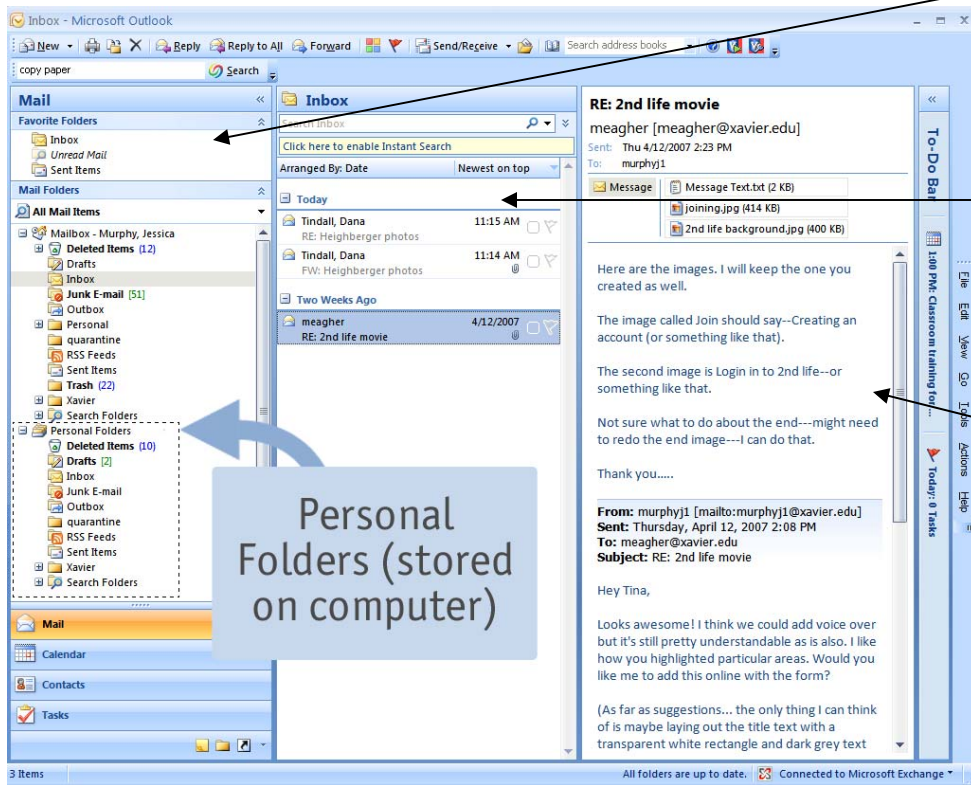




The Interface



Personal Folders (stored on computer)

Navigation Pane

The Navigation Pane includes information such as Mail Folders and links to other areas of Outlook, such as the Calendar or Notes.

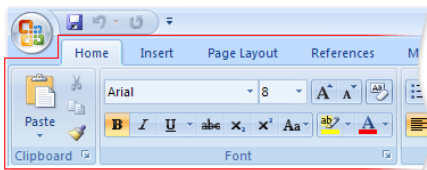
Folder Contents

When you click a folder name (in the Navigation Pane), you will see the titles of all the emails in that folder here. Click a message title to see its preview in the Reading Pane.

Reading / Preview Pane

The Reading Pane can be used to preview items in your Inbox without opening them. To display the text of an email in the Reading Pane, just click the message title in the **Folder Contents** area. In the Reading Pane, you can also open attachments, follow a hyperlink, use voting buttons, and respond to meeting requests.

The Ribbon

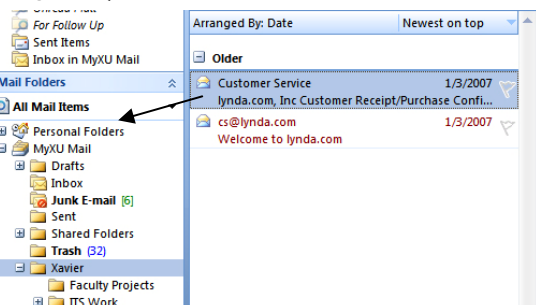


The Ribbon is designed to help you quickly find the commands that you need to complete a task. In


Outlook 2007, the ribbon only appears in open items such as Mail, Contacts, and Appointments. You will not see the ribbon until you have opened an individual item.

Moving Messages to a Folder

1. Drag a message from the list of messages to a visible folder on the left. Messages moved to the **"Personal Folders"** section will be stored on your machine (and will not be accessible through OWA)



The Office Button

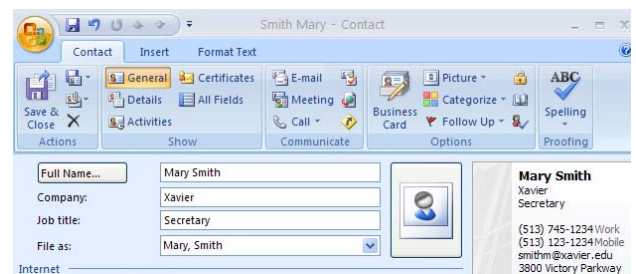
In Outlook 2007, the Microsoft Office Button  replaces the File menu for some functions, and is located in the upper-left corner of the screen.

You will see the new Microsoft Office Button when you read or create a message, task, contact, or calendar item.



Adding Contacts

1. On the File menu, point to New, and then click Contact.
2. Type a name for the contact.
3. Enter the information that you want to include for the contact.



4. On the ribbon, click Save & Close.





Composing & Sending a Message

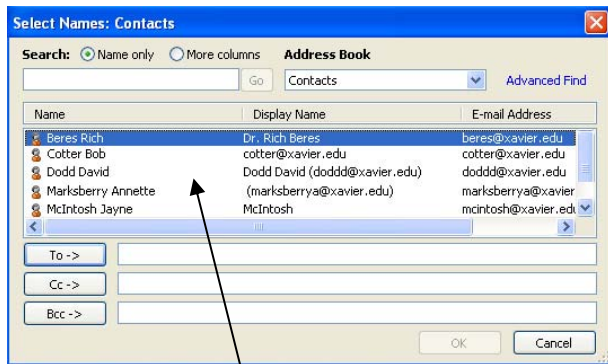
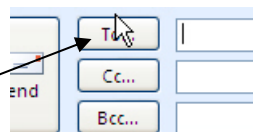
1. On the Standard Toolbar, click **NEW**. A new message form is displayed.



2. In the **TO** field, type the email of the user to whom you wish to address the message.
3. Click in the **SUBJECT** field and enter a subject of your choice.
4. Press **TAB** to move to the message body field.
5. Enter a message.
6. Click the **SEND** button [to the left of the **TO** field] to send the message.

Addressing a Message

1. Display a New Message Form.
2. To the left of the **TO** field, click **"TO"** to display the Select Names dialog box.

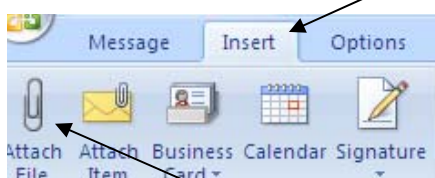


3. In the list, select the user name of the person to whom you want to address the message.
4. In the Message Recipients section, click **"TO"** to place the selected user name into the **TO** field.
5. Repeat this process to add multiple people.
6. Click **OK**.

Working with Attachments (Cont.)

Attaching a File to a Message:

1. When composing a message, click the **INSERT** tab to reveal the **INCLUDE** group on the Ribbon.



2. In the Include group, click **ATTACH FILE**.

Working with Attachments (Cont.)

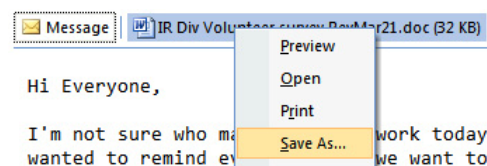
3. Browse for and **Select the File** to be attached.
4. Click **Insert**.

Opening an Attachment:

1. Open the message that contains the attachment to be opened.
2. On the Attachments line of the Message form, double-click the name of the attachment to open the Opening Mail Attachment dialog box.
3. Click **OPEN** to open the file in the related application (e.g. Word or Excel or PowerPoint). A message box may be displayed.
4. Click **OK** to close the message box, if necessary.

Saving an Attachment:

1. **Open the message** that contains the attachment.
2. You will see the attachments listed under the **"Subject"** line.
3. **Right-click** on the file name and choose **"Save As"**.



Outlook Client & Outlook Online (OWA)

There are two ways to use Outlook:

Outlook Client: For use when using your University machine.

- Access like any program on your computer (through Start Menu)
- Contains personal data files & archived emails
- Full featured version

Outlook Web Access (OWA): For use when away from your University machine.

- Access through <https://mail.xavier.edu>.

