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Outlook 2007
a lot more than e-mail
New Features:
Replying to
or
Forwarding Messages

Notes

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Replying to or Forwarding Messages

Click the Reply, Reply to All, or Forward button on the ribbon

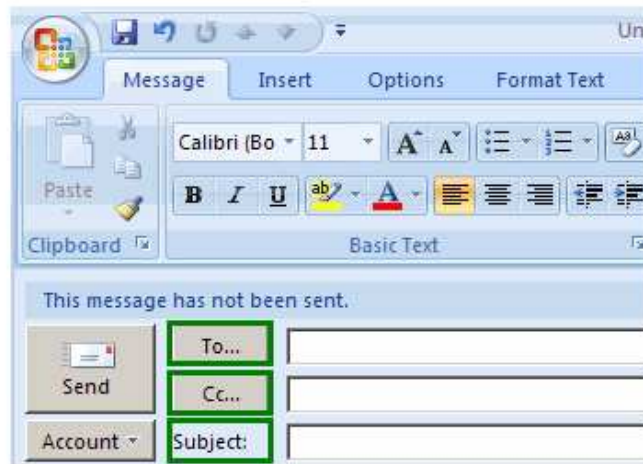


Notes

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Fill out the To:, CC:, and Subject: fields as in previous versions



Notes

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1. Compose and format your message
2. Click the Send button



Notes

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Mark a Message for Follow Up

Set a flag to remind yourself to follow up on an email



Notes

Slide 6 - Slide 6

This is the last slide.

Notes
