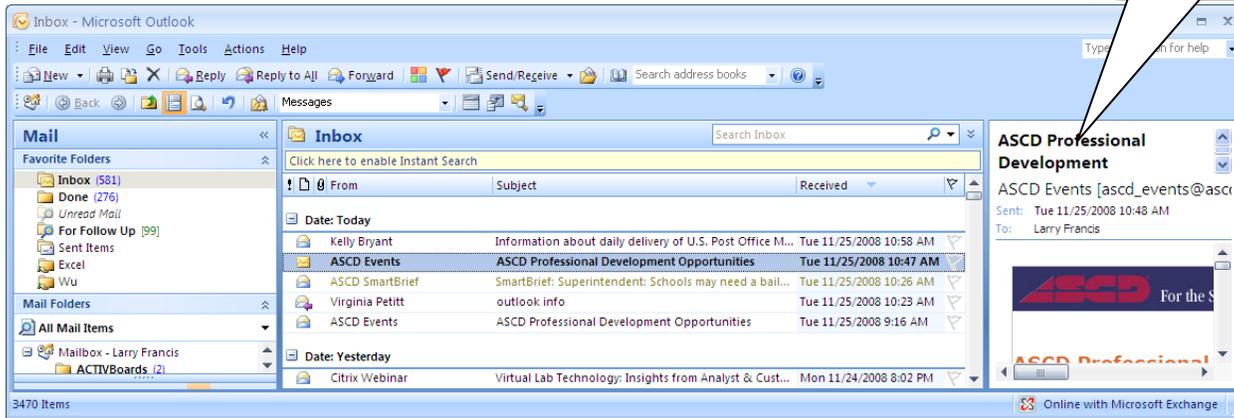


Outlook 2007

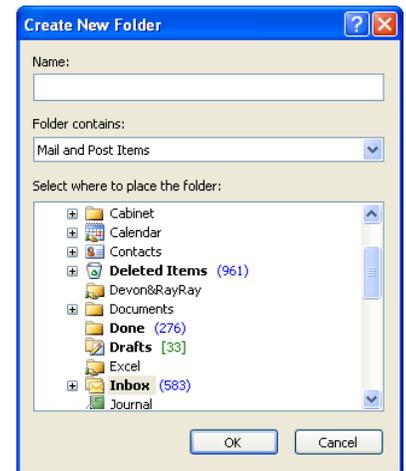
appearance

incoming mail—to reading pane or not to reading pane?
View > Reading Pane > then choose Right, Bottom, or Off



folders

organize your incoming mail into folders
New > Folder > then give it a name and a place to live



signature

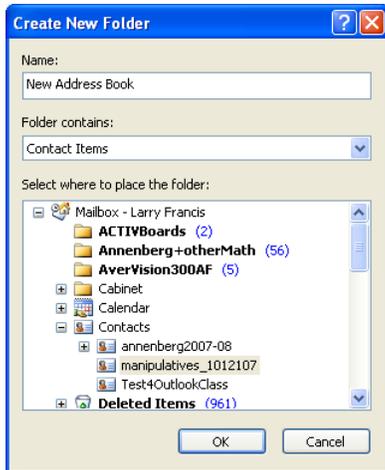
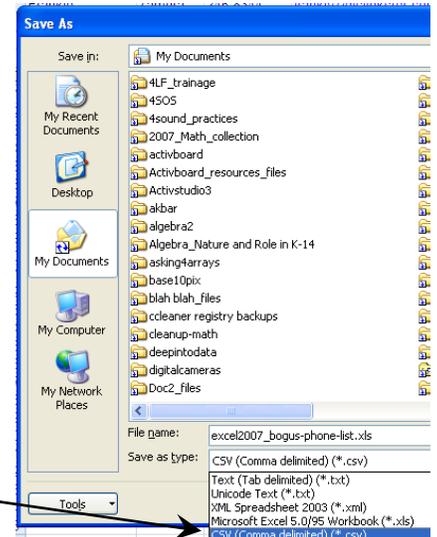
Tools > Options > Mail Format > Signatures
(You can even drag frequently used folders to the Favorite Folders section)

The 'Signatures and Stationery' dialog box is shown. It has tabs for 'E-mail Signature' and 'Personal Stationery'. The 'E-mail Signature' tab is active, showing a signature for 'Larry Francis'. The signature text is: 'Larry Francis, Southern Oregon ESD Computer Information Services', followed by two URLs: 'www.soesd.k12.or.us/support/training' and 'www.soesd.k12.or.us/math/math_resources', and an email address: 'larry_francis@soesd.k12.or.us or 541.858.6748'. A graphic with the word 'concrete' is pasted into the signature. Three speech bubbles provide instructions: 'You can take the underlining out of your links—and make them easier to read.', 'You can even paste in a graphic.', and 'When your signature is in the same font and size as your message, it makes your email more legible and classy.'

Contacts folders and Distribution Lists—importing email contacts from an Excel spreadsheet ¹

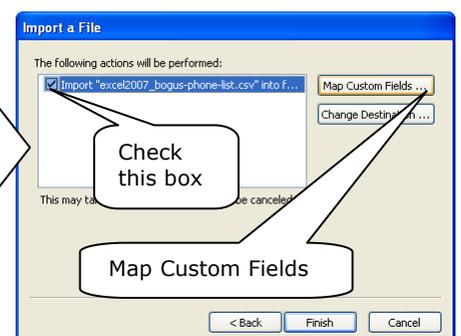
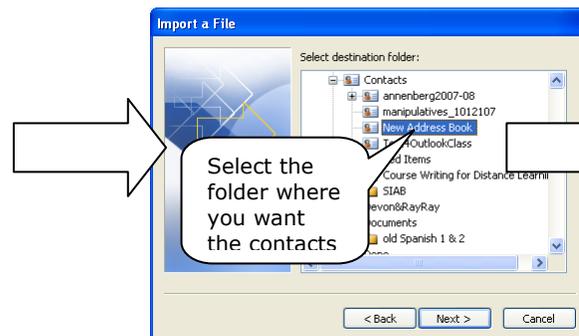
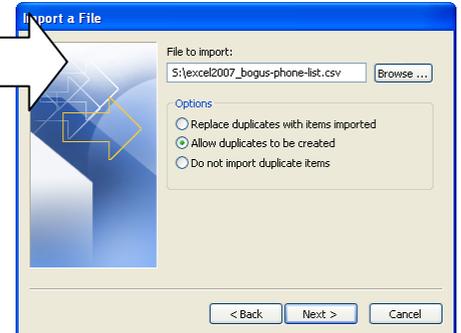
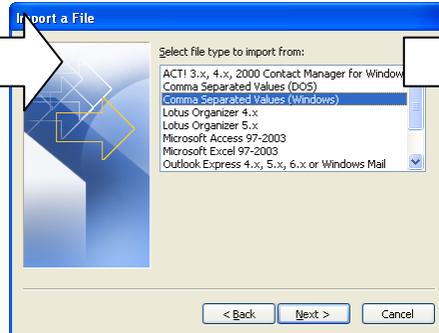
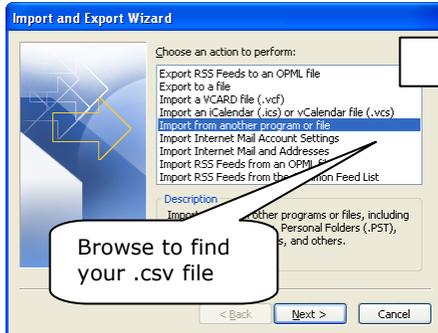
Contacts folders (Address Books) can be shared. Distribution Lists (Mailing Lists) can be forwarded but they can't be shared without sharing the whole Contacts folder they are in. Your department or sub-department could maintain mailing lists this way, sharing the folder and keeping the contacts updated in a single place.

Once you have the Excel spreadsheet, you need to save it in **.csv** format (Save As > Other Formats). Scroll down in the Save as type: box until you find **.csv** (Comma Separated Values) and then save.



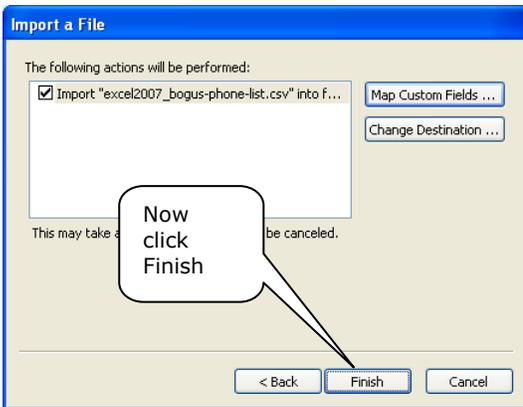
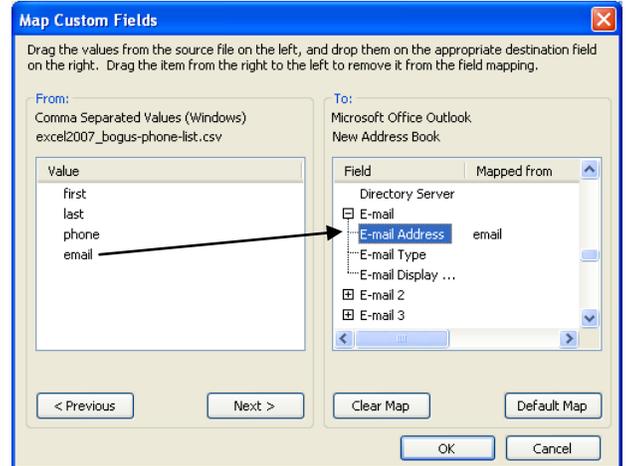
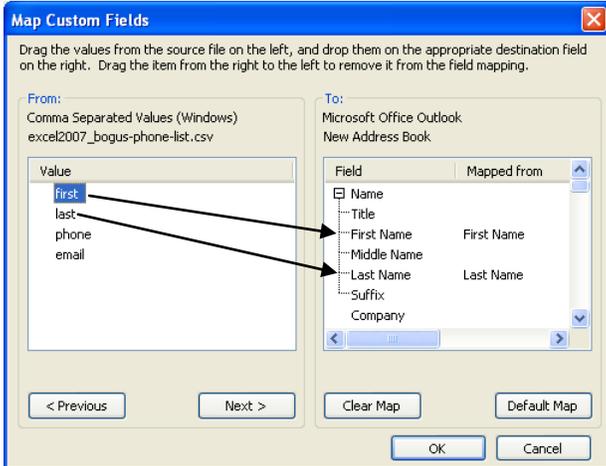
Then open your Outlook Contacts. Create a new folder for Contact Items (Address Book) by right-clicking anywhere in the My Contacts area and selecting New Folder. Outlook expects your new folder will contain Contact Items and that you'll want it to live in the Contacts area of your Mailbox.

Now you're ready to import the contacts from your spreadsheet saved in .csv format. Click on File > Import and Export. Then work your way carefully through these screens:



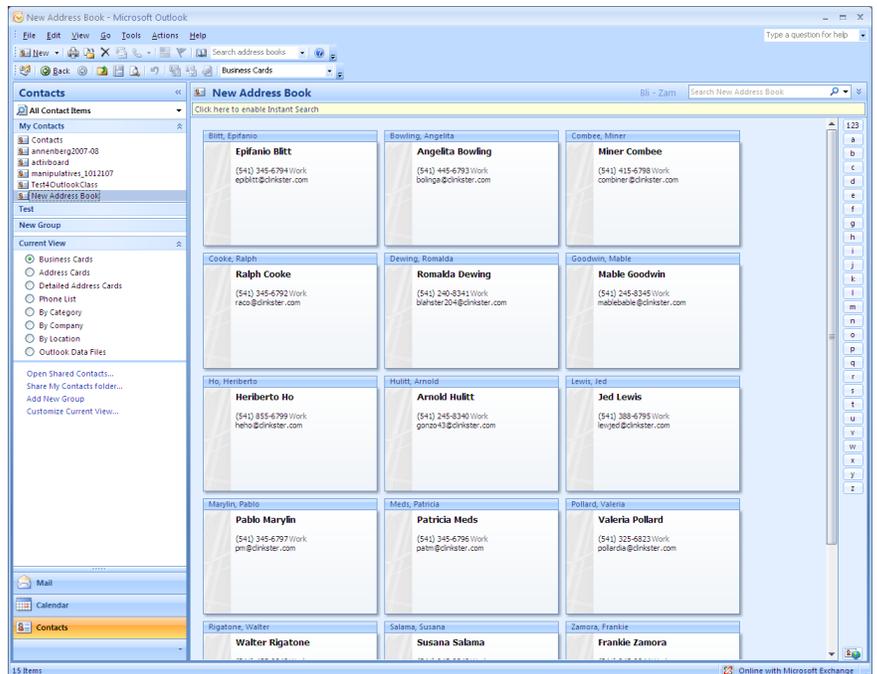
¹ <http://www.ucalgary.ca/it/help/articles/email/clients/outlook07/impexp#import>

Mapping Custom Fields is critical because you want your info to go in the correct (and usable!) place. Expand the fields on the right side and put each value from the left side where it ought to go. (You'll have to expand the E-mail Field so that the email value goes into the E-mail Address field.)



You'll see something that looks like this: (Current View = Business Card):

If you want to see an alphabetical list, hit View > Current View > Phone List



Calendar: scheduling, inviting, repeating

view by Day, Week or Month

New Appointment (or Task, etc.)

Recurrence (Daily, Weekly, Monthly, Yearly): sporadically recurrences must be entered one-at-a-time

Share My Calendar

Voting Buttons (within SOESD network only—this doesn't work outside our network or via webmail)

Open a new message, hit Options > Use Voting Buttons



Seek help

You can't know all the stuff, Dad; you just need to know who to call.

—Phern

Outlook is soooooo powerful, and it works soooooo well with the other Office 2007 applications, your options, opportunities, challenges, and frustrations are pretty nearly endless. Dream up what you want to do, then jump in and try to do it, seeking help as you need it along the way.

- Start with the little blue help button
- Go to SOESD's support pages at www.soesd.k12.or.us/support/training and check the Outlook 2007 section of Office 2007 page
- Click on the Microsoft Support links that show the Flash demos or the 2003/2007 commands
- Email support@soesd.k12.or.us or phone 858-6730 and ask for Larry. (Operators are standing by.)

Larry Francis, Southern Oregon ESD Computer Information Services
www.soesd.k12.or.us/support/training and www.soesd.k12.or.us/math
larry_francis@soesd.k12.or.us or 541.858.6748

revised 11/26/2008