



# New Features of Microsoft Outlook in Office 2007

<b>Type</b>	Procedural
<b>Purpose</b>	This handout is designed to provide Bridgewater State College faculty and staff a bird’s eye view of some of the new features found within Microsoft Outlook in the new Office 2007 program.
<b>Requirements</b>	Microsoft Windows Operating System  Microsoft Office Outlook 2007
<b>Revision Date</b>	12/28/2006
<b>Audience</b>	Bridgewater State College Faculty & Staff

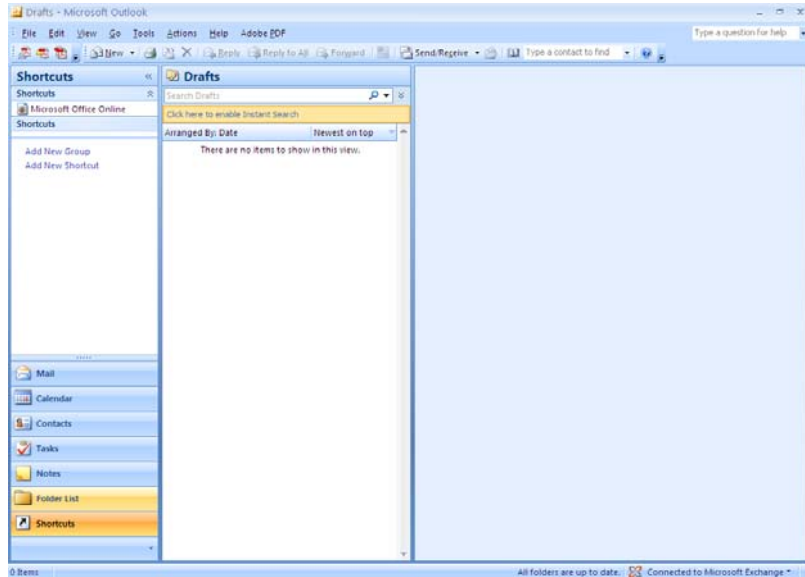
## New Features of Microsoft Outlook in Office 2007

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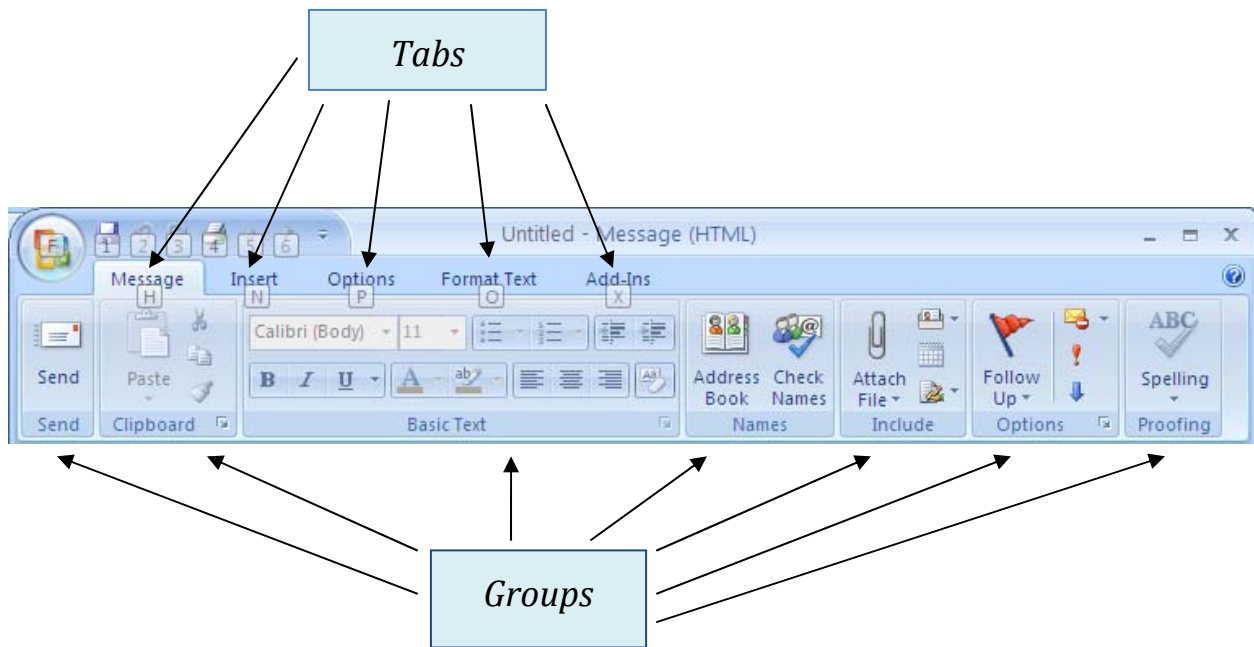
# New Features of Microsoft Outlook in Office 2007

The New Look of Outlook 2007



## The Ribbon (In messages)

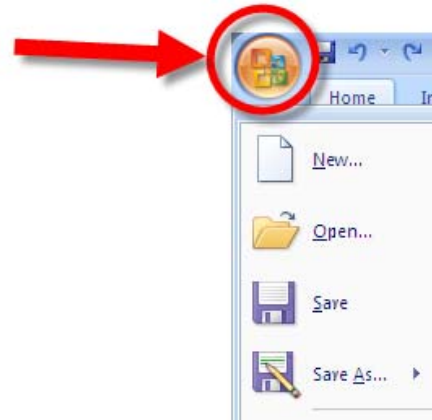
Provides quick access to commands through the use of tabs and groups





## The Microsoft Office Button

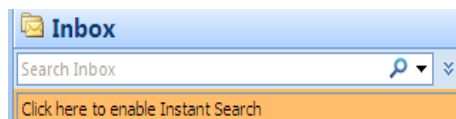
The new Microsoft Office button has replaced the file menu button used in previous versions of office.



## Instant Search

The Instant Search pane, located at the top of each Office Outlook module (mail, calendar, contacts, and tasks), allows you to search by keywords or other criteria for messages, data files, and other Office Outlook items.

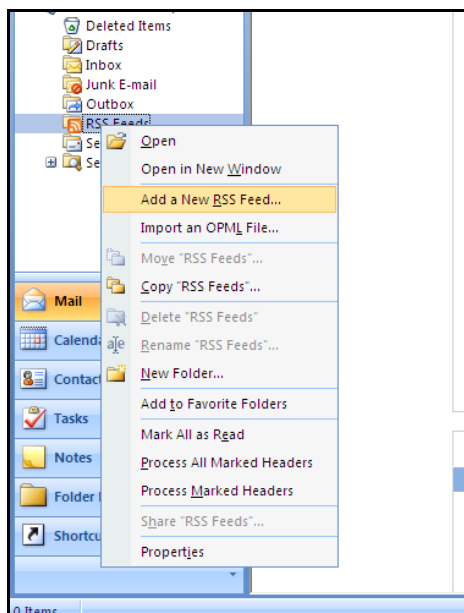
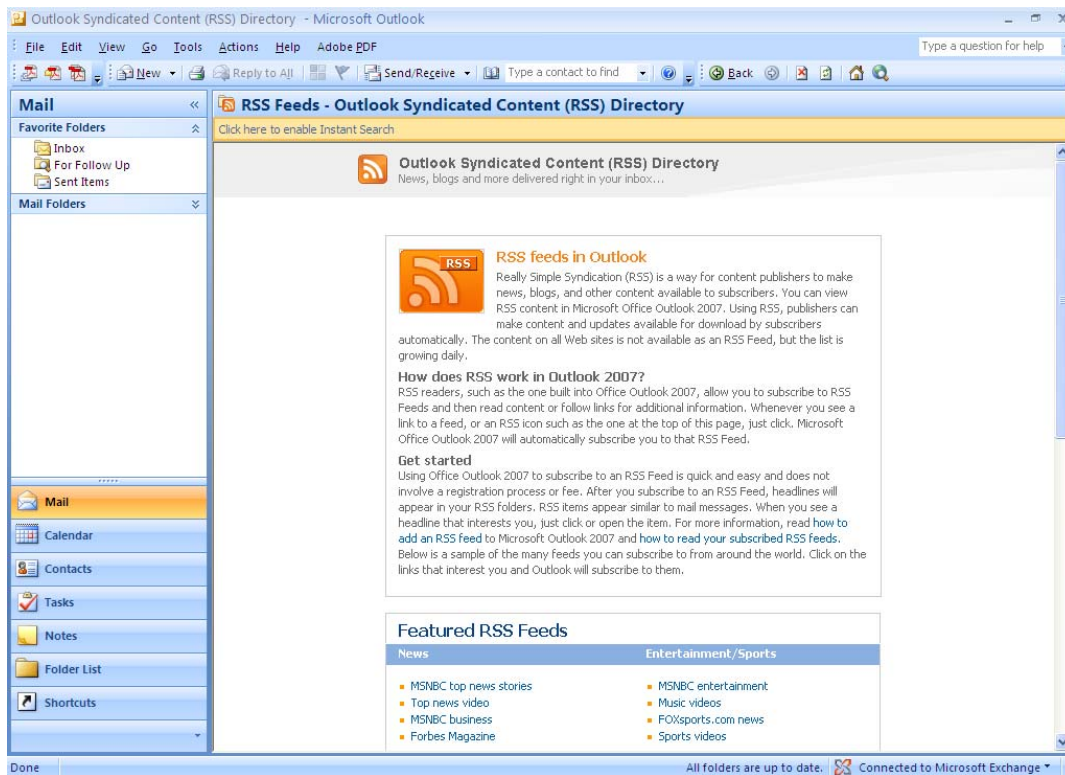
Instant Search requires certain Microsoft Windows search components in order to function. When you start Office Outlook 2007, if you don't already have the components installed on your computer, a dialog will display prompting you to download the software. Click *Download* in the dialog. If you want to install the software at a later time, click *Remind me Later*.



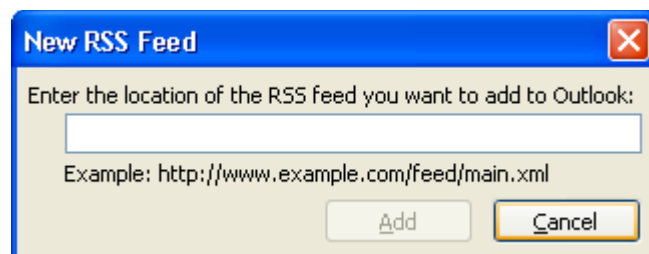


## RSS Subscriptions

Allow you to monitor multiple sources of news, blogs, and other types of content that you would normally have to navigate on the Internet.

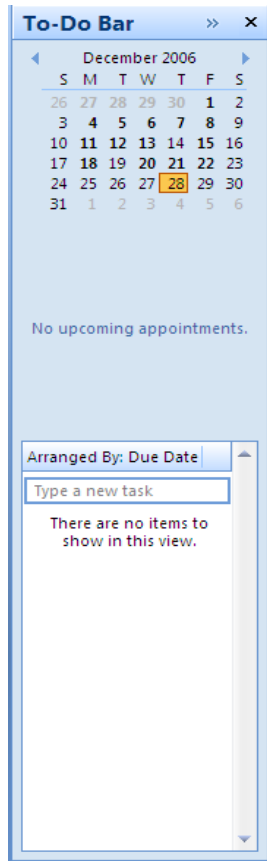


To subscribe to an RSS feed you can either right click the RSS Feeds folder in the navigation pane in Office Outlook 2007 and click on *Add a New RSS Feed* or you can subscribe to an RSS feed by using Microsoft Internet Explorer 7, automatically adding RSS feeds to your Office Outlook 2007.





## The To Do Bar

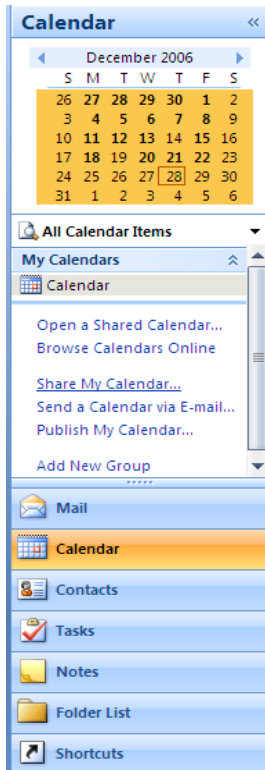


Located on the right-hand side of the screen in all views, the To Do Bar displays your upcoming appointments, tasks, and the calendar of the current month.

Allows you to manage tasks and to create new Outlook tasks, with or without attached due dates. You can also keep track of flagged e-mail, Windows SharePoint Services tasks, OneNote tasks, and Microsoft Office Project tasks.



## Calendar Sharing



To share your calendar with others, in the Calendar Pane, click the *Share my Calendar* link. This opens an e-mail message with checkboxes. You can address this message to the people with whom you want to share your calendar. If you want to request access to the recipients' calendars, select the *Request permission to view the recipient's Calendar* check box before sending the message. This way, when the recipient receives your sharing request, they will also be prompted to share their calendar with you.



## Electronic Business Cards

Enables you to edit and send your contact information as an Electronic Business Card, making it easy for other people to find your information in their contact list. By default, Office Outlook 2007 displays your contacts as business cards in the Contacts folder. The Business Card button in the Options group of the Contact user interface tab provides options to create, edit, and format an Electronic Business Card.

