## Outlook 2007

#### appearance

incoming mail—to reading pane or not to reading pane? View > Reading Pane > then choose Right, Bottom, or Off



#### folders

organize your incoming mail into folders

New > Folder > then give it a name and a place to live



Reading Pane.

#### signature

Tools > Options > Mail Format > Signatures

(You can even drag frequently used folders to the Favorite Folders section



# Contacts folders and Distribution Lists—importing email contacts from an Excel spreadsheet $^{\rm 1}$

Contacts folders (Address Books) can be shared. Distribution Lists (Mailing Lists) can be forwarded but they can't be shared without sharing the whole Contacts folder they are in. Your department or subdepartment could maintain mailing lists this way, sharing the folder and keeping the contacts updated in a single place.

Once you have the Excel spreadsheet, you need to save it in **.csv** format (SaveAs > Other Formats). Scroll down in the Save as type: box until you find .csv (Comma Separated Values) and then save.



ave As Save in: My Documents D4LF\_trainage Ò 💼 4505 My Recent Documents 4sound\_practices 2007\_Math\_collection 🔂 activboard ، کہا کہا کہا کہ کہا کہا کہا کہ کہا C Activboard\_resources\_files Desktop Activstudio3 akbar algebra2 My Documents DAlgebra\_Nature and Role in K-14 asking4arrays ase10pix My Computer blah blah\_files Coleaner registry backups 5 Cleanup-math 🙃 deepintodata **.** • 🔂 digitalcameras My Network Places Doc2\_files 6 < File <u>n</u>ame: excel2007 bogus-phone-list.xls Save as type: CSV (Comma delimited) (\*.csv) Text (Tab delimited) (\*.txt) Jnicode Text (\*.txt) (ML Spreadsheet 2003 (\*.xml) Tools Microsoft Excel 5.0/95 Workbook (\*.xls)

Then open your Outlook Contacts. Create a new folder for Contact Items (Address Book) by right-clicking anywhere in the My Contacts area and selecting New Folder. Outlook expects your new folder will contain Contact Items and that you'll want it to live in the Contacts area of your Mailbox.

Now you're ready to import the contacts from your spreadsheet saved in .csv format. Click on File > Import and Export. Then work your way carefully through these screens:





<sup>1</sup> http://www.ucalgary.ca/it/help/articles/email/clients/outlook07/impexp#import

Mapping Custom Fields is critical because you want your info to go in the correct (and usable!) place. Expand the fields on the right side and put each value from the left side where it ought to go. (You'll have to expand the E-mail Field so that the email value goes into the E-mail Address field.)

Map Custom Fields	X
Drag the values from the source file on the left, a on the right. Drag the item from the right to the le From: Comma Separated Values (Windows) excel2007_bogus-phone-list.csv Value	nd drop them on the appropriate destination field eft to remove it from the field mapping. To: Microsoft Office Outlook New Address Book Field Mapped from
last phone email	Title First Name First Name -Middle Name -Last Name Last Name -Suffix Company
<pre>&lt; Previous Next &gt;</pre>	Clear Map Default Map
	OK Cancel



Comma Separated Values (Windows) excel2007_bogus-phone-list.csv	Microsoft Office Outlook New Address Book
Value	Field Mapped from
tirst last phone email ————————————————————————————————————	Directory Server E-mail E-mail Address E-mail Type E-mail 2 E-mail 2 E-mail 3

You'll see something that looks like this: (Current View = Business Card):

If you want to see an alphabetical list, hit View > Current View > Phone List

New Address Book - Microsoft Outlo	ok			
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Contacts     Jancenberg2007-08     ancheberg2007-08     ath/board     manipulatives_1012107     Test4OutlocClass     fixeuroAddress Book     Test	Epifanio Bitt (541) 345-6794 Work epiblit@clinkster.com	Angelita Bowling (541) 445-6793 Work bolinge &clinister.com	Miner Combee (541) 415-6798 Work combiner @cirkister.com	
New Group			4	
Current View :	Cooke Painh	Dawing Pomalda	Goodwin Mable	
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Outlook Data Files	4-		4-	
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	Marylin, Pablo	Meds, Patricia	Pollard, Valeria	
	Pablo Marylin (541) 345-6797 Work pm@clinkster.com	Patricia Meds (541) 345-6795 Work patm@clinkster.com	Valeria Pollard (S41) 325-6823 Work pollardia @clinkster.com	
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Calendar				
S Contacts	Walter Rigatone	Salama, Susana Susana Salama	Zamora, Frankie Frankie Zamora	

### Calendar: scheduling, inviting, repeating

view by Day, Week or Month

New Appointment (or Task, etc.)

Recurrence (Daily, Weekly, Monthly, Yearly): sporadically recurrences must be entered one-at-a-time Share My Calendar

**Voting Buttons** (within SOESD network only—this doesn't work outside our network or via webmail) Open a new message, hit Options > Use Voting Buttons

Approve;Reject
Yes;No
Yes;No;Maybe
<u>C</u> ustom

#### Seek help

You can't know all the stuff, Dad; you just need to know who to call.

—Phern

Outlook is soooooo powerful, and it works soooooo well with the other Office 2007 applications, your options, opportunities, challenges, and frustrations are pretty nearly endless. Dream up what you want to do, then jump in and try to do it, seeking help as you need it along the way.

- Start with the little blue help button
- Go to SOESD's support pages at www.soesd.k12.or.us/support/training and check the Outlook 2007 section of Office 2007 page
- Click on the Microsoft Support links that show the Flash demos or the 2003/2007 commands
- Email support@soesd.k12.or.us or phone 858-6730 and ask for Larry. (Operators are standing by.)