Microsoft Outlook 2007 Tip Sheet

**Standard Toolbar:** buttons will change as you switch between Mail, Calendar, Contacts, etc.

**Zantaz EAS Archive Toolbar:** buttons will change as you switch between Mail, Calendar, Contacts, etc.

**Navigation Pane:** e-mail organized in folders. Right-click a folder to move, rename, create a new folder, etc.

**Section Buttons:** used to navigate to various sections of Outlook: Mail, Calendar, Contacts, etc.

**Configure Buttons:** click here to reposition and add/delete Section buttons or to customize the Navigation Pane.

**Reading Pane:** (Used to be called Preview Pane) Displays text of the selected message. Go to View-Reading Pane to show on bottom of screen or to turn off. To resize the Reading Pane, drag the border with the mouse.

**Arranged By:** Messages are grouped or arranged by a field. (Here they are arranged by conversation). By default they are arranged by Date. Go to View-Arrange by...Show in Groups to turn this feature on or off. Click on the grey bar labeled “Arranged By:...” to arrange the e-mails by another field.

**To-Do Bar:** Displays a calendar with the next 3 events and all the tasks.

**Follow-up Flag:** Click to mark item as follow-up and display with a red flag. All flagged items appear in the To-Do Bar as a task. Right-click on flag to change the due date, clear the flag, etc. Click on a red flag to complete it.

**Color Categories:** Click to categorize this item. If a single click does not color code the item then click on the Categorize button and set the Quick Click. You can also right-click to customize the color.

The ribbon is used when creating new email, appts, tasks, contacts. The Quick Access toolbar shows at the top with five buttons on it. You can add more by clicking on the drop-down arrow. The file menu has been replaced with the MS Office button. In a new mail, there are 4 Command Tabs: Message, Insert, Options, & format Text. You can double-click a tab to show/hide the ribbon. Each tab is then divided into groups (i.e. the message tab has 6 groups). You can still get to dialog boxes by clicking on the small arrow on the bottom-right of each group!
Creating a Distribution List

1. Click on File – New – Distribution List…
2. Type the name of your distribution list
3. To add members from your address book, click on Select Members… Choose a person from the list and click Members -> OR to add members that are not in your address book, click on Add Members…type in their display name and email address
4. Click OK and Save and Close

Searching Messages

1. Click in the Search Inbox and type the info. you are looking for.
2. Press Enter or click on the magnifying glass to perform the search.
   - If you are using the VDT environment than it is recommended to use the search button on the archive toolbar instead of the method described above
   - The Search button on the archive toolbar will search all messages in the mailbox and in the archive that are more than 1 day old.

Creating Appointment/Meeting

1. Click on the Calendar in the Navigation Pane
2. Click on New Appointment button
3. Type in the appropriate information.
4. Click Save and Close or Send.
   - Use the buttons on the ribbon to set options for this appointment/meeting.
   - Click on the Invite Attendees button on the ribbon to create a meeting and invite others.
   - Click on the Scheduling Assistant button on the ribbon to check invitee’s availability.
   - To select another time that is good for all attendees & rooms, select another time under Suggested Times.

Archiving Mail (using Zantaz EAS Archive Server)

- Any messages over 1 MB will automatically archive after 7 days and a “stubbed” message will remain in the mailbox. Any message under 1 MB will automatically archive after 30 days and a “stubbed” message will remain in the mailbox.
- All messages will be removed from the mailbox after 180 days (including all stubbed messages) but will be available to restore from the archive.

Setting Up Out Of Office Message

1. Click on Tools – Out of Office Assistant…
2. Select the I am currently Out of Office option
3. Click inside the text box and write the message that you want to send while you are away.
4. When you return to the office and start Outlook, a box will pop up asking if you want to turn off the Out of Office Assistant, select Yes.
5. The Out of Office Assistant can also be turned on/off in Outlook Web Access.