

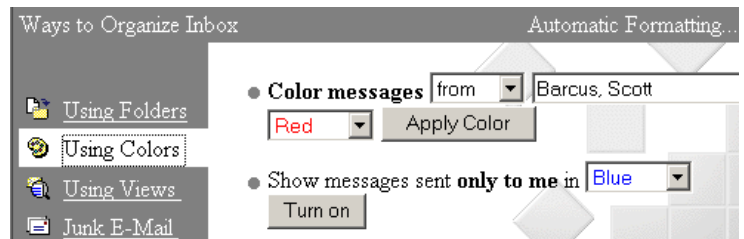
Outlook: Overview of v.2007

Toolbars

1. Customizing the toolbar
 - a. Click on **View**, go to **Toolbars**, and click on **Customize**
 - b. To get rid of any tool on the toolbar, click on the tool and drag it below the toolbar; let go and the tool will disappear
 - c. To reorder tools on the Toolbar, click and drag them to desired location
 - d. Click on **Toolbars** tab on **Customize** window and select desired toolbars to appear
 - e. Click on **Commands** tab; click on a **Category** and the available commands will appear. To activate a Command, click and drag it to the desired place on the toolbar
2. Customizing Views of opening window:
 - a. Click on **View** and select
 1. **Arrange by**: to change how emails are displayed
 2. **Current View**: to activate preview and how emails are organized
 3. **To-do Bar**: change how the far right column is displayed
3. Customize Quick Access Toolbar on Message windows
 - a. Click down-arrow just to right of **Quick Access Toolbar** and select tools to be displayed

Messages

1. **Color coding** incoming emails
 - a. Click on **Tools** and go to **Organize**
 - b. Select **Using Colors**
 - c. In **Inbox** click on email from desired person to color code
 - d. Click on **Red** and select desired color
 - e. Click on **Apply Color**
 - f. To color code messages sent only to you (*not to you as a part of a distribution list*) select a color and click **Turn on**
2. **Flags**: used to identify emails requiring attention; flagging creates a to-do item that reminds of follow-up
 - a. Click on email; click on red **Flag** on toolbar
 - b. Select desired flag, depending on when attention needs to be given
 - c. Select **Add Reminder**, enter date and time for reminder to appear as pop-up
3. **Sorting**; used to sort list of emails
 - a. Click on column header and emails will alphabetically sort (*i.e., From, Subject*) or date/time (*i.e., Received*)
 - b. Click again on header and list will resort in reverse
4. **Contacts**: used to keep info re: person; to include in Distribution List
 - a. Creating a Contact from email
 - i. Right-click on email address in **From:** on message; click on **Add to Outlook Contacts**
 - ii. Add/enter desired information on Contact window; click **Save & Close**
 - b. Creating a Contact
 - i. Click down-arrow next to **New**; select **Contact**



- ii. Enter all desired information; click **Save & Close**
- c. Viewing Contact list: click on **Go** and select **Contacts**

5. Distribution Lists:

- a. Creating Distribution Lists: click down-arrow next to **New**; click on **Distribution List**
 - i. Give list a unique name (*short, sweet, easy to remember; it will be name entered on new messages that will access this distribution list*)
 - ii. To select members from BSD or Contacts, click on **Select Members** icon in Ribbon
 - iii. Enter desired name of BSD members to add to distribution list, when appropriately highlighted, press **Enter**; name will show on **Members** line; keep entering names
 - iv. To select names from Contacts, click on **Global Address List** (*under **Address Book***) and select **Contacts**
 - v. List of Contacts appears; double click on desired contact and name will appear on **Members** line; continue double clicking on Contacts to be added to this distribution list
 - vi. Click **Save & Close**; distribution list will appear in list of Contacts; double click on distribution list to edit
- b. Using Distribution Lists:
 - i. Open a new email
 - ii. Where emails are addressed, enter the “unique name” given a distribution list and press **Enter**; distribution list will appear
 - iii. To manually select a distribution list, click the **To...** or **CC...** click on **Global Address List** and select **Contacts**; double-click on desired distribution list
- c. Sharing a Distribution List:
 - i. Open New Message; open Contacts (*arrange windows so both are visible*)
 - ii. Click and drag distribution list to the new message; it will become an attachment
 - iii. When receiving a email with a distribution list, open email: open **Contacts**; click and drag attached distribution and drop into Contacts; it is now available for use

Calendar

1. Click on Calendar on the Outlook Shortcut Bar
2. Calendar Options; click on Tools, select Options;
 - a. Click on **Calendar Options**
 - b. Select desired **work week** and **options**; click **OK** and click **OK**
3. Create new appointment, meeting or event
4. Color Coding
5. Multiple Calendars and printing

Tasks

Notes

Using web version