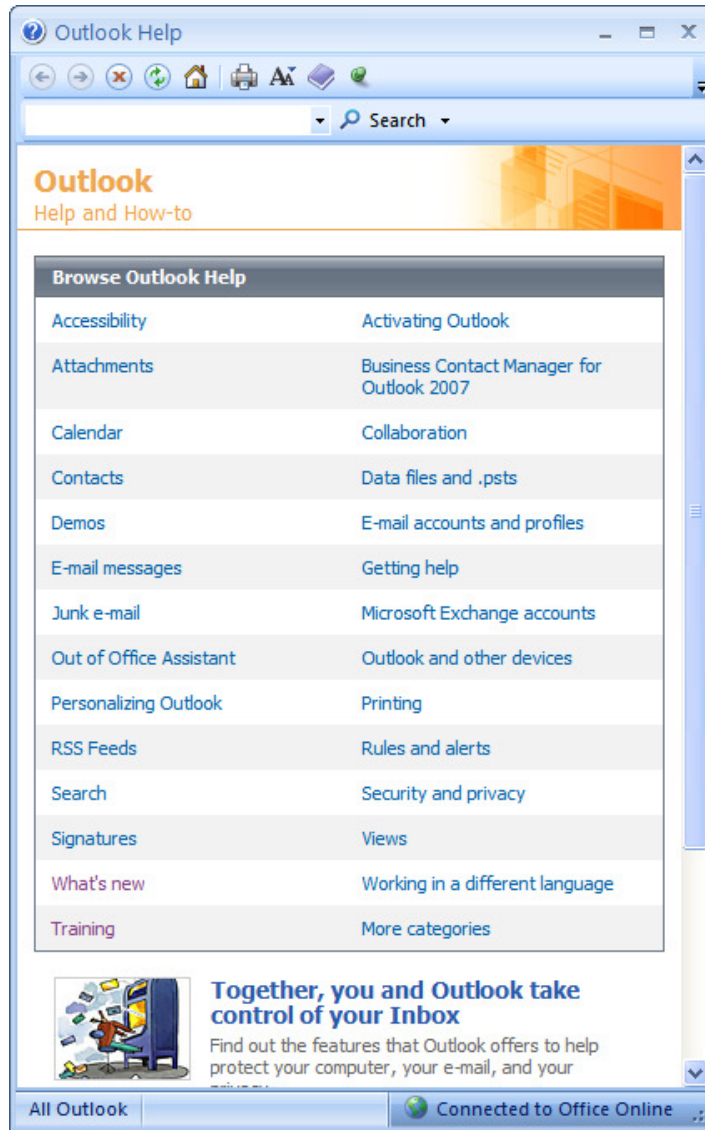


## Help

The Help option has additional topics in Outlook 2007. Some of the most useful ones are under the Microsoft Office Outlook Help menu item. “What’s New” and “Training” are both helpful.



### What's New?

One topic that we recommend is “Getting to know you; again: The Ribbon”. It explains the use of the Ribbon that we will be discussing later in this document.



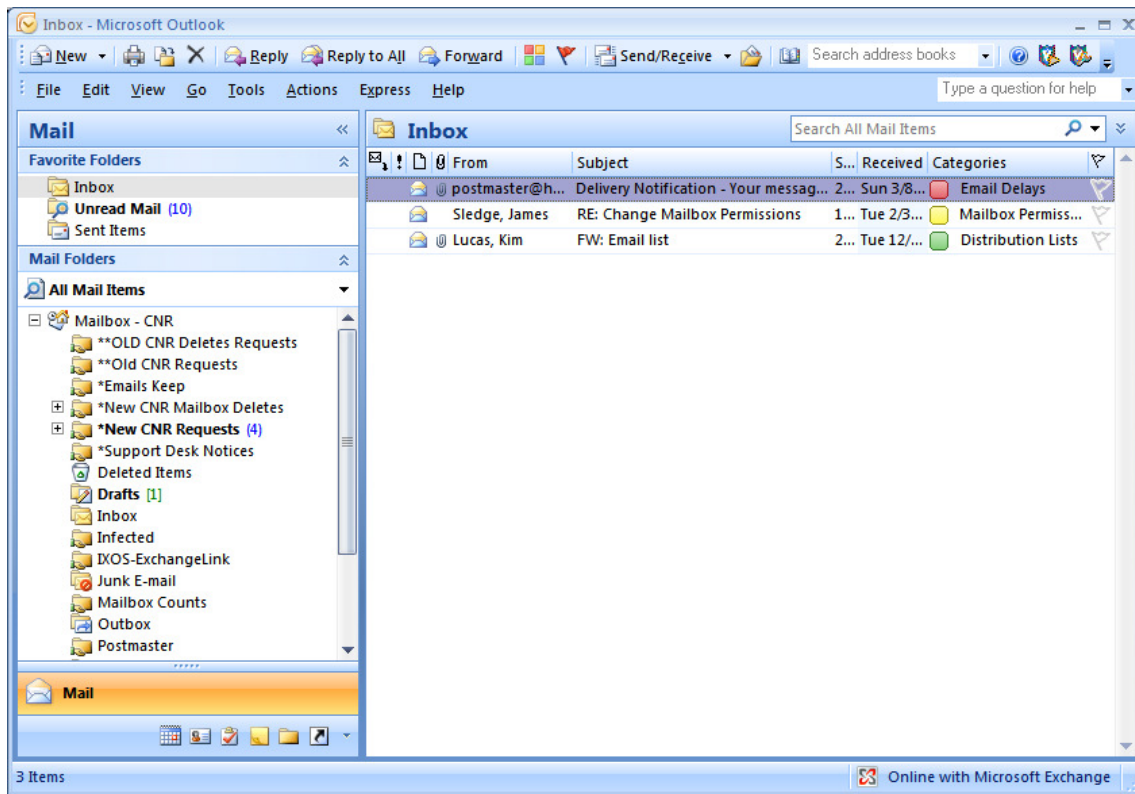
### Training

The Training option provides numerous small training modules that you can read to learn about specific areas within Outlook 2007. It also has an “Outlook 2007 Training Courses” option that provides links to a variety of online training courses provided by Microsoft. A great training resource that you can link to from this option is the “Interactive Guide.”



### Inbox

The inbox screen looks basically the same as it did in Outlook 2003. The main difference is the addition of a “Categorize” menu option. This option lets you categorize emails, which puts a colored indicator in the “Categories” column of the inbox view. For example, if you are working on an Outlook 2007 project and an Infopath 2007 project, you could categorize all of your Outlook-related emails as purple and all your Infopath-related emails as green. You can also assign a category name to each color.

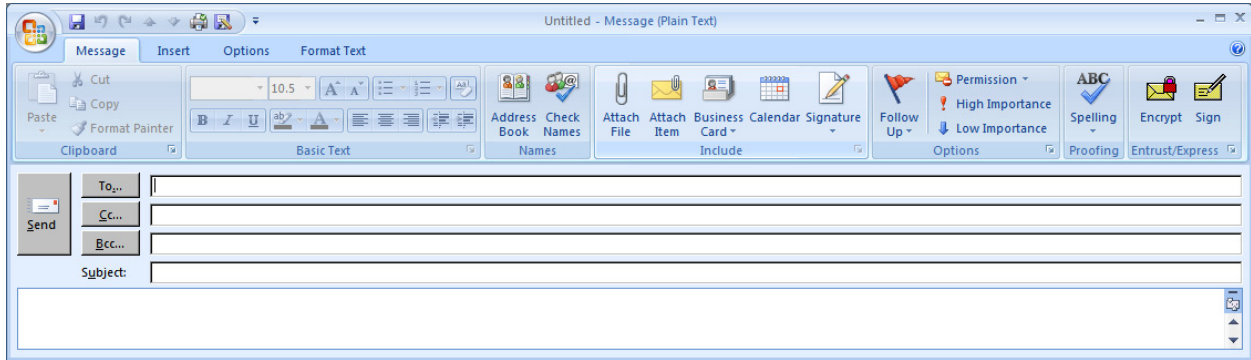


### Out of Office Assistant

In Outlook 2003, when you opened Outlook after turning on the Out of Office Assistant, a popup appeared to alert you that Out of Office was still on and asking if you wanted to turn it off. In Outlook 2007, a small notice of “Out of Office” appears on the lower right status bar instead of an informational alert appearing on the screen when opening Outlook. When you click on “Out of Office” in the status bar you have the option of either accessing the Out of Office Assistant or turning off Out of Office auto-replies.

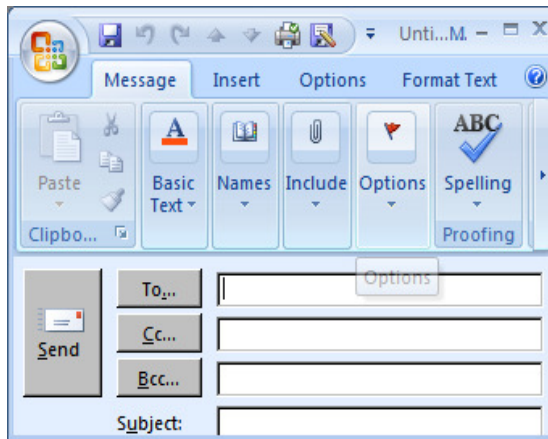
## Sending a New Message

This is one of the screens where you will notice a major difference. When you send (or reply to) a message you will no longer have a File menu, instead, you will see the Office Button and you will see a Ribbon bar instead of the toolbar in Outlook 2003.



The Office Button replaces the File menu, and provides access to such functions as Printing, Saving, and Moving messages, as well as a variety of other options (Printing and Saving can also be done via the icons near the top left corner of the message screen).

Office Button →

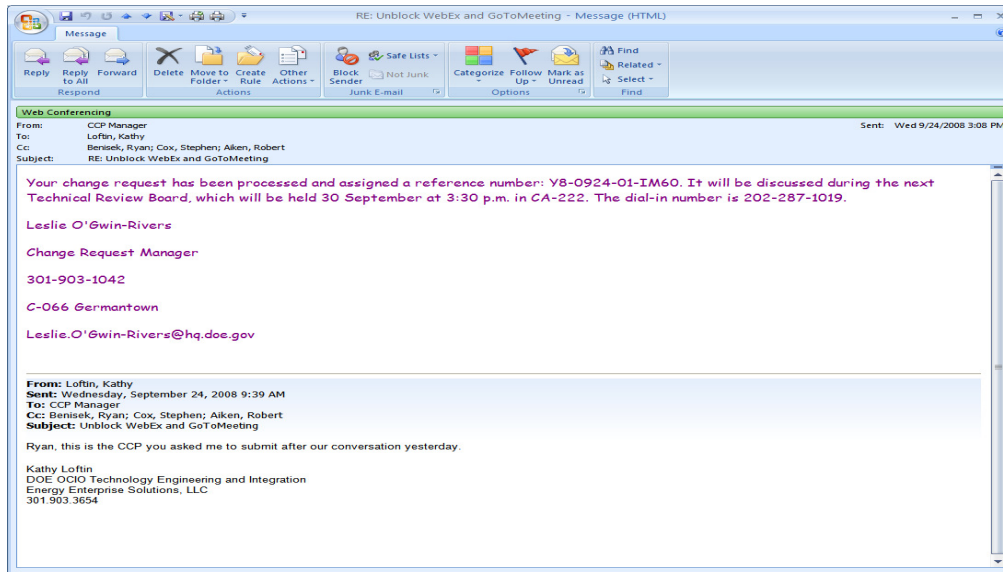


← Ribbon Bar

The Ribbon bar has four tabs; Message, Insert, Options, and Format Text. Certain options will be grayed out (unavailable) if they are not relevant to where you are working. For example, if you are not sending a message in Rich Text format, the formatting options that are only available in Rich Text mode will not be available.

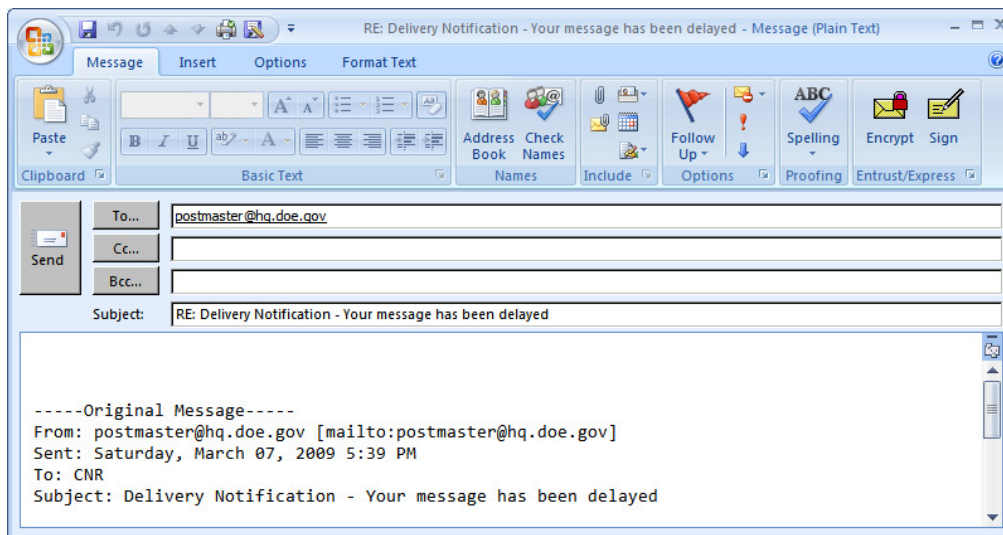
## Reading a Message

This screen looks substantially different in Outlook 2007. It has a Ribbon bar instead of the old toolbar. The Ribbon bar on this screen only has a Message tab since the other tabs are not relevant to this screen.



## Replying to a Message

When you reply to a message, you will basically see the same Ribbon bar that you see when composing a new message.





## Calendar

The Calendar has a slightly different look.

Open a Shared Calendar – this allows you to open a shared calendar to which you have access, such as a conference room or another user's calendar. You can still perform this function from the file menu if you prefer.

