Microsoft Outlook 2007

Outlook 2007 Navigation and Ribbon Bar Technology

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The Ribbon
The desktop version of Outlook 2007 (under Start-Desktop Software) uses Ribbon technology similar to the other Office 2007 applications.

The main Outlook window doesn't use the Ribbon, but most of the applications do. Example, start a new e-mail message or appointment, and the resulting Outlook item form include the Ribbon. The main appeal of the Ribbon is that it exposes commonly used features. In addition, the Ribbon exposes useful features that many users don't know about or don't bother with because they don't want to spend the time hunting for the feature.

Minimize the Ribbon by right-clicking on any group on the ribbon and choose Minimize the Ribbon. Take the same action to restore it.

Navigation Pane and To-Do Bar
The Navigation Pane provides a quick and easy way to navigate Outlook's folders, views, calendars, date navigator, and other items.
You can now minimize the Navigation Pane to gain more space for messages, the calendar, and other views. To minimize the Navigation Pane, click the double left chevron in the upper-left right corner of the Navigation Pane.

This control changes to a double right chevron. Click that to restore the Navigation Pane.

When the Navigation Pane is minimized, it acts like the Windows task bar in auto-hide mode. Just click on the Navigation Pane to open it. After you select an item from the Navigation Pane, it minimizes itself again.

Don't want to use the Navigation Pane?
Click View | Navigation Pane | Off to turn it off.
Choose View | Navigation Pane | On to turn it back on again.

To-Do Bar
The To-Do Bar contains a small navigation calendar and a glimpse at upcoming appointments and tasks. The To-Do Bar works much the same way as the Navigation Pane. Click on the chevrons to make it smaller or larger.

Minimize or Turn Off the To-Do Bar
Click View | To-Do Bar | Minimize (or Off).

RSS feeds
Really Simple Syndication (RSS) is a way for content publishers to make news, blogs, and other content available to subscribers. You can add your favorite RSS Feeds as subscriptions in Microsoft Office Outlook 2007.
Adding RSS Feeds

Click on the RSS Feeds folder to view steps on adding RSS feeds to Outlook.

You can also right-click on the RSS Feeds folder and choose Add A New RSS Feed to open the New RSS Feed dialog box, in which you enter the URL for the feed. To modify an existing RSS feed, choose Tools | Account Settings and then click the RSS Feeds tab. Here, you can set the synchronization schedule, change the folder to which new items are delivered, remove a feed, and make other configuration changes for the feed.

Color categories
Categories in Outlook help you organize and locate information. They've been improved in Outlook 2007 with the introduction of color. Previous versions of Outlook offered colored flags you could use to identify items, but they were text-based categories. Now they've been replaced by color categories in Outlook 2007. The category color appears in the message header and in the Categories field in the header list. The main advantage of using color categories is that they make it possible to quickly identify items based on their category.

To assign a category, click the item and then click the Categorize button in the toolbar.

You can select an existing color category from the resulting drop-down list, or click All Categories to create and assign a new category. The first time you use a color category, Outlook gives you the opportunity to rename it. Just type a new name in the resulting Rename Category dialog box and click Yes. If you don’t want to rename the category, click No.

You can easily organize a view by category. Simply click the Categories header to group by color category. You can also use a predefined Categorized Mail search folder to locate all messages that have category assignments.

Quick click category
Another handy color category feature in Outlook 2007 is the quick click category. This feature lets you assign a color category to a message with a single click.
To set the quick click category, click Categorize in the toolbar and then click Set Quick Click to open the Set Quick Click dialog box. Select the desired category and click OK. To apply the Quick Click Category to an item, just click in the Categories field for the item.

Flag recipient for follow-up
A handy feature in Outlook 2007 is the capability to flag a message for a recipient to follow up.

For example, assume you want the recipient to take action by the end of the week on a message you send. When you are ready to send the message, click the Follow Up button in the Options group on the Ribbon, then choose Flag For Recipients. In the resulting Custom dialog box, choose the desired follow-up action from the Flag To drop-down list. Specify a reminder day and time and click OK. Then, send the message. When the reminder time arrives, the recipient will receive an Outlook reminder regarding the item.