

## The 50 Best Tips, Tricks & Techniques for Outlook 2007 DVD-ROM

Presented by Danny Rocks, The Company Rocks

### Getting Started

Customizing Startup Options in Outlook 2007	Hiding Outlook Today Changing the Startup Folder	<b>Run time 6:50</b> Changing Outlook 2007 Views
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Exploring Outlook 2007's Toolbars	Showing & Hiding Toolbars Customizing Toolbars	<b>Run time 9:08</b> Moving Toolbars
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Introducing New Features in Outlook 2007	Categorizing by Color Showing the To-do Bar	<b>Run time 6:54</b> Previewing Attachments
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Personalizing Outlook's Appearance	Working With the Navigation Pane Working With the Reading Pane	<b>Run time: 9:19</b> Working With Views
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Using Styles to Format Text	Previewing Styles Gallery Using Keyboard Shortcuts	<b>Run time: 6:44</b> Changing Style Sets
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Introducing Quick Parts	Adding New Quick Parts Organizing Quick Parts	<b>Run time 8:33</b> Inserting Quick Parts
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### E-Mail Essentials

Reading & Organizing E-Mail Messages	Using AutoPreview Grouping Messages	<b>Run time 9:35</b> Saving Time With Keyboard Shortcuts
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Organizing With Color Categories	Naming Categories Assigning Categories	<b>Run time 8:04</b> Changing Categories
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Creating Rules to Organize Your Inbox	Creating Rules From Templates Creating Rules on Messages	<b>Run time 9:48</b> Running Rules Manually
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Responding to Messages	Using Different Fonts in Response Responding Inside a Message	<b>Run time 7:42</b> Changing Subject Line of Response
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Using AutoCorrect Options	Correcting Spelling Errors Automatically Adding Keyboard Shortcuts	<b>Run time 8:05</b> Changing Automatic Text
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Working With Bullet Points & Lists	Using Keyboard Shortcuts for Lists Sorting Lists	<b>Run time 6:39</b> Formatting Lists
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Using Signatures for Messages	Creating Signatures Adding Signatures to Messages	<b>Run time 9:48</b> Changing Signatures for Messages
Working With Attachments	Attaching Files Previewing Attachments	<b>Run time 8:16</b> Inserting Files
Saving Attachments Offline	Reducing the Size of Your Mailbox Saving Multiple Attachments	<b>Run time 6:51</b> Pruning Sent Items Folder
Tracking E-Mail Messages	Viewing & Sorting Votes Delaying Message Delivery	<b>Run time 9:34</b> Requesting Message Receipts
Saving Sent Messages	Finding Sent Messages Saving Messages to a File	<b>Run time 7:12</b> Moving Messages to Folders
Handling Junk E-Mail	Applying Junk E-Mail Filters Detecting Phishing E-Mails	<b>Run time 9:20</b> Identifying Safe Senders

## Outlook 2007 Basics

Using Keyboard Shortcuts in Outlook 2007	Opening Outlook Items Selecting & Formatting Text	<b>Run time 9:26</b> Reading & Responding to Messages
Customizing the Quick Access Toolbar	Minimizing the Ribbon Adding Commands Not in the Ribbon	<b>Run time 7:22</b> Adding Commands & Groups
Forwarding Items in Outlook	Changing Forwarding Options Forwarding As Attachments	<b>Run time 5:40</b> Forwarding Tasks
Inserting Tables Into Outlook Items	Creating the Table Editing the Table	<b>Run time 9:03</b> Formatting the Table
Working With Folders	Working With Favorite Folders Copying & Moving Folders	<b>Run time 9:59</b> Setting Folder Properties
Creating Multiple Profiles in Outlook 2007	Separating Work & Personal Information Adding Personal Folder Files	<b>Run time 10:23</b> Copying Personal Folder Files

## The 50 Best Tips, Tricks & Techniques for Outlook 2007 DVD-ROM

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Saving Time With Templates

Creating a Template  
Using a Template

**Run time 8:01**

Customizing a Template

Customizing Outlook 2007 Forms

Understanding Forms  
Designing Forms

**Run time 9:18**

Using Forms

Securing Your E-Mail

Using Digital Signatures  
Avoiding Web Beacons

**Run time 7:31**

Updating the Safe Senders List

Customizing & Filtering Views

Copying a View  
Defining Views

**Run time 8:29**

Filtering Views

Printing Outlook 2007 Items

Selecting Information to Print  
Setting Up Page Layouts

**Run time 8:32**

Previewing Before Printing

Inserting Pictures in Outlook 2007

Inserting Pictures  
Formatting Pictures

**Run time 8:22**

Switching Pictures

Getting RSS Feeds in Outlook

Adding RSS Feeds  
Viewing RSS Feeds

**Run time 7:50**

Managing RSS Feeds

Archiving Outlook Data

Archiving Individual Folders  
Restoring Archived Items

**Run time 7:54**

Customizing AutoArchives

### Working With Contacts

Working With Contacts

Adding Contacts  
Viewing Contacts

**Run time 9:17**

Finding Contacts

Importing & Exporting Contacts

Importing From Excel  
Importing From Files

**Run time 9:17**

Exporting to Folders

Making Changes to Multiple Contacts

Customizing Contact View  
Grouping Contacts by Field

**Run time 5:29**

Moving Contacts to a Group

Using Distribution Lists

Creating Distribution Lists  
Editing Distribution Lists

**Run time 6:57**

E-Mailing Distribution Lists

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Merging Contacts for Mailings

Inserting Fields  
Initiating From Word 2007

**Run time 11:05**  
Initiating From Outlook 2007

Communicating With Mobile Devices

Adding a Mobile Service Account  
Using the Mobile Address Book

**Run time 7:30**  
Using the Map for Directions

## Working With Calendars

Working With Calendars in Outlook 2007

Integrating With the To-do Bar  
Overlaying Multiple Calendars

**Run time 8:36**  
Working With Color Categories

Managing Your Calendars in Outlook 2007

Creating Appointments  
Creating All Day Events

**Run time 9:18**  
Setting Recurring Calendar Events

Scheduling Meetings

Selecting Attendees  
Scheduling Meeting Time

**Run time 10:14**  
Updating Meeting Requests

Sharing Calendars

Creating iCalendars  
Publishing Internet Calendars

**Run time 11:06**  
Working With Group Schedules

## Managing Your Information

Working With Notes

Creating Notes  
Sharing Notes

**Run time 7:56**  
Customizing Notes

Tracking Activities With the Journal

Tracking Phone Calls  
Tracking Office Documents

**Run time 11:08**  
Tracking Messages & Meetings

Flagging Messages for Follow-up

Setting Reminders  
Selecting the Follow-up Flag

**Run time 8:44**  
Following-up With Recipients

Turning To-do Reminders Into Tasks

Creating Tasks  
Viewing Tasks

**Run time 6:30**  
Managing Tasks

Detailing Tasks

Inserting Items & Files Into Tasks  
Tracking Progress of Tasks

**Run time 6:47**  
Reporting Status of Tasks

Assigning Tasks to Others

Creating a Task Request  
Accepting a Task Assignment

**Run time 8:52**  
Sending Status Reports

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## The 50 Best Tips, Tricks & Techniques for Outlook 2007 DVD-ROM

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Searching for Information

Using Instant Search  
Using Query Builder

**Run time 7:51**

Using Keyboard Shortcuts

Customizing Search Folders

Exploring Search Folders  
Modifying Search Folders

**Run time 7:27**

Creating Search Folders