CHAPTER

# 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.

Start and Exit Outlook 20074
What You Can Do with Outlook 20076
Understanding the Outlook Interface7
Understanding the Mail Component8
Understanding Message Windows9
Understanding the Calendar Component10
Understanding Calendar Windows11
Understanding the Contacts Component12
Understanding Contact Windows13
Understanding the Tasks Component14
Understanding Task Windows15
Manage Daily Priorities with the To-Do Bar16
Perform an Instant Search18
Get Help20

# 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.

- 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**.
- 🙆 Click Exit.

**Note:** Another way to exit Outlook is to click the **Close** button  $(\mathbf{x})$  in the upper-right corner of the screen.

Outlook closes.





# TP

### **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.
- 6 Right-click the Startup folder.
- 6 Click Open.
- In the window that opens, click Organize (in Windows Vista) or Edit (in Windows XP).
- 8 Click **Paste** from the menu that appears.

- 🔾 🕞 🕌 « Windows 🕨 Start Menu 🕨 Programs 🕨 Startup 7) 📀 Burr 🌗 Organize 👻 Name Date modified Туре Favorite Links Adobe Gamma 12/15/2006 9:04 AM Shortcut Document Microsoft Office Outlo... 2/14/2007 2:40 PM Shortcut El Pictures V CAST Music Monitor 2/19/2007 1/35 PM Shortcut Music More as Folders VWDExpres Windows Network Shortcuts Printer Shortcuts E Recent Items SendTo 📗 Start Menu 🕌 Programs Accessorie
- An icon for Outlook appears in the Startup folder. The next time you start Windows, Outlook launches automatically.

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.



### **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.



### **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.



### 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.



### **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.



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.

Calendar - Microsoft Outlook		10				to x
<u>File Edit View Go I</u> ools	Actions ]		1.0		keyboard shortcut	
🔜 New 🝷 🦚 🗡 🔡 🗶 🐒	T <u>o</u> day	Search address books •				
Calendar «	Day	Week Month				
February 2007	•	February 18, 2007		Sea	irch Calendar	۶ - ۹
28 29 30 31 1 2 3		18	Sund	lau		
4 5 6 7 8 9 10		10	20110			
18 19 20 21 22 23 24	o am					
25 26 27 28 1 2 3 4 5 6 7 8 9 10	8					
All Calendar Items	9 00					
My Calendars 🎄						
Calendar	10 00	Spinning				0
How to Share Calendars	11 00	Yoga				
Search Calendars Online						2
Sand a Calandarvia E mail	12 <sup>pm</sup>					-
Publish My Calendar						
Add New Group	1 00					
	00					
	2.00					
	3.00					
						_
🙈 Mail	4 00					
Calendar		Show tacks on Due Date	Start Data Due Data	Pamindar Tima	In Folder	× -
Calchuar		Stitch Onesie for Kirby and Take It to	None Sat 2/3/2007	Sat 2/3/2007 8:00 AM	Tasks	o¥ E
See Contacts	2	Pay Credit Card	None Sat 2/10/2007	Sat 2/10/2007 9:00 AM	Tasks	ŏ
💙 Tasks	a	Clothes to dry cleaner	None Tue 2/13/2007	Tue 2/13/2007 8:00 AM	Tasks	0Y

### **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.)



### **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.

### 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.

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.

chapter\_

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.

### **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.

#### Janet Sabins - Contact J " " \* \* \* ♥ I <-( Contact Insert Format Text S Activities 👔 🚮 Save & New 🔻 🔁 📲 📞 Assign Task -2 🖳 Send -E Certificates 👰 Web Page 190 General Details E-mail Meeting Call Business Picture Categorize Follo Spelli X Delete All Fields 🕜 Map 8 Close Card Up . Notes Show Proofing OneNote Actions Full Name... Ms. Janet Sabins Ms. Janet Sabins Soft Drink World Project Manager Company Soft Drink World Job title: Project Manager Operations (555) 555-3210 Work Sabins, Janet -(555) 555-2345 Mobile File as: janet\_sabins@softdrinkworld.c.. 199 Soft Drink Lane Internet ytown, IN E-mail... ianet\_sabins@softdrinkworld.com CCCCC Display as: Janet Sabins (janet\_sabins@softdrinkworld.com) Web page address: http://www.softdrinkworld.com -IM address: ianet sabins@hotmail.com W -Phone number Janet Sabins (555) 555-3210 Business... Resume.doc Home... Business Fax... \* (555) 555-4321 Mobile... (555) 555-2345 Addresses 199 Soft Drink Lane Business... \* Anytown, IN This is the mailing 55555 address Contacts...

### 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.

### 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.

chapter\_

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.

### **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.

### **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.

	9 0 4 7 🛱	←0			Chapter	1 AR - Task						 - x
Task	k Insert For	mat Text										0
Save & Del Close Actions	lete Task Detail	] S Assign 1 Task	Send Status Report Ma	Mark Complete	Ca Reply Ca Reply to All Ca Forward	Recurrence	Skip Occurrence	Categoriz Options	e Follow Up *	Private	ABC Spelling Proofing	
Due tomorro	ow.											
TV Outlook												
Subject:	Chapter 1 AR	-0										
Start date: Due date:	None Thu 4/5/2007	-0 -	Status: 1 Priority: 1	Not Started	▼ % Complet	e: 0% 📑	<					•
Reminder	None		None		Owner:	Kate Welsh		)				
Received	3/21											
4						1						•

## **Manage Daily Priorities** with the To-Do Bar

Outlook's To-Do bar, located on the far-right side of the Outlook interface, enables you to see at a glance a monthly calendar, upcoming appointments entered into the Calendar component, and pending tasks.

The To-Do bar is visible on the screen when the Mail. Contacts, or Tasks Outlook component is active, but not the Calendar.

### Manage Daily Priorities with the To-Do Bar

### **SWITCH DAYS**

Click a date in the To-Do bar's date navigator.





Staurc them         P = V         Many set By: Color (Steel on log)	therine Jones [kate617@] J son 301020071328 PM Char Nuclear PM, Carpy Mile Carpy Fully Carpy Am Miles Helen Kinst Kate Walking Paula Beroson and III	February 2007 Su Mo. Tu We Th. Pr. Sa. 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 15 14 15 36 37
Entiplying 2/1/2007 □ ∇     Ad     Denation Admowledge     D ∇     I set Week     Ho     Chi Laede     Thu 2/15 □ ∇     Fix     Ketherine Weich Inform     ∇ = 377	I was seeder - One of my Javorite bands is omming to the Esystem Room this sturday. There are a few of us going a the concert. I would love it if you, ao, would like to come! Theve an any would like to come! Theve an xira ticket and Toblieve there are still cleats available/General	25 26 27 28 2 5 4 5 6 7 8 9 10 Yogu Mon 430 PM - 530 PM Welghts Mon 530 PM - 630 PM Heldi & School
PoddPirclan Thu Zu, Y     International State Sta	Crece available (Jediera) dimissioni Bur, if you are not up for nat, maybe you would like to meet us like to meet us the dimension of the second like to meet the dimension of the second like the round (source) and a chink (Say wervine) is welcomed Just let me now I a basolutely love gathering my worite people together! lave a good week! OVE AND KISSESI late	Ananged By Due Date  Ananged By Due Date



### chapter\_

### **VIEW AN APPOINTMENT**

- 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**

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.

🔄 Inbox	Guster Night - February 24th	To-Do Bar » X
Search Inbox 🔎 🔻 🗧	Katherine Jones [kate617@incodes.com]	4 February 2007 F
Arranged By: Date Cidest on top 🔺 🌥	Sent: Sun 2/18/2007 12:24 PM	Su Mo Tu We Th Fr Sa
E Last Month	To: Claine Hochman; Mike Camp; Mike Camp; Patty Camp; Ann Miller; Holon Havel; Kate Walsh; Paula Berboco	28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
Re: Contributor?	HLAIII	18 19 20 21 22 23 24 25 26 27 28 1 2 3
Re: Contributor Inquiry	Guster - One of my favorite bands is	4 5 6 7 8 9 10 Yoga
Save the date - Erich Sch	comming to the Egyptian Room this Saturday. There are a few of us going	Mon 4:30 PM - 5:30 PM
A Pogost Len 1/26/2007 2nd Notice: Attention In	to the concert. I would love it if you, too, would like to come! I have an	Weights Mon 5:30 PM - 6:30 PM
Three Weeks Ago	extra ticket and I believe there are still tickets available/General	Heidi @ School Tue 7/30 AM - 2/30 PM
Firstplying 2/1/2007 Donation Acknowledge	Admission! But, if you are not up for that - maybe you would like to need us	0
E Last Work	Hors d'oureves and a drinkt Say	Arranged By: Due Date 🔺 🔺
🖻 Citi Cards Thu 2/15 🖂 👻 🚆	around 6:00??? And bring friends!	Buy Lottery Ticket
Alberto Weth -Prom.	Everyone is welcomed! Just let me	🖃 🥐 No Date
Indianapolis Marion Co	favorite neonle together!	Dike to Andrea 🛛 🍸
arren.merton?	inverse people orgentier:	WILL DY
RE-MIDI Editing In Cub	Have a good week!	Donate to Zoo on Be 🗆 🍸
3 Yesterday	LOVE AND KISSES!	Screenplay 🗌 🧡 Read Blair's Manuscri 🗍 🌱
indianapolis Marion Co □ ♥	Kate	Put Together Emerge

TP

### 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 (+); 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**

- 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.



- 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 (a).
- 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.



# TP

### 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.



|--|



## chapter\_

 The Help window reveals a list of subtopics.

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

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

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

• The help information is displayed.



# TP

### 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.

