


- Select **Attendee Availability** tab
- Add names to list (select **Invite Others...** to use Address Book)
- Grid on right shows free and busy time for each attendee (use **Autopick** button to go to first available free time for all attendees)
- Fill in other meeting information as appropriate
- Select **Send**

Create a Task

Tasks can be managed from main Task area or from Calendar.

- From Tasks area, select **New Task**  button on Toolbar
- Enter subject
- Select desired options
- Select **Save and Close**

Create a Note


- Select **Notes** from Outlook Bar
- Press **Ctrl+N**
- Type note text
- Click the **X** or **Escape** on keyboard to close




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


Create a Message

- From Inbox, select **New Mail Message** button  on Toolbar
- Insert recipient's name in **To...** box or click on **To...** button to access Address Book
- Type subject in Subject area
- Type in message
- Select **Send**



Create a Message with an Attachment

- Create mail message as above
- Select **Insert File** button on Toolbar 
- Locate and select desired file
- Select **Insert** drop-down button
- Select desired insert format (attached file will be inserted into message area of email)

Inbox Items

-  **Importance** – Indicates importance of message (high, low)
-  **Message Type** – Indicates mail, meeting request, task, etc.
-  **Flagged** – Indicates messages flagged to act on at a later time
-  **Attachment** – Indicates if message has an attachment

Read a Message

When a message is unread, it is displayed in the Folder Contents list as bold and the Unread Message  icon is displayed. After you either read an unread message or mark it as read, the icon changes to a Read Message  icon, and is no longer displayed as bold.

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