

## **WHAT IS OUTLOOK?**

We already know that it's an **email program**, but in addition, it's a **calendar** where you can keep track of **schedules and meetings**.

We can keep track of the people we know and all the information about them.

There is also a **"Task List"**, that helps us keep track of tasks we need to accomplish and it even allows us to set due dates and reminders.

And, there is a place to keep general **"Notes."**

It's an email client, a calendar, a contact manager and a task list.

Outlook is an all in one package with everything in one place. This allows its modules interact with each other.

## **EXPLORE USER INTERFACE**

The **"Toolbar"** is **"Context Sensitive."** Meaning, if you choose "Calendar", it changes the **toolbar** to match.

The screen is divided into **"Panels"**. The "Navigation Panel" is on the left side. It can be "minimized" to reduce clutter.

You can do many of the same things with the navigation pane minimized. Use the icon that looks like two left arrows to minimize the navigation pane. To maximize the pane use the corresponding button and it will be back to normal.

The **"TO DO BAR"** is located on the far right. By default it's minimized. Just click on the double arrows to maximize it.

This will now give you a quick overview of your calendar, any upcoming appointments or meeting for that day, and your task list.

## **THE RIBBON**

The ribbon is a fancy name for a context sensitive toolbar. It will change depending on what type object you are working on or what you are doing.

*It's been designed to give you quick access to the things you do commonly. The most common things are on the larger buttons.*

*The ribbon is broken down into multiple tabs like the "**Message Tab**", or the "**Insert Tab**". So, if you wanted to insert a picture and you do not see a button for it, just click on the insert tab, and then you'll find an option or button to insert a picture.*

*All the things you can do on a particular "**Tab**" are broken down into "**Groups**". Also look for "**Down Arrows**" which mean there is more that you can do in that area.*

***Example:** When creating email, under follow up, clicking the down arrow gives you more options like flag it for another day, flag it for recipients, or to set a reminder.*

*In the bottom right corner of each group is a button that will let you bring up the options for that particular group.*

## **CALENDAR VIEW**

*To view you calendar, click the calendar icon.*

*Next you can choose a couple of ways to view the calendar, Day, Week, or Month.*

*You can also choose to view work week only. If you click on day view, it automatically goes to Sunday. Then you must click on the day wanted from the navigational pane.*

*In the Monthly view, it can get really cluttered if you have a lot of appointments. So, you have options to cut down on the amount of detail. Choose Low, Medium or High detail buttons.*

*There are four different types of entries you can make in a calendar.*

**Appointments** - Time set aside to work on things.

**Meeting** – Similar to appointment but maybe there are other people involved, or a conference room needs to be booked with a projector etc.

**Events** – Things you want to track but you do not want to block out your calendar. Like a flight to Japan. You'll accomplish other things this day, so, you'll just set it as an all day event.

**Tasks** – Things you really want to get done. You can set start and stop dates on them along with reminders.

## **FLAGGING**

*You can flag a message for follow up by you or other recipients and set reminders. Be careful because others may not use the flagging system in the same way.*

## **CONFIGURE BUSINESS CARDS**

*From the contact section, use the "Business Card" button to set up options like background picture or color and fonts.*

## **POLLING WITH OUTLOOK 2007**

*You can create a poll, send them out with voting buttons and then track the results.*

*Click "New", then click on the "Option Tab", then click "Use Voting Buttons", and pick the type poll you want.*

*Your results will come back via email message. You can also track the results by clicking on "Sent Items", look for the message you sent out with the poll attached. When you located the message, double click on it. You will see a new group in the ribbon called show. Click on tracking and you'll see the results from the poll.*

## **TRACKING MESSAGES**

*Click on the "Options Tab", then put a check mark in the box to receive email notification when your email has been delivered and when it was read.*

*Note: First, the person needs to be using an email program that understands read and delivery receipts. Second, they have a choice as to whether or not they choose to respond.*

*You can also track your email that was sent to multiple recipients by going into "SENT ITEMS", and then clicking on "Tracking" in the "Show Group."*