

A

Address Book An Outlook feature that lets you store address information (including email addresses, notes, and other data) for individuals.

appointment An activity that you schedule using Calendar. You can enter the date, time, and duration of the appointment.

archive A file that stores past items such as older email messages, calendars, to-do lists, and so on. You open archived files to view the contents.

attachment A document that you attach to an Outlook item. For example, you might attach a worksheet to an email message, and send the message and the file to a co-worker.

AutoArchive An email feature that automatically stores and then removes copies of older messages from your email folders. You can control the settings for whether and when AutoArchive occurs.

AutoSignature An email feature that lets you quickly add your name and title or other contact information (such as phone or address) to the end of an email.

B-C

Bcc Stands for “blind carbon copy.” You can send a blind carbon copy email to a recipient; that person (or persons) will not be listed on the recipient list but will receive the message.

Calendar An Outlook feature that enables you to schedule appointments, meetings, and events. You can view the Calendar by day, week, month, or year.

category A way to group similar items together, such as contacts. You can assign categories to messages, contacts, tasks, and other Outlook items.

Cc Stands for “carbon copy.” You can send a carbon copy email to a recipient; that person will receive a copy of the message.

contact A record of a person and that person’s contact information, including his or her email address, phone number, street address, and other personal details that you choose to note.

D

Deleted Items An Outlook folder that stores items that you have deleted. You can open this folder to retrieve items, such as email messages, that were deleted by mistake.

distribution list A group of email recipients. If you frequently send emails to a particular group of people, you can add those people to a distribution list. Then, when you want to send a message to that group, rather than selecting each individual as a recipient, you select that distribution list. The message is sent to all individuals in the distribution list.

draft A message you have created but are not yet ready to send. You can save the message (in the Drafts folder) and send it later.

Drafts An Outlook folder that stores messages you have created but not yet sent. If you don't complete a message, you can save it in the Drafts folder, go back later and finish it, and then send the message.

E-F

email An efficient, inexpensive, quick way of communicating using the Internet. You can use an email program, such as Outlook, to create and send email messages.

email address The string of characters that identifies someone's email name and provider. The address usually follows this format:

sohara@quepublishing.com. The first part is the username; the second part is the mail-provider name. The two parts are separated with an @ sign.

event Something you schedule using the Calendar feature of Outlook. An event may be an appointment, a meeting, or something similar.

Find bar The bar that appears when you want to search for an item such as a message in your email folders or an event in your Calendar.

flag A way to mark an item. For instance, you can flag an email message that requires some follow-up action.

folder In Outlook, the place where email messages are stored. You have folders for messages you have received (Inbox), messages you have sent (Sent Items), messages you have Deleted (Deleted Items), as well as several others. Outlook, like Windows XP, uses folders for storing files and documents.

forward To send a message along to someone else. For instance, jokes are often forwarded to share with others.

G-I

hyperlink A Web address typed in the proper format. You can click the address to go to that Web site. See also *Web address*.

IM See *Instant Messaging (IM)*.

Inbox An Outlook folder that stores messages that you have received.

Instant Messaging (IM) An Outlook feature that lets you type text and send it immediately to another individual who is online. You can have a live conversation by typing comments back and forth.

Internet A network of networks, the Internet enables you to send and receive email. It also enables you to view and access information on the Web.

Internet Explorer The Internet browser program included with Windows XP and commonly used to view Web pages. You can use the Web toolbar in Outlook to open Internet Explorer and display a Web page.

Internet service provider (ISP)

The company that you use for your Internet connection. You connect to your ISP, and then through that network access Web sites and send and receive email messages.

ISP See *Internet service provider*.

J-M

journal A notation of activities associated with a contact—for example, calls, letters, email messages, faxes, and so on.

junk mail Unsolicited mail. Just as you probably frequently receive junk mail sent via the post, you can also receive junk mail via email. This type of junk email is called *spam*.

link See *hyperlink*.

mailing list See *distribution list*.

mail provider The company that provides your email service. Usually your ISP provides both Internet access and email, although you can sign up for just email accounts with services such as Hotmail.

mail server The network computer that stores your email messages. When you go online, you download the messages from that computer to your computer. When you set up a mail account in Outlook, you need to enter the server names for both incoming and outgoing mail.

meeting An activity that you can schedule with Calendar. You send out email invitations to the meeting; recipients then reply to your invitation.

menu A list of choices or commands for performing tasks within a program. The main menu names are listed in the menu bar. You can display the commands within the menu bar by clicking the menu name.

message The medium through which you communicate in email. You compose and then send and receive email messages.

modem To access the Internet, you need a hardware device called a modem. Your modem is connected to your computer, as well as to your Internet service (usually through a phone line or cable).

N-O

Notes An Outlook component that enables you to type reminder notes.

Outbox The Outlook folder that stores messages you have created and that are waiting to be sent. You can set up Outlook to send messages immediately, or you can create messages, store them in the Outbox, and then send them manually.

Outlook bar The left pane of the Outlook window. The top area, often called the *task pane*, lists options for the selected component. The bottom area, called the *button bar*, includes buttons and icons for each of the Outlook components. You can switch to another component by clicking the button or icon in the button bar.

Outlook Express A pared-down version of Outlook that comes with Windows. It is similar to Outlook but does not include as many features.

Outlook Today The default view of Outlook that shows an overview of tasks, scheduled events, and messages.

P-R

POP server The technical name for the incoming mail server. You enter the name of this server when setting up a mail account; the specific name is given to you by your mail provider.

Preview pane An area of the Outlook window that can be used to display a preview of the selected item. For instance, if you are viewing email messages, the Preview pane displays as much of the selected message as will fit in that pane. You can turn the Preview pane on or off.

reminder A pop-up window that appears and a sound that plays at the interval you set before an event is scheduled. This reminder helps, well, remind you of your appointments, meetings, and such.

rule An email feature you can set up to specify how Outlook handles certain messages. For example, you can create a rule that instructs Outlook to place messages from a particular sender in a special folder.

S

Sent Items An Outlook folder that stores copies of email messages that you have sent.

signature See *AutoSignature*.

SMTP server The technical name for the outgoing mail server. You enter the name of this server when setting up a mail account; the specific name is given to you by your mail provider.

stationery A predesigned email format with graphical elements, such as colors or font changes. You can use stationery to create and send new email messages.

status bar The bottom bar of the Outlook window. The status bar displays information such as whether you are online.

status report An element used to track the progress of any scheduled tasks. You can send status reports that show the total time, actual time, progress, and other task details.

subject One of the header lines for an email message. The subject line helps the recipient identify the contents of the message.

T

Tasks An Outlook feature that enables you to create a to-do list. You can then track the progress, time, and completion date for each task in the list.

Task pane The top part of the Outlook Bar. The Task pane displays options related to the selected component. For instance, if you select Tasks, you see the various options for viewing your tasks list.

toolbar A row of buttons that provide shortcuts to commonly used commands. You can select which toolbars are displayed in Outlook.

U-V

URL Stands for Uniform Resource Locator. The technical term for a Web address.

vCard Stands for “Virtual Card.” A vCard is a standard format for business cards. You can attach your business information in this format to messages you send.

view How information is displayed onscreen. Each of the Outlook features has several views in which you can work. For instance, in Calendar, you can work in day view, week view, or month view.

W-Z

Web address The string of characters that identifies a particular Web site. A Web address usually follows this format: **http://www.quepublishing.com**.

http stands for Hypertext Transfer Protocol; you can skip this part when typing an address. **www** stands for World Wide Web, which anymore is synonymous with the Internet. The next part is the site name, followed by a period and then the extension. The extension indicates the type of site; common extensions include **gov** for government, **org** for organization, **com** for commercial, and **net** for network.