Microsoft®

Outlook 2007

Quick Reference Tutorial

RARE IT

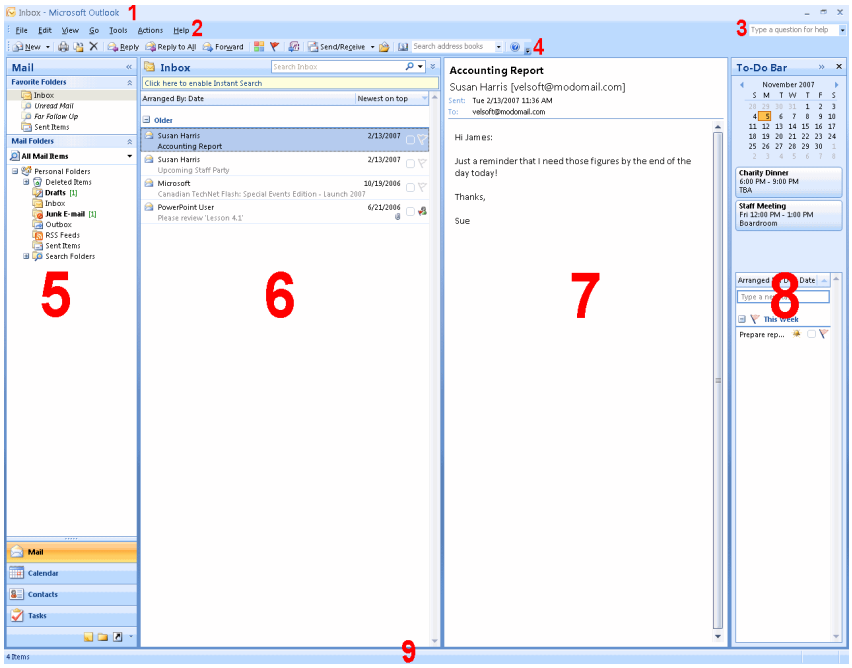
The Standard Toolbar (Mail)

New	Creates a new e-mail message. (Click the arrow for options.)
	Prints the selected item.
	Choose a folder to move the item to.
	Deletes the selected item.
Reply	Replies to the sender of the selected message.
Reply to All	Replies to the sender and all the other recipients of the selected message.
Forward	Forwards the message you've selected.
	Categorize the selected item.
	Flag the item for follow-up.
	Send the item to OneNote.
Send/Receive	Performs a send/receive. (Click arrow for options.)
	Opens "Create Rule" box.
	Launches the Outlook address book.
Search address books	Search your contacts.
	Launches Help.

Keyboard Shortcuts

CTRL + N	Create a new item
CTRL + S	Save your item
CTRL + R	Reply to an e-mail
CTRL + SHIFT + E	Create a folder
CTRL + SHIFT + C	Create a contact
F11	Find a contact
F1	Get Help
F9	Send/Receive e-mail
CTRL + 1	Go to Mail View
CTRL + 2	Go to Calendar View
CTRL + 3	Go to Contacts View
CTRL + 4	Go to Tasks View
CTRL + 5	Go to Notes View
CTRL + 6	Go to Folder List View
CTRL + 7	Go to Shortcuts View

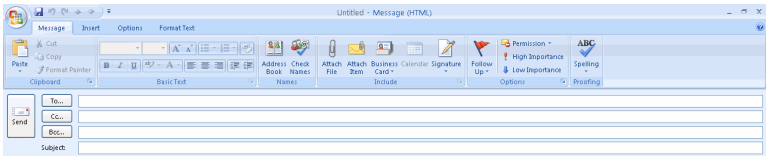
The Outlook Interface



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.

Why the Two Interfaces?

You will see two interfaces when using Outlook 2007. When viewing items, you will see the traditional Office interface with menus and toolbars. When creating items, you will see the new Office interface with ribbons and chunks.



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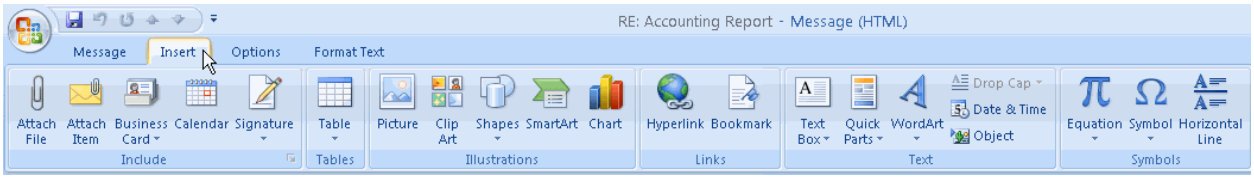
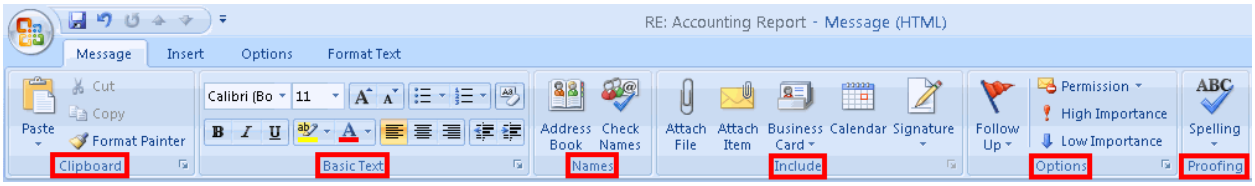
Using The New Interface

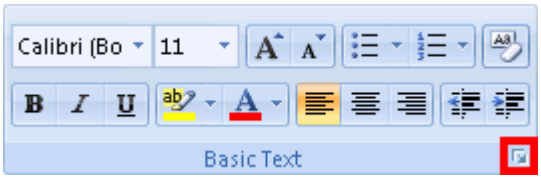
The new interface is made up of a system of ribbons and chunks. Click a tab to see the related commands. For example, if we wanted to insert an item into our message, we would click the Insert ribbon.



Each ribbon is composed of different chunks, each with related items.



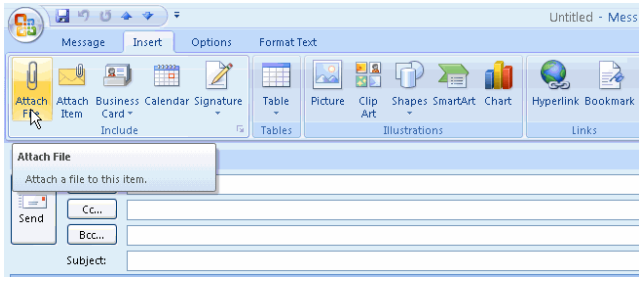
Some chunks will have a small button in their bottom right hand corner. Clicking this button will open a dialogue box with more features related to the chunk. In this example, clicking the small arrow opens the Font dialogue.



To minimize the ribbon and just display the tabs, click the arrow next to the Quick Access toolbar (circled in red in the image on the right) and click Minimize the Ribbon. Now, each ribbon will expand when you click the tab. When you click back in the editing window, the ribbon will minimize again.

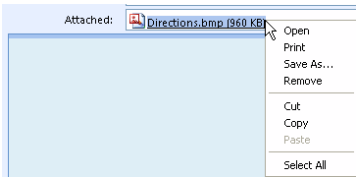
Creating an Attachment

1) Open a new e-mail message.
2) Click the paperclip icon on the standard toolbar, or click the Insert ribbon and click Attach File.
3) Pick the file you want to attach and click Insert.



Attachment Tips

- Check the size of your file. If it is too large, some people might not want to receive it, or it might not send at all.
- Make sure your file doesn't have any viruses in it.
- Title your attachment properly.
- Try to send files that can be opened by common programs.
- Outlook will block certain kinds of files that can be harmful, like executable (.exe) files.
- Right-click an attached file to modify it.



Outlook Today Customization Options

Startup	If this box is checked, Outlook Today will be the first page you see when Outlook starts.
Messages	You can choose which folders Outlook Today displays by clicking the Choose Folders button.
Calendar	Tell Outlook Today how many days of your calendar to display.
Tasks	Do you want to see all your tasks or just that day's? How do you want your task list sorted?
Style	Change the style of Outlook Today; there are several preset styles with columns, default options, and colours.

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