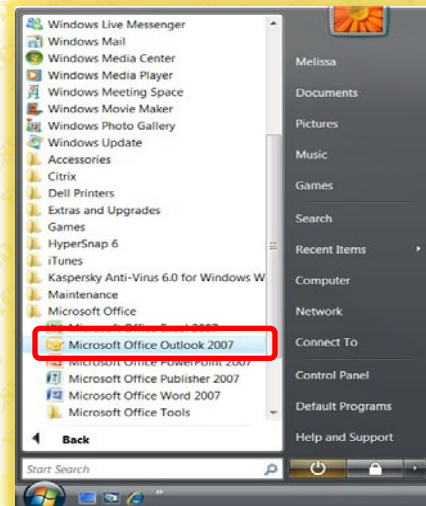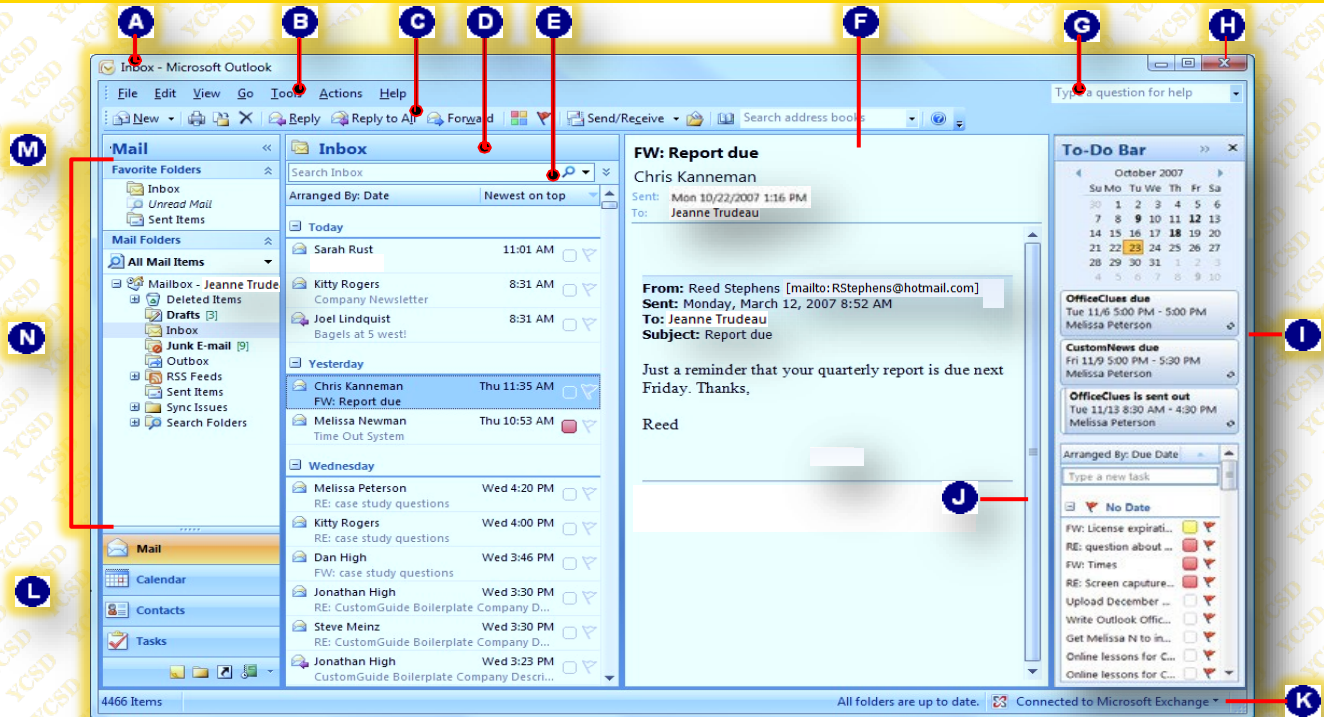# MICROSOFT OUTLOOK

Starting Outlook 2007

- ✓ Click the Windows **Start button**.
- ✓ Click **All Programs**.
- ✓ Click **Microsoft Office**.
- ✓ Select **Microsoft Office Outlook 2007**
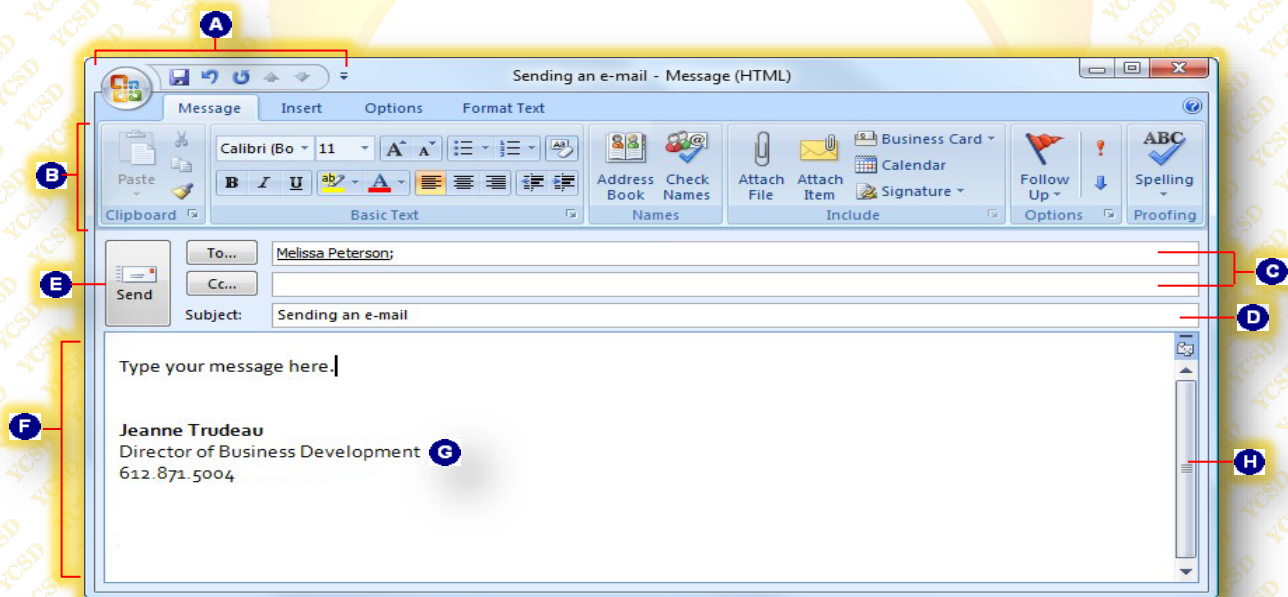
understanding The Outlook 2007 Program Screen

A Title bar	**H** Close button
B Menu bar	**I** To-Do Bar
C Standard toolbar	**J** Scroll bar
D Inbox	**K** Status bar
E Instant Search	**L** Navigation Pane Buttons
F Reading Pane	**M** Navigation Pane
G Help text box	**N** Mail folders

Understanding Items

	Mail Message	Compose a message to be sent by e-mail.
	Appointment	Add an appointment to your calendar.
	Meeting Request	Set up an appointment to which you invite other people or reserve resources such as a conference room.
	Contact	Enter information about a person including their name, company, job title, and e-mail address.
	Distribution List	Crate a collection of contacts that allows you to quickly send mass e-mails.
	Task	Enter to-do items that can be tracked until completion.
	Task Request	Inform someone else of a task you would like them to perform.
	Journal Entry	Keep track of interactions and files that you create—such as e-mails or Word documents—in a timeline view.
	Note	Jot something quickly in a note. Can be sorted using color categories.

Understanding The Message Window

A	**Office Button and Quick Access Toolbar:** The Office Button allows you to see everything you can do to a message. The Quick Access Toolbar contains common commands such as Save and Undo. You can add more commands as well.	**E**	**Send button:** Click this to send the message once you've finished composing it.
B	**Ribbon:** The tabs and groups of commands on the Ribbon replace the menus and toolbars found in the message window in previous versions of Outlook.	**F**	**Message Area:** Type your e-mail message here as you would using a word processor.
C	**Recipients:** Enter the e-mail addresses of the recipients in the To field. Use the CC field to send a copy of the message to recipients who are not directly involved, but might be interested in the message.	**G**	**Signature:** You can create a customized signature that appears on your messages. You can include contact information and even a logo.
D	**Subject line:** Enter a title here so that recipients quickly know the reason for your e-mail.	**H**	**Scroll bar:** Use the scroll bar to view different parts of a long message.

Using the Navigation Pane

Use this button to expand and contract the Navigation Pane.

|		
Mail		Compose, manage, organize, send, and receive messages.
	Inbox	Contains all your recent incoming e-mail messages.
	Unread Mail	Contains all your unread messages.
	Sent Items	Stores copies of messages you have sent.
	Mailbox	Provides a preview of your day; summarizes appointments, tasks, and new e-mail messages.
	Deleted Items	Works like the Windows Recycle Bin; where you can find deleted Outlook items.
	Drafts	Stores draft messages that you haven't yet completed.
	Junk E-mail	Contains messages that Outlook considers spam. You should check this folder periodically to check for incorrectly flagged messages.
	Outbox	Temporarily stores any messages that you've composed that have not been sent.
	RSS Feeds	Allows you to access content that you've subscribed to via RSS feed, such as news and blogs.
	Search Folders	Provides quick access to color categorized messages, messages flagged for follow-up, messages with large attachments, and unread messages.

Calendar	Enables you to view and schedule appointments, events, and meetings.
Contacts	Stores addresses, numbers, e-mail addresses, and other information about people you contact.
Tasks	Allows you to organize and manage to-do items.
Notes	Works like electronic sticky notes; allows you to jot down quick bits of information.
Folder List	Displays all the folders in Microsoft Outlook.
Shortcuts	Contains shortcuts (that you add yourself) to other folders, such as the My Documents folder.
Configure buttons	Allows you to add or remove buttons from the Navigation Pane.
Journal	Records information about items you send or receive and files you create (not shown by default).

Toolbars

New Message — Move message to a new folder — Reply to the sender of the message — Forward the message — Flag the message — Open the Address Book — Find a contact

New — Print — Delete — Reply — Reply to all recipients of the message. — Reply to All — Forward — Categorize the message — Check for new messages and send messages in the Outbox. — Send/Receive — Search address books — Help

Composing and Sending an E-Mail Message

- ✓ **Click the Mail button** in the Navigation Pane. The **mail folders appear** in the Navigation Pane.
- ✓ **Click the New Mail** Message button on the Standard toolbar.
- ✓ Enter the **Recipient's e-mail address** in the **To, Cc and/or Bcc field(s).**
- ✓ Type the **Subject** of the e-mail in the Subject field.
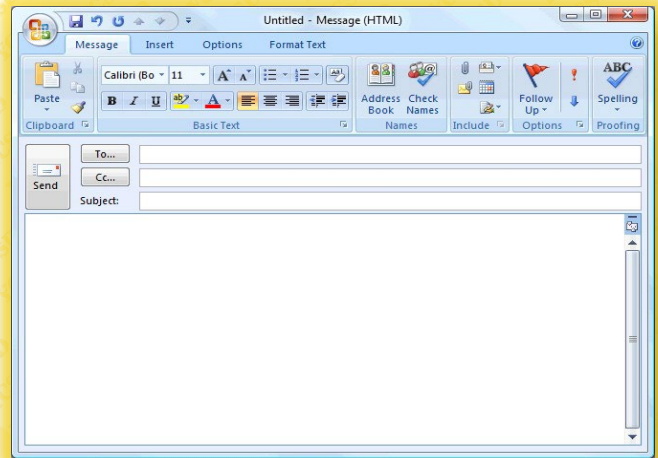
Set Message Priority

- ✓ **Click the Mail button** in the Navigation Pane and click the **New button** on the Standard toolbar.
- ✓ In the Options group of the Message tab, click the **High Importance** or **Low Importance** button.
  - ○ **High Importance:** Inserts a red exclamation point next to the message subject.
  - ○ **Low Importance:** Inserts a blue, downward-pointing arrow next to the message subject.
- ✓ The **Specified priority** has been assigned to the message.

A message sent with High Importance
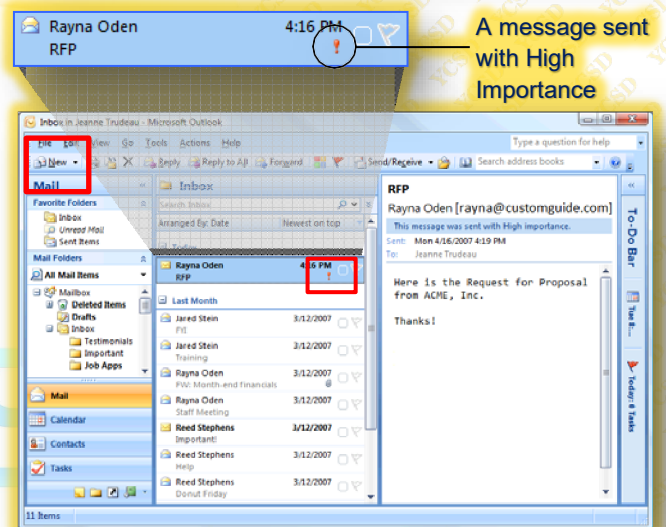
Attach File button

Attaching A File to A Message

- ✓ **Click the Mail button** in the Navigation Pane and click the **New button** on the Standard toolbar.
- ✓ **Click the Insert tab** on the Ribbon and click the **Attach File button** in the Include group.
- ✓ The Insert File dialog box appears.
- ✓ Navigate to and **select the file** you want to insert and **Click Insert.**

Attachment
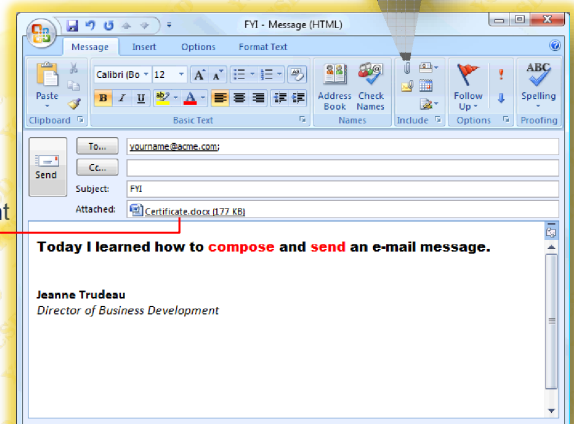
Receiving and Reading E-Mail

Outlook automatically checks for new messages and displays them in your Inbox. But you can manually check for messages anytime.

Retrieve e-mail manually

- ✓ **Click the Mail button** in the Navigation Pane. The Inbox appears.
- ✓ **Click the Send/Receive button** on the Standard toolbar
- ✓ Outlook checks for messages. Any new, unread messages **Appear in bold** and have a **Closed envelope icon** next to them.
- ✓ **Double click** on it to open it.
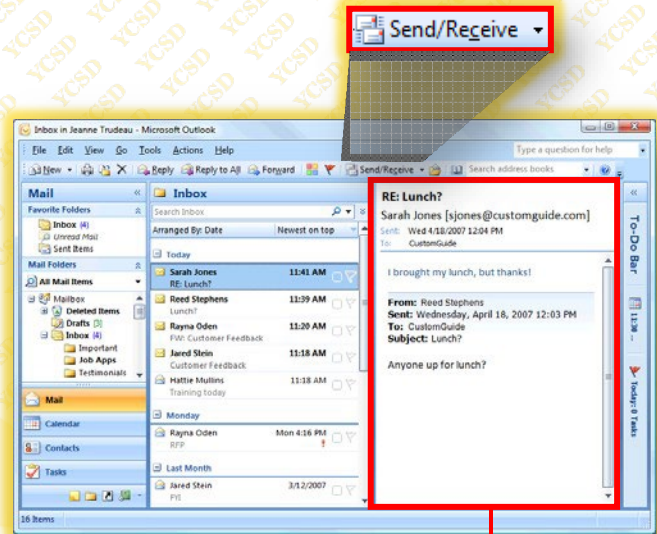
The contents of the selected message appear in the Reading Pane.

Replying to And Forwarding A Message

Reply to a message

Replying to an e-mail is like answering a letter—it acknowledges your receipt of the message and allows you to respond.

- ✓ **Click the Mail button** in the Navigation Pane and **Double-click** the message that you want to reply to. The message opens in its own window.
- ✓ **Click the Reply or Reply to All** button in the Respond group on the Ribbon.
  Reply: Sends your reply to the author of the message only.
  Reply to All: Sends your reply to the author and everyone else who received the message.
- ✓ **Type your reply** and click the **Send button.**

Forward a message

- ✓ **Click the Mail button** in the Navigation Pane and **Double-click** the message that you want to forward. The message opens in its own window.
- ✓ **Click the Forward button** in the Respond group on the Ribbon.

Respond group
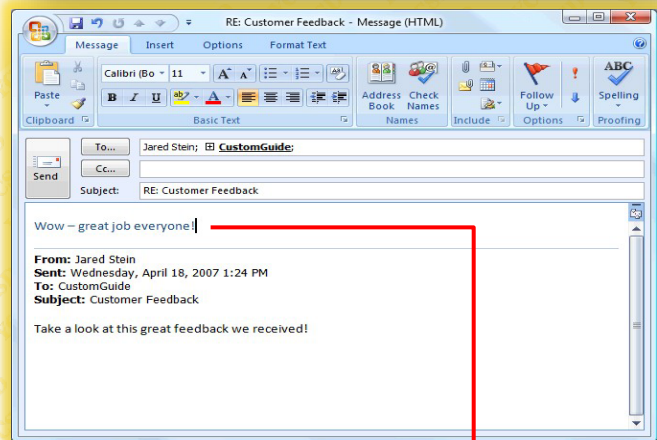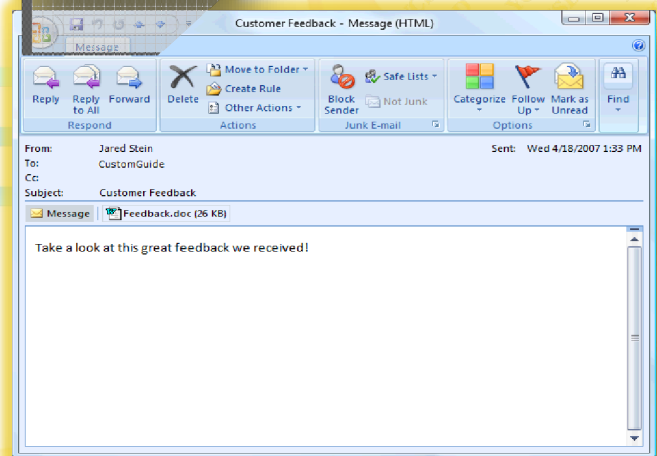
Type your reply here

✓ In the **To field**, enter the e-mail address(es) of the person(s) you want to forward the message to.
✓ Type any comments you wish to add to the message, and click the **Send button**.

Preview an Attachment

A new feature in Outlook 2007, Attachment Preview lets you preview an attachment before you open it.

✓ **Click the Mail button** in the Navigation Pane and select the message containing the attachment. The message is shown in the Reading pane.
✓ **Click the Attachment** that you want to preview, a warning message may appear **click Next.**
✓ **Click Preview** file. The attachment appears in the Previewer.
✓ **Click the Message** button to exit the Previewer.

Open an Attachment

✓ **Double-Click the Attachment** that you want to open. The Opening Mail Attachment dialog box appears, reminding you that you should only open files from a trustworthy source. If you trust the sender of the attachment, continue to the next step.
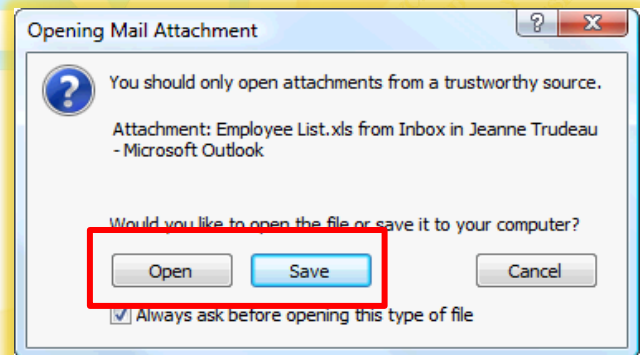✓ **Click Open.**

Save an Attachment

✓ **Double-Click the Attachment** that you want to save. The Opening Mail Attachment dialog box appears.
✓ **Click Save.** The Save As dialog box appears.
✓ **Enter a new name for the file,** if necessary, and specify where you want to save the file.
✓ **Click Save.**

Message Button
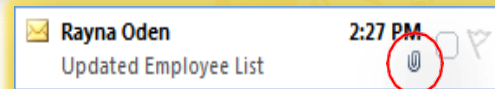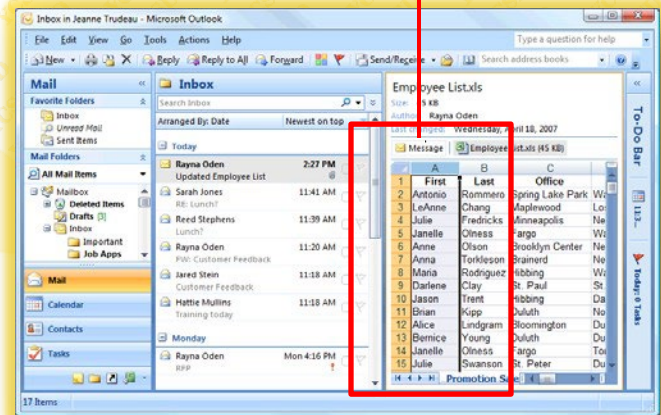
Messages that contain an attachment have a tiny paper clip icon next to them.

Deleting A Message

✓ Click the **Mail button** in the Navigation Pane and select the message you want to delete.
✓ Press the **delete key** form the keyboard.

Welcome In YCSD

For Access Entire Study Materials

For Student

Please Ensure Your Enrollment Verification

ENROLLMENT VERIFICATION

Student Registration No.

Date Of Birth

Check Now

For Franchise

Please Login Via Franchise Id & Password

CENTER LOGIN

User Name

Password

Login

Thank You for Visiting Us

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