

The Courseware Shop

Introduction to Outlook 2007

One Day Course

for evaluation only

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MICROSOFT OUTLOOK 2007 INTRODUCTION

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MODULE 1: OUTLOOK ESSENTIALS

Objectives:

At the completion of this lesson you will be able to:

- Get Started with Outlook
 - Get Help
 - Print Documents
 - End an Outlook Session
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Topics

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FOREWORD

This is an introductory course and it is therefore assumed that the student or delegate is new to Outlook. It is for this reason that the new features are not listed exhaustively in the opening chapters of a course aimed at beginners. This is especially relevant with Office. There are many new features in Outlook and many new features that are more general to the Office 'super application' or suites.

For this reason, the new Outlook features are stored in two appendixes (A and B) at the end of this course, together with an overview of the new features in Word in Appendix C. Delegates who are taking this course as a refresher may like to turn to them now. Although most of the new features can be found in the appendixes it is not a complete catalogue and delegates wishing to delve deeper into the subject ought to sit an Outlook Upgrade course.

GETTING STARTED

Microsoft Outlook is a software program that helps you manage your messages, your time, and your documents. Every day you have a variety of appointments and tasks, you send and receive messages, you open and close documents, you make notes, you call your colleagues and contacts, and you manage your files. Outlook integrates all these features into one program with one database. Outlook is most effective when used on a *network*, that is, when it is used with two or more computers that are physically connected.

With Outlook, you can record simple and complex appointments and resolve conflicting appointments. You can keep a list of tasks, somewhat like the to do list you might have on your desk, record information about business and personal contacts, review who you phoned and when, store notes and reminders to yourself, plan events for the entire year, and even track birthdays and anniversaries.

METHOD

To start Outlook and log in:

1. Log in to the network.
2. On your desktop, double-click the Outlook icon.
3. If necessary, in the Profile or Mail dialog box, in the appropriate text box, type your user ID.
4. In the Password text box, type your password.
5. Choose OK.

EXERCISE

In the following exercise, you will start Outlook and log in.

1. Follow your instructor's directions to start your computer and log in to the network
2. Double-click the Outlook icon
3. If necessary, in the Mailbox text box, type your user ID as provided by your instructor
4. In the Password text box, type your password as provided by your instructor
5. Choose OK

You may be prompted for network or E-Mail profile information.

The Outlook window appears.

EXPLORING THE OUTLOOK WINDOW

The Outlook window, as illustrated in Figure 1-2, appears at start up. The window opens in its non-maximized view displaying the Inbox. The window contains a title bar, menu bar, and status bar common to other Microsoft application windows. The toolbar contains context sensitive tools.

The Navigation pane (previously called the Outlook Bar) is a screen element that contains *shortcuts* to the folders, where you store your information. You use the shortcuts, which store the folder location, just as you would use shortcuts on your desktop. You click a shortcut to access the information in your Inbox, your Calendar, your contact list, your task list, your Journal, and your notes. For example, when you click the Inbox shortcut, a list of the messages you received appears in the *reading pane*, that area of the Outlook window that displays the data for whatever folder is active. Group buttons at the top and the bottom of the Outlook Bar give you access to additional shortcuts to your remaining mail folders and to your file management folders. The To Do Bar is a new addition for 2007 and shows a preview of your outlook calendar and lists your up and coming tasks.

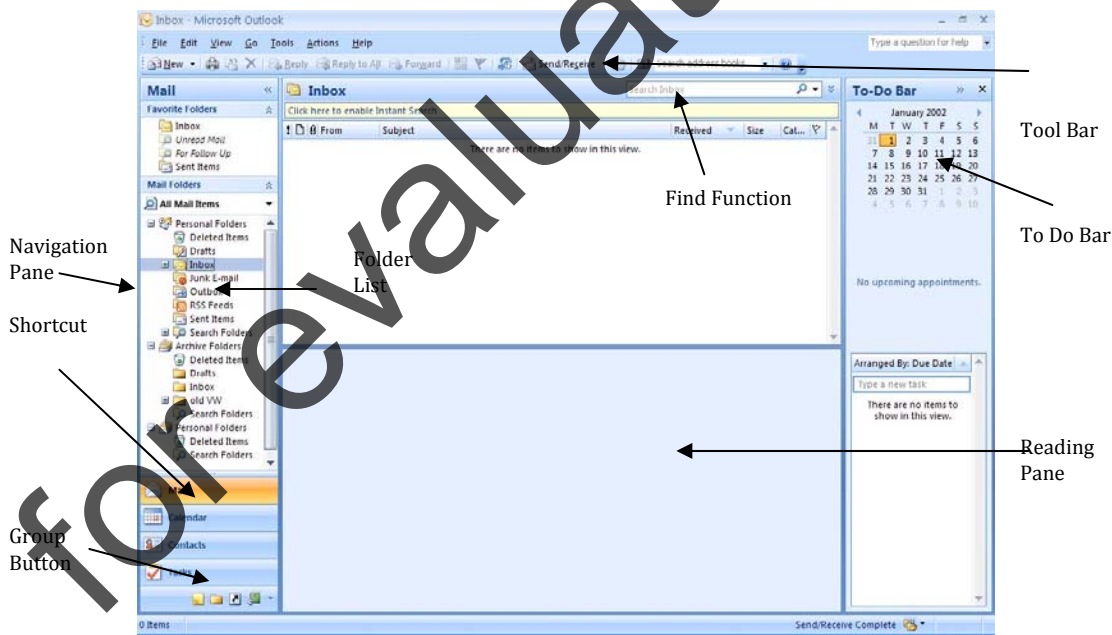


Figure 1-1: *The Components of the Outlook Window*