

Slide 1 - Slide 1



Notes

Slide 2 - Slide 2

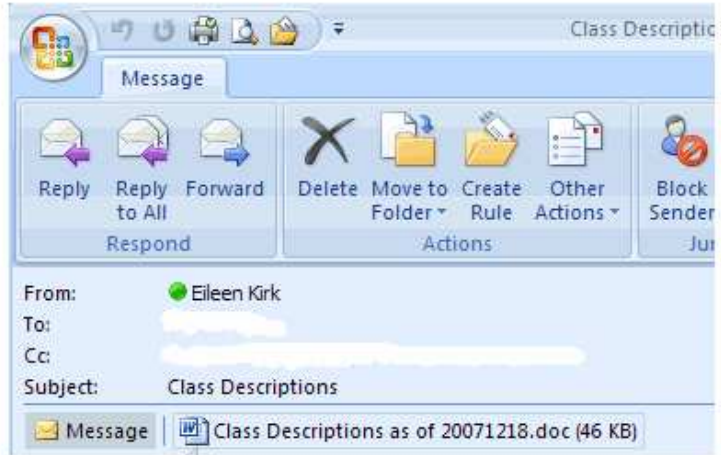


Opening Attachments

In Outlook 2007, you will receive attachments just as you did in earlier versions of Outlook.



The paperclip icon means the message includes an attachment



Attachments are listed between the Subject and the Body of the message

Notes

Slide 3 - Slide 3



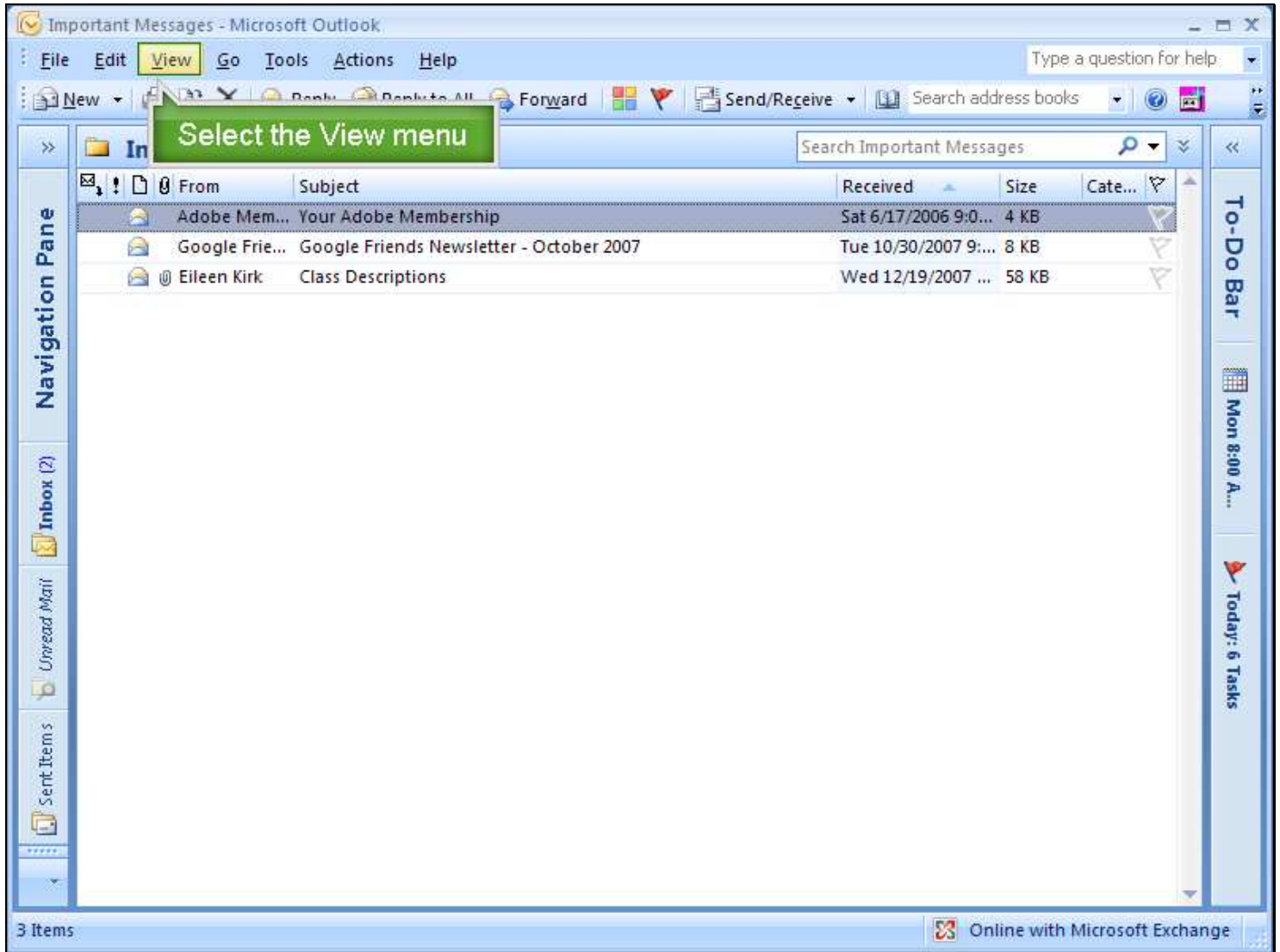
A new feature of Outlook 2007 allows some attached files to be previewed from the Reading Pane.

[Click here to see how to view reading panes](#)

[I already have this feature enabled. Skip the demo](#)

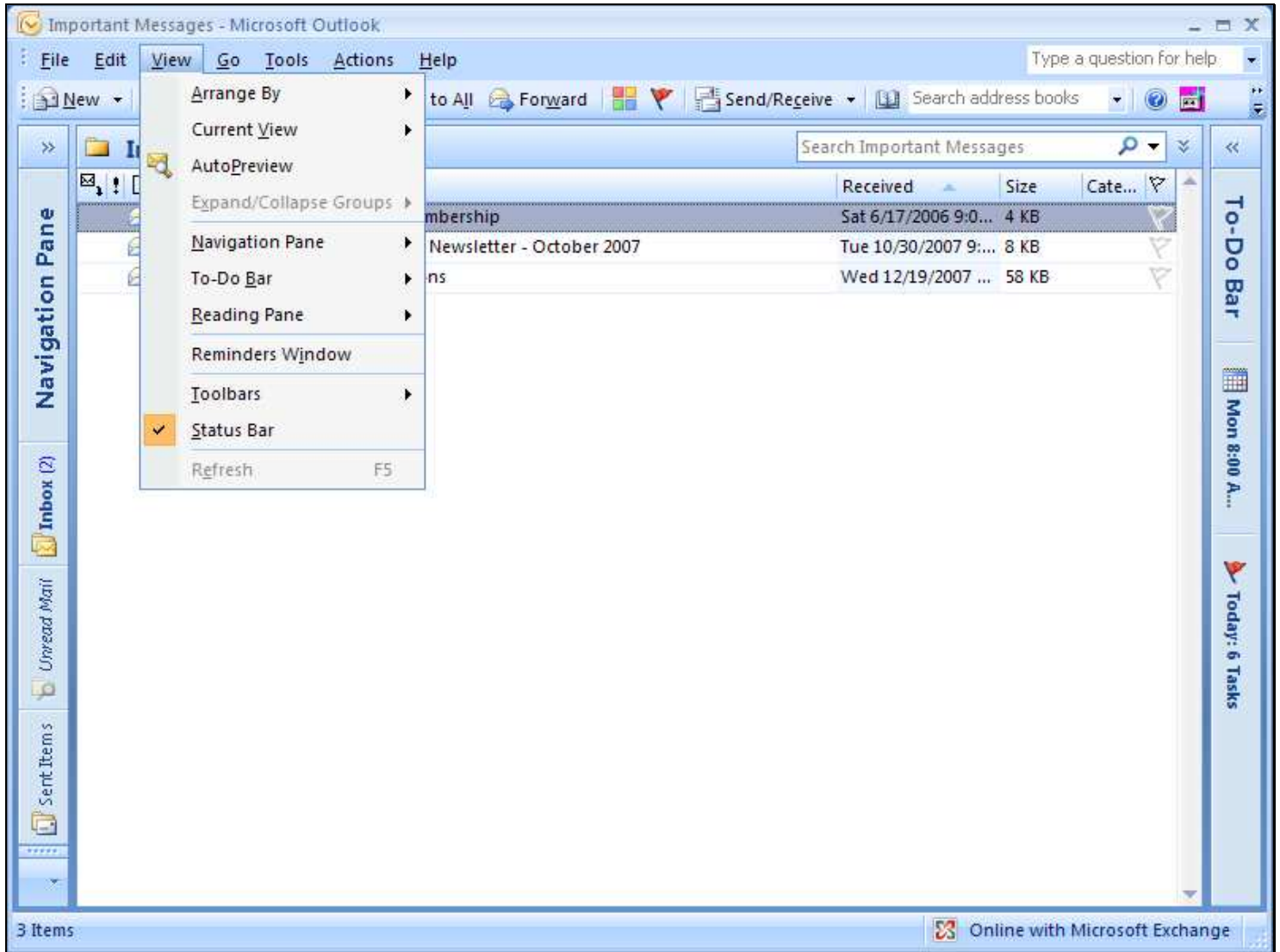
Notes

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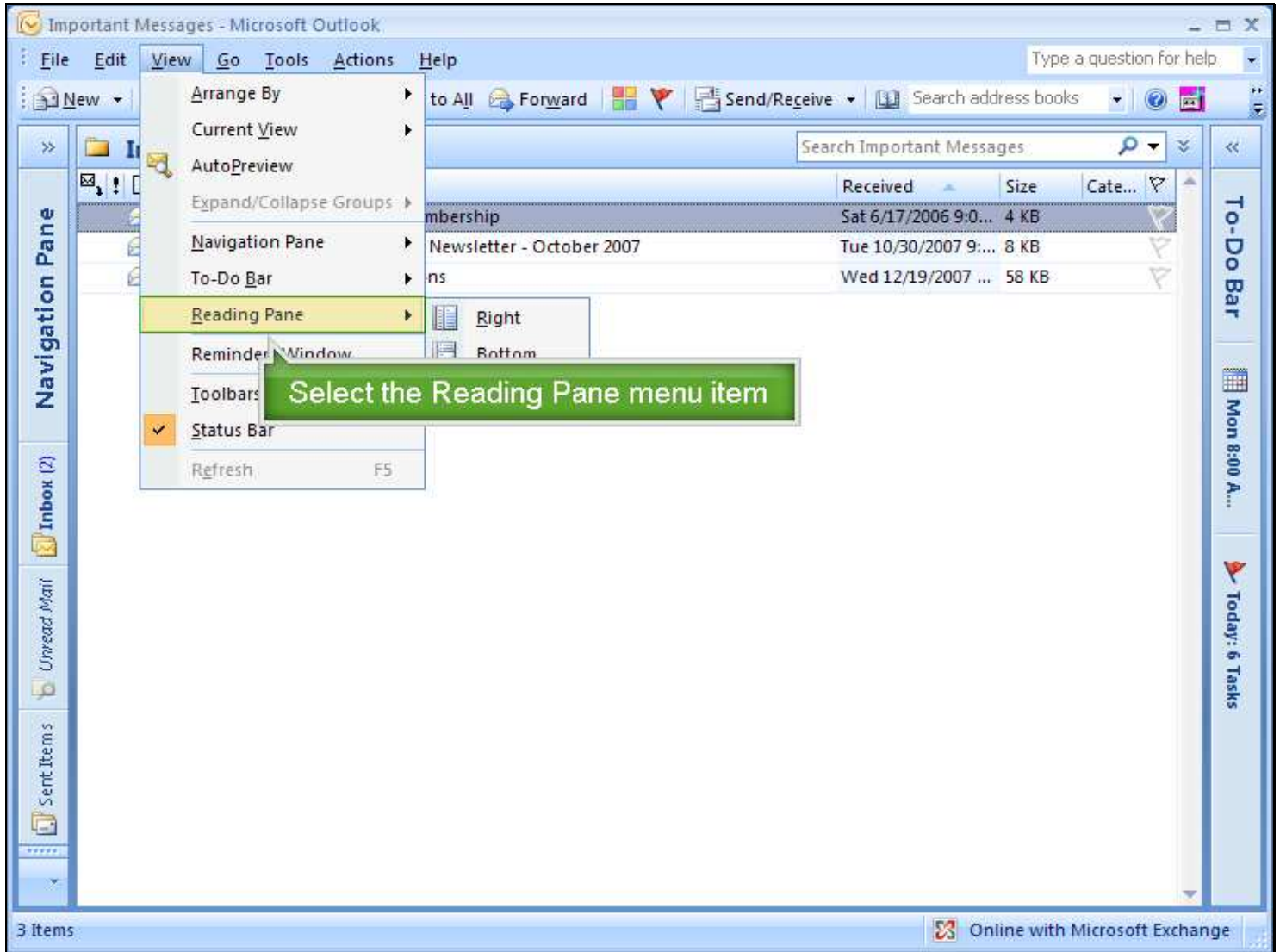
Notes

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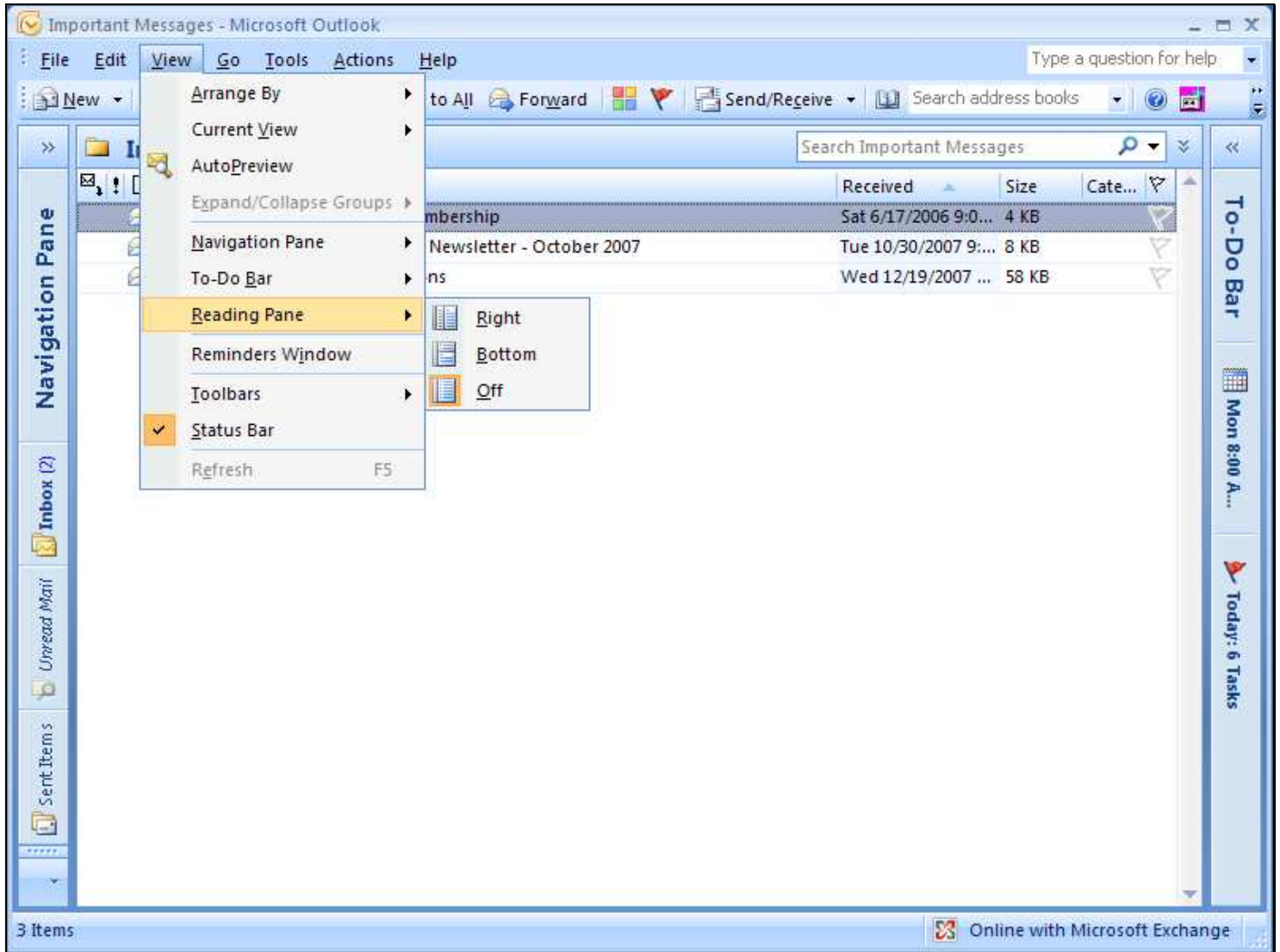
Notes

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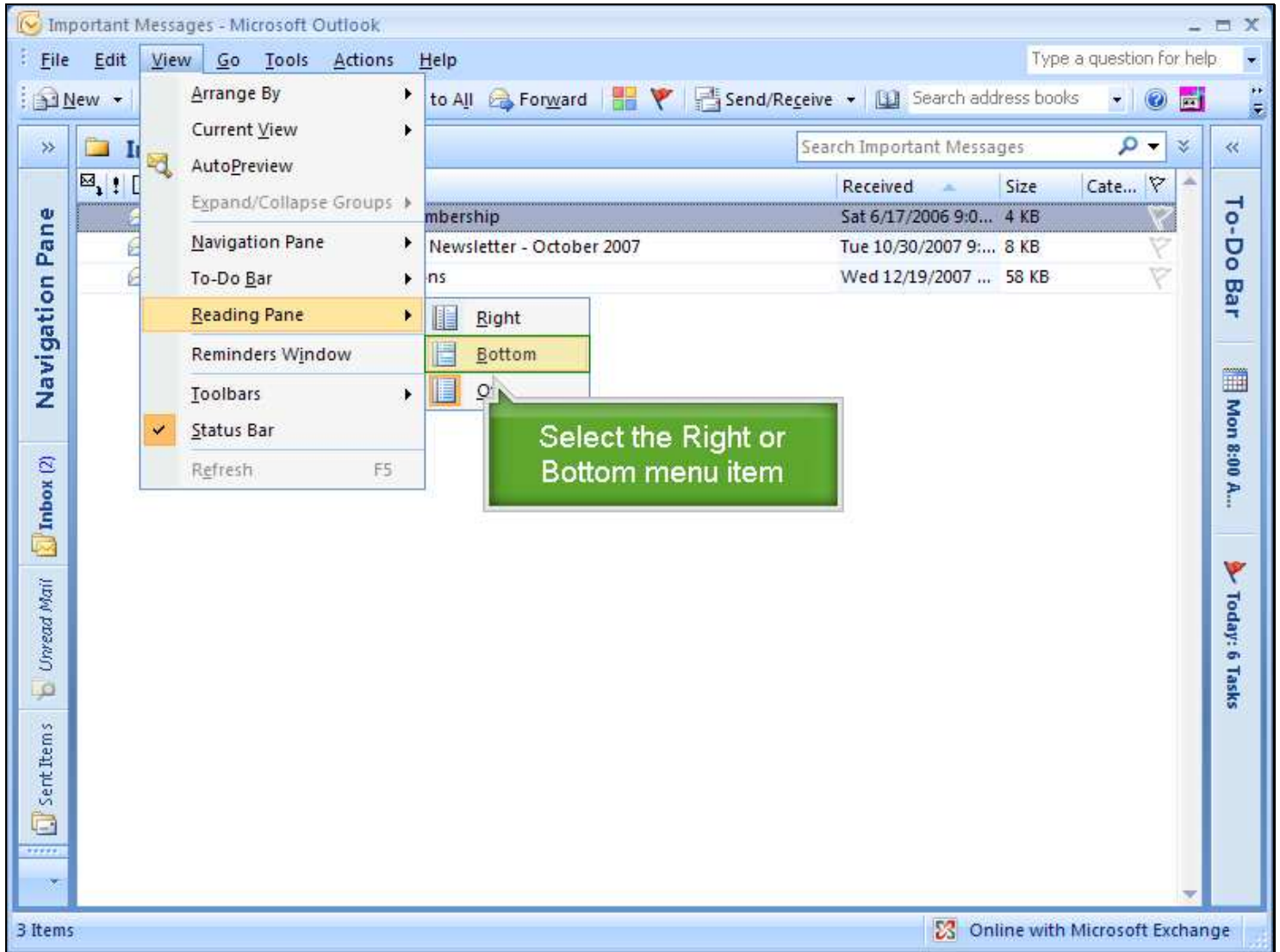
Notes

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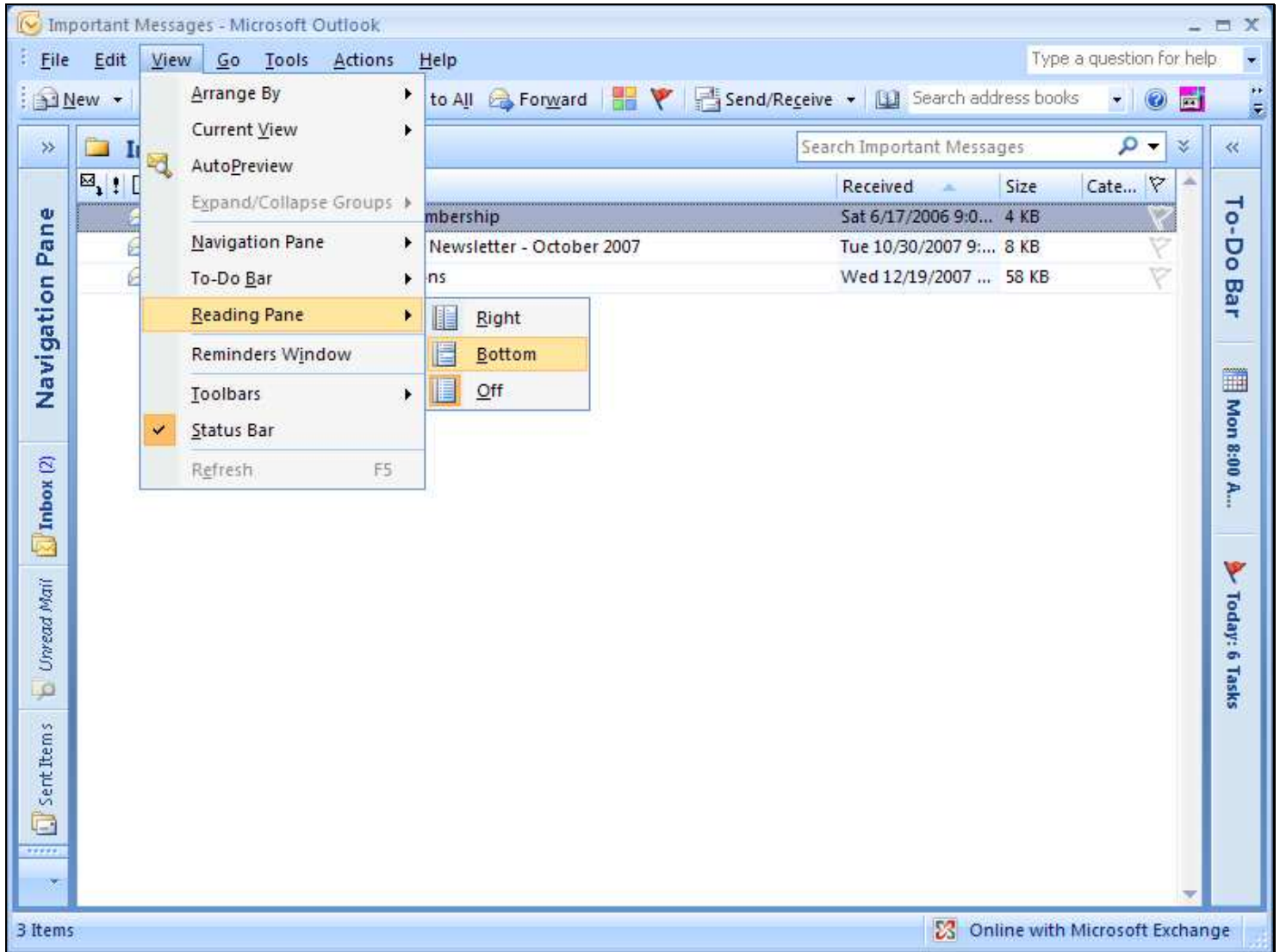
Notes

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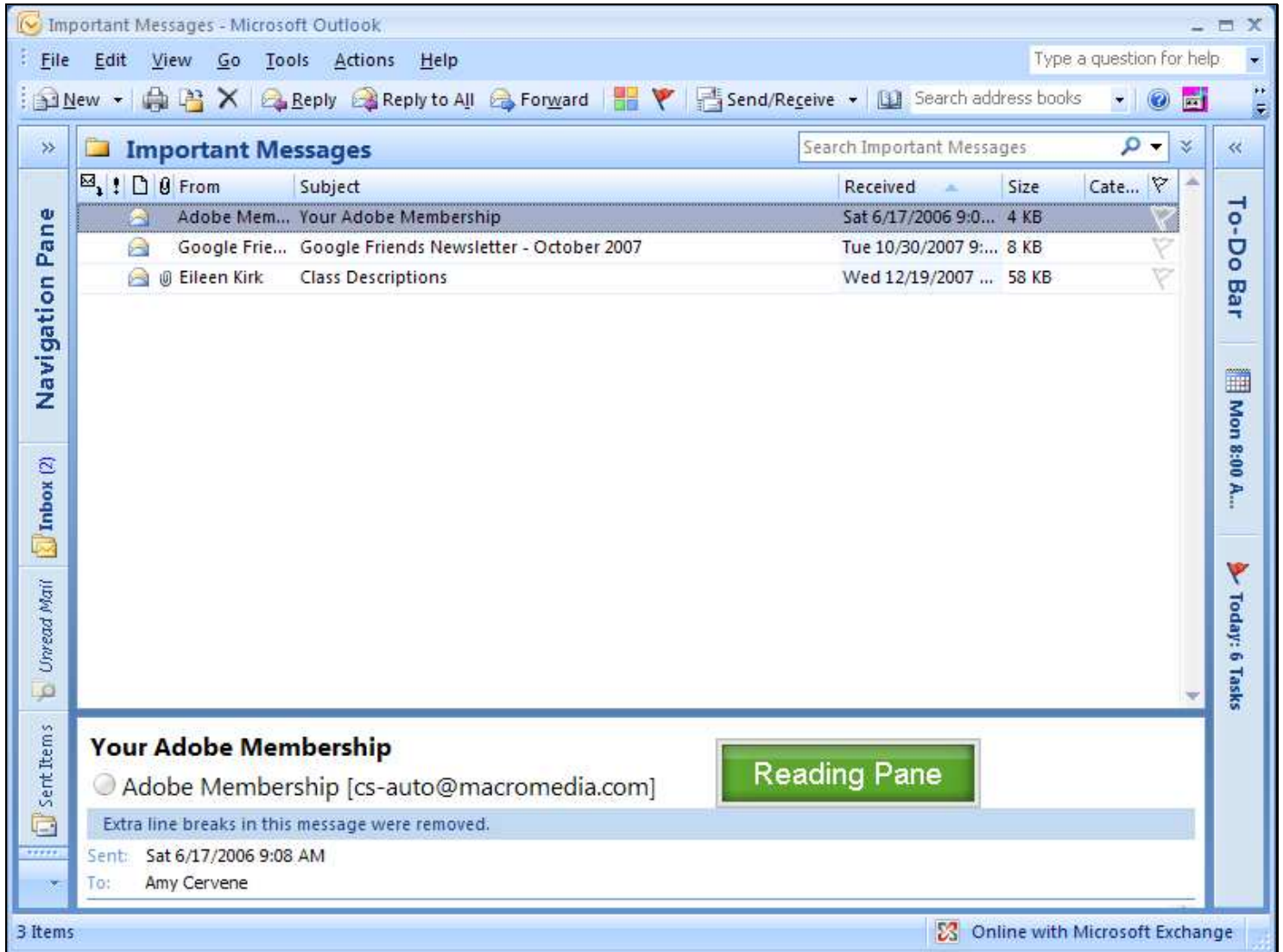
Notes

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Notes

Slide 10 - Slide 10



Notes

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To preview an attachment, click the message title once, then click the attachment icon

Class Descriptions

Sent: Wed 12/19/2007 12:25 PM

To:

Cc:

Message  Class (16 KB)

Click the icon inside the green border

Notes

Slide 12 - Slide 12



Click Preview file

Class Descriptions as of 20071218.doc
Size: 46 KB
Author:
Last changed: Wednesday, December 19, 2007

 Message |  Class Descriptions as of 20071218.doc (46 KB)

 **You should only preview files from a trustworthy source.**
Previewing the file might not show the full content of the file. To see the most complete, up-to-date content, open the file.

[Preview file](#)

Always warn before previewing this type of file.

Notes

Slide 13 - Slide 13



Class Descriptions as of 20071218.doc

Size: 46 KB

Author:

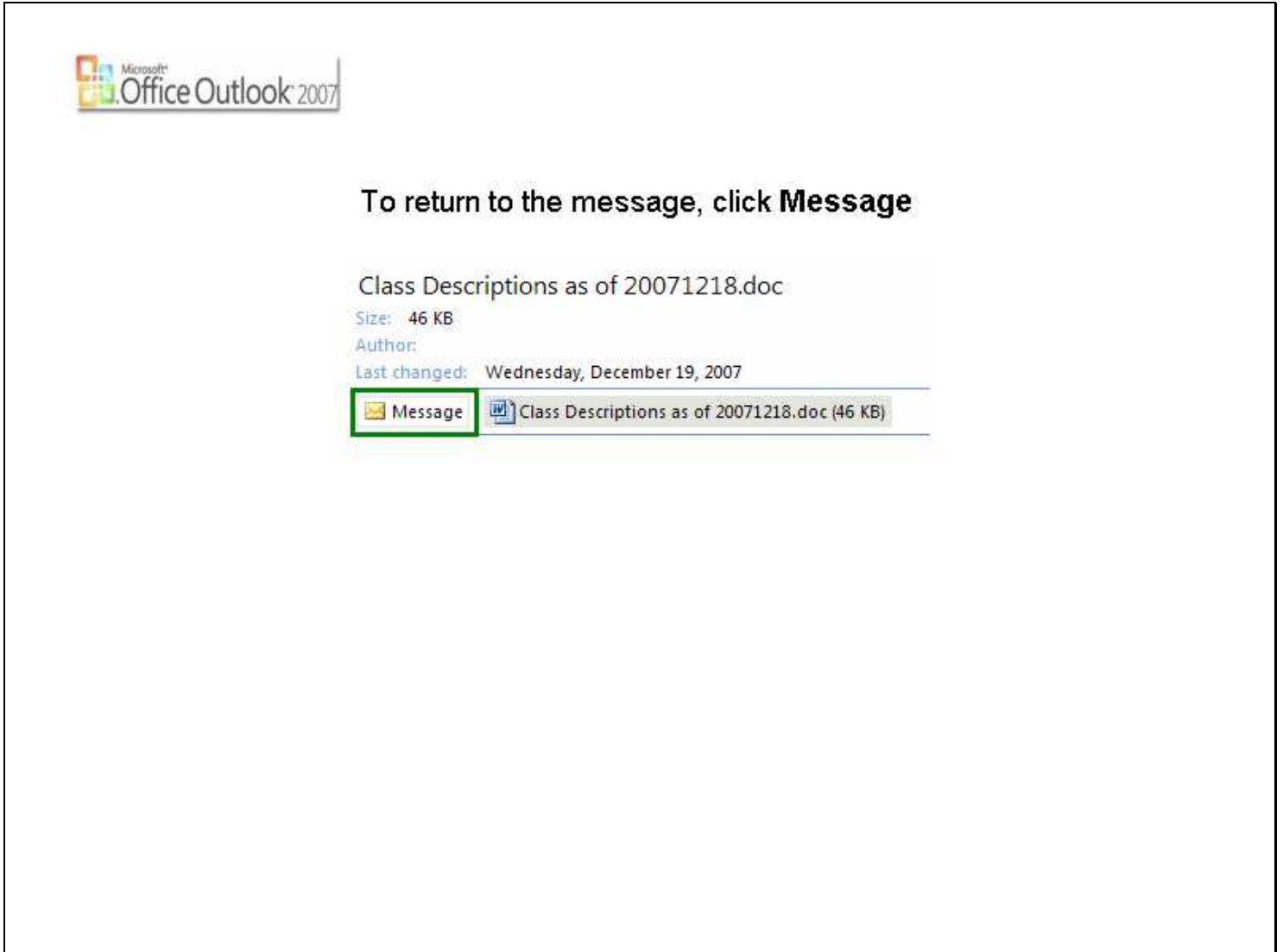
Last changed: Wednesday, December 19, 2007

Message | Class Descriptions as of 20071218.doc (46 KB)

Title	Description
Business Databases	Covers Business and Company Resource Center, Morningstar, and ReferenceUSA.
Cash Register	Covers using the cash register, and credit card terminals.
Customer Service	Covers customer service at ALD.

Notes

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Notes

Slide 15 - Slide 15




Double click an attachment icon to Open or Save just as in previous versions of Outlook

Class Descriptions

Sent: Wed 12/19/2007 12:25 PM

To:

Cc:

Message  Class Descriptions as of 20071218.doc (46 KB)

Notes

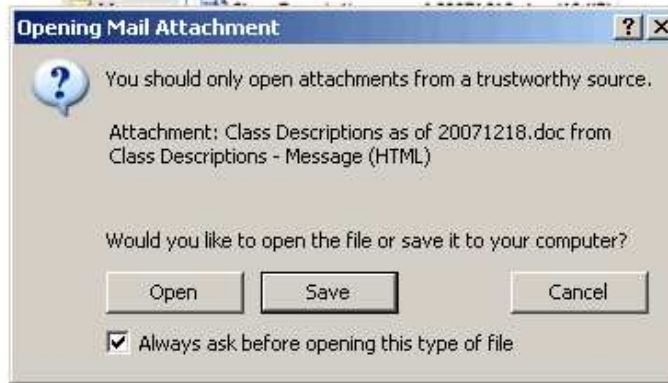
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Double click an attachment icon to Open or Save just as in previous versions of Outlook

Class Descriptions

Sent: Wed 12/19/2007 12:25 PM
To:
Cc:



Notes

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This is the last slide.

Notes
