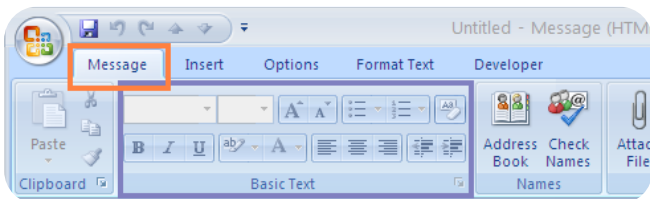


Malaspina University-College Quick Reference Guide for Microsoft® Outlook 2007

Ribbons, Tabs and Groups



The **Ribbon** is the new user interface of Microsoft® Office 2007. In Outlook, this is only used for email and scheduling. Each **Tab** on the Ribbon provides a group of tools. The tools are further divided into sections called **Groups**. This ribbon is designed to increase productivity and reduce click-through time.

The Office Button



The Office Button is the source of all of the tools that would normally be found in the Office 2003 **File** menu. Click it for all of your **Save**, **Print** and **Sending** needs as well as a **very important button: Options**.

The Quick Access Toolbar



The Quick Access Toolbar allows you to customize your tools. You can add the tools that you use the most for one-click use by clicking on the drop-down arrow (circled) and selecting the tools you need. Seen above, from left to right, are the **Save**, **Undo**, **Redo**, **Symbol**, **Print**, **New**, **Print Preview** and **Save As** buttons.

Recurring Appointments

It is now possible to edit individual occurrences of a recurring appointment. For example, it is possible to delete, or change the time of one date without affecting any of the other sessions in the series. This is done by selecting **Open this Occurrence Only** when opening the appointment on the day that is to be altered.

Finding your Commands

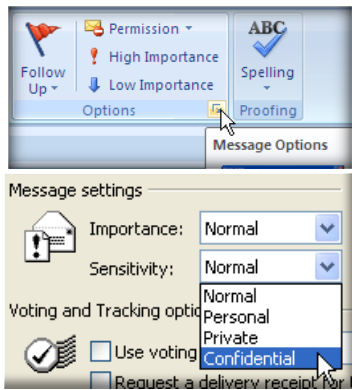
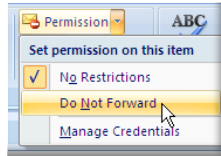
Listed alphabetically below are the commands that you may need to find. These are listed by location first (e.g. Tab, or Office Button), and then by section.

Command	Tab Location	Group Heading
Address book	Message	Names
Attach file	Message	Include
Bcc	Options	Fields
Bold	Message	Basic Text
Bullets	Message	Basic Text
Calendar	Message/Insert	Include
Chart	Insert	Illustrations
Check names	Message	Names
Clip Art	Insert	Illustrations
Colour	Options	Themes
Copy	Message	Clipboard
Cut	Message	Clipboard
Date/Time	Insert	Text
Delay Delivery	Options	More Options
Direct Replies To	Options	More Options
Drop Capital	Insert	Text
Effects	Options	Themes
Equation	Insert	Symbols
File Menu Items	Office Button	Buttons
Follow up	Message	Options
Font	Message	Basic Text
Font Themes	Options	Themes
Format Text (adv.)	Format Text	n/a
From	Options	Fields
Horizontal Line	Insert	Symbols
HTML	Options	Format
Hyperlink	Insert	Links
Images	Insert	Illustrations
Importance	Message	Options
Italics	Message	Basic Text
Page Colour	Options	Themes
Paragraph layout	Message	Basic Text
Paste	Message	Clipboard
Paste	Message	Clipboard
Permission	Message/ Office Button	Options
Plain Text	Options	Format
Receipt	Options	Tracking
Rich Text	Options	Format
Save sent	Options	More Options
Signature	Message/Insert	Include
Spelling	Message	Proofing
Symbol	Insert	Symbols
Table	Insert	Tables
Text Box	Insert	Text
Theme	Options	Themes
Tools Items	Office Button	Editor Options
Underline	Message	Basic Text
Voting	Options	Tracking
Word Art	Insert	Text

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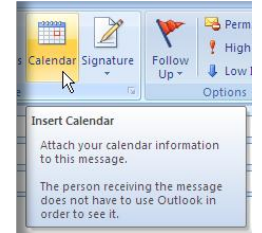
Setting Permissions

There are times when we do not want the receiver of an email to forward the message. This is important if sent mail contains sensitive material such as personal information, or information that is not yet ready for public release. To set basic permissions, select the **Permissions Button** from the **Message Tab**, and select **Do Not Forward**. For more detailed options, you must select the **Message Options** menu using the small button below the permissions option.

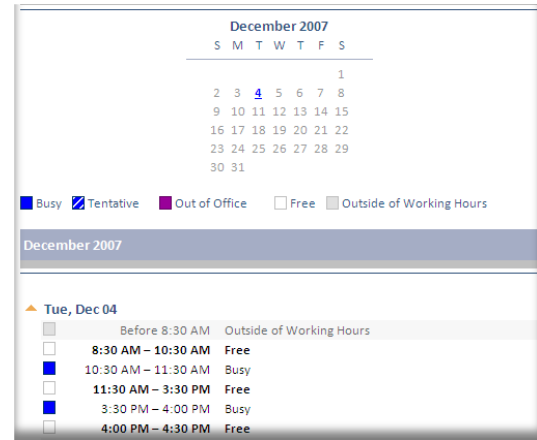


Insert Calendar into Email

Inserting a Calendar into an email is a new feature of Outlook 2007. This allows you to communicate schedules and events to people that are not able to access your calendar, and even with people who do not use Outlook.

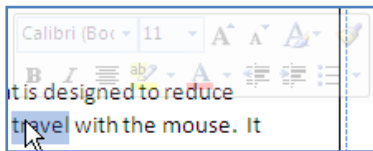


To use this feature, select the **Calendar Button** from either the **Message Tab**, or from the **Insert Tab**.

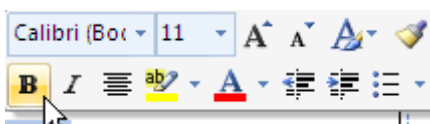


The Mini Toolbar

This is a new feature that is designed to reduce distance that one has to travel with the mouse. It appears when you highlight text, and provides the user with the most commonly used formatting tools.



Notice above that when the word travel was highlighted, a ghostly toolbar figure is visible above the word. By moving the mouse onto this toolbar it will solidify and become useable.



Compressing Images

At Malaspina, we would like to prevent the sending of images via email as this duplicates files residing in the sender's and the receiver's profiles. We know that sometimes it is still necessary to send an image, but we do not want to accidentally send a file that is enormous. The solution is to **Compress the Picture**. Select the image, and a new tab will appear:



From this new tab, select **Compress Pictures** from the **Adjust group** on the far left. From the pop-up dialogue box, select **Options** to choose the level of compression desired.