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New Technology in Microsoft Office Outlook 2007 Training by ABCO Technology

Update your project management software skills with this very popular training course for MS Project 2007. Microsoft Office Outlook 2007 Training Course provides a comprehensive training program covering the core building blocks to support your projects from beginning to end by abcotechnology.com

/24-7PressRelease/ - LOS ANGELES, CA, April 24, 2008 - Microsoft Office Outlook 2007 gives you with a widespread time and information manager. Using new features such as Instant Search and the To-Do Bar, you can organize and instantly locate the information that you need. New calendar sharing capabilities, Microsoft Exchange Server 2007 technology, and improved access to Microsoft Windows Share Point Services 3.0 information enable you to safely share data that is stored in Office Outlook 2007 with coworkers, friends, and family, no matter where those people are located. Office Outlook 2007 makes it easier for you to prioritize and control your time, allowing you to focus on the things that matter most. This article provides an overview of Office Outlook 2007, with an emphasis on new and improved features Manage time and information

To assist you better manage your time and information, Office Outlook 2007 offers a number of new and improved features, from Instant Search to integration of tasks on the calendar. These features make it easier for you to locate, manage, prioritize, and act on the volumes of information that you come across every day. Quickly find the information you need

Instantaneous Search Office Outlook 2007 offers a new fast way to find your information, no issue which folder it is in. Outlook now uses the same search technology that Microsoft Windows does, to deliver fast results regardless of mailbox size. In addition, an improved visual design displays each individual result of your search immediately, as soon as it is available, while the search is still running. Search now appears in the same place no matter where you are in Outlook. You can also forward your search query to Windows Desktop Search for a broader search of your entire computer. For more information, see Find a message or item by using Instant Search.

Color Categories New Color Categories give you a quick, visual way to customize items and to distinguish items from one another, making it easy to locate information. Suppose, for instance, that you want to assign a color category to all items related to a certain project. You can add the same color category to e-mail, calendar, and task items so that you can easily locate all items from that project at a glance. When you need to find the information later, you can search and sort by Color Categories to quickly and visually identify what you are looking for. For more information, see Assign a color category to an e-mail message.

Color Category roaming Color Categories are now saved in your default data file, instead of in the Windows registry. If you use a Microsoft Exchange account, your categories are now available on all of the computers that you work on.

Results-oriented user interface Office Outlook 2007 has a redesigned user interface that makes it easier and more intuitive for you to compose, format, and act on your e-mail. You can now access all of the rich features and capabilities in Outlook in at one easy-to-find location within your e-mail message.

Attachment previewing Using the new Attachment Previewer, you can view your attachments from within the Reading Pane by making only a single click. This improvement saves you time and allows you to view attachments in context with the e-mail message. For more information, see Preview messages.

Minimized Navigation Pane The Navigation Pane can now be minimized into a vertical button bar, to provide you with a larger work area while allowing quick access to Favorite Folders and other views. For more information, see Minimize or expand the Navigation Pane.

Week view changed in Calendar Office Outlook 2007 features a new week view. The former week view was a two-column layout of days, similar to a day planner. The new week view is similar to the work week views in previous versions.

Default detail level the default detail level of the month view has changed. For more information, see [Change detail level on the Week and Month views in calendar](#). Easily manage your daily priorities

To-Do Bar the new To-Do Bar integrates your tasks, e-mail messages flagged for follow up, upcoming appointments, and calendar information in one convenient place. It also includes tasks from the Microsoft Office OneNote 2007 note-taking program, Microsoft Office Project 2007, and Windows Share Point Services 3.0 Web sites. The To-Do Bar gives you a consolidated view of your priorities for the day. For more information, see [Track your to-do and task items](#).

Flagging mail for follow-up Flags are now more useful throughout Outlook. You can use a flag to quickly create a follow-up item that can be tracked in the To-Do Bar, in your Inbox, and even in Calendar. They are also still handy for setting reminders for yourself and other people. For more information, see [Track e-mail messages that require follow up](#).
Task integration on the Calendar Office Outlook 2007 integrates tasks on the calendar into the Daily Task List so that you see them displayed beneath your daily appointments and meetings. To allot time for working on a task, you simply drag the task onto your calendar. When you complete a task on a given day, the task sticks to that day, providing a visual record of the work that you performed. Tasks that you do not complete roll over to the next day, and accumulate until you mark them as complete. For more information, see [View your tasks](#).

Improved scheduling capabilities Improved scheduling capabilities in Office Outlook 2007 and Exchange 2007 help you to schedule meetings easily and in less time. When you use Exchange 2007, attendee schedules are reviewed, and an ideal meeting time and location is recommended. A number of other improvements in Office Outlook 2007 make the calendaring experience easier for people who are using Exchange 2003 or Exchange 2007. When changes are made to the meeting location or agenda, attendees receive an informational update, rather than having to reaccept the meeting. Additionally, changes are highlighted in the meeting update, making it easier to locate the information that has been modified. For more information, see [Schedule a meeting](#).request that they fill in the needed information. The only actions required of the recipient are replying to your message and completing the embedded form. After you have collected the respondents' answers, you can export the data to Microsoft Office Excel 2007 for analysis, or merge the answers from the form that you distributed into one master form.

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