

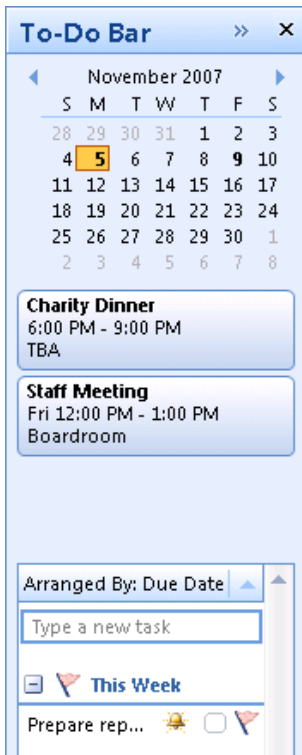
Outlook 2007

Quick Reference Tutorial



The To-Do Bar

The to-do bar is a new feature in Outlook 2007. Visible in all folders except the calendar, it provides quick access to upcoming tasks and appointments.



You can create a new task just by typing the name in. You can also add a reminder, category, or flag to the task using the icons provided.

The Attachment Previewer

The Attachment Previewer is a new feature for Outlook 2007. It will open a recognized file type in the appropriate program. This feature is very handy for Office file types, such as this PowerPoint file. Click the attachment to see the sub-menu:

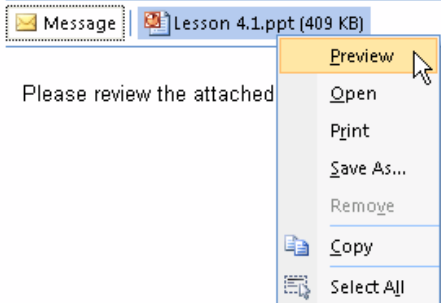
Please review 'Lesson 4.1'

PowerPoint User [powerpoint@modomail.com]

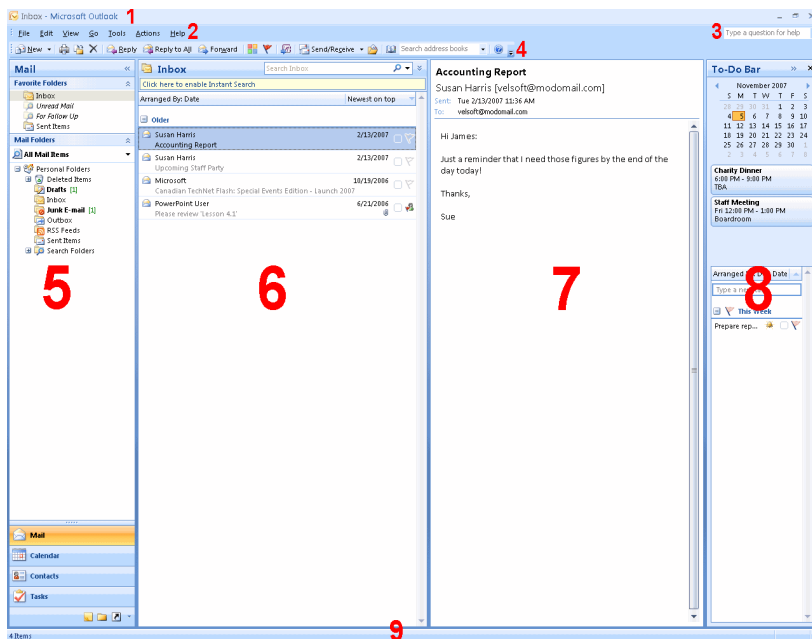
Review.

Sent: Wed 6/21/2006 11:56 AM

To: 'powerpoint@modomail.com'



The Outlook Interface



1. **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.
2. **Menu Bar** Click on any of these items (File, Edit, View, Go, Tools, Actions, or Help) to view a list of commands.
3. **Type a Question** If you need help, type a question in this box, press Enter, and answers will appear in a new window.
4. **Toolbars** This is the Standard toolbar. Outlook has three toolbars: Standard, Web, and Advanced.
5. **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.
6. **Inbox** Displays the contents of the currently selected folder.
7. **Preview/Reading Pane** View the contents of the selected item here.
8. **To-Do Bar** New feature in Outlook 2007; summarizes upcoming tasks and appointments.
9. **Status Bar** Displays item count for the current folder.

Using Themes

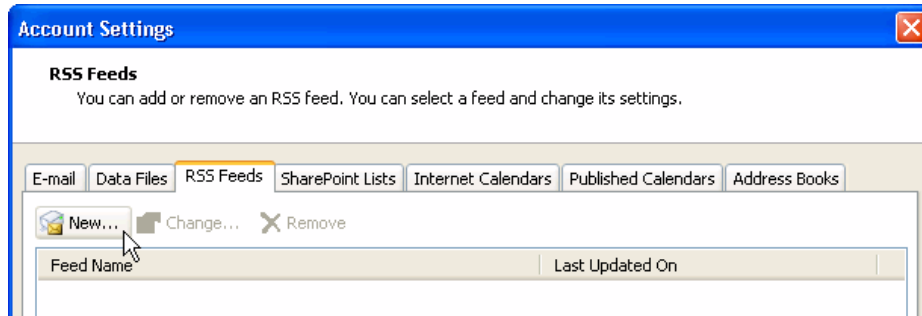
If you want to add some flash to your message without taking a lot of time, just click Options → Themes and select a theme and format the text in the message



Setting Up an RSS Feed

Outlook 2007 adds support for RSS (Really Simply Syndication) feeds to its repertoire of tools. RSS feeds allow you to subscribe to particular Web sites and then get updated feeds. These feeds are great for keeping on top of news, weather, stocks, and more.

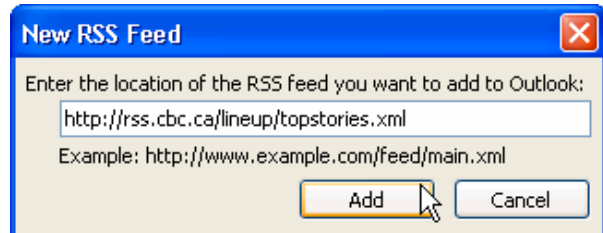
Click Tools → Account Settings → RSS Feeds (tab) → New (button):



You will then be prompted for the URL of your feed (right). This URL is often available from the site where you want to get a feed.

After adding a feed, you will be prompted to set additional options for the feed (though usually the defaults are fine.) Change the feed name, change the folder where the feed information will be stored, and choose to download the entire article or only a small portion.

Finally, there is the option to update the feed according to the publisher's recommendation. This will only ask for new info when recommended and prevent your account from being cancelled due to 'overuse'.



Adding Holidays to your Calendar

Add the holidays for your country automatically by clicking Tools → Options → Preferences (tab) → Calendar Options (button) → Add Holidays (button). Select your country and click OK.

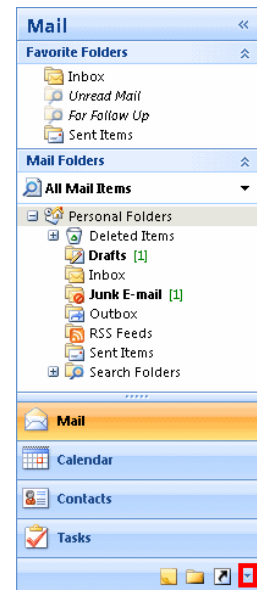


The Navigation Pane

On the left-hand side of the Outlook window is the Navigation Pane, a list of folders available in Outlook 2007.

Switch quickly between the four main categories at the bottom of the list to view your E-mail, Calendar, Contacts, and list of Tasks.

The small arrow in the lower-right (in the red box) lets you see the Notes, Folder List, and Shortcut categories. When not visible in full view, these categories can be alternately viewed by the icons at the bottom of the Navigation Pane. Note the three icons at the bottom in diagram:



Adding SmartArt

SmartArt is a new type of workflow diagram used in the Office 2007 suite. It lets you easily visualize the progress of a task, show a relationship, or display a list of information using high-impact graphics.

To add a diagram, click Insert → SmartArt when composing a message. Select a category, choose a diagram, and click OK to insert it.

To add text to a diagram, just double-click any label marked [Text] and type.

