



# Microsoft® Outlook™ 2007

with Exchange Server

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## QUICK REFERENCE GUIDE

### Getting to Know Outlook 2007

Outlook is a powerful e-mail, scheduling, and contact management program. Among its new features is the four-pane mail window, which displays the mail folders, Inbox, Reading Pane, and To-Do Bar in one convenient view. Click the buttons in the left-hand Navigation Pane

(e.g. **Mail**, **Calendar**) to move between work areas, and use the context-dependent navigation tools to find the information you need.

The screenshot shows the Outlook 2007 interface with four main panes: Mail, Inbox, Reading Pane, and To-Do Bar. Callouts point to various features:

- Standard toolbar:** Points to the top menu bar (File, Edit, View, Go, Tools, Actions, Help) and the toolbar below it.
- Navigation Pane:** Points to the left-hand pane showing mail folders like 'Inbox', 'Deleted Items', 'Drafts', etc.
- Inbox:** Points to the list of messages in the center pane, including 'Liz Buckingham', 'Frank Thomas', and 'Lori Crover'.
- Reading Pane:** Points to the right-hand pane showing the details of a selected message from 'Judy Smith' with the subject 'RE: December 12 delivery'.
- To-Do Bar:** Points to the bottom-right pane showing a calendar for November 2006 and a list of tasks like 'Lunch and Laam', 'Production Meeting', and 'Strategy Meeting'.
- Status Bar:** Points to the bottom of the window showing '6 Items' and 'Connected to Microsoft Exchange'.

Inbox with a selected message color-coded and flagged for follow-up. See *Using Categories*, page 4, and *Receiving and Managing Mail*, page 5.

Reading Pane with selected Inbox message displayed. See *Receiving and Viewing Mail*, page 5.

Send/Receive and connection status. See *Receiving and Viewing Mail* and *Accessing Your Mail Offline*, page 5.

### Logging On to Your Mail Server

Whenever you start Outlook or go back online after an offline work session (see *Accessing Your Mail Offline*, page 5), you must log on to your mail server to send and receive messages. In the **Connect to** dialog box, type your user name and password, and then click **OK**. A typical Inbox view is shown above.

### Using and Customizing Outlook Today

Outlook Today is an optional start-up pane that displays a summary of your current messages, appointments, and things to do.

**To view Outlook Today at any time:** in the Mail Folders list, click the top-level folder (e.g. Mailbox).

**To automatically display Outlook Today when you start Outlook:** click **Customize Outlook Today ...**. In the **Customize Outlook Today** pane, check the **When starting, go directly to Outlook Today** box . If you prefer to go to your Inbox when you start Outlook, make sure this checkbox is cleared . Click **Save Changes**.

**To customize Outlook Today's appearance:** click **Customize Outlook Today ...**. In the **Customize Outlook Today** pane, change the display options in the **Messages**, **Calendar**, **Tasks**, and **Styles** areas. Click **Save Changes**.

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