Microsoft OUTLOOK 2010

THE OUTLOOK 2010 SCREEN

- Quick Access Toolbar
- Title bar
- Reading Pane
- Close button
- File tab
- Navigation Pane
- Status bar
- Messages
- People Pane
- Zoom
- To Do bar

THE FUNDAMENTALS

- The File tab and Backstage view contain commands for working with a program’s files, such as Save As, Save Attachments, Close, New, and Print.

- To Check for New Messages: Click the Send/Receive All Folders button.
- To Preview and Print a Message: Click the File tab and select Print.
- To Minimize the Ribbon: Right-click a tab and select Minimize Ribbon from the contextual menu.
- To Change Account Settings: Click the File tab and select Open. Click the Account Settings button.
- To Change Program Settings: Click the File tab and select Options.
- To Get Help: Press <F1> to open the Help window. Type your question and press <Enter>.

NAVIGATION-pane

- Mail: Contains mail-related folders like your Inbox, Sent Items, and Search Folders. Use the Favorites section at the top of the pane for easy access to frequently-used folders.
- Calendar: Lets you view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side-by-side.

MAIL: BASICS

- To Create a New Message:
  1. Click the New E-mail button in the New group of the Home tab on the Ribbon.
  2. Enter the e-mail address(es) in the To: box.
  3. Enter the Subject of the message in the Subject box.
  4. Enter the text of your message in the text box.
  5. Click the Send button.
- To Reply to a Message: Select/open the message, click the Reply button, type your reply, and click the Send button.
- To Forward a Message: Select/open the message, click the Forward button, enter the e-mail address(es) in the To: box, enter comments in the Body area, and click the Send button.
- To Delete a Message: Select the message and press the <Delete> key.
- To Open a Message: Click a message to view it in the Reading Pane or double-click the message to open it.
- Message Indicators:
  - Unread message
  - Read message
  - Message with an attachment
  - Message has high or low importance

KEYBOARD SHORTCUTS

- Save: <Ctrl> + <S>
- Preview and Print: <Ctrl> + <P>
- Undo: <Ctrl> + <Z>
- Cut: <Ctrl> + <X>
- Copy: <Ctrl> + <C>
- Paste: <Ctrl> + <V>
- Check Spelling: <F7>
- Check for Mail: <F9>
- Save, Close, and Send: <Alt> + <S>
- Reply: <Ctrl> + <R>
- Reply to All: <Alt> + <L>
- Address Book: <Ctrl> + <Shift> + <B>
- Help: <F1>
- Switch Between: <Alt> + <Tab>
- Applications: <Ctrl> + <N> (Email, Event and Contact)
- Search: <Ctrl> + <E>

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MAIL: ADVANCED TASKS

- To Attach a File to a Message: Click the Attach Item button in the Include group of the Message tab in the Message window.
- To Preview an Attachment: Click the attachment in the message preview in the Reading Pane.
- To Open an Attachment: Double-click the attachment in the Reading Pane.
- To Flag a Message as a To-Do Item: Right-click the message, select Follow Up from the contextual menu, and select a flag.
- To Categorize a Message by Color: Click the Quick Click icon on the message.
- To Recall a Message: Open the Sent Items folder. Double-click the message, click the Actions button in the Move group of the Message tab on the Ribbon, and select Recall This Message. Choose to delete the message or replace the message with a new one in the dialog box and click OK. You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.
- To Resend a Message: Open the Sent Items folder. Double-click the message, click the Actions button in the Move group of the Message tab on the Ribbon, and select Resend This Message. Edit the message and recipients as necessary and click Send.
- To Create a Signature: In the message window, click the Signature button in the Include group of the Message tab on the Ribbon, select Signatures, and create the new signature.
- To Change a Message’s Options: In the message window, click the Options tab on the Ribbon and click the More Options dialog box Launcher. Here you can specify: if the message is important or sensitive; importance or sensitivity of the message; if you want to add voting buttons to the message; where replies should be sent to; if you want a read receipt; and if you want to encrypt the message or delay its delivery.
- To Move a Message to a Different Folder: Select the item, click the Move button in the Move group of the Home tab of the Ribbon, and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- To Turn On the Out of Office Assistant: Click the File tab, select Info, and click the Automatic Replies button.
- To Save a Message as a Draft: Click the Save button on the Quick Access Toolbar in the message window.
- To Create a New Rule: Click the Rules button in the Move group of the Home tab on the Ribbon and select Create Rule.
- To Manage Rules: Click the Rules button in the Move group of the Home tab on the Ribbon and select Manage Rules and Alerts.

TASKS AND TO-DO ITEMS

- To Open Tasks/To-Do List: Click the Tasks button in the Navigation Pane and select To-Do List or Tasks in the Navigation Pane.
- To Create a New Task/To-Do Item: Click the New Task button in the New group on the Home tab.
- To Complete a Task: Click the Mark Complete button in the Manage Task group on the Ribbon, or click the task’s check box in Simple List view.
- To Delete a Task: Select the task and press the <Delete> key. Or, click the Delete button in the Delete group of the Home tab.

CALENDAR

- To Open the Calendar: Click the Calendar button in the Navigation Pane.
- To Change Views: Click a view option in the Arrange group on the Home tab, or click the View tab and select an option there.
- To View a Specific Date: Click the date in the Date Navigator, or click and drag to view a set of consecutive dates.
- To Schedule an Appointment: Click the New Appointment button in the New group on the Home tab.
- To Schedule a Recurring Appointment: Click the New Items button in the New group on the Ribbon, and select More Items > Recurring Appointment.
- To Schedule a Meeting: Click the New Meeting button in the New group on the Ribbon. Add recipients and meeting details and click Send.
- To Schedule an All Day Event: Click the New Items button in the New group on the Ribbon and select All Day Event.
- To Reschedule an Item: Click and drag the item to a new date and/or time on the Calendar.
- To Edit an Item: Click the item to view the Calendar Tools contextual tab. Or, double-click the item, make your changes, and click the Save & Close button in the Actions group on the Ribbon.
- To Delete an Item: Select the item and press <Delete>.
- To Search the Calendar: Click in the Search box in the upper right corner. Type search keywords and press <Enter>.

CONTACTS

- To Open Contacts: Click the Contacts button in the Navigation Pane.
- To Change Views: Click a view option in the Arrange group on the Home tab, or click the View tab and select an option there.
- To Create a New Contact: Click the New Contact button in the New group on the Home tab.
- To Create a New Contact Group: Click the New Contact Group button in the New group of the Home tab on the Ribbon. Click the Add Members button in the Members group on the Ribbon, select a name in the list, click the Members button, and repeat for each name to be added. Click OK, then click Save & Close in the Actions group of the Contact Group tab.
- To Edit a Contact: Double-click the contact and make your changes.
- To Find a Contact: Type your search text in the Search Contacts field. Or, click the Find a Contact field in the Find group on the Home tab, enter your search text and press <Enter>.