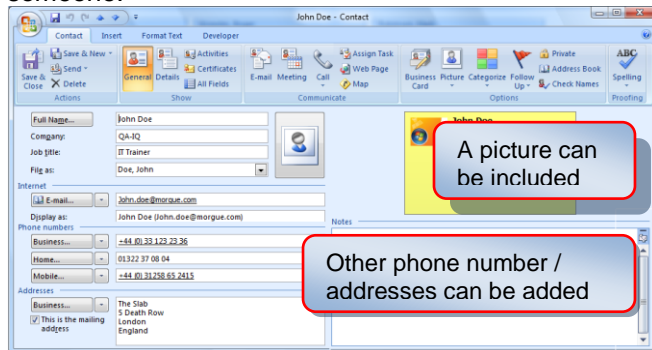


Day-To-Day Contacts

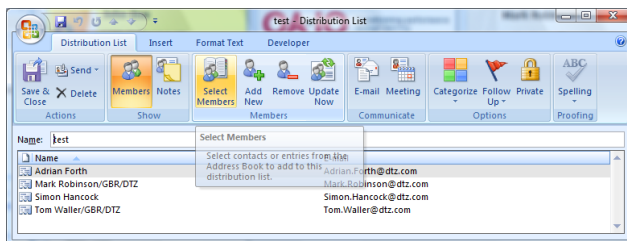
ADDING A CONTACT

Adding a contact is for external people to save email addresses/phone numbers and general details about someone.



CREATING A DISTRIBUTION LIST

Click on the File menu, select New and click on Distribution List. Enter a name and then click Select Members and add from the Address book. You can click Add New and enter internet email addresses.



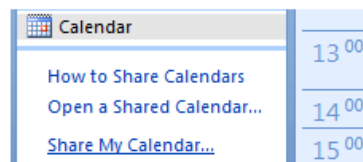
If you use a Distribution List in an email, notice the + symbol appear next to the Distribution List name. Clicking on the + will expand the group to allow you to view individual names.



Other Features

SHARING A CALENDAR OR CONTACT LIST

Both Calendars and Contacts can easily be shared in Outlook 2007. Click Share My Calendar, and add the names who you wish to view your calendar.

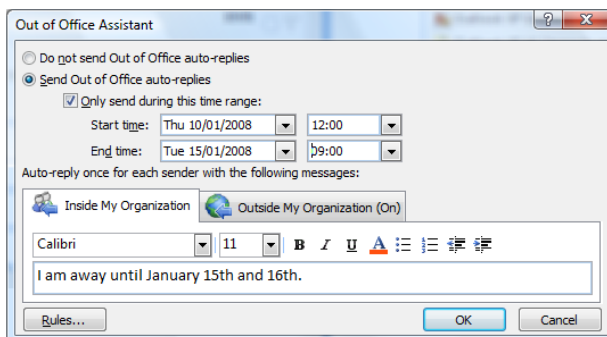


Click Open a Shared Calendar to open someone else's Calendar alongside yours.



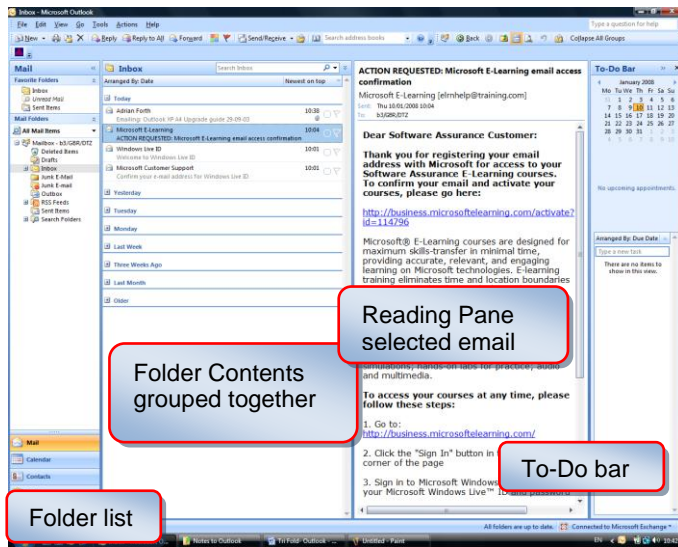
OUT OF OFFICE

Click on Tools menu and Out of Office. You can select specific dates/times and also customise a unique message for external people to receive a different response.



Managing your Views

OUTLOOK SCREEN



Folder List:

This will display your mail folder, calendar contacts etc. Click on each category to see its contents.

Folder Contents:

Your emails are automatically grouped together by date. Notice the Today, Yesterday, Last Week groups as examples. Re-sorting your email by size or sender will alter the group headings accordingly.

Reading Pane:

The position of the Reading Pane can be altered by selecting the View menu, Reading Pane and then your preferred option.

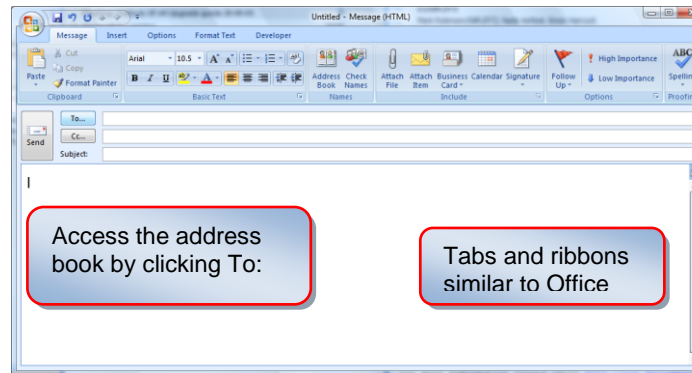
To-Do Bar:

This is a summary of calendar appointments and personal tasks. It can be minimised by dragging the divide bar to the right. It can also be customised by selecting the View menu, To-Do Bar, Options and then the relevant option.

Day-to-Day Email

MESSAGING

New email messages in Outlook will open a window that looks a little like Office 2007, with Tabs and Ribbons.



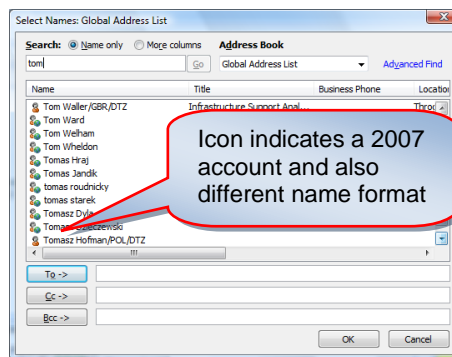
Recipient List:

Either enter a name, select from the history list or click on To or CC which will take you to the Address Book.

Tabs and Ribbons:

The most common features are on the Message tab; however options like BCC, Read Receipt etc. are on the Options tab. The Ribbon buttons will change accordingly each time you click on a tab.

ADDRESS BOOK



Name Format:

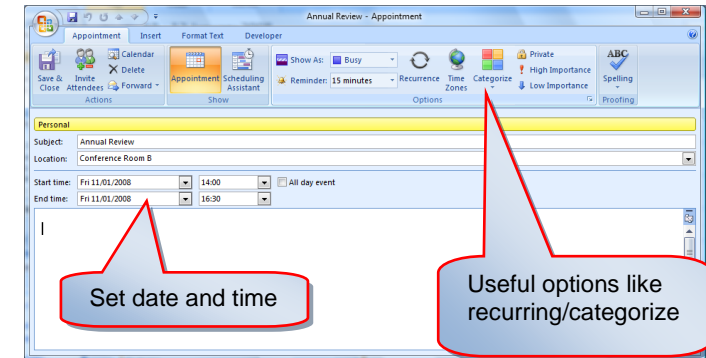
Names are sorted by forename

Day-to-Day Calendar

APPOINTMENTS

Create a quick appointment in your calendar by clicking the relevant time slot and type the appointment subject.

Alternatively, you can double click on a time slot, or click the New button to open an appointment window.



MEETINGS

Use either Invite attendees or Scheduling Assistant icons in the ribbon. Add the names of people who you wish to attend, Scheduling Assistant will show you their availability grid.

