

Outlook® 2007



To start Outlook, click **Start** and choose **All Programs**, **Microsoft Office**, **Microsoft Office Outlook® 2007**. If you use Outlook 2007 to connect to a Microsoft Exchange Server, you must log on to your mail server to send and receive messages. When the Connect to Outlook box appears, type your user name and password and click **OK**.

Toolbars

Contains buttons and drop-down lists used to perform common tasks. Outlook has a dynamic toolbar that tools that change depending on the active pane, folder, or task. The main toolbar is used for performing basic functions for managing messages, such as replying to and forwarding messages, as shown.

Navigation Pane

Provides a centralized navigation system for accessing all parts of Outlook. The top portion of the Navigation Pane displays the active pane. To switch to a different pane (such as Mail, Calendar, or Contacts) and the Subpane and some system icons. To add, edit or delete these pane-performing tools, as they change those display order in the Navigation Pane, click the **Configure** button icon. To close or hide the Navigation Pane, a **Folder View**, **Navigation Pane**.

Folder pane

Displays the name of the active folder and displays its contents in list view. To sort the folder contents list, click the folder's **Sortings**.

Reading Pane

Displays the selected email message. You can use the Reading Pane to read messages, open attachments, follow hyperlinks, use **Web** buttons, accept or reject meeting requests, and view follow-up information and comments.

To Do Bar

Displays the Date Navigator, upcoming meetings and appointments, and the current task list. Flagged or read messages are automatically added to the task list.

Status bar

Displays the number of items in the current folder. Below, if an Exchange email address is in the default, the status bar also displays the status of the Exchange connection. (© 2006 Microsoft Corporation)

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Go With Outlook 2007 Getting Started

Woody Leonhard



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