

Beginning Microsoft Outlook 2000

Quick Reference Guide

Outlook 2000 Basics

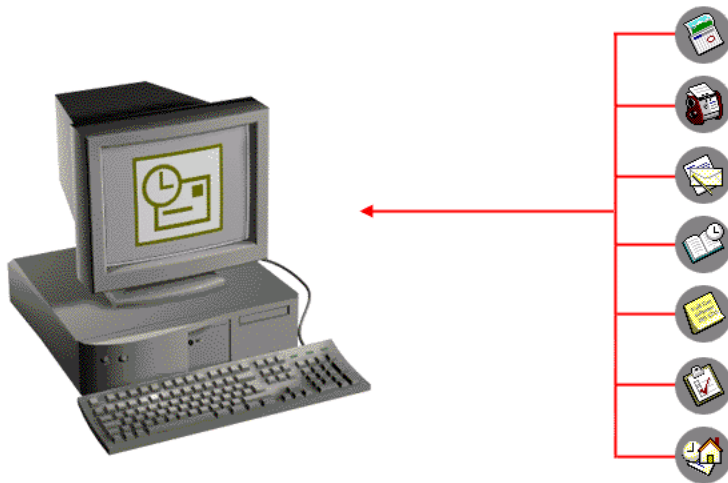


image Page Design

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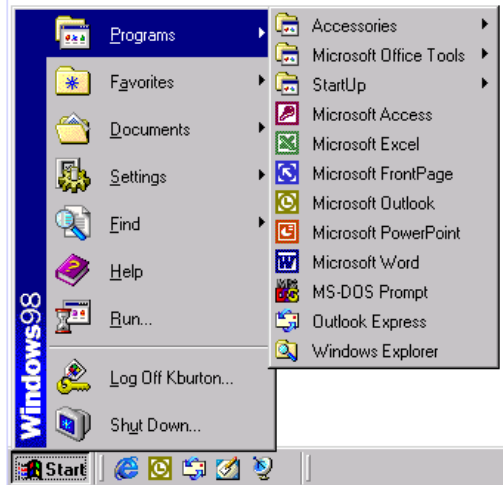
Getting Started

Starting and Exiting Outlook 2000

Click on the Start button.

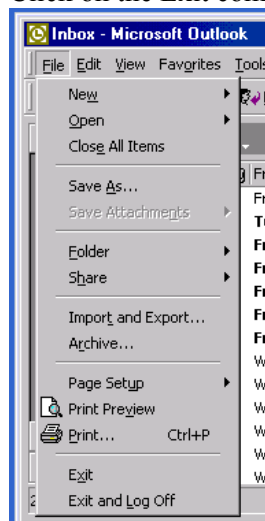
Click on the Programs command on the Start menu.

Click on the Microsoft Outlook command on the Programs submenu.



To exit, click on the File menu.

Click on the Exit command.

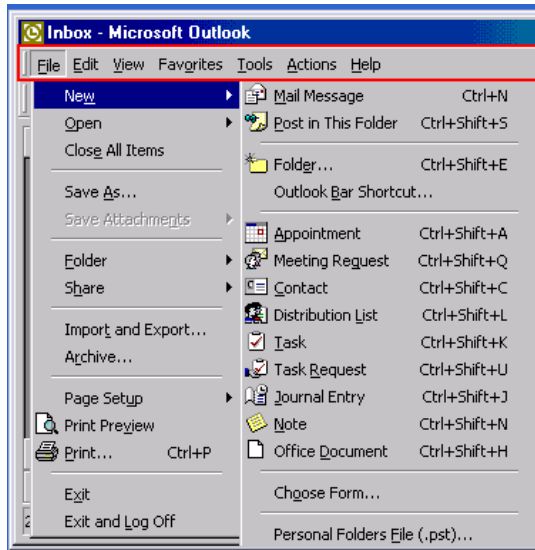


Communicating With Outlook 2000 Messages

Writing Messages

Sending Messages

Click on the File menu.
Point to the New command.



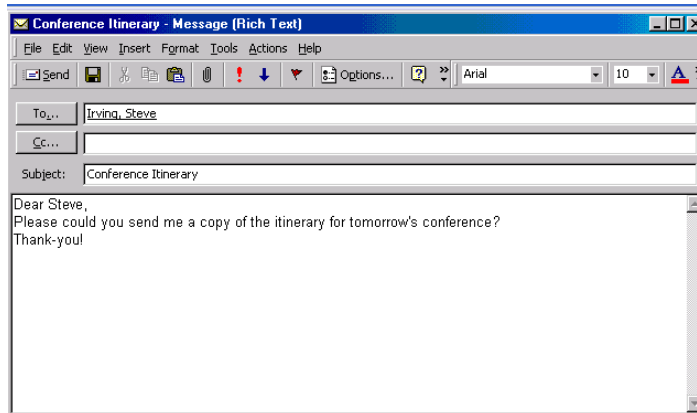
Click on the Mail Message command on the New submenu.
In the Message window, type a message address in the To box and click in the Subject box.

Type a short title for the message.

Click in the message text box.

Type the body of the message.

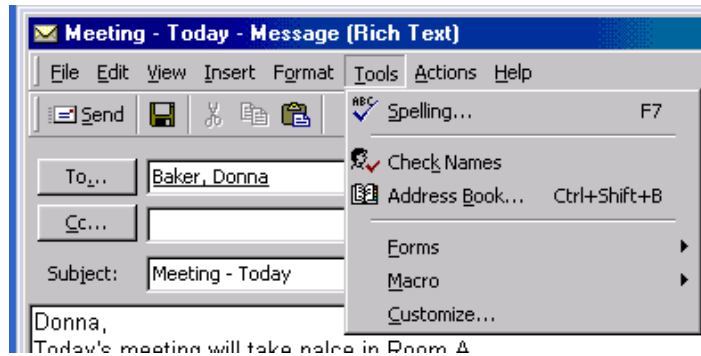
Click on the Send button on the Standard toolbar.



Checking Message Spelling



With your message open, click on the Tools menu.
Click on the Spelling command.

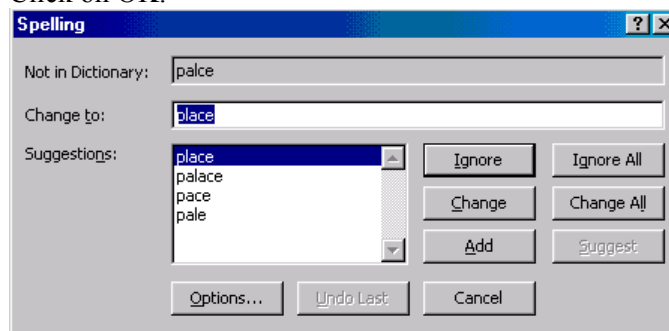


In the Spelling dialog box, view the suggested replacement for a highlighted misspelling.

If necessary, select the correct spelling from the list of suggestions or enter the correct spelling in the Change to box.

Click on the appropriate button, depending on whether you want to change or ignore a single occurrence or all occurrences of a misspelling in your message.

Click on OK.



Addressing Messages Using Address Lists

Click on the File menu.

Point to the New command.

Click on the Mail Message command on the New submenu.

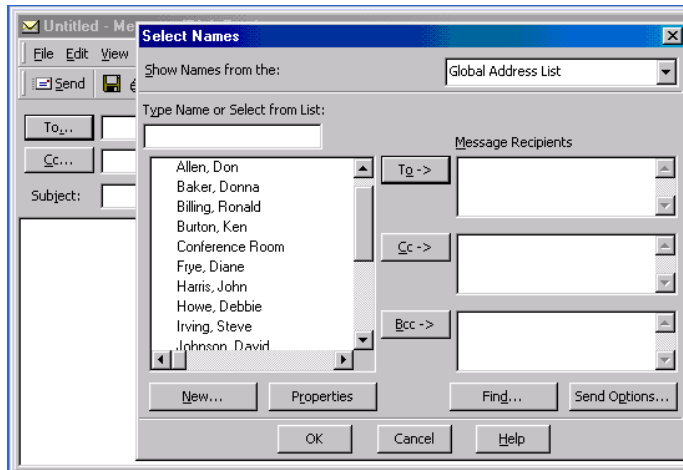
In the Message window, click on the To button.

In the Select Names dialog box, select the name or distribution list to which you want to address the message.

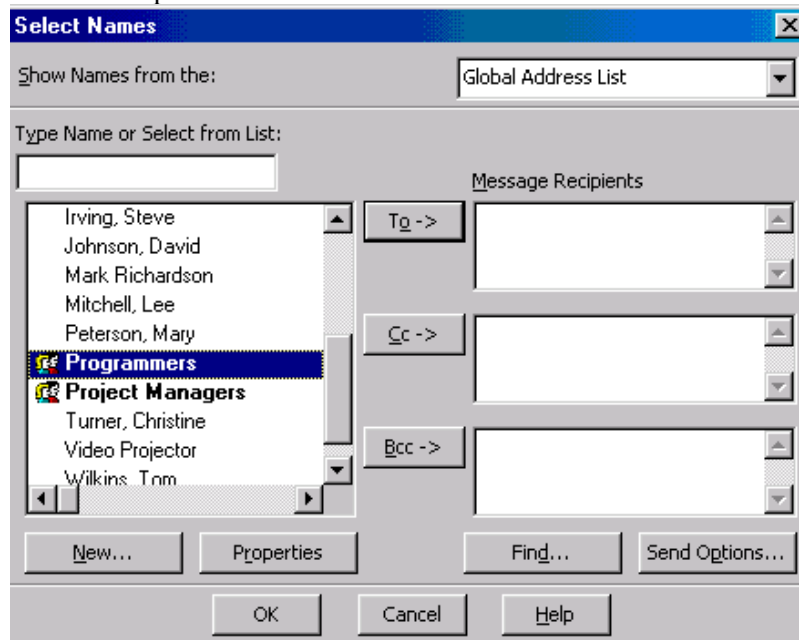
Click on the To button to add the name to the To box in the Message window.

Click on OK.

Complete the message.

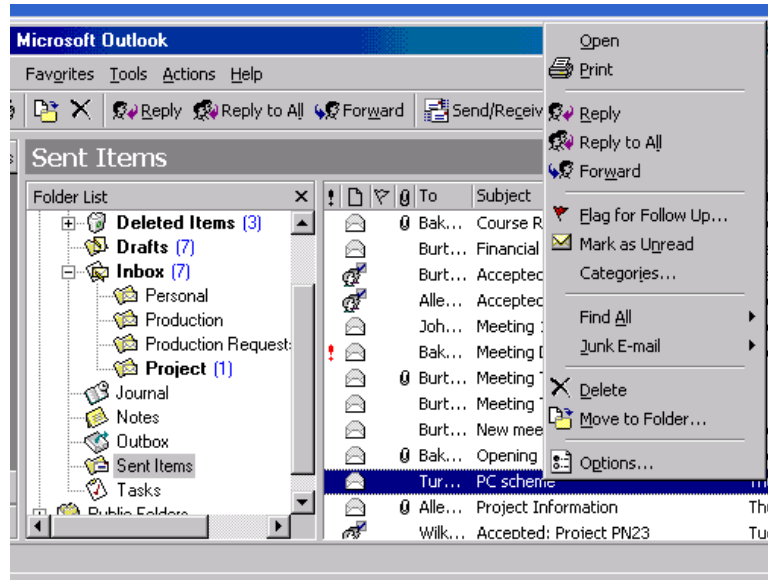


*For a Group

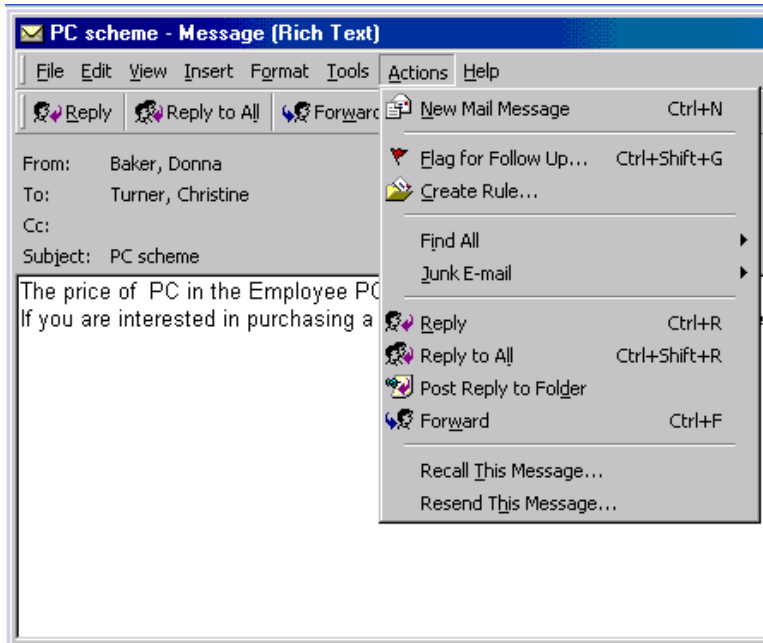


Recalling Sent Messages

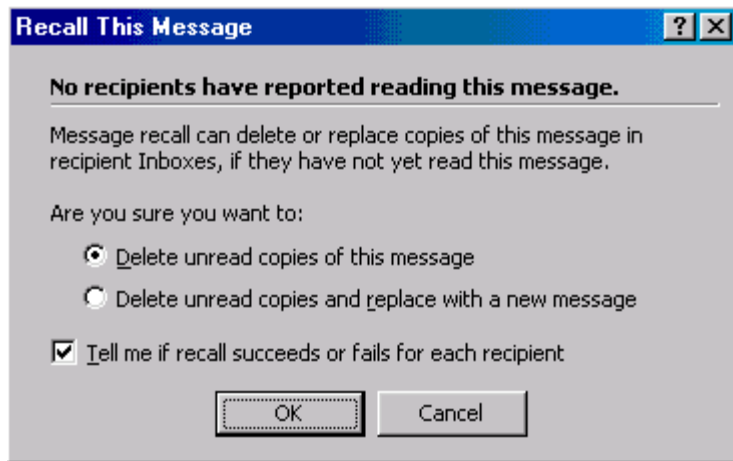
Click on the folder name on the Folder banner.
 Click on the Sent Items folder in the Folder List.



Open the message you want to recall.
 Click on the Actions menu.



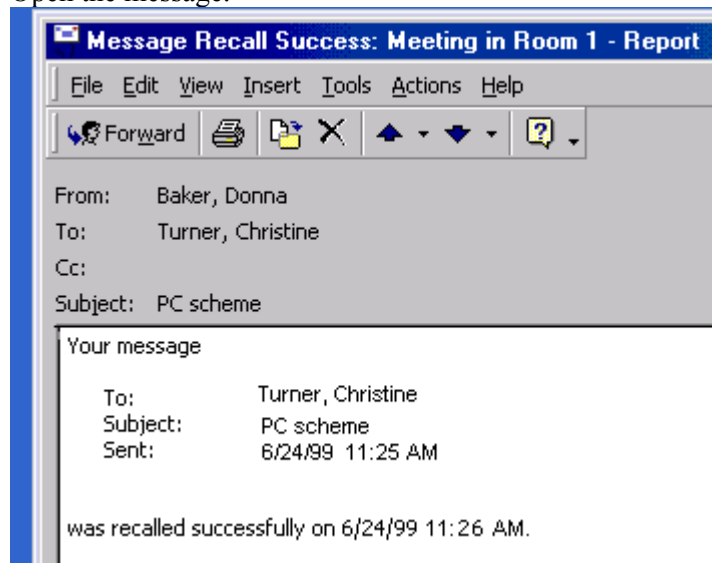
Click on the Recall This Message command.
 In the Recall This Message dialog box, select the delete option of your choice.



Select the Tell me if recall succeeds or fails for each recipient check box. Click on OK.

To see the notification on the success of the recall, first open the Inbox folder.

Open the message.



Customizing the Message Area

Formatting Message Text

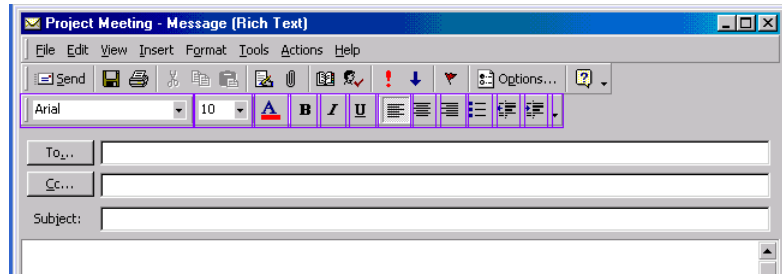
Click on the View menu.

Point to the Toolbars command.

Click on the Formatting command on the Toolbars submenu.

In your message, select the text you want to format.

Using the toolbar buttons on the Formatting toolbar, apply the formatting style you require.

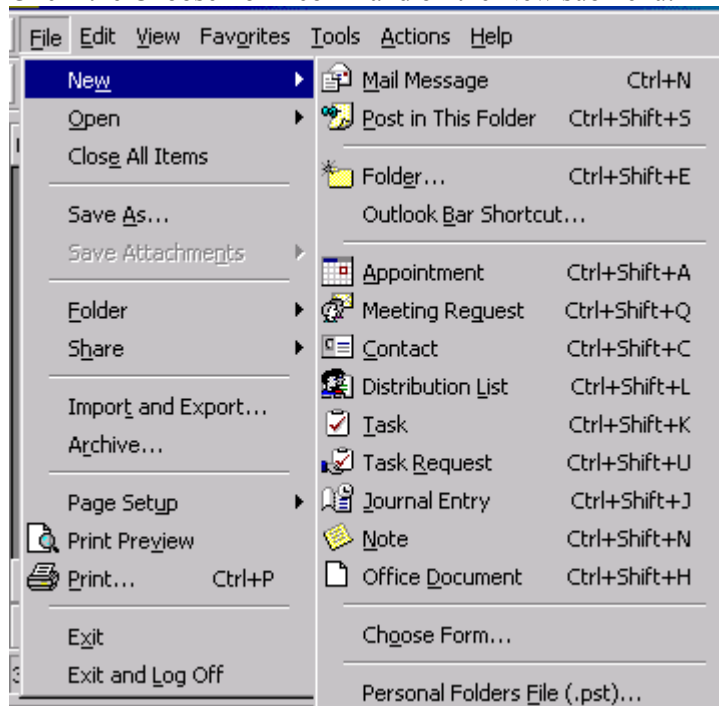


Composing Messages Using Templates

Click on the File menu.

Point to the New command.

Click the Choose Form command on the New submenu.

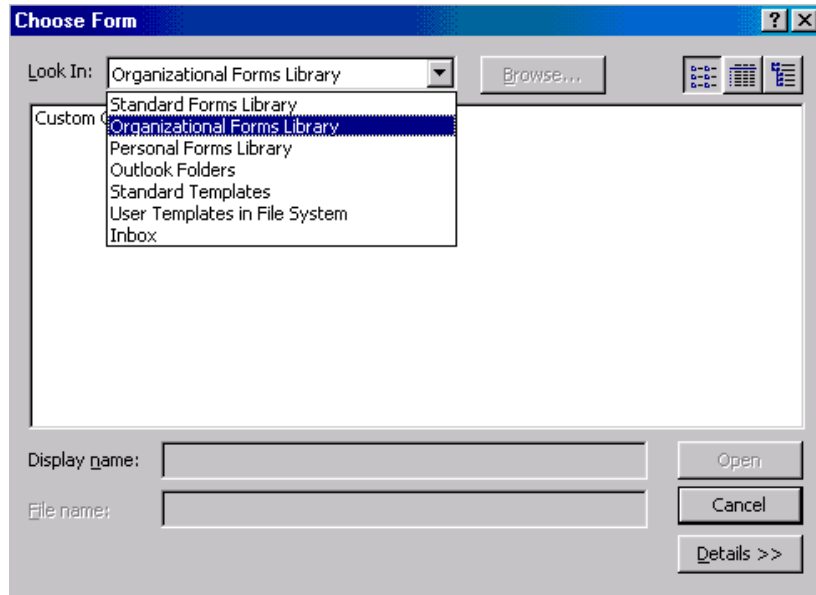


In the Choose Form dialog box, click on the Look In box.

Click on the User Templates in File System option.

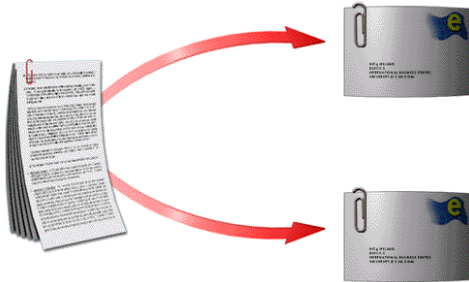
Select the template you want.

Click on the Open button.

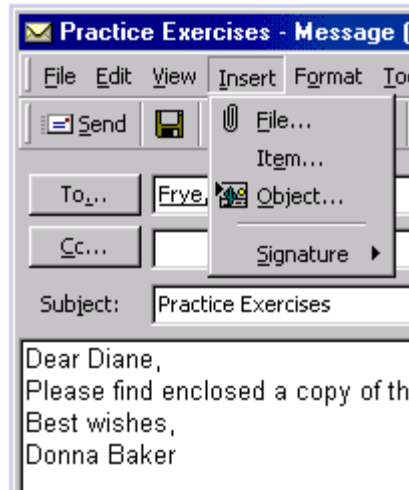


Add the text, attachments or other items specific to your message.
Click on the Send button on the Standard toolbar.

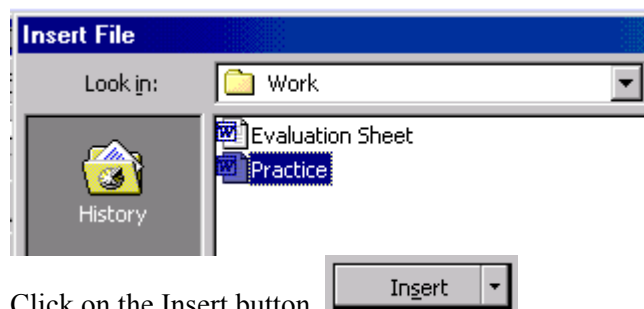
Attaching a Document to a Message



Position the insertion point below the message text.
Click on the Insert menu.
Click on the File command.
In the Insert File dialog box, click on the Look in box.

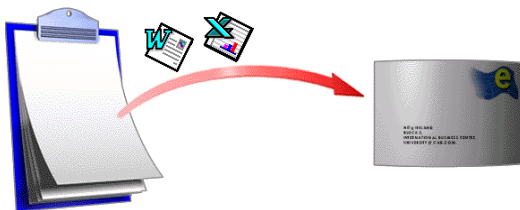


Click on the drive and navigate to the folder where the file is stored.
Double-click on the folder.
Click on the file you want to attach.

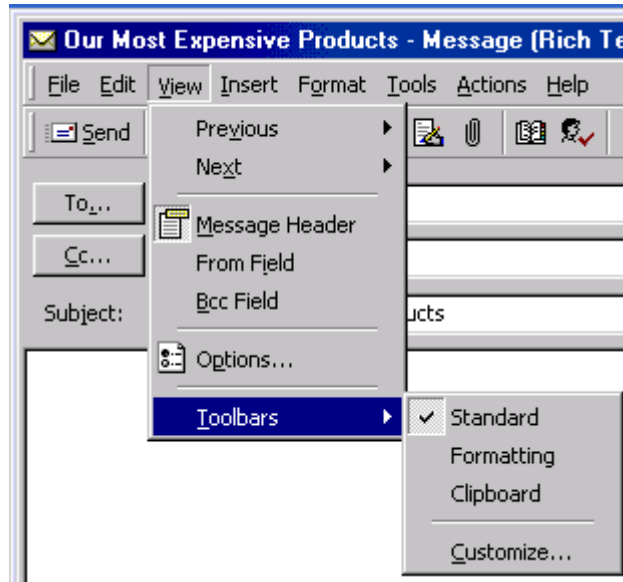


Click on the Insert button.

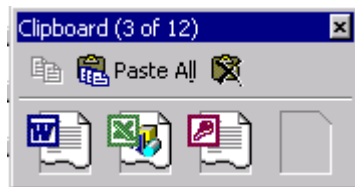
Inserting Items From Office Clipboard



Open a new Message window and enter a recipient, subject and message text.
Click on the View menu.
Click on the Toolbars command.
Click on the Clipboard command on the Toolbars submenu.

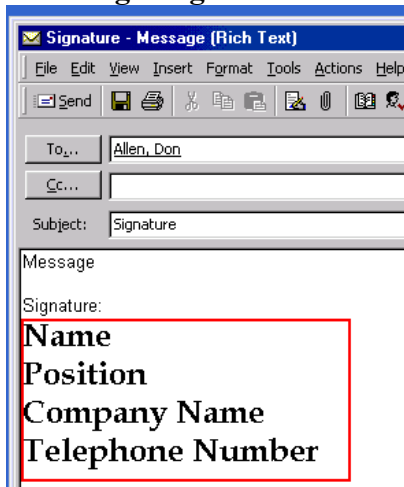


Place the insertion point where you want to insert the first item.
 On the Office Clipboard toolbar, click on the first item you want to paste in the message.



Repeat the previous two steps for all the items you want to insert in your document up to a maximum of 12 items.
 Click on the Close box to close the Office Clipboard toolbar.

Inserting a Signature Into a Message

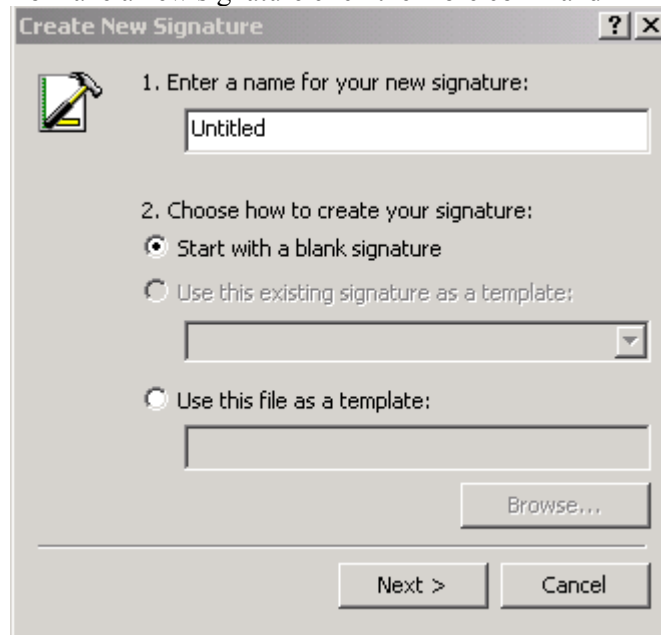


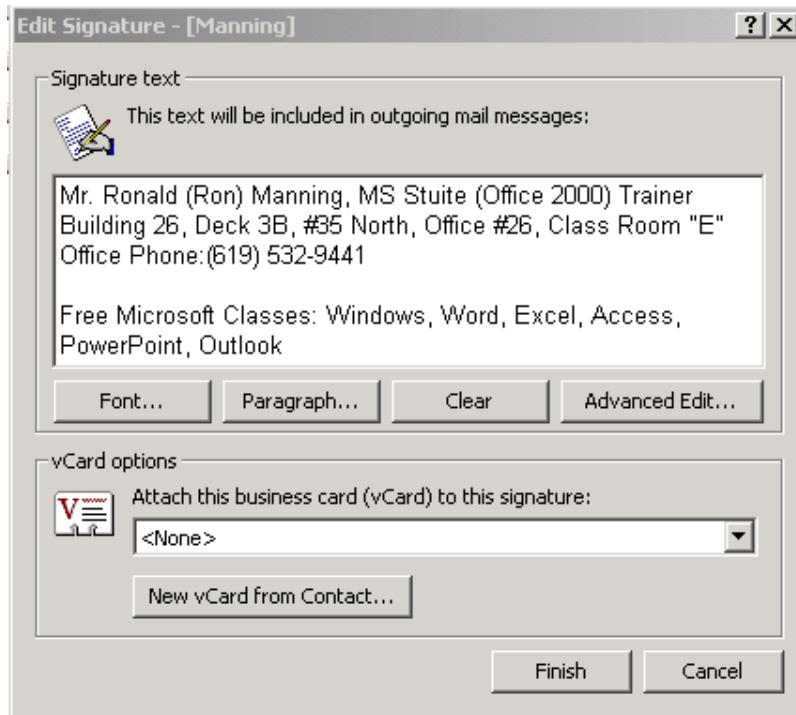
With your message open, click on the File menu.
 Point to the New command.

Click on the Mail Message command on the New submenu.
Place the insertion point where you want to insert your signature.
Click on the Insert menu.
Point to the Signature command.
Click on the signature of your choice.



To make a new signature click the more command



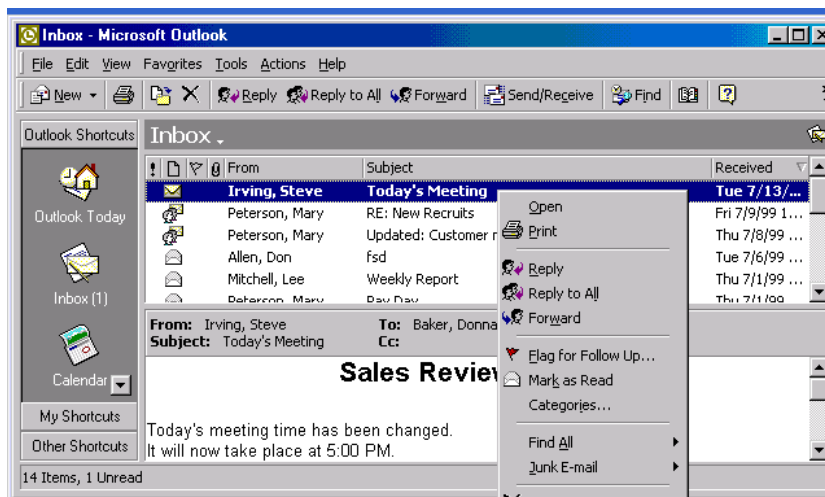


Click Finish and it is completed.

Receiving Messages

Reading Messages

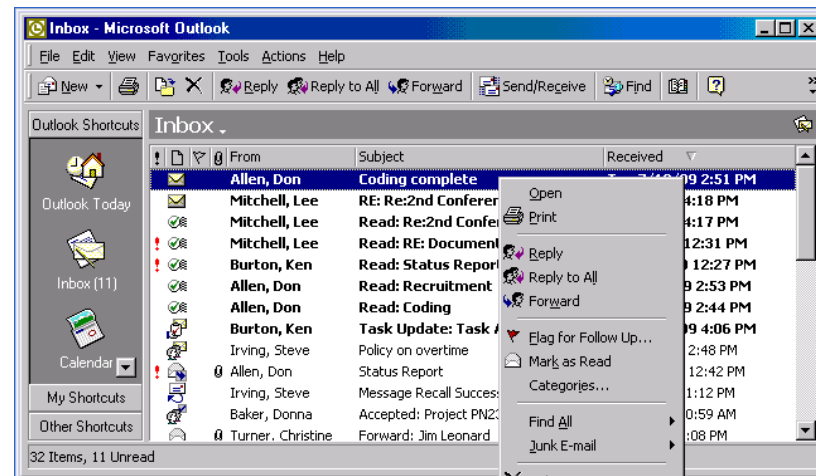
- With the Inbox folder open, click on the View menu.
- Click on the Preview Pane command.
- Click on the message you want to read in the Preview Pane.
- Right-click on the message you want to read.
- Click on the Open command on the shortcut menu.



Replying to Messages

In the Inbox information viewer, right-click on the message to which you want to reply.

Click on the Open command on the shortcut menu.

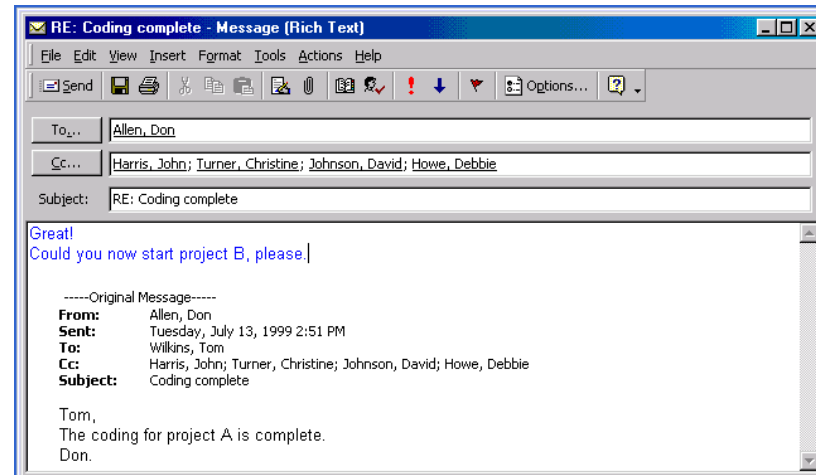


Click on the Reply button to reply to the sender of the message or on the

Reply to All button to reply to all the recipients of the message.

Type the information you want in the message text box.

Click on the Send button on the Standard toolbar.



Forwarding Messages

In the Inbox information viewer, right-click on the message you want to forward.

Click on the Open command on the shortcut menu.



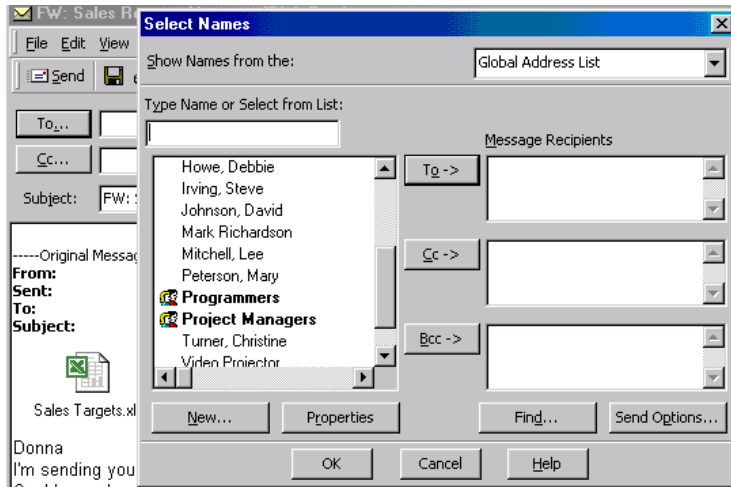
Click on the Forward button.



Click on the To button in the Message window.

In the Select Names dialog box, select the name or distribution list to which you want to address the message.


Click on the To button to add the name to the To box in the Message window.



Click on OK.

Click in the message text box.

Type the information you want in the message text box.

Click on the Send button on the Standard toolbar. 

Printing Messages

In the Inbox information viewer, right-click on the message you want to print.

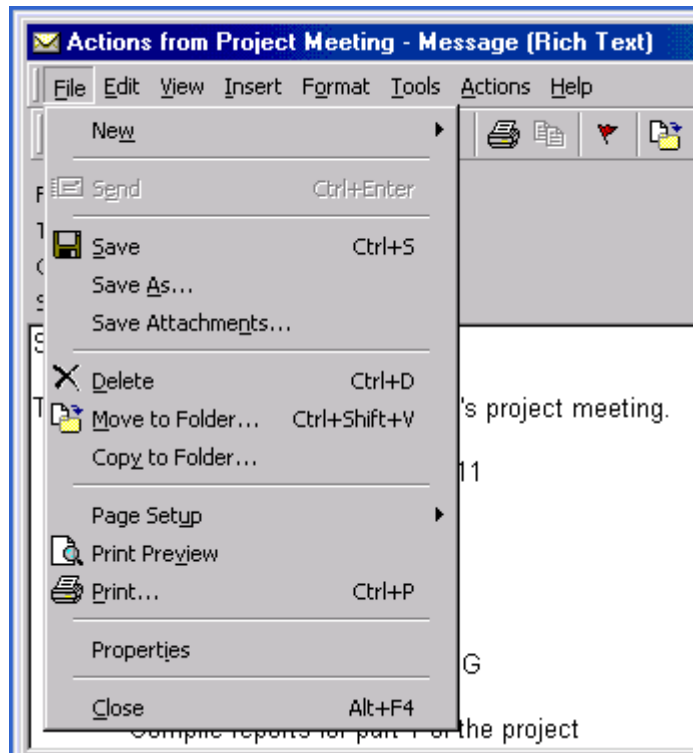
Click on the Open command on the shortcut menu.

Click on the File menu.

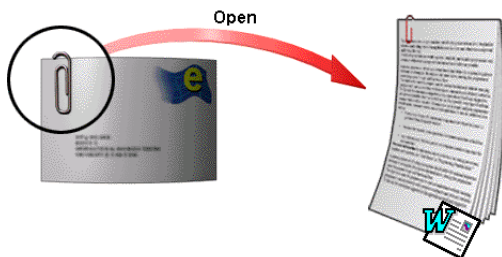
Click on the Print command.

Select the options you want.

Click on OK.



Opening Attachments

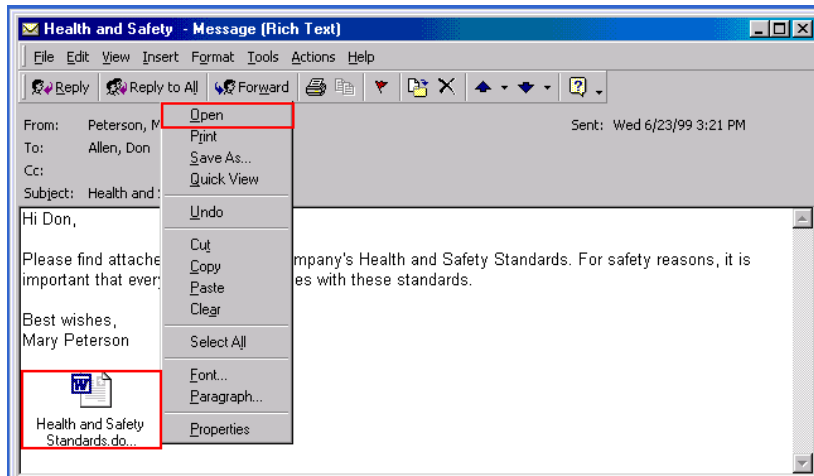


In the Inbox information viewer, right-click on the message containing the attachment.

Click on the Open command on the shortcut menu.

Right-click on the Microsoft Office file attachment you want to open.

Click on the Open command on the shortcut menu.



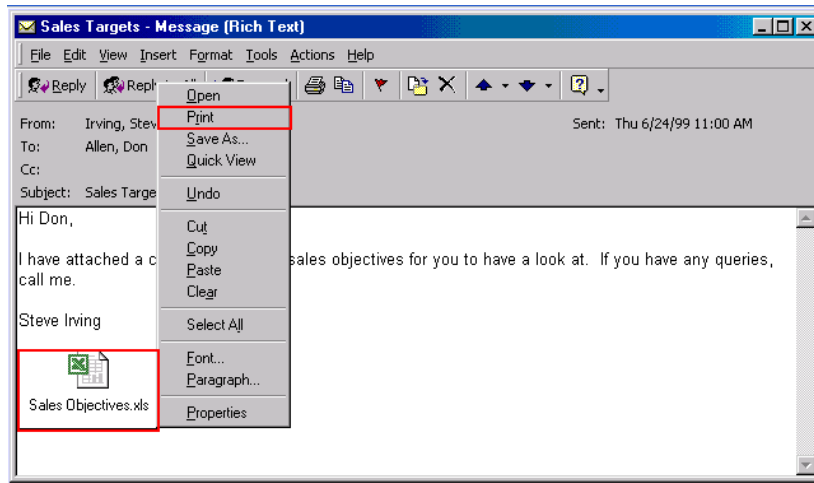
Printing Attachments

In the Inbox information viewer, right-click on the message containing the attachment.

Click on the Open command on the shortcut menu.

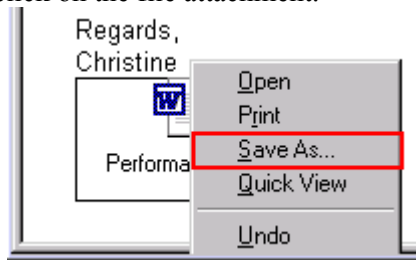
Right-click on the Microsoft Office file attachment you want to print.

Click on the Print command on the shortcut menu.



Saving Attachments

With your message open, right-click on the file attachment.



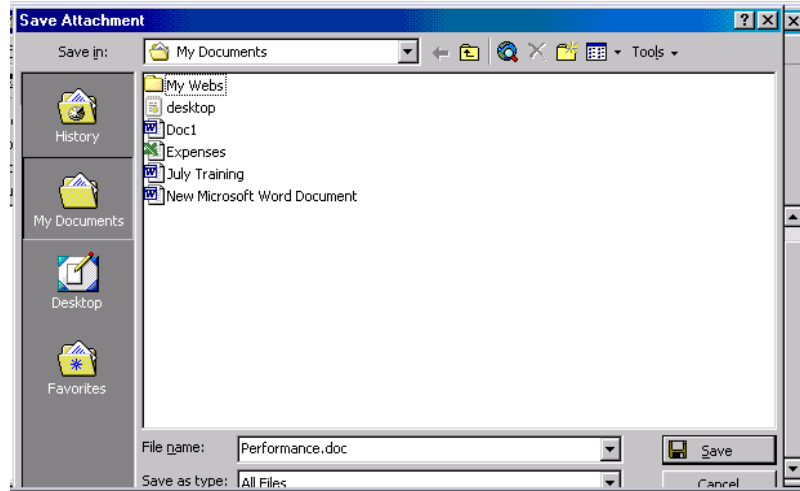
Click on the Save As command.

In the Save Attachment dialog box, click on the Save in box.

Click on the drive and navigate to the folder where you want to store the file.

Double-click on the folder.

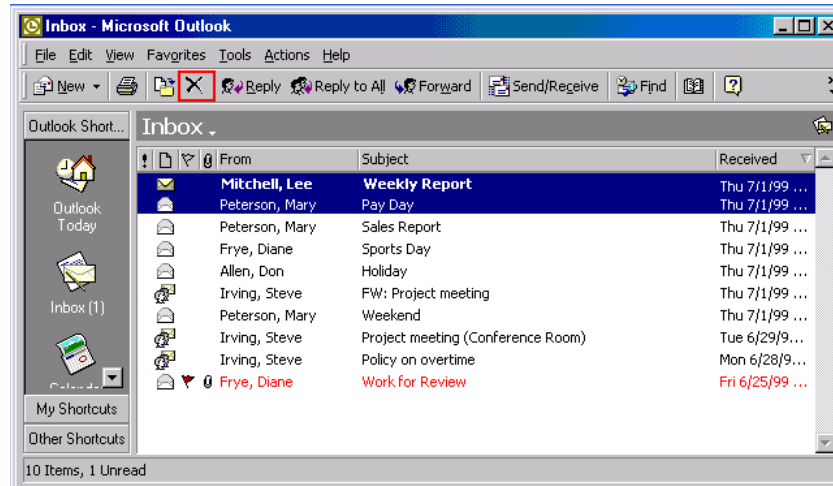
Click on the Save button.



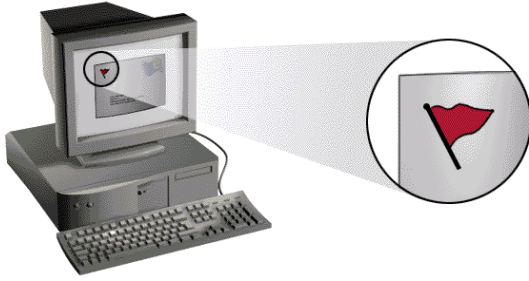
Organizing Messages

Deleting Messages

In the Inbox information viewer, click on the message you want to delete. Click on the Delete button on the Standard toolbar.



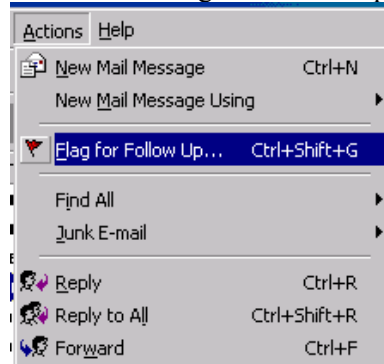
Flagging Messages for Follow-Up



In the Inbox information viewer, click on the message you want to flag for follow-up.

Click on the Actions menu on the menu bar.

Click on the Flag for Follow Up command.



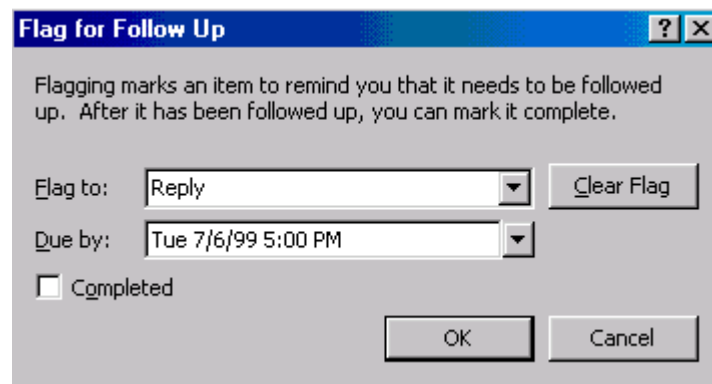
In the Flag for Follow Up dialog box, click on the Flag to arrow.

Select a follow-up option in the Flag to list.

Click on the Due by arrow.

Select a date on the calendar.

Click on OK.



Drop down the list boxes for other items.

Marking messages as unread

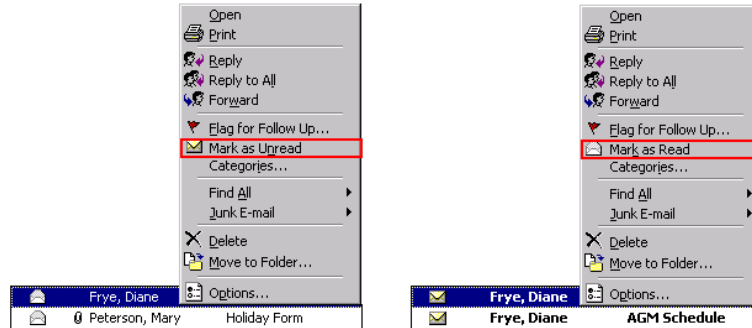
In the Inbox information viewer, right-click on the read message you want to mark as unread.

Click on the Mark as Unread command. (SEE BELOW)

Marking messages as read

In the Inbox information viewer, right-click on the unread message you want to mark as read.

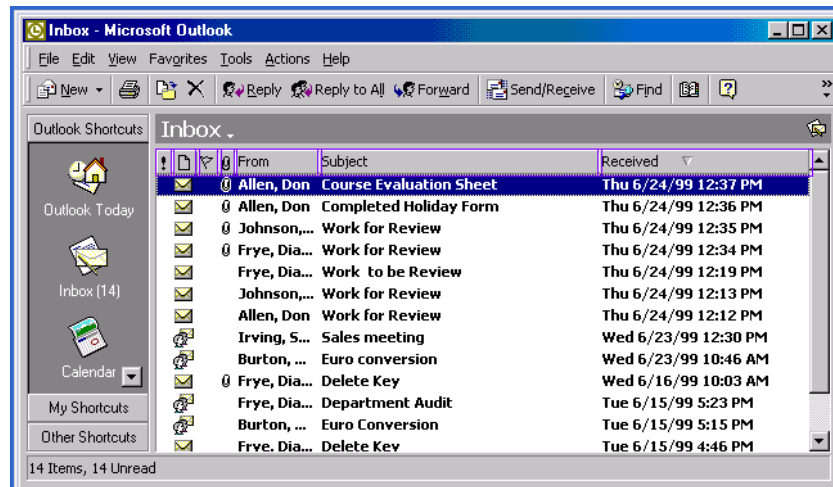
Click on the Mark as Read command.



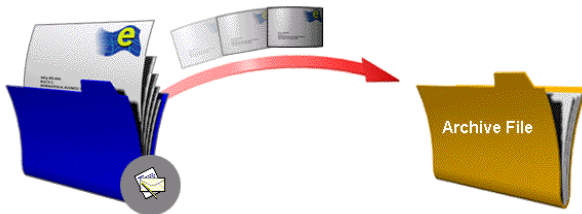
Sorting Messages

With the Inbox folder open, right-click on the column heading by which you want to sort your messages.

Click on either the Sort Ascending or the Sort Descending command on the shortcut menu



Setting AutoArchive Options

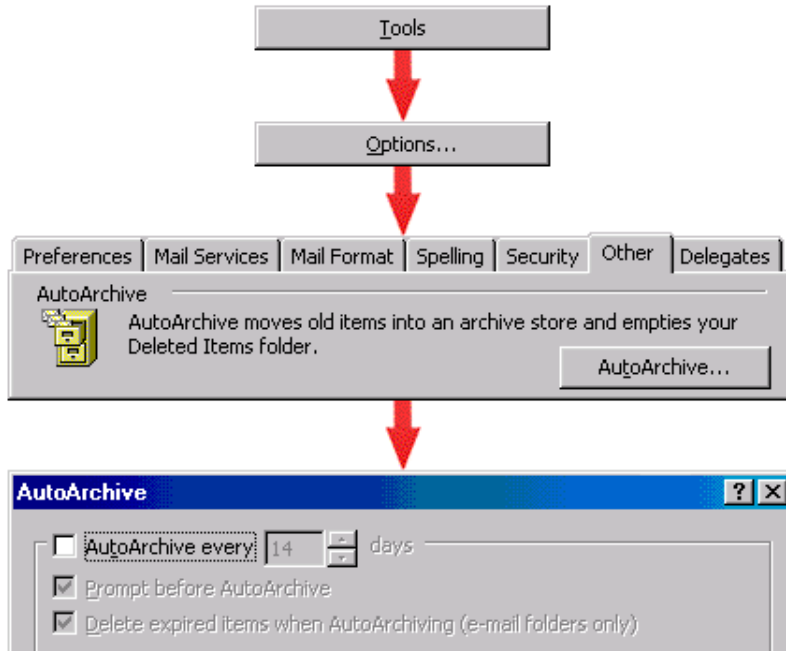


With the Inbox folder open, click on the Tools menu.

Click on the Options command.

Click on the Other tab.

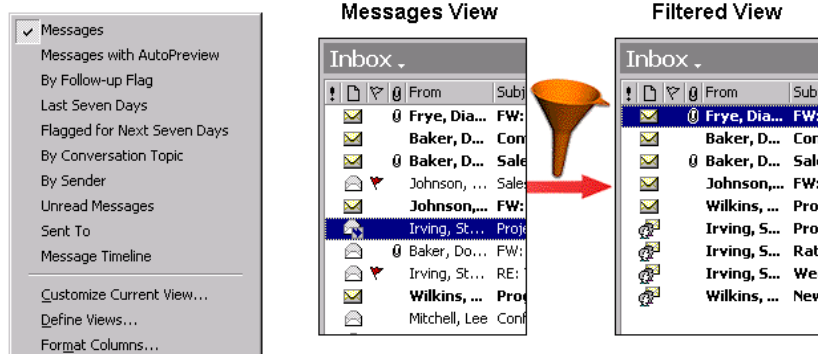
Click on the AutoArchive button.
 Select the number of days for the time interval at which you want archiving to take place.
 Select the Delete expired items when AutoArchiving check box.
 Click on OK.

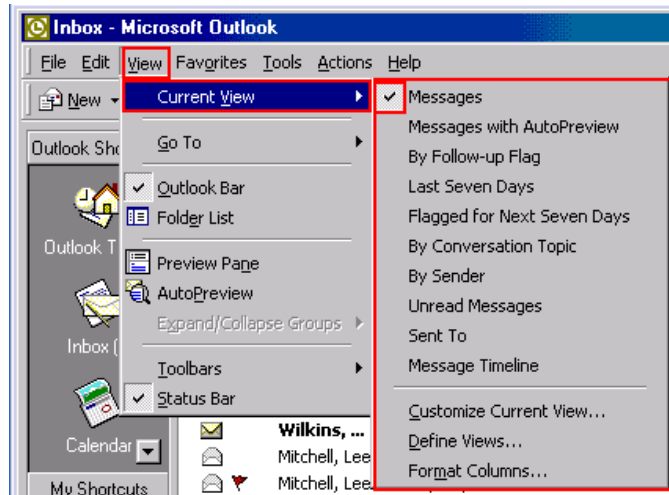


Customizing Messages

Filtering a View

With the Inbox folder open, click on the View menu.
 Click on the Current View command.
 Click on the Customize Current View command on the Current View submenu.
 In the View Summary dialog box, click on the Filter button.
 Select the customize options you require.
 Click on OK.





Setting Viewing Options

With the Inbox folder open, click on the View menu.

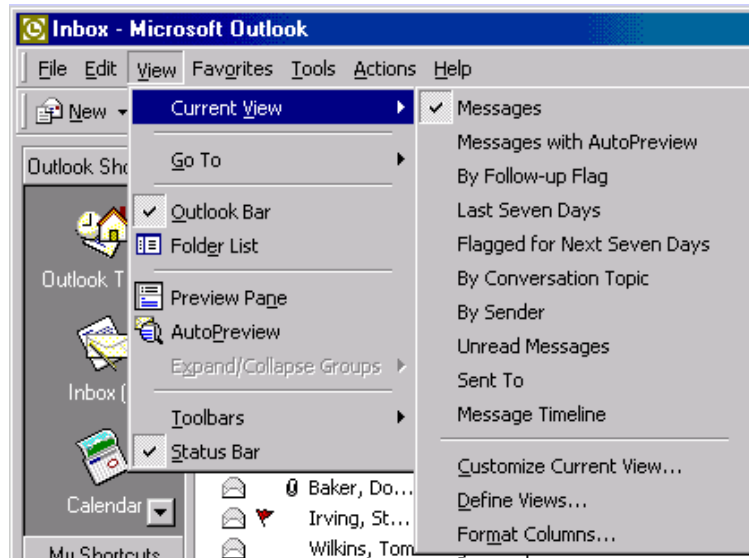
Click on the Current View command.

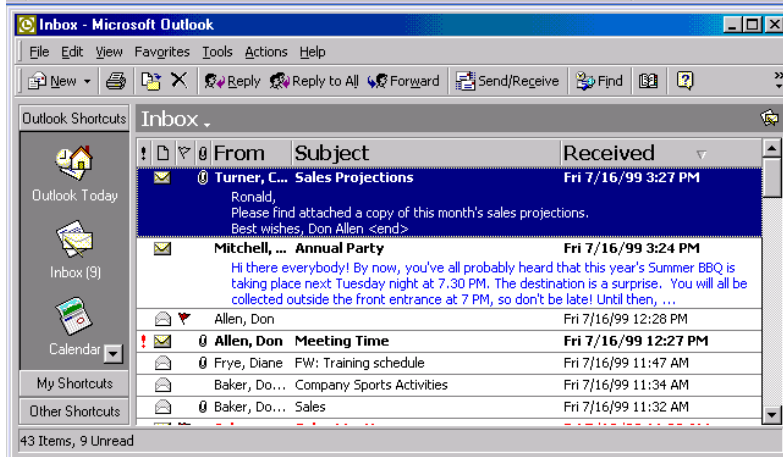
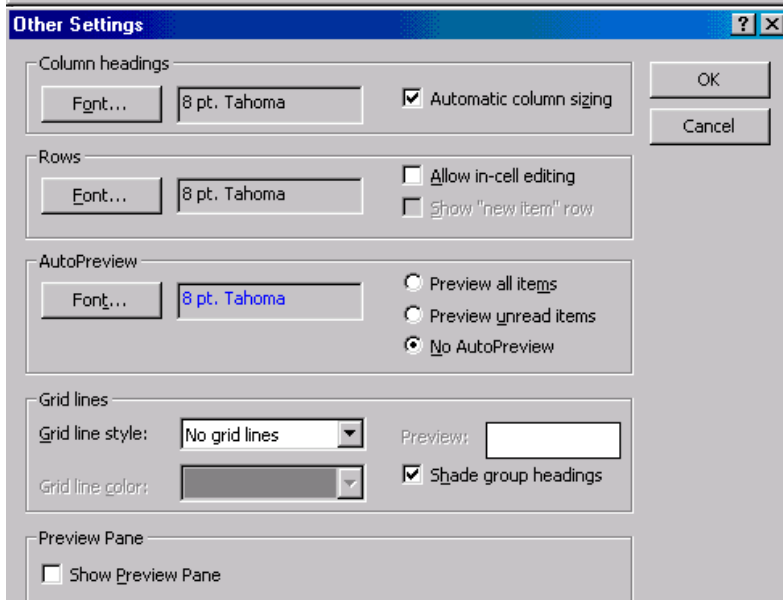
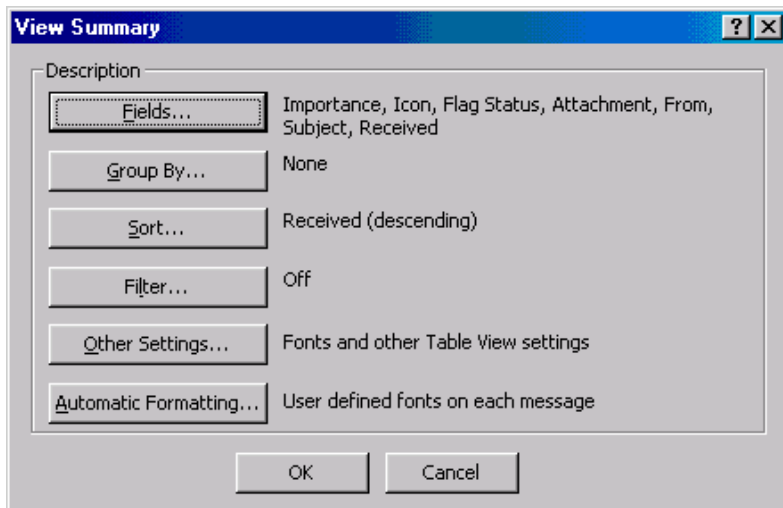
Click on the Customize Current View command on the Current View submenu.

In the View Summary dialog box, click on the Other Settings button.

Set the viewing options you require.

Click on OK.





Scheduling With Outlook 2000 Calendar

Appointments and Events

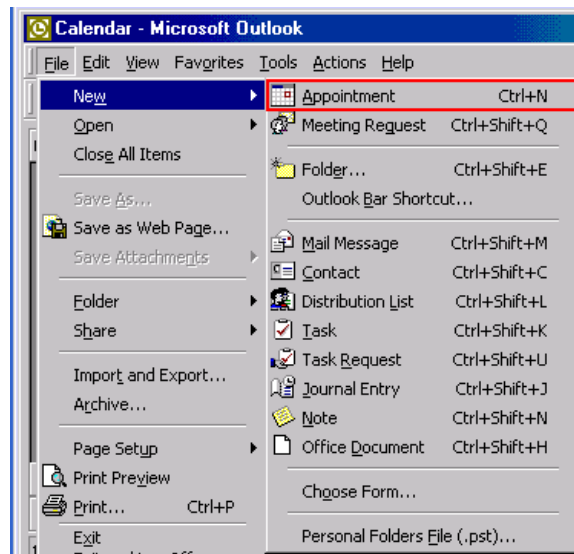
Scheduling Appointments



Click on the File menu.

Point to the New command.

Click on the Appointment command on the New submenu.



In the Appointment window, type the subject in the Subject dialog box.

Type the location in the Location text box.

Click on the Start date arrow.

Select a day on the calendar.

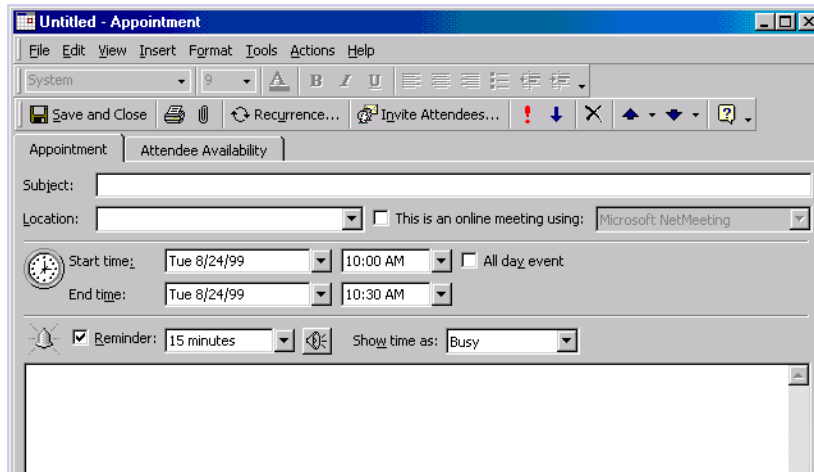
Click on the Start time arrow.

Select a time in the Start time list.

Click on the End time arrow.

Select a time in the End time list.

Click on the Save and Close button on the Standard toolbar.



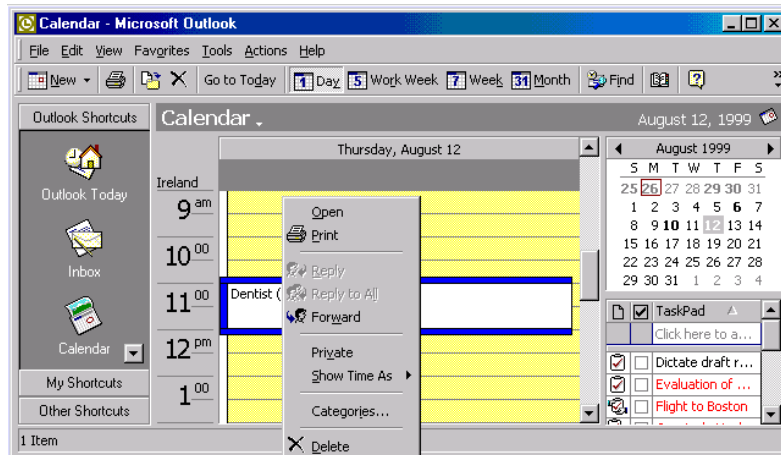
Editing Appointments

In the Calendar Appointments pane, right-click on the appointment you want to edit.

Click on the Open command.

Edit the details of your appointment.

Click on the Save and Close button on the Standard toolbar.



Scheduling Recurring Appointments

Click on the File menu.

Click on the New command.

Click on the Appointment command on the New submenu.

In the Appointment window, type a title in the Subject box.

Type a location in the Location box.

Enter a start date in the first Start time box.

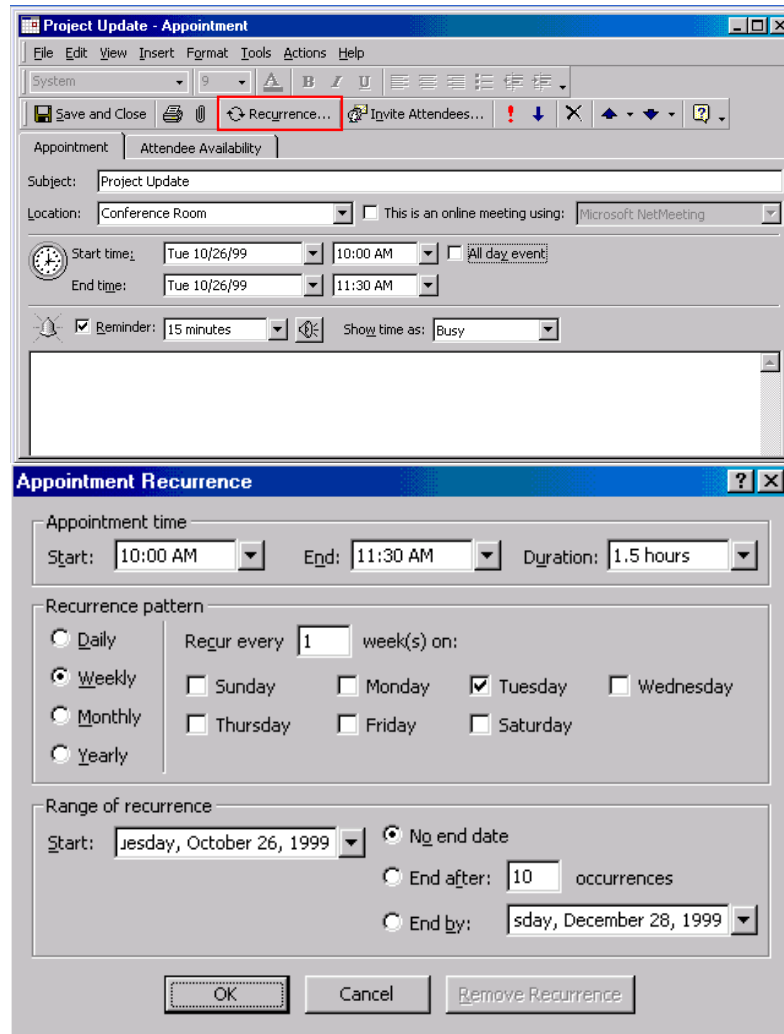
Enter a start time in the second Start time box.

Enter an end time in the End time box.

Click on the Recurrence button on the Standard toolbar.

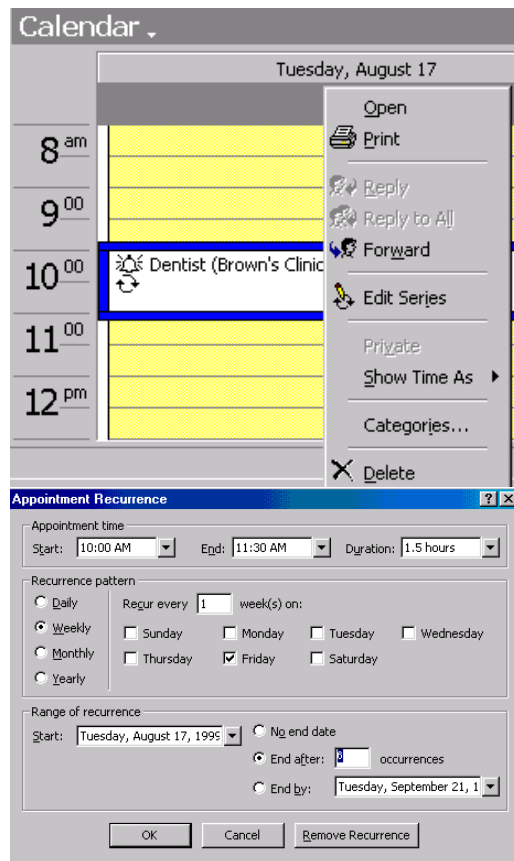
Set the Recurrence pattern options you want.

Set the Range of recurrence options you want.
Click on OK.
Click on the Save and Close button on the Standard toolbar.



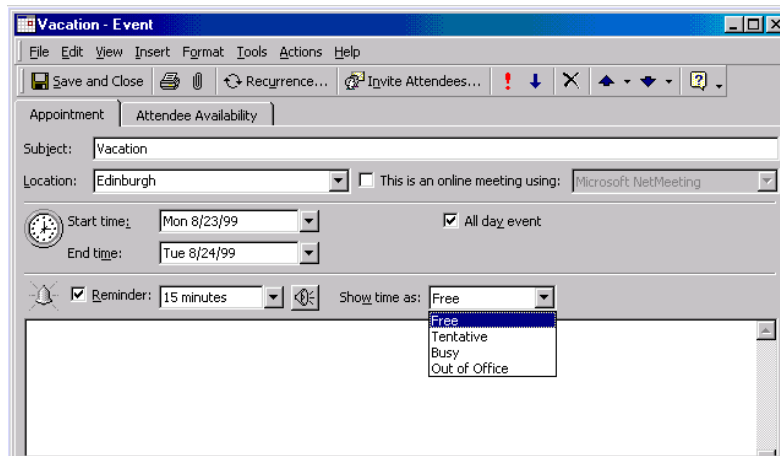
Editing Recurring Appointments

In the Calendar Appointments pane, right-click on the appointment you want to edit.
Click on the Edit Series command.
In the Recurring Appointment window, click on the Recurrence button on the Standard toolbar.
Edit the details of your recurring appointment.
Click on OK.
Click on the Save and Close button on the Standard toolbar.



Scheduling Events

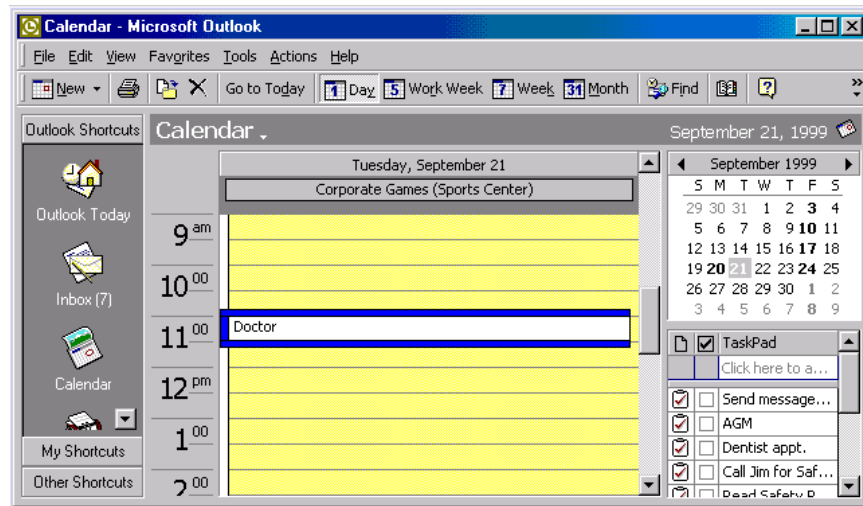
- Click on the Actions menu.
- Click on the New All Day Event command.
- In the Event window, type a subject in the Subject box.
- Click on the End time arrow.
- Select a date on the calendar.
- Click on the Save and Close button.



Deleting Appointments and Events

In the Calendar Appointments pane, click on the appointment or event you want to delete.

Click on the Delete button on the Standard toolbar.



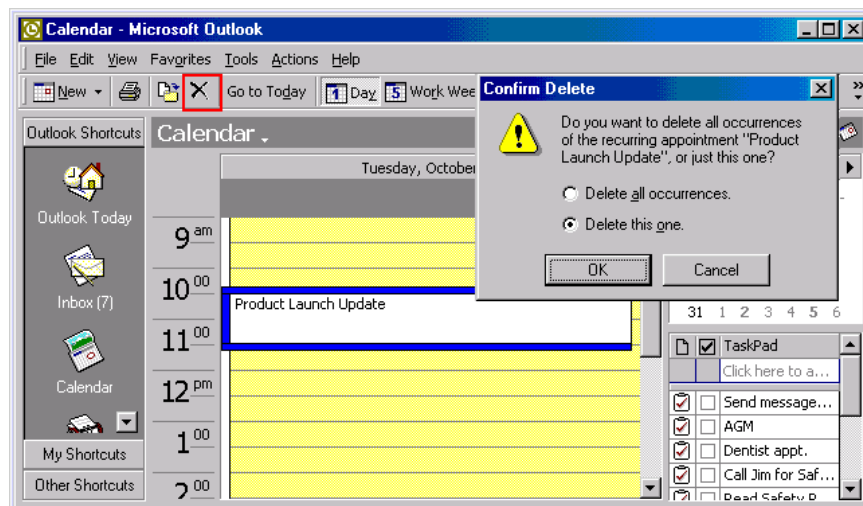
Deleting Recurring Appointments

In the Calendar Appointments pane, click on the recurring appointment you want to delete.

Click on the Delete button on the Standard toolbar.

Click on the Delete all occurrences option in the Confirm Delete dialog box.

Click on OK.



Managing Calendar

Customizing Views in Calendar

With the Calendar folder open, click on the View menu.

Point to the Current View command.

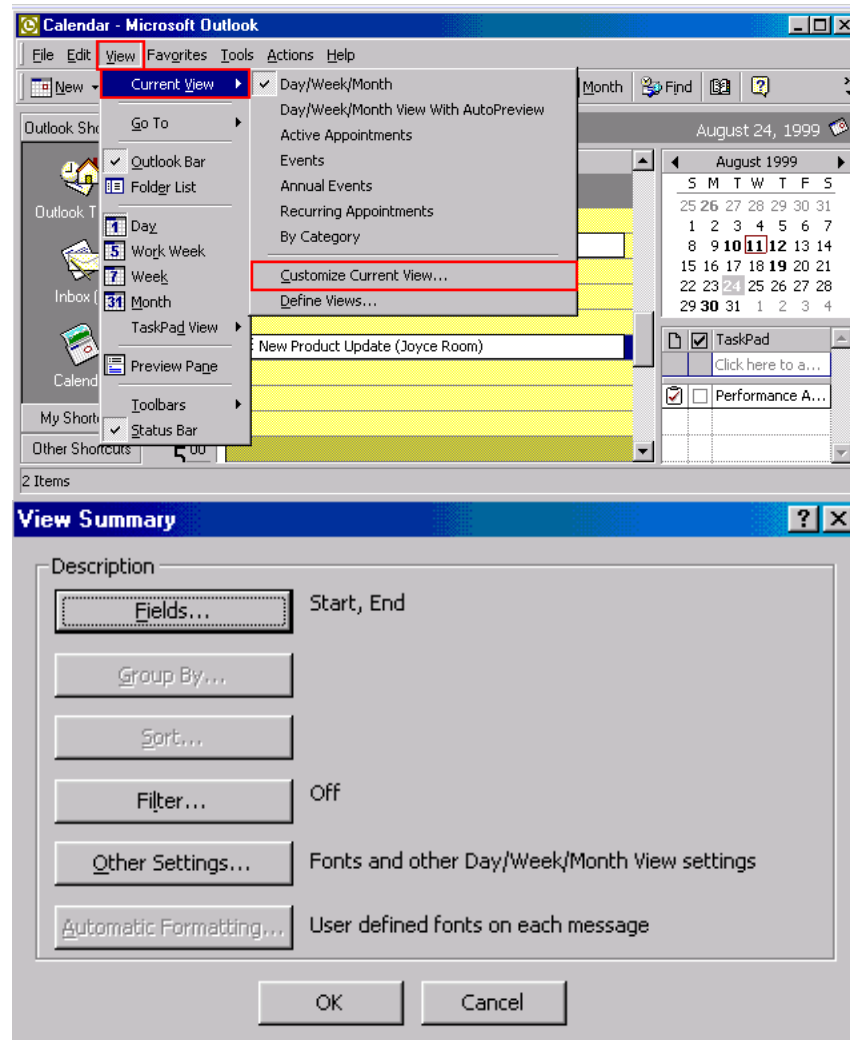
Click on the Customize Current View command on the Current View submenu.

In the View Summary dialog box, click on the Other Settings button.

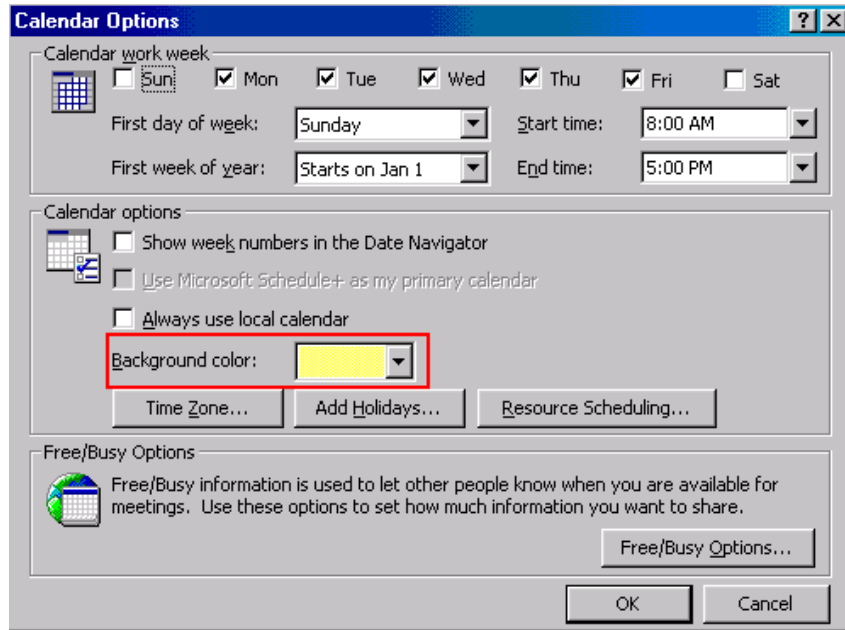
In the Format Day/Week/ Month View dialog box, set the font and time scale settings you require.

Click on OK.

Click on OK in the View Summary dialog box..

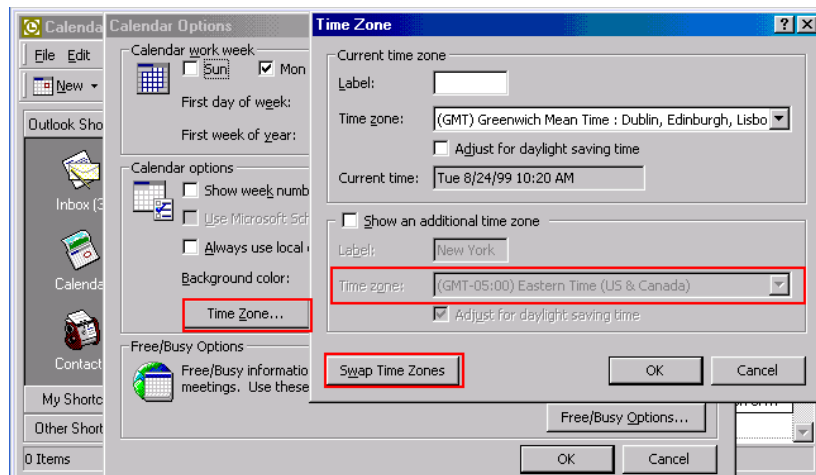


To set more Calendar Options, pick Options from the main menu bar.



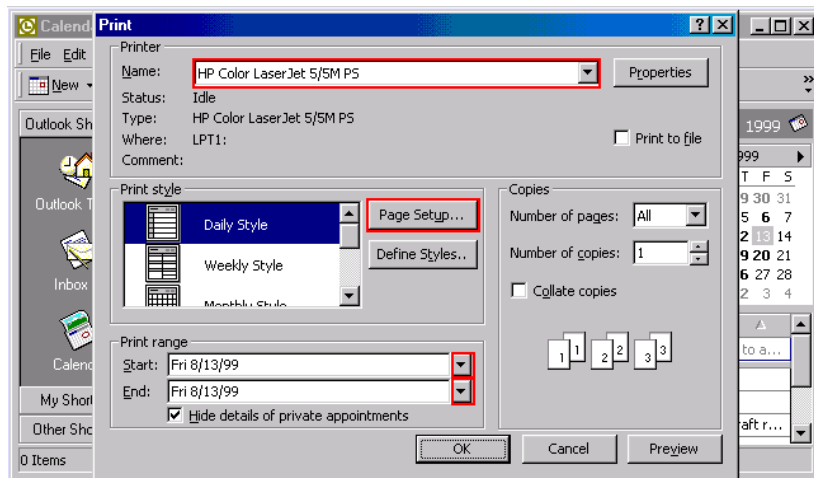
Setting a Second Time Zone

- With the Calendar folder open, click on the Tools menu.
- Click on the Options command.
- On the Preferences tab of the Options dialog box, click on the Calendar Options button.
- Click on the Time Zone button.
- Type a label in the Current time zone Label box.
- Click on the Show an additional time zone check box.
- Type a label in the Show an additional time zone Label box.
- Click on the Time zone arrow.
- Click on the time zone that you want.
- Click on the Adjust for daylight saving time check box.
- Click on OK.
- Click on OK in the Calendar Options dialog box.
- Click on OK in the Options dialog box.



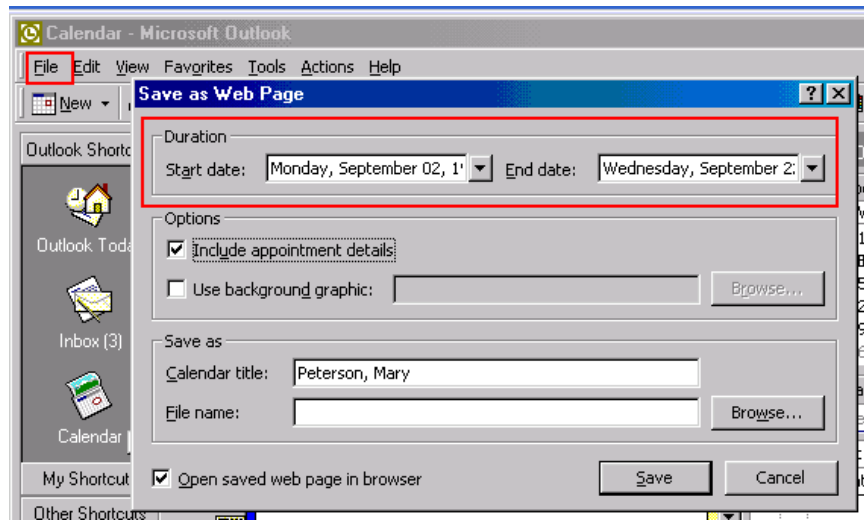
Printing Calendars

- With the Calendar folder open, click on the File menu.
- Click on the Print command.
- In the Print dialog box, click on the Name arrow.
- Select the printer you want.
- Click on the Start arrow.
- Select a start date on the calendar.
- Click on the End arrow.
- Select an end date on the calendar.
- Click on the Page Setup button.
- In the Page Setup: Daily Style dialog box, select the setup options you want.
- Click on OK.
- Click on OK in the Print dialog box.



Saving a Calendar as a Web Page

- With the Calendar folder open, click on the File menu.
- Click on the Save as Web Page command.
- In the Save as Web Page dialog box, click on the Start date arrow.
- Select a start date on the calendar.
- Click on the End date arrow.
- Select an end date on the calendar.
- Type a path and file name in the File name box.
- Click on the Save button on the Standard toolbar.



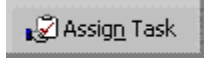
Additional Information

Button Reference



Address Book

The Address Book button displays a list of addresses.



Assign Task

The Assign Task button adds a To box to a message so that you can enter a name or address to assign a task to someone else.



Auto Preview

The Auto Preview button hides or displays the first lines of a series of items.



Call Using NetMeeting

The Call Using NetMeeting button opens Net meeting and starts a new call.



Check Names

The Check Names button checks the names in the To, Cc, and Bcc boxes against names in the Address Book.



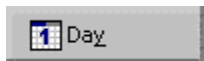
Connect

The Connect button connects your computer to a remote mail service.



Current View

The Current View button displays the folder view currently available.



Day

The Day button displays only one day of the calendar at a time.



Dial

The Dial button automatically dials a telephone number when you use a modem with your computer.



Disconnect

The Disconnect button disconnects your computer from a remote mail service.



Display Map of Address

The Display Map of Address button starts Internet Explorer and displays the Address Finder Web page.



Explore Web Page

The Explore Web Page button opens the World Wide Web page that is listed in the Web page list for the contact.



Field Chooser

The Field Chooser button allows you to add, remove and create fields for the form or view.



Find a Contact

The Find a Contact button searches for the contact you specify.



Find

The Flag button searches folders for the word you specify.



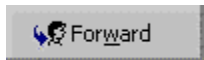
Flag for Follow Up

The Flag for Follow Up button adds special text to a message to indicate that a follow-up action is required.



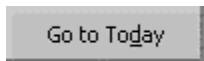
Folder List

The Folder List button displays or hides the list of all your Outlook folders.



Forward

The Forward button forwards a message or file you received to the recipient you specify.



Go To Today

The Go To Today button opens the Calendar page for the current date.



Group by box

The Group by box button displays or hides the Group by box to quickly group items.



Importance: High

The Importance: High button sets the importance of a message to high.



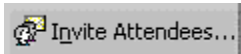
Importance: Low

The Importance: Low button sets the importance of a message to low.



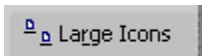
Insert File

The Insert File button inserts a file into a message.



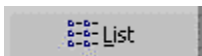
Invite Attendees

The Invite Attendees button adds a To box so you can send an item to people you specify.



Large Icons

The Large Icons button displays files and items as large icons.



List

The List button displays files and items in a list form.



Mark Complete

The Mark Complete button marks the active task as completed.



Mark to Retrieve a Copy

The Mark to Retrieve a Copy button specifies that remote mail messages be copied to your computer the next time you connect to the server.



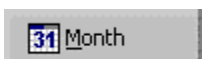
Mark to Retrieve

The Mark to Retrieve button moves a selected message from the server to the hard disk of your computer.



Microsoft Outlook Help

The Microsoft Outlook Help button is also called the Office Assistant. It provides Help topics and tips.



Month

The Month button displays only one month of the calendar at a time.



Move to Folder

The Move to Folder button displays a list of the folders to which you can move an item.



New Appointment

The New Appointment button creates a new appointment.



New Contact

The New Contact button creates a new contact.



New Journal Entry

The New Journal Entry button creates a new journal entry.



New Mail Message

The New Mail Message button creates a new e-mail message.



New Meeting Request to Contact

The New Meeting Request to Contact button opens a meeting request addressed to the contacts concerned.



New Message to Contact

The New Message to Contact button opens a new message addressed to a contact.



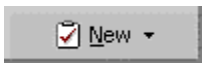
New Note

The New Note button creates a new note.



New Task for Contact

The New Task for Contact button opens a new task request addressed to a contact.



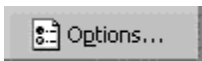
New Task

The New Task button creates a new Outlook 2000 task.



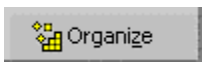
Next Item

The Next Item button displays the next item.



Options

The Options button allows you to specify options for messages, such as settings, delivery, voting and tracking options.



Organize

The Organize button enables you to organize the contents of folders.



Outlook Today

The Outlook Today button displays the Outlook Today page.



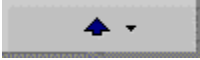
Plan a Meeting

The Plan a Meeting button displays a list to invite attendees to a meeting and the schedules of the invitees.



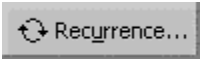
Preview Pane

The Preview Pane button displays the Preview Pane, which allows you to view opened items in a separate pane.



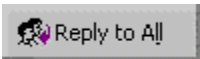
Previous Item

The Previous Item button displays the previous item.



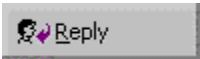
Recurrence

The Recurrence button allows you to repeat a task or appointment at the interval you specify.



Reply to All

The Reply to All button allows you to reply to the sender of a message or file and to everyone who is in the To and Cc boxes.



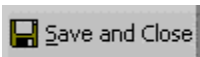
Reply

The Reply button allows you to reply to the sender of a message or file.



Rules Wizard

The Rules Wizard button automates processing messages by creating rules.



Save and Close

The Save and Close button saves and closes the current open item.



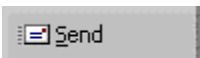
Save and New

The Save and New button saves the current contact information and opens a new contact.



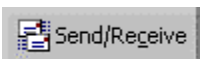
Send Status Report

The Send Status Report button opens a message with the status of the task in the message body.



Send

The Send button sends a message.



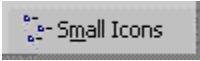
Send and Receive

The Send and Receive button connects to the server to send and receive messages.



Signature

The Signature button allows you to insert a signature into a message.



Small Icons

The Small Icons button displays files and items as small icons.



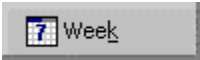
Unmark All

The Unmark All button unmarks all your remote mail messages so that they are not moved or copied to your computer.



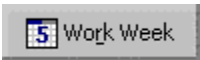
Unmark

The Unmark button unmarks a selected remote mail message so that it is not moved or copied to your computer.



Week

The Week button displays the weeks of the calendar.



Work Week

The Work Week button displays the calendar without weekends.

Glossary

Alphabetical List of Terms

Actions menu

One of seven standard menus of commands on the menu bar. To access it, click on Actions or press the Alt key and the A key.

Active Tasks view

The Active Tasks view is used to see tasks that are incomplete (including ones that are overdue) in a list. To access this view, click on the View menu, point to Current View and click on the Active Tasks view option.

Add Service to Profile dialog box

Lists the available information services. Accessed by clicking on the Tools menu, the Services command, and the Add button.

Add Service to Profile message box

Indicates that you need to exit and log off Outlook 2000 and then restart it before the service you just added is activated

Add or Remove button

Used to add or remove buttons to or from a toolbar. Accessed by clicking on the More Buttons button.

Add button

Adds the selected options to the specified section.

Address Book

The collection of address books, that can be used to store names, e-mail addresses, fax numbers, and distribution lists. The Address Book may contain a Global Address List, and Outlook Address Book and a Personal Address Book.

Address Book window

The window displayed when you activate the Address Book command. It enables you to manage your list of addresses.

Advanced toolbar

A built-in toolbar that gives access to less commonly used commands. It is accessed from the Toolbars submenu in the View menu.

Appointments pane

Displays appointments on the Calendar in a columnar format.

Assignment view

Shows only those tasks you have assigned to someone else, in list form. Accessed by clicking on the View menu, pointing to the current view command and then clicking on Assignment.

Attachment

A file inserted into a message by the sender that can be viewed, saved and printed by the recipient.

AutoArchive

AutoArchive is the automatic, periodic removal of items to another folder (or deletion of items) based on the amount of time the items have been in the folder. AutoArchive can be set for any folder and is particularly useful in Journal because journal entries are created automatically and can become numerous quickly.

Available information services list

Information services are settings that make it possible to send, store, and receive messages and items and to specify where to store addresses. You can have multiple information services in a user profile.

By Category view.

This view groups items by category, with headers showing each category used. Accessed by clicking on the View menu, pointing to the Current View command and then clicking on By Category. Available in Calendar, Tasks, Contacts, Tasks, Journal and Notes

By Person Responsible view

Groups items in Tasks by owner(s). Headers indicating the names of the each owner separate the groups. Accessed by clicking on the View menu, pointing to the Current View command and then clicking on By Person Responsible.

Calendar page

The page that appears when you open the Calendar folder.

Calendar information viewer

The section of the Calendar folder where appointments, events and meetings are displayed.

Choose Form dialog box

Accessed by clicking on the File menu, pointing to the New command, and then clicking on the Choose Form command. Allows you to select the location where the form you want to use is located.

Choose Form command

On the New submenu, it is accessed by clicking on the File menu and pointing to the New command. It reveals the Choose Form dialog box.

Close button

The X in the top right corner of a window, dialog box or message box which is clicked to exit.

column heading

A column heading is the horizontal bar at the top of one column of data in a table. There are multiple column headings in the column heading row. By clicking the mouse on a column heading, you can sort the items in the table by their heading.

column heading row

The row of column headings displayed in a table of items, such as Tasks and Inbox.

Completed

Completed is an option in the task list's status field and appears as a column of information in the Tasks view.

Completed Tasks view

Displays only those tasks that you have completed.

component view

The items in each component folder are displayed in the component view. Each component displays its items in a different way. The component view allows you to display, navigate and manipulate the type of item associated with that component.

Current View submenu

The submenu that is displayed after clicking on the View menu and pointing to Current View. It contains the various views that can be selected for any of the components.

custom dictionary

Any words you add during a spelling check are placed in the custom dictionary, called Custom.dic.

Customize Outlook Today

A hyperlink on the Outlook Today page that takes you to customization options.

Date Navigator

The Date Navigator is displayed in the upper-right corner of the Calendar view. It displays the current and following month in a month format. It enables you to go to a specific day by clicking on the date you want. To go to a different month, you click on the month title or the arrows next to the title.

Deferred

Deferred is an option in the Task window Status list

Delivery Options section

A section of the Message Options dialog box. Accessed by clicking on the Options button on the Standard toolbar of a message window.

Detailed List view

Displays a detailed list of tasks using 8 column headings.

Details tab

The Details tab in the Tasks folder: the tab in the task window where you can insert the date completed, the total work in hours, the actual work in hours, the names of the companies involved, mileage and billing information.

The Details tab in the Contacts folder: where you enter the details of a contact.

Display name box

A box in the Internet Connection Wizard where you type your name as you would like it to appear.

double-click

To click twice in quick succession. Double-click is used primarily to quickly open items in the Windows environment.

Edit custom dictionary button box

Button you click to edit the entries in the custom dictionary. Accessed by clicking on the Options button in the Spelling dialog box.

e-mail

An acronym for electronic mail.

E-mail address box

A box in the Internet Connection Wizard where you type your message address.

Event banner

Event text that appears at the top of the dates you specify in the calendar.

Favorites folder

This is the folder in which the favorite public folders of the user are placed for easy reference and for offline use.

File name box

A box for entering the path and name of a file. Often found in dialog boxes and accompanied by a Browse button to help search for the file you want.

Find a Contact box

You do not have to open the Contacts folder to find a contact. You can open a contact from any Outlook folder using the Find a Contact box. It is at the right of the Standard toolbar.

first Meeting Start time box

Use this term to distinguish between the two Meeting Start time boxes in the Meeting window. The first box allows you to choose a date and the second box allows you to choose a time.

first Meeting End time box

Use this term to distinguish between the two Meeting End time boxes in the Meeting window. The first box allows you to choose a date and the second box allows you to choose a time.

flag

A flag icon that is used to indicate a follow-up for a message. A red flag indicates that a message that has been flagged for follow-up. A white flag indicates that the follow-up action is complete.

Flag for Follow Up dialog box

The dialog box accessed by clicking on the Flag for Follow Up command on the Actions menu. It allows you to flag a message for a specific follow-up action on a specified date.

Folder Banner

The Folder Banner displays the name of the open folder, such as Inbox or Calendar.

Folder List

Displays the folders available in your mailbox and can include personal and public folders if you use Microsoft Exchange Server.

Global Address List

The address book that contains all user, group and distribution list e-mail addresses in your organization. It may also contain public folder e-mail addresses.

Hyperlink

A connection between an element in a hypertext document, such as a word, phrase, symbol, or image, and a different element in the document, another hypertext document, a file, or a script. The user activates the link by clicking on the linked element, which is usually underlined or in a color different from the rest of the document to indicate that the element is linked. Hyperlinks are indicated in a hypertext document through tags in markup languages such as SGML and HTML. These tags are generally not visible to the user. *Also called* hot link, hypertext link.

Import and Export Wizard

This is the Wizard that allows you to specify the type and location of files and how to handle duplication.

In Progress

In Progress is an option in the Task window Status list. Do not capitalize when used generically.

Insert File dialog box

This dialog box allows you to attach a Microsoft Office file attachment to a message.

label

In the context of the Outlook Bar, refers to the Outlook Shortcuts label, the My Shortcuts label and the Other Shortcuts label.

Local area network (LAN)

Acronym for **local area network**. A group of computers and other devices dispersed over a relatively limited area and connected by a communications link that enables any device to interact with any other on the network.

Look in arrow

The Look in arrow is a standard feature in a Look in box. You click the arrow to display a list of file locations such as folders, drives and networks so that you can find the file you want.

Look in box

The Look in box is a common feature in a dialog box where searching for files are required. It displays a variety of file locations such as folders, drives and networks so that you can find the file you want.

Look in list

The Look in list is displayed when you click on the arrow in the Look in box. The list shows a variety of file locations such as folders, drives and networks so that you can find the file you want.

Mail merge

A mass-mail facility that takes names, addresses, and, sometimes, pertinent facts about recipients and merges the information into a form letter or another such basic document.

Mark as Read option

Command that adds bold formatting to indicate that a message has not been read.

Mark as Unread option

Command that removes bold formatting to indicate that a message has not been read.

menu bar

A rectangular bar displayed in an application program's on-screen window, often at the top, from which the user can open menus. Names of available menus are displayed in the menu bar; selecting one with the keyboard or with a mouse causes the list of options in that menu to be displayed.

Message Options dialog box

The dialog box that allows you to specify message sending, tracking and delivery options for individual messages. You access the Message Options dialog box by clicking on the Options button on the Standard toolbar in a new Message window.

Message settings section

Part of Message Options dialog box that allows you to indicate the importance and level of sensitivity of a message.

Message thread

An original newsgroup message, all replies to it and replies to the replies. A thread is signified by a plus sign beside the original message.

Microsoft Exchange Server

The Microsoft Exchange Server is the Outlook 2000 defaults mail server.

Microsoft Exchange Server environment

Messaging environment employing the Microsoft Exchange Server as its medium for information exchange.

Microsoft Office Assistant

Provides Help topics and tips to help you with your tasks in Microsoft Office applications.

Microsoft Outlook 2000

Electronic personal organization application released by Microsoft in 1999.

New button

The New button is the first button on the Standard toolbar. It allows you to create a new element corresponding with the part of Outlook that you are currently looking at, e.g. when you are looking at your Outlook calendar, the New button allows you to create a new calendar entry.

New command

This is the File menu command that allows you to create new elements such as new messages, appointments, meetings and tasks.

New Distribution List option

This is an option within the New Entry dialog box that allows you to create a single entry for a group of recipients.

New Entry dialog box

This dialog box is accessed from the Address Book window. It allows you to create new entries in your address book. You can create different types of entries including; cc:Mail address, Microsoft Mail address, Internet address or a Personal Distribution list.

New Mail Message button

Shortcut button on the Standard toolbar in the Outlook Inbox that creates a new mail message.

New Message command

This is the Message menu command in Outlook Express that allows you to create a message to send to a newsgroup.

Next Seven Days view.

This is a way of sorting the information in your Tasks folder that allows you see only the information that is flagged for work the Next Seven Days.

note

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper. Notes are also useful for storing bits of information you may need later, such as directions or text you want to reuse in other items or documents. You can leave notes open on the screen while you work.

Notes page

The area where all the notes are displayed as icons.

Note window

The window that appears when you create a new note. It displays the contents of the note.

Not Started.

Not Started is the option in the Task window Status list that indicates that work has not yet begun on a task.

Office

Pertaining to the Microsoft Office suite of applications.

Office Clipboard

The Office Clipboard is a new feature of Microsoft Office 2000. It allows you to copy up to 12 items created in the Office 2000 programs and then paste one or all of them into another Office document. This procedure eliminates the long task of copying and pasting one item at a time. The Office Clipboard is distinct from the clipboard feature available to all programs in the Windows operating systems.

Offline folder file

An offline folder file is the folder file required for using Outlook 2000 in offline mode.

Open Recurring Item message box

The message box that asks if you want to open either a single occurrence or the series of a recurring item.

Open the series option

When you open a recurring appointment or meeting, a Open Recurring Item message box is displayed. The option in this message box that you select to open the entire series of a recurring item.

Open this occurrence option

When you open a recurring appointment or meeting, a Open Recurring Item message box is displayed. The option in this message box that you select to open the selected occurrence of a recurring item.

Outlook Bar

The column on the left side of the Outlook window that includes groups such as Outlook Shortcuts and the shortcuts available within each group.

Outlook Express message box

The message box that asks if you want to download newsgroups for each news account that you add using Outlook Express.

Outlook Today

The Outlook Today page provides a preview of your day. You can see a summary of your appointments, and a list of your tasks and how many new messages you have. You can also quickly find a contact by using the Find Contact box. You can set this page to be the first page that opens when you start Outlook.

Outlook Today page, the

The Outlook Today page provides a preview of your day. You can see a summary of your appointments, and a list of your tasks and how many new messages you have. You can also quickly find a contact by using the Find Contact box. You can set this page to be the first page that opens when you start Outlook.

Outlook 98

Electronic personal organization application released by Microsoft in 1998.

Outlook 2000

Electronic personal organization application released by Microsoft in 1999.

Out of Office Assistant

The Out of Office Assistant feature is used to manage replying to messages when you are out of the office.

Overdue Tasks view

The Outlook view that shows a list of tasks that are overdue.

Personal Address Book

A customizable address book best used to store individual addresses and personal distribution lists to which you frequently address messages.

personal distribution list, a

A collection of mail addresses that you create as one mail address.

Personal Distribution List Properties dialog box

The Personal Distribution List Properties dialog box allow you to modify the list of recipients included in the selected personal distribution list.

Personal folder file

A personal folder file is the folder file needed to use Remote Mail.

Preview Pane

The section underneath the message area of the Outlook window where you can view the contents of the selected item.

posting a message

The term used for sending a message to a newsgroup.

Recall This Message command

A command on the Actions menu in an open sent message window, which allows you to initiate the procedure for recalling that message.

Recurrence button

This button is found on the Standard toolbar in the Tasks and Calendar folders that display a recurrence dialog box for an item.

Remote Connection Wizard

Wizard used to manage server connections when using Remote Mail.

Remote Mail

You use remote Mail to manage mail messages from remote locations.

Rules Wizard

The Rules Wizard helps manage mail messages by using rules to automatically perform actions on messages.

Save and Close button

A button that appears on the Standard toolbars in the window of all items, except for messages. It saves the contents of the item and closes the window in one action.

Save as type arrow

The Save as type arrow is a standard feature in a Save as type box. You click the arrow to display a list of file formats from which you can choose to save your file.

Save as type box

The Save as type box is a common feature in a dialog box where saving files are required. It displays a variety of file formats from which you can choose to save your file.

Save as type list

The Save as type list is displayed when you click on the arrow in the Save as type box. The list shows a variety of file formats from which you can choose to save your file.

second Meeting End time box

Use this term to distinguish between the two Meeting End time boxes in the Meeting window. The first box allows you to choose a date and the second box allows you to choose a time.

second Meeting Start time box

Use this term to distinguish between the two Meeting Start time boxes in the Meeting window. The first box allows you to choose a date and the second box allows you to choose a time.

Security section

Part of Message Options dialog box

Select Members button

The Select Members button is found in the Distribution List dialog box when you are creating a new distribution list in the Address Book. This button allows you to add a name from one or more address lists to a personal distribution list.

Select Names dialog box.

The Select Names dialog box allows you to choose names from a variety of address lists. This dialog box is mostly used when you are addressing a message.

Select the entry type list

A list in the New Entry dialog box accessed from the Address Book window that displays the types of new entries you can create, such as New Contact and New Distribution List.

Sent Items folder

A message folder that holds a copy of messages that you send

Services command, the

Found in the Tools menu. Used to add or remove services that are available in Outlook 2000 to the user profile.

Services dialog box, the

The dialog box that displays information services set up for the user profile and allows you to add, remove and copy services as well as get their properties

shortcut

When talking about the OL2000 interface, this word is used to refer to the folder shortcuts on the Outlook Bar - do not refer to them as icons in that context.

Show Names from the [Contacts] box

This is a list box found in the Select Names dialog box that is used to display names from the Contacts folder.

Show Names from the [Global Address List] box

This is a list box found in the Select Names dialog box that is used to display names from the Global Address List.

Simple List view

The default built-in view available in the Tasks component that displays the most commonly used fields of information about a task.

spelling checker

The procedure for scanning an Outlook 2000 item for spelling errors. It is accessed from the Tools menu or toolbar.

Spelling dialog box

The dialog box where you run a spelling check.

Spelling tool alert box

The “The spelling check is complete” box that appears at the completion of a spelling check.

Standard toolbar

The toolbar that appears by default in Outlook 2000. It contains buttons for the most commonly used commands.

Standard toolbar

The toolbar in Outlook 2000 that displays the most commonly used buttons.

Status arrow

The arrow attached to the Status box in a Task item window.

status bar

The area at the bottom of a document window that lists the status of a document and gives other information, such as the meaning of a command. Messages appear on, not in, the status bar.

Status box

The Status box is a feature of a Task item window and displays a list of status options such as Not Started and In Progress.

Status list

The list of options such as Not Started and In Progress that appears when you click the Status arrow on the Status box.

Subject box

The Subject box is found in most Outlook items such as messages and tasks where subject text is entered.

Synchronization Settings column

In Outlook Express, this column shows how newsgroup messages will be downloaded and made available when you are offline.

task

A task is a personal or work related errand you want to track through completion.

Tasks folder

The folder containing all the task items created in Outlook 2000.

Tasks folder banner

The folder banner at the top of the Tasks view that displays the Task name.

task list

The list of task items in the Tasks component of Outlook 2000.

TaskPad

The TaskPad is situated in the bottom right corner of the Calendar view. It displays your tasks and their status in table format. Overdue tasks appear in red.

TaskPad Settings

A menu available on the TaskPad shortcut menu for customizing the display of the TaskPad. The TaskPad shortcut menu is displayed by right-clicking anywhere on an empty area of the TaskPad.

TaskPad View

A menu available on the TaskPad shortcut menu for choosing one of six built-in views of the TaskPad. The TaskPad shortcut menu is displayed by right-clicking anywhere on an empty area of the TaskPad.

Task Recurrence dialog box

The dialog box that is displayed when you click on the Recurrence button in a Task item window. It is used to select options for recurring tasks.

Tasks component

One of the parts of Outlook 2000 that provides you with a business and personal to-do list of tasks.

Tasks list (on Outlook Today page)

The heading that displays tasks on the Outlook Today page and is also a hyperlink to the Tasks folder.

Task tab

One of two tabs that are displayed by default when you open a new or existing task item. Most task information is entered in the Task tab.

Task Timeline view

One of ten built-in views available in Tasks. It displays items in a chronological order.

Task window

The window that is displayed when you open a new task item.

Time Bar

The Time Bar is part of the Calendar view that displays time in of 5 - 60 minute increments. To change the display, right-click on the Time Bar and choose an option. To see a time that's out of the view, use the scroll bar located along the right side of the Appointments pane.

To box

The text box in a new message window where recipient names are displayed.

To button

The button that displays the Select Names dialog box. Found in a new message window.

Untitled - Task window

The name of the windows that is displayed when you open a new task item.

User Templates in File System option

One of many options in a Look In list where forms and templates are stored.

Voting and Tracking options section

Part of Message Options dialog box.

Voting buttons

Voting buttons that are displayed in a message when a recipient opens a voting message. Examples of voting buttons are Yes, No, Maybe, Approve and Reject.

Waiting on someone else

Waiting on someone else is an option in the Task window Status list.

Web page

A document created in a hypertext markup language that can be accessed on the World Wide Web using a web browser.

white flag

A white flag indicates that a message flagged for follow-up is complete.