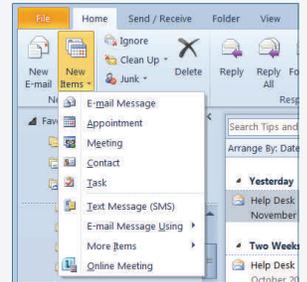
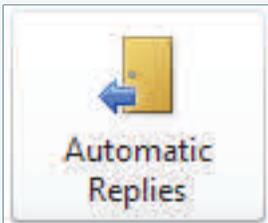


Creating New Items

No matter which section you are in — mail, contacts, calendar or tasks — you can create new emails, appointments, meetings and more by going to the **Home** tab, clicking **New Items**, and **selecting an option from the drop-down menu**. The option for **More Items** provides even more choices: Outlook Data Files, internet faxes, forms, notes and more.



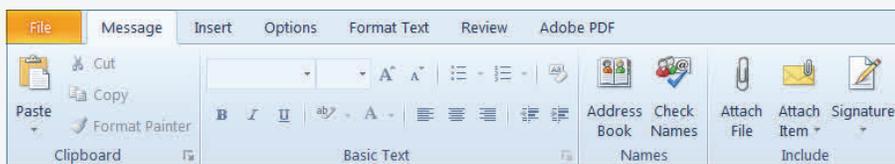
Setting the Out of Office Message



Go to the **File** tab, select the **Info** group, and click on **Automatic Replies**. If your company uses Exchange Server 2007 or later, you will have the ability to create two different away messages: one for recipients inside the company, and another for external recipients. If you are on Exchange Server 2003 or prior, you can create only one Out of Office message.

Attaching Files/Items to Messages

In a new e-mail, click the **Attach File** paperclip icon located on the **Message** tab in the **Include** group.

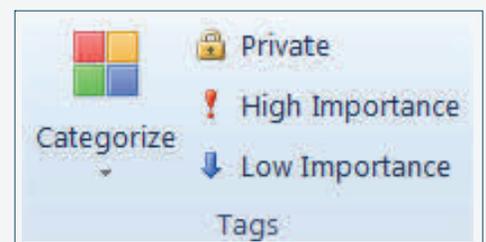


Browse to your file and click **Insert**. To attach a calendar file, email message or business card (referred to as "items"), click the **Attach Item** icon to

the right of the paperclip. These options are also located in the **Include** section of the **Insert** tab.

Marking an Appointment as Private

With an appointment open, go to the **Appointment** tab, and click the **Private** button located in the **Tags** group. Those who have permission to view your items will see the time as blocked out but will not see any details.



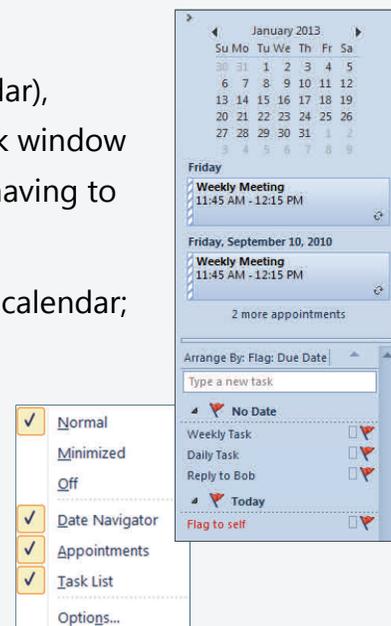
Using the To-Do Bar

By default, the **To-Do Bar** shows a Date Navigator (a small monthly calendar), upcoming appointments and a list of tasks on the right side of the Outlook window (see image, right). It enables you to see everything on your plate without having to wade through heaps of paper, notepads, planners and Outlook's inbox.

In the To-Do Bar, you can: accept/decline meetings; quickly access the full calendar; add new tasks; and categorize, rearrange and change task dates.

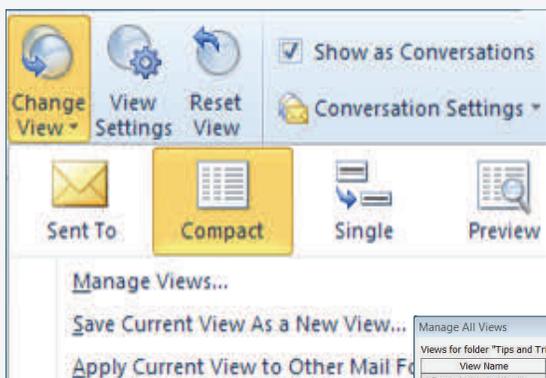
To-Do Bar customization is possible, but limited. Here's what you *can* do:

You can show or hide any of the three elements, and you can minimize, always show or turn off the To-Do Bar itself. Tasks cannot be modified beyond show/hide, but you can change the number of months shown in Date Navigator, and you can show/hide all-day calendar appointments and private item details. **Right-click anywhere in the To-Do Bar** to view these options.



Changing Folder Views

Go to the **View** tab, the **Current View** group, and click the **Change View** button. You can use one of Outlook's predefined views (Compact, Single or Preview), modify an existing view, or create a custom view from scratch. To customize a view, select **Manage Views** from the drop-down under Change View.



This opens a table of all available views with options to create new, copy, modify, rename or delete (see below).

To modify current view, click on **View Settings**, make modifications and click **OK**. To save it as a custom view, click on **Change View** and select **Save Current View as New View**. To apply this view to all of your folders, click on **Change View** and choose **Apply Current View to Other Mail Folders**. If you want to start from scratch, click **Reset View**.

View Name	Can Be Used On	View Type	
<Current view settings>	All Mail and Post folders	Table	New...
Custom	All Mail and Post folders	Table	Copy...
Compact	All Mail and Post folders	Table	Modify...
Single	All Mail and Post folders	Table	Rename...
Preview	All Mail and Post folders	Table	

Using Quick Steps and Rules to Automate Tasks

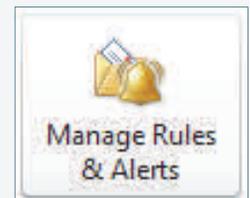
Quick Steps are one-click buttons that perform multiple actions at once — from categorizing and filing emails to creating new messages already addressed to your team members.



To create or modify a Quick Step, click the **Manage Quick Steps** dialog box launcher in the Home tab's Quick Steps group. This dialog includes options to create new Quick Steps, edit or delete existing ones, and change their order on the Ribbon.

Unlike Quick Steps, which require a click to run, **Outlook Rules** work without any action on your part (except for initial setup). You can create rules to perform a myriad of tasks, from categorizing and moving mail to automatically forwarding or replying with a template.

To create a rule, go to the **File** tab, the **Info** group, and select **Manage Rules and Alerts**. **Select your criteria** in the dialog box, and **save your rule**. For new rules, you may want to click on **Run Rules Now** to deal with mail already received.



Outlook rules have notable distinctions: They are either **server-side** or **client-side**, and, depending on the criteria, they can also be marked "**on this machine only.**"

For server-side rules, all of the information Outlook needs for them to run is kept on the server (e.g., folder is within mailbox and recipients are included in the company address book). These rules run even when Outlook isn't open. Client-side rules include information that is not kept on the server (categorizing mail, for example), and thus run only when Outlook is open. "On this machine only" refers to rules that include .pst files, which can be run only on the computer they were created upon.

Setting Up Delegates

Go to the **File** tab, the **Info** group, click on **Account Settings** and then **Delegate Access**. This will open a dialog box with options to add new delegates, and remove or change the permissions for existing ones. This box also enables you to set meeting request preferences for delegates. Options include having them sent to your delegate only, you and your delegate, or your delegate with you receiving a copy.



For help with Outlook or any Office application,
call **800-969-4310, option 3.**