Α Address Book add a name to the Personal Address Book, 10 create distribution list_11 select default address book, 11 Use the Address Book to address a message, 10 appointment change appointment time, 23 change the date in Day veiw, 23 change the date in Week view, 23 create a recurring appointment, 24 create a tentative appointment, 25 create basic appointment, 22 create detailed appointment, 23 delete, 25 edit a recurring appointment, 24 move to another time slot, 23 restore deleted appointment, 25 select, 22 archive AutoArchiving, 34 manually, 34 retrieve archived items, 35 Attachment Insert in a message, 15 open an attachment, 15

C

save an attachment, 15

Calendar adjust pane size, 21 appointments for a day, 21 change date in Day view, 23 change date in Week view, 23 create a basic appointment, 22 create a recurring appointment, 24 create a tentative appointment, 25 day, week or month, 21 insert events, 24 schedule an event, 27 select a time slot, 22

show two time zones, 22

view appointments in another month, 21 view discontiguous days, 21 view range of dates 21 view several weeks, 21 categories create and apply, 35 Contacts access a contact's Web page, 20 add, 18 add from e-mail, 18 Create from e-mail address, 20 Edit address card, 18 from same company, 19 invite to a meeting, 25 Select card, 18 send messages to contacts, 19 Show, hide and move fields, 18 transmit via e-mail. 18 use the file as feature, 19 create folder, 9 new item from existing one, 38 task, 28

D

delete
appointment, 25
item, 10
permanently delete items, 10
personal distribution list, 13
task, 28

E

event insert, 24 Exit exit and log off, 4 Outlook, 4