

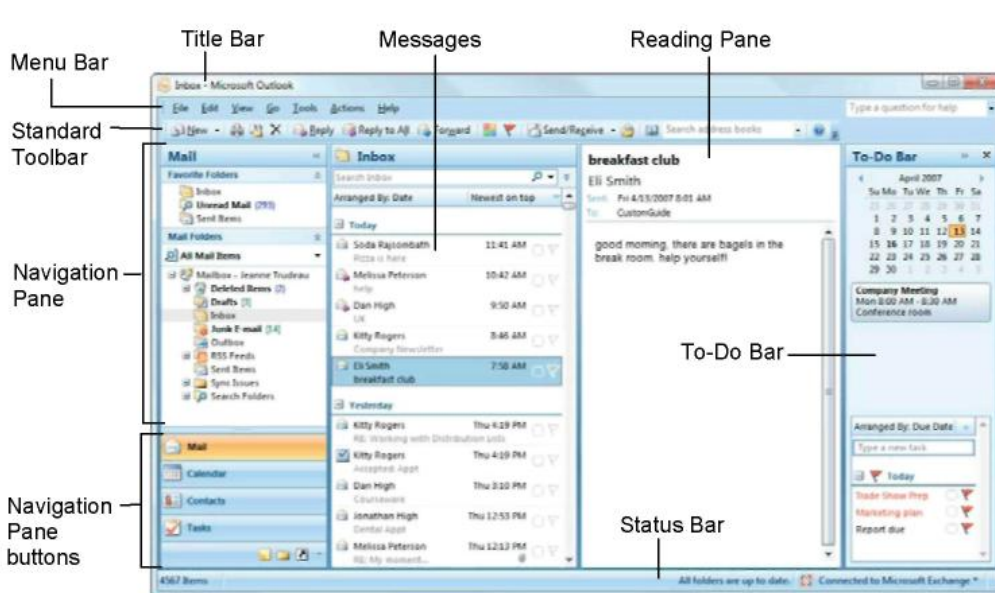


Microsoft®

Outlook 2007

Quick Reference Card

Outlook 2007 Screen Navigation Pane



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



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



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

Messages: Basic Tasks

To Access the Inbox: Click the **Mail** button in the Navigation Pane.

➤ **To Check for New Messages:** Click the **Send/Receive** button on the Standard toolbar, or press <F9>.

➤ **Message Indicators:**

- been read. Message has not
- Message has been read. Message has been read.
- the message. File is attached to
- Message has high or low importance. 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 **Cc** button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
4. Enter the subject of the message in the **Subject** box.
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:** 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.

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

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

Keyboard Shortcuts

Save	<Ctrl> + <S>
Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<F7>
Check for Mail	<F9>
Save, Close, and Send	<Alt> + <S>
Reply	<Ctrl> + <R>
Reply to All	<Alt> + <L>
Address Book	<Ctrl> + <Shift> +
Help	<F1>
Switch Between Applications	<Alt> + <Tab>
New Item	<Ctrl> + <N>



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 **V** 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** 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:** Make sure that you're in the **Inbox**.
- Click **Tools** on the menu bar, select **Rules and Alerts**, and click the **New Rule** button.
- 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. Specify the criteria—a person's name, a keyword, etc.—and click **OK**. 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. Click **Finish** to complete the rule and click **OK**.

- **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.
- **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** 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**.

Calendar Contacts



- **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.