

This guide will provide an overview of Outlook 2007 by covering the following:

Interface

Action-Sensitive Options

Instant Search

Attachment Preview

Contextual Spell Check

Detailed Information

INTERFACE

Navigation Pane

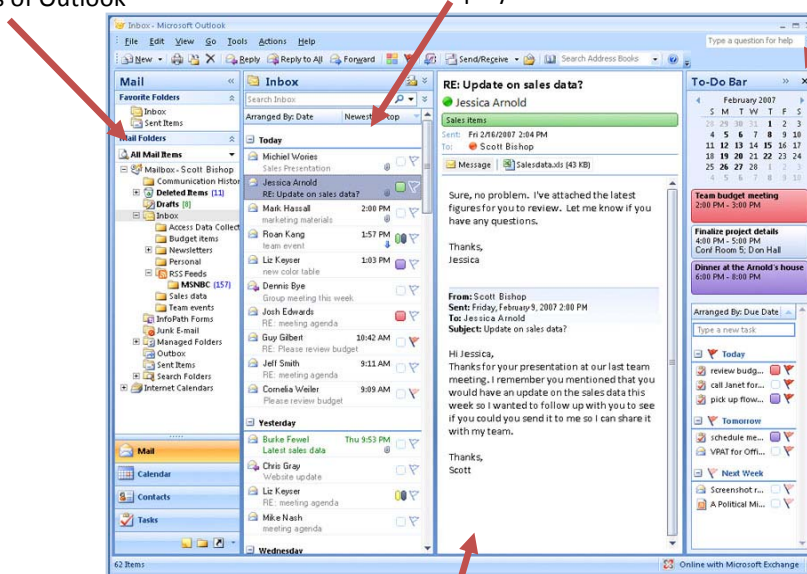
Includes Mail Folders and links to other areas of Outlook

Folder Contents

Display titles of emails

To-Do-Bar

Mini- calendar, appointments, and to-do list



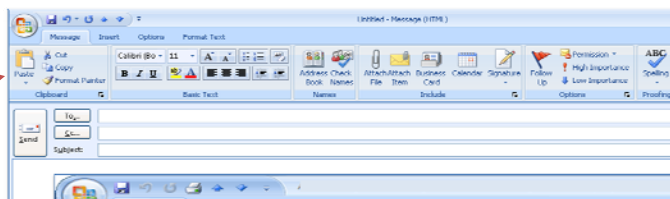
Reading/Preview Pane

Preview items without opening email

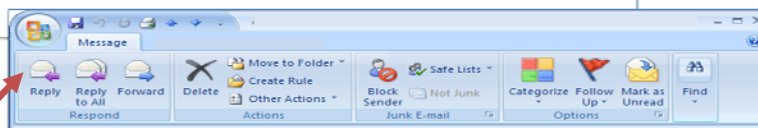
ACTION-SENSITIVE OPTIONS

Many options are action-sensitive and remain unavailable until you perform an action that requires use of the option.

All tabs are visible to compose a new message



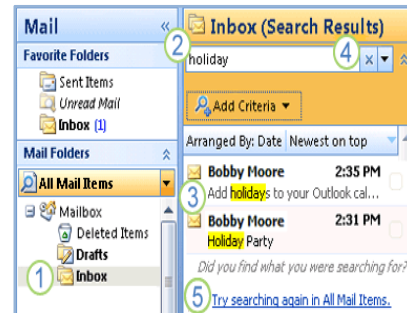
For an existing message, the Message tab contains all necessary commands



INSTANT SEARCH

Provides search results quickly with word highlighting as you type. The Instant Search pane is available in Mail, Calendar, Contacts, Tasks, Notes, Folder List, and Journal. Instant Search also looks within your e-mail attachments.

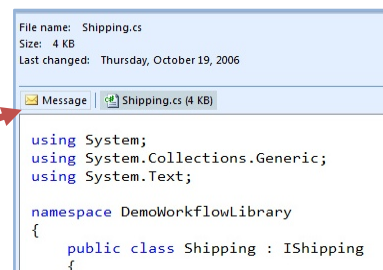
1. Click the folder to search
2. Type search text in the **Instant Search**
3. Results with search text highlighted
4. Click X to clear and start a new search
5. Click to expand your search to all folders



ATTACHMENT PREVIEW

Single-click on an attachment to view it within Outlook – this makes it faster and more convenient than launching another application and to open the file in.

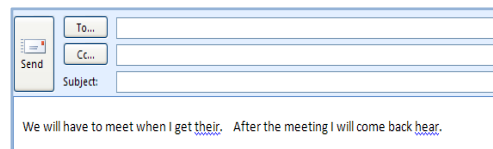
Click **message** to exit attachment preview and go back to the original message



CONTEXTUAL SPELL CHECK

Outlook 2007 displays an alert if the word used is not appropriate for a given statement.

This option is **NOT** turned on by default



To turn on click: *Tools|Options|Spelling Tab|Spelling and Auto Correction-* select *Use Contextual Spelling*

Where to get Microsoft Office 2007 help:

IT Help Desk

Phone: (817) 531-4428 ext. 2

Email: helpdesk@txwes.edu

CETL

Phone: (817) 531-6530

Email: cetl@txwes.edu

Microsoft

Online: <http://office.microsoft.com>