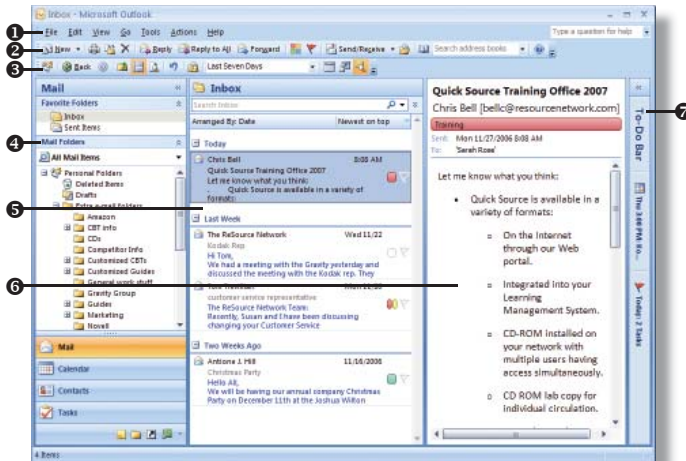




Getting Started

The Outlook 2007 Window



- ① **Menu Bar** – contains all tools for use with Outlook 2007.
- ② **Standard Toolbar** – contains shortcuts for standard Outlook actions and tools.
- ③ **Advanced Toolbar** – contains shortcuts for advanced Outlook actions and tools.
- ④ **Navigation Pane** – contains shortcuts to Outlook folders and sections.
- ⑤ **View Pane** – displays the contents of the selected folder.
- ⑥ **Reading Pane** – displays the contents of the selected e-mail message.
- NEW!** ⑦ **To Do Bar** – displays and arranges tasks.

Using the Navigation Pane

The following features are available in the **Navigation Pane**:

- **Mail** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **Contacts** – contains your contact list where you can store names, e-mail addresses, and other information.
- **Tasks** – the task list where you can create and manage tasks.
- **Notes** – the notes page where you can create and manage notes.
- **Folder List** – displays all folders in a hierarchical format.
- **Shortcuts** – displays Outlook shortcuts.
- **Journal** – the journal page where you can record actions relating to contacts.

*Note: To customize the **Navigation Pane**, click the **Configure buttons** button and select options.*

Creating a New Folder

1. Select **New** from the **File** menu.
2. Select **Folder** from the resulting menu.
3. Enter a name for the folder in the **Name** box.
4. Click the arrow on the **Folder contains** box and select the type of items the folder will contain.
5. Select where you want to place the folder in the **Select where to place the folder** box.
6. Click the **OK** button when you are finished.

Working with Folders

1. Click the **Folder List** button at the bottom of the **Navigation Pane**.
2. Right-click the folder you want to work with and do one of the following:
 - To *move the folder to another location*, select **Move “Folder Name”** from the shortcut menu. Select where you want to move the folder in the **Move the selected folder to the folder** box and click the **OK** button.
 - To *copy the folder*, select **Copy “Folder Name”** from the shortcut menu. Select where you want to copy the folder to in the **Copy the selected folder to the folder** box and click the **OK** button.
 - To *rename the folder*, select **Rename “Folder Name”** from the shortcut menu. Enter a new name for the folder and press the **Enter** key.
 - To *delete the folder*, select **Delete “Folder Name”** from the shortcut menu. Click the **Yes** button to confirm deletion.

Note: You cannot move, delete, or rename default folders.

Adding a Folder to the Favorite Folders Pane

1. Click the **Mail** shortcut in the **Navigation Pane**.
 2. Right-click the folder you want to copy in the **Mail Folders** section.
 3. Select **Add to Favorite Folders** from the shortcut menu.
- Note: To remove a folder from the **Favorite Folders** pane, right-click the folder and select **Remove from Favorite Folders** from the shortcut menu.*

Assigning Color Categories to an Item **NEW!**

1. Select the item you want to assign a color category to.
2. Click the **Categorize** button on the **Standard** toolbar.
3. Select a color category from the resulting menu. *(If it is the first time you have used the color category you will be asked if you want to rename it.)*

Working with Color Categories **NEW!**

1. Click the **Categorize** button on the **Standard** toolbar.
2. Select **All Categories** from the resulting menu.
3. Select options in the **Color Categories** dialog box.
4. Click the **OK** button when you are finished.

Deleting an Item

1. Select the item you want to delete.
2. Click the **Delete** button on the **Standard** toolbar or press **Ctrl + D**.

Retrieving a Deleted Item

1. Select the **Deleted Items** folder in the **Navigation Pane**.
2. Select the item you want to retrieve.
3. Select **Move To Folder** from the **Edit** menu.
4. Select where you want to move the item to in the **Move the selected items to the folder** box.
5. Click the **OK** button.

*Note: To permanently delete the items in the **Deleted Items** folder, select **Empty “Deleted Items” Folder** from the **Tools** menu. Click the **Yes** button to confirm deletion.*