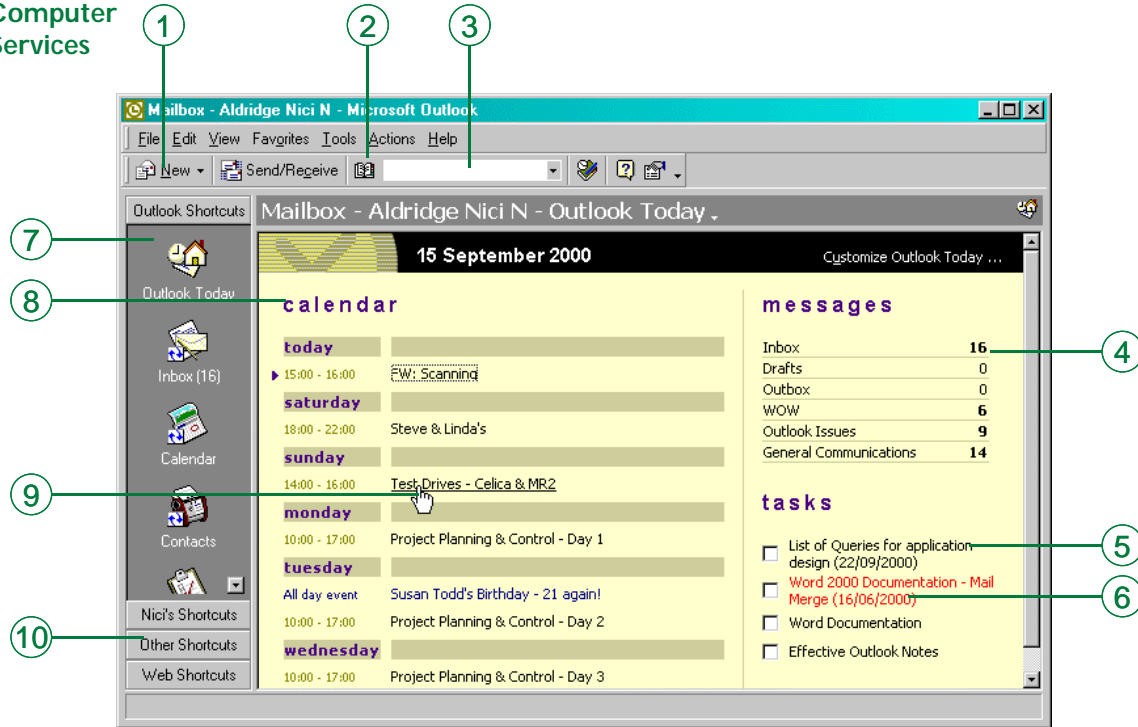




Training & Consultancy for Business People

Computer Services

# Outlook 2000



## OUTLOOK TODAY

The Outlook Today page provides you with an overview of your day.

1. Leftmost button on the toolbar provides a shortcut to create a New item
2. Address book dialogue box shows you entries in the Global Address List (GAL) and Contacts folder
3. Find a Contact—Enter a name to search Contacts and the GAL
4. Count of unread messages in folders
5. List of current tasks, with Due by dates
6. Overdue tasks are shown in red
7. Outlook Bar provides shortcuts to Outlook folders, file folders and web pages
8. Calendar appointments for the next 5 days
9. To open an Outlook Today item, place your mouse pointer over the top of the item. Click when the mouse pointer becomes a hand

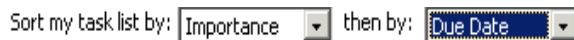
## 10. Other shortcut sets containing additional shortcuts

## CUSTOMIZING OUTLOOK TODAY

Click on **Customize Outlook Today** at the top of the Outlook Today screen.

By default Outlook Today displays activities on your calendar for five days. Open the drop down list to display any number of days in the range 1-7.

Choose how Outlook Today displays your tasks and select from the criteria how you would like your tasks to be sorted.



By default Outlook Today displays a count of outstanding messages in your Inbox, Drafts, and Outbox folders. If you have created other folders for Mail items Outlook today will display mail in these folders too.

Display Outlook Today in your preferred format.. Open the Styles drop-down list to choose from a range of layout and colour options.



## TIP

If you choose the Winter style, you will lose the *Customize Outlook Today* link. Displaying the Help pane alongside the Outlook Today window will add a *Customise Outlook Today* link at the bottom of the window!.

## OUTLOOK BAR ICONS

	<b>Outlook Today</b> gives you an up to date view of your messages, tasks, and current calendar items
	<b>Inbox</b> is used to preview, send and receive messages and to flag them for follow up action
	<b>Calendar</b> lets you plan meetings and keep track of your schedule
	<b>Contacts</b> can be organised into personal and business categories. Use Contacts also to hold personal distribution lists
	<b>Task</b> options allow you to create, modify and view your tasks, and assign tasks to others
	<b>Notes</b> gives you a handy notepad to jot down ideas or telephone numbers.
	<b>Deleted Items</b> stores deleted files. The folder can be set to empty upon exiting Outlook.
	<b>Journal</b> records automatically records interactions with others
	<b>Sent Items</b> are stored in this folder when they have left your Outbox

## INBOX TOOLBAR ICONS

	New mail message .....	CTRL-N
	Print .....	CTRL-P
	Move to folder .....	CTRL-S
	Delete.....	CTRL-D
	Reply .....	CTRL-R
	Reply to all .....	CTRL-SHIFT -R
	Forward .....	CTRL-F
	Send/Receive Send & Receive .....	F5
	Find .....	F3
	Organize .....	NONE
	Address Book.....	CTRL-SHIFT-B

## MESSAGE EDITOR TOOLBAR

	Signature.....	NONE
	Attachment.....	NONE
	Address Book .....	CTRL-SHIFT-B
	Check Names.....	NONE
	High Importance .....	NONE
	Low Importance.....	NONE
	Flag for Follow-Up.....	CTRL-SHIFT-G
	Options... Message Options.....	NONE

## OTHER TOOLBAR ICONS

	New Appointment .....	CTRL+N
	Invite Attendees.....	NONE
	New Contact.....	CTRL-SHIFT-C
	New Distribution List .....	CTRL-SHIFT-L
	New Task.....	CTRL-SHIFT-K
	New Task Request.....	CTRL-SHIFT-U
	New Journal Entry.....	CTRL-SHIFT-J
	New Note .....	CTRL-SHIFT-N
	Recurrence.....	CTRL+G
	Send Status Report .....	NONE
	Mark Complete.....	NONE
	New Message To Contact.....	NONE

## USING THE CALENDAR

The Calendar deals with three types of activities;

- Appointments—Activities that occur at a specific time on specific days.
- Meetings—You can use Outlook to schedule meetings at times when other people are available.
- Events—Occasions that take place on specific days

### CALENDAR VIEWS

- To change the way your activities are displayed, use View, Current View and select from the options available.
- In Day/Week/Month view you can also navigate from the standard toolbar:

	Day	Moves to and highlights the present day
	Work Week	Displays a 5 day work week
	Week	Displays one calendar week
	Month	Displays one calendar month

### USING DATE NAVIGATOR

- Click on View/Current View and choose Day/Week/Month to turn on the Date Navigator display to the right of the calendar screen. Dates for which activities are scheduled appear in **Bold**
- To go to a different month click the arrows on either side of the month name.
- To go to a different day click on that day to display it.
- To select an entire week place the cursor to the left of the week, and click when the cursor changes to
- To show the week numbers in the date navigator, from the Tools Menu click options. On the Preferences Tab click Calendar options and select the show week numbers in date navigator check box

August 2000						
	M	T	W	T	F	S
32	31	1	2	3	4	5
33	7	<b>8</b>	<b>9</b>	<b>10</b>	11	12
34	14	15	16	17	18	19
35	21	22	23	24	25	26
36	28	29	30		1	2
37	4	5	6	7	8	9

## CONTACTS

- Hold details of personal contacts, business contacts and distribution lists in your Contacts folder
- Drag and drop contacts from the Contacts folder to the Inbox, Tasks or Calendar to AutoCreate messages, task assignments or invitations. Right-dragging gives additional AutoCreate options.

## TASKS

Tasks are To-do items that you assign to yourself or to others

You can work with tasks in four places:

- In Outlook Today
- In the TaskPad
- In the Tasks Information viewer
- In a Task form

TaskPad	
Click here to add a new Task	
<input type="checkbox"/>	Investigate new Web connections
<input checked="" type="checkbox"/>	Phone Jay
<input checked="" type="checkbox"/>	New project management case study
<input checked="" type="checkbox"/>	Office 2000 Tipsheets

### SCHEDULING TASKS

- Select Tasks to display the Tasks Information Viewer
- Choose New or press CTRL-SHIFT-K to display the Task form
- Enter a subject and some details about the task
- If your task has a completion date click beside the due date and start date fields
- If you want to be reminded of upcoming tasks place a check in the reminder box then use the date and time drop down lists to  schedule the reminder

### ASSIGNING TASKS

- Click Assign Task to send the task to the recipient
- Check the tick box to create a copy of the task in your task list that is updated when the owner changes the task
- Outlook will send you a status report when the task is complete

## TIPS

- You can change the order of tasks by clicking in the subject row to arrange tasks in alphabetical or reverse alphabetical order
- Click the completed column to sort tasks so that uncompleted tasks are listed above or below completed tasks

Outlook users do it Today!

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