




# 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 & FOLDERS, 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 & FOLDERS, MESSAGE BAR**, or **OFF**, or press <Alt>+F 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

- [Click]  on the toolbar.  
An **UNSENT - MESSAGE** window opens.
- 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](mailto: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: .
  - On the MESSAGE tab, [Click] ADDRESS BOOK to display the address book.
  - Use the ADDRESS BOOK drop-down list to select a default address book.
  - Select the names. You can <Ctrl>+ [Click] to select multiple names.
  - [Click] the TO, CC, or BCC buttons as required.
  - [Click] OK.
- If any names are not understood, [Click]  **CHECK NAMES** on the MESSAGE tab or press <Ctrl>+N to validate them.
- Type the subject and the message itself.
- To attach a file to a message:
  - On the MESSAGE tab, [Click] ATTACH FILE .
  - Select the file(s) to insert and [Click] INSERT.
- [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

- In the message window, [Click] the OPTIMIZED tab.
- 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

- In the message window, [Click] the OPTIMIZED tab.
- [Click] **DELAY DELIVERY** .
- 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.
- [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.

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

### Reading Messages

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

- If the Reading Pane is not already open, choose **VIEW, READING PANE & OFFICE** or **OFFICE**. You can change the size of the pane by dragging the bar dividing the Reading Pane and the list of emails.
- To read a message, [Click] on it. The contents of the message appear in the Reading Pane.
- To preview an attachment:
  - [Click] the attachment in the Reading pane. [Click] PREVIEW FILE if necessary.
  - [Click]  **Preview** to return to the message.
- To read an attachment:
  - [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.
  - 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

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

## Emptying the Deleted Items Folder

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

### Saving an Attachment

- View the message that contains the attachment(s).
- [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.
- Select the folder in which you want to save the attachment and [Click] OK or SAVE.

### Removing an Attachment

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

### Replying to a Message

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

### Forwarding a Message

- Select the message.
- [Click]  on the toolbar.
- Complete the message, then [Click] .

### Printing a Message

- Select or open the message.
- Select **FILE, PRINT**. The PRINT dialog box opens.
- 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	
Find	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

**What's New in Outlook 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card)** Beezix, Inc Staff, 2008-10-09 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2007 Also includes a command reference showing Outlook 2003 commands and their 2007 equivalents Topics include The Ribbon Controlling the Navigation Pane Mail Previewing an Attachment Viewing Next Previous Message in a Single Email Using the Out of Office Assistant Adding an Electronic Business Card to an Email Calendar Showing Full or Work Week Meeting Change Notifications Overlaying Multiple Calendars Viewing To Do Items in the Calendar Changing Detail Level in Month View Scheduling Assistant Sending a Calendar Snapshot by Email Receiving a Calendar Snapshot Publishing Your Calendar to Office Online Sharing a Published Calendar Restricting Access to Free Busy Information Tasks Tasks To Do Items The To Do Bar Putting Items in the To Do List Simplified Steps for Sharing Calendar Contacts Tasks Notes Responding to a Sharing Request Changing Sharing Permissions Color Coded Categories Assigning Items to Categories Using Instant Search Using Search Queries Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

**Microsoft Outlook 2007 with Exchange Server** Nevada Learning Series Inc, 2007 **Microsoft Outlook 2007 Contacts, Tasks, Calendar Quick Reference Guide** Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use calendar contacts and tasks features of Microsoft Office Outlook 2007 Topics include Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Repeating Appointments or Meetings Creating and Scheduling a Meeting Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating and Using Group Schedules Printing the Calendar Hiding Displaying

Tasks Contacts Creating Editing Contacts Sending a Mail Message to a Contact Searching for Contacts Merging Contacts with Word Viewing Mail Related to a Contact Tasks Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Assigning an Item to a Category Sorting on Categories Sharing Calendar Contacts Tasks or Notes Using Another Person's Calendar Contacts Tasks or Notes Folder and The Reading Pane 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      Outlook 2007 on Your Side User Manual E. N. I. Editions, ENI Publishing, France, 2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application's working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook      **Pp/Office 2007/Vista** BarCharts, Inc., 2008-06-18 Forget huge manuals or expensive computer training these reference guides give you just what you need to know without the fluff      *Microsoft Office Outlook 2007 Step by Step* Joan Lambert, Joyce Cox, 2007-01-03 Experience learning made easy and quickly teach yourself how to manage your communications with Outlook 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Send e mail schedule meetings and organize tasks for easy follow up Manage your inbox with rules folders and search filters Share your calendar with anyone via e mail or on the Web Manage RSS feeds and newsgroups without leaving your inbox Learn ways to block spam and protect your sensitive messages Personalize the way Outlook 2007 looks and works Your all in one learning experience includes Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eReference plus other resources on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook      *Office 2007 All-in-One Desk Reference For Dummies* Peter Weverka, 2011-03-01 Revised and updated to cover changes to all of Office's applications and productivity tools Offers beyond the basics coverage of Office word processing spreadsheets presentations e mail databases and desktop publishing Covers Word Excel Access PowerPoint Outlook Publisher productivity tools such as Microsoft OneNote and SharePoint Thoroughly updated to cover the new Office interface as well as new features in each application      *Outlook 2007 All-in-One Desk Reference For Dummies* Jennifer Fulton, Karen S. Fredricks, 2011-02-23 Nine minibooks spanning more than 800 pages make this an indispensable guide for Outlook power users Covers the new Outlook interface and features and offers detailed coverage of Outlook tools techniques and tricks

Minibooks include Outlook basics e mail RSS and news personal information management managing and controlling information collaboration functional forms VBA programming managing business information and maintenance management and troubleshooting Office has more than 120 million users worldwide 90 percent of the business productivity software market and most of these users look to Outlook for e mail calendaring and personal information management

**Administrator's Guide to Microsoft Office 2007 Servers** J. Peter Bruzzese, Ronald Barrett, 2007-12-20 Explore the features the installation and the configuration of these seven new servers and gain a conceptual understanding of how your users will be working with them Forms Server 2007 Groove Server 2007 Communications Server 2007 PerformancePoint Server 2007 Project Portfolio Server 2007 Project Server 2007 SharePoint Server 2007 for Search Along with the release of Windows Vista and the revamped suite of Office 2007 products Microsoft has released a line up of new servers Exchange Server 2007 and SharePoint Server 2007 are two of the major players but there are also seven additional Office 2007 Servers of which you may not be aware that can add productivity to your environment in a variety of ways Each of the seven servers is unique and requires distinct assessment to determine if your company can benefit from any given server This book provides you with the knowledge you need to determine the use of each server the prerequisites and procedures of server installation the post installation configuration options so you can set it and forget it and finally a look at the client side applications that interact with the new servers Detailed information on how to Install each of the seven Office 2007 Servers including both standalone and server farm installation Handle post installation configuration options for each of the seven Office 2007 Servers Create InfoPath forms to post to your InfoPath Forms Server Work with the Groove client once your Groove Servers are in place Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server Understand Business Intelligence BI in order to manage your company's future through PerformancePoint Server Improve your ability to search for content through your SharePoint Server for Search J Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets New Horizons and ONLC com Over the past ten years Peter has worked for with Goldman Sachs CommVault Systems and Microsoft to name a few He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education In the past he specialized in Active Directory and Exchange instruction as well as certification training Peter is a contributor to Redmond Magazine WindowsITPro magazine and several tech sites and a speaker for the MCP TechMentor Conferences Ronald Barrett is the director of information technology for an accounting and financial services firm while also serving as chairman for the Technology Executive Committee for CPAmerica a national CPA network consisting of 15 000 professionals [AutoCAD 2007 For Dummies](#) David Byrnes, Mark Middlebrook, 2011-04-22 AutoCAD 2007 is a premiere computer aided designing program that lets you organize the objects you draw their properties and their files It also helps

you create great looking models But it s not always easy to figure out how to perform these functions and many users end up missing out on AutoCAD s full potential AutoCAD 2007 For Dummies will show you how to perform these tasks and more This hands on guide lets you discover how to navigate around all the complications and start creating cool drawings in no time Soon you ll have the tools you need to use DWG set up drawings add text and work with lines as well as Draw a base plate with rectangles and circles Organize a successful template Zoom and pan with glass and hand Use the AutoCAD design center Navigate through your 3 D drawing projects Plot layout lineweights and colors Design block definitions Slice and dice your drawings to create new designs Create a Web format using AutoCAD This book also features suggestions and tips on how to touch up your creations as well as ways to swap drawing data with other people and programs Written in a friendly straightforward tone that doesn t try to overwhelm you AutoCAD 2007 For Dummies shows you the fun and easy way to draw precise 2 D and 3 D drawings

*Visio 2007 For Dummies* John Paul Mueller,Debbie Walkowski,2011-02-09 Reveal your inner business artist with Visio Turn your ideas into diagrams and drawings with Visio s stencils and templates If you have an idea you want to get down on electronic paper Visio 2007 is for you and so is this book They re both flexible and user friendly Here s how to use Visio to capture ideas from simple to intricate update data in a drawing with a single click add and manipulate text work with connectors and more Discover how to Create business engineering software or network diagrams Format an entire drawing using themes Analyze what if scenarios with PivotDiagrams Produce layered multipage drawings Save drawings to publish on the Web

**Quicken 2007 For Dummies** Stephen L. Nelson,2006-11-29 Stephen Nelson s previous For Dummies guides to Quicken have sold more than 900 000 copies Quicken has more than 16 million active users and 75 percent of the personal finance software market Shows people how to get their finances under control quickly and easily using Quicken Covers online banking and bill paying tracking credit cards managing loans maximizing investments calculating interest preparing payroll setting up accounts creating reports and more Completely updated to cover the latest features and enhancements in the new version of Quicken Published in conjunction with the release of Quicken X

*Microsoft Office 2007 for Windows* Steve Schwartz,2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table

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Microsoft Office Publisher 2007 Step by Step Joan Lambert, Joyce Cox, 2007-08-15 For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

**Microsoft Exchange Server 2010 Best Practices** Joel Stidley, Siegfried Jagott, 2010-07-15 Covers Service Pack 1 Apply best practices for administering Exchange Server 2010 and SP1 and optimize your operational efficiency and results This guide captures the field tested solutions real world lessons and candid advice of practitioners across the range of business and technical scenarios and across the IT life cycle Gain expert insights on what works where to make tradeoffs and how to implement the best decisions for your organization Discover how to Apply scenario based guidance for planning and deployment Prepare Active Directory R and the server environment Validate requirements and understand configuration tradeoffs Learn best ways to manage users mailboxes and permissions Optimize message routing and security Design and implement Unified Messaging and federated delegation Define your archiving and compliance strategy Build high availability into your backup and recovery plan Monitor and tune performance Apply proven troubleshooting tactics Companion Web content features Checklists planning worksheets and other job aids Quick Reference Guide to best practices including recommended configurations Fast reference card for using Windows PowerShell TM

**Office and SharePoint 2007 User's Guide** Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can

achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment *Office and SharePoint 2010 User's Guide* Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment **Core Curriculum for Maternal-Newborn Nursing E-Book** AWHONN,2015-05-12 NEW Focus on patient safety draws attention to developing competencies related to safe nursing practice NEW Content on medication safety including high alert medications emphasizes critical drug information that must be considered to provide safe patient care UPDATED Extensively revised case studies and review questions reflect the realities of practice and provide testing for certification examinations with realistic patient scenarios EXPANDED Updated content throughout gives you the most current practice guidelines to promote quality care

## Embracing the Melody of Appearance: An Psychological Symphony within **Quick Reference Guide For Outlook 2007**

In a world taken by screens and the ceaseless chatter of fast communication, the melodic elegance and emotional symphony created by the published word usually diminish into the back ground, eclipsed by the persistent sound and distractions that permeate our lives. Nevertheless, nestled within the pages of **Quick Reference Guide For Outlook 2007** a marvelous fictional value brimming with natural feelings, lies an immersive symphony waiting to be embraced. Constructed by a wonderful composer of language, this fascinating masterpiece conducts readers on an emotional journey, well unraveling the hidden songs and profound impact resonating within each carefully constructed phrase. Within the depths of this poignant analysis, we shall examine the book is central harmonies, analyze its enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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