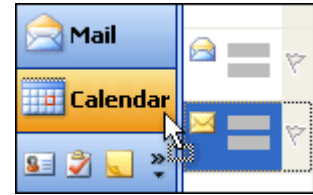



Managing Messages in Your Outlook 2007 Inbox

Take action

- **Use a message as the starting point for a meeting, a task, or a contact:** In Outlook 2007, you can use an e-mail message to start a calendar entry, add a contact, or create a task. This can save you time because the details from the message will be captured in the body of the new item. To get started, drag the message to the appropriate button in the Navigation Pane.
- **Extract an attachment:** In the **Reading Pane**, right-click the attachment and use the **Save As** command. (If you don't have the Reading Pane turned on, point to **Reading Pane** on the **View** menu and then click **Right**.)
To use the quick preview feature to look at an attachment before you decide whether you want to save it, click the attachment.
Click the **Message** button to get back to the message.

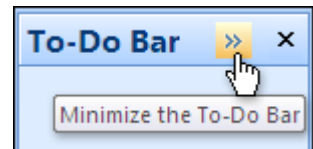


Prioritize with flags and use the To-Do Bar


1. Right-click in the **Flag Status** column  next to the message that you want to flag, and select a flag type (for example, click **Today** to give it a Today follow-up flag).
2. Look at your To-Do Bar and notice that the message now shows up there. (If you have other tasks in the To-Do Bar, you may need to scroll to see it.)

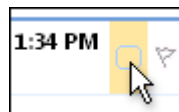
Here are some things to remember about flagged messages and the To-Do Bar:

- In the To-Do Bar, you can change the subject of the flagged message without affecting the subject that appears in the Inbox. To do this, click to select the text of the item in the To-Do Bar and type the new subject.
- When you've completed an item, use the **Mark Complete** command.
- Flagged messages show up in the To-Do Bar, on your Calendar, and in Tasks. (And, remember that deleting a flagged message will delete it from your Inbox, from the To-Do Bar, and from the Calendar).
- You can drag items to the Date Navigator in the To-Do Bar to quickly set up an appointment for the day that you drag to.
- Press ALT+F2 to minimize, show, or hide the To-Do Bar.
- Use the **Minimize the To-Do Bar** button to keep it visible, but smaller.



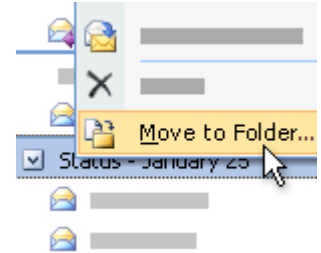
Organize with colored categories

- Assign a color category
 1. Right-click the box next to the message subject.
 2. Click a color category, or click All Categories to create and assign a new one. (If you want to see a description of the color, rest the pointer over the color.)**Note:** The first time you apply a category, you can click one of the default category names, such as **Blue Category**, and you'll be prompted to rename it.
- Rename a category or change its color
 1. On the **Standard** toolbar, click the  **Categorize** button, and click **All Categories**.
 2. Select the category that you want to change and do one or both of the following:
 - To rename it, click the **Rename** button and type the new name.
 - To change its color, click the arrow next to **Color** and select the new color.
- Organize messages by categories. To organize messages by category, click the **Arranged By** column and click **Categories**.



Store messages in folders

- Create a folder
 1. In the **Navigation Pane**, right-click your mailbox and click **New Folder**. (Or, point to **New** on the File menu and click **New Folder**.)
 2. In the **Create New Folder** dialog box, type a name for the folder in the **Name** box.
 3. Verify that **Mail and Post items** is selected under **Folder contains**, and select a location for the folder. To have the folder appear as a top level folder in your mailbox (at the same level as your Inbox), select **Mailbox**.
 4. Click **OK**.
- Move messages to a folder
 1. Right-click the message or group of messages, and then click **Move to Folder**.
Note: The messages in this picture are arranged by Conversation. You can move the whole conversation to a folder by selecting the heading at the top of the conversation.
 2. In the **Move Items** dialog box, select the desired destination folder, and click **OK**. You'll see a dialog box informing you that the action will apply to all of the items in the selected groups — which is exactly what you want.
 3. Click **OK**.
- Add or remove a favorite folder
In the **Navigation Pane**, under **Mail Folders**, select the folder that you want to make a favorite and drag it up to the **Favorite Folders** area.



To remove a folder from the **Favorite Folders** area of the **Navigation Pane**, right-click it and click **Remove from Favorite Folders**.

Search

- To find messages, type the search criteria in the **Instant Search** box.
- To clear a search and see all of your messages again, click **Clear Search**.
- Use the **Instant Search** pane to enter advanced search criteria, or type criteria directly in the **Instant Search** box. For example, type **From:John Kane** to find messages in which John Kane's name is in the **From** box.
- Search multiple locations by clicking **All Mail Items** at the top of the **All Mail Folders** area of the **Navigation Pane**. In order to search a data file such as a Personal Folders File (.pst), the file must be open. Here are the steps required to do that:
 1. On the **File** menu, point to **Open**, and then click **Outlook Data File**.
 2. Click the .pst file you want to open, and then click **OK**.
The name of the folder associated with the data file appears in the **Folder List**. To view the **Folder List**, on the **Go** menu, click **Folder List**. By default, the folder will be called **Personal Folders**.
- To better see where messages in the search results are stored, arrange them by Folder (rather than Date).

Use Mailbox Cleanup

On the **Tools** menu, click **Mailbox Cleanup**.

You can do any of the following from this one location:

- View the size of your mailbox
- Find items older than a certain date
- Find items that are larger than a certain size
- View the size of your **Deleted Items** folder
- Empty your **Deleted Items** folder