



Outlook 2007 Self-Help Documents

Series Introduction & Contents

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=Shortcut =Advice =Caution

Introduction

Welcome to the Big Book of Outlook 2007! That's right, **big**. But, before you conclude that we've lost our marbles and abandoned our *brief* self-help documents model, let us explain. The differences between Outlook 2003 and Outlook 2007 are significant and require that we, OTS, produce new, somewhat extensive self-help resources for the TU community. While our brief documents have proven successful, they often lack the context and continuity a more comprehensive document would provide.

The Big Book of Outlook (BBO) is a happy compromise. It's a *series* of brief, *how-to* documents—chapters, if you will—cross-referenced and unified by a common theme. Just look for the BBO locator (pictured on the right) at the top of each document to see how that particular resource relates to others.

In addition to providing an introduction, this document will serve as a preface and table of contents. Whenever we add a new self-help resource to the series, we will update this publication to reflect the change. If you are viewing this PDF document online, click any *Doc ID* in the leftmost column of the table below to open the corresponding title. Documents without ID codes are still in production. We hope you will enjoy learning more about Outlook 2007. Should you have questions, contact us at 410-704-4070 or training@towson.edu.



Previous Title

There is none, this is the first!

Next Title

O27-10
Interface & Navigation

Contents

Doc ID	Publication Title
O27-00	Outlook 2007 Self-Help Documents
O27-05	Outlook 2007 New Features
O27-10	Outlook 2007 Interface & Navigation
O27-11	Outlook 2007 To-Do Bar
O27-20	Outlook 2007 E-mail Essentials
O27-21	Email Your Entire Class with Outlook 2007
O27-30	Outlook 2007 Message & Folder Management
O27-40	Outlook 2007 Calendar Management
O27-41	Sharing Outlook 2007 Calendars
O27-50	Outlook 2007 Task Management
O27-60	Outlook 2007 Contact Management
O27-70	Outlook 2007 Notes



Publication descriptions begin on following page.

Publication Abstracts

► **Outlook 2007 Self-Help Documents** [O27-00]

introduces the *series* of Outlook 2007 self-help documents developed by OTS Training, providing a linked table of contents and abstracts to help readers find the information they need.

► **Outlook 2007 New Features** [O27-05]

describes many of the promising features new to the 2007 version of Outlook. This publication is intended primarily for readers who have used Outlook 2003 in the past, but we think those new to Outlook will also find it enlightening.

► **Outlook 2007 Interface & Navigation** [O27-10]

introduces the functional areas of the Outlook desktop, the essential controls, and the best methods for navigating the tools. This publication is the foundation for all others in the BBO series.

► **Outlook 2007 To-Do Bar** [O27-11]

describes how to use the new Outlook To-Do Bar to access calendar and task management functions from the initial Outlook desktop.

► **Outlook 2007 E-mail Essentials** [O27-20]

describes Outlook messaging features including reading, processing, composing, formatting, and sending messages, as well as processing and sending file attachments.

► **E-mail Your Entire Class with Outlook 2007** [O27-21]

describes how faculty can use the Class Roster Distribution function of PeopleSoft to quickly and easily send a message to all of the students enrolled in a particular class.

► **Outlook 2007 Message & Folder Management** [O27-30]

introduces the standard folders which comprise a TU mailbox and describes how to effectively manage the messages, appointments, tasks, contacts and notes that accumulate therein. While “file management” is not the most scintillating of topics, it is absolutely crucial to maintaining a “healthy” account.

► **Outlook 2007 Calendar Management** [O27-40]

describes Outlook calendaring features including navigating and searching calendars; changing views; creating, editing, copying, moving and categorizing appointments. On the topic of creating appointments, we discuss inviting attendees, inviting resources, finding open times, setting appointments to recur and linking to contacts.

► **Sharing Outlook 2007 Calendars** [O27-41]

describes how to open a shared calendar, how to share your own calendar, and how to send an excerpt of your calendar within an email message to any address.

► **Outlook 2007 Task Management** [O27-50]

describes Outlook task management features including creating tasks, updating/editing tasks, navigating and changing task views, color categorizing tasks and sending tasks to others.

► **Outlook 2007 Contact Management** [O27-60]

describes Outlook contact management features including adding, editing, deleting and archiving contacts; using contacts to send e-mail messages; linking contacts to appointments, tasks and other contacts; adding photos/images to contacts; and, editing e-business cards.

► **Outlook 2007 Notes** [O27-70]

describes Outlook notes, including creating, editing, deleting and color coding notes; navigating and search notes; and, using notes in other areas of Outlook.