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**Managing Meetings**

- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Accepting/Declining Meeting Requests
- Proposing a New Meeting Time
- Responding to a New Time Proposal
- Tracking Meeting Responses
- Updating a Meeting
- Canceling a Meeting
- Creating Group Calendars

**Using Categories & Queries to Organize**

- Assigning a Category to an Outlook Item
- Modifying the Master Category List
- Setting the Quick Click Category
- Applying the Quick Click Category
- Using Instant Search
- Customizing Instant Search
- Using the Query Builder
- Using an Advanced Find
- Using the Ways to Organize Pane

**AutoCreating Outlook Entries & Other Tips**

- Using AutoCreate
- Viewing the Reminder Window
- Adding a Field to a View
- Sorting Items in a Folder
- Removing Fields from a View

**Automatic E-mail Management with Rules**

- Creating a Rule Based on a Message
- Creating a Rule using the Rules Wizard
- Changing the Value of a Rule
- Editing a Rule
- Creating a Rule Based on a Template
- Managing Alerts
- Using the Out of Office Assistant
- Deleting a Rule

**Tracking & Recalling Messages**

- Setting Message Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message
- Hiding & Displaying Header Fields

**Formatting Outlook Messages**

- Inserting a File as Text into a Message
- Checking Spelling/Grammar as You Type
- Running the Spelling & Grammar Checker
- Applying Character Formatting
- Formatting Paragraphs
- Creating a Bulleted List in a Message
- Applying a Style to a Paragraph
- Finding Text in a Message
- Using the Research Task Pane
- Using the Thesaurus
- Changing the Message Background Color
- Inserting a Picture into a Message
- Switching Message Formats
- Using Stationery to Create a Message

**Using The Journal**

- Opening the Journal Folder
- Creating a Journal Entry
- Assigning a Contact to a Journal Entry
- Modifying Journal Entry Types
- Deleting a Journal Entry

**vCards, Mail Merge, & Importing**

- Importing Data into an Outlook Folder
- Exporting Outlook Data
- Forwarding a vCard
- Sending Outlook Items
- Using Mail Merge with Word

**Organizing with Views, Folders & Colors**

- Working with Custom Views
- Moving a Field in a View
- Formatting a Column in a Tabular View
- Filtering a View
- Resetting a View
- Grouping Items in a Folder
- Formatting the Settings for a View
- Formatting the Settings for Other Views
- Formatting Multi-line Layouts
- Saving a Custom View
- Defining a New Custom View
- Using Automatic Formatting
- Using Colors to Organize Messages

**Formatting, Tracking, Printing Messages**

- Changing the Default Message Format
- Saving a Draft Version of a Message
- Printing from the Message List
- Printing from the Message Window