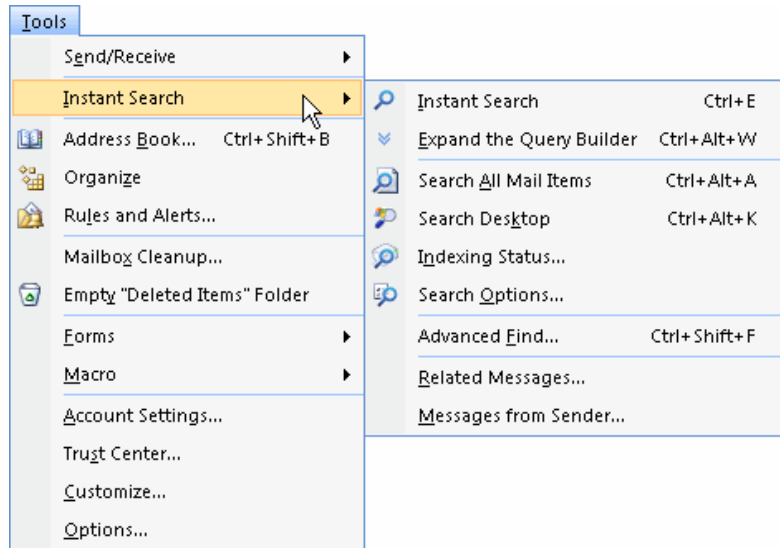


Using Instant Search

Search tools in Outlook 2007 are greatly enhanced; Outlook now uses the Windows Desktop Search engine to find your items.



Keyboard Shortcuts

CTRL + N	Create a new item
CTRL + R	Reply to an e-mail
CTRL + SHIFT + E	Create a folder
F11	Find a contact
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
ALT + 1	Previous Folder
ALT + 2	Up One Level
ALT + 4	Delete the selected item
ALT + 5	Create folder
SHIFT + F1	Show ScreenTip
CTRL + SHIFT + G	Flag item

In a mail message...

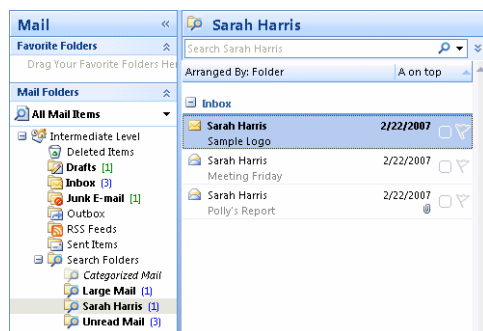
CTRL + B	Bold text
CTRL + U	Underline text
CTRL + I	Italicize text
CTRL + S	Save the message to Drafts folder
CTRL + ENTER	Send the message

Instant Search	Perform a quick search.
Expand the Query Builder	Perform a detailed search.
Search All Mail Items	Search in all mail items.
Search Desktop	Search outside Outlook.
Indexing Status	See what items search has catalogued.
Search Options	Set search options.
Advanced Find	Search using the older style dialogue.
Related Messages	Find messages related to the currently selected one.
Messages from Sender	Find other messages from this sender.

Using Search Folders

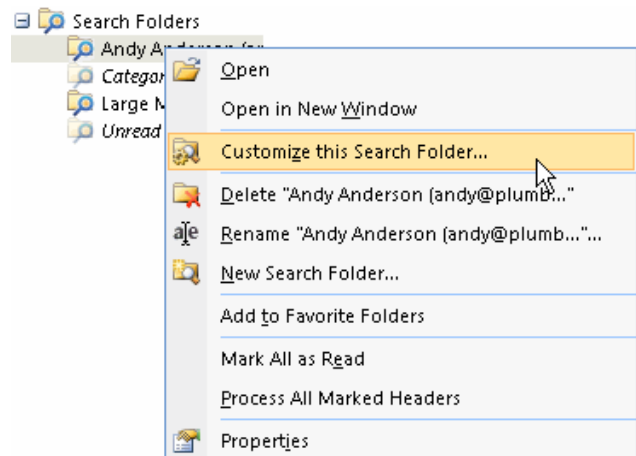
To open a search folder, just click it. There are three default search folders:

Categorized Mail	Shows all messages that have categories assigned
Large Mail	Will show all messages over 100 Kb
Unread Mail	Will show all unread messages



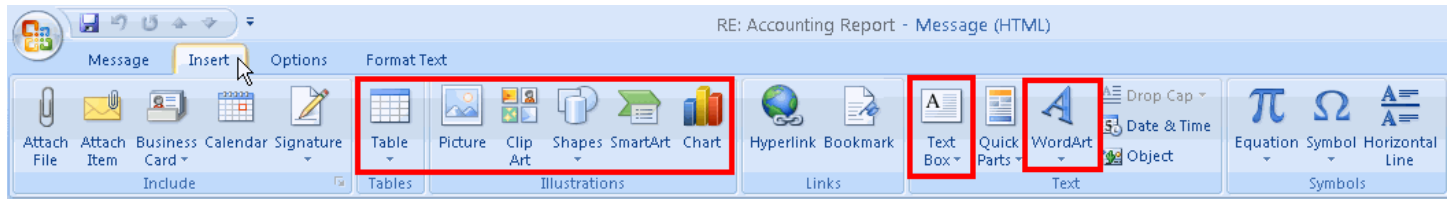
Customizing Search Folders

To customize a search folder, right-click it and click Customize. You can then customize the name, change the criteria, and choose where to search.



Adding Word Elements

You can add many Microsoft Word elements to your mail message. These features are found on the Insert ribbon.



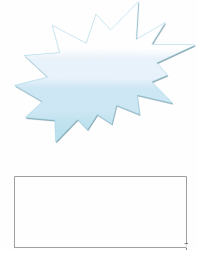
- Tables** Organize data into a grid with rows and columns.
- Pictures** Add a picture from a file.
- ClipArt** Add a picture from the Office collection (online/offline).
- Shapes** Draw a shape.
- SmartArt** Add a diagram.
- Charts** Represent table data in a graphical format.
- Text Boxes** Place text in boxes.
- WordArt** Turn words into art!

2008 Carnival

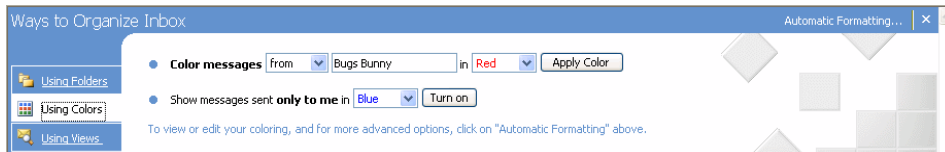
The 2008 carnival is coming up soon! Here's what we have to do to get ready.

- Step 1**
 - Set date
 - Prepare task list
- Step 2**
 - Set budget
 - Hire caterer
- Step 3**
 - Plan decorations
 - Rent rides

Task	Member	Due Date
Hire caterer	Joe	January 1
Set decorations	Susan	December 15
Rent rides	Bob	January 25



Organizing Messages



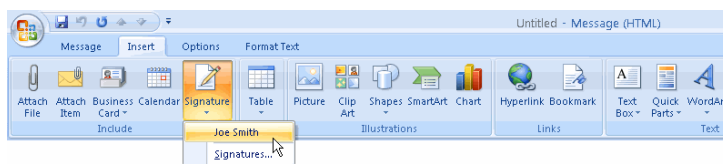
Organizing your e-mail is easy with the Organize pane! You can use it to colour messages, move messages to folders, or view messages in different ways. You can open this pane by clicking the Tools menu and clicking Organize.

Creating a Signature

- Click the Signatures button in the Mail Format window.
- Click the New button.
- Type a name for your signature.
- Type out your signature.
- Click OK.

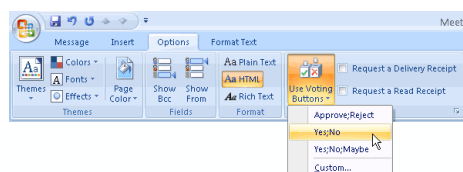
Using Signatures

If a signature is not set as default, click the Insert ribbon, choose Signature, and click the signature.



Adding Voting Options

In a new mail message, click the Options ribbon, click Use Voting Buttons, and click the set of options you want to use. You can also click Custom to create your own choices.



Supported E-Mail Accounts

Microsoft Exchange Server

A central server holds user's mailboxes. Your mailbox in Outlook is a direct reflection of the mailbox on the server. This configuration allows for extra features, like public folders and shared calendars.

POP3 (Post Office Protocol-3)

This is the most common type of e-mail account. Your mailbox is held on a server, but Outlook downloads mail from it at intervals into your personal folders. Most Internet Service Providers use POP3.

IMAP (Internet Message Access Protocol)

Similar to Microsoft Exchange Server, this type of account sets up a separate mailbox in Outlook. However, user collaboration features (like shared folders and resource management) aren't available.

HTTP (Hyper Text Transfer Protocol)

This is another type of e-mail account where your mailbox resides on the server, and the mailbox you will see in Outlook is a direct reflection of the server's mailbox. Some Outlook features (like rules) won't work with HTTP accounts. Hotmail and MSN are the main providers of HTTP accounts.

Additional Server Types

This is used to manage extra software that allows Outlook to connect to other types of servers.