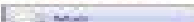


Outlook® 2007 Mail

Displaying the Inbox and Other Mail Folders

In the Navigation Pane, [Click]  or press <Ctrl>+N.

To show the Inbox, [Click] .

Hiding/Displaying the Navigation Pane

- To show/hide the pane: Choose **VIEW, MESSAGE BAR, & TASKPANE, MESSAGE BAR**, or **OFF**, or press <Alt>+F to toggle between the three modes.
- To temporarily maximize: [Click] Navigation Pane when minimized.
- To show/hide sections: [Click]  or .
- To add/remove buttons or change the order: [Click]  at the bottom of the Navigation Pane and select an option.

Hiding/Displaying the To-Do Bar

- Choose **VIEW, TO-DO BAR, & TASKPANE, MESSAGE BAR**, or **OFF**, or press <Alt>+D to toggle between the modes.
- To temporarily maximize: [Click] TO-DO BAR.
- To change what is displayed: [Click] **VIEW, TO-DO BAR, & OPTIONS**.

Creating and Sending a Message

1. [Click]  on the toolbar.
An **UNSENT - MESSAGE** window opens.
2. In the TO or CC text boxes, type the names of the addressees using the format specified within your organization. If you want to send to an Internet address, type the full address (e.g., info@news.com). Outlook remembers names you have used before and lists the Suggested Names feature to complete these names as you begin to type them.
Or, to select names from the address book:
 - a. On the MESSAGE tab, [Click] ADDRESS BOOK .
 - b. On the ADDRESS BOOK drop-down list to select a & Recent Address Book.
 - c. Select the names. You can <Ctrl>+ [Click] to select multiple names.
 - d. [Click] the TO, CC, or BCC buttons as required.
 - e. [Click] OK.
3. If any names are not understood, [Click]  **CHECK NAMES** on the MESSAGE tab or press <Ctrl>+U to validate them.
4. Type the subject and the message itself.
5. To attach a file to a message:
 - a. On the MESSAGE tab, [Click] ATTACH FILE .
 - b. Select the file(s) to insert and [Click] INSERT.
6. [Click] .

Sending a Message with High or Low Importance

On the MESSAGE tab, [Click] the  or  button. To revert to normal importance, [Click] the button again.

Requesting a Read or Delivery Receipt

1. In the message window, [Click] the OPTIMIZED tab.
2. Select **REQUEST A DELIVERY RECEIPT** or **REQUEST A READ RECEIPT**, or both.

Restricting Forwarding, Printing, Copying

To prevent a recipient of an email message from forwarding, printing, or copying the message, [Click]  **RESTRICT FORWARDING**, select **DO NOT FORWARD**.

You and the recipient may be prompted to install Windows Rights Management software and configure a certificate to enable this feature.

Delaying the Delivery of a Message

1. In the message window, [Click] the OPTIMIZED tab.
2. [Click] **DELAY DELIVERY** .
3. Change the **DO NOT DELIVER BEFORE** date and time. You can type words like tomorrow or next week, or use the down arrow to select a date from the calendar.
4. [Click] OK.

Drafting a Message

If you are not ready to send a message, you can draft it and save it in a special folder.

1. Create the message.
2. Instead of sending the message:
 - a. [Click]  on the Quick Access Toolbar.
 - b. Close the message window. The message is automatically placed in a folder called Drafts.
3. When you are ready to send the message:
 - a. [Click] on the DRAFTS folder in the Navigation Pane.
 - b. Double-click on the message to open it .
 - c. Edit the message as needed, then [Click] .

Reading Messages

An easy way to read messages in the Inbox is to use the Reading Pane.

1. If the Reading Pane is not already open, choose **VIEW, READING PANE, & BOTTOM, YES**. You can change the size of the pane by dragging the bar dividing the Reading Pane and the list of emails.
2. To read a message, [Click] on it. The contents of the message appear in the Reading Pane.
3. To preview an attachment:
 - a. [Click] the attachment in the Reading pane. [Click] PREVIEW FILE if necessary.
 - b. [Click]  **Preview** to return to the message.
4. To read an attachment:
 - a. [Double-Click] on the attachment name. When prompted, [Click] OK. If you have the required program for reading the file, Windows opens the program and displays the attachment.
 - b. When you have finished reading the attachment, close the program window to return to Outlook.

Using Desktop Alerts

Whenever a new email arrives, Outlook displays a Desktop Alert over top of the application that is currently being used. The Desktop Alert is a box which appears in the bottom right of the screen. It provides a brief summary of the email, and the ability to quickly open, flag, or delete the email.

- To open, [Click] on the email message.
- To delete, [Click] .
- To flag, [Click] .

Deleting Messages

1. Select the messages you want to delete.
2. [Click]  on the toolbar. The messages are moved to the Deleted Items folder.

Emptying the Deleted Items Folder

1. [Right-Click] on the DELETED ITEMS folder in MAIL, FOLDERS, or FOLDERS TOOLS.
2. Select **EMPTY "DELETED ITEMS" FOLDER**, then [Click] YES.

Saving an Attachment

1. View the message that contains the attachment(s).
2. [Right-Click] on an individual attachment and choose **SAVE AS**. To select multiple attachments: [Right-Click] and choose **SELECT ALL** or press <Ctrl> while selecting files.
3. Select the folder in which you want to save the attachment and [Click] OK or SAVE.

Removing an Attachment

1. Open the message with the attachment.
2. [Right-Click] on the attachment, select **REMOVE**.

Replying to a Message

1. Select the message.
2. [Click]  to reply to the sender only, or  to reply to all addressees.
3. Complete the message, then [Click] .

Forwarding a Message

1. Select the message.
2. [Click]  on the toolbar.
3. Complete the message, then [Click] .

Printing a Message

1. Select or open the message.
2. Select **FILE, PRINT**. The PRINT dialog box opens.
2. Make any necessary changes and [Click] OK.
You can also print a message to the default printer by clicking  on the toolbar.

Keyboard Shortcuts

From anywhere in Outlook, press a:

Mail message	Ctrl+Shift+M
Distribution list	Ctrl+Shift+L
Folder	Ctrl+Shift+F
Search all address books	F11
Go to the search box	Ctrl+Ctrl+E
Go to a folder	Ctrl+Y
Show Inbox	Ctrl+Shift+I
Flag for follow up	Ctrl+Shift+S
Add a Quick Flag (message list only)	Insert key
Reply to a message	Ctrl+R
Reply to all	Ctrl+Shift+R
Forward a message	Ctrl+F

When forwarding or sending a message, press <Ctrl> to show keyboard shortcuts for related items.

Selecting Multiple Messages

Several consecutive messages	[Click] on the first message and <Shift>+[Click] on the last message.
Several nonconsecutive messages	[Click] on the first message and <Ctrl>+[Click] on additional ones.

Quick Reference Guide For Outlook 2007

Rosina Ehmann



Quick Reference Guide For Outlook 2007:

Microsoft Outlook 2007 Mail Quick Reference Guide Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2007 Topics include Displaying the Inbox and Other Mail Folders Hiding Displaying the Navigation Pane Hiding Displaying the To Do Bar Creating and Sending a Message Sending a Message with High or Low Importance Restricting Forwarding Printing or Copying Requesting a Read or Delivery Receipt Delaying the Delivery of a Message Drafting a Message Reading Messages Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Grouping Autosignatures Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages between Folders Finding Mail Messages Using the Rules Wizard Using the Out of Office Assistant Creating a Contact from a Message and Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Microsoft Outlook 2007 E-mail System ,2007

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Table of Contents Quick Reference Guide For Outlook 2007

1. Understanding the eBook Quick Reference Guide For Outlook 2007
 - The Rise of Digital Reading Quick Reference Guide For Outlook 2007
 - Advantages of eBooks Over Traditional Books
2. Identifying Quick Reference Guide For Outlook 2007
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Quick Reference Guide For Outlook 2007
 - User-Friendly Interface
4. Exploring eBook Recommendations from Quick Reference Guide For Outlook 2007
 - Personalized Recommendations

- Quick Reference Guide For Outlook 2007 User Reviews and Ratings
- Quick Reference Guide For Outlook 2007 and Bestseller Lists
- 5. Accessing Quick Reference Guide For Outlook 2007 Free and Paid eBooks
 - Quick Reference Guide For Outlook 2007 Public Domain eBooks
 - Quick Reference Guide For Outlook 2007 eBook Subscription Services
 - Quick Reference Guide For Outlook 2007 Budget-Friendly Options
- 6. Navigating Quick Reference Guide For Outlook 2007 eBook Formats
 - ePub, PDF, MOBI, and More
 - Quick Reference Guide For Outlook 2007 Compatibility with Devices
 - Quick Reference Guide For Outlook 2007 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Quick Reference Guide For Outlook 2007
 - Highlighting and Note-Taking Quick Reference Guide For Outlook 2007
 - Interactive Elements Quick Reference Guide For Outlook 2007
- 8. Staying Engaged with Quick Reference Guide For Outlook 2007
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Quick Reference Guide For Outlook 2007
- 9. Balancing eBooks and Physical Books Quick Reference Guide For Outlook 2007
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Quick Reference Guide For Outlook 2007
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Quick Reference Guide For Outlook 2007
 - Setting Reading Goals Quick Reference Guide For Outlook 2007
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Quick Reference Guide For Outlook 2007
 - Fact-Checking eBook Content of Quick Reference Guide For Outlook 2007

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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