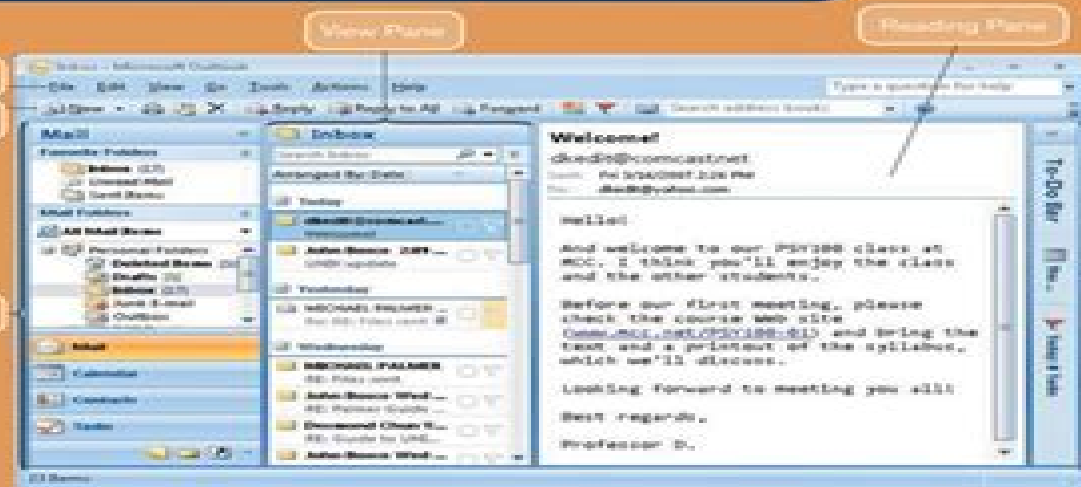


Microsoft® Office

# Outlook® 2007

## Welcome to Outlook 2007

Outlook 2007 is a powerful personal communications center where you can send and receive e-mail, manage contacts, and maintain your schedule and to-do lists. Outlook uses the Ribbon interface when you create new items such as e-mail messages, tasks, and appointments, while other tasks are accessed from the traditional Menu bar.



Basic Functions

Mail

Calendar

Contacts

Tasks

Notes & Journal

Advanced

## What's New in Outlook 2007?

- NEW Ribbon interface makes it easier than ever for you to do your work.
- NEW contextual tabs that appear only when you need them to complete your current task.
- NEW To-Do Bar helps you track upcoming appointments and tasks.
- NEW Calendar design is easier to navigate and includes a Tasks area.
- NEW Electronic Business Cards make contacts easy to view and share.
- NEW Attachment Previewer previews most attachments with a single click.
- NEW Color Categories allow you to personalize and categorize different types of information.
- NEW SmartArt diagrams help you to easily add high-impact graphics to messages.

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# Microsoft Outlook 2007 Quick Reference Guide

**JA Banks**



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