Outlook 2007 for PC

Currently, most faculty and staff using Outlook Desktop on their PC are using version 2010. But these tutorials for Outlook 2007 are still quite useful, as the changes between the two versions are mostly cosmetic.

Calendar - Outlook 2007

- Accepting Invitations - Outlook 2007
- Creating a Meeting Request - Outlook 2007
- Creating a New Calendar - Outlook 2007
- Creating a Single Event - Outlook 2007
- Recurring Event - Outlook 2007
- Sharing a Calendar - Outlook 2007
- Using Group Schedules - Outlook 2007

Contacts - Outlook 2007

- Distribution Lists - Outlook 2007
  - Exporting a Contact Group (Outlook 2007)

General - Outlook 2007

- Changing the Layout - Outlook 2007

Mail - Outlook 2007

- Adding a 2nd mailbox to Outlook
- Creating E-Mail Templates
- Mailto tags and Outlook - Outlook 2007
- Moving Messages - Outlook 2007
  - Creating Rules - Outlook 2007
- Sending a message - Outlook 2007
  - Add a BCC - Outlook 2007
  - Adding an attachment - Outlook 2007
  - Creating and finding contacts (addresses)
  - Scheduling delivery - Outlook 2007
- Sharing a mailbox or folder - Outlook 2007
- Using Favorite folders - Outlook 2007

Tasks - Outlook 2007