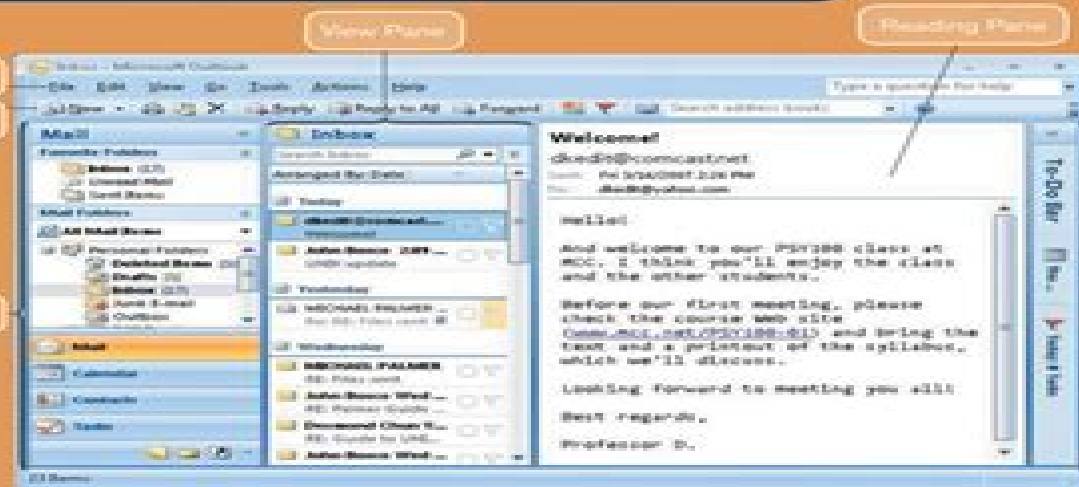


Microsoft® Office

# Outlook® 2007

## Welcome to Outlook 2007

Outlook 2007 is a powerful personal communications center where you can send and receive e-mail, manage contacts, and maintain your schedule and to-do lists. Outlook uses the Ribbon interface when you create new items such as e-mail messages, tasks, and appointments, while other tasks are accessed from the traditional Menu bar.



Basic Functions

Mail

Calendar

Contacts

Tasks

Notes & Journal

Advanced

## What's New in Outlook 2007?

- NEW Ribbon interface makes it easier than ever for you to do your work.
- NEW contextual tabs that appear only when you need them to complete your current task.
- NEW To-Do Bar helps you track upcoming appointments and tasks.
- NEW Calendar design is easier to navigate and includes a Tasks area.
- NEW Electronic Business Cards make contacts easy to view and share.
- NEW Attachment Previewer previews most attachments with a single click.
- NEW Color Categories allow you to personalize and categorize different types of information.
- NEW SmartArt diagrams help you to easily add high-impact graphics to messages.

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# Outlook® 2007

# Outlook 2007 Quick Reference Guide

**David Byrnes, Mark Middlebrook**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the authors' names.

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**Outlook 2007 on Your Side User Manual** E. N. I. Editions,ENI Publishing, France,2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for

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**Microsoft Outlook Web Access 2007 with Exchange Server 2007** Nevada Learning Series Inc, 2007

**Microsoft Office Publisher 2007 Step by Step** Joan Lambert, Joyce Cox, 2007-08-15 For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

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