Microsoft®
Outlook® 2000

Microsoft Office Application

The Microsoft Office E-mail and Personal Information Manager

Information management is a vital task for computer users today who must juggle everything from electronic mail and calendars to contacts and task lists. The Microsoft Outlook 2000 messaging and collaboration client helps you organize all this information and improve communication and collaboration across your enterprise. And because it works like the rest of Microsoft Office, Outlook 2000 is easy to learn and use.

One Window to Your World of Information

Building on the popular Outlook integrated Internet e-mail client, Outlook 2000 helps you organize and manage all your information from a single location. And in today's workplace, more efficient information management means increased productivity—and better bottom-line results.

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Learn more about these topics in the Outlook 2000 brochure:

- Connect, Communicate, and Collaborate Effectively
- Organize Your Information in One Place
- Work with Microsoft Office and Microsoft Exchange
- System Requirements

Connect, Communicate, and Collaborate Effectively

With Microsoft Outlook 2000, it's easier than ever to connect with coworkers and communicate effectively. Whether scheduling meetings, sending and receiving e-mail, or tracking client contacts, Outlook 2000 gives you all the easy-to-use tools you need to collaborate more efficiently.


Publish Calendars as Web Pages with Ease

Collaborate more efficiently with team members by saving personal or team calendars to your intranet with the new **Save As Web Page** feature. Published schedules can be viewed in any browser, so you can post them on a Web site or send them in e-mail messages.
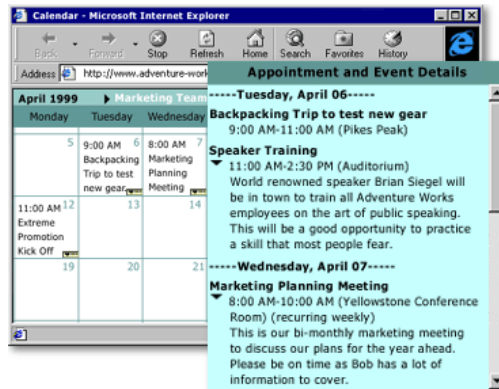

Schedule Group Meetings Quickly

Plan meetings efficiently by creating **distribution lists** of people you frequently schedule or e-mail. Then send a single message to invite everyone on the list. You can also choose either to view the free and busy times of the entire team together or to see an expanded list of free and busy times for the individual team members.
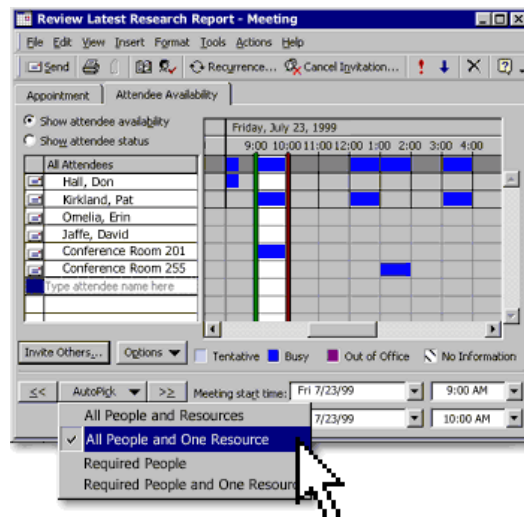
Enter a list of meeting invitees, then click **AutoPick** to automatically identify the next time everyone is free. AutoPick can even help you find a conference room—just "invite" the applicable rooms, and Outlook knows to select only one room for the chosen time slot.

Communicate and Collaborate Across the Internet
Share contact information easily over the Internet with vCard technology. Plus, support for iCalendar group scheduling and HTML Mail makes it easy to set up meetings, publish and download schedules, and send and receive content-rich e-mail messages—all online.
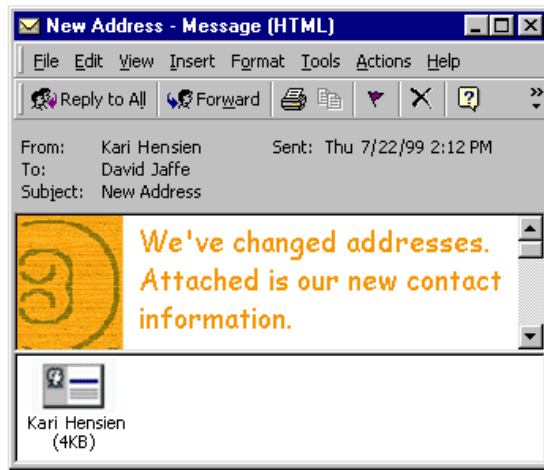
Manage Contact Information Efficiently
Stay on top of all your contact information with the convenient Outlook 2000 **Contact Manager**. It provides a central location where you can map out client locations, make phone calls, schedule meetings, and send e-mail messages.

**Conveniently Manage Multiple E-mail Accounts**

Have e-mail messages from separate personal and business accounts delivered directly to your Outlook inbox—so it's easier than ever to manage all your e-mail.

Organize Your Information in One Place

Microsoft Outlook 2000 helps you organize all your daily information in one convenient location—so you can always find the information you want, when you want it.


Get a Quick Look at Your Day

View your daily appointments, manage your task list, and stay on top of your inbox—all from the customizable **Outlook Today** screen. For more detailed information, click on links directly within Outlook Today. Managing your workday is easier than ever.
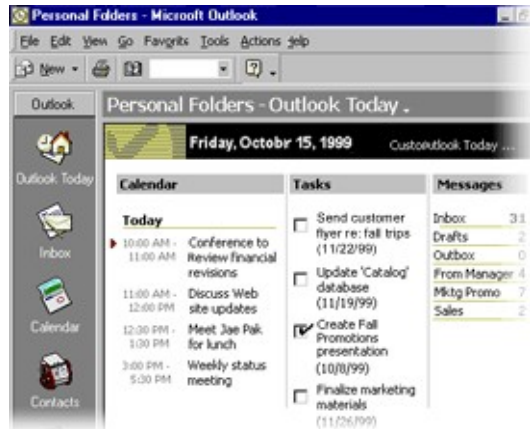
Stay on Top of Your Expanding Inbox

Manage your inbox easily and efficiently using the **Find and Organize Tools**. They help you conduct fast, easy searches for e-mail messages, appointments, and tasks, and walk you through organizing your inbox efficiently. Now you can create folders, rules, formatting, and views that do everything from identifying junk e-mail to applying a specified color to e-mail messages sent by a particular person.
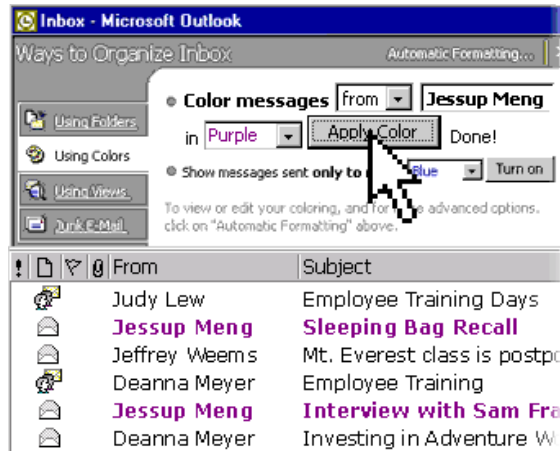
Easily establish rules that file, delete, highlight, forward, and flag incoming and outgoing messages using the **Rules Wizard**. Then apply those rules to instantly clean up information that already exists. It's never been easier to keep your inbox organized.

**Keep All Your Information Within Reach**
Gain quick access to essential information—including files, folders, and Web pages—while you work in Outlook 2000. Just create **shortcuts** in the Outlook Bar to keep the information you use most often at your fingertips.

Simply click a **Web page shortcut** in the Outlook Bar and—because Outlook 2000 is HTML-based—the page appears in the right-hand pane of your Outlook screen. No more switching between applications to access important Web pages.

Easily Keep Track of All Contact Interactions
Create a complete record of all e-mail messages, phone calls, tasks, appointments, and documents for each of your clients. **Contact Activity Tracking** gives you a consolidated list of your client interactions—so you can view, group, sort, and filter your contact information, and make the most of your relationships.
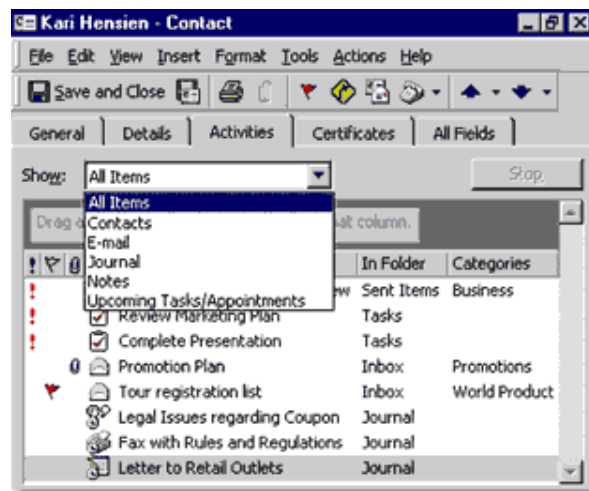
Work with Microsoft Office and Microsoft Exchange

Take advantage of seamless integration between Microsoft Outlook 2000 and the other Office 2000 applications, as well as Microsoft Exchange, to work more productively and collaborate across your company and the world.


Send Microsoft Office Documents from Outlook

Quickly share your work with anyone, anytime. Whether you're in Outlook or another Office application, **Office E-mail** enables you to send your Office document as an e-mail message.
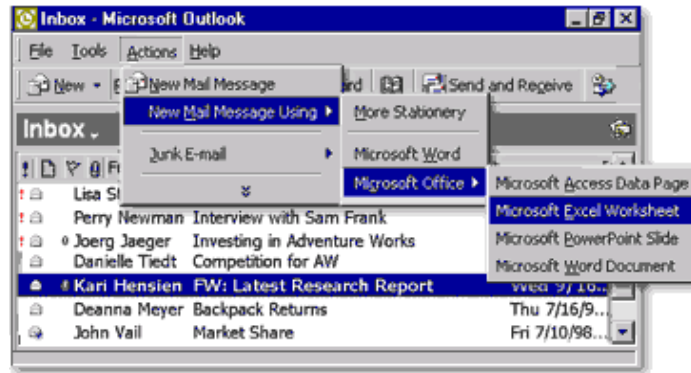
Easily Send Mail to Your Contacts

Send e-mail messages, letters, and faxes to your contacts quickly and easily from Outlook 2000. It takes advantage of powerful **Mail Merge** capabilities in Microsoft Word 2000 that also help you send personalized mailings with ease.
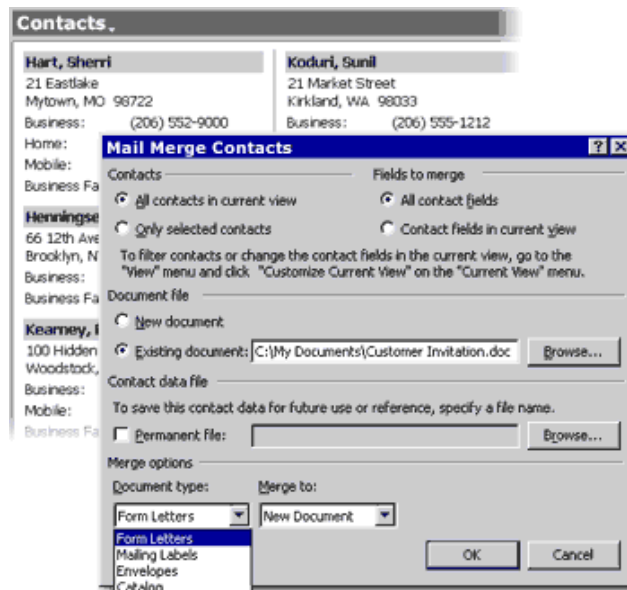
Quickly Make Information Available Offline
View a consolidated list of your Microsoft Exchange folders in the convenient **Offline Folder Settings** dialog box. Then, to speed up the process of synchronizing your files and folders, simply select the folders that need to be available offline.

Create **synchronization groups** in Outlook 2000 to speed up the synchronization process even further. All it takes is a single command to create groups of Microsoft Exchange folders that will synchronize more quickly—so you make the most of your time.

Work with the Tools You Know

Consistent menus, toolbars, and dialog boxes across all Office 2000 applications make it easy for you to learn and use your applications.

System Requirements

Get more from Outlook as part of Office 2000
Below you'll find the system requirements for Outlook 2000. First you can see which applications are included in each Office Suite.

Microsoft Office 2000

Suite Contents	Premium	Professional	Small Business	Standard
Microsoft Word Word Processor	●	●	●	●
Microsoft Excel Spreadsheet	●	●	●	●
Microsoft Outlook® E-mail & Information Manager	●	●	●	●
Microsoft Publisher Desktop Publishing Program	●	●	●	
Office Small Business Tools Business & Customer Management	●	●	●	
Microsoft Access Database Management System	●	●		
Microsoft PowerPoint® Presentation Graphics Program	●	●		●
Microsoft FrontPage® Web Site Creation & Management	●			
Microsoft PhotoDraw™ Business Graphics Program	●			

To use Microsoft Outlook 2000, you need:

- PC with a Pentium 75 MHz or higher processor
- Microsoft Windows® 95 or later operating system, or Microsoft Windows NT® Workstation operating system version 4.0 Service Pack 3 or later
- For Windows 95 or Windows 98:
  - 16 MB of RAM for the operating system, plus an additional 8 MB of RAM for Outlook
- For Windows NT Workstation:
  - 32 MB of RAM for the operating system, plus an additional 8 MB of RAM for Outlook
- 153 MB of available hard-disk space (Number indicates typical installation; your hard-disk usage will vary depending on configuration. Choices made during custom installation may require more or less hard-disk space.)
- CD-ROM drive
- VGA or higher-resolution monitor; Super VGA recommended
- Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Additional items or services required to use certain features:

- 9600 baud modem; 14,400 or higher-baud modem recommended
- Multimedia computer required to access sound and other multimedia effects
- Microsoft Mail, Microsoft Exchange, Internet SMTP/POP3, IMAP4, or other MAPI-compliant messaging software required to use e-mail
- Microsoft Exchange server required for certain advanced collaboration functionality in Outlook
- Some Internet functionality may require Internet access and payment of a separate fee to a service provider

Pricing:
For pricing and upgrading eligibility information on Microsoft Outlook 2000 please visit the Office Web site at http://www.microsoft.com/office