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Microsoft Office Outlook 2007  
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**How to Link MM7 to Microsoft Office Outlook 2007**

If the item does NOT get added in Outlook, just do the MAP...\_NEW Appointment/ New Task/ New Contact/ New Note - by following the steps below.

If the item DOES already exist in Outlook you will only need to LINK to the MAP rather than creating it from scratch.

Open the Map and Select the Topic.  
 Click on INSERT on the Ribbon.  
 This will reveal the Outlook Ribbon items.

New Appointment

Appointment Subject

New Date: 10/11/2007 12:00 PM  
 End Date: 10/11/2007 12:00 PM  
 Location: [Empty]  
 Recurrence: [Empty]

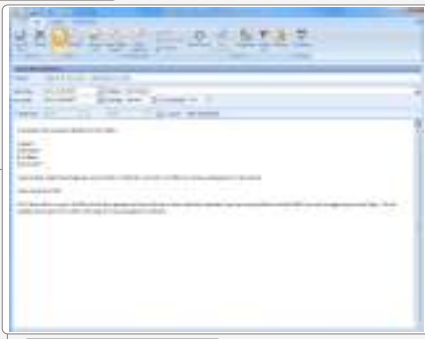


F5 will update the information inside the MAP if it has changed in Outlook. Select the Calendar Appointment in the Map, press F5 on the keyboard.

New Task

Subject of New TASK: something to do soon

Due Date: 10/11/2007 12:00 PM  
 Priority: [Empty]  
 Category: [Empty]



F5 will update the information inside the MAP if it has changed in Outlook. Select the TASK in the Map, press F5 on the keyboard.

New Contact

First Name: Kaye J. Nightingale  
 Last Name: Kaye  
 Title: [Empty]  
 Business Address: [Empty]  
 Home Address: [Empty]  
 E-mail: kaye@kayenightingale.com  
 Web Page: [Empty]



F5 will update the information inside the MAP if it has changed in Outlook. Select the CONTACT in the Map, press F5 on the keyboard.

New Note

This is a Note

Open the Map in MM7 Manager 7.0 Pro and select the Topic - this is important because the item will attach itself to the 'selected' topic in the system map.

Select the item to be linked. For example, click into CONTACTS and click onto the appropriate CONTACT (don't open it, simply select it).

On the Ribbon you will see the MM7 icon. At the far right end of the Ribbon - click F5. This will make the link between the selected CONTACT and the previously selected TOPIC.

F5 will update the information inside the MAP if it has changed in Outlook. Select the item in the Map, press F5 on the keyboard.