Microsoft Outlook 2007
Quick Reference Guide

Welcome to Microsoft Outlook 2007!

This guide provides information on the basics of Microsoft Outlook 2007 to help you get started.
We hope you find the information in this guide helpful and will keep it handy for future reference.

Automatic Synchronization

Microsoft Outlook 2007 automatically synchronizes your local mailbox with the email server whenever you are connected to the network. This ensures that your local mailbox is kept up-to-date.

Outlook Web Access (OWA)

Microsoft Outlook 2007 enables users to access corporate email over an Internet connection. To log in, launch the browser and go to webmail.illinois.gov. Type in your email address as the User name, and enter your password.

## Getting Started

Logging on using the Outlook client:

1. Click the Outlook icon located on the bottom toolbar of your screen or on your PC's desktop. This will launch Microsoft Outlook.

2. You should see the Navigation Pane, Inbox, and Reading Pane.

   A. Navigation Pane allows easy movement between **Mail**, **Calendar**, **Contacts**, and **Tasks**.

   B. Inbox displays your e-mail. Click the column headings to change how messages are displayed.

   C. Reading Pane enables you to preview messages in your Inbox without opening them. Change the location of the Reading Pane by clicking **View > Reading Pane**.
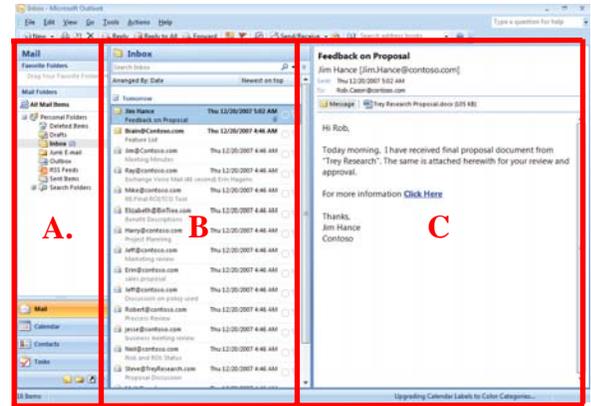
Sending and Receiving Email Messages

Creating an e-mail message:

1. From your **Inbox**, click [New ▾].

2. To select recipient names from the Global Address List or from your Outlook Address Book, click the **To** or **Cc** button, then type the name or select from list. You may also type an email address into the **To** or **Cc** field. Separate names or email addresses with a semicolon or by pressing **[Enter]**.

3. In the **Subject:** box type the subject of the message.

4. In the message body, type the message.

5. Click **Send**.
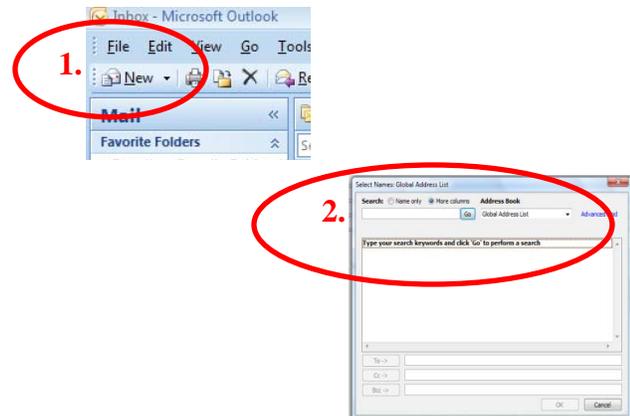
Enabling the Bcc field:

1. To enable the Bcc field in all messages, while in a new message, click the **Options** tab.

2. In the **Fields** group, click **Show Bcc**.

Attaching a file to an e-mail message:

1. While in the message body, click **Attach File** .

2. Select the file that you want to attach, and then click **Insert**.

Reading New Messages:

1. To read a mail message in a separate window, first click the **Inbox** folder shortcut on the **Navigation Pane.**

2. In the message list, double click the message you want to read.

3. To close the message, click the **Close** button in the upper-right corner of the message window.

Opening an attachment

Open an attachment from the message list:
1. In the message list, right-click the message that has the attachment.
2. On the shortcut menu, click View Attachments, and then click the name of the attachment.

Open an attachment from an open message:
1. Open the message that has the attachment.
2. Double-click the attachment.

Saving an attachment

Save a single attachment from a message
1. In the open or previewed message, right-click the attachment that you want to save.
2. On the shortcut menu, click **Save As**.
3. Choose a folder location, and then click **Save**.

Reply to or Forward a message

Reply to the sender
1. When you want to reply only to the sender of an e-mail message, do one of the following:
   - When the message is selected but not opened in its own window, on the **Standard Toolbar**, click **Reply**.
   - When the message is open and its contents are viewable, on the **Message** tab, in the Respond group, click **Reply**.

Forward a message
1. When you want to forward a message, do one of the following:
   - **When the message is selected but not opened in its own window, o**n the Standard toolbar, click **Forward**.
   - **When the message is open**
     On the **Message** tab, in the **Respond** group, click **Forward**.
2. Compose your message.
3. Enter recipient names in the **To** box.
4. Click **Send**.

Printing a Message

Do one of the following:
1. In an open message, click the **Microsoft Office Button** and point to **Print,** then click **Print** in the **Preview and Print** list.
2. Click the message you want to print, and then on the **File** menu, click **Print**.

Follow the steps below to give another person (i.e. executive assistant) access to your Inbox, Calendar, or other folders.

To set a Delegate:
1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **Delegates** tab.
3. Click **Add**.
4. In the **Add Users** dialog box, double-click a person you want to assign as a delegate, and then click **OK**.
5. In the **Delegate Permissions** dialog box, set the permissions for the delegate by using the drop down menus.
6. Select **Automatically send a message to delegate…** to let the delegate know which permissions you granted him/her.
7. Click **OK**. The delegate's name appears in the **Delegate** box.
8. Select the appropriate setting for receiving meeting request notifications according to your needs, and then click **OK**.

Creating a folder:

1. On the **File** menu, point to **New**, and then click **Folder**.
2. In the **Name** box, enter a name for the folder.
3. In the **Folder contains** box, click the type of folder you want to create.
4. In the **Select where to place the folder** list, click the location for the folder.

Moving items to a folder:

1. Select the item you want to move.
2. Drag and drop the item into the desired folder listed in the Navigation Pane.
3. Select the item you want to move.
4. Drag and drop the item into the desired folder listed in the Navigation Pane.

Searching for an item or file:

1. In the **Instant Search** box, type a word or phrase.
   [Additional search options are available from the drop down menu.]
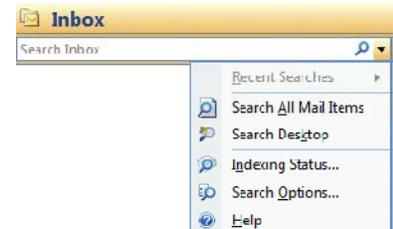
Creating your signature:

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, on the **Mail Format** tab, click **Signatures**.
3. On the **E-mail Signature** tab, click **New**.
4. Type a name for the signature, and then click **OK**.
5. In the **Edit signature** box, type and format the information that you want in your signature.
6. Under **Choose default signature**, in the **E-mail account** box, click an e-mail account to associate with this signature.
7. To include a signature in each message sent from this e-mail account, in the **New messages** box select a signature. If not, select none.
8. To include a signature in message replies and in forwarded messages, in the **Replies/forwards** box, select a signature. If not, select none.
9. Click **OK**, and then in the **Options** dialog box click **OK** again.

Create a task from the File menu:

1. On the **File** menu, point to **New**, and then click **Task**.
2. In the **Subject** box, type a name for the task.
3. On the **Task** tab, in the **Actions** group, click **Save & Close** or continue with the following steps to customize your task.
   a. If you specify a **Start date**, the **Due date** field is automatically set to the same day. You can change the **Due date** field to any date that you want.
   b. If you want to make the task recur, on the **Task tab**, in the Options group, click **Recurrence**.
   c. In the **Task Recurrence** dialog box, click the frequency (**Daily, Weekly, Monthly or Yearly**) with which the task should recur.
      Note: Each time that you mark the task complete, a new task will be created based on your specifications.
   d. Click **OK** to close the **Task Recurrence** dialog box.
4. If you want to add a reminder alert, select the **Reminder** check box, and then enter the date and time for the reminder.
5. You can specify a custom sound to be played with your reminder. **Click** 🔊, click **Browse**, select the sound file to play, click **Open**, and then click **OK**. This changes the reminder sound only for this task.
6. On the **Task** tab, in the **Actions** group, click **Save** and **Close.**

Create a task or a to-do item from an e-mail message:

1. In **Mail**, right-click the flag column for an e-mail message.
2. Choose the due date.
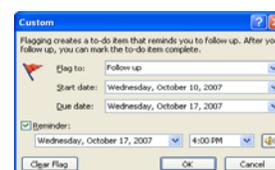
Creating an Appointment

1. On the **File** menu, point to **New**, and then click **Appointment.**
2. In the **Subject** box, type a description.
3. In the **Location** box, type the location.
4. Enter the start and end times.
5. Select any other options that you want.
6. To make the appointment recur, on the **Appointment** tab, in the **Options** group, click **Recurrence** .
7. Click the frequency (**Daily, Weekly, Monthly, Yearly**) with which the appointment recurs, and then select options for the frequency and the range of recurrence.
8. Click **OK**.
9. On the **Appointment** tab, in the **Actions** group, click **Save & Close**.
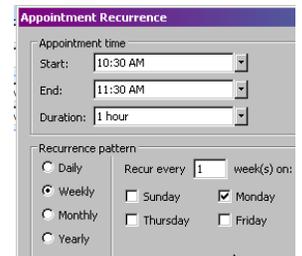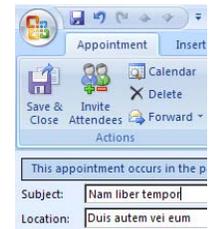
Creating a meeting request:

1. From the Navigation Pane, select the **Calendar** view.
2. Click **New**.
3. Click **Invite Attendees**, and in the **To…** field type the e-mail addresses of the recipients you wish to invite to the meeting.
4. Type information in the **Subject:** and **Location:** fields. Select the **Start Time** and **End Time**.
5. Click **Scheduling Assistant** to view free and busy time for each attendee. Note: You can change the date and/or the time of your meeting at the bottom of the **Scheduling Assistant** tab or by going back to the **Appointment** tab.
6. Click **Send**.

View Multiple Calendars

Open a calendar in a new window
1. In **Calendar,** in the **Navigation Pane**, right-click the name of another calendar that you want to view.
2. Click **Open** in **New Window**.
3. The calendar that you selected opens in a new Outlook window.

Open a calendar in side-by-side view
1. In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.
2. The calendar that you selected opens next to the calendar that is already displayed.
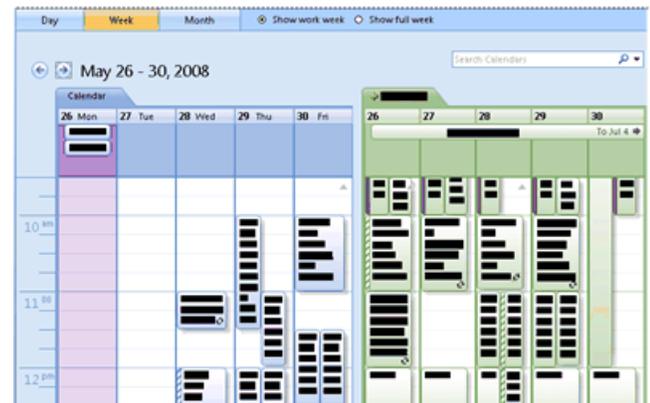
The Contacts folder allows you to store information such as e-mail address and phone number for your contacts.

Creating a contact:

1. From the Navigation Pane, select the **Contacts** folder.
2. Click **New**.
3. Enter the contact information and click **Save and Close**.

Creating a contact from an e-mail message:

1. Open or preview the e-mail message that contains the name that you want to add to your contact list.
2. Right-click the name of the sender who you want to make into a contact, and then click **Add to Outlook Contacts**.
   All company personnel e-mail addresses and phone numbers are available to you by clicking **Tools > Address Book**.

For more information on using Microsoft Office Outlook 2007, please visit http://office.microsoft.com/en-us/outlook