

CHAPTER

1

Exploring Outlook



Whether you are a seasoned user of earlier versions of Outlook or completely new to the program, you will appreciate Microsoft's efforts to streamline the program's interface. By default, the program displays the Mail component, consolidating it with your calendar, upcoming appointments, and tasks on a single screen.

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Start and Exit Outlook 2007

Starting Outlook 2007 is a simple matter of selecting the program from the Windows Start menu.

In addition to accessing Outlook from the Start menu, you can also launch it from the desktop, assuming you opted to place a shortcut to the program there.



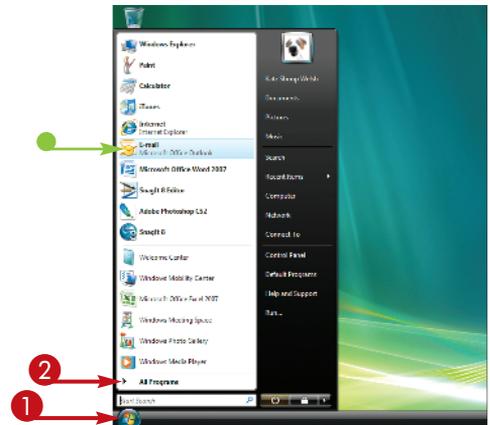
Start and Exit Outlook 2007

- 1 Click the **Start** button.

The Start menu opens.

- 2 If the Outlook 2007 icon does not appear in the left pane, click **All Programs**.

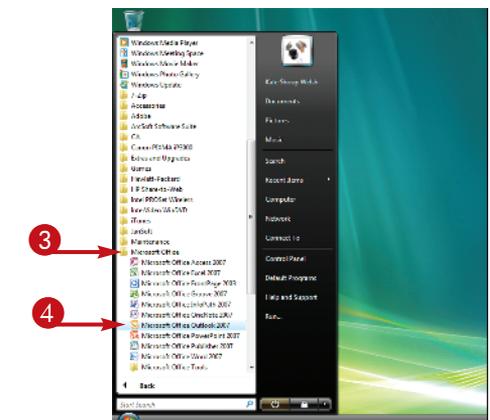
- Alternatively, if the Outlook 2007 menu item appears in the left pane, click it to start the program.



The All Programs pane opens.

- 3 Click **Microsoft Office**.

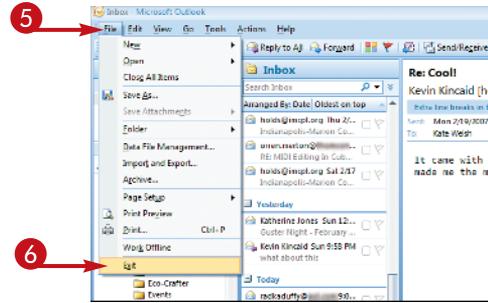
- 4 Click **Microsoft Office Outlook 2007**.



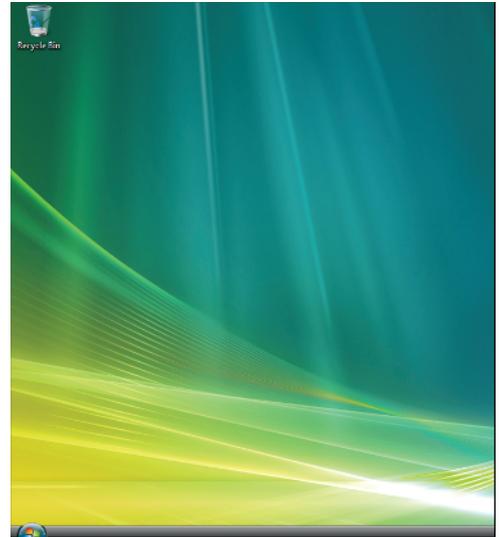
Outlook launches.

- 5 To exit the program, first click **File**.
- 6 Click **Exit**.

Note: Another way to exit Outlook is to click the **Close** button (✕) in the upper-right corner of the screen.



Outlook closes.



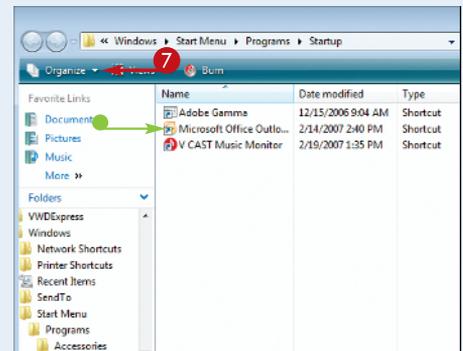
TIP

Can I launch Outlook at start-up?

If you find yourself launching Outlook every time you start Windows, you can configure Windows to launch the program automatically at system start-up. Here's how:

- 1 Right-click the Outlook program icon in the Start menu.
- 2 Choose **Copy** from the menu that appears.
- 3 Click the **Start** button.
- 4 Click **All Programs**.
- 5 Right-click the **Startup** folder.
- 6 Click **Open**.
- 7 In the window that opens, click **Organize** (in Windows Vista) or **Edit** (in Windows XP).
- 8 Click **Paste** from the menu that appears.

- An icon for Outlook appears in the Startup folder. The next time you start Windows, Outlook launches automatically.

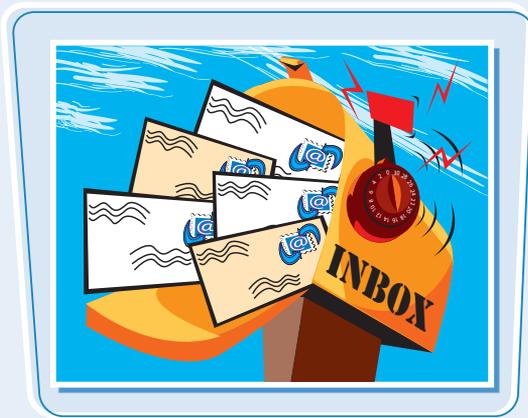


What You Can Do with Outlook 2007

Outlook 2007 is a personal information-management program designed to help you stay on top of things. Here are a few things Outlook 2007 enables you to do.

Send and Receive E-mails

Using Outlook 2007's Mail component, you can send and receive e-mails. Mail's handy folder system enables you to file your e-mails to keep them organized.



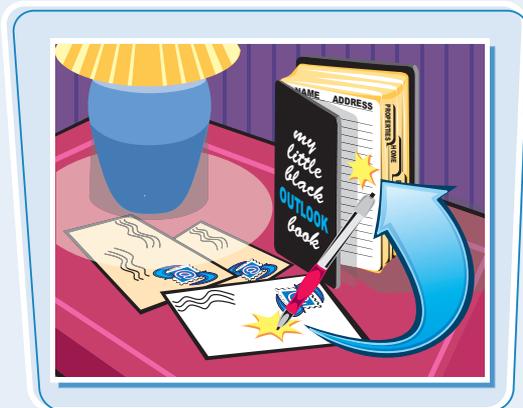
Keep Track of Appointments

Enter upcoming appointments, meetings, and events in Outlook 2007's Calendar component. You can specify whether the entry is recurring, and whether Calendar should remind you of it as it draws near.



Manage Your Contacts

Keep track of your business and personal contacts using Outlook 2007's Contacts component. Available fields include name, e-mail address, phone number(s), mailing address, company name, title, and more.



Maintain a To-Do List

Enter and monitor the tasks, be they large projects or basic chores, pending on your to-do list. You can sort your tasks by many criteria, including category and due date.



Outlook's interface offers easy access to all of the program's components. At start-up, Outlook may launch Outlook Today, which displays upcoming appointments and tasks, as well as how many new messages are in your inbox.

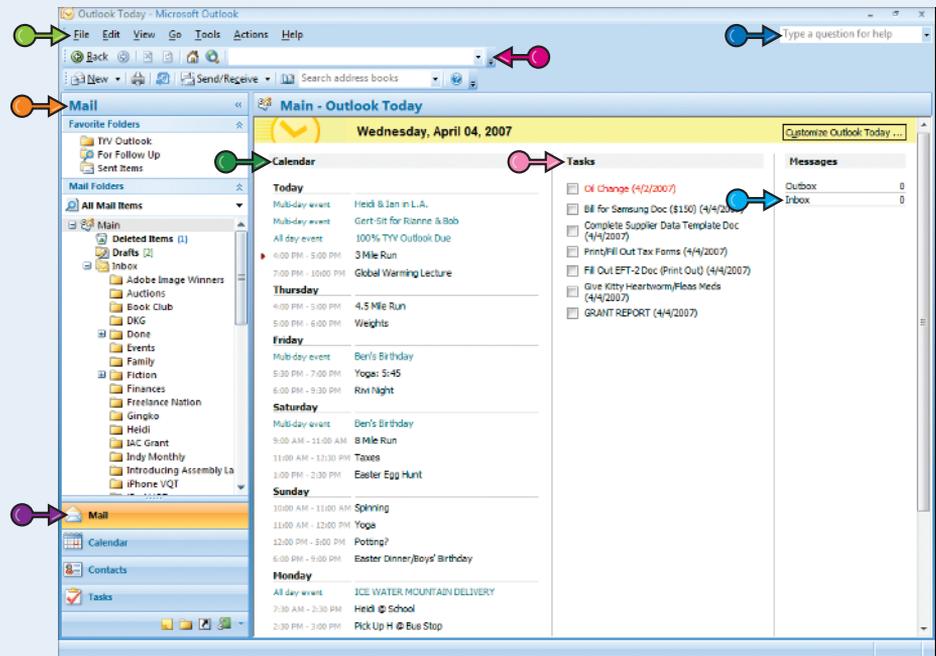
Also visible are the navigation pane, which changes depending on which Outlook component is selected; access to the Calendar, Contacts, and Tasks components; a toolbar, for accessing component-specific tools; and a menu bar for launching component-specific commands.

Menu Bar

Outlook's menu bar offers easy access to component-specific commands. For example, if the Mail component is displayed, the commands available within Outlook's menus pertain specifically to Mail.

Toolbar

The Outlook toolbar enables you to select component-specific tools. For example, if the Calendar component is displayed, the commands available within Outlook's menus pertain specifically to Calendar.



Help Box

You can quickly access Outlook's help information by typing a question or keyword here.

Navigation Pane

The navigation pane changes depending on what Outlook component is selected. Here, the folder list, for filing e-mails, appears. Switching to Mail, Calendar, Contacts, or Tasks changes its contents panel accordingly.

Outlook Component Buttons

To switch from the default Mail component to Calendar, Contacts, or Tasks, click the desired component's button here.

Calendar

Outlook Today lists calendar entries for the next several days.

Tasks

Outlook Today features a task list.

Messages

Outlook Today lists the number of new messages in the inbox.

Understanding the Mail Component

Outlook's Mail component, accessible by clicking the Mail component button, enables you to view, respond to, forward, and compose new e-mails.

You can create folders for organizing the e-mails you send and receive. Mail-specific tools and commands appear in the toolbar and menu bar.

Menu Bar

The Mail menu bar enables you to create, print, edit, reply to, and categorize messages; switch to other Outlook components; set follow-up parameters; and more.

Toolbar

Use the buttons in the Mail toolbar as an alternative way to execute many of the Mail-specific commands found in the menu bar.

Folder List

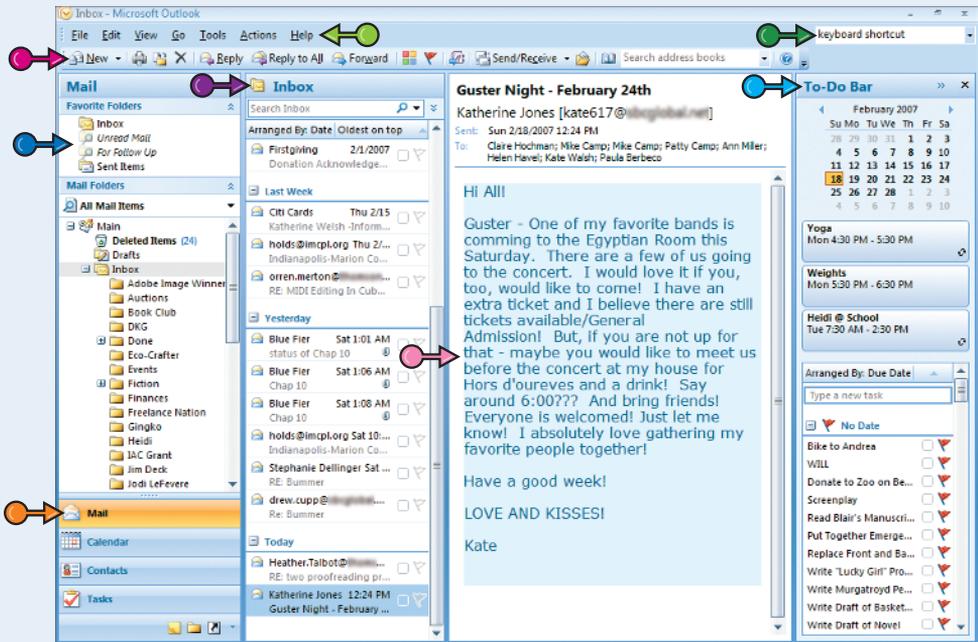
Mail's folder list includes several default folders, including Deleted Items, Drafts, Inbox, Junk E-mail, Outbox, and Sent Items. You can create additional, custom folders for organizing and storing your messages.

Mail Component Button

If the Mail component is not currently displayed, click the Mail component button to display it.

Message List

By default, Mail displays a list of the messages in your Inbox folders, although the message list can display messages in other folders if you click the desired folder in the folder list.



Instant Search Box

You can quickly locate e-mails, appointments, and other Outlook entries by typing relevant keywords into the Instant Search box.

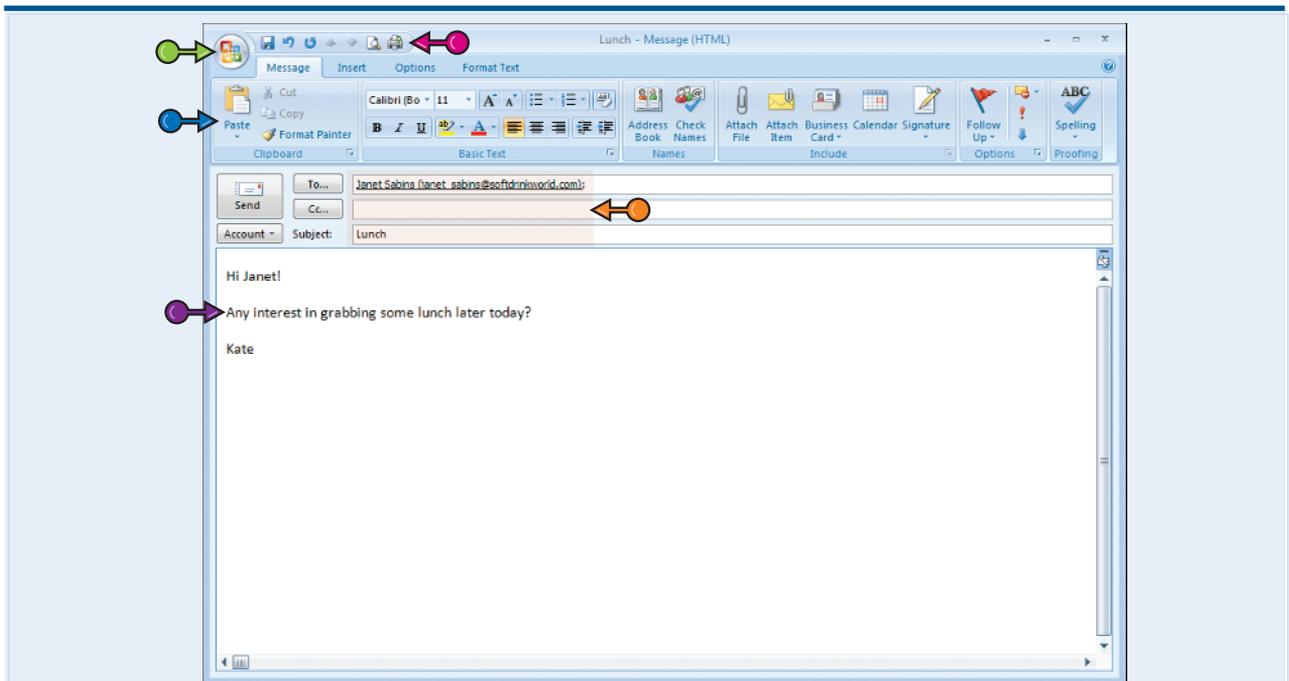
Reading Pane

To read a message in your message list, click it; the message text appears in the reading pane.

To-Do Bar

If you are working in Mail, Contacts, or Tasks, Outlook displays the To-Do bar. It features a date navigator, upcoming appointments, and your task list.

When you open an e-mail message you receive from someone else, reply to a message, or create a new message, Outlook launches a message window. Note that the options available in the message window differ depending on what type of message the window contains.



Office Button

This button provides access to oft-used commands, such as Save, Delete, Print, and more.

Quick Access Toolbar

Like the Office button, the Quick Access toolbar offers access to frequently used commands. You can customize this toolbar, removing commands that appear there by default and adding others you use more often.

Ribbon

In lieu of the traditional menus and toolbars, message windows feature the *Ribbon* – that is, a tabbed area in which commands are organized in logical groups. The precise tabs and commands present on the Ribbon differ depending on what type of window is open.

Sender/Recipient/Subject

Information about the sender, recipient, and subject of the message can be entered or located here.

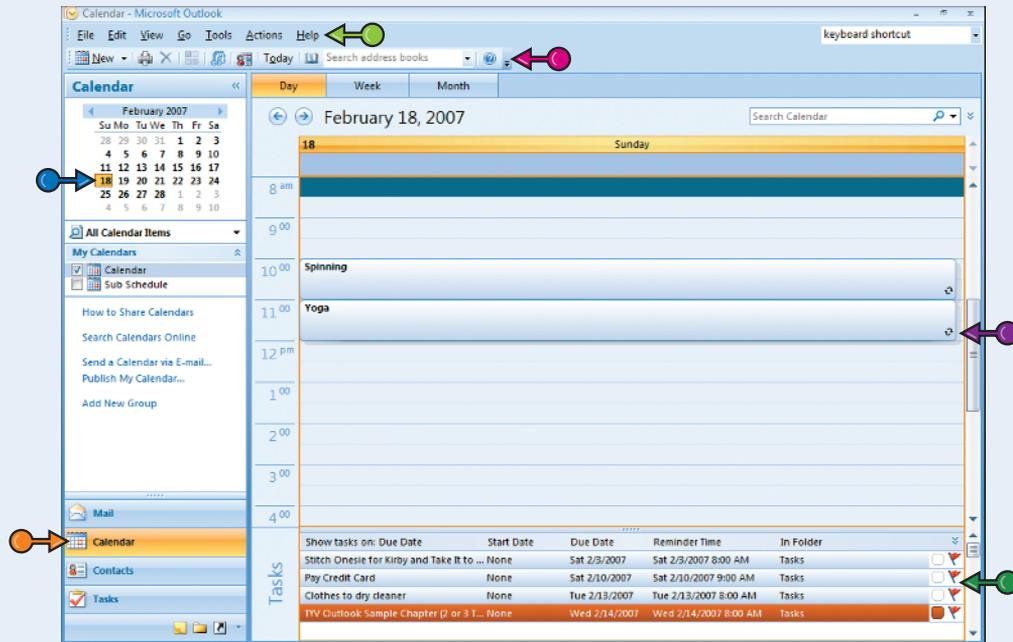
Message Body

Read or enter the message contents here.

Understanding the Calendar Component

Outlook's Calendar component, accessible by clicking the Calendar component button, allows you to enter and view appointments by day (the default), by week, or by month.

If you choose to view appointments by day or week, a list of tasks due on the selected date(s) also appears. Calendar-specific tools and commands appear in the toolbar and menu bar.



Menu Bar

The Calendar menu bar enables you to create, print, edit, and categorize appointments, events, and meetings; switch to other Calendar views as well as to other Outlook components; and more.

Toolbar

Use the buttons in the Calendar toolbar as an alternative way to execute many of the Calendar-specific commands found in the menu bar.

Date Navigator

Use this small month long calendar to quickly navigate within the current month or to a different month altogether. Available under the date navigator.

are links for sharing, searching, sending, and publishing calendars.

Calendar Component Button

If the Calendar component is not currently displayed, click the Calendar component button to display it.

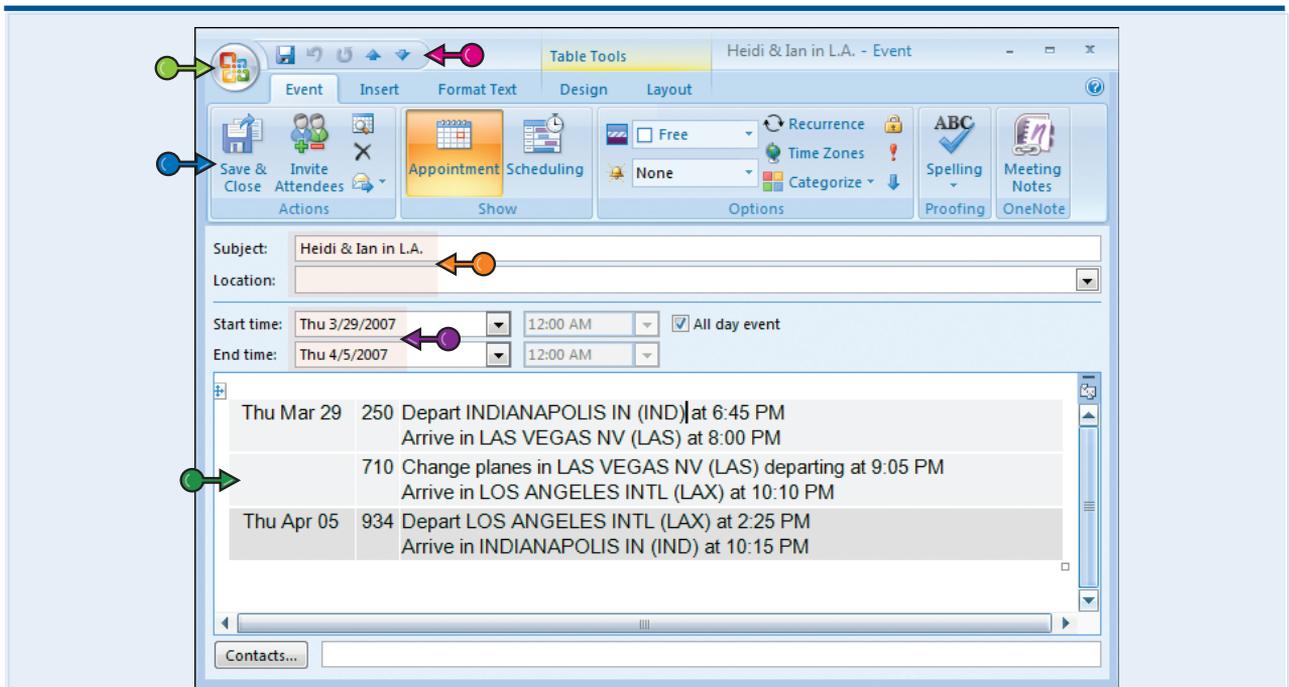
Calendar

By default, Calendar displays appointments by day, but week and month views are also available.

Tasks Pane

If you opt to view your appointments by day or week, tasks due on the visible day appear here.

When you open a calendar entry, whether it is for an appointment, an event, or a meeting, Outlook launches a calendar window. (Note that the options available in the calendar window differ slightly depending on what type of calendar entry the window contains.)



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Subject/Location

Information about the subject and location of the calendar entry can be entered or located here.

Start Time/End Time

Information about the start date and time and end date and time can be entered or located here.

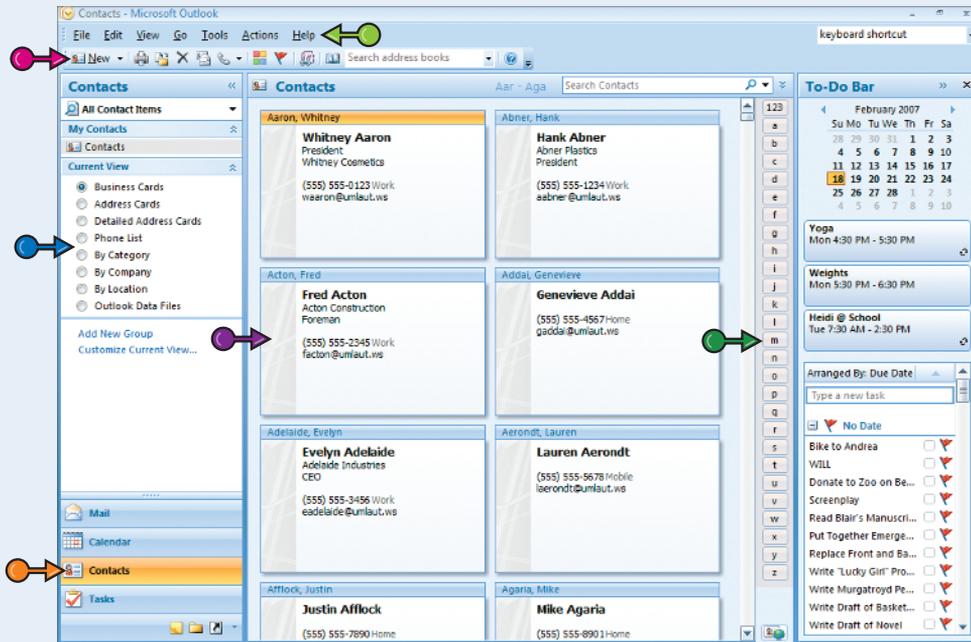
Notes

Read or enter notes about the calendar entry.

Understanding the Contacts Component

Outlook's Contacts component, accessible from the Contacts component button, allows you to enter and view contacts.

Contacts can be sorted alphabetically by category, by company, or by location. You can specify how much information should appear for each contact in the list. You can view additional information about a contact by opening it.



Menu Bar

The Contacts menu bar enables you to create, print, edit, share, and categorize contacts; switch to other Outlook components; and more.

Toolbar

Use the buttons in the Contacts toolbar as an alternative way to execute many of the Contacts-specific commands found in the menu bar.

View Options

Choose how you want to view your contacts: as business cards, as detailed address cards, by category, and so on.

Contacts Component Button

If the Contacts component is not currently displayed, click the Contacts component button to display it.

Contacts List

By default, Contacts displays a list of your contacts in Business Card form.

Alphabetized "Thumb Tabs"

To jump to contacts whose names start with a different letter, click the appropriate letter here.

When you open a contact entry, Outlook launches a contact window. This window contains fields for entering or reviewing information about a contact, such as Full Name, Job Title, E-mail, and so on.

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Name

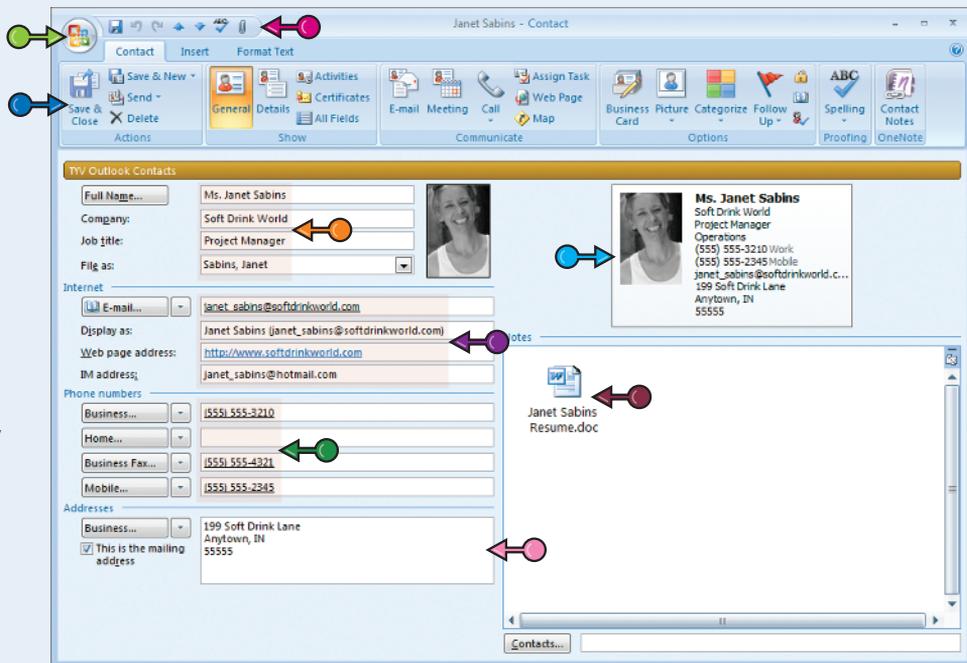
The contact's name, company, and job title can be entered or located here.

Internet

The contact's e-mail address, Web page address, and IM address can be entered or located here.

Phone Numbers

The contact's phone numbers can be entered or located here.



Addresses

The contact's addresses can be entered or located here.

Business Card

An electronic "business card" containing information you enter about the contact appears here.

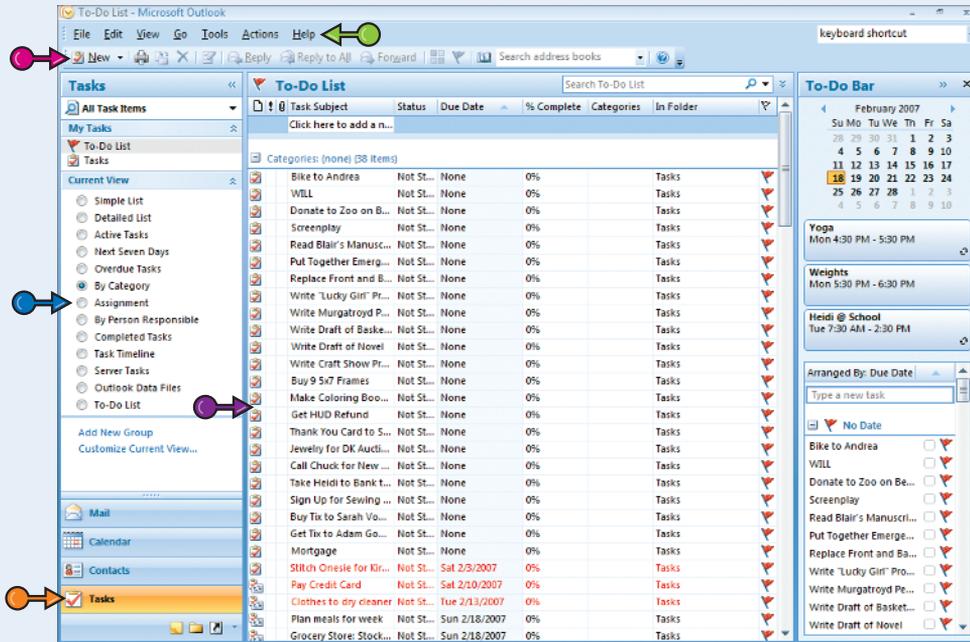
Notes

Read or enter notes about the contact.

Understanding the Tasks Component

Outlook's Tasks component, accessible by clicking the Tasks component button, allows you to keep track of your tasks — that is, chores you need to complete, errands you need to run, and other items you would normally jot down in a to-do list.

Tasks can be sorted alphabetically, by category, by due date, and more.



Menu Bar

The Tasks menu bar enables you to create, print, edit, share, and categorize tasks; switch to other Outlook components; and more.

Toolbar

Use the buttons in the Tasks toolbar as an alternative way to execute many of the Tasks-specific commands found in the menu bar.

View Options

Choose how you want to view your tasks: as a simple list, as a detailed list, by category, by due date, and so on.

Tasks Component Button

If the Tasks component is not currently displayed, click the Tasks component button to display it.

Tasks List

Tasks displays a list of the tasks in your list, sorted and presented according to the settings you establish.

When you open a task entry, Outlook launches a task window. This window contains fields for entering or reviewing information about the task, such as its due date, priority, owner, notes, and so on.

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Subject

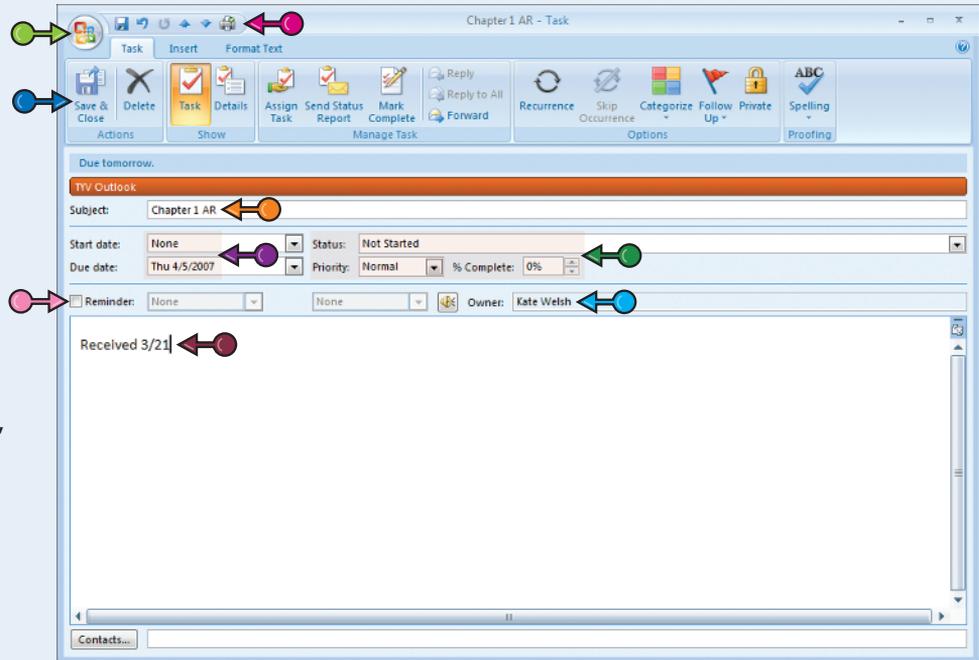
The task's subject, or description, can be entered or located here.

Start Date/Due Date

The task's start date and due date can be entered or located here.

Status/Priority/Percentage Complete

The task's status, priority, and percentage complete can be entered or located here.



Reminder

The contact's reminder status can be entered or located here.

Owner

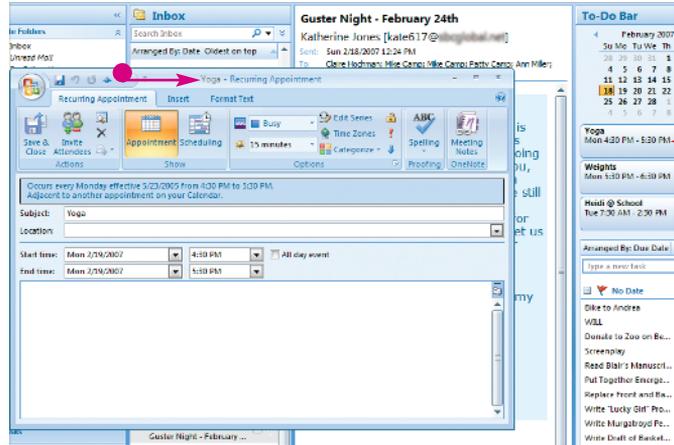
The task's owner can be entered or located here.

Notes

Read or enter notes about the task here.

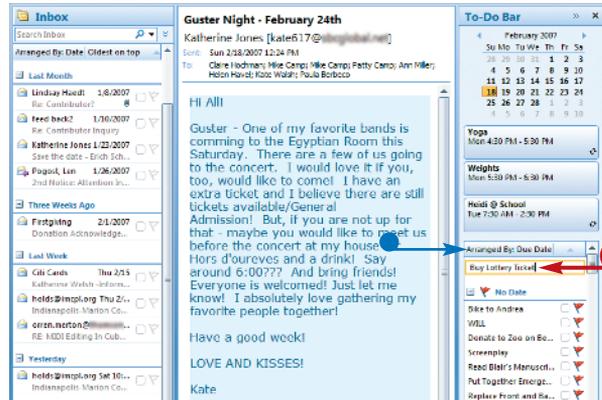
VIEW AN APPOINTMENT

- 1 With the Mail, Contacts, or Tasks component active, double-click an appointment listed in the To-Do bar.
- Outlook opens the appointment in its own window, where you can edit it as needed.



ADD A TASK

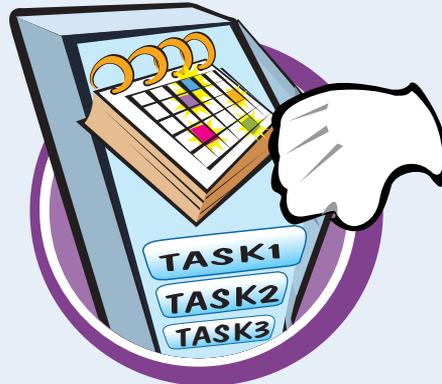
- 1 To add a new task to the list, type a name for it and press Enter.
- The task is added to the list.
- To sort the tasks in the To-Do bar by a different criterion, click the name of the current criterion. A list of criteria appears; click the criterion by which you want to sort your tasks.



TIP

Can I resize the To-Do bar?

If you find that the To-Do bar is too narrow, making it difficult to see the names of the tasks in your Tasks list, resize the To-Do bar. To do so, place your mouse pointer over the left edge of the bar. Your cursor changes to a vertical bar with arrows pointing from either side (\leftrightarrow); click and drag to the left to widen the To-Do bar. To make the To-Do bar narrow again, repeat these steps, but drag to the right.



Perform an Instant Search

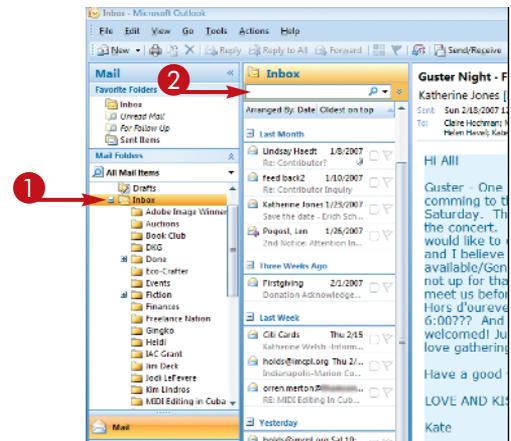
Regardless of which Outlook component you are using, you can search for Outlook items such as messages, contacts, appointments, and so on.

Note that although you can use the Instant Search feature in all of Outlook's components, this task focuses on searching for e-mail messages.



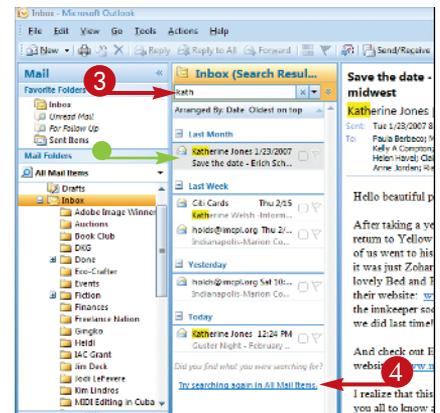
Perform an Instant Search

- 1 With the Outlook Mail component displayed, click the folder in which you think the message is located.
- 2 Type a keyword or phrase in the Instant Search box.

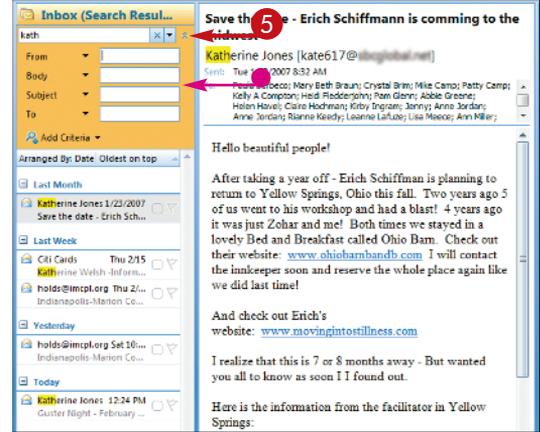


As you type, Outlook displays a list of the messages containing the string of letters you typed.

- 3 To narrow your search, type more characters in the Instant Search box.
- 4 To widen your search to include all Mail folders (rather than just the folder you selected in Step 1), click the **Try Searching Again in All Mail Items** link.

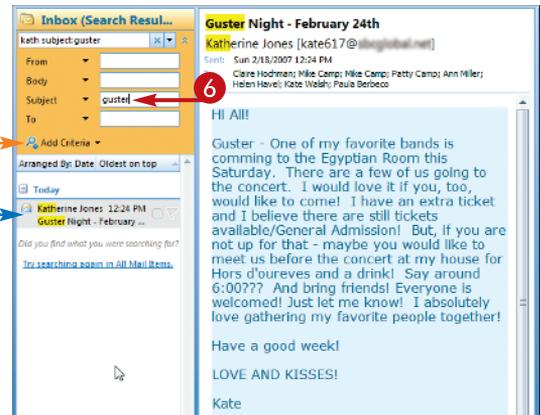


- 5 To add more search criteria, click the **Expand the Query Builder** arrow (⏏).
- Outlook displays the Query Builder, which contains several blank fields for typing additional criteria.



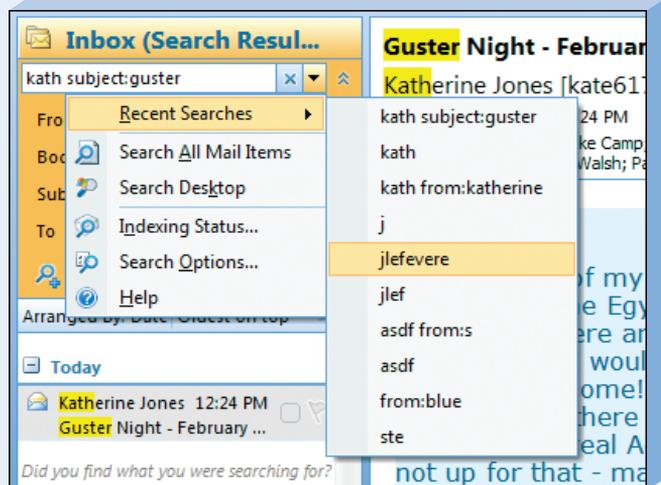
- 6 Type additional criteria as needed in the From, Body, Subject, and/or To fields.

- Outlook displays a list of messages that match your criteria.
- To add more criteria to the Query Builder, click the **Add Criteria** button and choose the criterion you want to add. Remove a criterion by clicking the down arrow (▾) next to the Add Criteria button and choosing **Remove** from the drop-down list that opens.



Can I recycle a recent search?

If you recently searched for the message you need to find, you can simply recycle that earlier search rather than building a new one. To do so, click the **Instant Search** ▾ and choose **Recent Searches**. Outlook displays a list of your ten most recent searches; select the one you want to recycle.



Get Help

You can find out more about Outlook 2007, learn how to perform a task, or troubleshoot problems by using the program's Help system.

Most of the Help system is arranged into various topics, such as What's New, E-mail, Calendar and Scheduling, Contacts, Tasks, and so on. Each topic offers a number of subtopics, and each subtopic contains a collection of related tasks, articles, tutorials, and other items.

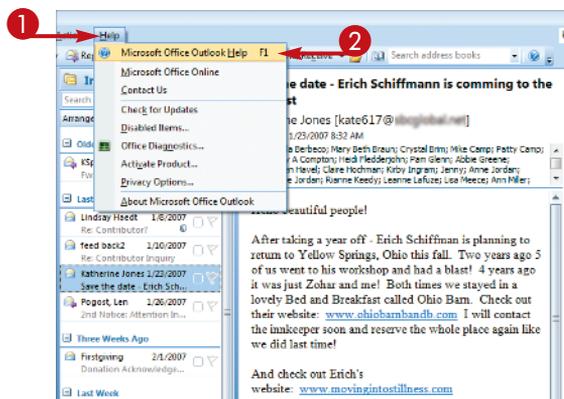


Get Help

- 1 Click **Help**.

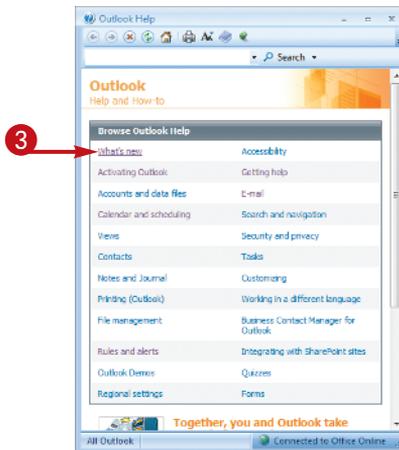
The Help menu opens.

- 2 Click **Microsoft Office Outlook Help**.



The Help window opens.

- 3 Click a topic.



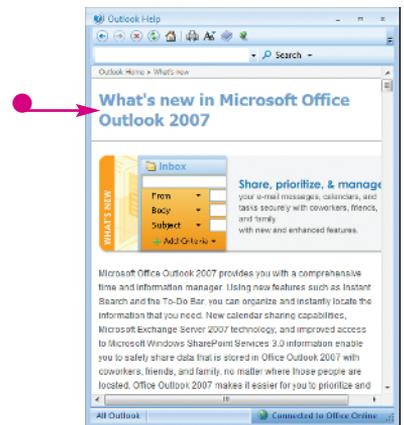
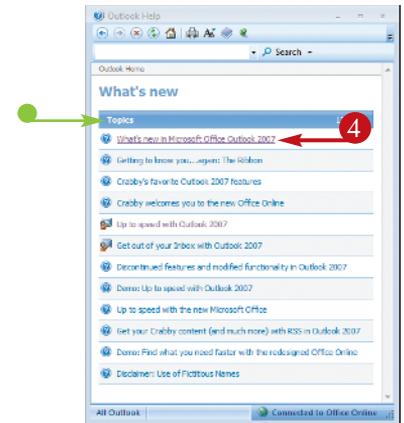
- The Help window reveals a list of subtopics.

Clicking a subtopic next to a  icon reveals an article or series of steps for accomplishing a task.

Clicking a subtopic next to a  icon launches an interactive training session.

- 4 Click a subtopic (here, one with a question-mark icon).

- The help information is displayed.



TIP

Are there other help options?

Another way to launch Outlook's Help window is to click the **Help** button  on the toolbar. An even better option is to type a keyword or phrase in the Help box in the upper-right corner of the Outlook screen (above the To-Do bar); when you press Enter, the Help window opens, with links displayed to information about the word or phrase you typed.

