

Slide 1 - Slide 1



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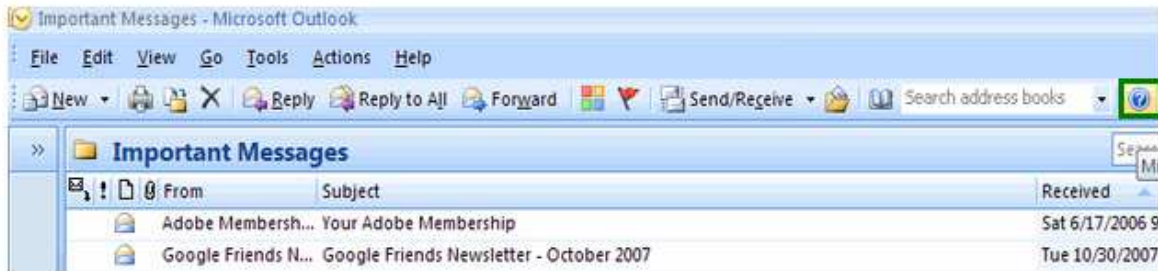
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Slide 2 - Slide 2



## Accessing Help

From the Inbox, click the **question mark** icon on the Standard toolbar



### Notes

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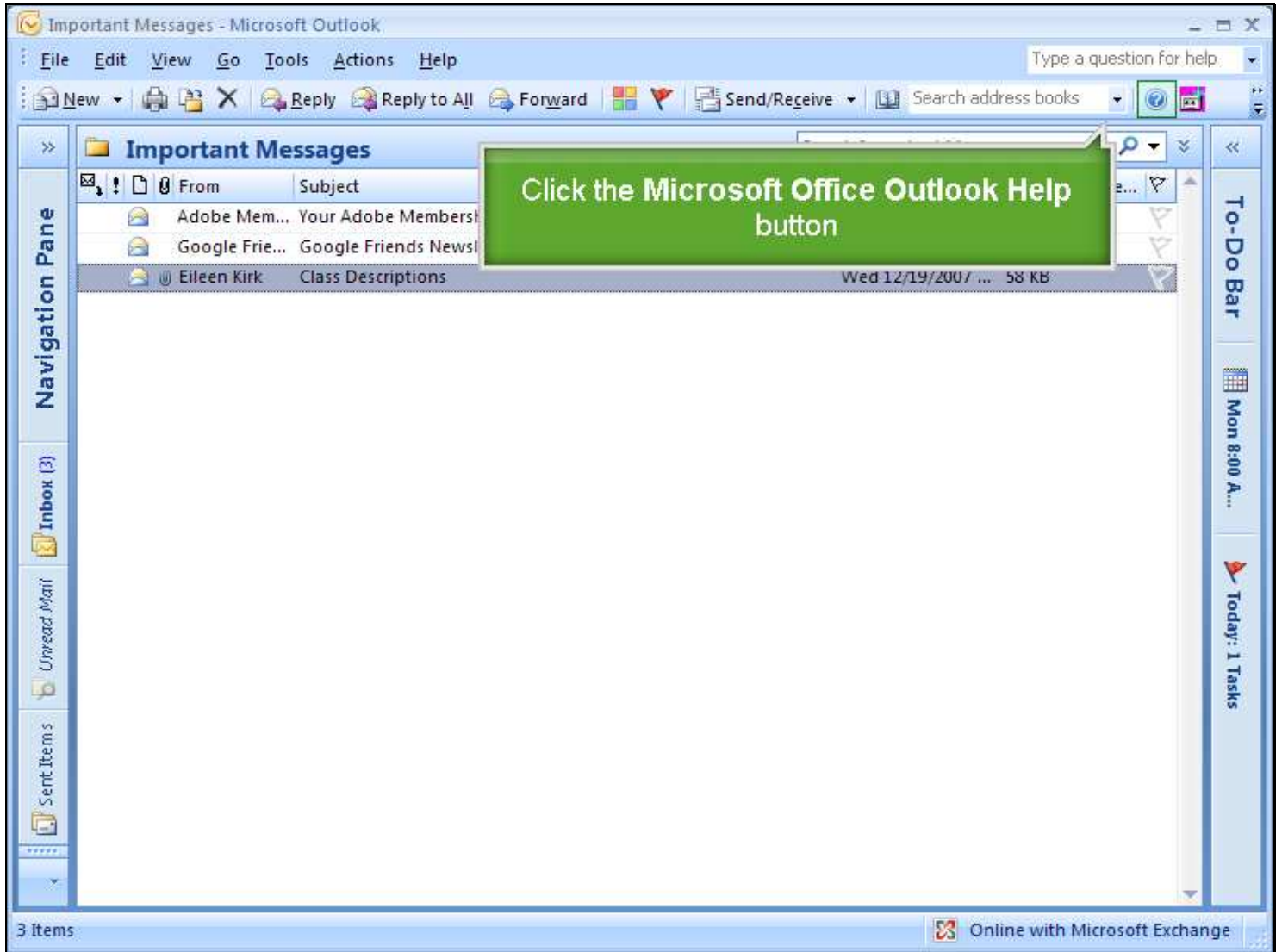
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Slide 3 - Slide 3



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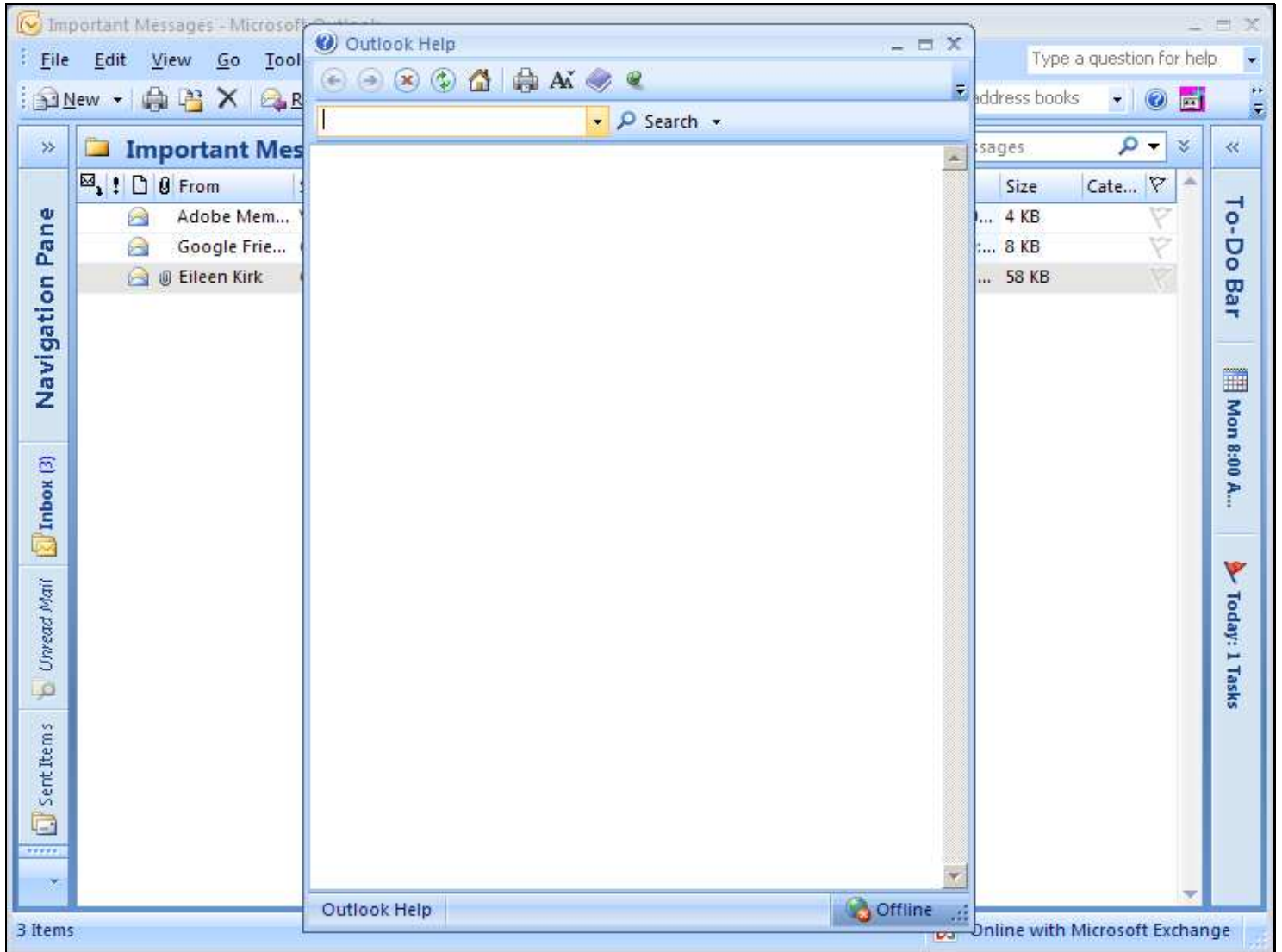
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Slide 4 - Slide 4



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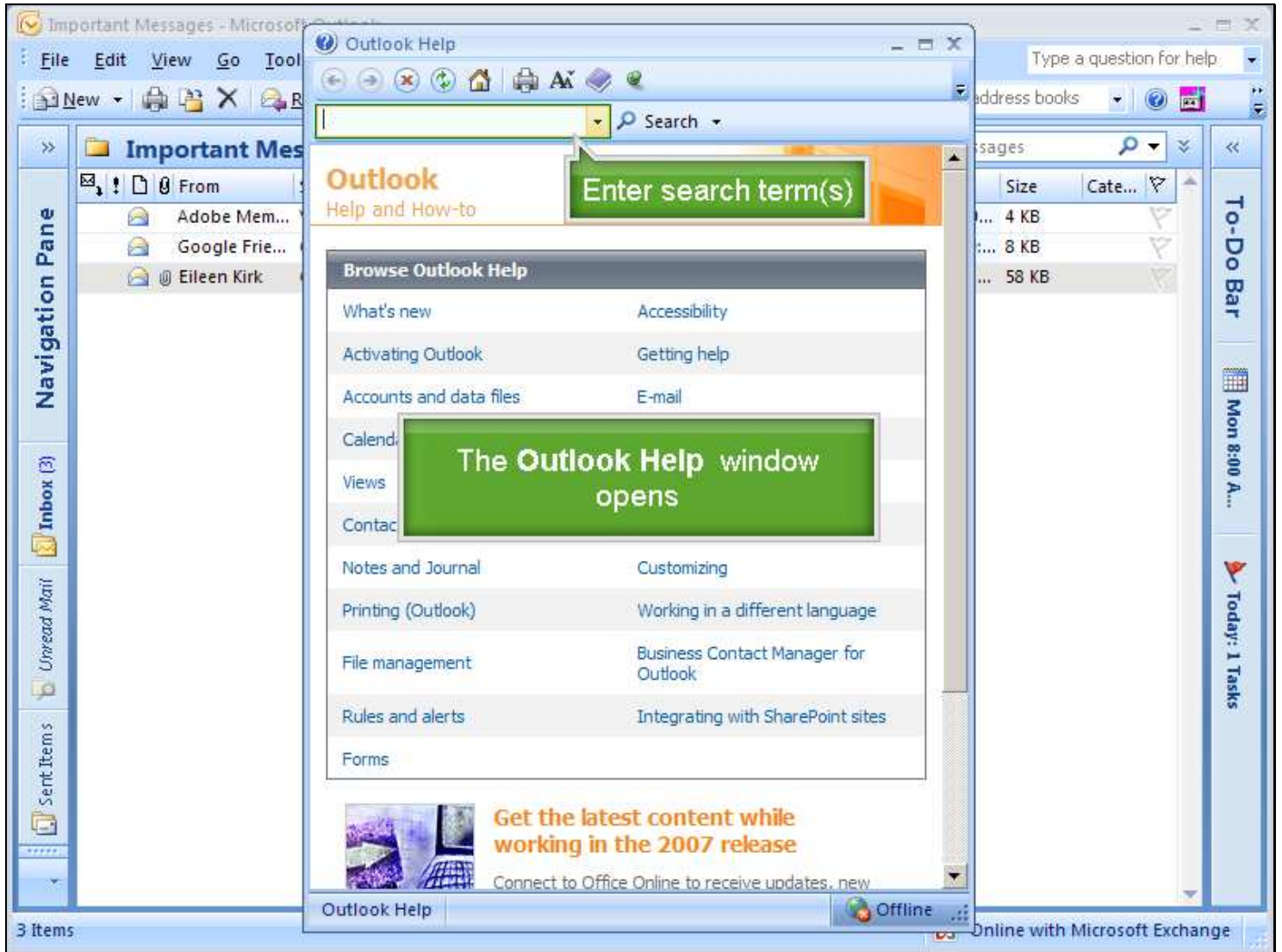
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Slide 5 - Slide 5



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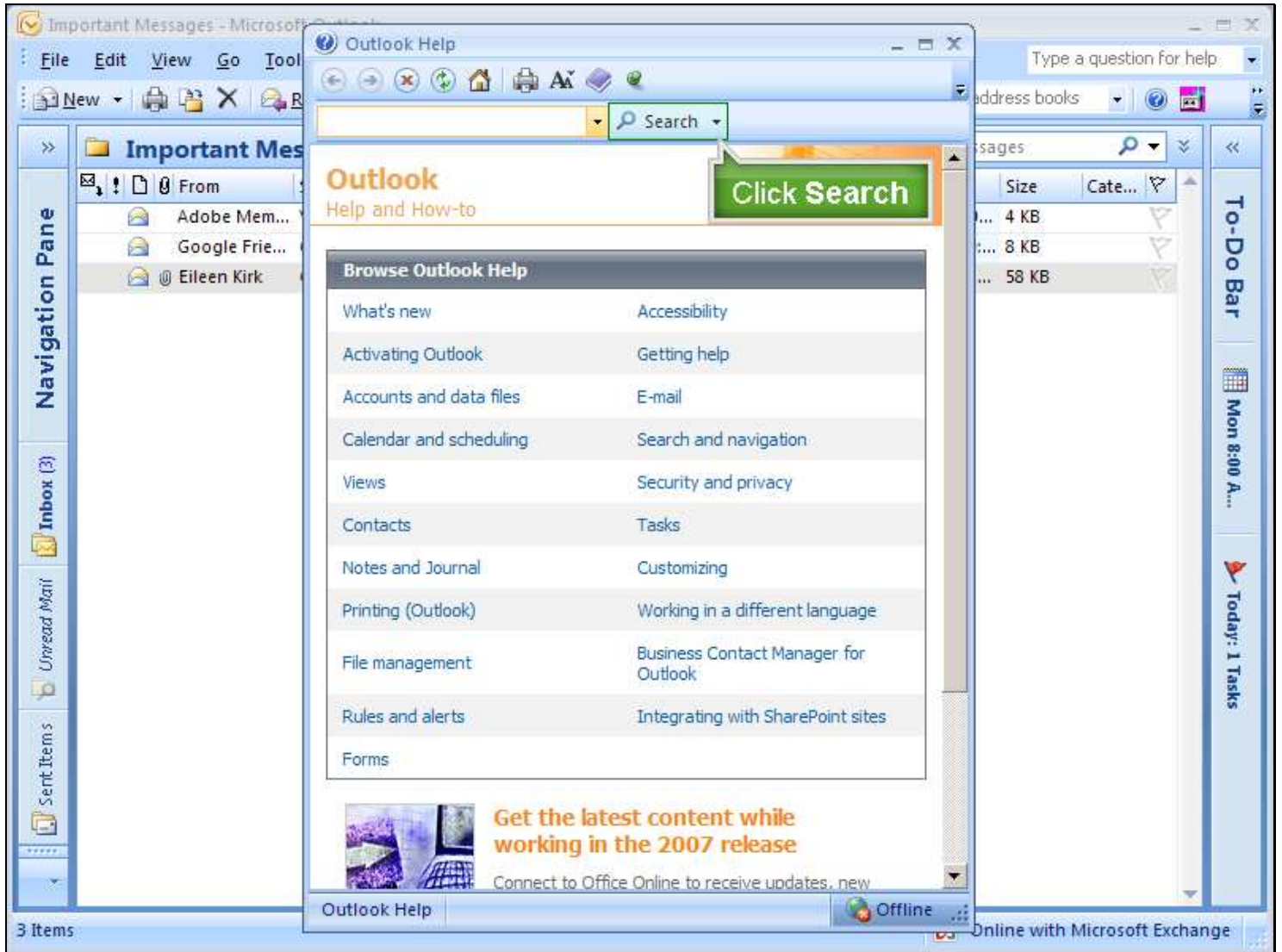
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Slide 6 - Slide 6



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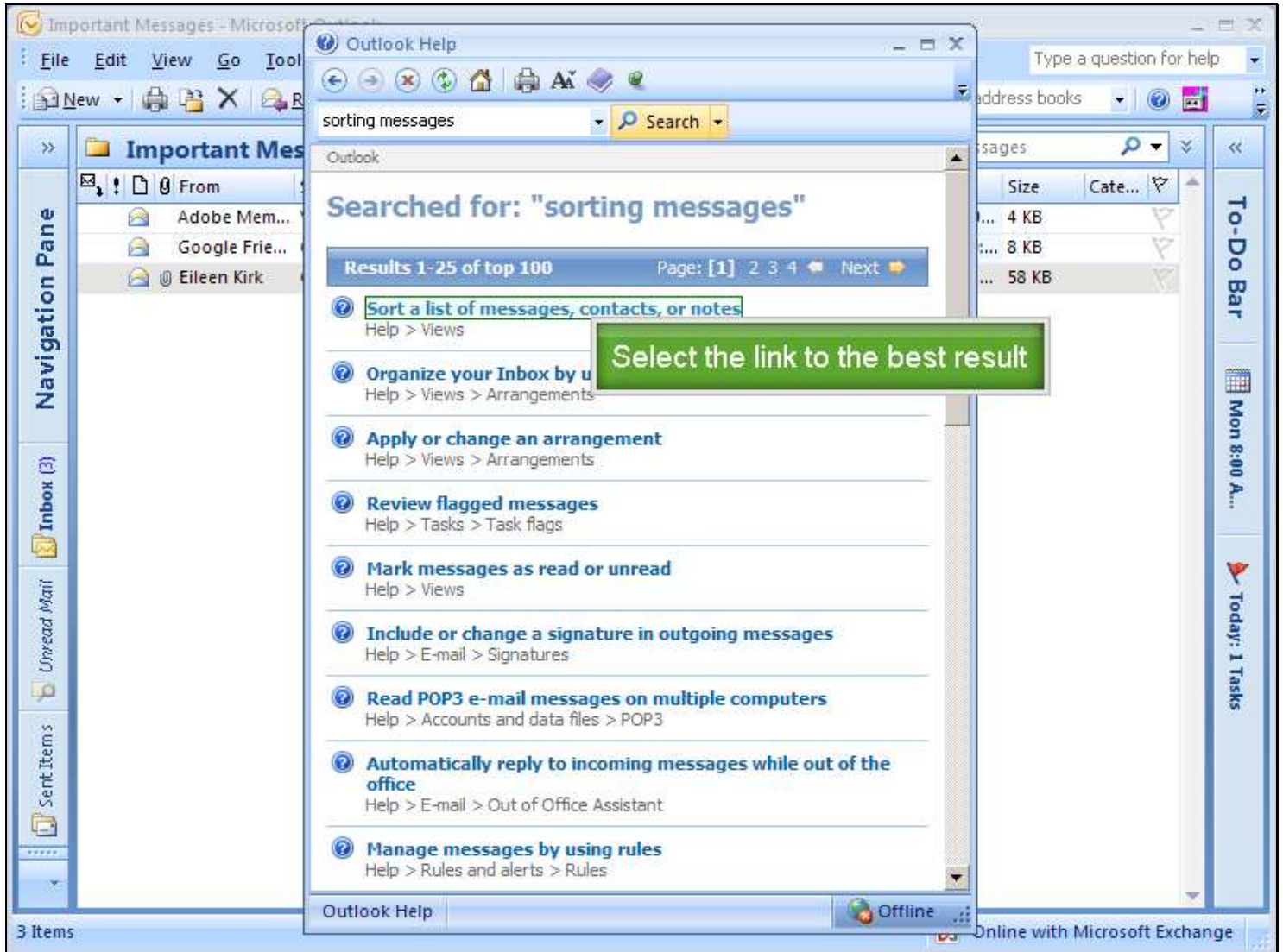
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Slide 7 - Slide 7



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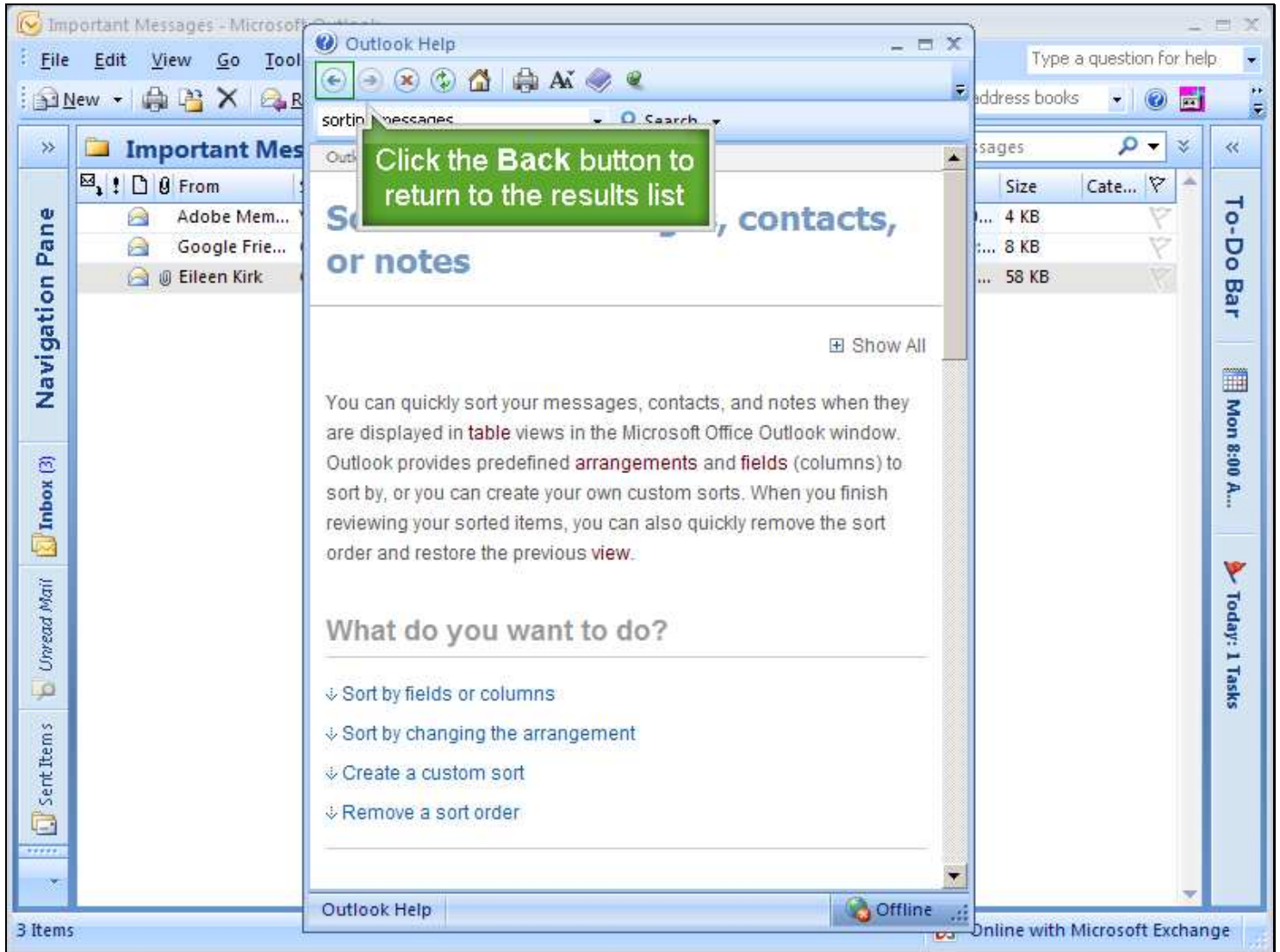
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Slide 8 - Slide 8



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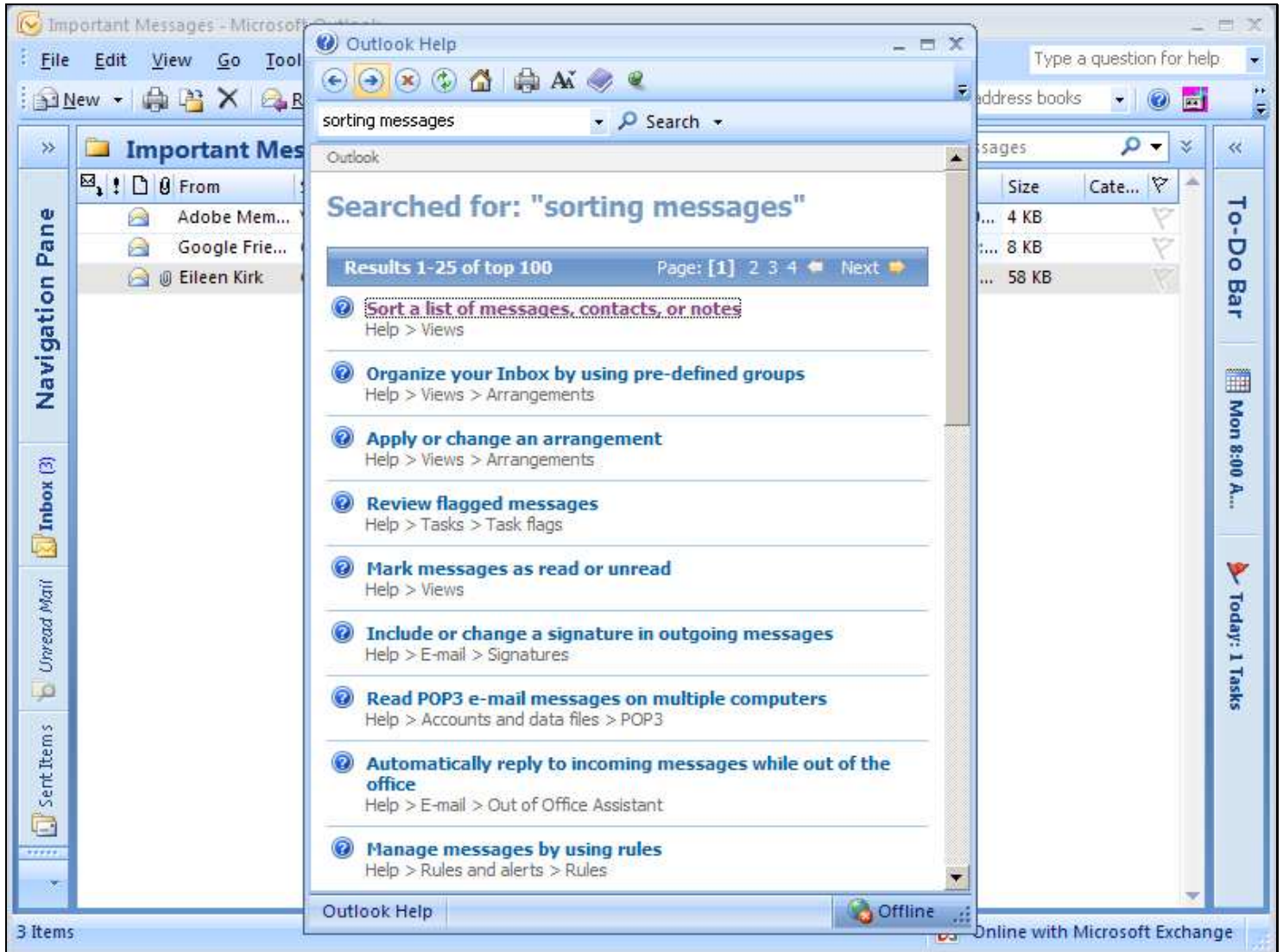
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Slide 9 - Slide 9



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Slide 10 - Slide 10

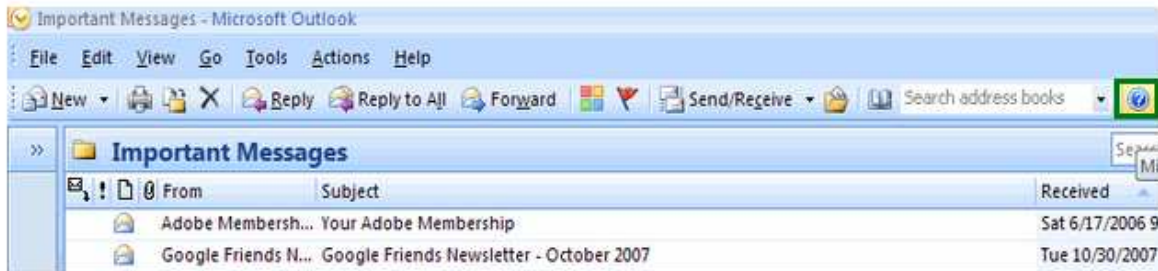


## Expanding Available Help

You may need to enable the option to Show content from Office Online.

This will expand your search results and allow easy access to the many tutorials Microsoft offers on Office 2007.

Begin by clicking the **question mark** icon on the standard toolbar



### Notes

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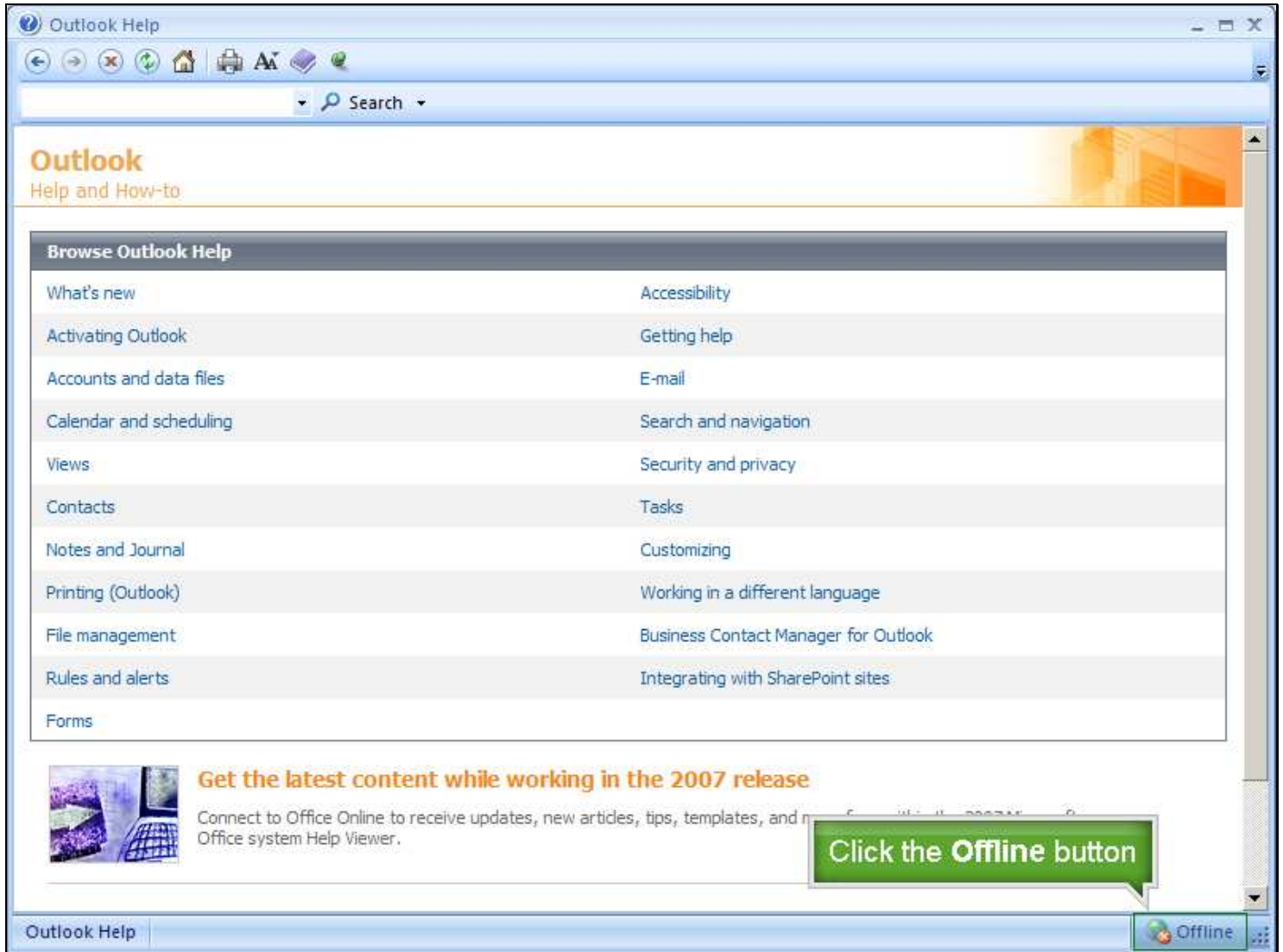
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Slide 11 - Slide 11



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Slide 12 - Slide 12

The screenshot shows the Outlook Help window. At the top, there is a search bar and navigation icons. Below that, the title 'Outlook Help and How-to' is displayed. A table of links is provided for browsing help topics. A green callout box points to the 'Show content from Office Online' option in the 'Connection Status' dialog box.

Browse Outlook Help	
What's new	Accessibility
Activating Outlook	Getting help
Accounts and data files	E-mail
Calendar and scheduling	Search and navigation
Views	Security and privacy
Contacts	Tasks
Notes and Journal	Customizing
Printing (Outlook)	Working in a different language
File management	Business Contact Manager for Outlook
Rules and alerts	Integrating with SharePoint sites
Forms	

**Click Show content from Office Online**

**Connection Status:**

- Show content from Office Online
- Show content only from this computer
- Explain these options...

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Slide 13 - Slide 13

The screenshot shows the Outlook Help application window. At the top, there is a search bar with the text "Search". Below this is a header area with the word "Outlook" in large orange letters and "Help and How-to" in smaller blue letters. The main content area is titled "Browse Outlook Help" and contains a two-column list of help topics. A green notification bubble is overlaid on the bottom right of the content area, stating "You are now Connected to Office Online". The status bar at the bottom of the window shows "Outlook Help" on the left and "Connected to Office Online" on the right.

Browse Outlook Help	
What's new	Accessibility
Activating Outlook	Getting help
Accounts and data files	E-mail
Calendar and scheduling	Search and navigation
Views	Security and privacy
Contacts	Tasks
Notes and Journal	Customizing
Printing (Outlook)	Working in a different language
File management	Business Contact Manager for Outlook
Rules and alerts	Integrating with SharePoint sites
Forms	

**Get the latest content while working in the 2007 release**  
Connect to Office Online to Office system Help Viewer. **You are now Connected to Office Online** microsoft

Outlook Help Connected to Office Online

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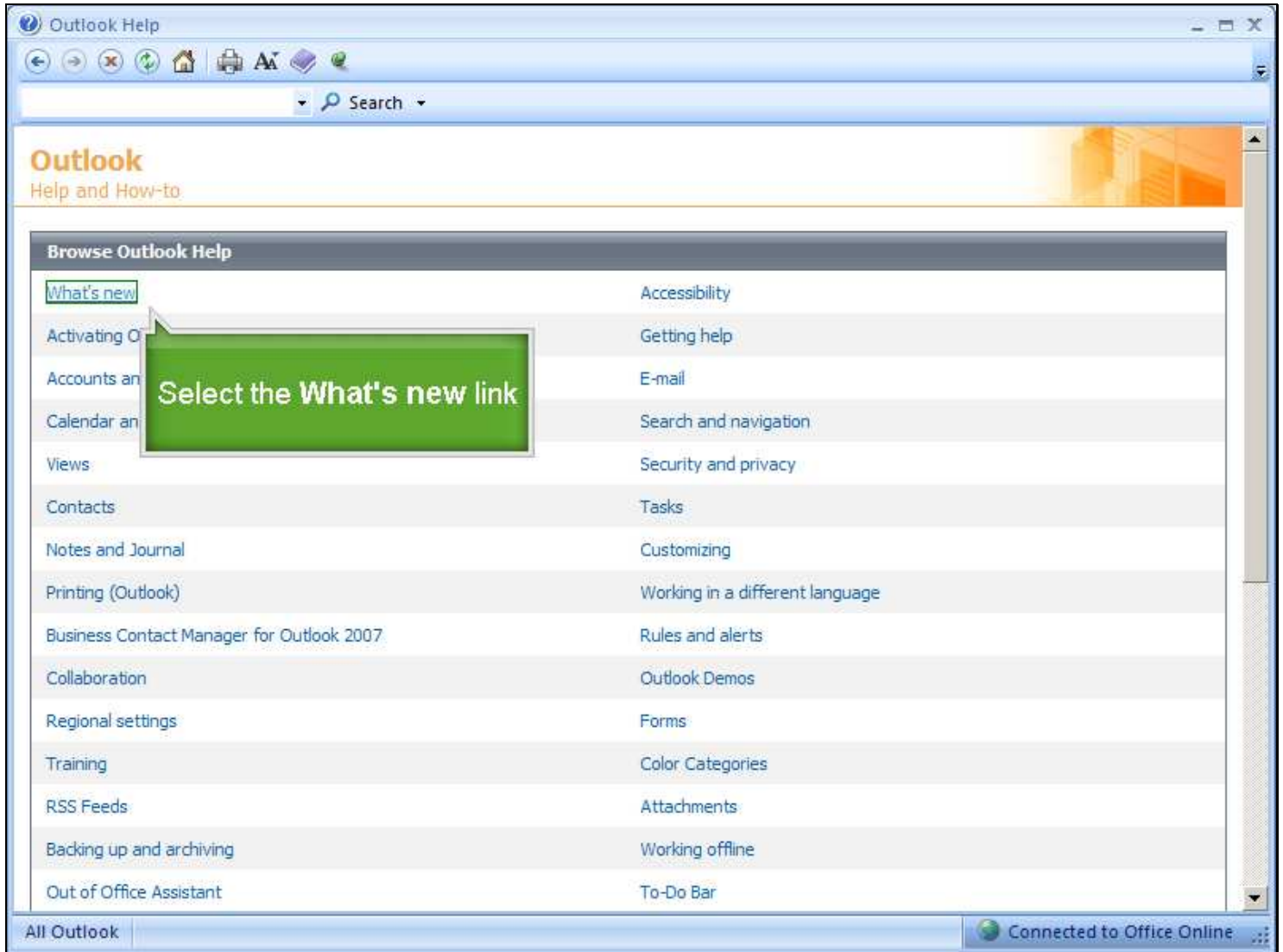
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Slide 14 - Slide 14



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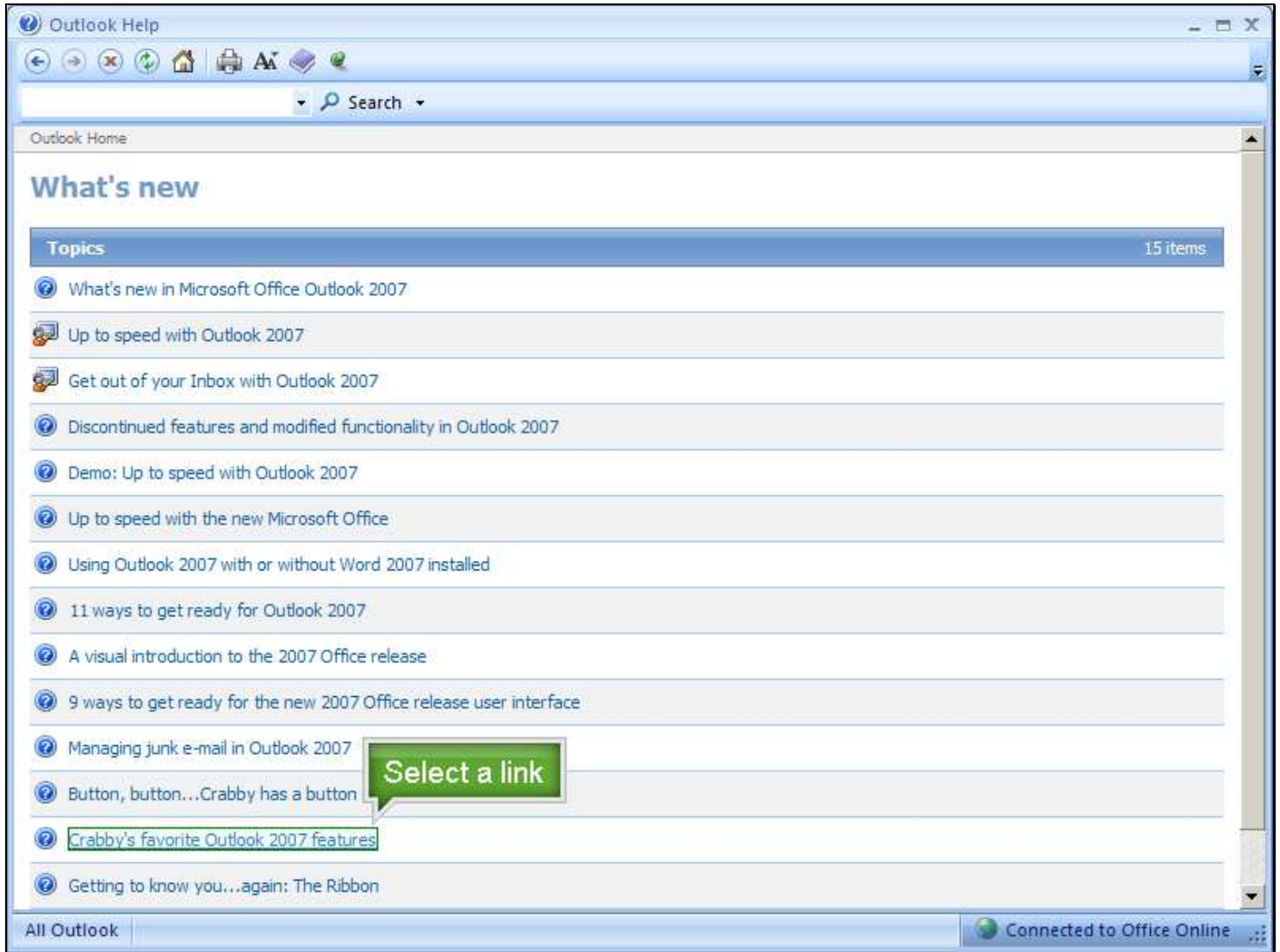
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Slide 15 - Slide 15



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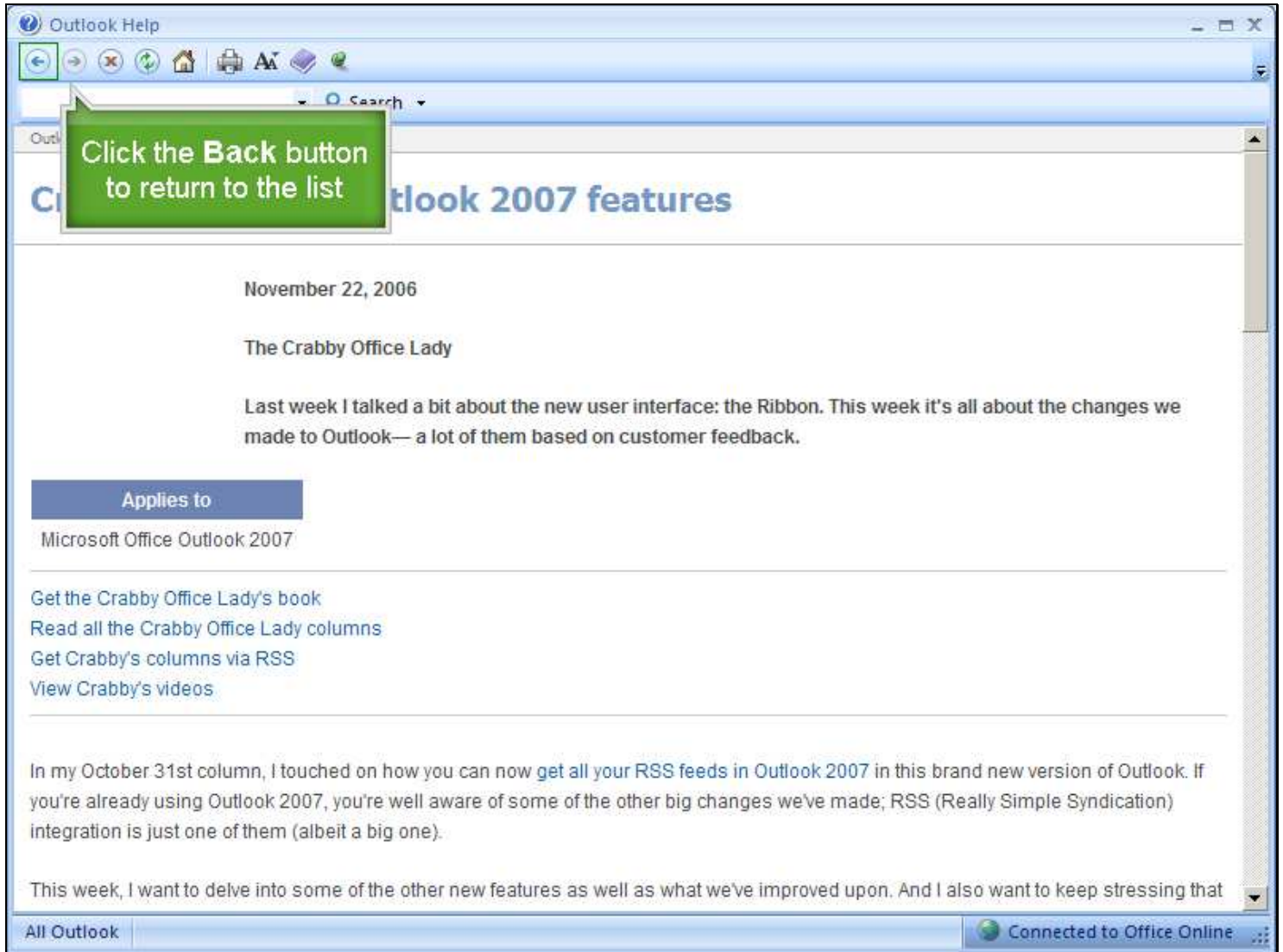
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Slide 16 - Slide 16



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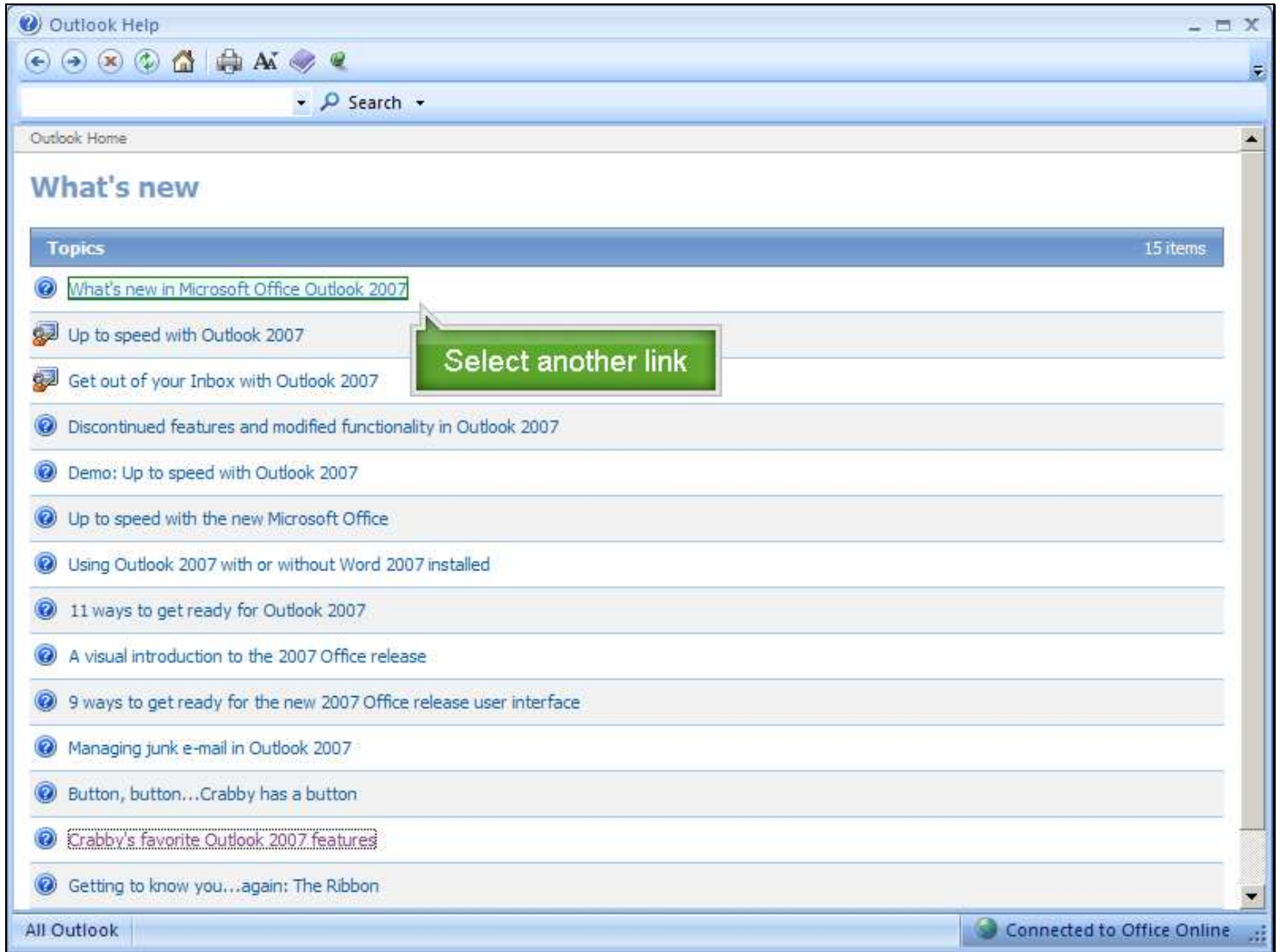
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Slide 17 - Slide 17



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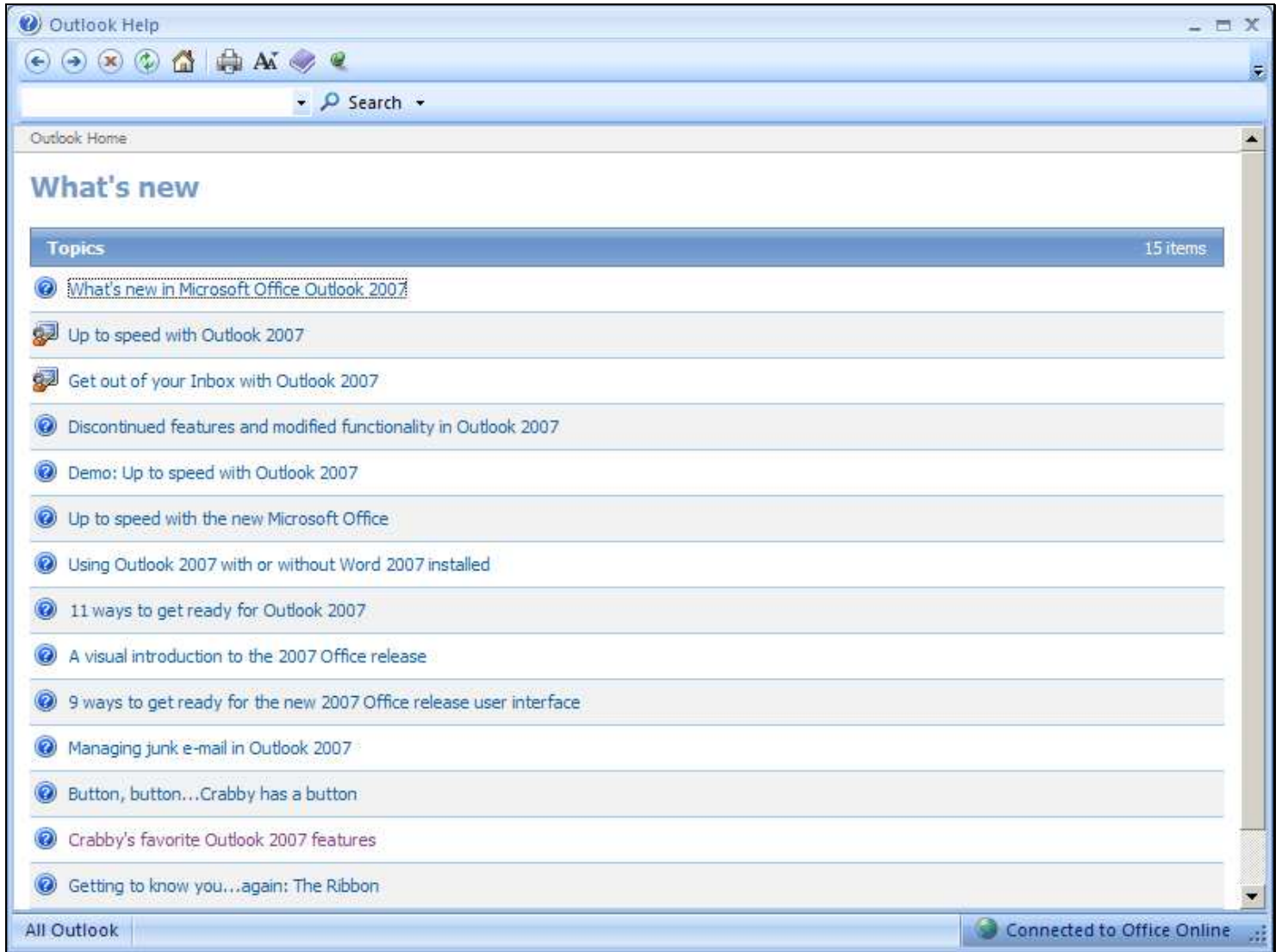
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Slide 18 - Slide 18



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Slide 19 - Slide 19



The screenshot shows a web browser window titled "Outlook Help". A green callout box with a white border points to the "Back" button in the browser's navigation bar. The callout box contains the text: "Click the Back button to return to the list". The main content area of the browser displays the "Microsoft Office Outlook 2007" help page. It features a "WHAT'S NEW" sidebar on the left with a "Inbox" section containing filters for "From", "Body", "Subject", and "Add:Criteria". To the right of this sidebar is a text box titled "Share, prioritize, & manage" with a sub-header "your e-mail messages, calendars, and tasks securely with coworkers, friends, and family with new and enhanced features." Below this is a paragraph of text describing Outlook 2007 features. At the bottom of the content area are two yellow buttons: "Download a free trial" and "Buy the 2007 Office release". The footer of the browser window shows "All Outlook" on the left and "Connected to Office Online" on the right.

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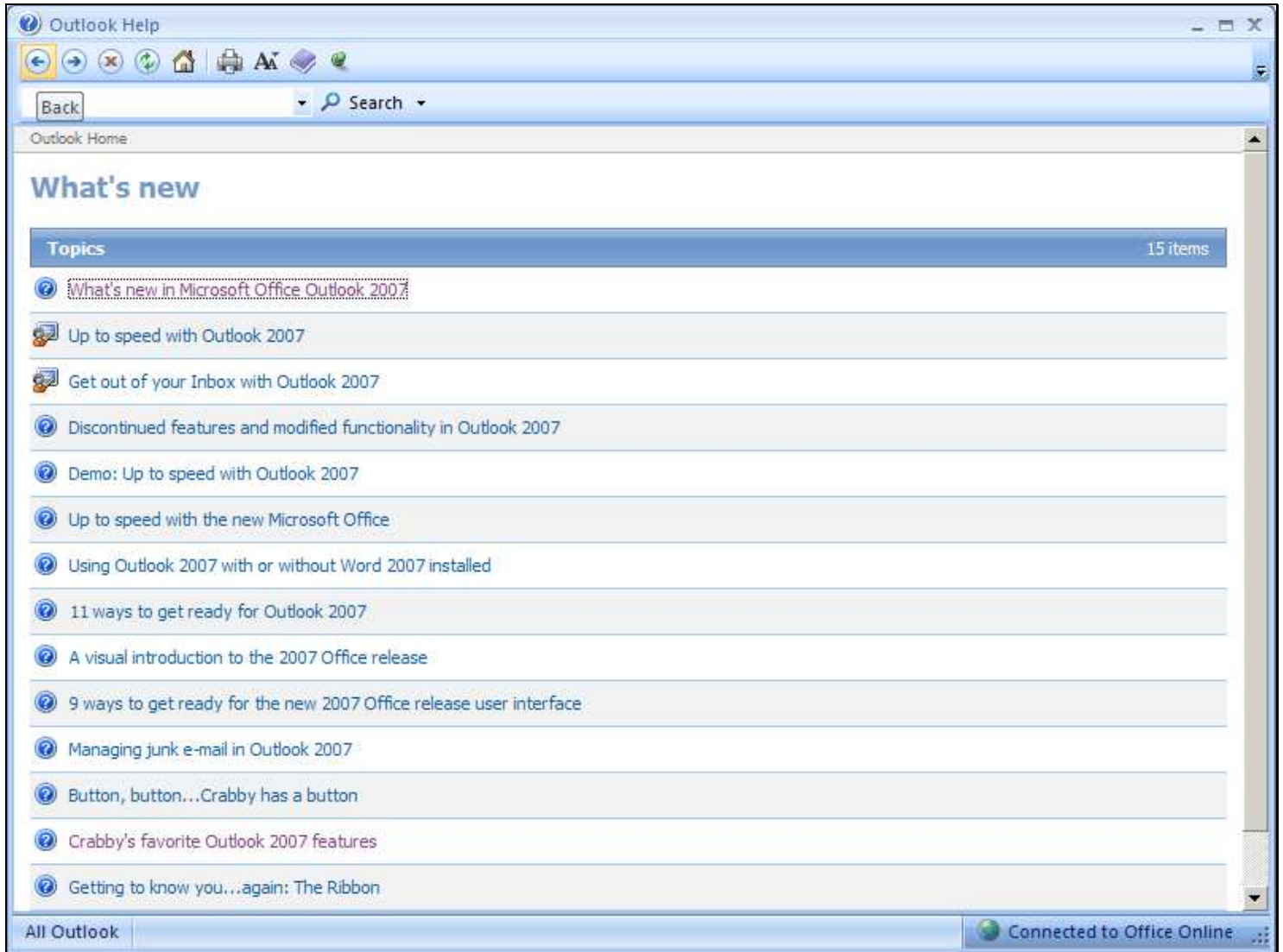
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Slide 20 - Slide 20



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Slide 21 - Slide 21

This is the last slide.

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