

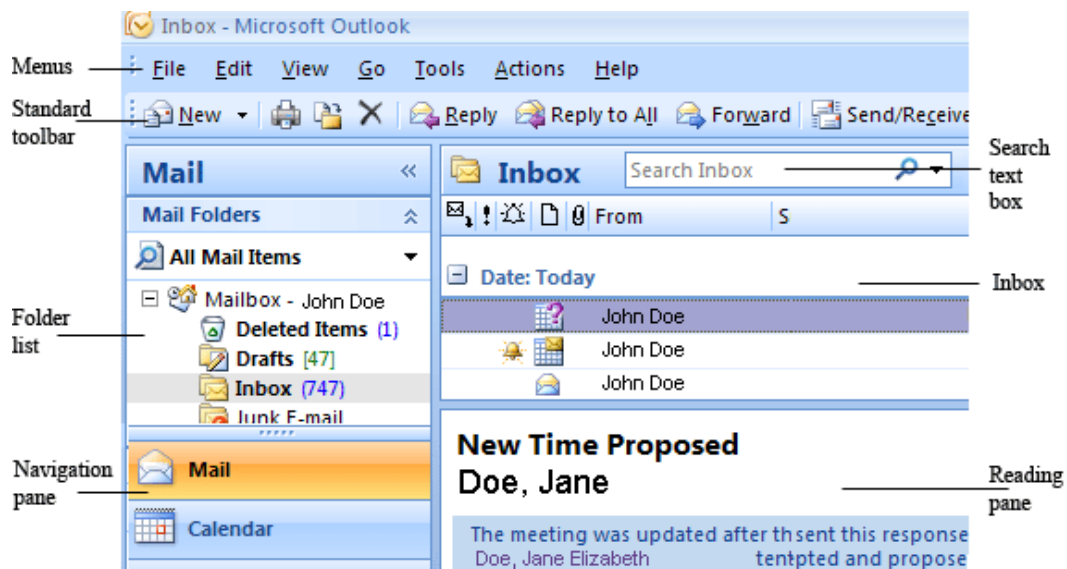
Microsoft Outlook 2007

Table of Contents

The Outlook Window	2
Basic Email Activities	5
Searching for Email.....	20
Recalling Sent Messages	21
Outlook Calendar Features	23

The Outlook Window

The following graphic represents the basic parts of an Outlook window. As with many other Windows-based programs there are menus and toolbars along with a window displaying the active feature. Outlook does have features unique to its environment: the toolbars, the Navigation pane, and the Folder List.



The Toolbars

Outlook 2007 uses dynamic toolbars, meaning that the toolbars change depending on what feature you are using. So, feature-specific buttons will appear and disappear on any given toolbar depending upon what you are doing.

HINT: If you are unsure at any time about what a specific button on a toolbar does, you can hold your pointer over that button and a *ScreenTip* will appear with a description of the button.

To view a toolbar:

From the *View* menu, select **Toolbars** » select the toolbar(s) you would like displayed

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

The Navigation Pane

The *Navigation* pane is located at the left side of the Outlook window. It contains the *Folder* list as well as a customizable navigation menu to help you get around to the different features of Outlook quickly and easily. For example, the Mail choice takes you to your *Inbox* and allows you to create and manipulate your mail, while the Calendar item brings up a personal calendar system in which you can create schedules, work with others' schedules, and set up meetings or appointments. You can simply click on a *Navigation* pane icon to open the desired feature or right click to access related options. The size of icons or the size of the *Navigation* pane itself can be adjusted; you can even hide the *Navigation* pane.

The Folder List

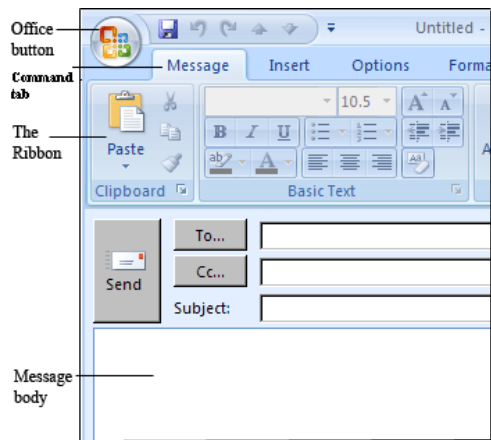
The *Folder* list provides a detailed listing of all your Outlook folders and subfolders, allowing you to navigate through them more effectively. In Outlook, *folders* are used to store anything you do within the program. For example, the *Inbox* folder is where any new or undeleted mail messages are stored. The *Deleted Items* folder stores mail messages that have been deleted (to completely remove messages from Outlook, the Deleted Items folder must be emptied).

The Search Field

The *Search* field allows you to easily locate messages within any or all of your folders. By default, using the search function will search all messages in the currently viewed folder. You can also set the *Search* field to check in all folders.

The Project Window

Whenever you create a new document or schedule item in Outlook 2007 (e.g., a new email, an *Appointment* for your calendar, or a new *Task*), an untitled window will open. Although the window is automatically set with buttons grouped in command tabs appropriate to the type of document you are working on, the basic workings of the project window remain the same. The following graphic represents the basic parts of a new project window, using a new message as an example .



The Office Button

The OFFICE button is a newly added feature to all Microsoft Office 2007 programs. It contains many of the menu items previously found in the *File* menu.

The Ribbon

The *Ribbon* is an Office 2007 addition which takes the place of most toolbars and menus. Instead of having separate toolbars for each feature, the *Ribbon* manages your workspace by categorizing program features into groups and command tabs. Within each command tab there can be any number of groups holding their own features.

The Message Body

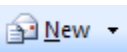


The message body is where your messages and/or notes on other projects will be written. In a mail message, for example, the body of the message is where the text of the message would be written. If you are scheduling an *Appointment* or inviting another Outlook user to an event/meeting, this is where you would explain the event.

Basic Email Activities

Outlook has features similar to other email programs as well as many unique or enhanced features. The following document will explain how to create, send, print, and delete basic email messages in Outlook 2007.

Sending Email Messages

When you want to send an email message in Outlook:

1. On the *Standard* toolbar, click **NEW**  **New** 
A new untitled *Message* window appears.
2. In the *To...* text box, type the email address of the person you are sending the message to
OR
To search for recipients, click **TO...**
HINT: If you are sending to multiple people, use a semicolon (;) to separate the email addresses.
3. In the *Subject* text box, type an appropriate subject
4. Press **[Tab]**
OR
Click in the body of the message
5. Complete the body of the message
6. Click **SEND** 
Your message is sent to the selected recipients and the window closes.

Reading Email Messages

In order to access and read an email message in your *Inbox*:

1. From the *Folder List*, select ***Inbox***
2. Click the desired message
The message will appear on the left hand side of the screen, in the *Reading* pane.
OR
Double click the message you want to read
The message appears on the screen.
3. To close an open message window, from the *File* menu, select ***Close***
OR
From the upper right corner, click **CLOSE**
The message window closes.
NOTE: If you read a message in the reading pane, you do not have to close the pane.
Simply select the next desired message in the *Inbox*.

Deleting Email Messages



There are a couple of common places from which you can delete an email message: from the message window or from the *Inbox*. If you accidentally delete a message, you also have some capability of retrieving it.

Deleting Messages: Message Dialog Box

With the message window open:

On the Message tab, in the Actions group, click DELETE 

OR

From the Office button menu , click DELETE 

Your message is deleted and sent to the Deleted Items folder.

Deleting Messages: Inbox

To select a group of contiguous messages:


1. From the *Inbox* list, select the first message to be deleted
2. Hold down the [**Shift**] key
3. Select the last message to be deleted
4. Press [**Delete**]

OR

From the *Standard* toolbar, click **DELETE** 

The selected group of messages is deleted and sent to the *Deleted Items* folder.

To select a group of non-contiguous messages:

1. From the *Inbox* list, select the first message to be deleted
2. Hold down the [**Ctrl**] key
3. Select the next item
4. Repeat steps 2 and 3 until all desired messages are selected
5. From the *Standard* toolbar, click **DELETE** 

OR

From the *Edit* menu, select **Delete**

The selected group of messages is deleted and sent to the *Deleted Items* folder.

Retrieving Deleted Messages

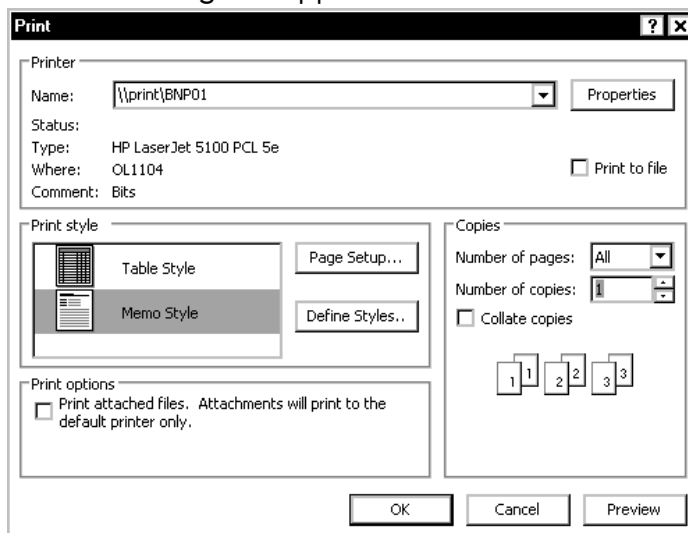
If you have accidentally deleted a message that you want to keep, you can retrieve it if your *Deleted Items* folder has not been emptied yet. You may be able to retrieve some messages that have been emptied from your *Deleted Items* folder.

1. From the *Folder* list, select **Deleted Items**
Items in the *Deleted Items* folder will appear.
2. Select the message you want to keep
3. Drag the message to the *Inbox*
The message is moved from the *Deleted Items* folder to the *Inbox* folder.

Printing Email Messages

Printing email messages is very similar to printing documents in Microsoft Word. However, with Outlook you can print a single email message or multiple email messages. For example, you can choose to print messages along with any attachments they contain, or without their attachments.

1. Select the message(s) you want to print
HINT: To select multiple messages hold down the **[Ctrl]** key and click on each message you want selected.
2. From the *File* menu, select **Print...**
The *Print* dialog box appears.



3. In the *Printer* section, from the *Name* pull-down list, select the appropriate printer
4. In the *Print style* section, select **Memo Style**
5. In the *Copies* section, in the *Number of copies* text box, type the appropriate number of copies
6. In the *Copies* section, in the *Number of pages* pull-down list, select **All**, **Even**, or **Odd**
7. OPTIONAL: To print messages with their attachments, in the *Print options* section, select **Print attached files**
8. Click **OK**
The selected message(s) is sent to the printer.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

Forwarding Email Messages

If you have received an email message that you would like to share with someone else, you can forward the message to them.

1. Open the message you want to forward

2. Click **FORWARD** 

3. In the *To* text box, type the username or email address of the person you are forwarding the message to

HINTS:

To send to multiple people, use a semicolon (;) to separate the usernames.

To move between fields, press [**Tab**].

4. OPTIONAL: In the *Subject* text box, adjust the subject line
5. OPTIONAL: In the body of the message you are forwarding, add an introduction
6. OPTIONAL: Delete unnecessary content from the message you are forwarding
NOTE: If the message contains information which is personal, confidential, etc., it would be appropriate to delete any such information.

7. Click **SEND** 

The message is forwarded to the appropriate recipients and the message window closes.

Replying to Email Messages

When you receive a message that you would like to respond to, you can use the *Reply* or *Reply All* feature. Outlook supports replying to the original sender and replying to all individuals who received the original message. The option you select will depend on the circumstances.

Reply vs. Reply All

Depending on the message, and your response, you may want to reply only to the person who sent you the message or you may want to send your reply to all the people the original message was sent to. For example, if you receive a special announcement from an instructor which was sent to the entire class, you may want to just reply to the sender regarding the

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

announcement. If, however, you receive a message asking for input on a work project, you may want to reply to everyone who received the original message with your ideas.

To reply to a message:

1. Open the message you want to reply to

2. Click **REPLY** 

OR

- Click **REPLY TO ALL** 

3. Add your comments to the body of the message
4. If appropriate, delete unnecessary content from the message you are replying to


5. Click **SEND** 

The message is sent and the message window closes.

Sending Email to Contacts

One of the benefits of having *Contacts* is that you do not need to type the individual's email address each time that you want to send an email message to him or her.

Sending Email to an Individual Contact: Menu Option




1. From the *Navigation* pane, click **CONTACTS** 
The *Contacts* view appears.
2. From the *Contacts* view on the right, select the *Contact* you want to send a message to
NOTE: A contact is selected if its title bar is highlighted.
3. From the *Actions* menu, select **Create » New Message to Contact**
The *Message* dialog box appears.
4. Complete the body of the message

5. Click **SEND** 






The message is sent and the message window closes.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.



Sending Email to an Individual Contact: Quick Menu Option

1. From the *Navigation* pane, click **CONTACTS**  
The *Contacts* view appears.
2. Right click the *Contact* entry » select **Create » New Message to Contact**
The *Message* dialog box appears.
3. Complete the body of the message
4. Click **SEND** 
The message is sent and the message window closes.

Sending Email to an Individual Contact: Drag-and-Drop Option

1. From the *Navigation* pane, click **CONTACTS**  
2. Click and hold the mouse button over the *Contact* you want to send a message to
3. Drag the entry over the *Mail* icon   in the *Navigation* pane
The *Message* dialog box appears.
4. Complete the body of the message
5. Click **SEND** 
The message is sent and the message window closes.

Sending Email to a Category of Contacts

1. From the *Navigation* pane, click **CONTACTS**  
2. On the *Advanced* toolbar, from the *Current View* pull-down list, select **By Category**
3. Select the *Category* that you want to email a message to
4. From the *Actions* menu, select **Create » New Message to Contact**
A dialog box appears notifying you that the message will be sent to all contacts in the chosen category.
5. Click **OK**

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

6. Complete the body of the message

7. Click **SEND** 

The message is sent and the message window closes.

Sending Email to Selected Contacts

To select a group of contiguous Contacts:

1. Select the first *Contact* you want to send to
2. Hold down the [**Shift**] key
3. Select the last *Contact* you want to send to

To select a group of non-contiguous Contacts:

1. Select the first *Contact* you want to send to
2. Hold down the [**Ctrl**] key
3. Select the next *Contact*
4. Repeat steps 2 and 3 until all *Contacts* you want to send to are selected

To send to selected Contacts:


1. With the desired *Contact(s)* selected, from the *Actions* menu, select **Create » New Message to Contact**
The *Message* dialog box appears.
2. Complete the body of the message

3. Click **SEND** 

The message is sent and the message window closes.

Setting Message Priority

When sending a high priority message, you may want to flag the message so the recipient has a visual cue of its importance. With Outlook, you can indicate *High* or *Low* importance.

1. Create a message
2. To flag your message with a high priority, from the *Message* command tab, in the *Options* group, click **HIGH IMPORTANCE** 

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

To flag your message with a low priority, from the *Message* command tab, in the *Options* group, click **LOW IMPORTANCE** 

Sending a Blind Carbon Copy

When composing a message, it is sometimes appropriate to send a blind carbon copy (*Bcc*). For example, if you have a very large list of recipients, you can use a blind carbon copy so that recipients will not have to scroll through a long header of recipients in order to get to the message.

NOTE: Recipients listed in the *To* or *Cc* fields will be unaware that recipients listed in the *Bcc* field are also receiving the message.

1. Create the message
2. If the *Bcc* field is not displayed, from the *Options* tab, in the *Fields* group, click



SHOW BCC

3. In the *Bcc* field, type the email address of the person(s) to receive the blind carbon copy



4. Click **SEND**

The message is sent and the window closes.


Requesting a Receipt

A message recipient may tell you if a message has been delivered and/or read. With Outlook, you can request either option. The delivery receipt works with multiple email systems and is automatically generated when the message has been delivered to the recipient's mailbox. The read receipt is generated when the message is opened. When generated, receipts will appear in your *Inbox* with other incoming email. Both receipt options can be selected simultaneously.

NOTE: The recipient has the option whether or not to send a read receipt to the sender. Read receipts cannot be sent by users who are not using Outlook.


1. Create the message
2. To receive a delivery receipt, from the *Options* tab, in the *Tracking* group, select **Request a Delivery Receipt**
NOTE: The option is selected if a checkmark appears.
3. To receive a message read receipt, from the *Options* tab, in the *Tracking* group, select **Request a Read Receipt**
NOTE: The option is selected if a checkmark appears.


These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

4. Click **SEND** 
The message is sent with receipt requests.

Controlling the Delivery of a Message

Outlook 2007 allows you to control when a message will be delivered and create a time when it will no longer be available to be read. You can write a message and set it to delay delivery until a certain time. Additionally, if a message has relevance for only a certain time period, you can make unread copies of it unavailable after a certain time.

1. Create the message
2. From the *Options* tab, in the *More Options* group, click **DELAY DELIVERY** 
The *Message Options* dialog box appears.

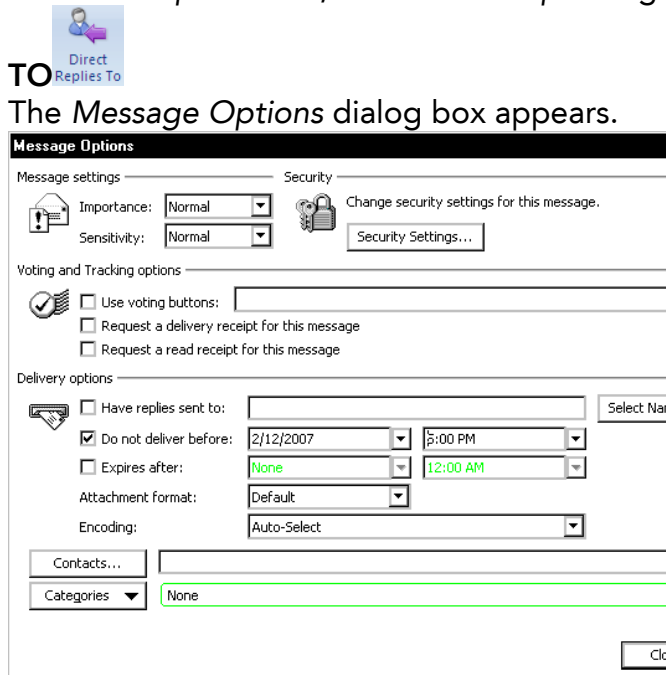
3. To establish a delivery time
 - a. In the *Delivery options* section, select **Do not deliver before**
 - b. From the corresponding pull-down lists, select the date and time parameters
4. To make the message unavailable after a certain time
 - a. Select **Expires after**
 - b. From the corresponding pull-down lists, select the date and time parameters
5. Click **CLOSE**
6. Click **SEND** 
The message is sent with the correct delivery directions.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

Redirecting Replies to a Message

There may be times when you send a message on behalf of a group and someone else handles the responses. For example, as the president of an organization, you announce an upcoming conference but the secretary of the organization will handle inquiries and reservations received as a result of your message. With this option you can redirect replies to another email address.

1. Create the message
2. From the *Options* tab, in the *More Options* group, click **DIRECT REPLIES**



3. In the *Delivery options* section, select **Have replies sent to**
4. In the corresponding text box, type the username or email address
OR
To select a user from the *Global Address* list, click **SELECT NAMES...**
5. Click **CLOSE**

6. Click **SEND**
The message is sent and the window closes.

Using the Email Voting Option

The *Voting* feature allows you to send out an inquiry and have your recipients vote on it. Once recipients have responded with their vote, you can view both individual votes and all votes.

Considerations

To maximize the effectiveness of your voting message, consider the following as you compose the message.



- Limit voting messages to one question per message.
- While the recipient is able to include a message with their vote, it is best to keep the inquiry simple enough so that the available choices serve as a sufficient answer without an attached explanation.
- If you are creating custom response choices, it is recommended that the number of choices be limited to between three and five.
- To make sure your recipients know how to respond, in your message you should identify that the *Voting Button* will appear furthest left on the *Message* tab. After they click on the VOTING button a pull down menu will appear displaying their available voting choices.

Creating a Voting Message

The *Voting* feature of Outlook 2007 allows you to send a message requesting the recipient's vote. The recipient then votes using the choices that you designate.

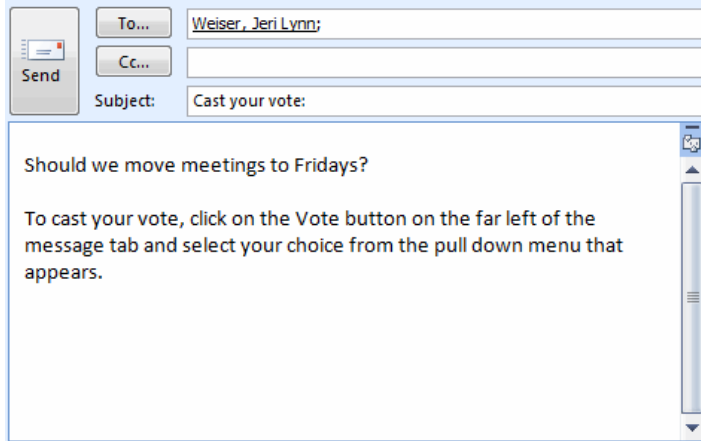
Creating a Voting Message: Default Voting Buttons

Outlook provides three pre-defined voting options: *Approve/Reject*, *Yes/No*, and *Yes/No/Maybe*.

1. On the *Standard* toolbar, click **NEW MAIL MESSAGE**  **New** ▾
A new mail message appears.
2. Select the **Options** tab
3. In the *Tracking* group, click **USE VOTING BUTTONS**  **Use Voting Buttons** ▾ » select the desired voting response options
NOTE: There will be no visible change to your message.
4. In the *To...* text box, type the addresses of the voting message's recipients
5. In the *Subject* text box, type a subject line for your message

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

6. In the message body, type your voting message
HINT: It is recommended that you inform your recipients how to cast their vote.



7. Click **SEND**

Creating a Voting Message: Custom Voting Buttons

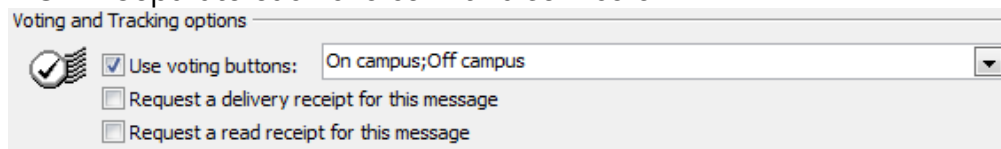
If the pre-defined voting options do not meet your needs, Outlook allows you to create your own voting options to better suit your question.

EXAMPLE: If your question was "Where would you prefer to meet?" you could customize the voting options to be "On campus" and "Off campus."

1. On the *Standard* toolbar, click **NEW MAIL MESSAGE** **New** ▾
A new mail message appears.
2. From the *Options* tab, in the *Tracking* group, select **USE VOTING BUTTONS** »
Custom
The *Message Options* menu appears.

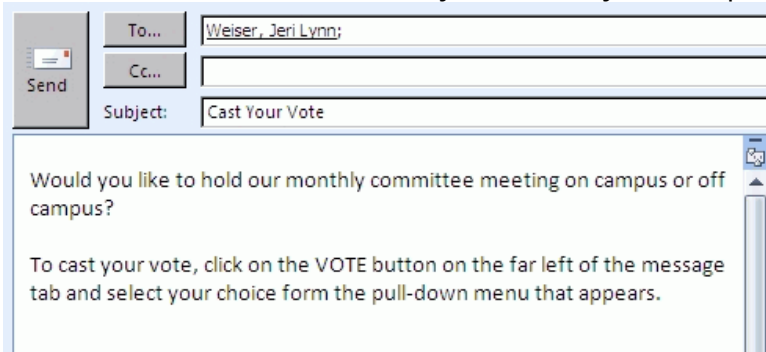
3. In the *Voting and Tracking options* section, in the *Use voting buttons* text box, type your desired response choice

NOTE: Separate each choice with a semicolon.



4. Click **CLOSE**
NOTE: There will be no visible change to your message.

5. In the message body, type your voting message
HINT: It is recommended that you inform your recipients how to cast their vote.



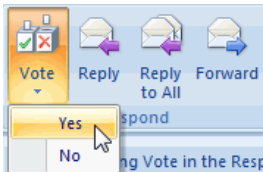
6. Click **SEND**

Casting Your Vote

When you have received a voting message, you can simply vote or you can vote and reply on its topic.

Casting Your Vote: Without a Typed Reply

1. Navigate to and double click the desired voting message
2. In the header of the message, click **VOTE »** select your voting response

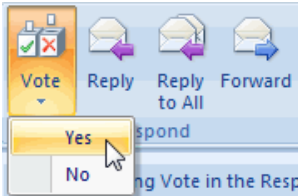


A dialog box appears.

3. To send your response without a typed reply, select **Send the response now**
4. Click **OK**
The vote is sent.

Casting Your Vote: With a Typed Reply

1. Navigate to and double click the desired voting message
2. In the header of the message, click **VOTE »** select your voting response



A dialog box appears.

3. To send your response with a typed reply, select **Edit the response before sending**
4. Click **OK**
5. In the body of the message, type your reply

6. Click **SEND** 

The vote is sent.

Tallying Votes

Viewing all votes allows you to see how many respondents voted on each choice designated; essentially it allows you to tally votes without having to view each individual vote separately.

1. Navigate to and double click the desired voting message
2. Above the *From* address, click the **VOTE INDICATOR BAR**



3. Click **VIEW VOTING RESPONSES**
The total replies of each category are shown above the recipient/response box.
4. To return to the message, exit the *View Voting Responses* window

Searching for Email


The Outlook 2007 *Search* field allows you to easily find particular messages within any of your folders. You can search for keywords, titles, addressees and senders. In addition, you can choose to search the folder you are currently viewing or all folders.

Quick Search

If you want to quickly search the folder you are currently viewing, follow these steps:

1. In the *Search* text box, type the name or keyword you want to search for




2. Click **SEARCH** 
OR
Press [**Enter**]

Your search results appear in the currently viewed list.

Setting the Search Location

By default the *Search* field searches the folder that is currently viewed. To set the *Search* field to check all folders, follow these steps:

1. On the *Search* field, from the *Show Instant Search Pane Menu* , select **Search All Mail Items**
2. To search in a single folder again, from the *Folders* list, select the desired folder

Recalling Sent Messages

Microsoft Outlook allows you to recall or replace sent messages that have not yet been viewed by recipients who are using Outlook.


NOTES:

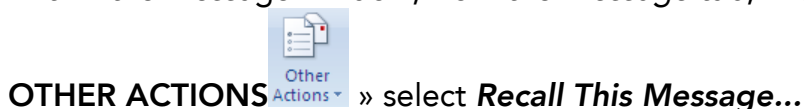
This only works if the recipient has not yet read or moved the message.

The recipient must agree to the recall for it to be effective. Recalling messages does not simply delete them from your recipient's *Inbox*.

Recalling Sent Messages

If the recipient has not read the message, you may be able to recall it. The recall will be sent to your recipient, and should they choose to open it before the original message, the original message will be deleted.

1. In the *Navigation* pane, click **MAIL** 
2. In the *Navigation* pane, from the *Folder List*, select **Sent Items**
3. Open the message to be recalled
4. Within the message window, from the *Message* tab, in the *Actions* group, click



The *Recall This Message* dialog box appears.



5. Select **Delete unread copies of this message**
6. To find out if the recall is successful, select **Tell me if recall succeeds or fails for each recipient**
HINT: If you select this option, once each recipient logs on to Outlook, you will receive a message stating whether the recall succeeded or failed.
7. Click **OK**
The dialog box closes and the recall is attempted.


These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

Replacing Sent Messages

If the recipient has not read the message, you are able to replace the original message with a different one. The original message will be deleted from the recipient's mailbox and replaced with a new message.

NOTES:

If you do not send the replacement message, the original message will still be recalled. If the original message cannot be recalled, the recipient will still receive the replacement message.

1. In the *Navigation* pane, click **MAIL** 
2. In the *Navigation Pane*, from the *Folder List*, select **Sent Items**
3. Open the message to be replaced
4. Within the message window, from the *Actions* menu, select **Recall This Message...**

The *Recall This Message* dialog box appears.



5. Select **Delete unread copies and replace with a new message**
6. To find out if the recall/replace is successful, select **Tell me if recall succeeds or fails for each recipient**
If you select this option, once each recipient logs on to Outlook, you will receive a message stating whether the recall/replace succeeded or failed.
7. Click **OK**
The original message appears in a new window.
8. Modify the original message as desired or type a new message
9. Click **SEND**

Outlook Calendar Features

Color Coding Appointments

You can color code your calendar appointments by type by using *Categories*. For example, you are able to make personal appointments one color, while having business appointments another color. The color serves as a visual clue for you and those that you share your calendar with.


Categories are customizable, so you can select names for each category and color. Several *Categories* can be applied to a single appointment, but the appointment will appear as the most recently applied *Category* color. Other *Category* colors will be displayed as a small rectangle at the bottom of the appointment.

Applying Color by Category

When scheduling an *Appointment*, it can be helpful to use colors to help remind you of the event. You are able to color whole days to remind you of birthdays and anniversaries, or you can color a few hours for a meeting.

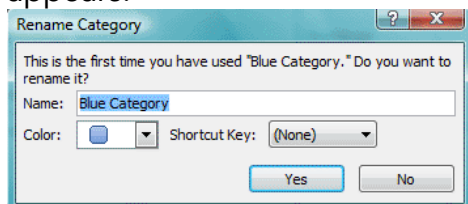
Applying Color by Category: Right Click Option

This option is available for *Appointments* that have already been created.

1. From the *Navigation* pane, click **CALENDAR**  Calendar
2. From the *Calendar*, right click the *Appointment* that you want to categorize » select **Categorize** » select the desired *Category*

If you have used this *Category* before, the *Category* and color are applied to the *Appointment*.

If you have never used this *Category* before, the *Rename Category* dialog box appears.



3. If the *Rename Category* dialog box appears, to proceed without renaming the *Category*, click **NO**
The color is applied to the *Appointment*.
If the *Rename Category* dialog box appears, to rename the *Category*,
 - a. In the *Name* text box, type the new name

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.


b. Click **YES**

The color is applied to the *Appointment* and the *Category* is renamed.

4. To place the *Appointment* in an additional *Category*, repeat steps 2-3


Applying Color by Category: Dialog Box Option

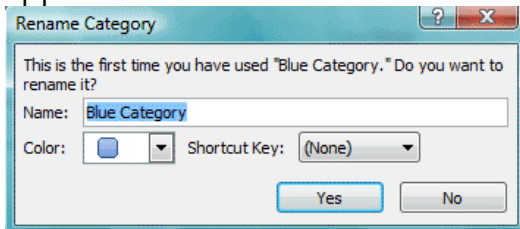
This option can be used for new *Appointments* or *Appointments* that have already been created.

1. From the *Navigation* pane, click **CALENDAR**  Calendar
2. Create a new *Appointment*

OR

Double click an existing *Appointment* to open it
The *Appointment* dialog box appears.

3. From the *Appointment* tab, in the *Options* group, click **CATEGORIZE**  »
select the desired *Category* or color
If you have used this *Category* before, the *Category* and color are applied to the *Appointment*.
If you have never used this *Category* before, the *Rename Category* dialog box appears.



4. If the *Rename Category* dialog box appears, to proceed without renaming the *Category*, click **NO**

The color is applied to the *Appointment*.

If the *Rename Category* dialog box appears, to rename the *Category*,

- a. In the *Name* text box, type the new name
- b. Click **YES**

The color is applied to the *Appointment* and the *Category* is renamed.


5. To place this *Appointment* in an additional *Category*, repeat steps 3-4

6. Click **SAVE & CLOSE** 




Removing Categories

If you no longer want an *Appointment* placed in a particular *Category*, you can remove the color and *Category* assignment. This will not affect the *Appointment* or the *Category* in any way other than removing the display color from the selected *Appointment* or series of *Appointments*.

Removing a Category: Right Click Option


1. From the *Navigation* pane, click **CALENDAR**  Calendar
2. From the *Calendar*, right click the *Appointment* » select **Categorize** » deselect the undesired *Category*
HINT: A *Category* is selected if its color is highlighted.
The *Appointment* is no longer placed in the *Category* and no longer displays the color.

Removing a Category: Dialog Box Option

1. From the *Navigation* pane, click **CALENDAR**  Calendar
2. Double click an existing *Appointment* to open it
The *Appointment* dialog box appears.
3. From the *Appointment* tab, in the *Options* group, click **CATEGORIZE**  »
deselect the *Category*
HINT: A *Category* is selected if its color is highlighted.
The *Appointment* is no longer placed in the *Category* and no longer displays the color.
4. Click **SAVE & CLOSE** 

Printing Your Calendar

You may find it helpful to have a printed version of your Outlook *Calendar*. This printed version could be posted or you could add it to your date book.

1. In the *Navigation* pane, click **CALENDAR**  **Calendar**
The *Calendar* view appears.
2. From the *File* menu, select **Print...**
The *Print* dialog box appears.
3. From the *Name* pull-down list, select the appropriate printer
4. Under *Print style*, select the desired style
5. To suppress printing the details of private appointments, select **Hide details of private appointments**
This option is selected if there is a check mark in the box.
NOTE: You may edit the page setup at this point.
6. Click **OK**

Editing the Page Setup

The *Page Setup* dialog box allows you to select options which result in the style of printout most useful to you.

1. Complete steps 1-5 of Printing Your Calendar
2. Under *Print style*, click **PAGE SETUP...**
The *Page Setup* dialog box appears.
3. Select the appropriate tab
4. Select the desired options
5. OPTIONAL: To make sure you have the options specified accurately, click **PRINT PREVIEW**
6. Click **OK**
7. Click **OK**

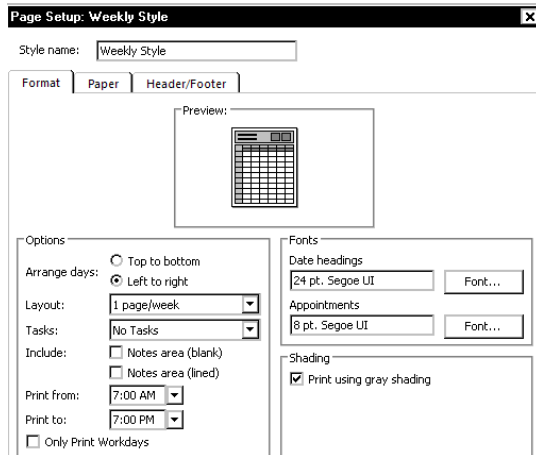
Tabs in the Page Setup dialog box

Format tab

Contains options which allow you to arrange days from top to bottom, as well as select the time frame to print.

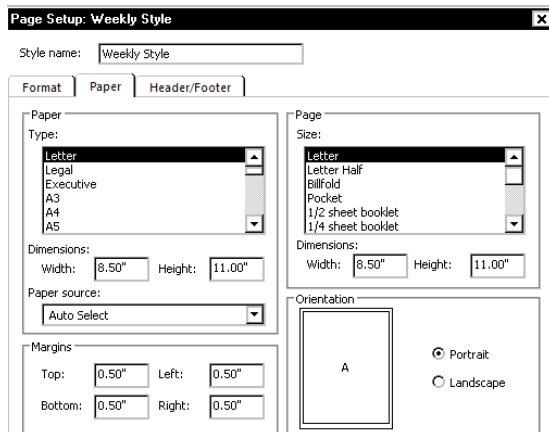
NOTE: If you want to print only work days, select **Only Print Workdays**

The option is selected if a check appears in the box.



Paper tab

Contains options which allow you to select paper type as well as page size. These options are convenient for anyone planning to print their schedule and add it to a daily planner. Paper type and page size can be formatted to fit different planners.



Header/Footer tab

Contains options which allow you to add header or footer information to your printed calendar.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.


Showing Appointment End Times

You have the option of showing the ending time of appointments when choosing the following print styles: *Monthly*, *Tri-fold*, *Calendar Details* and *Weekly (Top to Bottom)*.

NOTES:

- If end times are not printing: If you are using the settings described here and the end times are still not printing, you may need to adjust the font size further. A font size of 6 is recommended.
- If end times are not visible: If, after changing the font size, the end times are not visible when viewing your calendar, you may need to close the *Navigation* pane in order to maximize the *Calendar* display.

To display/print appointment end times:

1. Click **CALENDAR**  **Calendar**
The *Calendar* view appears.
2. From the *View* menu, select **Current View » Customize Current View...**
The *Customize View* dialog box appears.
3. Click **OTHER SETTINGS...**
The *Format Day/Week/Month View* dialog box appears.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University of Wisconsin Board of Regents. Used by permission.

4. Under *Month*, select **Show end time**
This option is selected if there is a check mark in the box.
5. For the calendar view you want to change, click **FONT...**
The *Font* dialog box appears.
NOTES:
Options will vary depending on your current view.
If you want start and end times to print, a font size of 6 is recommended.
6. Make the appropriate adjustments
7. Click **OK**
8. Click **OK**
9. Click **OK**