

Outlook 2007

Features of Outlook 2007

Most of us are aware of Outlook as an email program provided by Microsoft. But apart from the email utility you can also schedule your meetings in calendars, maintain contact details and keep track of tasks. You can also make your own notes. The combination of all these features together and the interaction between them make Microsoft Outlook powerful.

Let us take a quick tour of Outlook 2007.

Mail stores incoming and outgoing e-mail in different folders. You can create your own folders and organize your mail. Outlook lets you search for messages and sort them to suit your need. It also provides an additional facility of previewing your email attachments without having to open them completely to avoid any virus threat.

Calendar stores all your appointments, meetings, and events and allows you to view them in daily, weekly or monthly format. Calendar also displays the Daily Tasks in the same view.

Contacts records all the details like name, address, telephone number, mobile number, e-mail addresses, web pages and so on. This makes it easy to keep track of the information about the people you know.

Tasks maintain all the jobs that you need to do. Tasks could be divided into To-Do List and Tasks. To-Do List are quick notes about things to be done whereas tasks are more detailed with particulars like task start date, due date, status, percent complete, priority, owner and reminder.

Notes help you make a note of small pieces of information which you need to refer to, such as passwords or addresses etc. Outlook also allows you to post these notes on the Windows desktop if they need to be referenced frequently.

Journal tracks activities related to particular contacts and offers an easy mode to review them. You can log e-mail sent to a specific contact, calls made to the contact, etc.

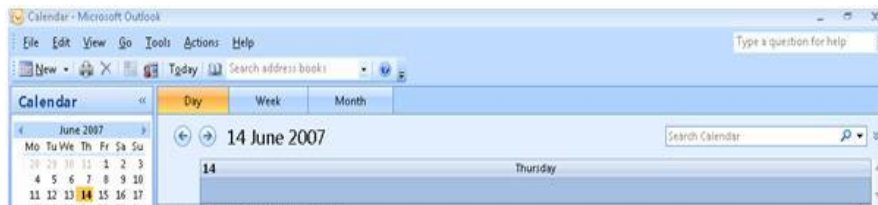
NOTE: Microsoft Outlook 2007 is a part of Office 2007 suite and hence it is designed to work with its sister applications. For example, you can use the addresses in Contacts from Outlook 2007 to create letters in Word 2007 or you can insert a Word document or Excel data in Outlook.

Outlook 2007 Interface

The user interface of Outlook 2007 has a new look. At the top you have the standard menu bar with File, Edit and View menus and just below it you have the standard toolbar. The Standard toolbar is a context sensitive ribbon. This means that the buttons and commands on it change depending upon your selection as you move around in the application. For instance the toolbar would look as shown in image below by default or when you choose the Mail module.



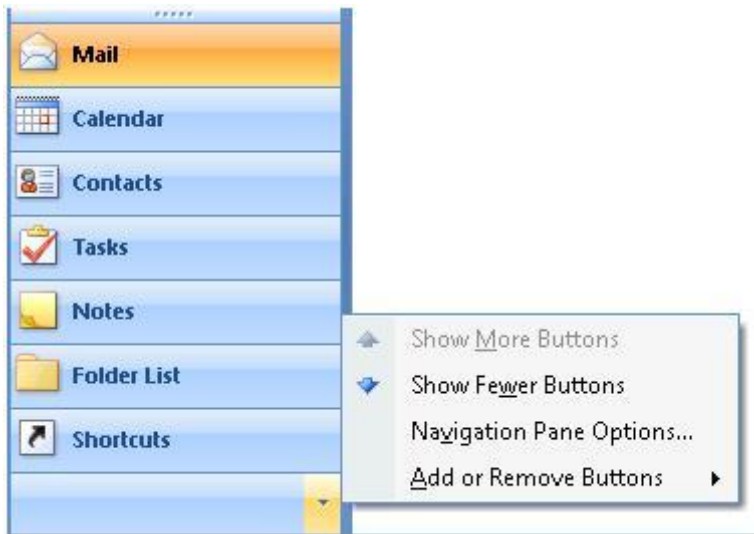
It would look different if you choose the Calendar module, see the image below:



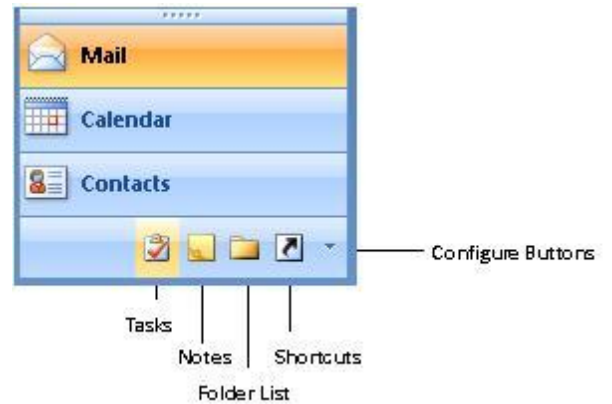
The main window is divided into different panes.

Navigation Pane: This is the leftmost pane in the main window. You can use navigation pane to hop around quickly within the application. This pane is divided into two portions. The upper portion is further divided into various sections depending upon the module selected from the list of categories given in the lower portion. The categories in the lower portion are Mail, Calendar, Contacts, Tasks, Notes, Folder List, Shortcuts and Journals. For example if you choose the module Mail, the top portion of the navigation pane is divided into two sections - Favorite Folders and Mail Folders.

You can navigate to the different parts of the email module by clicking on folders like Inbox, Drafts or Outbox from the Mail Folders section. Similarly the bottom section of the pane can be used to navigate to the other parts of the application by clicking on the categories. You can choose to display or hide the categories displayed in the Navigation pane. Click on the down arrow at the bottom of all the categories in the navigation pane, as shown in the image below to get a menu of options.

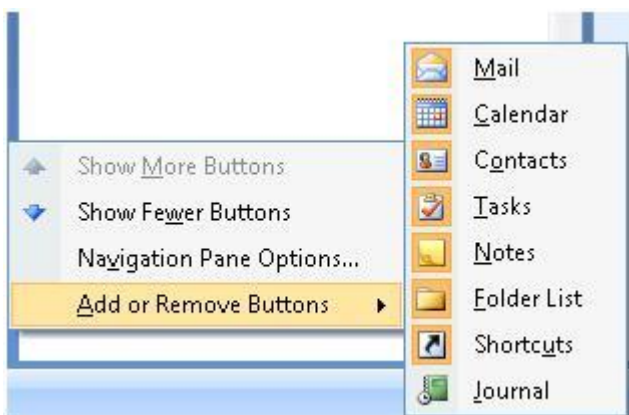
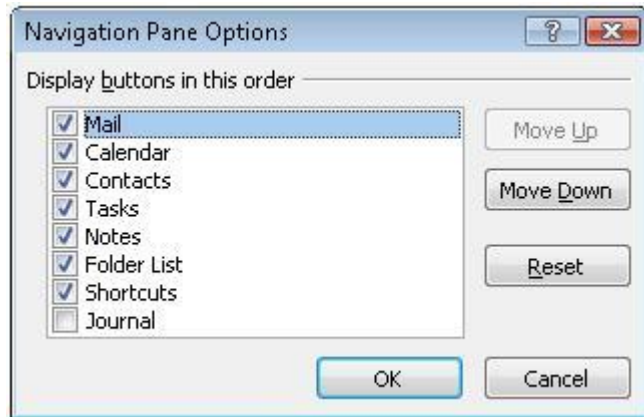


Show More Buttons and **Show Fewer Buttons** allow you to choose the module buttons to be displayed.



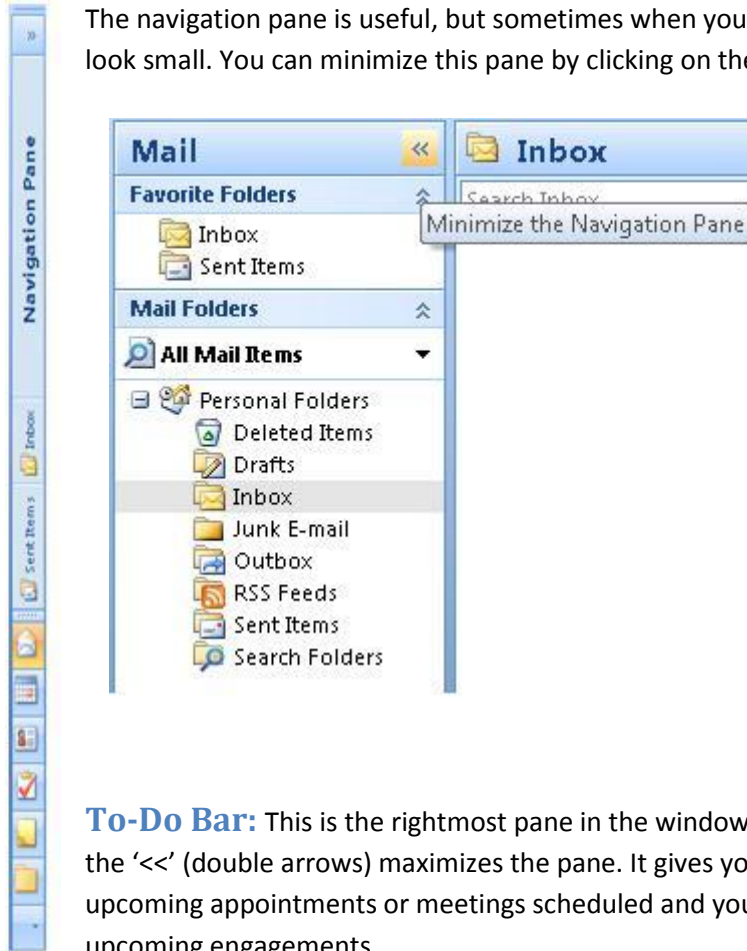
Navigation Pane Options opens this dialog box.

You can choose the order of display of the buttons from this dialog box.



Add or Remove Buttons menu lets you choose the buttons that display on the navigation pane.

The navigation pane is useful, but sometimes when you want to read mail, the main window may look small. You can minimize this pane by clicking on the '<<' (double arrows) as shown below:



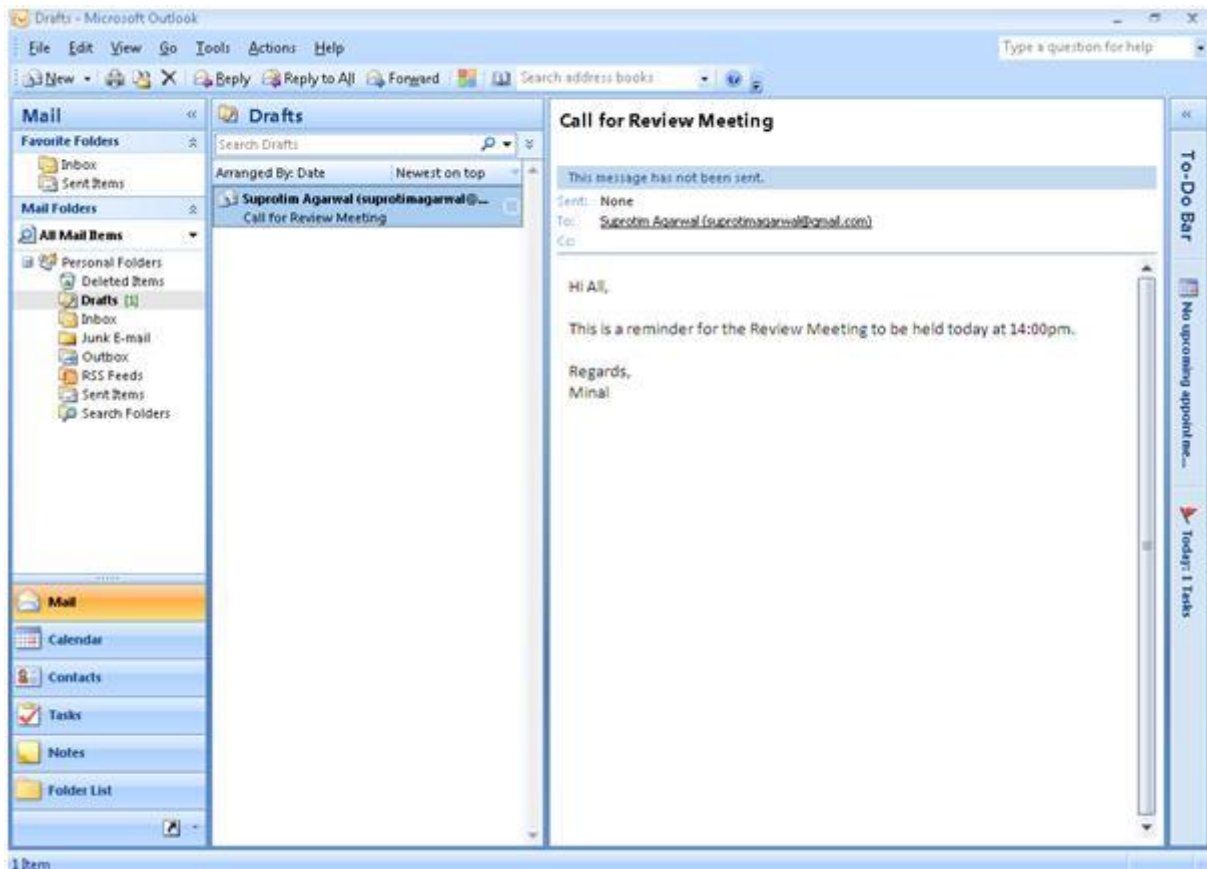
Now you can see the navigation pane is much narrower, but you can still do the same actions that you could do when this pane was expanded. The icons on this pane are visible and as you hover your mouse over them the tooltip shows what that icons represents.

You can maximize the pane in the similar way as you minimized it.

TIP: The Go menu from the menu bar also lets you navigate between various folders.

To-Do Bar: This is the rightmost pane in the window which is already minimized. Clicking on the '<<' (double arrows) maximizes the pane. It gives you a quick summary of your calendar, any upcoming appointments or meetings scheduled and your task list to remind you of your upcoming engagements.

Message List and Reading Pane: This is the middle area in the window where you can view your mail, calendar and notes and so on. The structure of this pane changes depending upon the module selected. For example, if Mail module is chosen, this pane is further divided into two vertical sections, left pane known as Message List displays the contents of the folder chosen in the navigation pane. If Inbox is selected then the Message List displays a list of emails and few lines of information of the mail present in inbox. The right hand side, the Reading pane shows the contents of the mail that you focus on from the inbox (or any folder that is selected in navigation pane). This is depicted in the image below:



You can use the scroll bar of the Reading pane to scroll through the entire e-mail. It is possible to reply, forward, open the attachments and perform similar operations while previewing the mail in the Reading pane. Similarly you can use the scrollbar in the Message list to scroll through the entire list of mail.

NOTE: Opening an e-mail in its own window is different from previewing an e-mail in the Reading pane. While previewing an e-mail you can determine if the mail is a potential virus, and can delete it without causing any harm to your system.

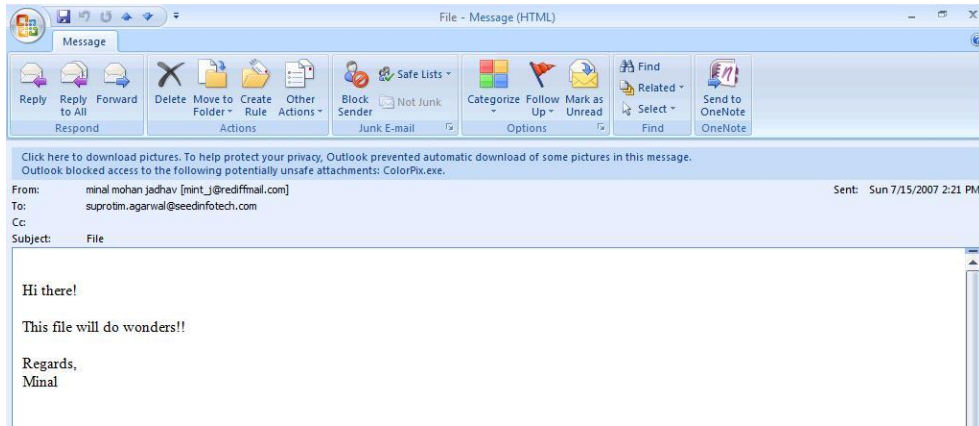
AutoPreview

If the Reading pane is hidden, you can still preview the contents of your e-mail using a feature called AutoPreview. To turn on AutoPreview choose **View menu > AutoPreview**. AutoPreview provides an alternative to using the Reading pane, since it displays first three lines of your mail below the message header in the Message List. This helps you rapidly scan and decide which mail to open.

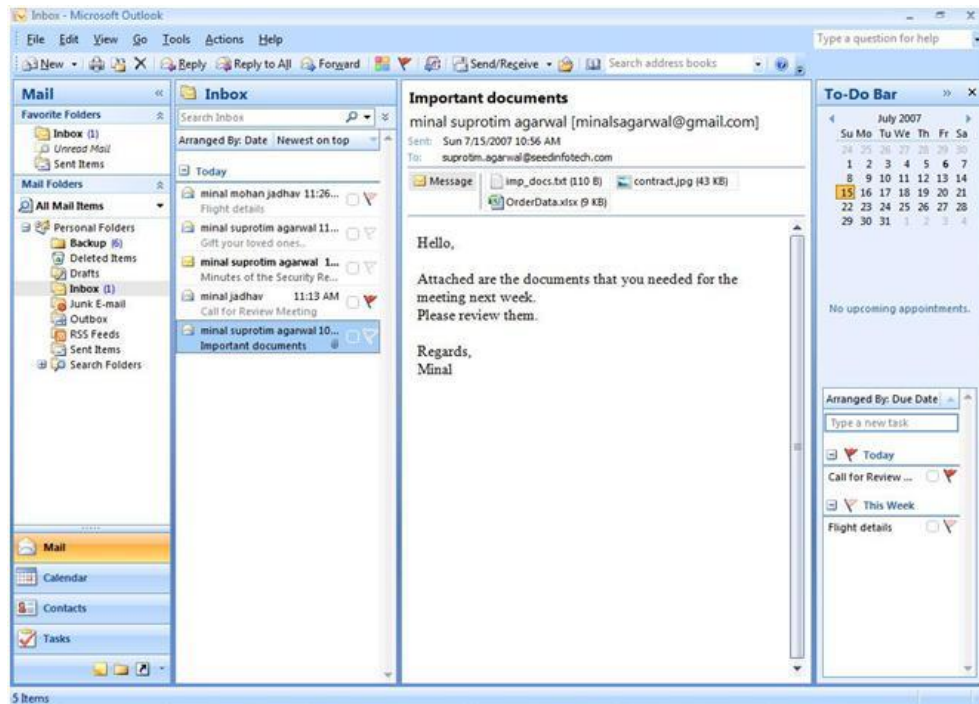
Preview Attachments

Opening attachments can sometimes be unsafe since the attachments may contain ActiveX controls and scripts that may cause problems on your system. One of the ways to avoid this is to preview the attachment instead of opening it. When an attachment is previewed in Outlook, any scripts and macros are automatically restricted so that they don't harm your system. Mail that has attachments shows a small paper clip icon in the Message list. To preview the attachment click on the file name displayed in the attachment section above the mail in the reading pane. If a warning is displayed, click on the

Preview button in the Reading pane to view the contents of the attachment. To switch back to email, click the **Message** button on the Information Bar.



To preview or open the attachment you can right click on the file name attached in the reading pane and choose to preview, open, print, save as, remove, etc.



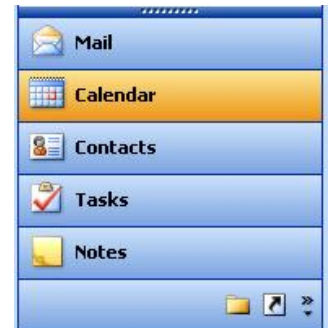
Calendar

The Microsoft Outlook **Calendar** is the calendar and scheduling component of Outlook, and is fully integrated with e-mail, contacts, and other features. You can view a day, week, or month at once.

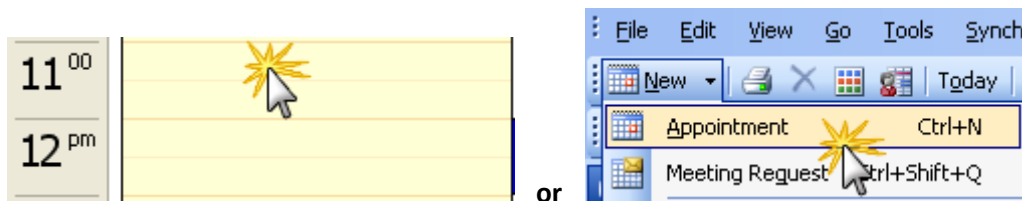
Create appointments and events

Just as you would write in a paper-based organizer, you can click on any time slot in the Outlook **Calendar** and begin typing. New gradient colors makes it easy to quickly see the current day and time. The current time is highlighted with color only in the **Day** and **Work Week** views. You can opt to have a sound or message remind you of appointments, meetings, and events, and you can color items for at-a-glance identification.

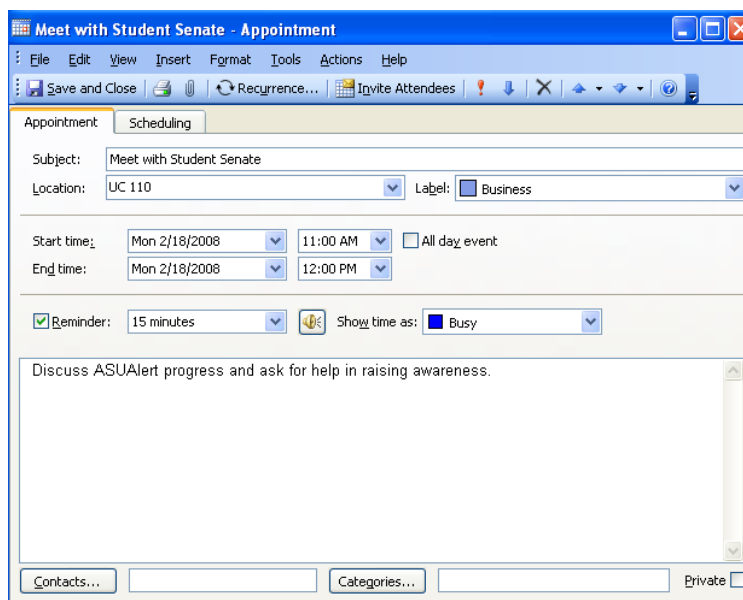
Access the calendar by clicking the Calendar button on the navigation pane, or (CTRL+2):



To create an appointment, double-click on the time slot in which the appointment occurs, or select the New button and choose Appointment from the drop-down:



The appointment window will appear. Enter the subject, location, label color, start and end time, reminder, and description as needed.



If it is a recurring event, then click the Recurrence button to specify how often the appointment recurs.

A dialog box titled "Appointment Recurrence" with a close button (X) in the top right corner. It contains three sections: "Appointment time" with fields for Start (11:00 AM), End (11:30 AM), and Duration (30 minutes); "Recurrence pattern" with radio buttons for Daily, Weekly (selected), Monthly, and Yearly, and checkboxes for days of the week (Monday is checked); and "Range of recurrence" with a Start date (Mon 2/11/2008) and radio buttons for No end date (selected), End after (10 occurrences), and End by (Mon 4/14/2008). At the bottom are buttons for OK, Cancel, and Remove Recurrence.

Once the appointment information is completed, click "Save and Close" to enter it onto your calendar.