



**Eits**  
Energy IT Services

**Microsoft  
Outlook  
2007  
Getting Started**



U.S. DEPARTMENT OF  
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Office of The Chief  
Information Officer

# **Welcome to the Microsoft Outlook 2007 Getting Started Course!**



# Outlook 2007 Getting Started

- ❑ **About Outlook 2007: upgraded to improve user time and efficiency. Users can now better organize and locate information, have improved calendar sharing capabilities, and access to SharePoint to share information with coworkers.**

# What's New in Outlook 2007?

- To Do Bar**
- Color Categories**
- Calendar Task Email Integration**
- Flagging Email Messages as Tasks**
- Advanced Find**
- RSS Feed**
- Out of Office Notifications**
- Previewing Formatting Options Live (Similar to Office 2007)**
- Mini Toolbar (Similar to Office 2007)**

# Outlook 2007 Basics

Menu bar

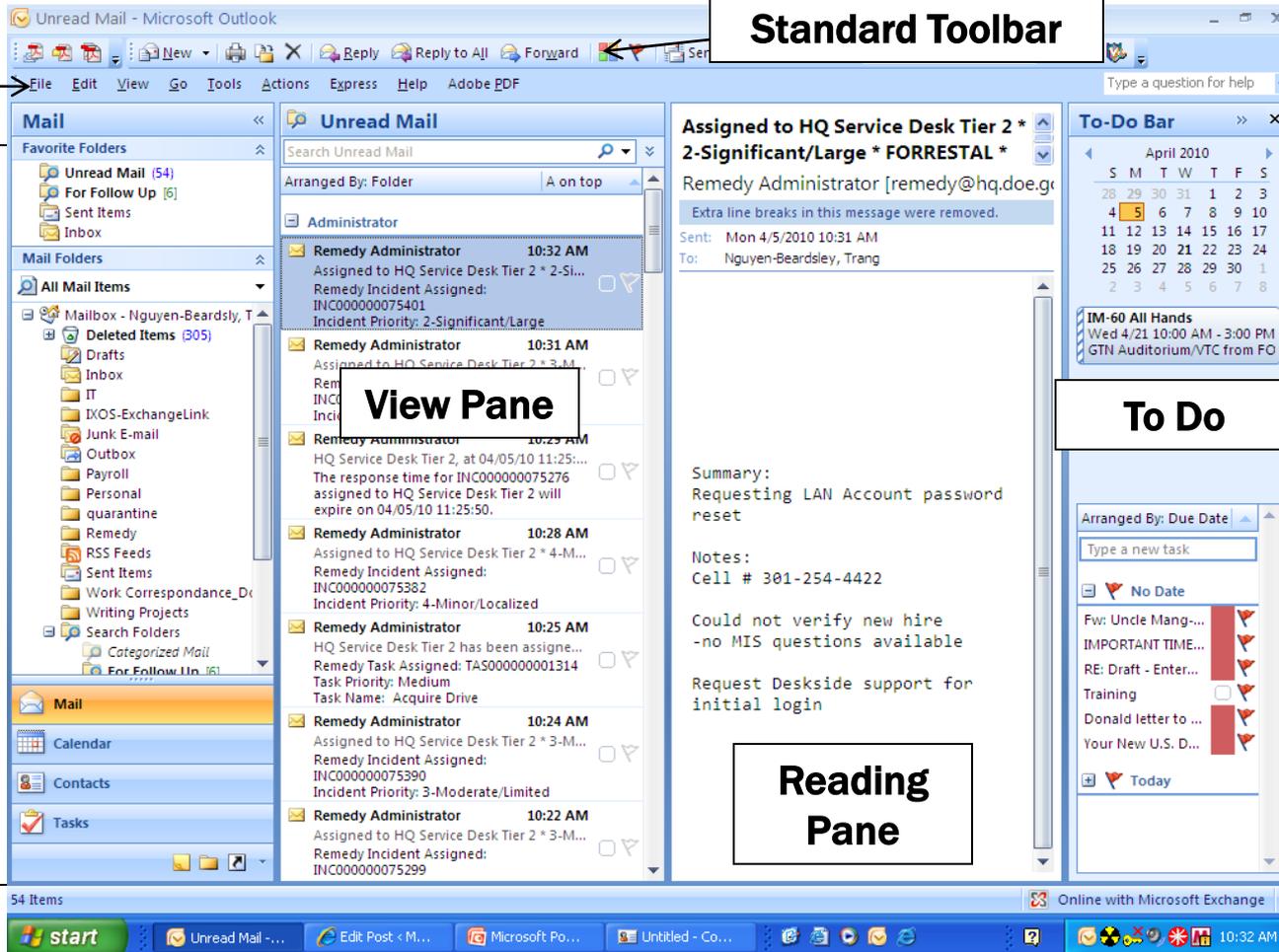
Navigation Pane

Standard Toolbar

View Pane

To Do

Reading Pane

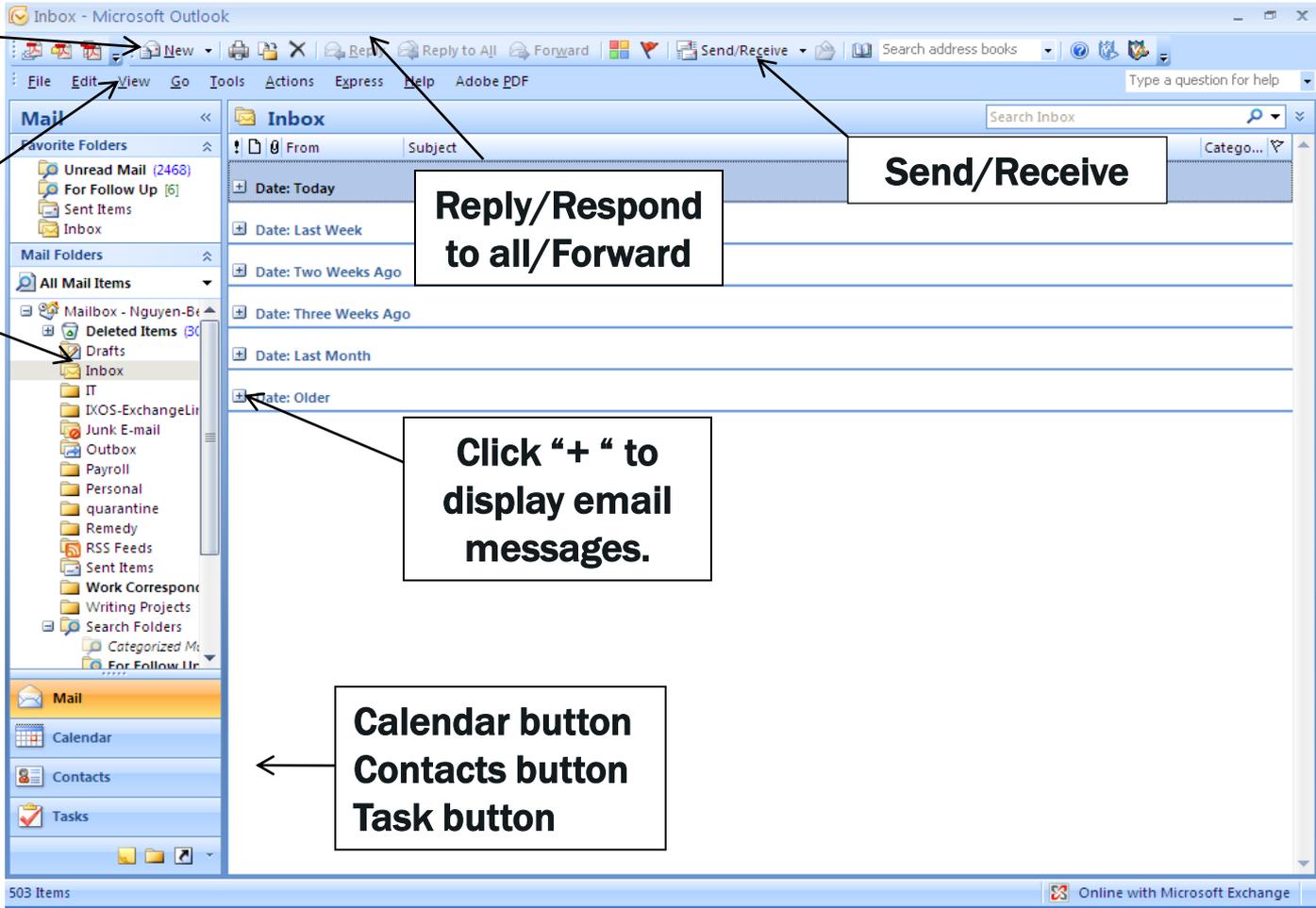


The screenshot shows the Microsoft Outlook 2007 interface with several components highlighted by callout boxes:

- Menu bar:** Located at the top left, containing File, Edit, View, Go, Tools, Actions, Express, Help, and Adobe PDF.
- Navigation Pane:** Located on the left side, showing a tree view of folders including Unread Mail (54), For Follow Up (6), Sent Items, Inbox, Mail Folders, All Mail Items, Mailbox - Nguyen-Beardsly, Deleted Items (305), Drafts, Inbox, IT, IXOS-ExchangeLink, Junk E-mail, Outlook, Payroll, Personal quarantine, Remy, RSS Feeds, Sent Items, Work Correspondance\_Dc, Writing Projects, Search Folders, Categorized Mail, and For Follow Up (6).
- Standard Toolbar:** Located at the top center, containing icons for New, Reply, Reply to All, Forward, and Send.
- View Pane:** Located in the center, displaying a list of emails from the Administrator, including details like "Assigned to HQ Service Desk Tier 2 \* 2-Significant/Large \* FORRESTAL \*".
- To Do:** Located on the right side, showing a calendar for April 2010 and a list of tasks, including "IM-60 All Hands" and "Wed 4/21 10:00 AM - 3:00 PM".
- Reading Pane:** Located at the bottom right, displaying the content of the selected email, including a summary, notes, and a request for LAN account password reset.



# Outlook 2007 Basics



**New Mail Message** → [New button]

**View: Change layout** → [View button]

**Mail folders** → [Mail Folders pane]

**Mail button** → [Mail button in bottom left]

**Calendar button**  
**Contacts button**  
**Task button** → [Calendar, Contacts, and Task buttons in bottom left]

**Send/Receive** → [Send/Receive button]

**Reply/Respond to all/Forward** → [Reply, Reply to All, and Forward buttons]

**Click "+" to display email messages.** → [Expand/collapse icons in message list]

# Navigation Options

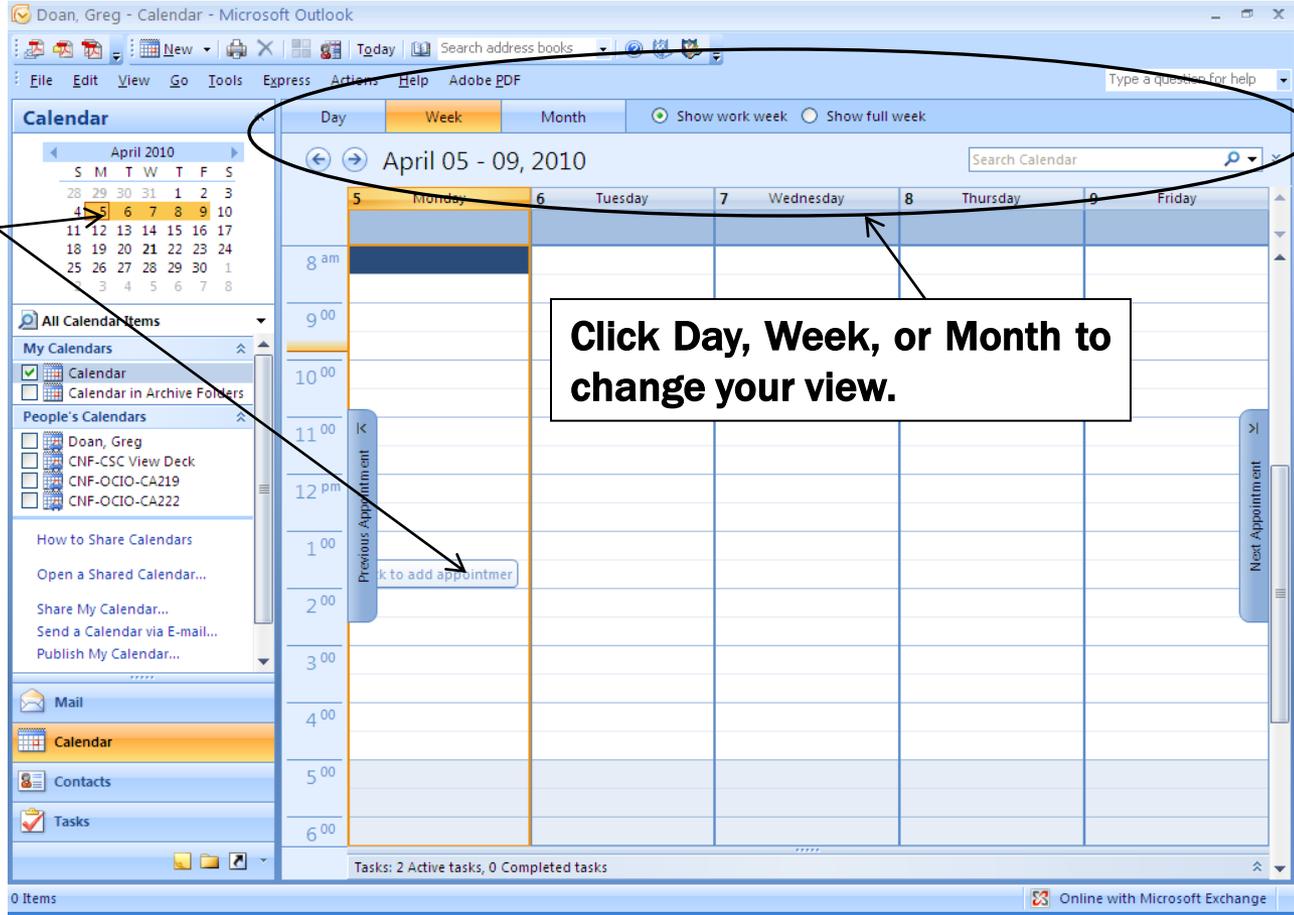
- Mail**: the main area where you read, compose, receive, and send emails.
- Calendar**: the scheduler or planner where you can set and manage appointments and tasks.
- Contacts**: contains your contact list where you store names, email addresses, and other information
- Tasks**: the task list where you create and manage tasks.
- Notes**: the notes page where you can create and manage notes.
- Folder List**: displays all folders in hierarchial format.
- Shortcut**: displays shortcuts.



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# Outlook 2007 Basics: Calendar

**Double click on the day of the week or click New to add a appointment to your calendar.**



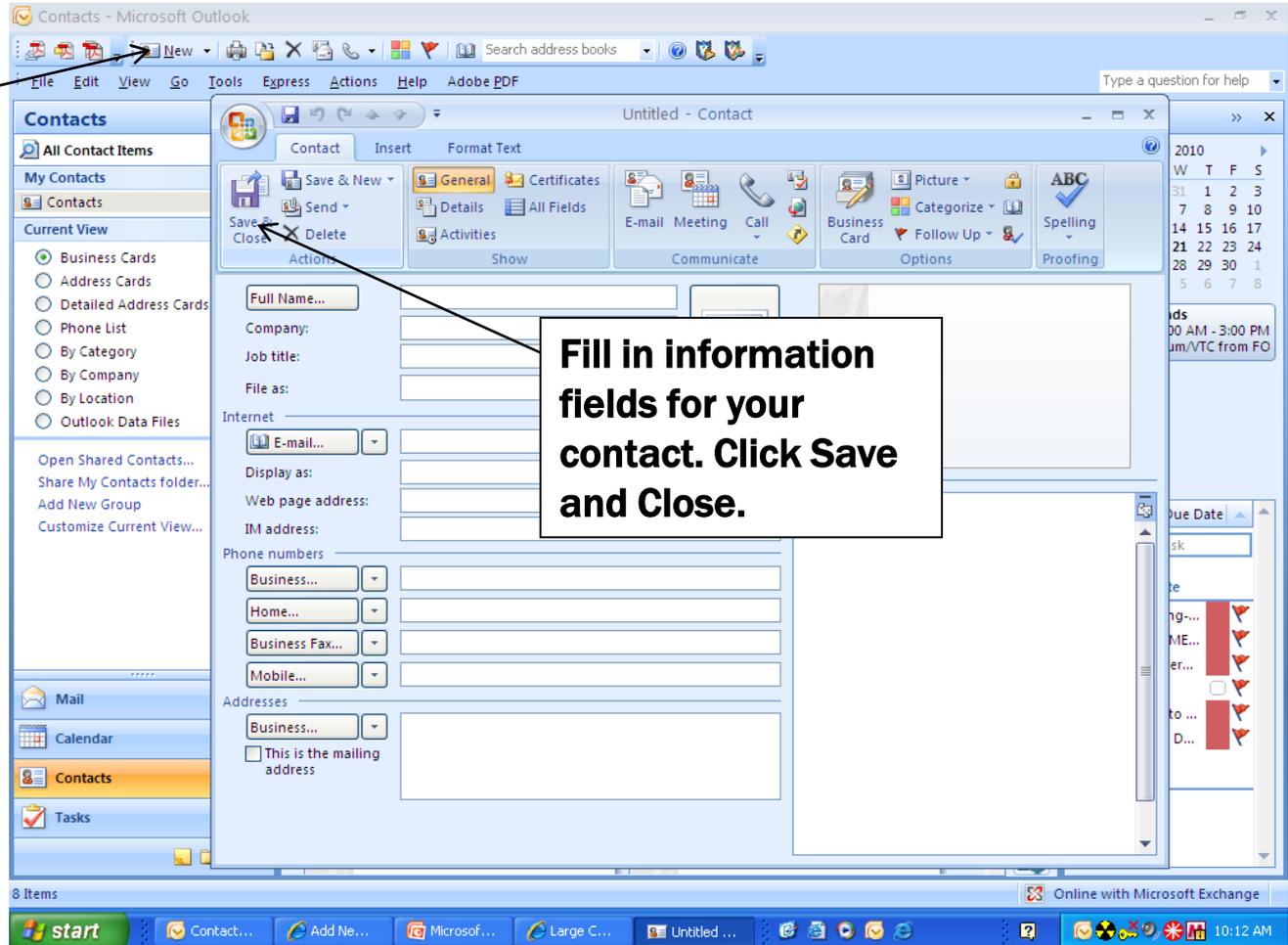
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# Outlook 2007 Basics: Contacts

**Click New to add a new contact to your list.**

**To add an email address to your contact list from a current message to open it. Right click on the email address in the *From:* field. Choose *Add to Outlook Contacts*. Add additional information. Click *Save and Close*.**

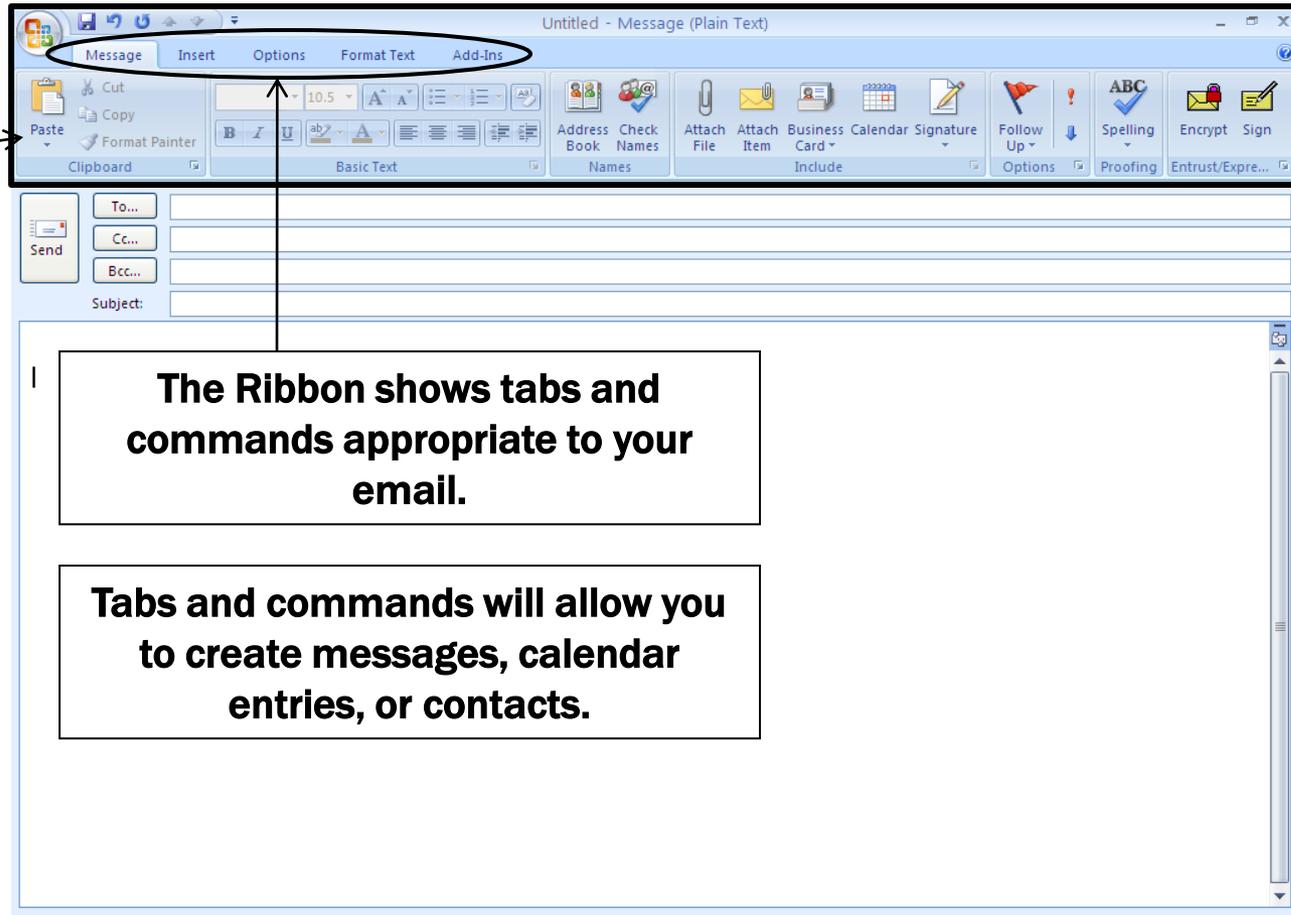


The screenshot shows the Outlook 2007 interface with the 'Contacts' window open. A 'New' button in the top-left toolbar is highlighted with an arrow pointing to a callout box. The main window displays a form for creating a new contact, with a 'Save & Close' button in the top-left of the form area also highlighted by an arrow. A third callout box points to the various input fields (Full Name, Company, Job title, etc.) on the form.

**Fill in information fields for your contact. Click Save and Close.**

# Drilling Down into Outlook: Email

**The  
“Ribbons”  
appear in all  
new emails  
messages.**

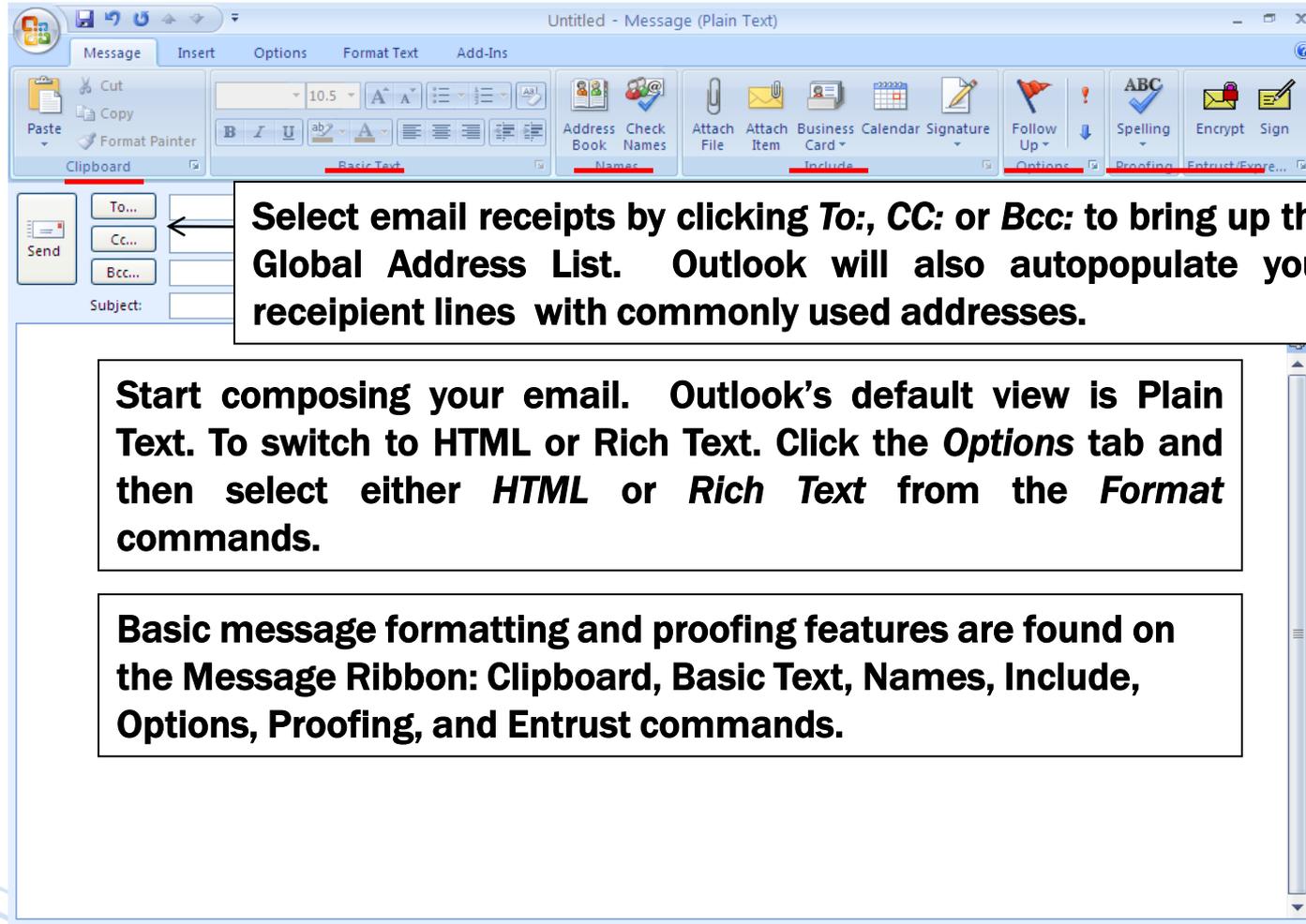


**The  
Ribbon  
is similar  
to the  
Ribbons  
in Office  
2007.**

**The Ribbon shows tabs and  
commands appropriate to your  
email.**

**Tabs and commands will allow you  
to create messages, calendar  
entries, or contacts.**

# Composing a New Email



Untitled - Message (Plain Text)

Message Insert Options Format Text Add-Ins

Cut Copy Paste Format Painter Clipboard

10.5

Address Book Check Names Attach File Attach Item Business Card Calendar Signature Follow Up Spelling Encrypt Sign

To... Cc... Bcc... Subject:

**Select email receipts by clicking *To:*, *CC:* or *Bcc:* to bring up the Global Address List. Outlook will also autopopulate your recipient lines with commonly used addresses.**

**Start composing your email. Outlook's default view is Plain Text. To switch to HTML or Rich Text. Click the *Options* tab and then select either *HTML* or *Rich Text* from the *Format* commands.**

**Basic message formatting and proofing features are found on the Message Ribbon: Clipboard, Basic Text, Names, Include, Options, Proofing, and Entrust commands.**

## Plain Text vs HTML vs Rich Text

- HTML**: same format as Web pages, allows you to format text and graphics, but emails tend to be larger in size and fill disk space quicker.
- Plain Text**: only letters and numbers are transmitted. No formatting of text or graphics.
- Rich Text**: proprietary to Microsoft emailing software. Only users with Outlook and Outlook Express can see Rich Text. Formatting of text and graphics is available.
- Outlook will transmit reply messages back to the sender in the format it was originally sent in unless you change the format

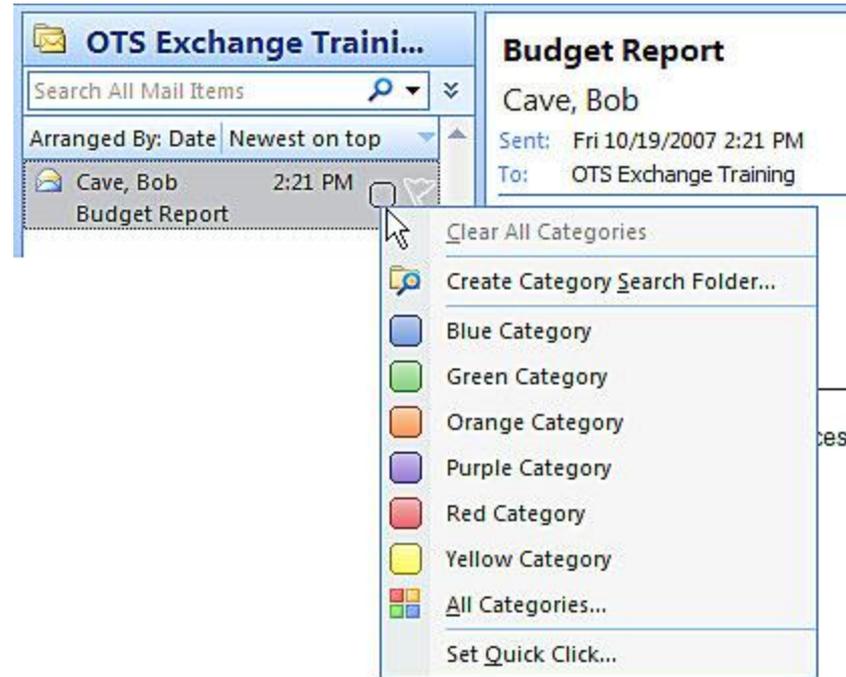
# Primary Toolbar/Email Ribbons

- ❑ **Primary Toolbar**: Similar to Outlook 2003. The Toolbar gives you access to File, Edit, View, Go, Tools, Actions, Express, Help, and Adobe PDF functions.
- ❑ **Email Ribbons**: The new email message interface is composed of the task/commands ribbons similar to the ribbons found in Word, PowerPoint, and Excel 2007. *Note: any functionalities pertaining to formatting will be grayed out unless you set your email formatting to HTML or Rich Text format.*

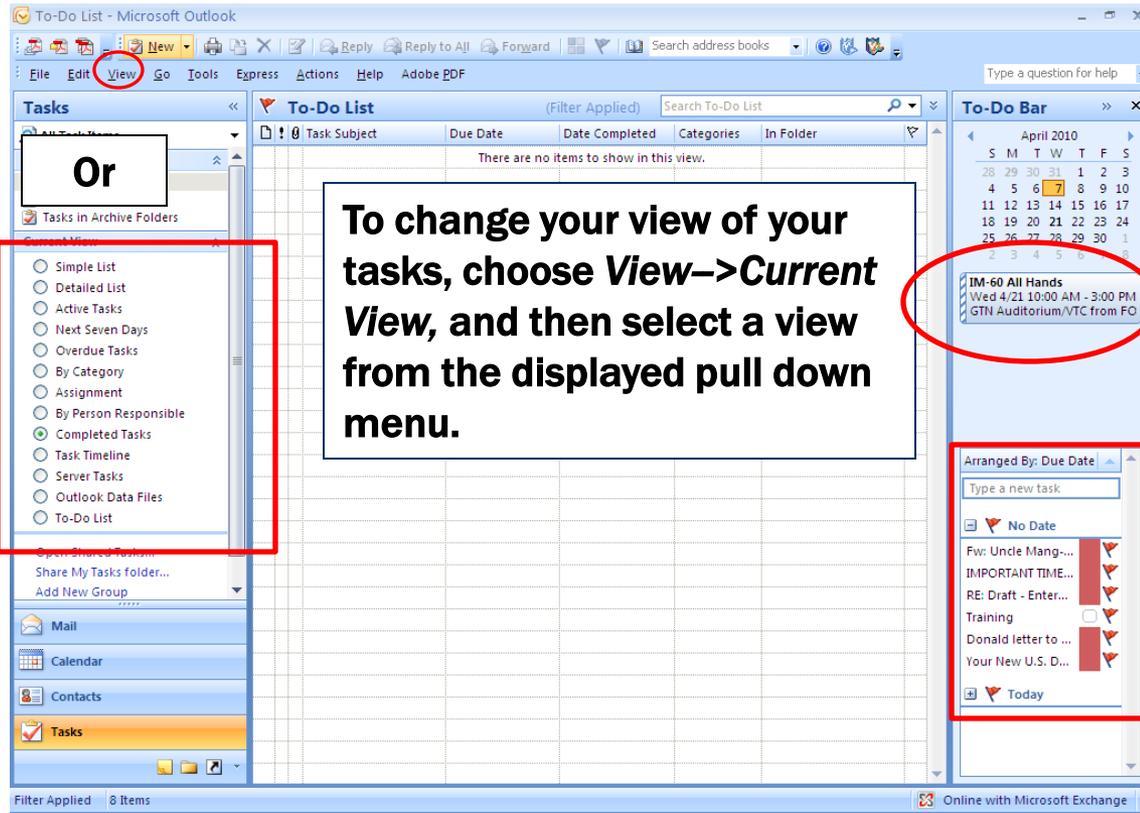
# Setting Color Categories

**Color Categories can be created for email messages, calendar entries, and task list items to help visually distinguish your items.**

**☐ Select an item. Right click to display the pull down menu, and select *Categorize* to display the *Category* menu.**



# Setting Up Tasks



The screenshot shows the Outlook interface with several key elements highlighted in red boxes:

- View Menu:** The 'View' menu in the top ribbon is circled in red.
- Current View List:** A list of view options is shown in a red box, with 'Current View' selected and highlighted.
- Task List:** The main task list area is empty, with a text box overlaid providing instructions.
- To-Do Bar:** A calendar view on the right shows a task for 'Wed 4/21 10:00 AM - 3:00 PM' circled in red.
- Task Insertion Panel:** A panel at the bottom right for adding new tasks is circled in red.

**Or**

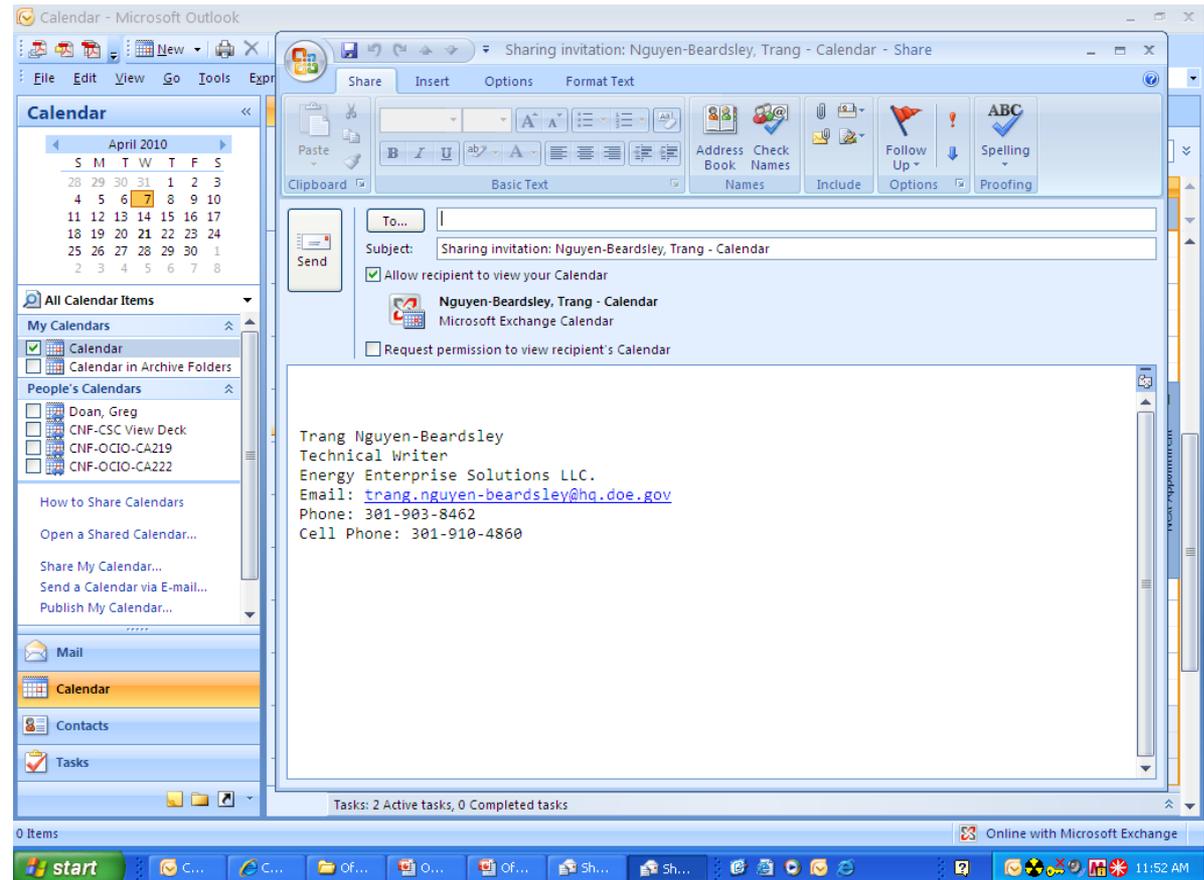
**To change your view of your tasks, choose *View*→*Current View*, and then select a view from the displayed pull down menu.**

**Lists pending appointments.**

**Insert new task .  
Tasks display in the list below.**

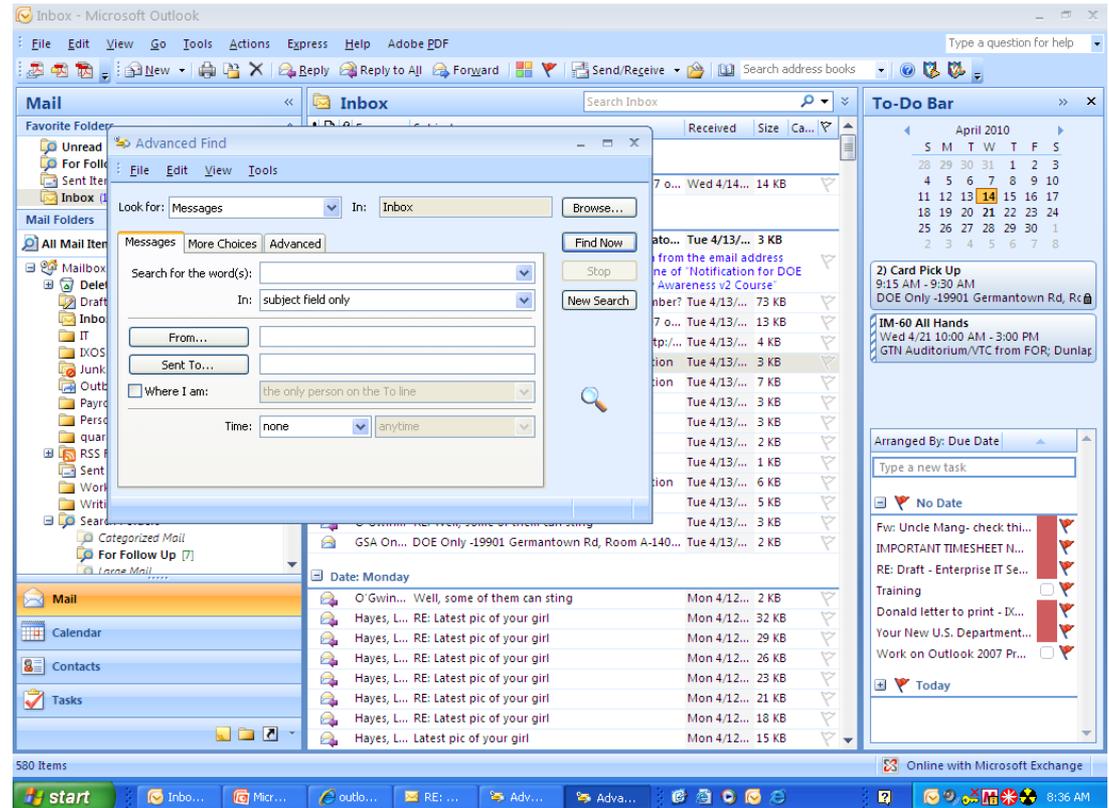
# Calendar Sharing

- Click Calendar link.
- Calender-Microsoft Outlook window opens.
- Click *Share My Calender*.
- Sharing invitation: "Inviter's"– Calendar window displays.
- Select Receiptent, format invitation, and click *Send*.



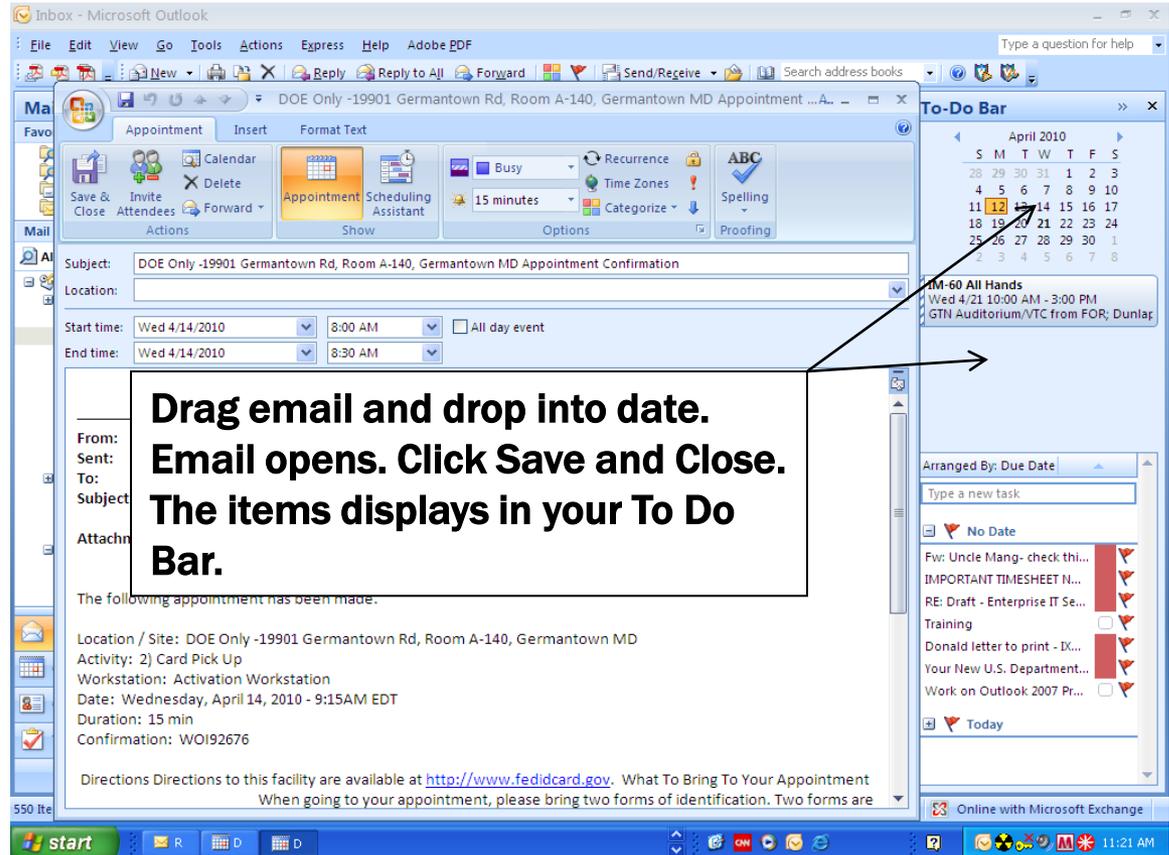
# Advanced Find

- ❑ **Advanced Find: The Advanced Find feature provides you with the capability to search for specific Outlook items.**
- ❑ **To use the Advanced Find function: select *Tools*-> select *Instant Search*-> select *Advanced Find*-> set search parameters for item.**



# Calendar-Task-Email Integration

**Outlook 2007 allows you to drag a task or email onto your calendar and drop it into a particular date and time. In the same fashion, emails can be dragged and dropped into your task or folder list.**



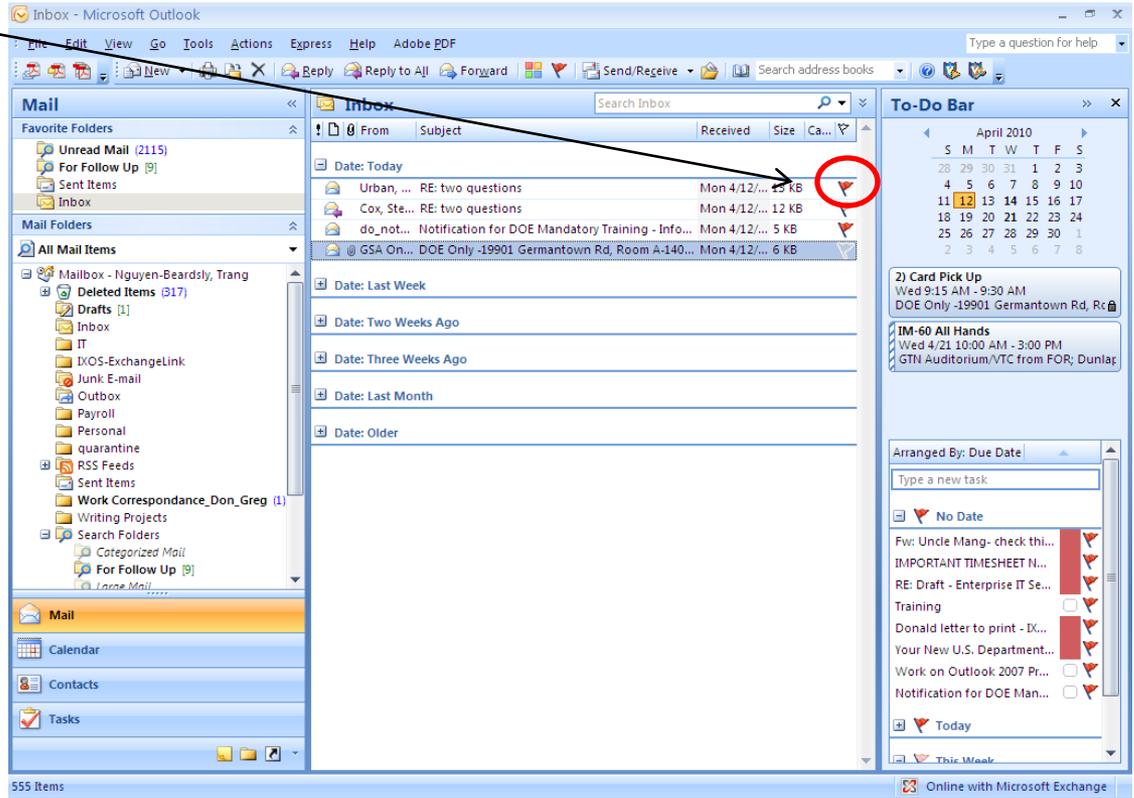
**Drag email and drop into date. Email opens. Click Save and Close. The items displays in your To Do Bar.**

The screenshot shows the Microsoft Outlook 2007 interface. The main window displays an email titled "DOE Only -19901 Germantown Rd, Room A-140, Germantown MD Appointment Confirmation". The email content includes details about an appointment on Wednesday, April 14, 2010, from 8:00 AM to 8:30 AM. The appointment details are: Location / Site: DOE Only -19901 Germantown Rd, Room A-140, Germantown MD; Activity: 2) Card Pick Up; Workstation: Activation Workstation; Date: Wednesday, April 14, 2010 - 9:15AM EDT; Duration: 15 min; Confirmation: WOI92676. Below the appointment details, there are directions to the facility and a note to bring two forms of identification. On the right side, the To-Do Bar is visible, showing a calendar for April 2010 and a list of tasks. The appointment from the email is now listed as a task in the To-Do Bar, titled "MM-60 All Hands" with a due date of "Wed 4/21 10:00 AM - 3:00 PM".

# Flagging an Email as a Task

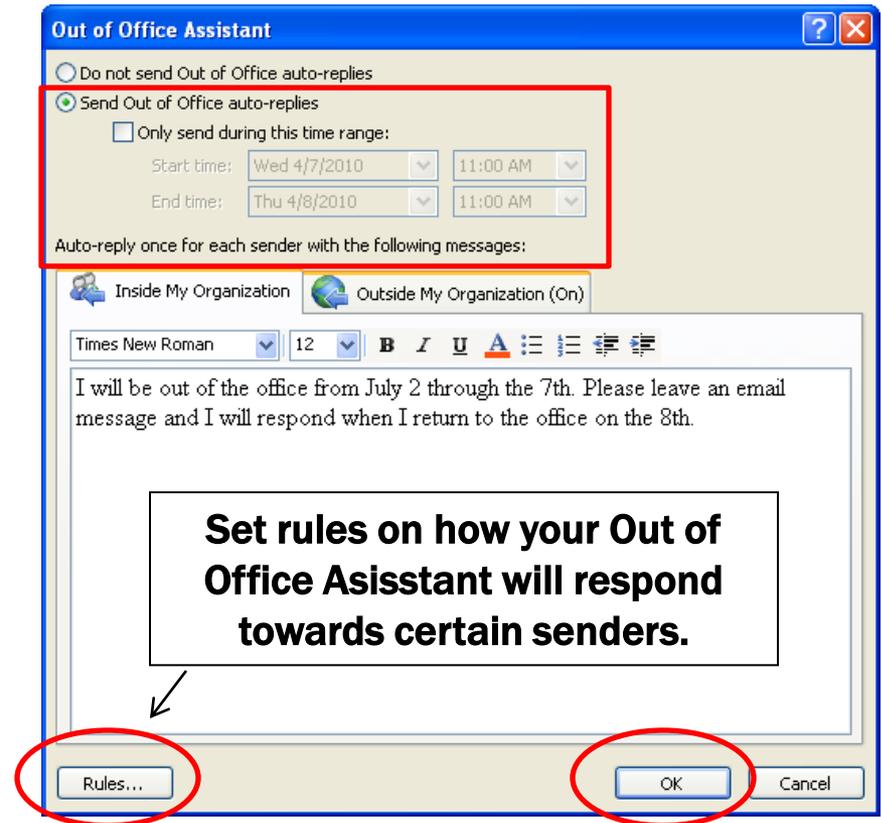
**Outlook 2007 allows you to flag your email messages as tasks.**

**Right click the flag symbol next to a message in your email index to generate the pull down menu. Select your follow up time.**



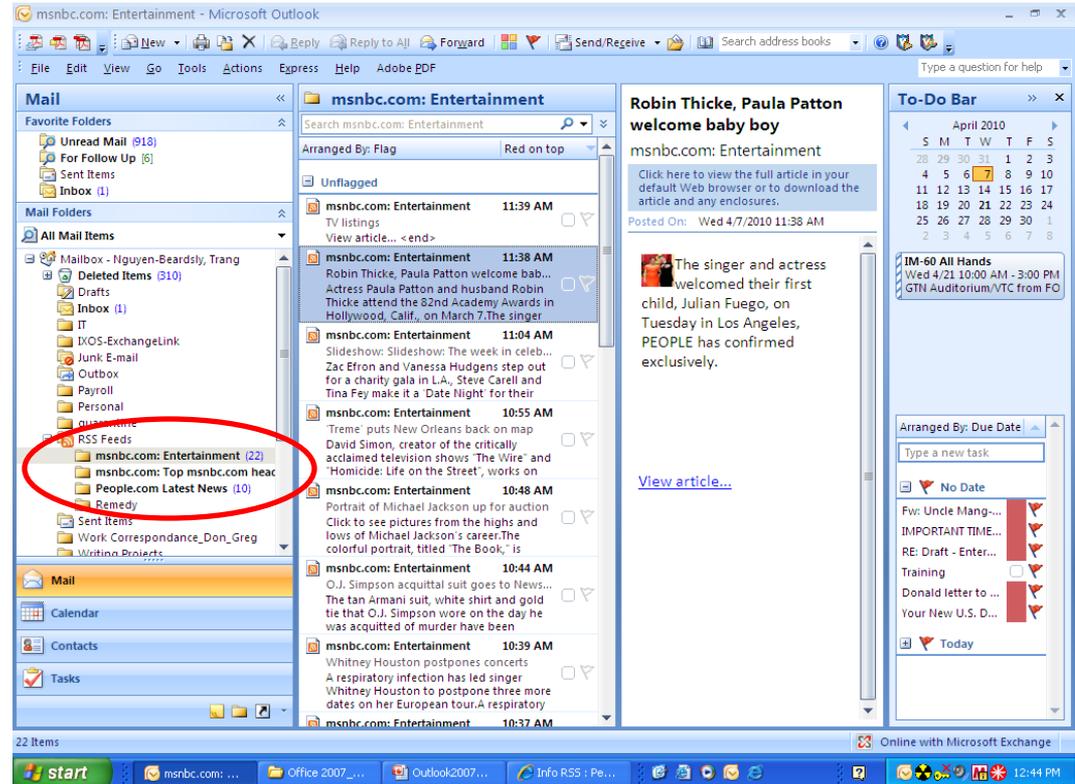
# Out of Office Assistant

1. Click **Tools**.
2. Click **Out of Office Assistant**.
3. To set up your Out of Office Assistant, click and set the following per your needs.
4. New Out of Office assistant features
  - Rich text formatting: Fonts, colors and formatting can be used for your replies.
  - Start and stop time: You can set up your replies to start and stop with your time away from the office.
  - Note: Although an “Outside My Organization” tab is shown, these messages are not sent due to Cyber Security policy.**



# RSS Feeds

- ❑ Click **RSS Feeds** in the Mail Folders pane.
- ❑ Right click to display the pull down menu and select **Add a New RSS feed**.
- ❑ Paste the RSS URL into the RSS window. Click **OK**.
- ❑ Click **Yes** when the “Add this RSS?” window displays.
- ❑ The RSS feed displays in the RSS folder and window.



The screenshot shows Microsoft Outlook with the 'msnbc.com: Entertainment' RSS feed added. In the 'Mail Folders' pane on the left, the 'RSS Feeds' folder is circled in red, containing sub-folders for 'msnbc.com: Entertainment (22)', 'msnbc.com: Top msnbc.com heac', and 'People.com: Latest News (10)'. The main window displays a list of news items from the feed, including headlines about Robin Thicke, Paula Patton, and Michael Jackson. A 'View article...' link is visible for the first item.



# Discontinued/Modified Features

- Outlook native email editor: Outlook 2007 uses an editor based on Word 2007.**
- Online meeting support: No longer supported.**
- Personal Address Book: No longer supported.**
- Email Accounts Wizard: Replaced by account settings dialogue box.**
- Task Pad: Replaced by the new To-Do Bar.**
- Meeting Updates: All changes made to time and location will require the person to send an update. This also applies to meeting cancellation requests. *Note: the organizer can still change the body, subject line, and reminder without sending an update.***
- Out of date meeting requests: Can no longer be forwarded. Outlook 2007 will send the most updated meeting.**
- Follow up flags: Replaced by task flags and color categories.**





# Discontinued/Modified Features

- Color categories in email messages: Categories can not be sent in email messages.**
- Message icon in calendar: Removed from calendar items.**
- Follow up button: Replaced by a drop down menu.**
- Navigation buttons in Address Book: Left and right buttons have been removed.**





# Outlook 2007 Short Cuts: Create

Short Cut	Creates
Ctrl+Shift+A	Appointment
Ctrl+Shift+C	Contact
Ctrl+Shift+L	Distribution List
Ctrl+Shift+E	Folder
Ctrl+Shift+M	Email Message
Ctrl+Shift+N	Note
Ctrl+Shift+K	Task
Ctrl+Shift+J	Journal Entry
Ctrl+Shift+Q	Meeting Request
Ctrl+Shift+U	Task Request



# Outlook 2007 Short Cuts: Switch To

Short Cut	Switches To
Ctrl+1	Mail
Ctrl+2	Calendar
Ctrl+3	Contacts
Ctrl+4	Tasks
Ctrl+5	Notes
Ctrl+6	Folder List
Ctrl+7	Short Cuts
Ctrl+8	Journal

# Outlook 2007 Short Cuts: Helps You Do

Short Cut	Helps You Do
Ctrl+S or Shift+F12	Save
Alt+S	Save, Close, and Send
F12	Save as
Ctrl+Z	Undo
Ctrl+D	Delete
Ctrl+P	Print
F7	Check Spelling
Ctrl+F	Forward

# Need Additional Training?

- ❑ Go to the Microsoft web site [Get Started with the 2007 Microsoft Office System](#)
- ❑ Get a copy of Office 2007 through the Microsoft Home Use Program. For more information, contact the ESC Service Desk.
- ❑ Office 2007 classes are offered by the Microsoft eLearning Program. For the eLearning classes you must first have Office 2007 installed on your PC. For more information, contact the ESC Service Desk.
- ❑ Office 2007 classes are also offered by the Online Learning Center (OLC) - <https://olc2.energy.gov>. Consult your organization's training coordinator for instructions on how to sign up for training through the OLC.



# ESC Service Desk Contact Info

## Headquarters and Richland:

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- Toll Free: 866-834-6246
- Email: [ESC.ServiceDesk@hq.doe.gov](mailto:ESC.ServiceDesk@hq.doe.gov)

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- Phone: 505-845-4357
- Toll Free: 888-231-5529
- Email: [ESC.ServiceDesk@doeal.gov](mailto:ESC.ServiceDesk@doeal.gov)



# Conclusion

**Questions  
or  
Comments?**

