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# Microsoft Outlook 2007 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

## Outlook® 2007 Calendar, Contacts, Tasks

### Calendar

Use the Calendar to schedule meetings and appointments.

#### Displaying the Calendar

In the Navigation Pane, click **Calendar**.

#### Setting up Your Work Week

- Click **Tools**, **Options**.
- On the **PREPARED** tab, click **CALENDARS** **OPTIONS**.
- Set options in the **CALENDARS** pane.
- Click **OK**, **OK** again.

#### Viewing the Calendar

One day: **View** > **One Day** (or select **One Day** in the **Navigation Pane**).

One week: **View** > **One Week** (or select **One Week** in the **Navigation Pane**).

One month: **View** > **One Month** (or select **One Month** in the **Navigation Pane**).

Continuous: **View** > **Continuous** (or select **Continuous** in the **Navigation Pane**).

Non-continuous days: **View** > **Non-continuous Days** (or select **Non-continuous Days** in the **Navigation Pane**).

#### Creating a Single Appointment

- Use the calendar to display the desired date.
- Click on the time slot for the appointment, or drag through several time slots for a larger appointment.
- Type a description, then press **Enter**.

#### Creating an Appointment with More Details

- Click **Appointment** in the toolbar.
- Complete the **SUBJECT**, **LOCATION**, **START TIME**, and **END TIME** as needed. You can type words like **meeting**, **conference**, **1 hour**, etc., instead of entering dates.
- Click **SAVE & CLOSE**.

#### Creating and Scheduling a Meeting

A meeting is an appointment that you create, then invite others to join you.

- Click **Meeting** in the toolbar.
- In the **Taskbar**, type the names of the people you want to meet. You can also click **People** in the **Navigation Pane** to select names from the address book.
- Enter the details of the appointment.
- To plan the meeting around the attendees' schedules, click **SHOW WORKING HOURS** in the **Navigation Pane**.
  - New attendees are added as requested.
  - To change, click **Change**.
  - To postpone or advance the meeting time, drag the hour or other side of the time slot.
- Pressing **Finish** (or **OK**) in the **Appointment** pane will offer the best times for the meeting, based on the number of attendees available. Click to change the duration of the meeting. If you are unable to change times, click **NO** to go to the first available slot before or after the current time.
- Click **OFFER** to show calendar details, or to change default settings.
- When the information is complete, click **SEND**.

The scheduling features are only useful when connected to an Exchange server, Microsoft Exchange, or when using the Microsoft Office Internet Mail/Exchange service.

#### Editing an Appointment or Meeting

- Double-click the appointment or meeting to open it. If it is a meeting appointment or meeting, select **APPT INFO** (or **MEETING INFO**) in the **Navigation Pane**.
- Make any changes, if you are changing the appointment, click **SAVE & CLOSE**. If you are making changes to a meeting, click **SEND & POST** to notify attendees.

#### Responding to a Meeting Request

When you are invited to a meeting, you are required to click the **ACCEPT**, **DECLINE**, **DECLINE AND PROPOSE NEW TIME**, or **DECLINE AND PROPOSE NEW TIME** button on the toolbar or in the meeting pane. Responding to any prompt on the screen. Unless declined, the meeting is automatically entered in your calendar.

To propose a new time and tentatively accept:  
1. Click **PROPOSE NEW TIME**.

To propose a new time and decline:  
1. Open the meeting request.  
2. Click **DECLINE**, then select **DECLINE AND PROPOSE NEW TIME**.

#### Changing the Time of a Meeting or Appointment by Dragging

- Click on the appointment in the calendar. A black handle appears around the outside of the appointment.
- To change the length of the appointment, drag the upper or lower handle. To change the time or date (drag) the appointment to a different time or date, drag the appointment to a new time or date in the calendar.
- Click outside the meeting area.
- If changing a meeting, you are asked to save the changes and send an update. Click **OK** then **SEND & POST**.

Note: You cannot change a meeting time without sending an update.

#### Repeating Appointments or Meetings

- Double-click the appointment or meeting to open it.
- Click **RECURRING** in the **Navigation Pane**.
- Complete the information and click **OK**.
- Click **SAVE & CLOSE**.

#### Viewing Multiple Calendars

- In the **Navigation Pane**, check the calendars you wish to view.
- To display one calendar on top of another, click in the calendar title.
- To remove all calendars, click **Clear**.
- To bring an overlaid calendar to the front, click the calendar title.
- Uncheck a calendar to close it.
- Newly created calendar folders are automatically added to MY CALENDARS.

#### Creating a Group Schedule

A group schedule is a shared set of people and resources which can be used to quickly view the group's free time, other meetings, or send the group an email.

- Click **GROUP** or choose **ACTIONS**, **VIEW GROUP SCHEDULE**.
- Click **GROUP**.
- Type names for the group schedule. Click **OK**. The calendar for your group schedule appears.
- In the area provided, type the names of the group members. To select from an address book, click **ADD OTHERS**, then **ADD FROM ADDRESS BOOK**.
- Click **SAVE AND CLOSE**.

#### Using a Group Schedule

- Click **GROUP** or choose **ACTIONS**, **VIEW GROUP SCHEDULE**.
- Select the desired group schedule, and click **VIEW**. The schedule appears showing all available times and appointments. View a member's calendar by clicking **Meet** in the member's name.
- To make a meeting with an individual:
  - Drag across the time slot in the member's calendar.
  - Click **MAKE MEETING**, then **NEW MEETING**.
  - Fill out the details for the meeting.
  - Click **MAKE MEETING**, then **SEND MEETING REQUEST**.
  - Fill out the details for the meeting.
- To send an email to the group:
  - Click **MAKE MEETING**, then **NEW MAIL MESSAGE WITH ALL**.

#### Printing the Calendar

- Click **Print**. The **PRINT** dialog box opens.
- Select **Print** (or **Print Range**) if you want to print.
- In the **PRINT RANGE** area, select the items to print.
- Select other options as needed, then click **OK**.

#### Hiding/Displaying Tasks

Choose **VIEW**, **TASKS**, **OFF** or **ON**.

Click **ON** or **OFF** to switch between **Hidden** and **Shown**.

#### Keyboard Shortcuts

From anywhere in Outlook, press (or)

|                     |                  |
|---------------------|------------------|
| Appointment         | (Alt+Shift+A)    |
| Meeting Request     | (Alt+Shift+M)    |
| Contact             | (Alt+Shift+C)    |
| Task                | (Alt+Shift+K)    |
| Quick Mail          | Ctrl+M           |
| Quick Calendar      | Ctrl+2           |
| Quick Contacts      | Ctrl+3           |
| Quick Tasks         | Ctrl+4           |
| Quick Name          | Ctrl+5           |
| Quick Today         | Alt+T            |
| Quick Date          | Ctrl+D           |
| Go to previous week | Alt+F, or Ctrl+4 |
| Go to following day | Ctrl+Shift+4     |

#### Viewing Multiple Items (Contacts, Tasks, Calendar Items)

Calendar items: Click on the list item and click **Ctrl+D** on the list item.

Non-continuous items: Click on the list item and click **Ctrl+Shift+D** on the list item.

Note: Non-continuous items selection for Calendar items works only if using a list view.

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## Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use calendar, contacts, and tasks features of Microsoft Office Outlook 2007. Topics include: Calendar: Setting up Your Work Week, Viewing the Calendar, Creating Appointments, Repeating Appointments or Meetings, Creating and Scheduling a Meeting, Responding to Meeting Requests, Changing Time or Date of Meeting/Appointment, Viewing Multiple Calendars, Creating and Using Group Schedules, Printing the Calendar, Hiding/Displaying Tasks Contacts: Creating & Editing Contacts, Sending a Mail Message to a Contact, Searching for Contacts, Merging Contacts with Word, Viewing Mail Related to a Contact Tasks: Displaying To-Do and Task List Folders, Creating Tasks, Marking Complete, Adding Messages or Contacts to the To-Do List, Sorting Tasks, Changing Task Order, Assigning Tasks, Viewing Tasks in the Calendar, Hiding /Displaying Tasks in the To-Do Bar, Printing Tasks For Any Outlook Item: Deleting, Assigning an Item to a Category, Sorting on Categories, Sharing Calendar Contacts Tasks or Notes, Using Another Person's Calendar Contacts Tasks or Notes Folder, and The Reading Pane. Also includes a list of Keyboard and Selection Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several available for Outlook 2007: What's New in Outlook 2007, Outlook 2007 Mail, Outlook 2007 Calendar, Contacts, & Tasks.

## Book Information

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## Customer Reviews

So...I will only review once. Each one is most helpful. I purchased them for our admins and some of the executives are finding them useful. Great idea!!!

I order this for work. Great cheat sheet for last minute look up on Outlook. I am a Dept. Secretary that controls all conference rooms in this company and always using the calendars for everyone. Great reference to look at! I would suggest to anyone who uses this program these sheets are worth the money (inexpensive) .Came on time by the seller.

IMMEDIATE shipping of a quick reference guide which was desperately needed by office staff when our e-mail provider was changed overnight. Not ONE employee knew how to use Outlook Mail. With this handy guide, we considered ourselves pros by the end of the day (and our Clients had nary a clue!).

We used to be allowed to make an index card with whatever notes we wanted prior to taking some tests in college. Most of the time they were not used but sometimes they had just the right info. Same with these quick reference cards. I just keep them near the computer and they can be faster than looking the info up on Google or other source.

This product is very useful for its easy access to learn more about how to use the application for your daily works. This handy one piece sheet is very practical to use compared to the application user guide and books. By having it in front of you on the desk, you can improve and develop the usage of the application functionality. You will never regret once you buy it.

There's a lot of info packed onto a tiny sheet here. I learned a few new things and, I think once I get used to looking at it for information when I need it, it may be useful. I think these references are great for beginning users of a program, but I assume once I know it pretty well, these shortcuts, etc., will become second nature, and I won't need the reference so much. I feel like some of the things aren't things people will use a lot, but maybe it's just the way I use Outlook. Although I am trying to use it more and more and get it more organized to help ease the burden of tons of work e-mail. This is a useful reference, that I hope will continue to make learning Outlook easy for me.

This has been a comfort to know I have it if needed. However, I have not had to use it, yet! I started a new job and there was a emphasis on MS Outlook. I was out of the workplace for 7 years and not sure how much would come naturally and how embarrassed I would be not being able to get around within the program. Well to my delight, all is well and do not need it! I will pass it on to help someone

else with similar anxiety experiences!!

This is a nice handy 'cheat sheet' for how to navigate through Outlook 2007. The look and feel of Outlook 2007 is much different than 2003. After using it at work for about 3 months I have grown to like it but it takes some getting used to. This is a great aid along the way.

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