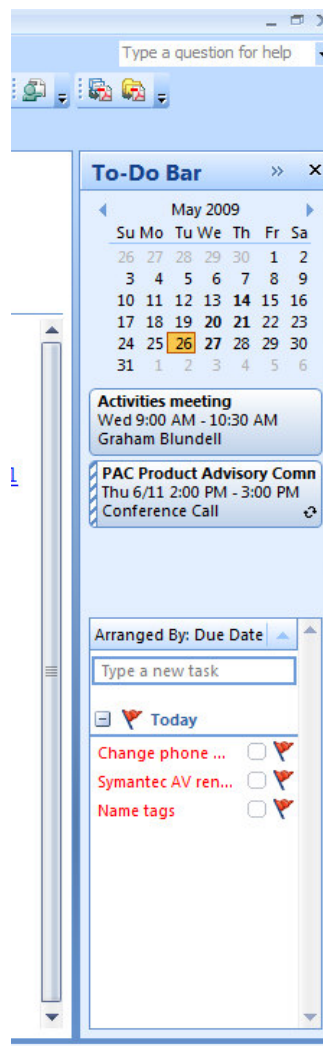
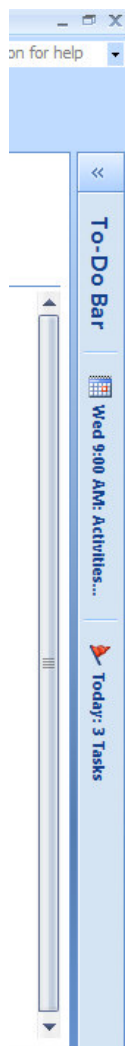


Outlook 2007 Changes

If you are used to Outlook 2003 then the look and feel of Outlook 2007 hasn't changed as much as either Word or Excel. You don't get either the Office Button or Ribbons on the main Outlook screen although you do get them in the individual item windows (Messages, Calendars items, Contacts, etc.).

Something new is the **To-Do Bar** that appears on the right of the screen. This is a new place that gives you a quick view of important things such as tasks, flagged emails, appointments that are coming up for the day. You can customize the view 3 ways: turn it off, show it minimized or normal.



There have been a couple of changes to the standard toolbar: Categorize, Mark for Follow Up and Toolbar Options have been added while Find (Search the Current Folder for Messages) has been removed.

Tasks

Tasks in Outlook 2007 are now integrated with your Calendar. When you enter a task it appears on your Daily To-Do List. A task is automatically moved to the next day until it is marked as completed.

Mark for Follow Up & Categorize

Flagging an item for follow up which was added in 2003 has been expanded (or replaced) by task flags and color coding has also been expanded. You can use the same Color Categories for e-mail, calendar, contact and task items. Now, instead of just flagging an email with a colored flag, you set a follow up task flag (for today, tomorrow, next week, etc.) using the same customizable color category across different items such as emails, appointments, etc.

Meeting Requests

You can no longer send an out of date meeting request, Outlook 2007 will automatically send the most current request if you try. Changes to a meeting location or agenda made by the organizer will generate an informational update for the attendees instead of another meeting request.

Calendar

You can now send somebody a snapshot of your calendar via email. Right click the calendar and select *Send via E-Mail* from the options. You can select which calendar as well as the date range you wish to e-mail. Note that this is a current snapshot that you are sending – they will not be notified of changes you make to your calendar after you send the snapshot.

You can now view multiple calendars in overlay mode rather than side-by-side mode. This allows you to view multiple calendars together for viewing purposes. Open both calendars that you wish to combine, right click on the calendar title and select *View in Overlay Mode*. This is for viewing purposes only, each appointment appears on the color associated with its calendar. To overlay more calendars just repeat the same steps. To revert back to separate views right click on the calendar title and select *View in Side-by-Side Mode*.

Personal Address Book

This feature is no longer available on Outlook 2007, it has been replaced by Contacts. You can still import a saved Personal Address Book from an earlier version on Outlook using the File – Import and Export feature.

Word as Your Email Editor

This is now automatic, you have no choice. It does not appear to cause problems with TAM that using Word as your Email Editor did in earlier version of Outlook.

Task Pad

Has been replaced in Outlook 2007 with the To-Do Bar

Flag Follow-up

New to Outlook 2003, this has been replaced by task flags and the enhanced color categories.

Resources

<http://office.microsoft.com/en-us/help/default.aspx> download PowerPoint training presentations for all Office 2007 products.

www.customguide.com Free Quick Reference Cards are available for the different versions of all Office products.