online users find your calendar.

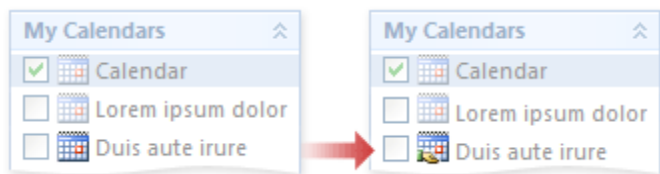
By default, this calendar will be periodically updated. Changes to the calendar are published to Office Online during the next manual or automatic send/receive. By default, there is a 30 minute interval between each send/receive for each Send/Receive group. If you change the automatic send/receive interval to less than 20 minutes, calendar updates to Office Online are sent at a minimum 20 minute interval.

To upload this calendar and then never provide updates, click Advanced, and then click Single Upload: Updates will not be uploaded.

9. Click OK.

After your calendar is successfully shared on Office Online, you can invite people to view and subscribe to the calendar. To let others know about your published calendar, when prompted to send a sharing invitation, click Yes.

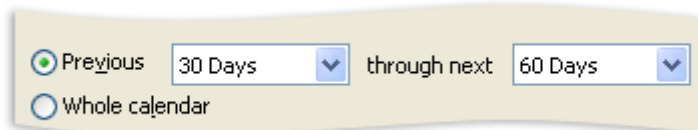
After sharing a calendar, the calendar icon in the Navigation Pane changes as shown below.



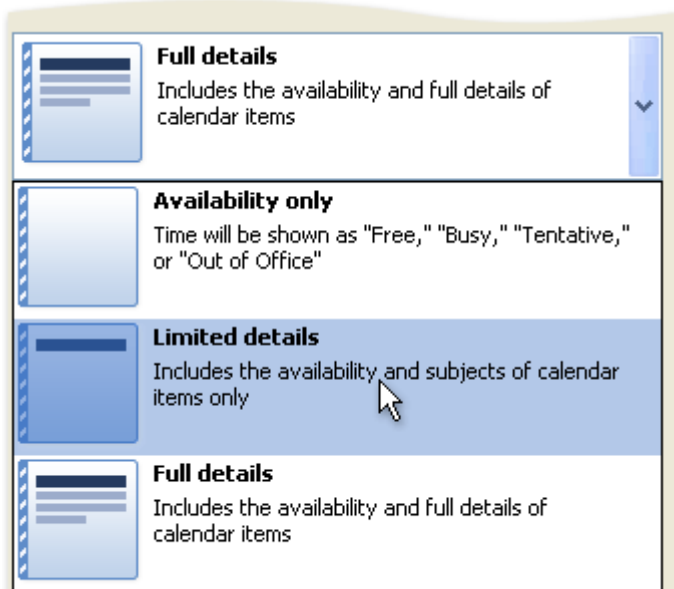
## Change settings or remove calendars published to Office Online

### Make changes in your calendar shared on Office Online

1. In Calendar, in the Navigation Pane, right-click the shared calendar that you want to make changes in.
2. On the shortcut menu, point to Publish to Internet, and then click Publish to Office Online.
3. Next to Always Show, select the number of days for which you want to share your calendar.



4. Next to Detail, click the arrow and choose the amount of detail to share. If you want, select the Show time within my working hours only check box to restrict shared details to only those for your specified working hours in Microsoft Office Outlook 2007.



5. Next to Permissions, choose whether your calendar information can be viewed only by specified people or searched and viewed by anyone using Office Online.
  - Only invited users can view this calendar If you click this option, an Outlook sharing e-mail message opens after the calendar is published to Office Online. You can send the sharing e-mail message to each person who you

want to grant access to your calendar. The sharing message automatically includes a link to the calendar and you can type a message if you want to.

- **Anyone can view and search for this calendar on Office Online** If you click this option, anyone who knows the link to your calendar can view it. People do not need a Windows Live ID account to log on or sign in to a service. In addition, Office Online users can find this calendar when searching for calendars.

6. If you are publishing a calendar that anyone can view and search, type a description of your calendar in the Description box. This information helps other Office Online users find your calendar.

By default, this calendar will be periodically updated. Changes to the calendar are published to Office Online during the next manual or automatic send/receive. By default, there is a 30 minute interval between each send/receive for each Send/Receive group. If you change the automatic send/receive interval to less than 20 minutes, calendar updates to Office Online are sent at a minimum 20 minute interval.

To upload this calendar and then never provide updates, click Advanced, and then click Single Upload: Updates will not be uploaded.

7. Click OK.

## Grant access to your published calendar

**NOTE** If you have restricted who can view the calendar, a Windows Live ID enabled e-mail address is required for using the Office Online Calendar Sharing Service. There is no cost for Windows Live ID-enabling any e-mail address.

1. In Calendar, in the Navigation Pane, right-click the calendar that you have shared on Office Online and want to invite other people to view or subscribe to.
2. On the shortcut menu, point to Publish to Internet, and then click Share Published Calendar.
3. In the sharing invitation e-mail message, enter the names of the people to whom you want to grant permissions.
4. In the message body, you can include any content that you want.

A link to your published calendar is automatically included when you send the message.

5. When you are ready to send the sharing message, click Send.

## Revoke access to your calendar on Office Online

You can at any time stop sharing a calendar that you have published to Office Online. You can also choose to revoke permissions for specific people, or stop everyone from viewing the calendar altogether.

1. In Calendar, in the Navigation Pane, right-click the calendar that you want to stop sharing on Office Online.

2. On the shortcut menu, point to Publish to Internet, and then click Stop Sharing.
3. In the Remove Calendar Permissions dialog box, select the e-mail addresses of people for whom you want to revoke access to your published calendar, and then click Remove.

## Remove your calendar from Office Online

You can at any time remove a calendar that you have published to Office Online.

**Note** When you remove a calendar, no one, including yourself, is able to view the calendar on Office Online. To resume sharing the calendar, you must publish the calendar again.

1. In Calendar, in the Navigation Pane, right-click the calendar that you want to remove from Office Online.
2. On the shortcut menu, point to Publish to Internet, and then click Remove from Server.

**Note** You can also delete the calendar by connecting to the Office Online Internet Calendar Publishing Service. On the Calendar Management page, select the check box for the calendar you want to delete, and then click Delete.

## What's New in Microsoft Office Outlook 2007?

The core of Outlook hasn't changed, but you will see many helpful new features added to Outlook 2007. They include:

- A new To-Do Bar that summarizes upcoming meetings and tasks
- Use of the new Office 2007 interface when working with Outlook items
- Support for Really Simple Syndication (also known as RSS) feeds, enabling you to keep on top of news and other important information without leaving Outlook
- Use of Windows Instant Search, making finding information easier than ever
- Better ability to publish and share calendars
- New Attachment Previewer that makes it easier and safer to view attached files
- New Phishing Filter that helps protect you from false e-mails

**Contact Division of Information Technology at 910.521.6260 DF Lowry Building room 110**