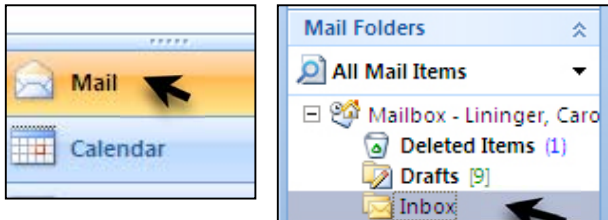


## E-mailing with Outlook 2007

### Viewing e-mail

1. Select **Mail** from the **Navigation Pane**.
2. Click the **Inbox** folder icon to open the list of e-mails you have received.

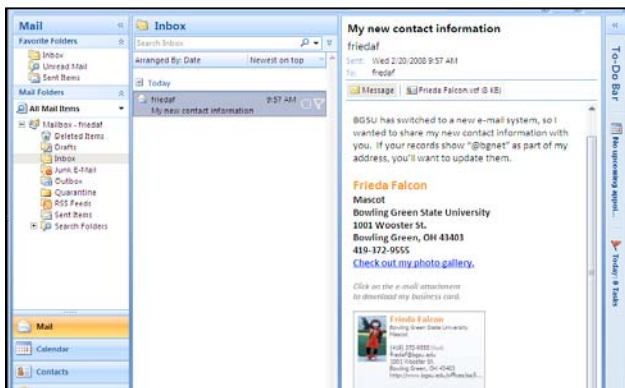


Outlook gives you several ways to organize your e-mail workspace:

#### With the reading pane:

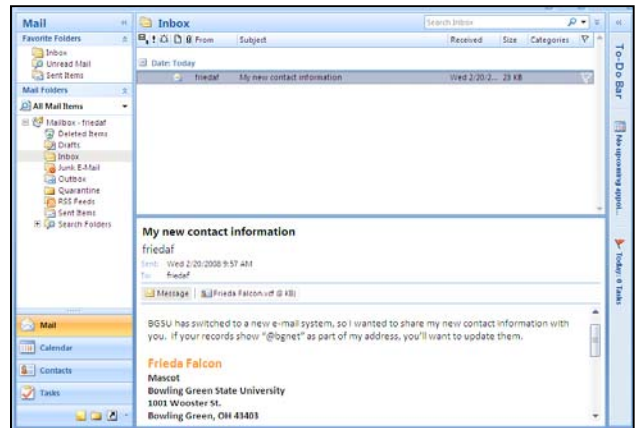
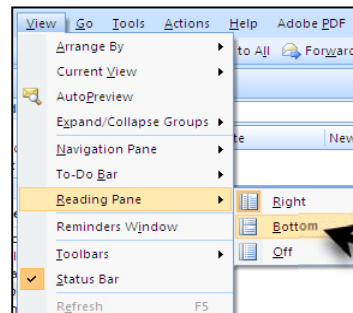
The **Reading Pane** allows you to preview an e-mail in a separate window. This can be useful when deciding whether to attend to an e-mail right away, or when trying to locate an email.

Outlook may initially show the **Reading Pane** vertically, to the left of your list of received mail. Minimizing the **To Do Bar** on the left and/or the **Navigation Pane** on the right gives more viewing space.



To show the **Reading Pane** horizontally, across the bottom of the window:

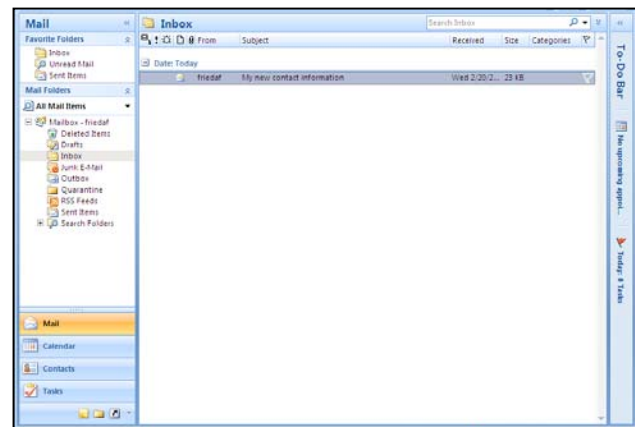
1. Select **View** from the menu bar.
2. Scroll down to **Reading Pane**.
3. Select **Bottom**.



#### Without the reading pane:

If you prefer to see more e-mails at a time, or to work with fewer windows open, you can turn the **Reading Pane** off.

1. Select **View** from the menu bar.
2. Scroll down to **Reading Pane**.
3. Select **Off**.



Note: The following examples are shown with the reading pane off. If you have chosen to use the reading pane, your window display will be different.

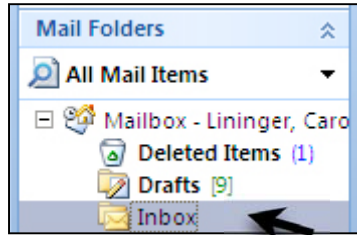




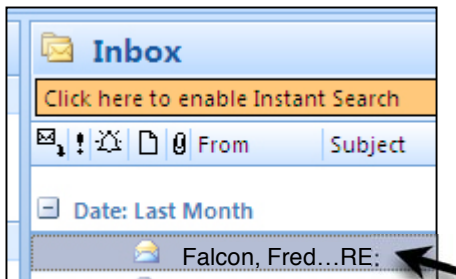
## Responding to an e-mail

### Replying to an e-mail:

1. Click the **Inbox** folder icon to open the list of e-mails you have received.



2. Click a line to open the corresponding message.



3. Click the **Reply** icon.

If this message was sent to more than one person, and you want all of them to see your response, click the **Reply to All** icon.



4. Type your response to the message.
5. Click the **Send** icon.

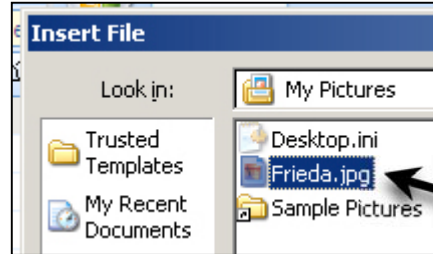
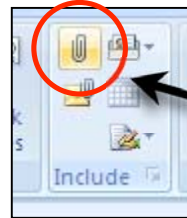
### Forwarding an email:

1. Click the **Forward** icon.
2. Enter the recipient's name in the **To** box.
3. Type your comments about the message below.
4. Click the **Send** icon.

## Working with attachments

### Attaching a file:

1. To attach a file to an e-mail, click the **Attach** icon.
2. In the **Insert File** box, browse to locate the file you want to attach.
3. Double click the name of the file you want to attach.

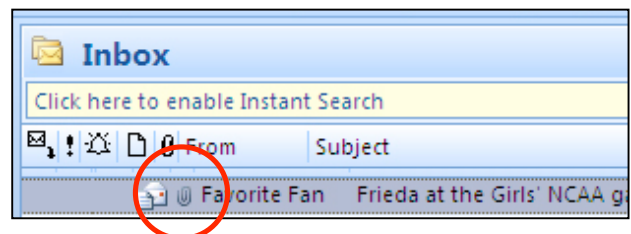


The name of the file will then appear in the **Attached** box on your e-mail.



### Opening and saving attachments:

1. When you have received an e-mail with an attachment, a small paperclip icon will appear to the left on the message line in your inbox. Double click the message line to open the message.



2. Double click the name of the file in the **Attached** box to open the file.
3. To save the file to your hard drive, click the **Save** icon or type control + s.

# E-mailing with Outlook 2007

## Saving a draft or a template

### Saving a draft e-mail:

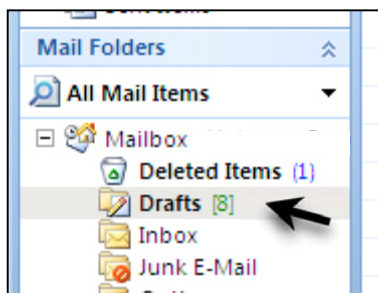
If you are unable to finish an e-mail, you can save a draft of the message and finish it later.

1. Click the large round **Outlook** icon in the top left corner of the message.
2. Select **Save**.

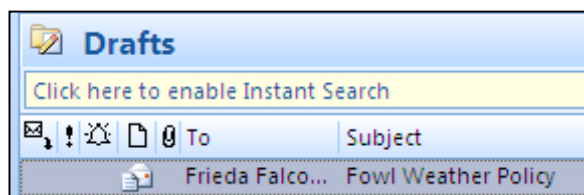


### Finishing a draft e-mail:

1. To resume typing the message, click on the **Drafts** folder icon in the left sidebar.



2. Find your saved e-mail in the list and double click to open it.



3. When you have finished, click the **Send** icon.

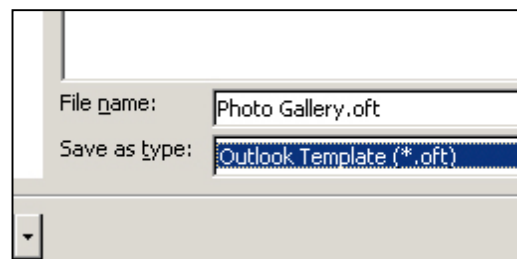
### Saving a message as a template:

If you frequently send the same message, you can save the text as a template.

1. When you are finished composing the e-mail, click the large round **Outlook** icon in the top left corner of the message.
2. Select **Save As**.

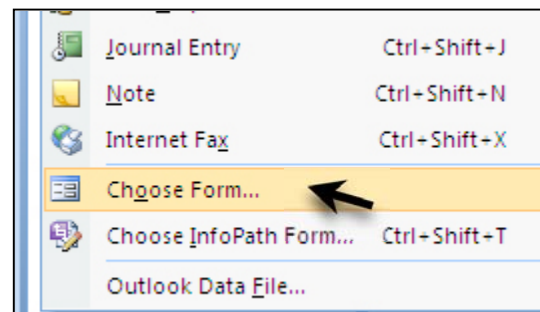


3. In the **Save as Type** box, select Outlook Template.

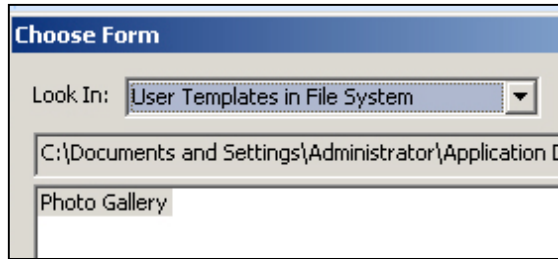


### Using a message template:

1. Pull down the arrow to the right of the **New** message icon. Select **Choose Form**.



2. In the **Choose Form** box, select to **Look In** User Templates in File System.



3. Double click the name of the file you want to use as a template.
4. Fill in the **To** address and click **Send**.

