

Microsoft Office 2007: Essentials, Revised Edition



Lesson 4: Introducing Outlook and the Internet Part 2

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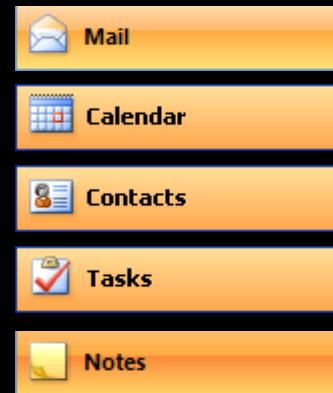


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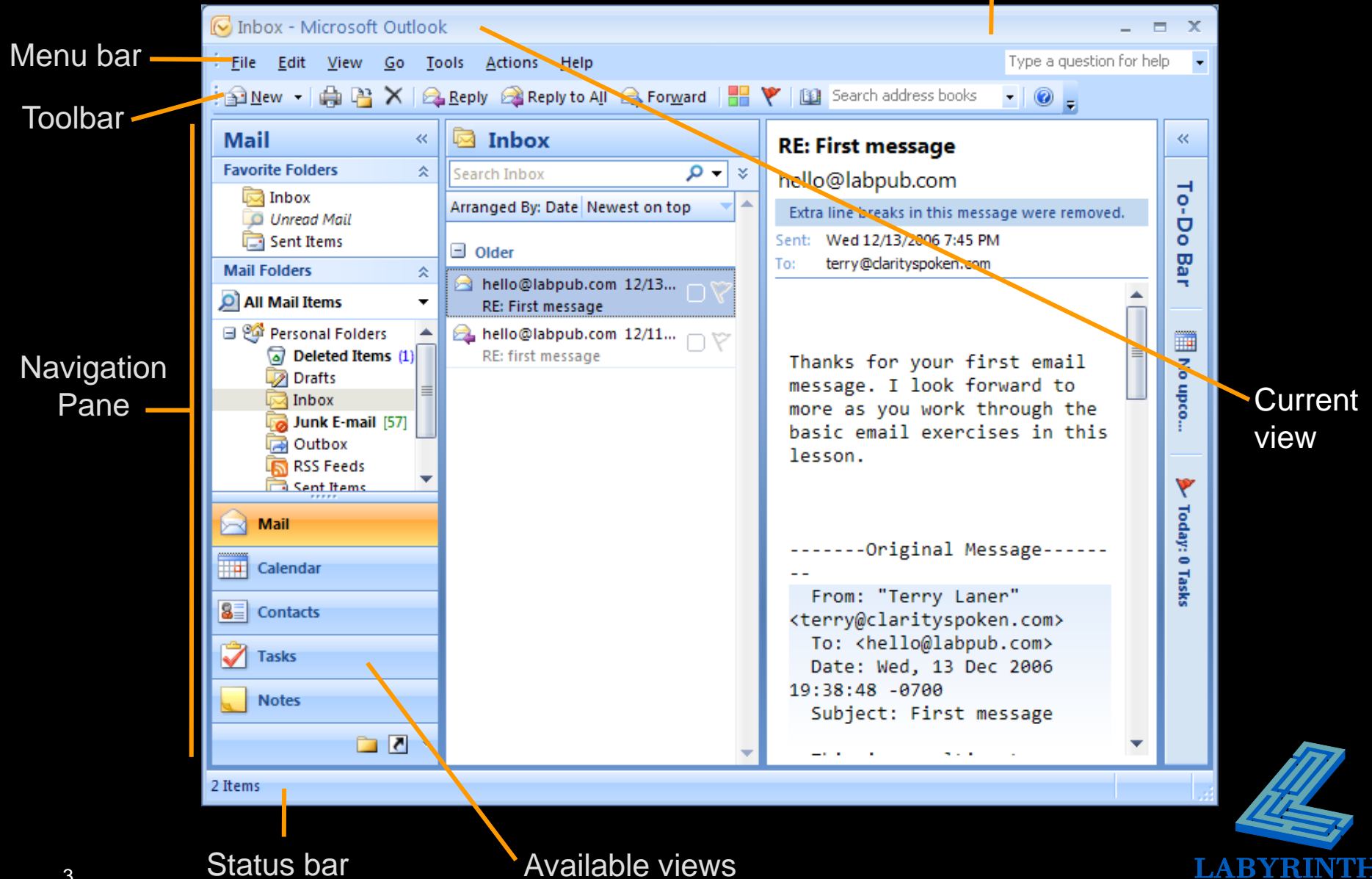
What Is Outlook?

- **Personal information management program for your:**

- ▲ Electronic mail (email)
- ▲ Calendar
- ▲ Contacts
- ▲ Tasks
- ▲ Notes

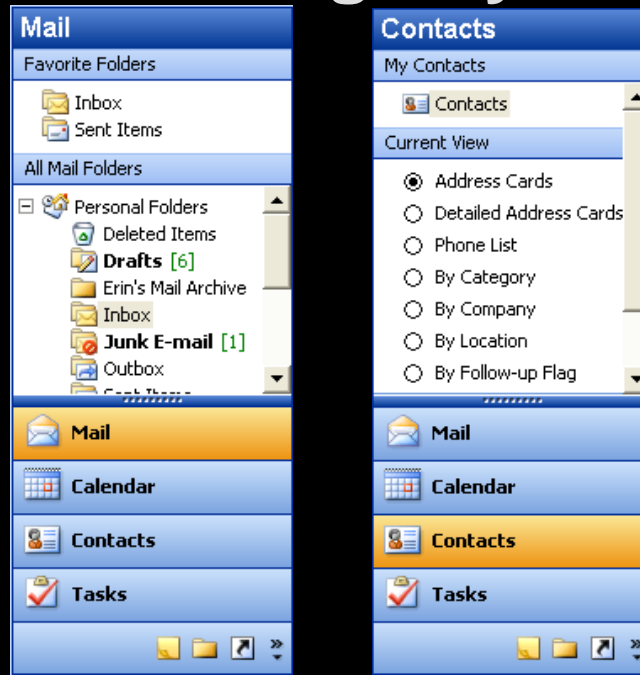


The Outlook Window



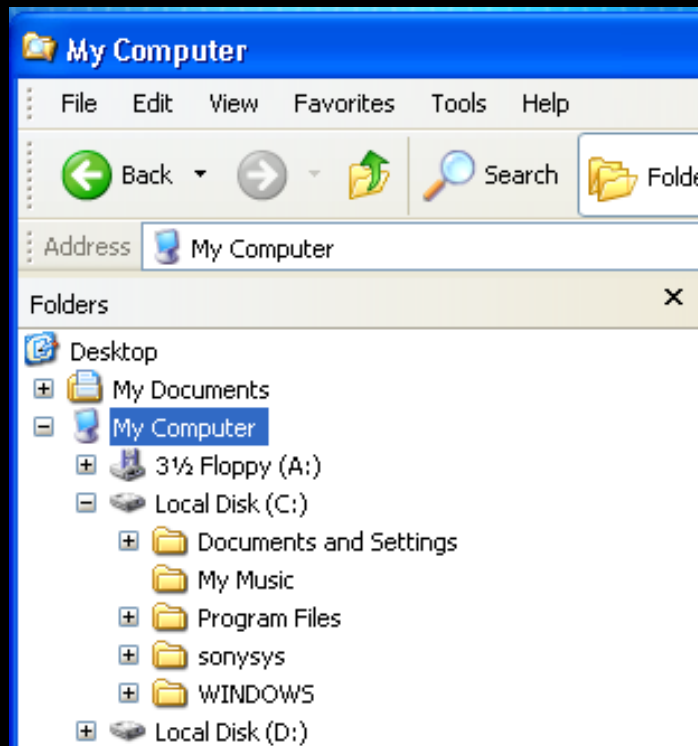
The Navigation Pane

- Contains buttons to help you navigate to different views
- Dynamic – view changes with the option chosen
- Customizable – change the buttons shown according to your needs

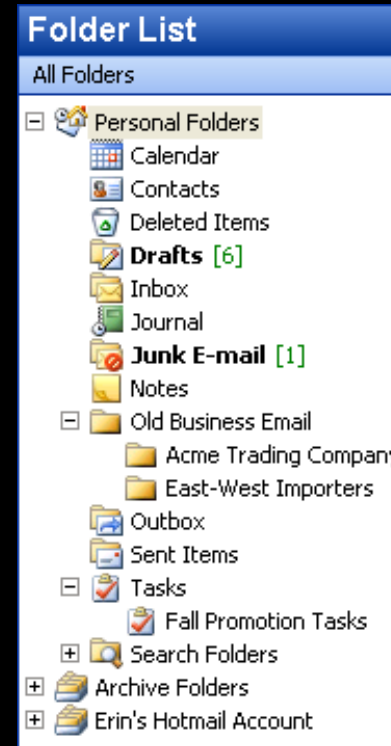


Outlook Folders

- All information is organized into folders
 - ▲ Folders function the same way as in My Computer and Windows Explorer



My Computer list of folders

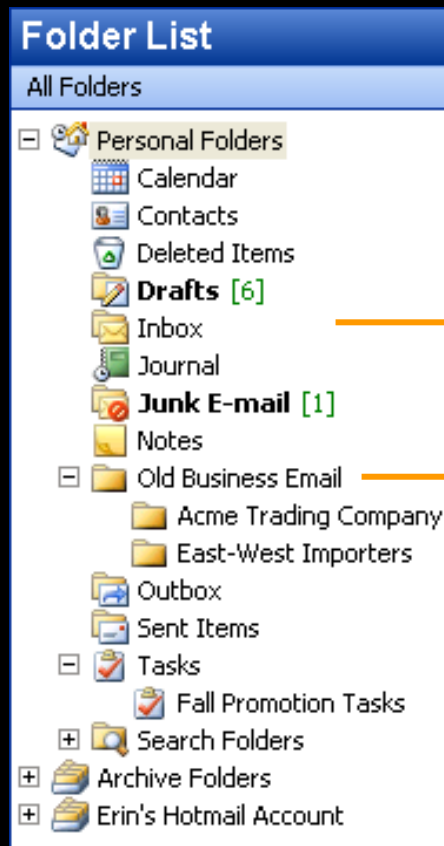


Outlook list of folders



The Folders Hierarchy

- Outlook comes with many basic folders
- You can create custom folders



These are original Outlook folders that cannot be deleted or modified

This folder and its sub-folders were added; they can be changed or deleted



Sending an Email Message

- Email must be properly addressed to reach its destination

rsmith@labpub.com

Account name

Separator

Domain name

- ▲ @ must separate account name from domain name
- ▲ *cannot* contain space characters
- ▲ can contain (-), (_), (.), etc.



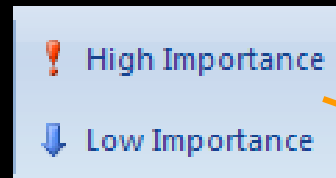
Setting Priority to Email Messages


Three levels of priority for email messages

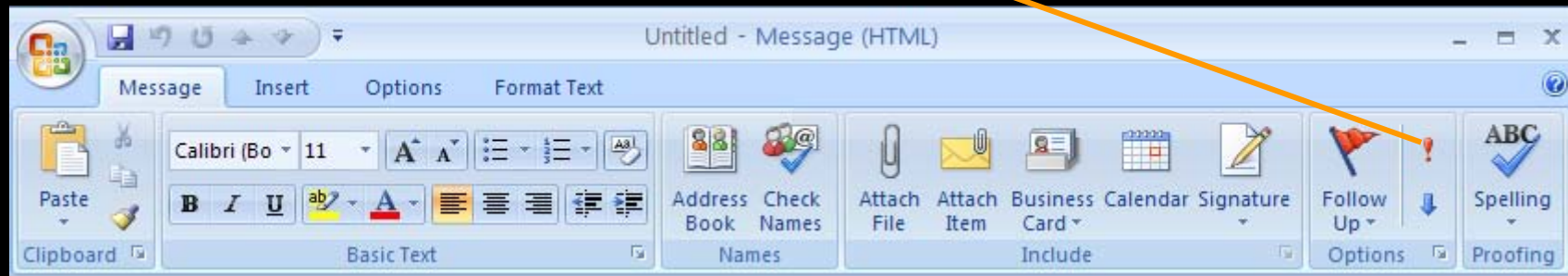
▲ Normal

▲ High

▲ Low



TIP  *A priority setting does not affect how quickly the message travels to its destination.*



Ribbon from Outlook message window

Other Mail Folders

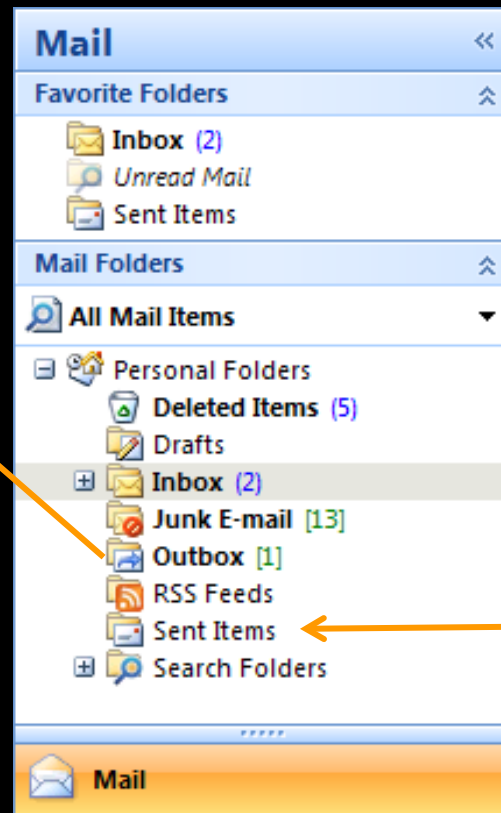
■ Outbox

▲ Hold all outgoing messages ready for transmission

■ Sent Items

▲ Holds a copy of every message sent

The (1) indicates that one message is in the Outbox, ready to send



Receiving Messages

- Two ways to receive new messages
 - ▲ Manual
 - ▲ Automatic

You can set Outlook to check for new messages automatically

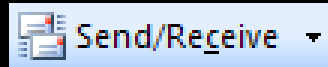
Setting for group "All Accounts"

When Outlook is Online

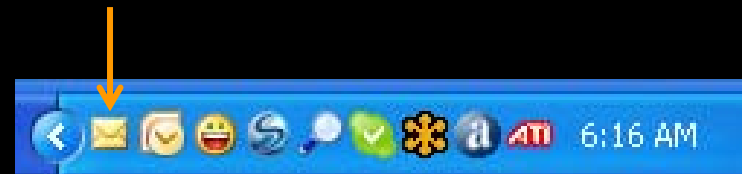
- Include this group in send/receive (F9).
- Schedule an automatic send/receive every minutes.
- Perform an automatic send/receive when exiting.



The Send/Receive Command



- Prompts Outlook to contact the mail server and check for new messages
- Sends messages from your Outbox
- When new messages arrive:
 - ▲ A new message sound plays
 - ▲ A number appears next to the Inbox label
 - ▲ A small envelope icon appears in the bottom-right corner of the Windows taskbar



Responding to Messages

- The Reply commands allow you to respond to messages without retyping email addresses

▲ Reply—only to sender



▲ Reply All—to all addressees




TIP *Outlook automatically includes the previous message in your reply.*

Forwarding Messages



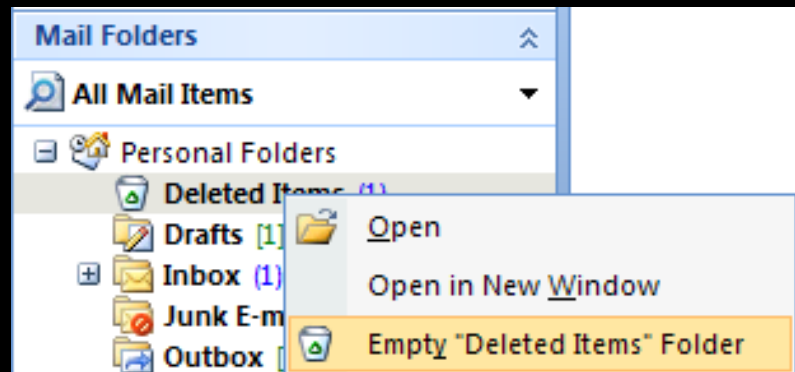
- **Makes a copy of a message and sends it to a different addressee**
 - ▲ Easier than copying and pasting
 - ▲ Useful when you are not the best person to respond to a message


Subject: FW: Volunteers Needed

TIP  Outlook adds the prefix FW: in front of the subject line indicates a forwarded message.

Deleting and Marking Messages

- When you delete a message, it is sent to the Deleted Items folder
 - ▲ Undelete messages by retrieving them from the Deleted Items folder
 - ▲ Permanently delete messages by emptying the folder



TIP  To retrieve a deleted message, drag it to the Inbox from the Deleted Items folder.

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