

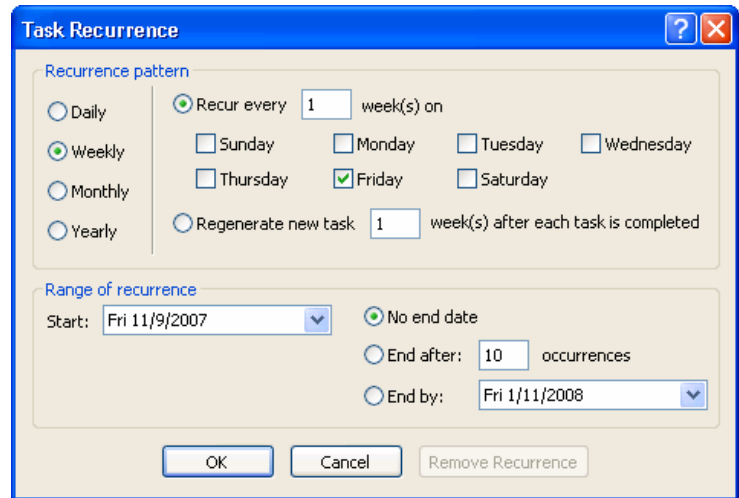
## Adding Holidays to Calendar

1. Click the Tools menu and click Options.
2. Click Calendar Options on the Preferences Tab.
3. Click Add Holidays.
4. Check the holiday categories you want.
5. Click OK.
6. Close all open windows.



## Creating a Recurring Task

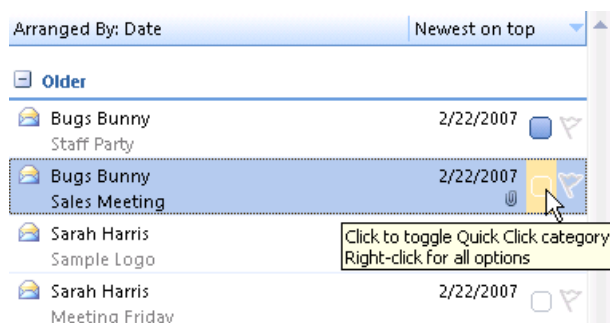
1. Open the Tasks folder
2. Press Ctrl + N to create a new task.
3. Click the Recurrence button on the Task ribbon.
4. Check the necessary recurrence options.
5. Click OK.
6. Fill out remaining task information; click Save and Close to complete.



## Configuring Quick Click

Quick click allows you to assign a category to an item with one click. To configure it, follow these steps:

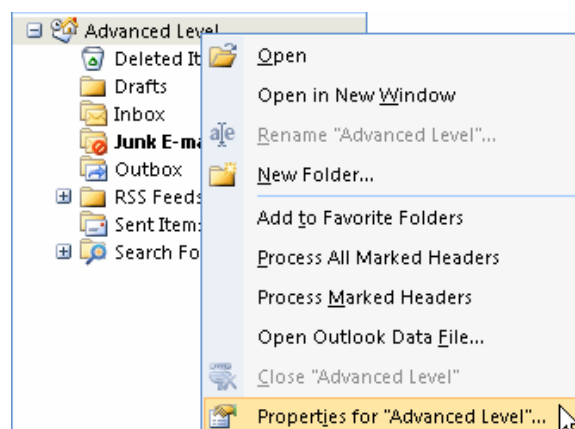
1. Click the Edit menu, click Categories, and click All Categories. Ensure the category you want to set for Quick Click is named properly.
2. Click the Edit menu, click Categories, and click Set Quick Click.
3. Choose the appropriate category. Click OK.
4. Click the category column in a mail folder to apply that category.



## Upgrading Categories

If you are upgrading from a previous version of Outlook, and if you used collared flags and/or categories, you should upgrade those features to the new, improved colour categories. Simply follow these steps:

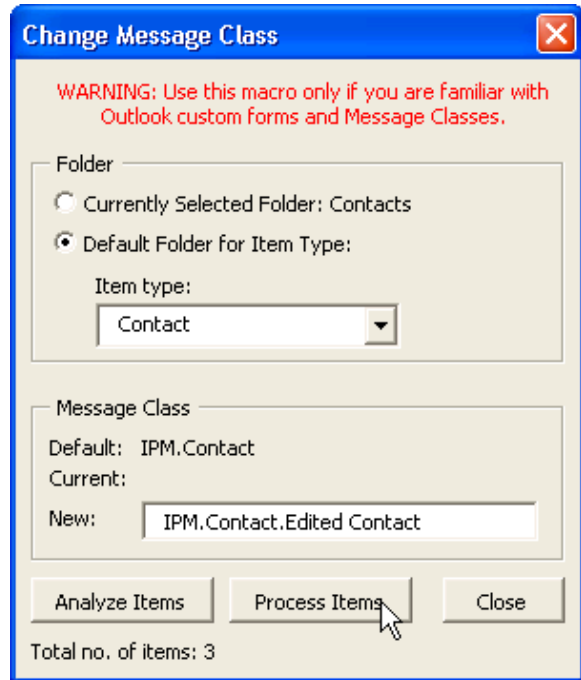
1. Right-click your Personal Folders file.
2. Click Properties.
3. Click "Upgrade to colour categories."
4. Click Yes.



## Using OMSGCLAS

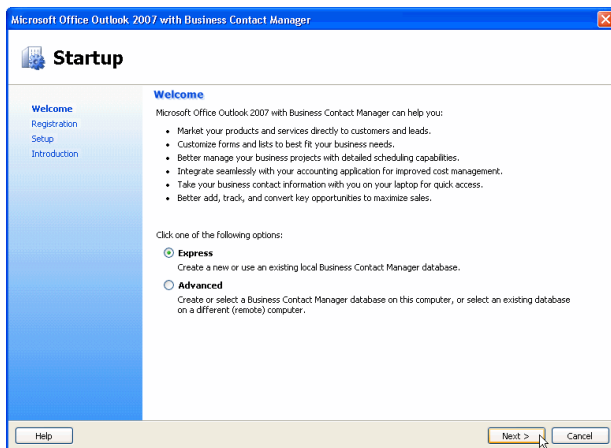
The msgclas utility is used to apply custom forms to existing items. To use it, follow these steps:

1. Ensure your custom form is created and published.
2. Minimize Outlook. Open Microsoft Office Word 2007.
3. Click the Office menu. Click Word Options.
4. Click the Trust Center category. Click Trust Center Settings.
5. Ensure "Disable all macros with notification" is checked. Click OK twice.
6. Click the Office menu and click Open.
7. Browse to the msgclas document. Select it and click Open.
8. Click the message bar. Click Options.
9. Click Enable this Content. Click OK.
10. In the msgclas window, choose the folder and form that you want to use. Click Process Items.
11. Close Word and return to Outlook.

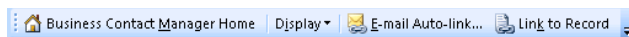


## Setting Up Business Contact Manager

1. Insert Business Contact Manager disk.
2. Follow steps to install.
3. Open Outlook.
4. Choose Advanced or Express setup. (We recommend Express setup, unless you need to connect to an existing database.)
5. Walk through the wizard.



## Business Contact Manager Toolbar



From left to right, this toolbar contains commands to show the dashboard, display the various folders (click Display to see a menu), manage e-mail auto-linking, and manually link items to records.

## Business Contact Manager Menu

### Business Contact Manager Home

Opens the Business Contact Manager dashboard.

### Learn about Business Contact Manager

Opens the Business Contact Manager Web site.

### Accounts

Opens the Business Accounts folder.

### Business Contacts

Opens the Business Contacts folder.

### Opportunities

Opens the Opportunities folder.

### Business Projects

Opens the Business Projects folder.

### Project Tasks

Opens the Project Tasks folder.

### Marketing Campaigns

Opens the Marketing Campaigns folder.

### Communication History

Opens the Communication History folder.

### Reports

Use the sub-menu to generate different types of reports.

### Accounting Tools

If you have Microsoft Office Accounting Express 2007 installed, you can set up a connection to it.

### Manage E-mail Auto Linking

Lets you set options for linking e-mails to contacts and accounts.

### Database Tools

Share, manage, and create databases. You can also import and export data from this menu.

### Offline

If you're using a shared database, set offline options.

### Customize Forms

Customize Business Contact Manager forms.

### Product and Service Items Lists

A tool to help you manage pricing and inventory.