

## Table of Contents

What is Outlook? .....	4
Introduction to Microsoft Office Outlook 2007 / Email.....	4
Theory of Communicating on the Internet .....	5
Email.....	5
The Anatomy of an Email Address .....	5
Mailboxes.....	5
Web-Based Email .....	5
Email Basics.....	6
• Reading:.....	6
• Sending:.....	6
• Replying:.....	6
• Forwarding:.....	6
• Deleting:.....	6
Parts of Your Mailbox.....	6
• Inbox: .....	6
• Outbox: .....	6
• Sent Mail: .....	6
• Drafts:.....	6
• Trash:.....	6
• Junk: .....	6
Organising your Inbox .....	7
• Create folders:.....	7
• Use filters: .....	7
Attachments.....	7
Junk Email and Spam .....	7
Recommended Spam Filter.....	7
Starting Outlook Mail 2007 .....	8
New Look .....	8
Left Mouse Button .....	8
Help .....	8
Inbox View.....	9
Navigation Pane .....	10
Folder Functions.....	11
Folders.....	11
Mail Views.....	12
How to Create an Email .....	13


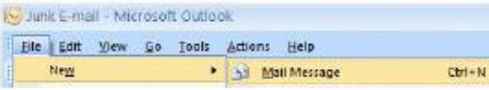

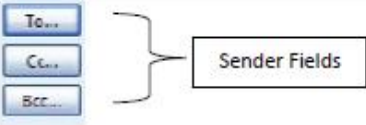
Adding to the Address Book .....	13
Type in E-Mail Address & Add to Address Book .....	13
Cc... Carbon Copy .....	14
Bcc... Blind Carbon Copy; .....	15
Subject Line .....	15
Main Body of Email .....	15
Inserting Images into your Email .....	16
Attaching a File.....	16
How to Attach a File.....	16
Insert Picture.....	17
Sending an Email.....	18
Inbox - Reading and Reviewing Emails.....	19
Attachments.....	20
Replying to / Forwarding an Email.....	20
How to Delete an Email (Item*).....	22
Recovering a Deleted Email (Item) .....	22
How to Remove Items from Deleted Items Folder .....	23
Accessing the Address Book .....	24
How to Print an Email .....	25
How to Find a Message .....	26
Email Viruses .....	26
Trust Centre .....	27
Moving from message to message in the Inbox .....	28
Envelope Icons – What they mean .....	28
Using Microsoft Word as your Email Editor.....	29
Message Tab/Ribbon .....	29
Insert Tab/Ribbon .....	29
Options Tab/Ribbon.....	29
Format Text Tab/Ribbon .....	29
Spell Check .....	30
How to Set Different Views.....	31
Microsoft Office Button .....	34

### How to Create an Email

Before we learn how to send email, we need to have the email address for persons to whom we are going to send Email to. In essence we require an Address Book.

Initially we will have to add these details, but once added they can be easily accessed and edited as needed.

So we will open a blank email ready to fill in

<p>From your Inbox:</p> <ol style="list-style-type: none"><li>1. Click on New; generally located top left</li></ol>	
<p>If you are in some other part of Outlook 2007 and do not see the New Mail Message button, you can always (in the Inbox as well) click on File (in the Menu Bar), then click on New, and then click on Mail Message</p>	
<p>In both cases a blank email template will open up (image below)</p>	
	
<h3>Adding to the Address Book</h3>	
<p><b>Type in E-Mail Address &amp; Add to Address Book</b></p> <p>You can just type the email address into the required sender field(s), but for future purposes it is better to add the email address and details to your address book.</p>	 <p><i>Explanations for Cc... &amp; Bcc... coming up</i></p>

To purchase [click here](#)  
[https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=10182142](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=10182142)

To purchase [click here](#)  
[https://www.paypal.com/cgi-bin/webscr?cmd=\\_s-xclick&hosted\\_button\\_id=10182142](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=10182142)