

Customizing Your Mail

- Use Message Stationery
- Creating Custom Stationery
- Modify Message Formats
- Modifying Message Settings
- Modify Delivery Options
- Notify Others that You will be Out of the Office

Working with Contacts

- Sharing Contacts with Other Users
- Export Contact Lists
- Link Items to a Contact
- Forwarding Note to Contact
- Create a Distribution List

Managing Your Work

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Specifying Default Settings for Tracking Assigned Tasks
- Track Assigned Tasks
- Sharing Task Information with Other Users

Organizing Your Mailbox and Calendar

- Organizing Outlook Items
- Sort Messages Using Multiple Criteria
- Assigning Messages to Categories
- Group Messages
- Filter Messages
- Organize Messages By Using Color
- Find Specified Messages
- Manage Messages With Rules
- Apply Conditional Formats to Calendar Appointments

Customizing Outlook

- Customize the Toolbar
- Creating a New Toolbar
- Customize the Menu
- Create Shortcuts
- Create Custom Views
- Customize Outlook Today
- Specify AutoCorrect Settings
- Change the Office Assistant Settings
- Display an Additional Time Zone

Sharing Outlook Information

- Specify Folder Permissions
- Delegate Access To Folders
- Access Another User's Folders
- Save a Calendar as a Web Page
- Create a Public Folder
- Post To a Public Folder

Saving and Archiving Mail

- Saving Messages in Alternate File Formats
- Creating Office Documents from within Outlook
- Archive Messages Manually
- Archive Messages Automatically
- Protect Personal Folders
- Use Mailbox Cleanup