

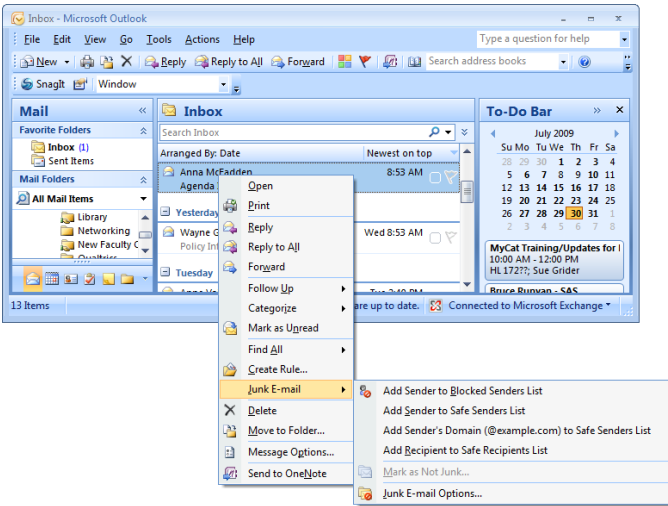
Intermediate Microsoft Outlook 2007

How to Organize your Junk E-mail in Outlook:

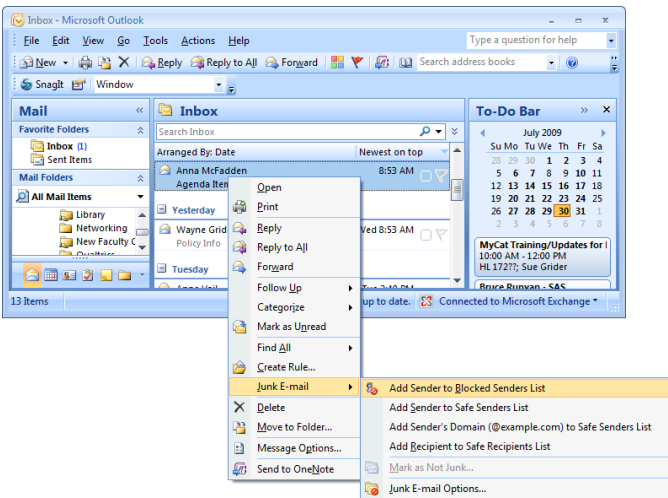
Junk e-mail is dealt with differently in Outlook 2003 than it was in 2000 or XP. When the software is installed, there is a Junk E-Mail folder already in place. All you need to do is manage it.

To actually add a sender to your Junk E-mail list use the following instructions:

1. Right click on the offending e-mail message and select Junk E-Mail from the menu.



2. There are four options about how to deal with Junk E-Mail.
 - Add Sender to Blocked Senders List
 - Add Sender to Safe Senders List
 - Add Sender's Domain (@example.com) to Safe Senders List
 - Add Recipient to Safe Recipients List.
3. To get an e-mail sent to your Junk E-Mail folder, select Add Sender to Blocked Senders List.



4. You should perform this on all e-mail messages that you want added to your Junk E-Mail folder.

How to Archive Your Outlook Data:

There are times that you may want or need to keep e-mail messages or to keep track of your calendar appointments and there is 500MB of space in your e-mail account. One option is to Archive your data. You can archive your data manually or you can have your data archived automatically. Below is a link to instructions on How to Manually Archive and How to View the Archives to retrieve information.

NOTE: When you archive your data, it physically is removed from your Outlook account on the server and is compressed into a file that resides on your hard drive. This means that if your hard drive goes bad, you may also lose your archives. The good news is that this archive file can be backed up in a secondary location to protect your archived data. Also, when the data is removed from the server, it means that you will not be able to access your archived data from home because when you access your account via the web, you only see what still resides on the server.

[How to Archive – Outlook 2007](#)

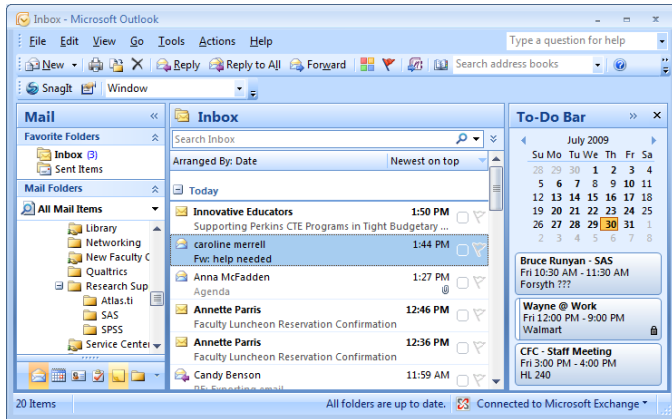
How to use the Rules Wizard:

The rules wizard is a tool that will help you organize your messages based upon the criteria that you set. You can color, forward, move, or delete messages based upon the criteria you set. Rules have three parts; the conditions that must be met, the actions to be taken if the conditions are met, and the exceptions to the conditions. Below is a link to instructions on How to Use the Rules Wizard in Outlook 2007.

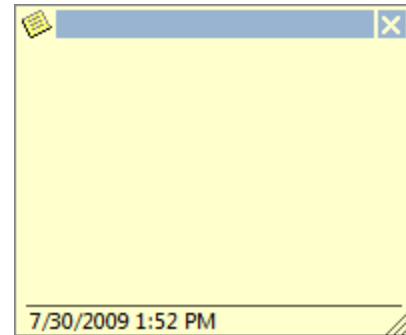
[How to Use the Rules Wizard – Outlook 2007](#)

How to Create Notes in Outlook:

1. To create a new Note, you can either click on the Notes icon in the Navigation Pane then click on the New button at the top left



2. This will open a window that looks like a sticky note.



Start typing what you want displayed in the note.

To Close a Note:

1. Click once on the "X" in the top right corner of the note.

To Move a Note:

1. Click once on the top bar of the Note and hold the mouse button down.
2. Drag the note to where you would like it located. You can move them to your desktop if you wish.

To Modify a Note:

1. Double click inside the note to add, modify or delete information from the note.

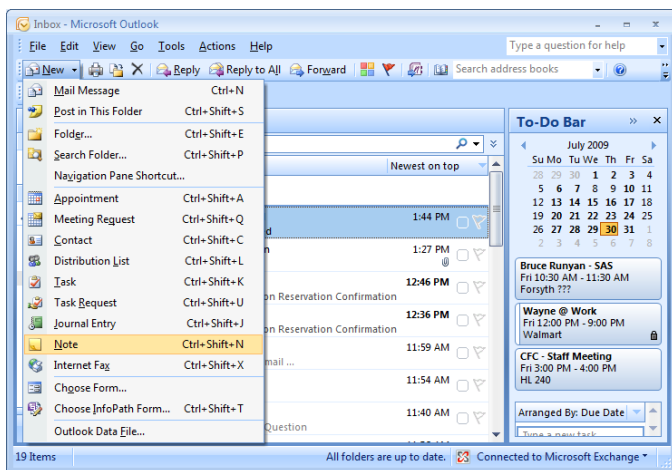
To Copy your Note to Other View in Outlook:

1. Drag your note over the appropriate item. For example, if I drag my note over my calendar, I will see a new appointment.

To Delete a Note:

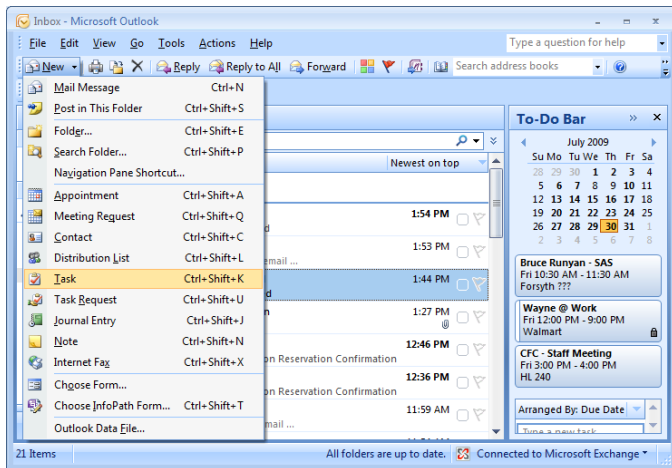
1. Select the note by clicking on it once.
2. Either right click and select "Delete" from the menu or select the black "X" on the Standard Toolbar.

or you can click on the little down arrow to the right of the New button and select Note from the drop down menu.

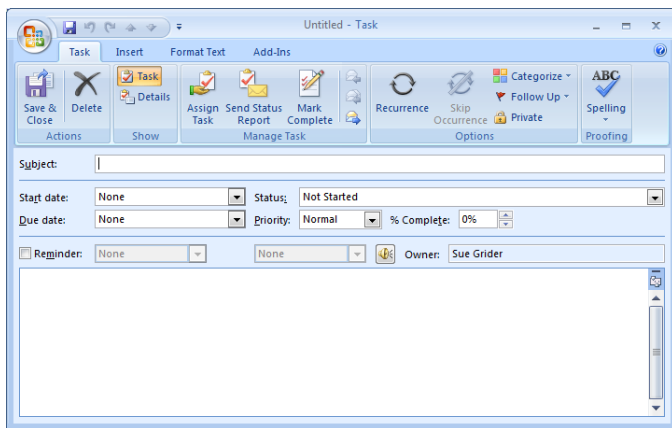


How to Create Tasks:

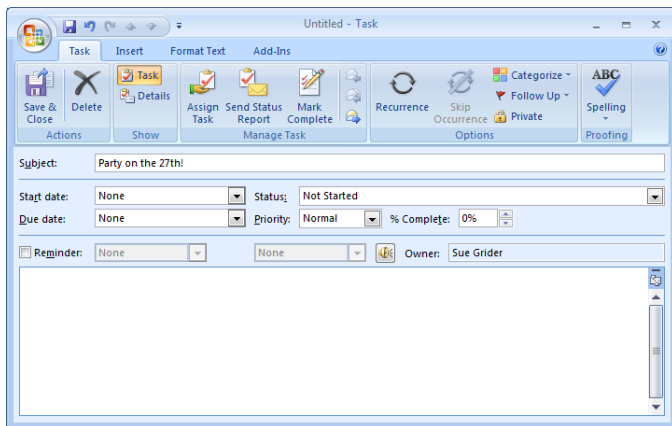
1. To create a new task, click once on the little down arrow to the right of the New button in the top left corner and select Task from the list.



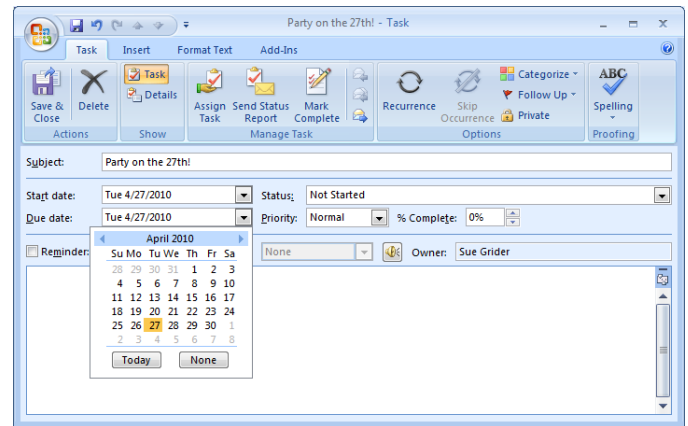
2. The Task Dialog Box will open.



3. Enter a subject of your task.

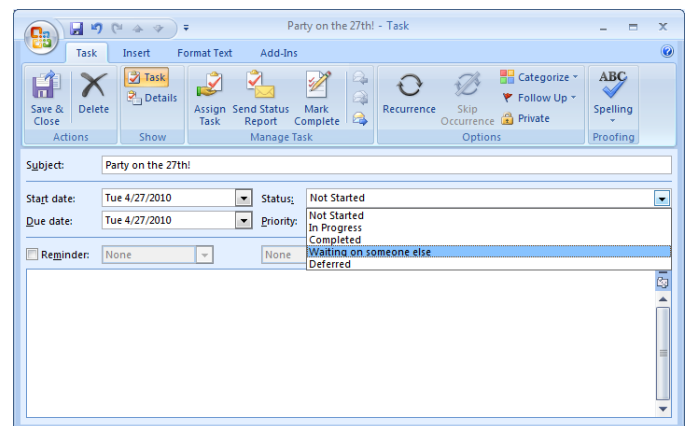


4. Select a Due Date and Start Date for your Task.

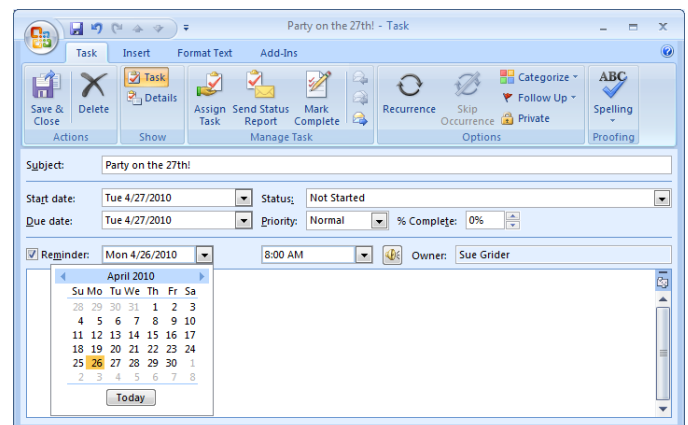


5. Select the Status of your task. You have four choices:

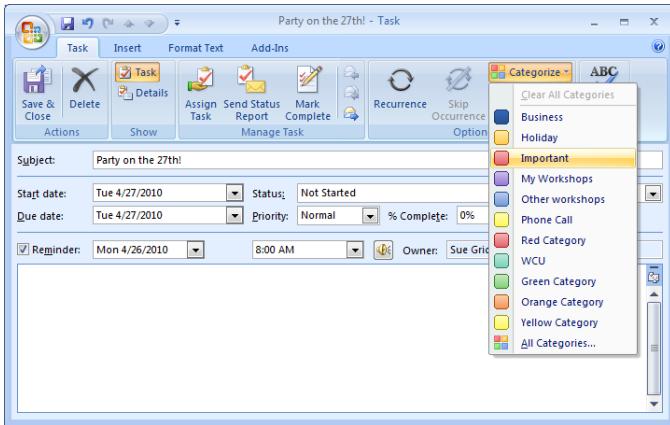
- Not Started
- In Progress
- Completed
- Waiting on someone else
- Deferred



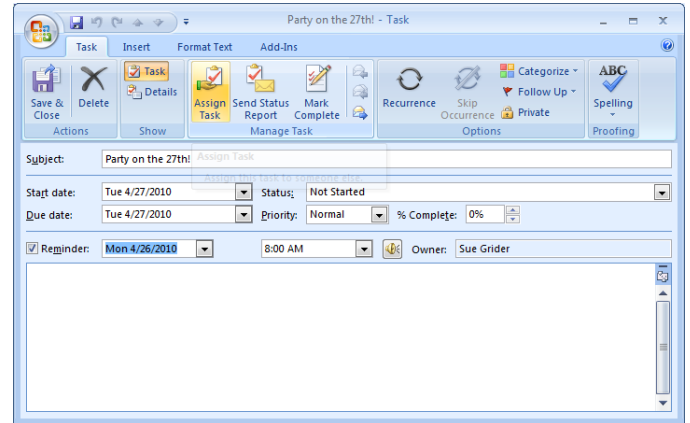
6. You can decide to be reminded about the task by checking the box to the left of **Reminder** and then selecting a date and time if different then the date of the event.



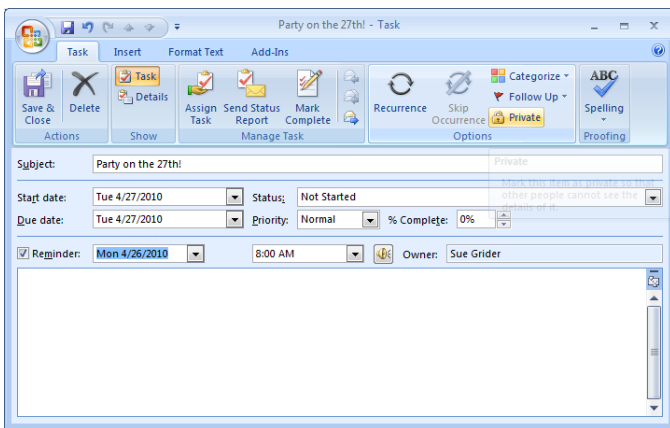
7. You can choose to organize your tasks by grouping them in **Categories**.



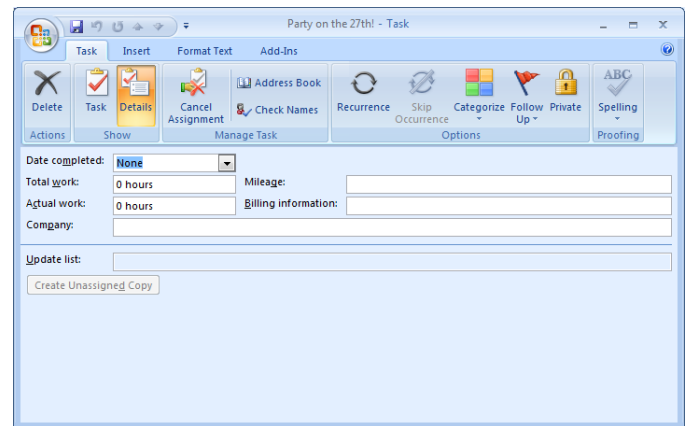
10. Also on the Task tab under the Manage Task group, the **Assign Task** button allows you to assign a task to another member of your department.



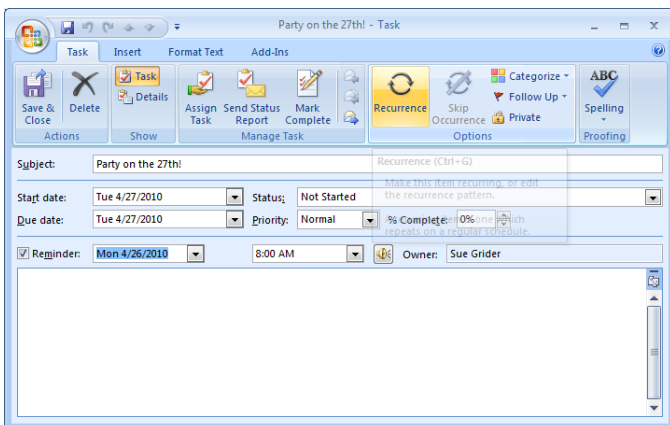
8. You can choose to show a task as Private by clicking once on the **Private** button. On the Task tab, Options group of the Office Ribbon.



11. Under the Task tab in the Show group, there are two buttons; Task and Details. Click once on the **Detail** button and you can enter hours spent working on a project and any billing information that would be appropriate.



9. Under the Task tab and in the Options group of the Office Ribbon, you can click once on the **Recurrence** button. This will allow you to create a recurring task. Be sure to include an end date for any recurring items in Outlook so that your account does not get filled with one recurring item.



12. When you have finished entering the information, select the **Send** button.

