Microsoft® Outlook 2007
Quick Reference Tutorial

RARE IT

The Mail Icon

To open the Mail icon:

	Windows XP (Category View)	Windows Vista
1.	Start – Control Panel	Start – Control Panel
2.	User Accounts (if using Classic view, skip to 3)	User Accounts and Family Safety
3.	Mail icon	Mail icon

Here is what you will see:

| **Title Bar**	The name of the current Outlook profile.
E-mail Accounts	Opens the Account Settings window (E-mail tab).
Data Files	Opens the Account Settings window (Data Files tab).
Show Profiles	Opens the profile dialogue box.

Creating a Personal Folders File

First, start the process. Choose one of these methods:

1. Click the Start menu and click Control Panel.
    Double-click Mail.
    Click Data Files.
    Click Add.

2. Click the File menu, click New, and choose Outlook Data File.

3. Click the File menu, click Data File Management, and click Add.

4. Click the Tools menu and click Account Settings.
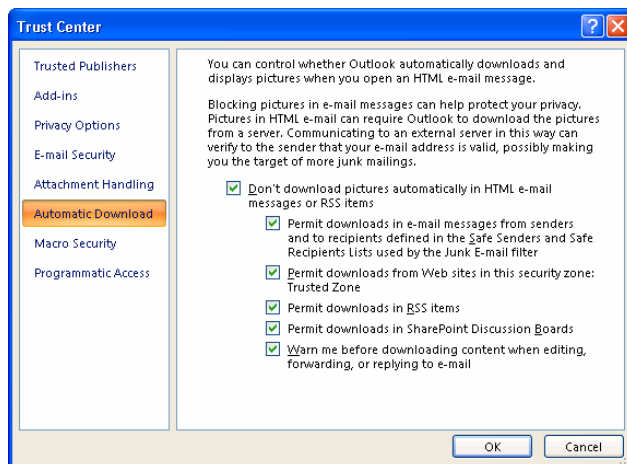   Click the Data Files tab.
    Click Add.

Then, walk through these steps.

1. Choose a file type.

2. Choose a name and location for your file.

3. Set display name and password options.
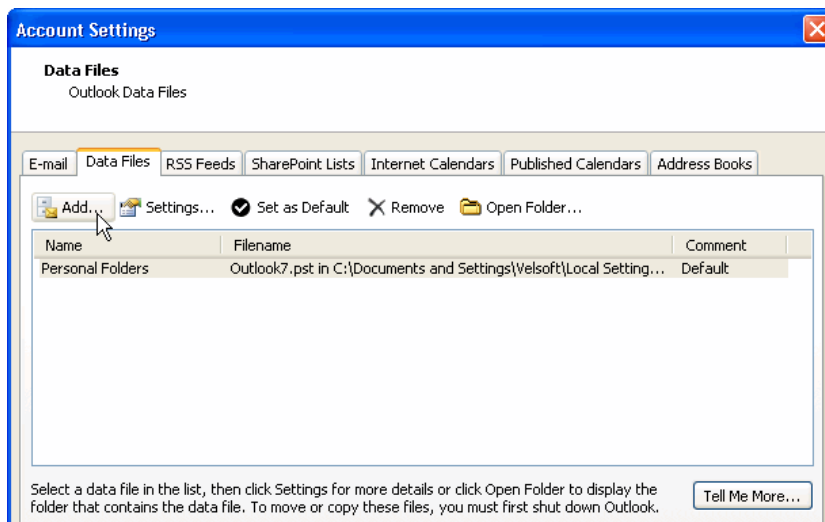
Using the Trust Center

| **Trusted Publishers**	Tell Outlook what senders you trust.
Add-ins	View, add, remove, and manage add-ins. (Add-ins are small applications that provide extra functionality.)
Privacy Options	Control if, how, and when Outlook 2007 communicates with the Microsoft Web site.
E-mail Security	Encrypt messages, control digital signatures, choose to read all messages as plain text, and control how scripts work.
Attachment Handling	Control the Attachment Previewer.
Automatic Download	Choose if images in HTML messages are downloaded automatically.
Macro Security	Control how Outlook deals with macros.
Programmatic Access	Decide how to deal with programmatic requests from other applications.

Using the Data Files Tab
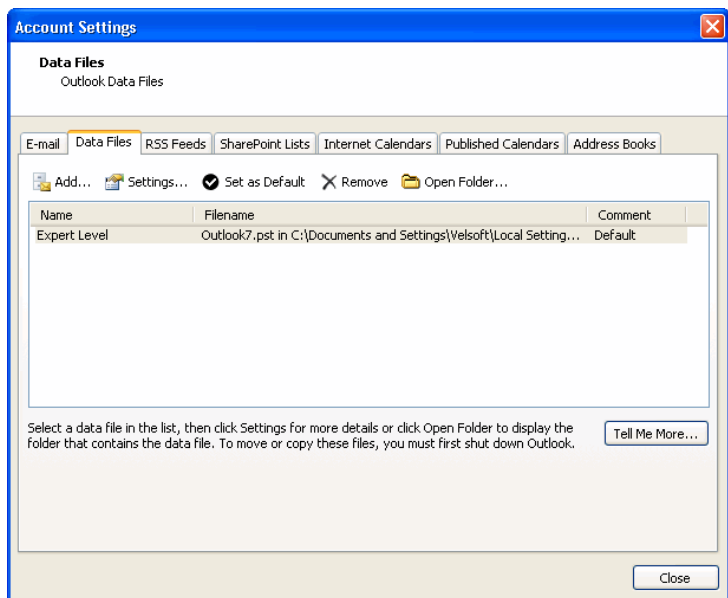
Add	Add a new personal folder file.
Settings	Opens the Advanced Properties window.
Set Default	Make this Personal Folders file the default one.
Remove	Closes the personal folder file.
Open Folder	Opens a My Computer window displaying the contents of the folder that the file is in.
Tell Me More	Brings up Outlook help topics related to personal folder files.
Close	Closes the window.

Cleaning Out Your Mailbox
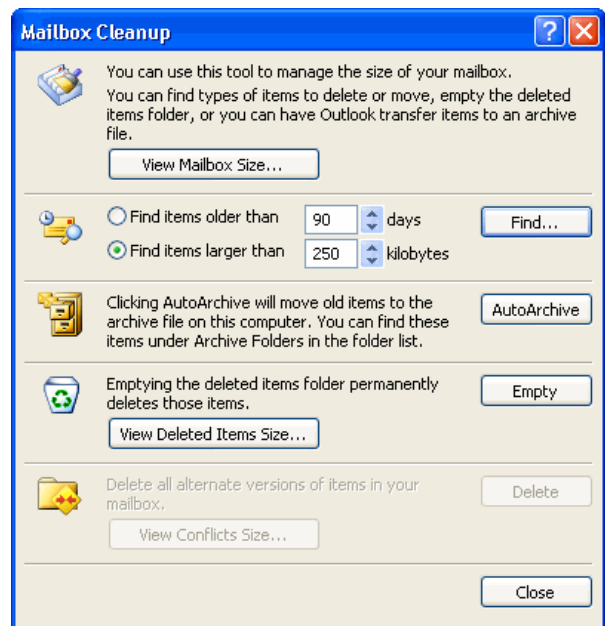
View Mailbox Size	Gives you the overall size of your mailbox (if you're using Microsoft Exchange Server), or your personal folder file (for everyone else).
Find	Do a search based on the date or size of items.
AutoArchive	Archives your data based on AutoArchive settings.
Deleted Items	Check the size of your deleted items folder, or empty it.
View Conflicts Size	If you're on a network like Microsoft Exchange Server, you can view different versions of items in your mailbox and delete the ones you don't need.

Setting AutoArchive Options

Here's where you can choose how and when Outlook archives old items.

Run AutoArchive every [] days	If you want AutoArchive to run automatically, check this box. Then, enter how often in days you want it to run.
Prompt before AutoArchive runs	If this box is checked, Outlook will let you know when it's about to archive your data. If it's unchecked, the archiving process will happen in the background.
Delete expired items	If e-mail has been sent to you with an expiry date, this option will delete messages whose expiration date has passed.
Archive or delete old items	Check this box to confirm that you want to archive or delete old items..
Show archive folder in folder list	This will display your archive folder in the list with your other personal folder files.
Clean out items older than [] months	Choose how old items must be to be archived.
Move old items to	Choose the location of the archive folder.
Permanently delete old items	Instead of moving old items to a folder, you can tell Outlook to permanently delete them.
Apply these settings to all folders now	Make sure you click this button to make sure all folders have these archive settings.
Retention Policy Information	View policies set by your system administrator that affect your data.