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Microsoft® Office Outlook® 2007 Editions Comparison

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# Introduction

The 2007 Microsoft Office system gives people access to powerful productivity tools so they can deliver better results more quickly. The Microsoft Office Fluent™ user interface helps them to find the functionality they need and focus on creating and communicating information more effectively.

The purpose of this paper is to describe the primary differences between two editions of Office Outlook 2007. The version of Office Outlook 2007 that customers obtain with Office Basic 2007, Office Standard 2007 or Office Professional 2007 is often referred to as “Office Outlook Standard”. The version of Office Outlook 2007 that customers obtain as a part of an advanced Office suite such as Office Professional Plus 2007, Office Enterprise 2007 or Office Ultimate 2007 is often referred to as “Office Outlook Professional.” The table below indicates how each edition of Microsoft Office Outlook may be obtained.

|  |  |  |
| --- | --- | --- |
| **Edition Name** | **Office Outlook 2007 “standard”** | **Office Outlook 2007 “professional”** |
| **Office Outlook 2007 sold standalone** |  | Yes |
| **Office Outlook 2007 as a part of Office Basic 2007** | Yes |  |
| **Office Outlook 2007 as a part of Office Standard 2007** | Yes |  |
| **Office Outlook 2007 as a part of Office Small Business 2007** | **Yes** |  |
| **Office Outlook 2007 as a part of Office Professional 2007** | **Yes** |  |
| **Office Outlook 2007 as a part of Office Professional Plus 2007** |  | Yes |
| **Office Outlook 2007 as a part of Office Enterprise 2007** |  | Yes |
| **Office Outlook 2007 as a part of Office Ultimate 2007** |  | Yes |

Table 1: Office Outlook Editions

## What’s New, Better, and Different in Office Outlook 2007

Microsoft Office Outlook 2007 provides information workers with a comprehensive set of tools to manage their time and information, communicate across boundaries, and to remain safer and in control of information.

Office Outlook 2007 helps people manage their time and information with improved ways to organize and prioritize their e-mail, tasks, and calendar. The new To-Do Bar allows them to see a consolidated view of their daily priorities, including e-mail messages that require action and are flagged as tasks. Instant Search also makes it much easier for users to locate information with only a few key words.

Office Outlook 2007 makes it easier to connect and share information with people across boundaries. Calendar publishing to Office Online and Calendar Snapshots allow people to share information with others while protecting privacy and maintaining control. Integration with Microsoft® Office SharePoint® Server 2007 makes it easy to share calendar, contacts, and tasks amongst teams.

Office Outlook 2007 helps people remain safer and in control over the information that they receive. Anti-phishing features help users spot suspicious e-mail. Rights management features and e-mail postmarks help to verify the authenticity and security of messages.

# Office Outlook 2007 Edition Comparison

As people and systems become more connected, the computing needs of individuals change. Today’s organizations are taking advantage of new ways to connect people and systems so they can work together. Many organizations are taking advantage of the emerging connected infrastructure to create information management solutions to standardize and streamline the creation of documents and information.

Office Outlook 2007 Professional includes enhanced features that take advantage of this connected infrastructure to help users share information with confidence while working in the context of a larger organization.

Organizations where privacy and security policies are important, particularly organizations that handle confidential customer information, should seriously consider the features enabled by Office Outlook 2007 Professional, as should organizations that need to comply with government records retention regulations.

Advanced features of Microsoft Office Outlook include:

* Information rights management
* Workflow integration
* Mail management policies using Managed Folders[[1]](#footnote-2)
* Integrated InfoPath e-mail Forms within Office Outlook 2007[[2]](#footnote-3)

|  |  |  |
| --- | --- | --- |
| **Feature** | **Office Outlook 2007 “standard”** | **Office Outlook 2007 “professional”** |
| **Advanced Information Rights Management (IRM)** | Users can only consume IRM protected content. | Users can both create and consume IRM protected e-mail messages |
| **Workflow Integration** | Users will only receive workflow notifications. | Users can initiate and complete workflow tasks from within Office Outlook |
| **Mail Management Policies using Managed Folders** | Fully supported | Fully supported |
| **InfoPath E-mail Form Integration** | Fully supported | Fully supported |

**Table 2: Advanced Features in Outlook 2007 Editions**

## Advanced Information Rights Management

In today’s highly connected computing environment, it’s more important than ever before to protect the privacy and security of documents and communications. The ubiquity of e-mail communication makes it easy for people to distribute sensitive information maliciously or inadvertently. Information Rights Management (IRM) features throughout the 2007 Microsoft Office system protect documents from unauthorized access or use.

IRM allows you to control who is allowed to forward, edit, copy, or print an e-mail or e-mail attachment. This allows organizations to improve their protection of sensitive communications. Rights management capabilities can be accessed from through customizable rights policies in the Standard toolbar in the Office Outlook interface. When someone opens a rights managed e-mail, a message is displayed at the top of the screen clearly indicating the restrictions on that e-mail.

Note: IRM for the 2007 Microsoft Office system requires Microsoft Windows Rights Management Services (RMS) for Windows Server 2003.

## Workflow Integration

New and improved document and content management capabilities in Office SharePoint Server 2007 help streamline tasks associated with reviewing, publishing, and consuming content. Office SharePoint Server 2007 includes a platform for workflow solutions as well as out of the box solutions that are easy to customize. This allows organizations to quickly create document creation and approval, information gathering, and other workflow processes. Users can initiate workflow processes and carry out workflow tasks within Office Word 2007, Office Excel 2007, Office Outlook 2007, and Office PowerPoint 2007 applications.

E-mail remains one of the primary ways in which people collaborate and communicate when creating documents or information. Users can automatically receive e-mail notifications when workflow tasks are completed or are awaiting their action. With advanced workflow integration, users can also initiate and complete workflow tasks from within their Outlook e-mail. This capability makes it easy for people to participate in workflow using their familiar Office applications.

## Mail Management Policies using Managed Folders

Proper management and auditing of records plays an important role in every organization’s information management, legal defense, and regulatory compliance requirements. Records management comprises the collecting, storing, and disposal of important historical and legal information. E-mail communications are an important part of a company’s records. Poor storage of e-mail records can have serious financial, legal, and information management repercussions.

Office SharePoint Server 2007 includes a records management infrastructure that allows organizations to define policies for retention, expiration, and auditing of records. In conjunction with Exchange Server 2007, e-mail messages and folders can be managed with information management policies. When a user works in a folder that has management policies associated with it, such as expiration date or a retention policy, those policies are clearly displayed in the Office Outlook folder. This feature is available in all Office Outlook 2007 editions.

## InfoPath E-mail Form Integration

Microsoft Office InfoPath 2007 helps organization create powerful forms solutions to gather information quickly and reliably. InfoPath Forms Services and Office SharePoint Server 2007 also allow electronic forms to be hosted and filled out in a web browser. Users can receive InfoPath forms as e-mail messages and complete them within Outlook. This improves the reach of business forms, and helps people complete forms more efficiently. This feature is available in all editions of Office Outlook 2007.

**Conclusion**

Organizations today have growing needs in the areas of privacy, information security, and regulatory compliance. They need to prevent confidential information from being accidentally or maliciously provided to unauthorized people. Increasing regulatory compliance rules require organizations to create and enforce records retention polices. The 2007 Microsoft Office system also makes it easier for people and organizations to protect the privacy and integrity of information and to achieve policy compliance across an organization. Information Rights Management integration allows rights management policies to be applied to e-mails and the attachments sent with the messages. Records and information management polices make it possible for organizations to enforce their corporate policies and comply with government regulations.

In addition, Office Outlook 2007 offers integration with workflow solutions hosted on Office SharePoint Server 2007. Organizations can take advantage of this capability to create streamlined solutions for creating, routing, and managing documents and information.

Though the integration of these various solutions, Microsoft Office Outlook 2007 is improving the way people manage their time and information, connect and share information with others and remain in control of their information.

# Resources

For more information about Office Outlook 2007, please refer to the following resource:

http://www.microsoft.com/office/outlook

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1. Managed Folders require Exchange Server 2007 [↑](#footnote-ref-2)
2. Requires that Office InfoPath 2007 be installed on the user’s machine [↑](#footnote-ref-3)