

Outlook 2007 and Notes R7 Comparison

Email

How to	In Outlook	In Notes
View and work with e-mail	Click Inbox (Navigation Pane).	Click the Mail button (bookmark bar).
Create a message	Click New . Type the recipient names or click the To , Cc buttons to select names from a list. (You can also choose to add a Bcc Field by choosing the To or Cc buttons.) Type a subject, type the message, then click Send .	Click New Memo . Type recipient names (To , Cc , and Bcc fields), or click Address to select them from an address book. Type a subject, type the message, then click Send .
Open a message	In the Inbox, click the message.	In the message list, double-click the message, or single click if the preview pane is open.
Reply to a message	Open the message. To reply to only the sender of the message, click Reply . To reply to all of the recipients in the To , Cc , or Bcc boxes, click Reply to All .	Open or select the message. To reply to only the sender of the message, click Reply , then choose Reply . To reply to all of the recipients in the To , Cc , or Bcc boxes, choose Reply to All .
Forward a message	Open or select the message. Click Forward . Enter recipient names (To , Cc , or Bcc boxes). Click Send .	Open or select the message. Click Forward . Enter recipient names (To , Cc , or Bcc boxes). Click Send .
Delete a message	Select the message you want to delete. Click the Delete toolbar button to move the message to the Deleted Items folder.	Select the message. Click Delete to move the message to your Trash Bin.
Find an address in an address book	From any folder view, enter a name in the search box..	Click the Address button. Begin the typing the name in dialog box.
Attach a file or item to a message	Open the message. To insert a file, click the paperclip icon from the Message Tab on the Ribbon then locate and click the file. To insert an item (message, note, and so on), click the icon that looks like a paperclip over an envelope.	With the document in edit mode, click where you want the file attachment to appear. Click Attach (File menu) or use the paperclip icon in the menu bar. Locate and select the file you want to insert. Click Create .
Spell check a message	Open the message, then click on the Spelling Button on the Message Tab in the Ribbon. If a word is selected, choose the options you want.	Open the message and click Edit . Select Check Spelling .
Save a message	With the message open, click the diskette icon on the Quick Access Toolbar . Outlook saves unfinished messages in the Drafts folder in the Mail Folders group (Navigation Pane).	With the message open, click Save , then click the option you want. Save Only saves it in the Drafts folder if it isn't complete.
Move a message to a folder	Right click on message and select Move to Folder and select the folder you want to move it to.(To create a new folder, choose New Folder from the Folder option in the File Menu .)	Select the message. Click Folder and choose Move To Folder . (To create a new folder, click Create New Folder , then enter the folder information.) Select the folder and click Move .
View sent messages	Click the Sent Items folder.	Click the Sent view.
Turn on the Out Of Office Reply	Click Out of Office Assistant (Tools menu) . Click I am currently Out of the Office . Type the message you want to send to others while you are out.	Click Tools , and choose Out of Office (Tools menu) . Specify the information you want, then click Enable . If Notes asks which server to run the out-of-office agent on, choose your mail server.

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Calendar

How to	In Outlook	In Notes
View and work with your calendar	Click Calendar (Navigation Pane).	Click the Calendar button (bookmark bar).
Schedule a meeting	Click New meeting Request (Actions menu). Click the To button and select people to invite. Enter a Subject in the next box. Enter a location or select a room. Enter any notes at the bottom. Click Send .	Click Schedule a Meeting . Specify the meeting information. Click Meeting Invitations & Reservations , enter the information, and choose the options you want.
Schedule an appointment	Click New Appointment (Actions menu). Enter the appointment information. Select other options you want. Click Save and Close .	Click New , then select Appointment . Enter the appointment information. Select other options you want. Click Save and Close .
Schedule an all day event	Click New All Day Event (Actions menu). Enter the event information. Select other options you want. Click Save and Close .	Click New , then select All Day Event . Enter the event information. Specify any other options or additional information. Click Save and Close .
Open a calendar item	Double-click the item.	Double-click the entry.
Respond to a meeting request or notification	Open the meeting request. Click Accept , Tentative , or Decline . To delete a meeting cancellation notification and remove the meeting from your calendar, click Remove from Calendar .	Open the invitation. Click Respond or Respond with Comments , then accept, decline, or choose another response. Click Send .
Delete a calendar item	Click the item you want to delete. Click Delete to move the item to the Deleted Items folder.	Click the entry, then press DEL to strike through the entry and move it to the Trash Bin.

Contacts

How to	In Outlook	In Notes
View and work with contacts	Click Contacts (Navigation Pane).	Click the Address Book button (bookmark bar).
Add a contact	Click Contacts (Navigation Pane). Then select New Contact (Actions menu). Enter the information you want to include for the contact. Click Save and Close .	Open your address book and click Add Contact . Enter the information you want to include for the contact. Click Save and Close .
Open a contact	Double-click the contact.	Open your address book and double-click the entry.
Delete a contact	Select the contact, then click the Delete toolbar button (X icon) to move the contact to the Deleted Items folder.	Open your address book and select the contact. Click Delete to move the contact to your Trash Bin.

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Tasks

How to	In Outlook	In Notes
View and work with tasks	Click Tasks (Navigation Pane).	Click the To Do button (bookmark bar).
Create a task	Click Tasks (Navigation Pane). Click New Task (Actions menu) . Enter the task information, select other options you want, then click Save and Close .	Click New To Do Item . Enter the information about the to do item, and select the options you want.
Open a task	Double-click the task.	Double-click the entry.
Mark a task complete	Right click the entry, then select Mark Complete .	Click or open the entry, then click Mark Completed .
Delete a task	Select the task. Click the Delete toolbar button to move the task to the Deleted Items folder.	Click the entry. Click Delete to move the entry to your Trash Bin.

Help

How to	In Outlook	In Notes
Get Help	Type your question in the search bar at the top right of your screen, and press the Enter key on your keyboard. To see a list of contents, click Microsoft Outlook Help (Help menu) .	Click Help Topics (Help menu) . To see all of the Help topics, use the Help index, or search for a particular item in Help.