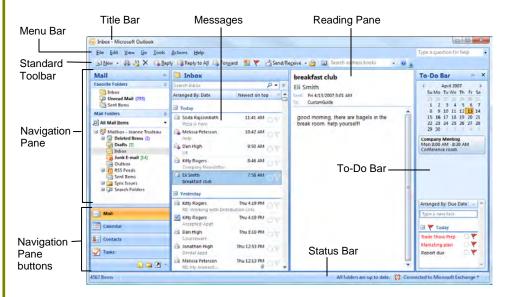
Outlook 2007

Custom Guide Your Organization's Personal Trainer

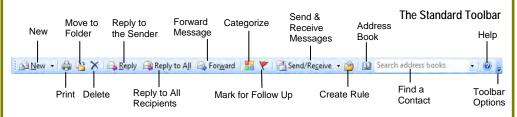
Quick Reference Card

888.903.2432 | www.customguide.com

Outlook 2007 Screen



Messages: Basic Tasks



- To Access the Inbox: Click the Mail button in the Navigation Pane.
- To Check for New Messages: Click the
 Send/Receive Send/Receive button on the Standard
 toolbar, or press <F9>.
- · Message Indicators:
 - Message has not been read.
 - Message has been read.
 - File is attached to the message.
 - Message has high or low importance.
- To Open a Message: Open the Inbox. Click a message to preview or double-click to open it.
- To Reply to the Message Sender: Click the message, click the Reply button, type your reply, and click the Send button.
- To Reply to All Message Recipients: Click the message, click the Reply to All button, type your reply, and click the Send button.
- To Forward a Message: Click the message, click the Forward button, enter e-mail addresses in the To box, enter comments in the text box, and click the Send button.
- To Delete a Message: Select the message and press the <Delete> key.

- To Create a New Message:
- 1. Click the
 New button or press <Ctrl> +

 N>.
- 2. Enter the e-mail addresses in the To box, or click the To button to use the address book.
- 3. Click the <u>cc...</u> Cc button and select the email addresses for recipients to whom you want to send a copy of the message.
- Enter the subject of the message in the Subject hox
- **5.** Enter the text of your message in the text box.
- 6. Click the send button.
- To Attach a File: Create a new message, click the
 Attach File button in the Include group on the Ribbon in the Message window, select the file you want to send, and click Insert.
- To Send a Blind Carbon Copy (Bcc): In the
 message window, click the Options tab on the
 Ribbon and select Show Bcc in the Fields group.
 Click the Bcc: Bcc: button and select the e-mail
 addresses for recipients to whom you want to send
 a blind copy of the message.
- To Open an Attachment: Double-click the attachment at the top of the message window.

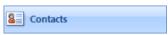
Navigation Pane



Contains mail-related folders like your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.



Enables you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.



Use to store and keep track of addresses, numbers, and e-mail addresses.



Use to organize to-do lists, track task progress, and delegate tasks.

Notes

Use like electronic Post-It® Notes to write down information.

Folder List

Displays a list of all your Outlook folders in the Navigation pane.

Shortcuts

Add shortcuts to folders and locations in Outlook for quick access.

Keyboard Shortcuts

Save	<ctrl> + <s></s></ctrl>
Print	<ctrl> + <p></p></ctrl>
Undo	<ctrl> + <z></z></ctrl>
Cut	<ctrl> + <x></x></ctrl>
Сору	<ctrl> + <c></c></ctrl>
Paste	<ctrl> + <v></v></ctrl>
Check Spelling	<f7></f7>
Check for Mail	<f9></f9>
Save, Close,	<alt> + <\$></alt>
and Send	
Reply	<ctrl> + <r></r></ctrl>
Reply to All	<alt> + <l></l></alt>
Address Book	<ctrl> +</ctrl>
	<shift> + </shift>
Help	<f1></f1>
Switch Between	<alt> + <tab></tab></alt>
Applications	
New Item	<ctrl> + <n></n></ctrl>



Message Window Features

In item windows like the message window, the Office Button and the Ribbon replace the File menu found in previous versions of Outlook.



Messages: Advanced Tasks

- To Flag a Message as a To-Do Item: Right-click the message, select
 Follow Up from the contextual menu, and select a flag. Or, click the flag
 icon on the message. Or, select the message, click the Follow Up button
 on the Standard toolbar and select a flag.
- To Clear a Flagged Message: Right-click the message, select Follow Up from the contextual menu, and select Clear Flag.
- To Categorize a Message by Color: Click the ☐ Quick Click icon on the message. Or, right-click the message, select Categorize from the contextual menu, and select a color category. Or, select the message, click the ☐☐ Categorize button on the Standard toolbar, and select a flag.
- To Recall a Message: Open the Sent Items folder. Double-click the
 message, click the Other Actions button in the Actions group on the Ribbon,
 and select Recall This Message. Choose to delete the message or replace
 the message with a new one in the dialog box and click OK. You can only
 recall a message if you are using MS Exchange Server and the recipient has
 not opened it.
- To Resend a Message: Open the Sent Items folder. Double-click the
 message, click the Other Actions button in the Actions group on the Ribbon,
 and select Resend This Message. Enter new recipients in the message
 window and click Send.
- To Save a Message as a Draft: Click the Save button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- To Move an Item to a Different Folder: Select the item, click the Move
 to Folder button and select the destination folder.
 Or, click and drag the item to a different folder in the Navigation Pane.

- To Create a Distribution List: Click the New button arrow on the Standard toolbar and select Distribution List. Click Select Members in the Members group on the Ribbon, select a name in the list, click the Members button and repeat for each name to be added. Click OK, then click Save & Close in the Actions group.
- To Create a Signature: Select Tools from the menu bar and select
 Options. Click the Mail Format tab, click the Signatures button, and create the new signature.
- To Change a Message's Options: In the message window, click the
 Options tab on the Ribbon and click the More Options Dialog Box
 Launcher. Here you can specify: the level of importance or sensitivity of the
 message; if you want to add voting buttons to the message; where replies
 should be sent to; if you want a read receipt; and if you want to encrypt the
 message or delay its delivery.
- . To Use the Rules Wizard:
- **1.** Make sure that you're in the **Inbox**.
- Click Tools on the menu bar, select Rules and Alerts, and click the New Rule button.
- **3.** Select the type of rule you want to create and click **Next**.
- Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
- **5.** Specify the criteria—a person's name, a keyword, etc.—and click **OK**.
- 6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
- 7. Click Finish to complete the rule and click OK.

Calendar

The Standard Toolbar



- To View the Calendar: Click the Calendar button in the Navigation Pane.
- To Change Views: Click View on the menu bar and select the desired view.
 Or, click one of the Day, Week, or Month view buttons.
- To Schedule an Appointment: Click the New button or press <Ctrl>
 + <N>.
- To Schedule a Recurring Appointment: Click Actions on the menu bar and select New Recurring Appointment from the menu.
- To Schedule a Meeting Request: Click the New button arrow on the Standard toolbar and select Meeting Request.
- To Schedule an All Day Event: Click Actions on the menu bar and select New All Day Event from the menu.
- To Plan a Tentative Meeting: Click Actions on the menu bar and select Plan a Meeting from the menu.
- To Reschedule an Item: Double-click the meeting, appointment, or event, make your changes and click the Save & Close button in the Actions group on the Ribbon.

Contacts

- To View Your Contacts: Click the Contacts button in the Navigation Pane.
- To Create a New Contact: Click the New button on the Standard toolbar.
- To Edit a Contact: Double-click the contact.
- To Find a Contact: Type words to search for in the Search Contacts box.
- To Delete a Contact: Select the contact and press the <Delete> key.
- To Change Views: Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks and To-Do Items

- To View Your Tasks: Click the Tasks button in the Navigation Pane.
- To Create a New Task: Click the New of New button, press < Ctrl> + <N>, or type a new task in the text box at the top of the window or in the "Type a new task" box in the To-Do Bar.
- To Complete a Task: In Simple List view, check the task's □ check box.
- To Delete a Task: Select the task and press the <Delete> key.
- To Create a Recurring Task: Double-click the task and click the Recurrence button in the Options group on the Ribbon.
- To Assign a Task: Double-click the task, click the Assign Task button in the Manage Task group on the Ribbon, enter the person's name in the To box, and click Send.

