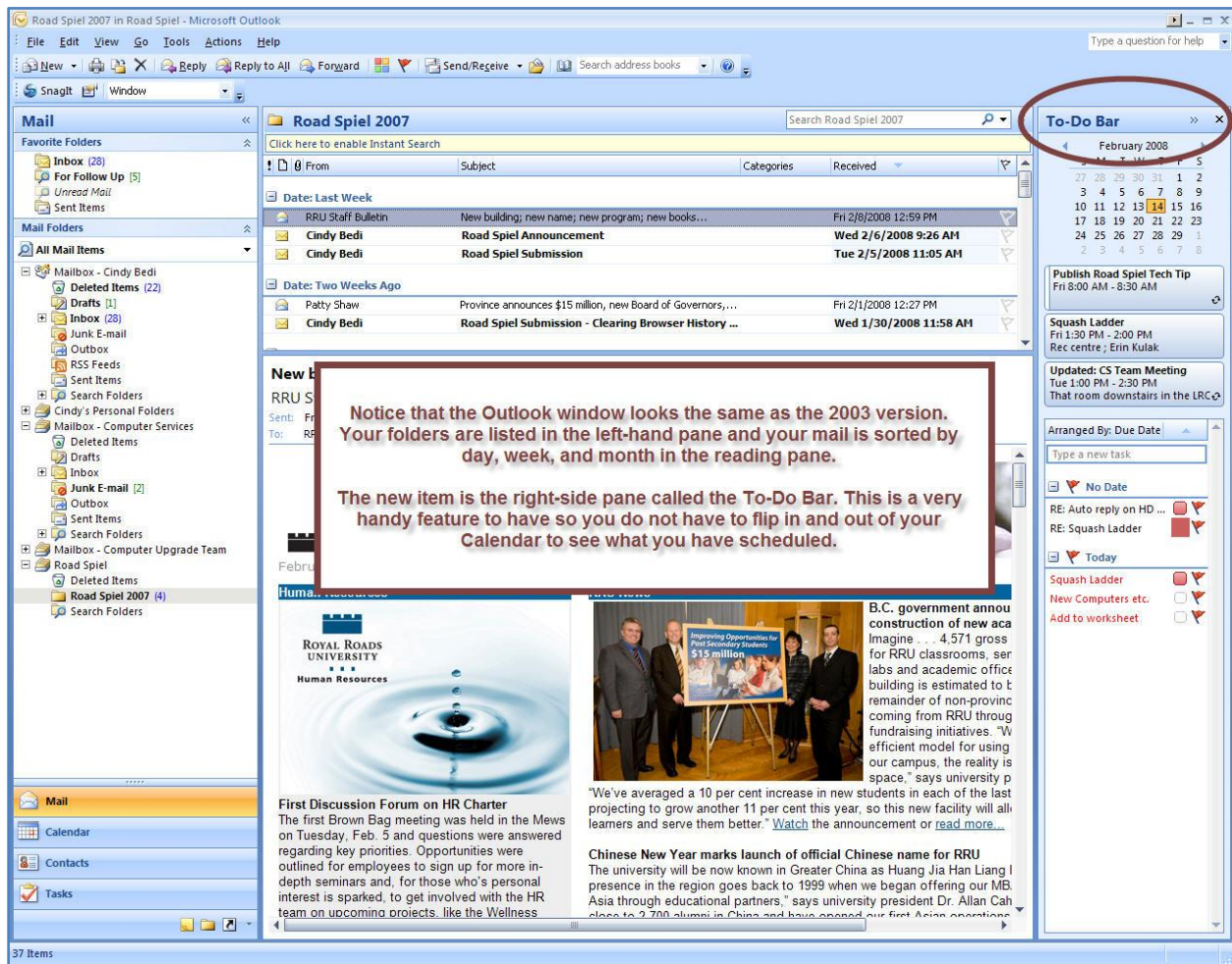


Welcome to Office 2007 – Outlook Tips

This cheat sheet is a chance for you to have a quick look at what Outlook 2007 looks like and to notice the differences between the versions.

The only major visual difference is the new window that shows up on the far right-hand side of your screen. This is called the “**To-Do Bar**” and as you can see it lists the month calendar, up coming appointments, and your flagged items.



Other Outlook related items have been included in the “Welcome to your new computer!” information package. This includes how to re-add your signatures, how to re-add your personal folders, and how to re-add your mailboxes.