

OUTLOOK 2007

Prepared by: Elsie Arce

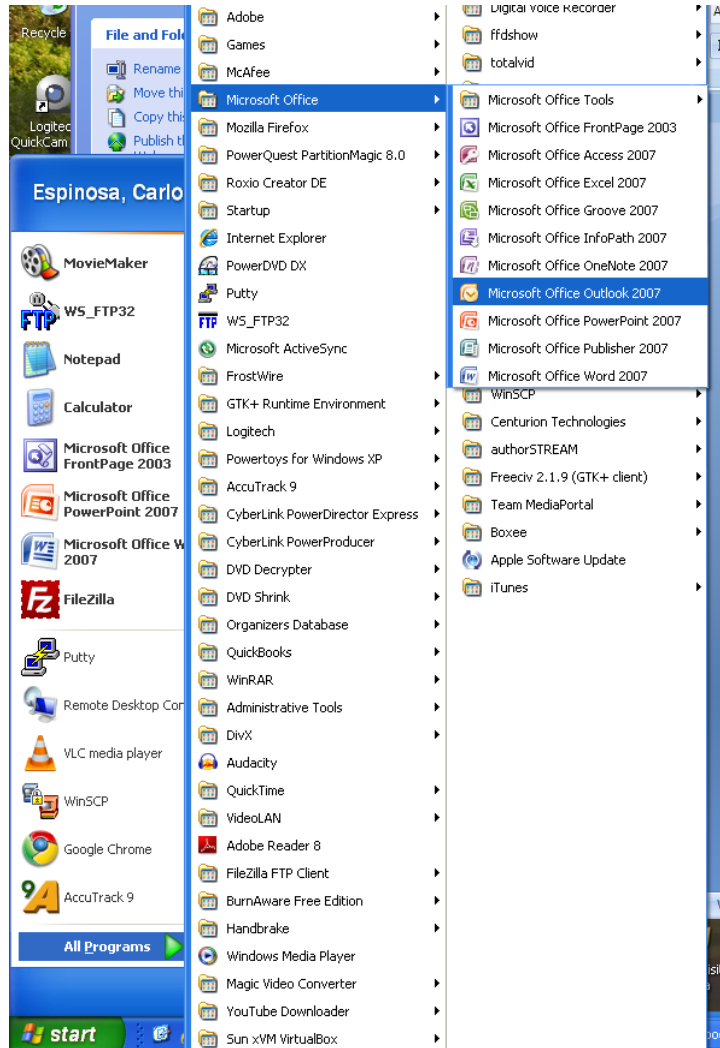
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Send and receive e-mail; manage your schedule, contacts, and tasks; and record your activities by using Microsoft Office Outlook.

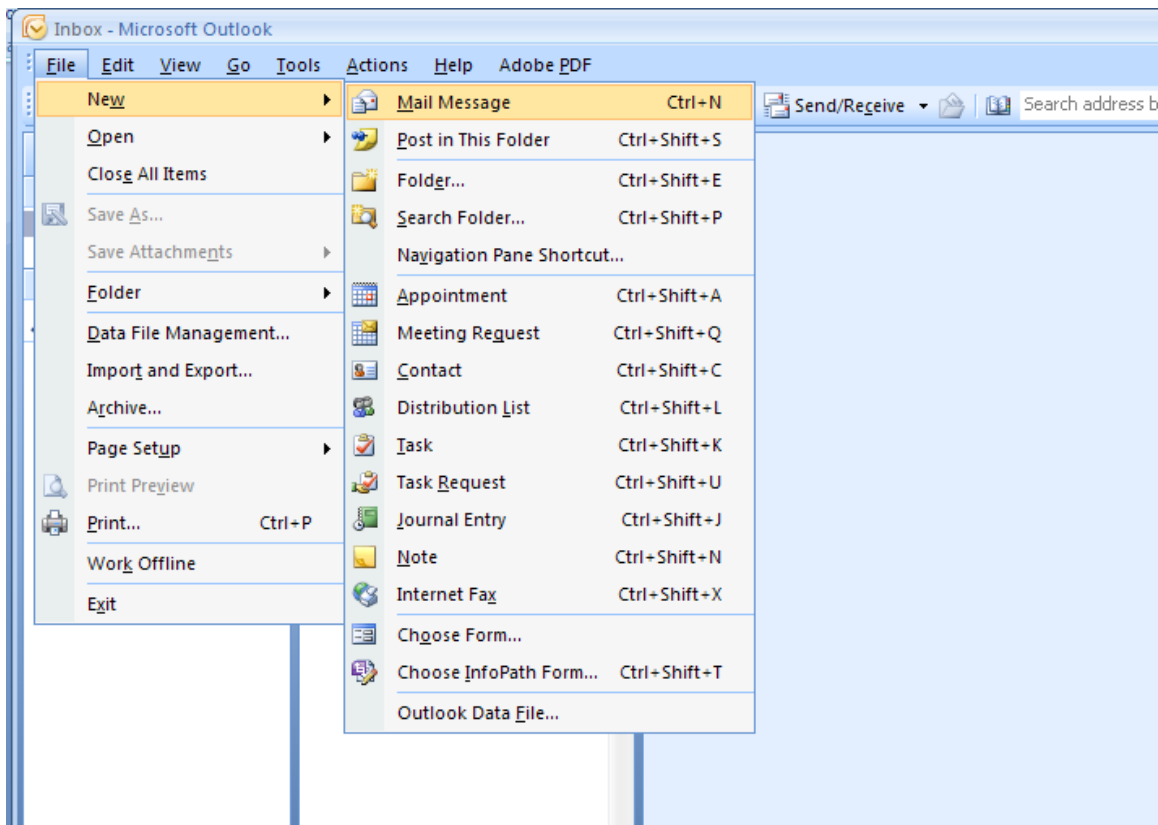
Starting Microsoft Outlook

To open Outlook click *Start >> Programs >> Microsoft Office 2007 >> Microsoft Outlook 2007.*



Creating and Reading an Email Message

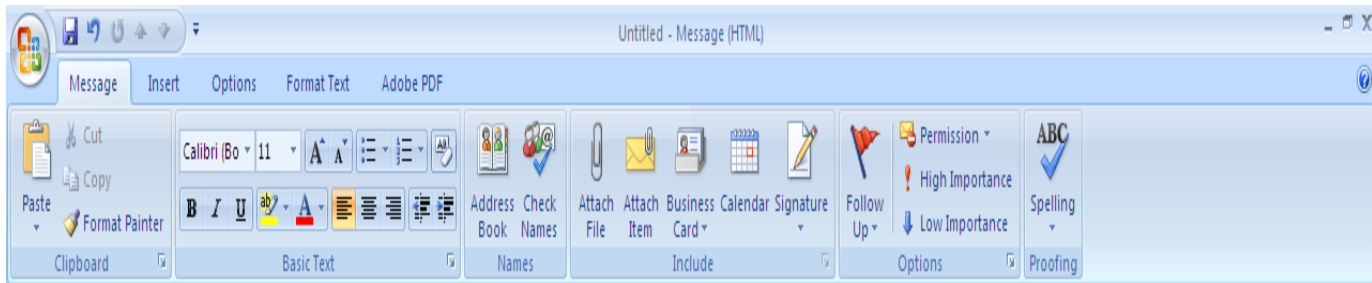
- To send e-mail messages in Outlook, click on the *File >> New >> Mail Message*.



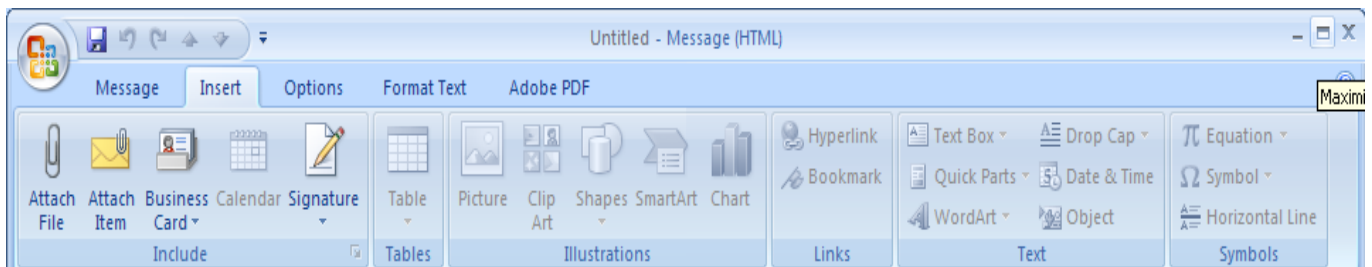
- Another way to create a new mail message is to click on the  **New** button and select *Mail Message*.



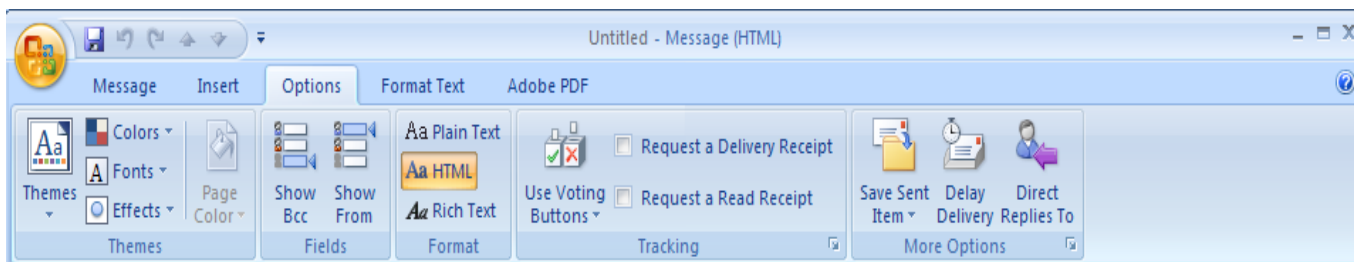
- The bar at the top of the window is called the ribbon. It consists of 5 different tabs: Message, Insert, Options, Format Text and Adobe PDF.
- The first tab is called *Message*. This tab allows you to:
 - Change the look of your message (font, color, size)
 - Check your spelling
 - Attach files



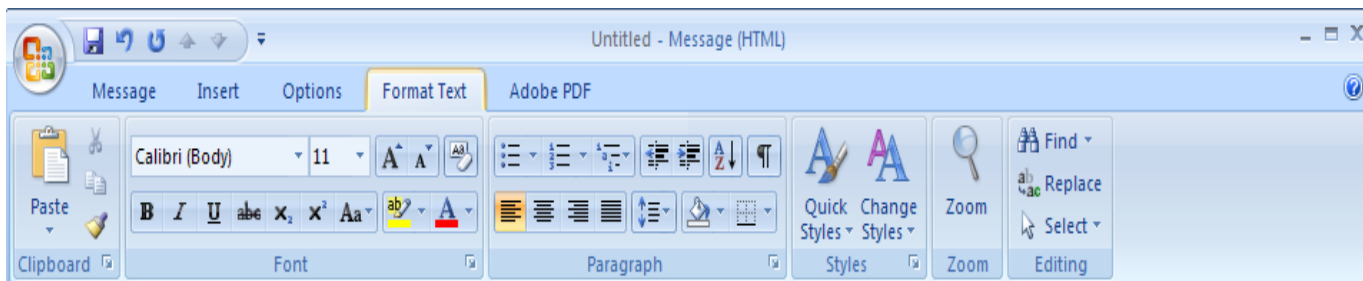
- The next tab is called *Insert*. This tab allows you to insert:
 - Signatures
 - Pictures
 - Links
 - Text/symbols



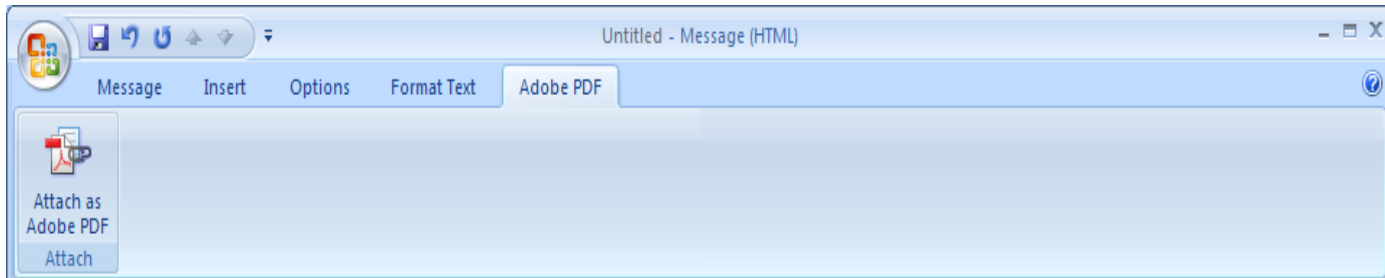
- The next tab is called *Options*. This tab allows you to:
 - Change the color of the page
 - Change the text format
 - Track an email



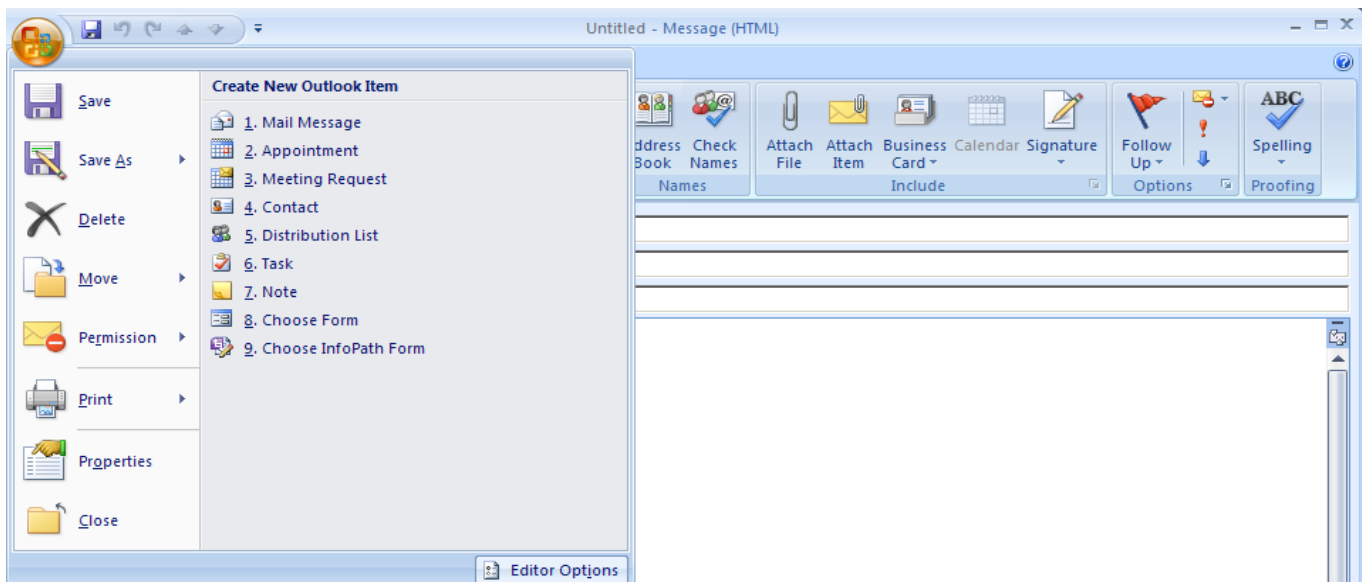
- The next tab is called *Format Text*. This tab allows you to:
 - Change the font
 - Change the style
 - Zoom in or out



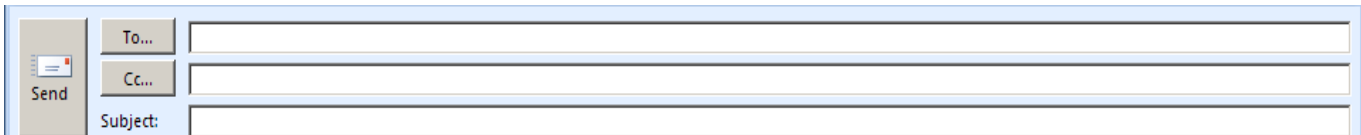
- The 5th and last tab is called *Adobe PDF*. This tab allows you to:
 - Attach files as Adobe PDF



- The button in the top left hand corner is called the *Office Button*. It is just like the *File* button. You can use it to:
 - Save
 - Delete
 - Move
 - Print
 - Create new Outlook items

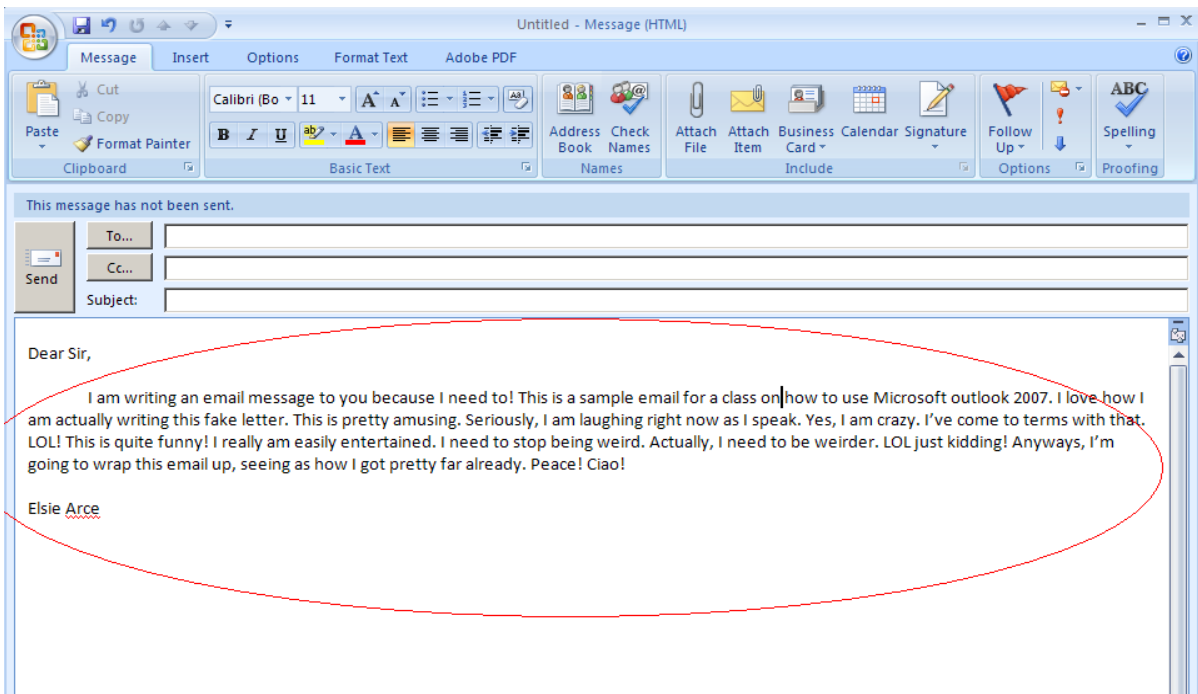


- The e-mail addresses of the people you are writing to go in the *To*, *Cc*, and *Bcc* boxes.
- ***To*, *Cc*, and *Bcc* boxes:**
 - A message is sent to the recipients in the *To* box.
 - Recipients in the *Cc* (carbon copy) and *Bcc* (blind carbon copy boxes also get the message; however, the names of the recipients in the *Bcc* box are not visible to other recipients.).
- The **subject** of your message should go in the *Subject* box.



A screenshot of an email composition window. On the left is a 'Send' button. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Each field is currently empty.

- The **body** of your message should be typed in the large blank space.



A screenshot of a Microsoft Outlook 2007 email composition window. The window title is 'Untitled - Message (HTML)'. The ribbon includes 'Message', 'Insert', 'Options', 'Format Text', and 'Adobe PDF'. The ribbon contains various icons for editing, inserting, and sending. Below the ribbon is a status bar that says 'This message has not been sent.' Below that are the 'To...', 'Cc...', and 'Subject:' fields. The main body of the email contains the following text:

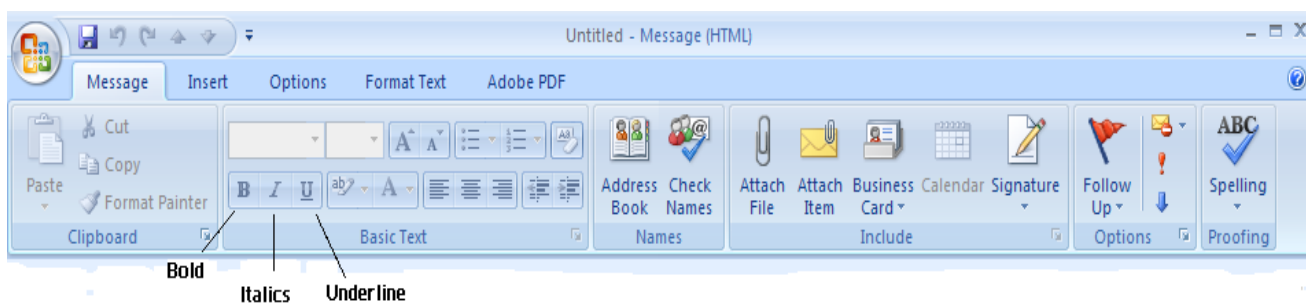
Dear Sir,

I am writing an email message to you because I need to! This is a sample email for a class on how to use Microsoft outlook 2007. I love how I am actually writing this fake letter. This is pretty amusing. Seriously, I am laughing right now as I speak. Yes, I am crazy. I've come to terms with that. LOL! This is quite funny! I really am easily entertained. I need to stop being weird. Actually, I need to be weirder. LOL just kidding! Anyways, I'm going to wrap this email up, seeing as how I got pretty far already. Peace! Ciao!

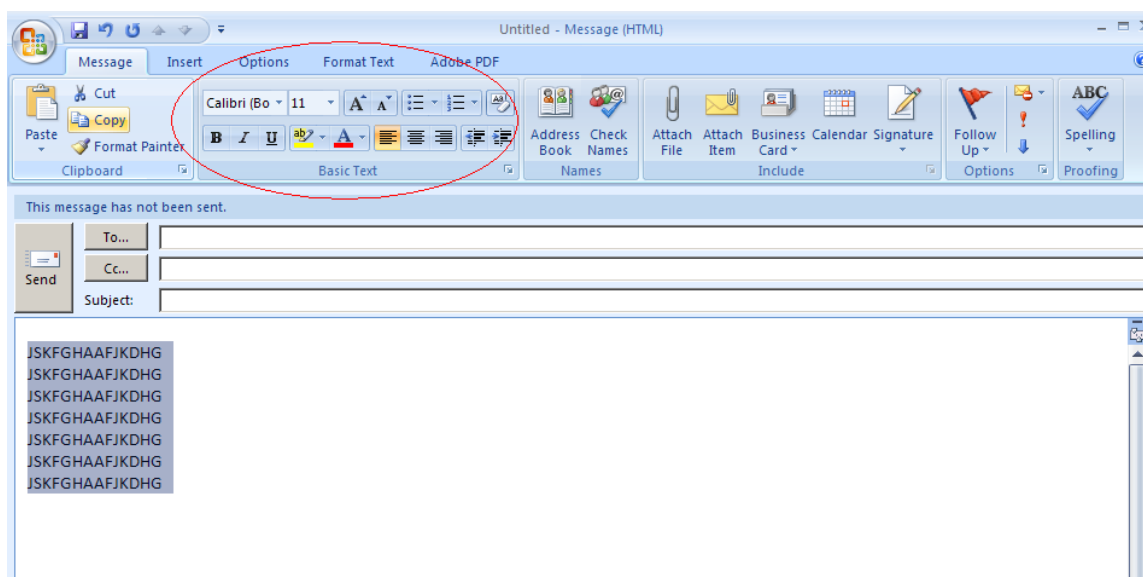
Elsie Arce

The entire email body text is circled in red in the screenshot.

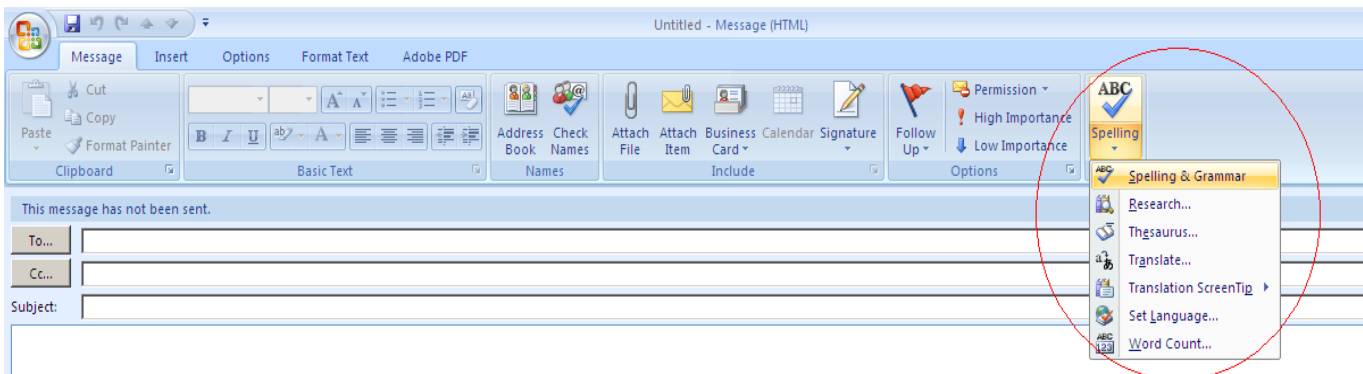
- To **format the text** of an e-mail, use the *Formatting Bar* similar to any word processor.
- To format your text, before typing:
 - Select the formatting option you want.
 - Click the button for the kind of formatting you want : **B** = **bold**, *I* = *italics*, U = underlined
 - Select the font and size you want your text to be.



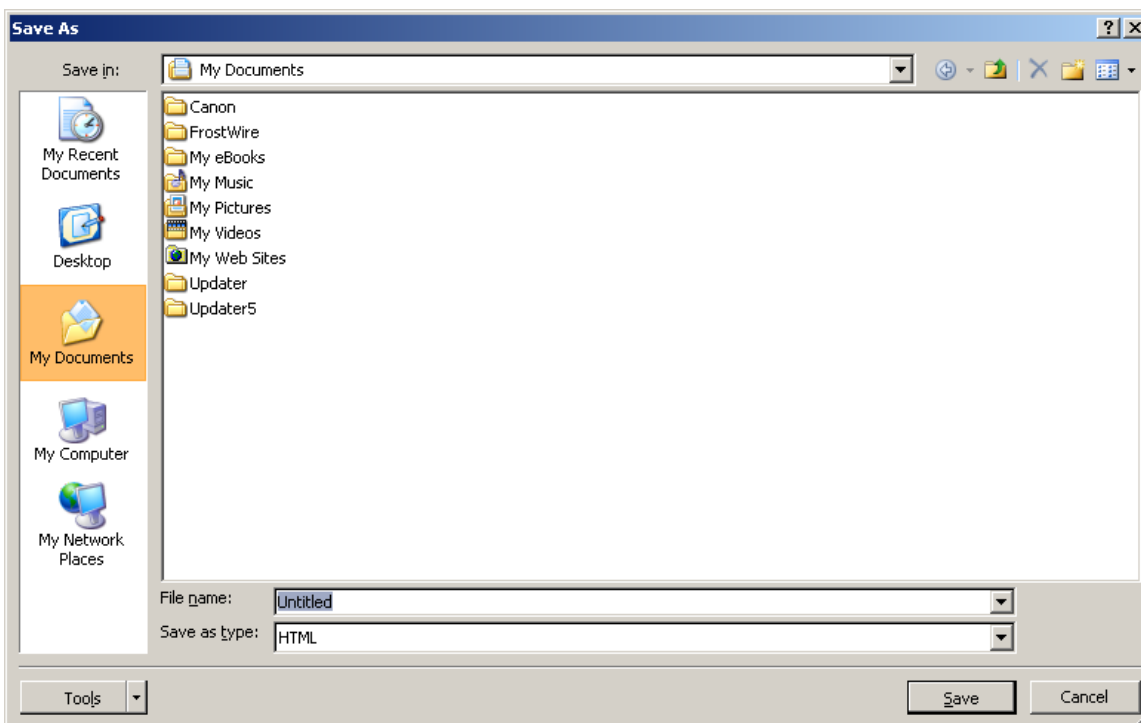
- You can also type out all the text then go back and format the parts you want:
 - Highlight the text you want to format then repeat the above steps.



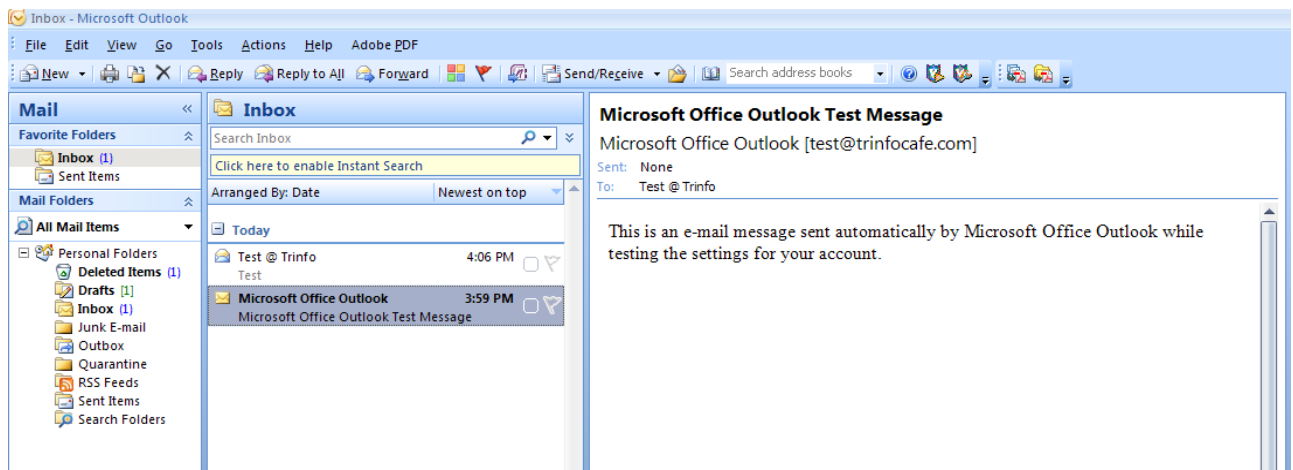
- To **Spell Check** your e-mail, open the message you want to spell check, click on *Tools >> Spelling and Grammar....* The shortcut for this function is F7.



- To **save a draft** of an open e-mail, click the *Office Button >> Save As....*, then choose where you want to save the file.

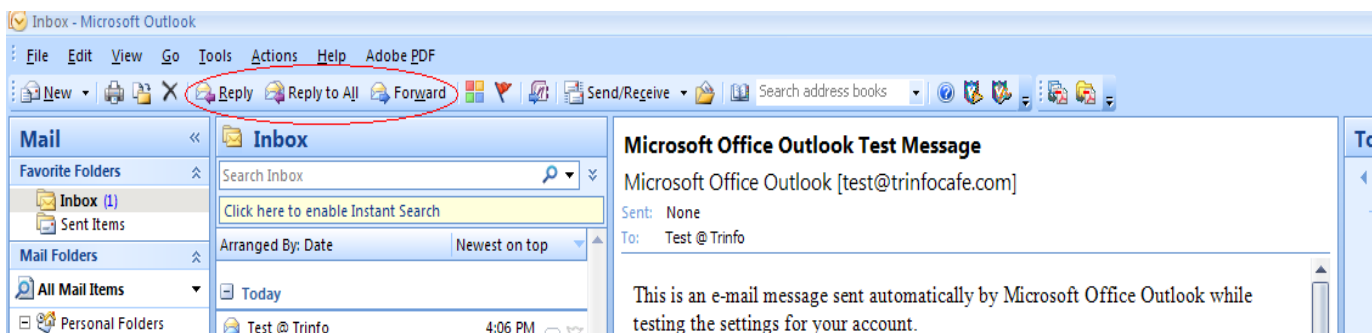


- To **read messages in your Inbox**, click the *Inbox* on the left hand column. All of your received messages will then appear in the middle column. (the number in parentheses next to *Inbox* is the number of unread messages you have)
 - You can preview a message by clicking on it on the middle column; it will then appear in the largest column on the right hand side.

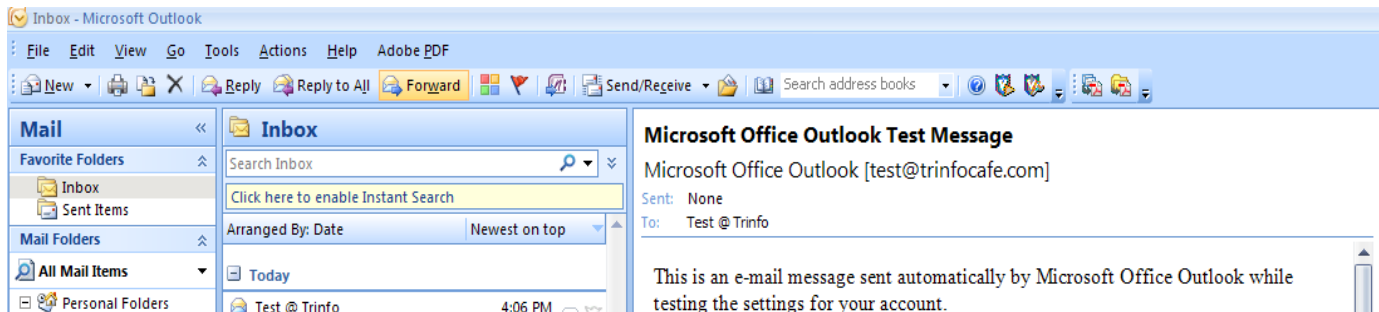


Replying to Messages

- To **reply to messages**, first select the message you want to reply to. Then click the reply button on the toolbar.
 - *Reply* – opens a new message addressed to the person who sent you the e-mail
 - *Reply to all* – opens a new message that is addressed to all the recipients of the original message
 - *Forward* – will send a copy of the e-mail to whomever you put in the *To* box



- To **forward a message**, select a message in the middle column, and press the forward button on the toolbar.

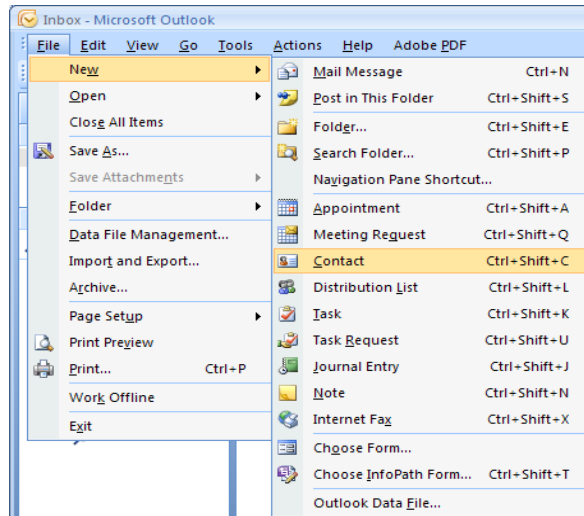


- To **attach files to an e-mail**, click on the paperclip icon then browse for the desired file.

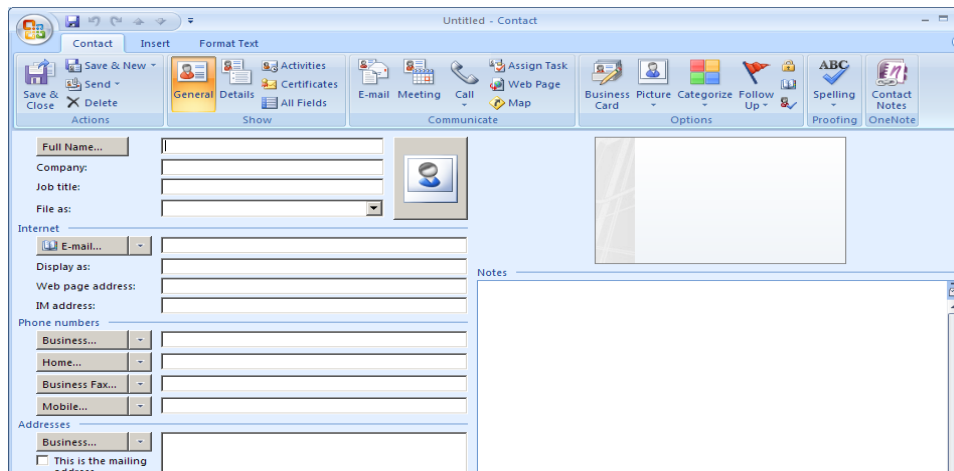


Using Contact Manager

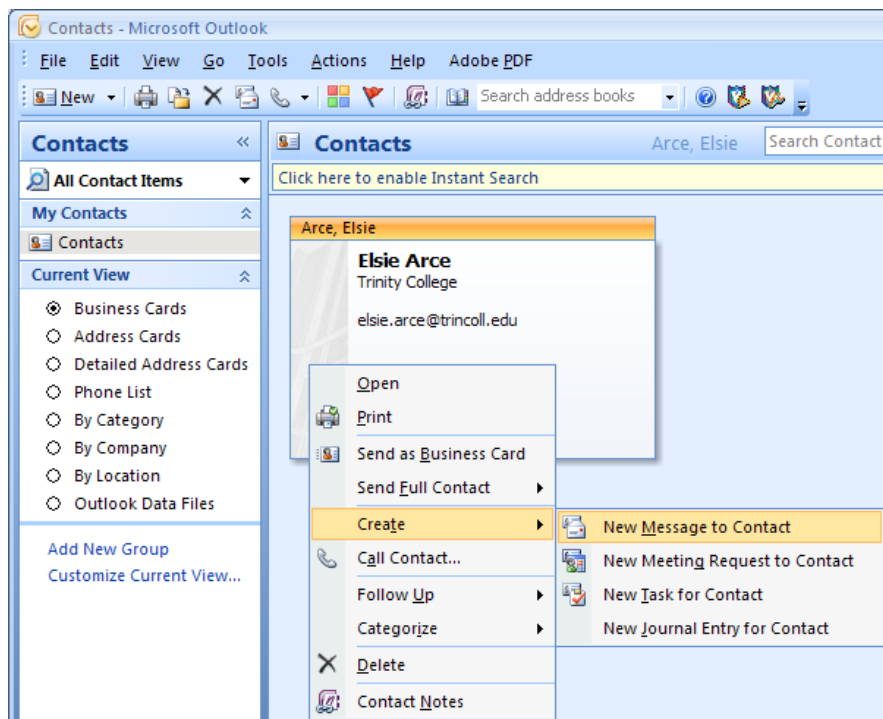
- To add people to your contacts list, click *File >> New >> Contact*. Type a name for the contact. Enter the information you want to include for the contact.



- You can specify how you want the contact's name to appear in the *To:* line of a message by typing the name in the *Display As* box.
- You can specify the contact's instant messaging address in the *IM address* box.
- To enter multiple entries in a field, such as more than one address or e-mail address, click the down arrow next to the field.
- If you have more than one address for a contact, to establish which address is used during mail merge, select the *This is the mailing address* check box.

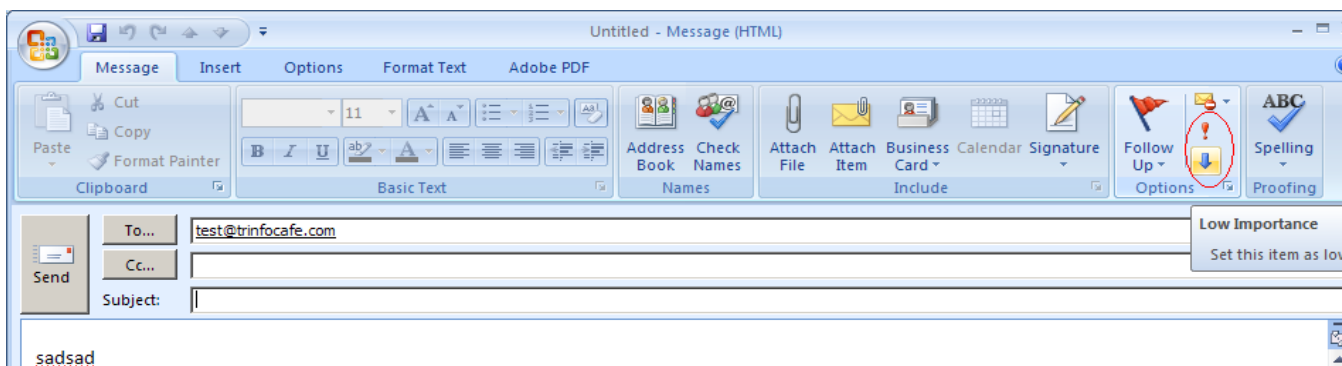


- To send a message to someone in your Contacts list, click *Contacts* on the left hand column, then right click on the contact you want to e-mail, then click *Create* then *New Message to Contact...*



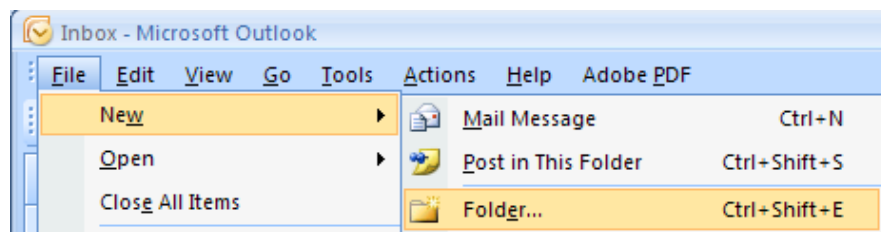
Organizing and Filing Messages

- To mark a message as high or low importance, open a message and click either Importance: High or Importance: Low on the toolbar.



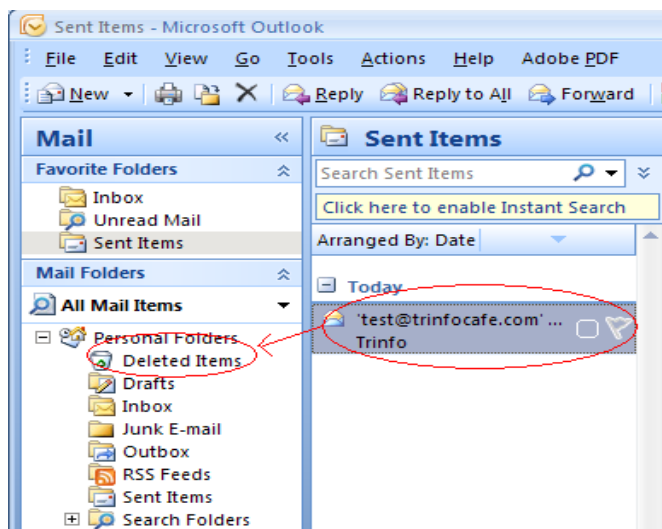
- **Filing messages into different folders** is a useful organizational technique. You can sort your e-mails by any categories are most useful.

- To **create a new folder**, click *File >> New >> Folder*.

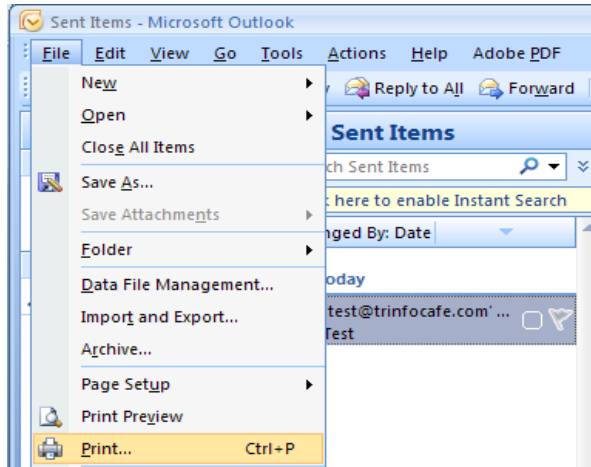


- To move an e-mail between folders, first select the folder containing the message you want to move. Then, click and drag the message from the middle column to a new folder in the left hand column.

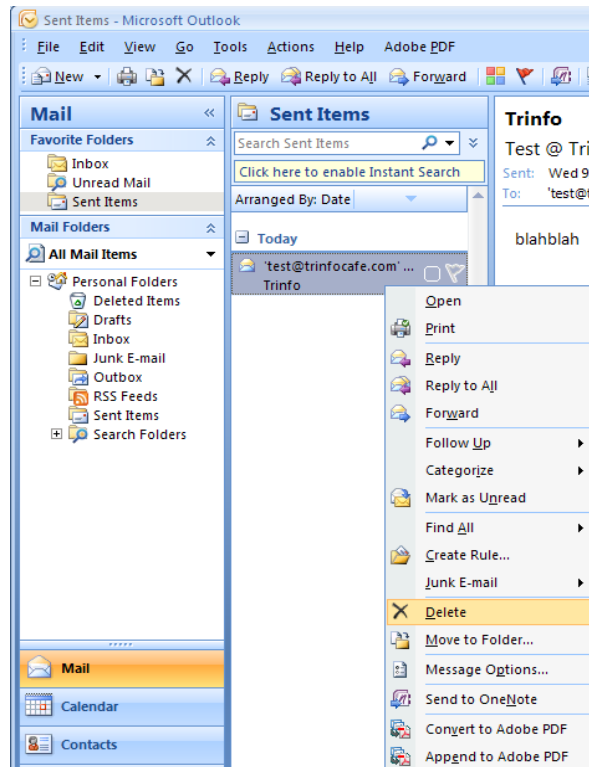
- For instance, if you wanted to move an email from your *Sent Items*, to *Deleted Items*:
 - Click *Sent Items* in the left-hand column.
 - Select the desired e-mail in the middle column and drag it to *Deleted Items* in the left column.



- In order to **print a message**, select a message from the middle column, and then click on *File >> Print...*

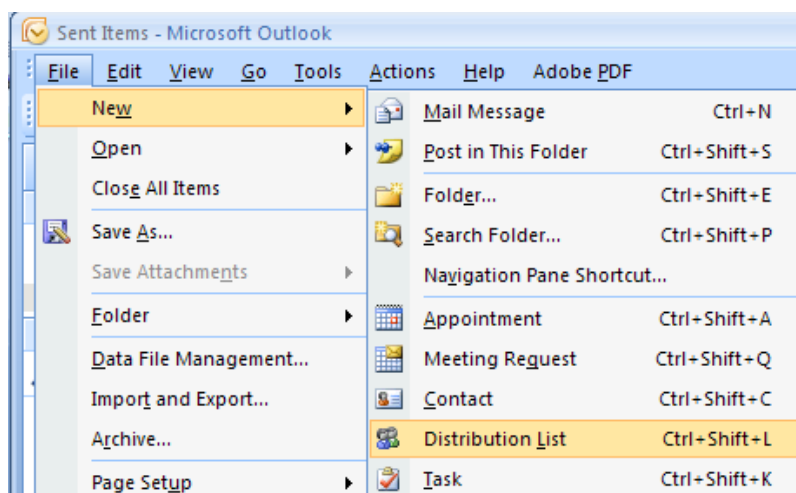


- In order to **delete** a message, move it to the *Deleted Items* folder or right-click and select *Delete*.

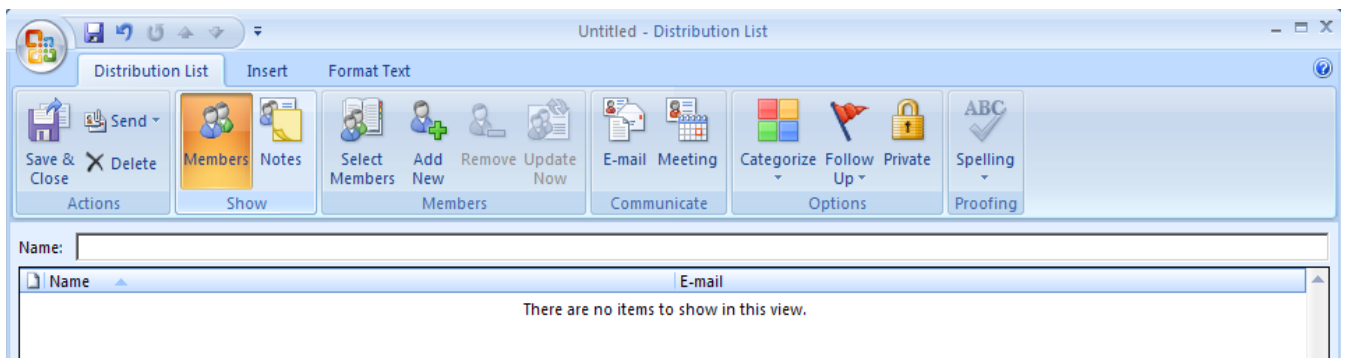


Distribution List

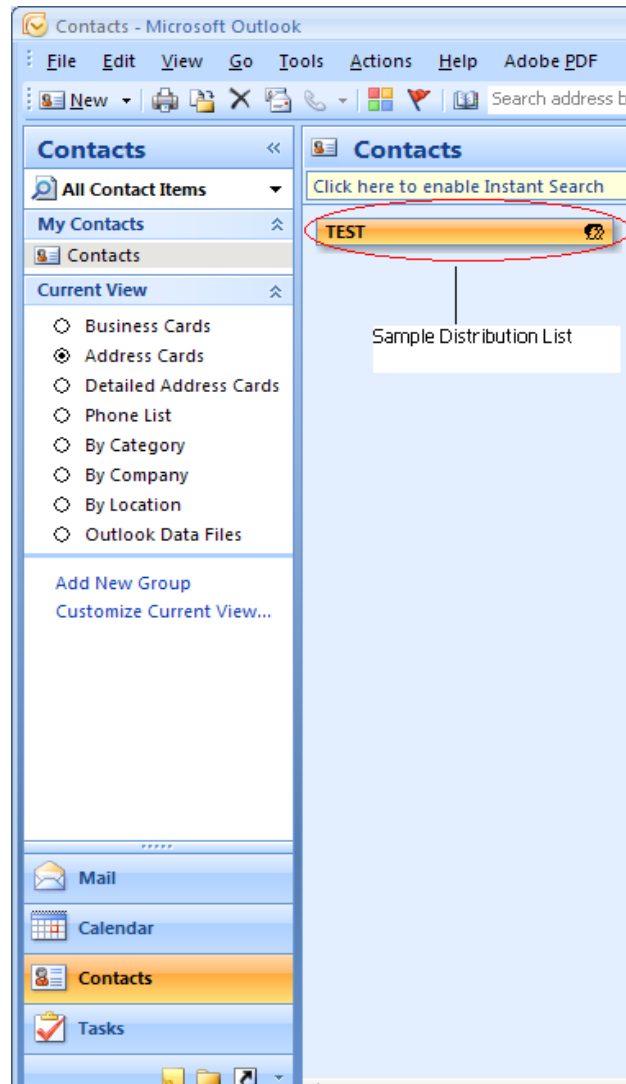
- A **distribution list** is a list of recipients that you can save. They are helpful for sending e-mails to multiple recipients on a regular basis.
- To create a distribution list, click *File >> New >> Distribution List*.



- You can either *Add New...* members or *Select Members* (from your contacts list or address book).
- Do this for each person you want to add to the distribution list, and then click OK.
- If you want to add a longer description of the distribution list, click the Notes tab, and then type the text.



- The distribution list is saved in your *Contacts* folder by the name you give it.



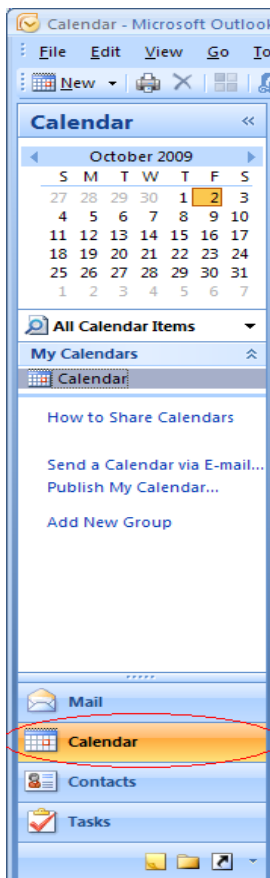
Activity

- Click *Add New...* and make up a distribution list with at least 3 of the TrinfoCafe computers on it.
- Send an e-mail using the new distribution list.

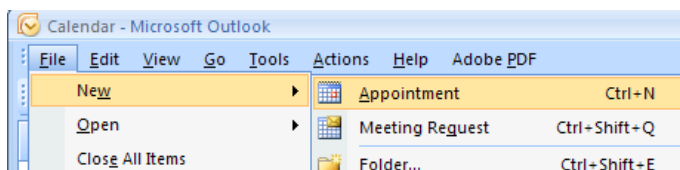
Calendar

The calendar can be used to schedule appointments and meetings.

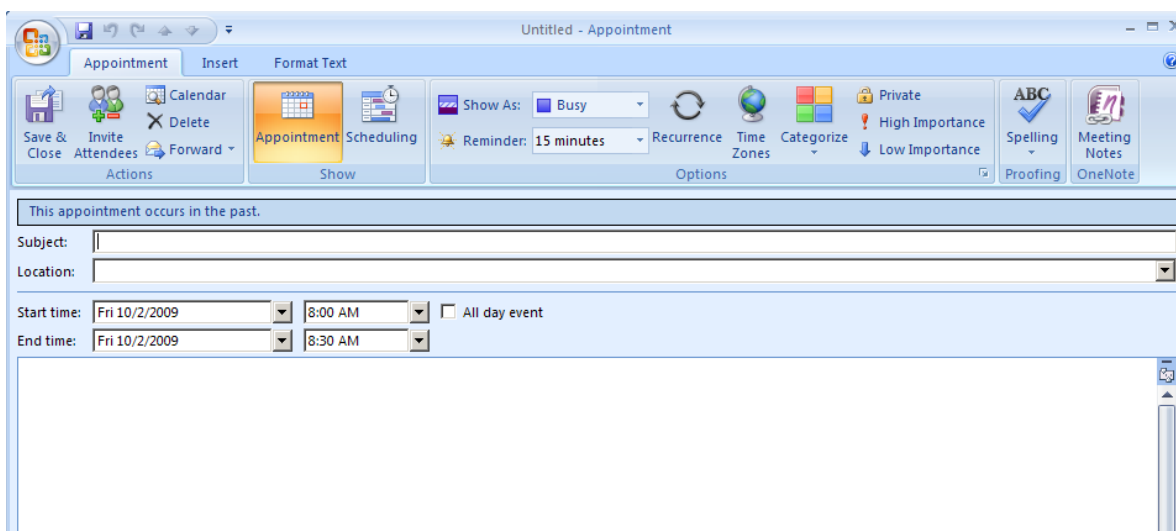
- To **access the calendar**, open Outlook and click on the *Calendar* button on the left hand side.



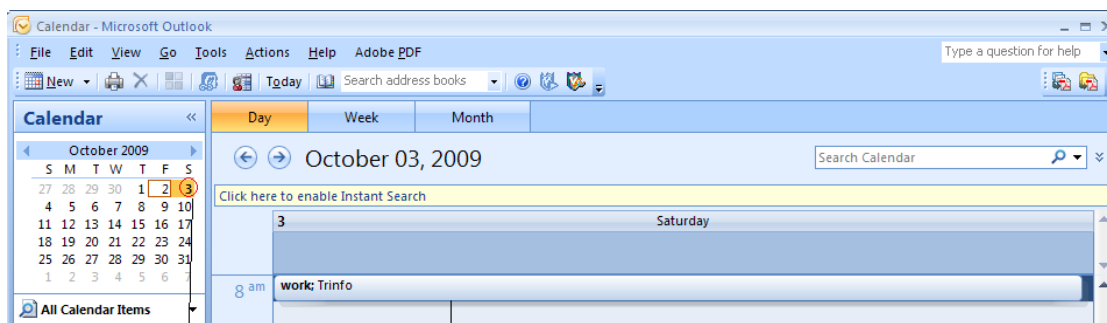
- Scheduling appointments in Outlook allows you to instantly send the details of a meeting to other Outlook users.
- To **schedule a new appointment** press *File >> New >> Appointment*



- When the *New Appointment* window comes up, enter a *Subject*, *Location*, *Start Time* and *End Time* in their respective boxes.
- Also, enter any notes about the appointment in the blank space at the bottom of the window.



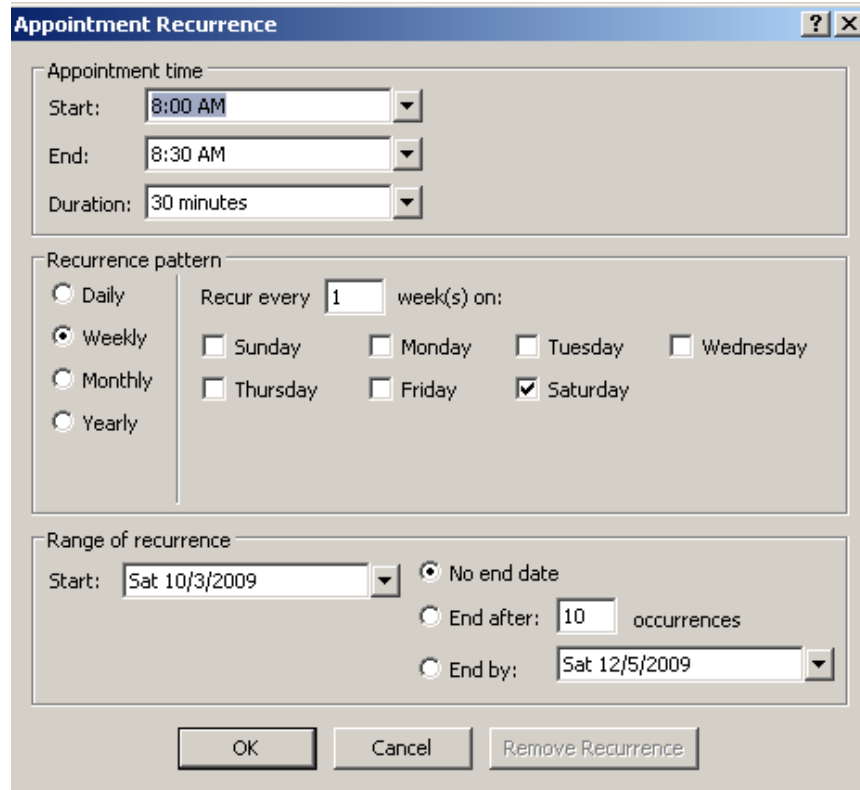
- Your new appointment can be viewed by clicking *Calendar* on the left hand column, and then selecting the day of the appointment on your mini-calendar (numbers that appear in **bold** contain appointments).
- The appointment(s) will appear to the right of the mini-calendar, under the date heading.



**bolded days
 contain
 appointments**

**sample
 appointment**

- To create a repeating appointment on your calendar open the *New Appointment* window and in the *Options* section click on *Recurrence*. Fill in the *Appointment Time* and *Recurrence Pattern*.



Appointment Recurrence

Appointment time

Start: 8:00 AM

End: 8:30 AM

Duration: 30 minutes

Recurrence pattern

Daily
 Weekly
 Monthly
 Yearly

Recur every 1 week(s) on:

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Range of recurrence

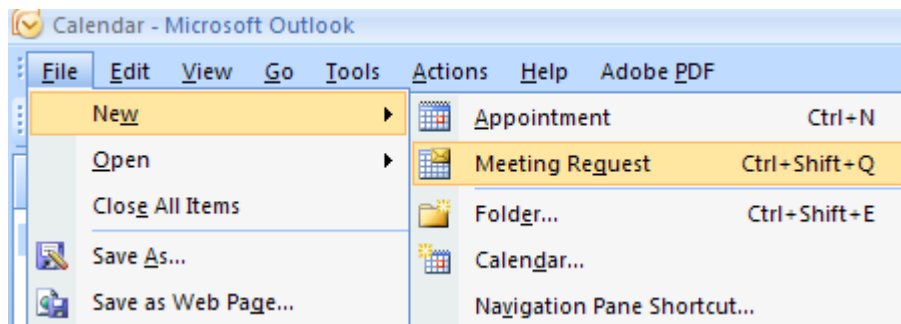
Start: Sat 10/3/2009

No end date
 End after: 10 occurrences
 End by: Sat 12/5/2009

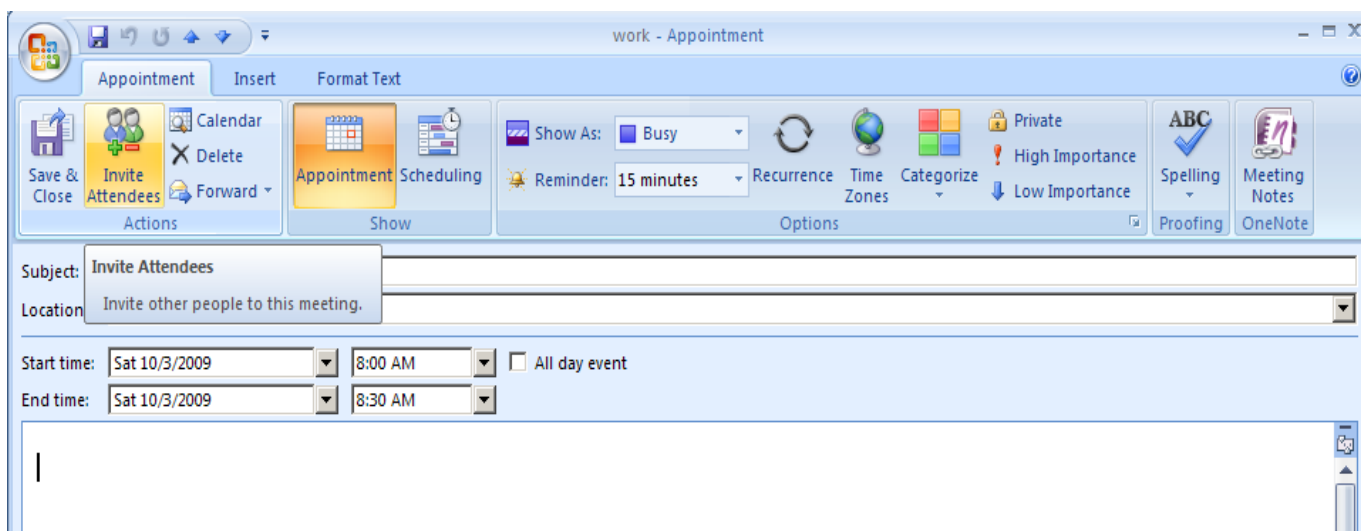
OK Cancel Remove Recurrence


- When you have finished click *OK*, and then click *Save and Close* in the ribbon.

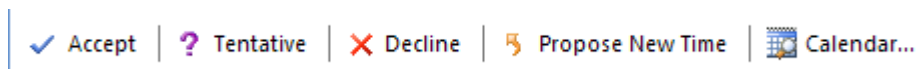
- Meetings are very similar to appointments.
- To create a new meeting, click *File >> New >> Meeting Request*.



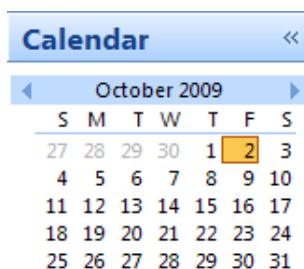
- To **turn an appointment into a meeting**, open the appointment and click *Invite Attendees*.
 - Enter a name or names in the *To* box.
 - If you did not schedule a room, enter the location in the *Location* box.
 - Select any additional options you want.
 - Click *Send*.



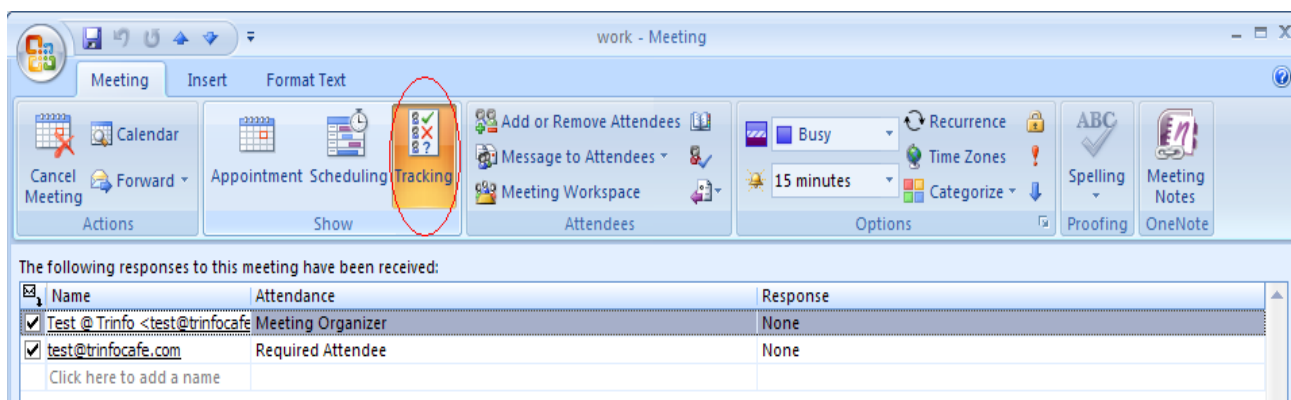
- Meeting requests are received in your *Inbox* (look for the  icon.) **To respond to a meeting request**, click on a meeting request in the middle column and click *Accept*, *Tentative*, *Decline*, or *Propose New Time*



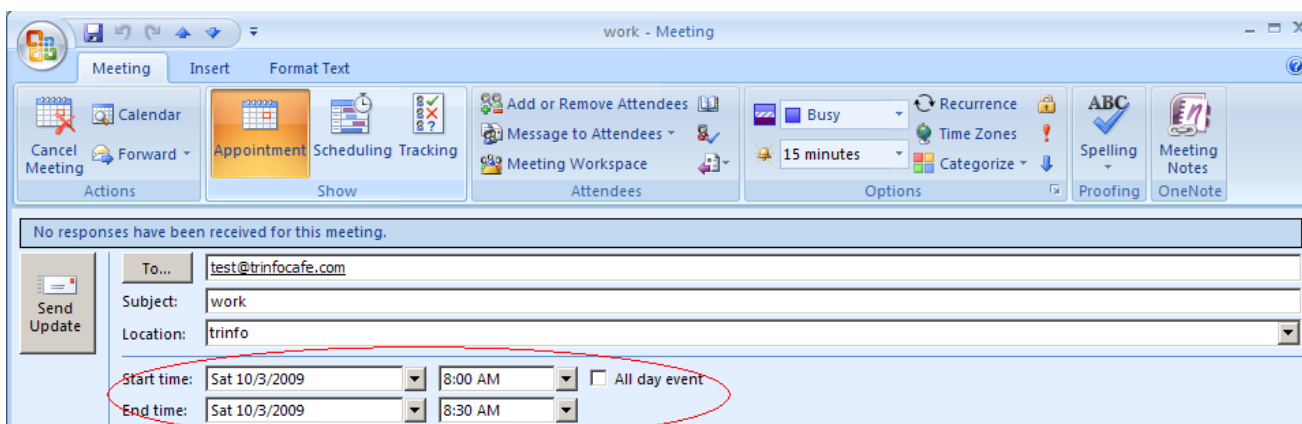
- To see if you are free during the proposed meeting time, click *Calendar...*, and go to the proposed meeting day using the mini-calendar in the top left.



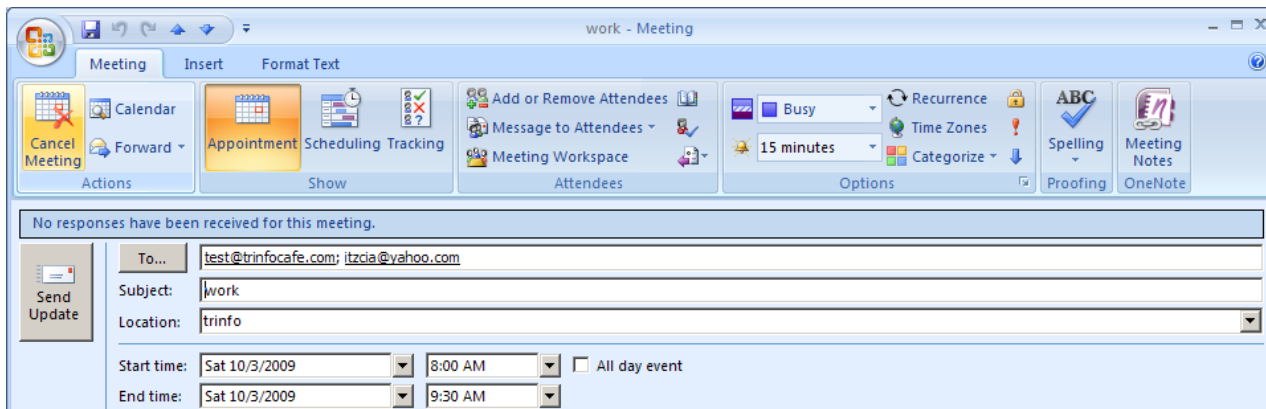
- To **track attendee responses to a meeting** (see who is coming to your meeting), open a meeting from your *Calendar* and click *Tracking*.
- Once in the *Tracking* window, you can also **add or remove attendees** for your meeting.
 - To add an attendee, click in the box that says *Click here to add name*, to remove an attendee right-click on an existing value in the *Name* column and click *Clear*.



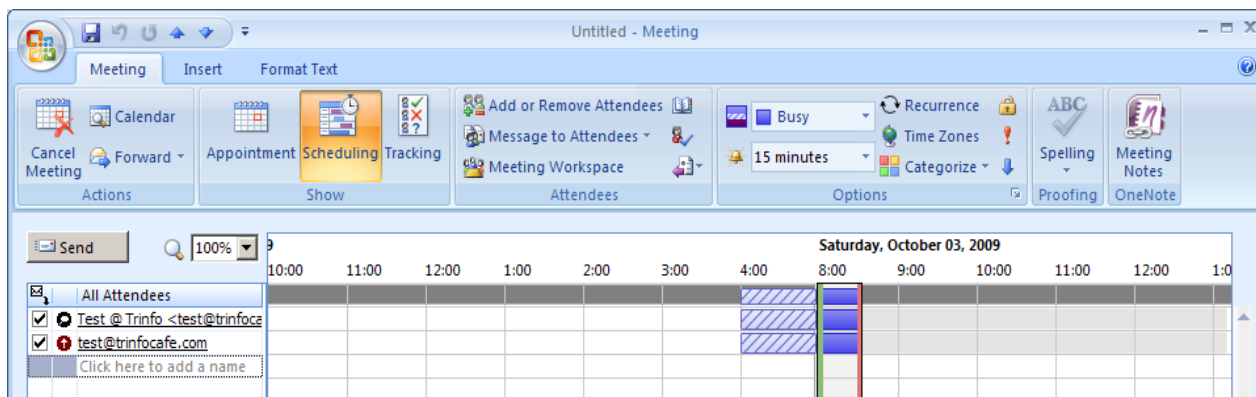
- To **modify or delete calendar entries and meetings**, double click on the entry or meeting, then make the desired changes.
- If you are the meeting organizer and want to **change the meeting time**, double click on the meeting and change the *Start Time* and *End Time*.



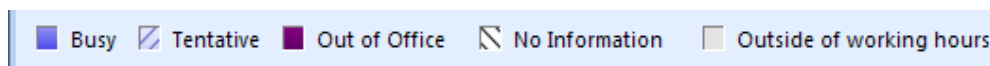
- To **cancel a meeting**, open a meeting and click *Actions >> Cancel Meeting*. (Important: if *Cancel Meeting* is not on the *Actions* menu, you are not the meeting organizer, and you cannot cancel the meeting.)



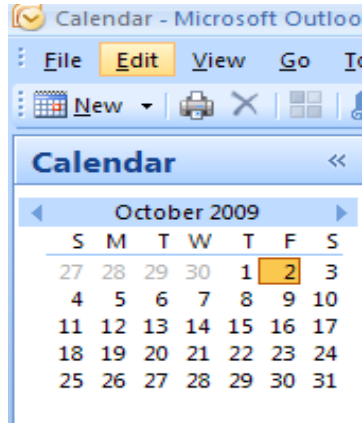
- To see **other's free/busy times**, open or create a meeting request, then click the Scheduling tab. Type the attendee under *All Attendees* (or click *Add Others*, and then click *Add from Address Book* and select the names you want and click *OK*).
- The schedules of the attendees will appear graphically in the large box on the right.



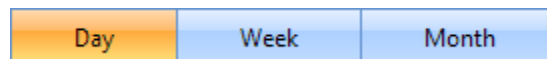
- Free/busy times are indicated in a schedule grid by multiple colors and patterns. Pay attention to the key at the bottom of the window. The colors will be different for each attendee.



- To **print your calendar**, select the dates you want to print by clicking and dragging on the mini-calendar in the top left corner.



- You can view your calendar in 3 different ways, each option displays a different amount of days on the screen at one time:
 - day
 - week
 - month



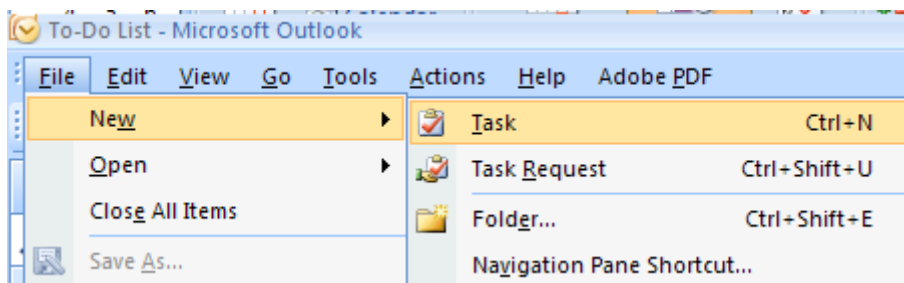
Activity:

- Have each member of the class create an appointment at a different time (see the computer layout page at the end for a description of how the e-mail addresses are assigned).
- Pair the class up and have the partners invite each other to their meetings.
- After everyone has accepted at least one meeting, have them print out the day that the meeting is scheduled from their calendar.

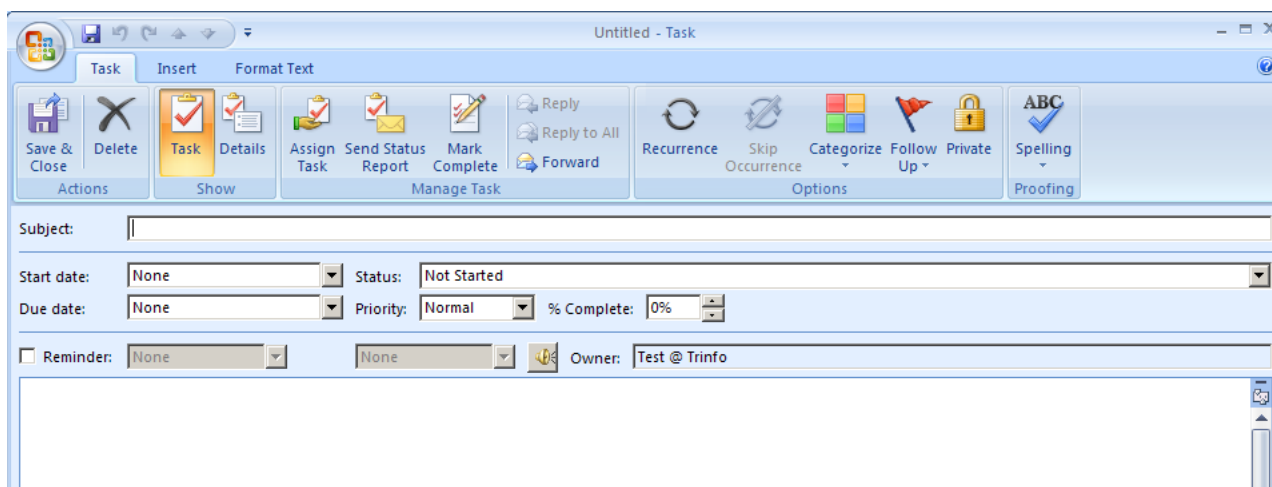
Task and Status Report

Task: A personal or work-related duty or errand that you want to track through completion.

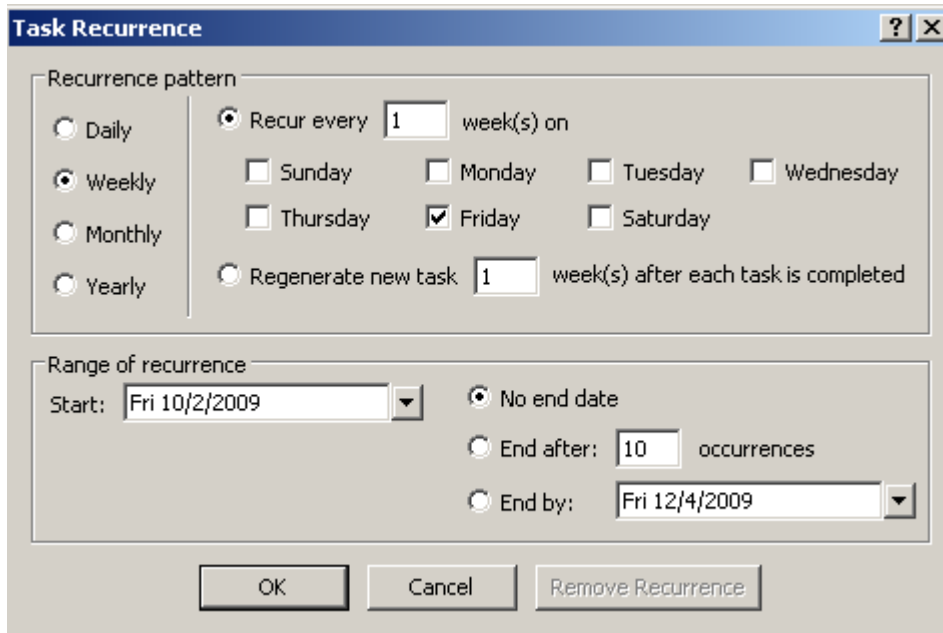
- To **create a new task**, click *Tasks* in the left-hand column then click on *File >> New >> Task*.



- In the *Subject* box, type a task name.
 - Complete any other boxes on the Task and Details tabs for information you want to record for the task.



- To make the task recur, click Recurrence, click the frequency (Daily, Weekly, Monthly, Yearly) at which you want the task to recur, and then do the following



Task Recurrence [?] [X]

Recurrence pattern

Daily
 Recur every week(s) on
 Weekly
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday
 Monthly
 Yearly
 Regenerate new task week(s) after each task is completed

Range of recurrence

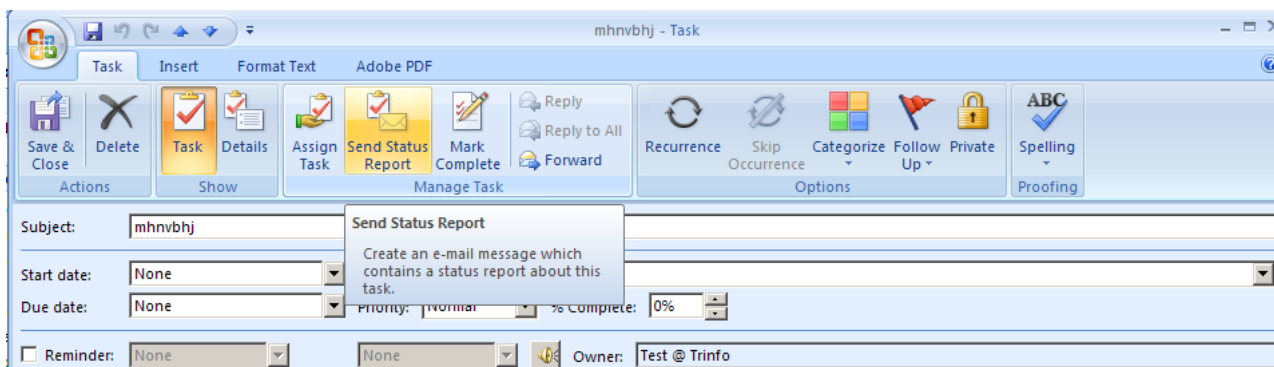
Start: ▼

No end date
 End after: occurrences
 End by: ▼

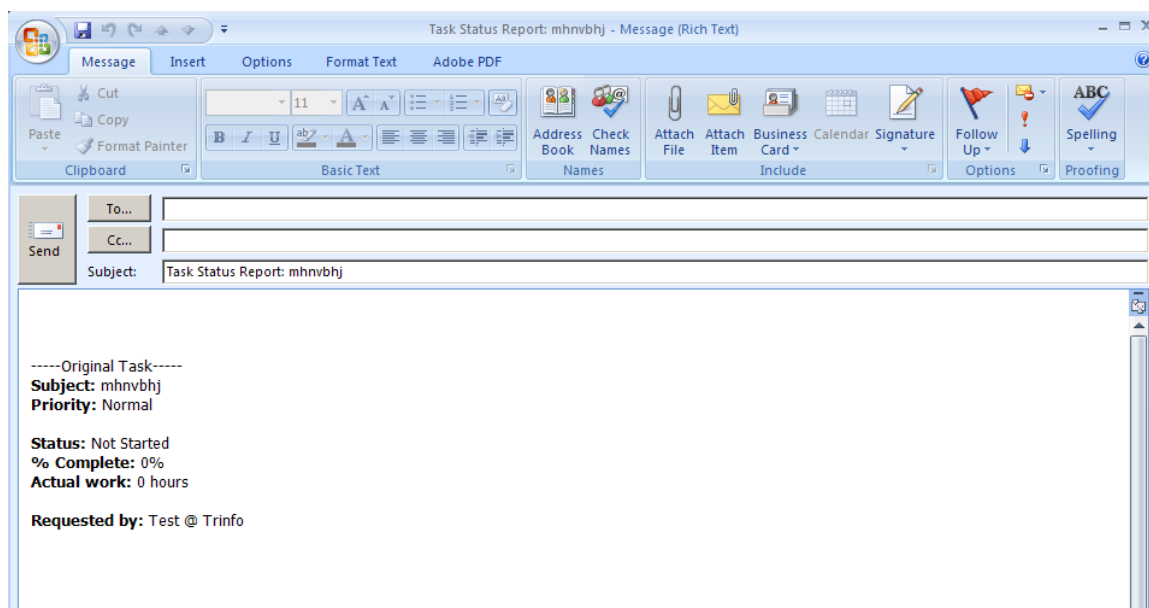
Activity:

- Make the task recur at regular intervals.
- Select options for that frequency. Do not click Regenerate new task, or the task will not recur at regular intervals.
- Make the task recur based on completion date.
- Click OK, and then click Save and Close.

- Using status reports allows you to create an e-mail containing all the information you have entered for a task.
- To **send a status report** open the task you want to send a status report for then click *Actions >> Send Status Report*.



- Enter recipient names in the *To*, *Cc*, and *Bcc* boxes
- To **send your status report**, click *Send*.



Computer Layout

The computers in the Trinfo Café lab are number one to seventeen, starting with the instructor computer and going counter clockwise. The e-mail addresses are test-X@trinfo cafe.com, where *X* is the number of one of the computers).

