

# Outlook 2007 Training Guide



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## **Microsoft Outlook 2007: Advanced Topics**

training guide outlook advanced topics page 1 microsoft outlook 2007 advanced topics sharing folders to share any folder other than the inbox, contacts, calendar, notes, or journal, you must share permissions on the folder you want to share and each folder that is higher in the folder hierarchy.

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outlook 2007 screen navigation pane menu bar title bar messages navigation pane buttons standard toolbar status bar reading pane to-do bar navigation pane shortcuts add shortcuts to folders and locations in outlook for quick access. ... other training products; see the samples below. ...

**Outlook 2007 User Guide - Emory University**

outlook 2007 user guide office 2000 integration the mail folders area in tips & tricks: drag & drop messages to the calendar, contacts, tasks, notes, etc. \*\* to remove a folder from the favorites folders use the find a contact! box on the standard toolbar to quickly find a contact while you are in e-mail, calendar, etc. (displays as search

**Microsoft Outlook 2007 Introductory Guide For Staff**

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**Lesson 1 Getting To Know Outlook - John Jay College Of ...**

lesson 1: getting to know outlook. ... this training session will introduce the user to the new outlook 2007 interface, and will ... a new feature to outlook 2007, electronic business cards are the digital version of the traditional paper business card. they can be sent as attachments, and used as signatures.

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cjism pop guide – microsoft outlook 2007 1. open outlook 2007 2. go to tools and then account settings 3. click on the email tab and click on the 'new' button 4. select microsoft exchange, pop3, imap, or http and click on next 5. select the checkbox at the bottom 'manually configure server setting or additional server types' and click ...

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