

Outlook 2007

In this handout, you will learn the following:

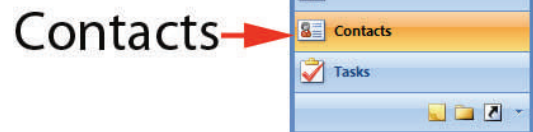
- How to view your contacts
- How to create a new contact
- How to edit a contact
- How to find a contact
- How to delete a contact
- How to view your tasks
- How to create a new task
- How to complete a task
- How to delete a task
- How to access the calendar
- How to change the calendar view
- How to schedule an appointment
- How to schedule a meeting request

Contacts

Viewing your contacts: *To view your contacts:*

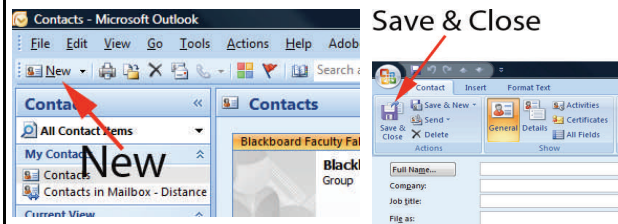
Click the **Contacts** button in the Navigation Pane.

Note: To do any of the following steps, you must first complete this step.



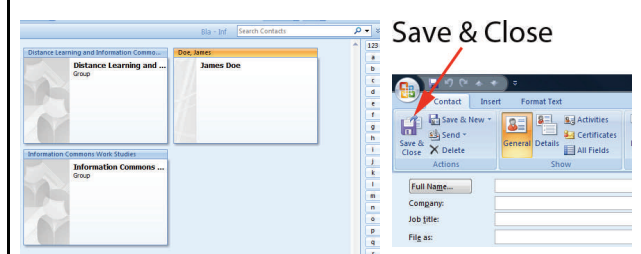
Creating a new contact: *To create a new contact:*

Click the **New** button in the standard toolbar > Type in contact information > Select **Save & Close**



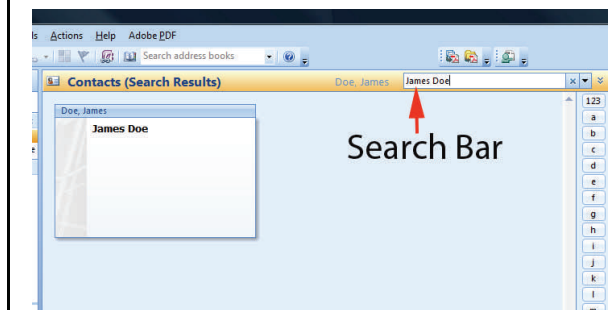
Editing a contact: *To edit a contact:*

Double click the contact to be edited > Make the changes that you wish to make > Select **Save & Close**



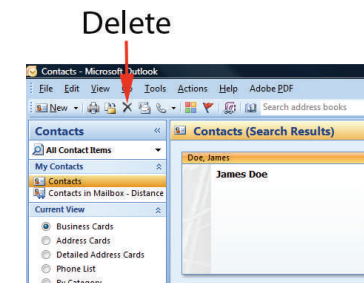
Finding a contact: *To find a contact:*

Click in the **Search Contacts** text box > Type the words that you wish to search for > Press **Enter**



Deleting a contact: *To delete a contact:*

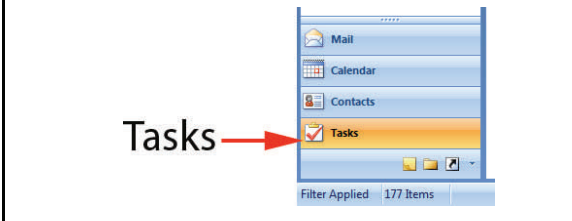
Select the contact > Click the **Delete** button or press the **<Delete>** key



Tasks and To-Do Items

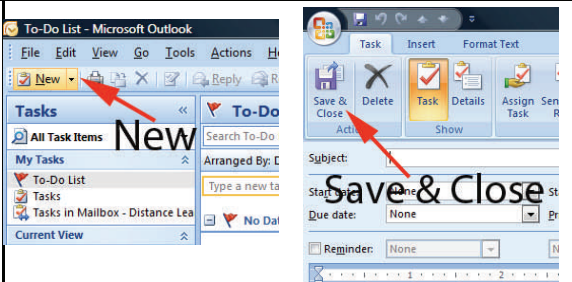
Viewing your tasks: *To view your tasks:*

Click the **Tasks** button in the Navigation Pane.
Note: To do any of the following steps, you must first complete this step.



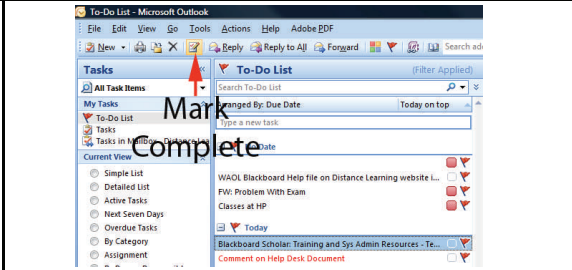
Creating a new task: *To create a new task:*

Click the **New** button in the standard toolbar > Type your task > Select **Save & Close**
 Other options:
 Click in the **Type a new task** text box at the top of the To-Do List section > Type your task > Press **Enter**
 Click in the **Type a new task** text box in the To-Do Bar section > Type your task > Press **Enter**



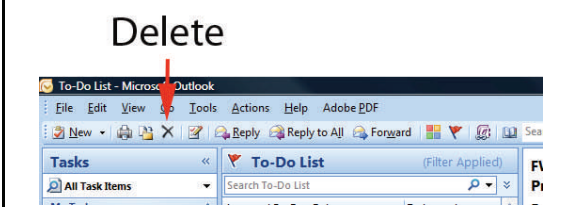
Completing a task: *To complete a task:*

Single click the task to be completed > In the standard toolbar, click the **Mark Complete** button



Deleting a task: *To delete a task:*

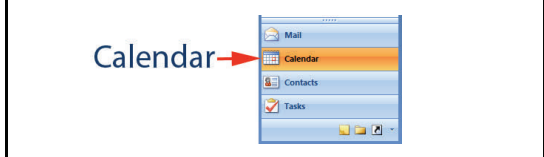
Click the task > Select the **Delete** button or press the <Delete> key



Calendar

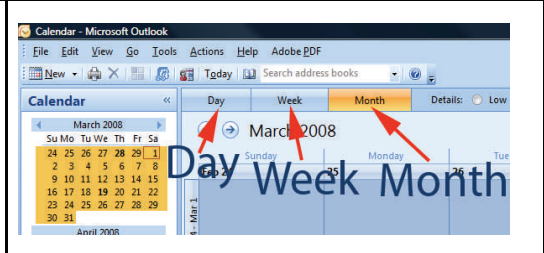
Accessing the Calendar: *To access the calendar:*

Click the **Calendar** button in the Navigation Pane.
Note: To do any of the following steps, you must first complete this step.



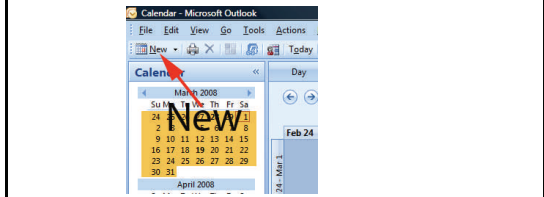
Changing the view: *To change the calendar view:*

Click one of the **Day, Week, or Month** buttons.



Scheduling an appointment: *To schedule an appointment:*

Click the **New** button in the standard toolbar.



Scheduling a meeting request: *To schedule a meeting request:*

Click the **New** button arrow on the Standard toolbar > Select **Meeting Request**

