

# Outlook 2010

## QUICK REFERENCE GUIDE

www.dianemckeeper.com

### THE OUTLOOK 2010 SCREEN



### 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 option.

**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 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.

**Tasks** Organize to-do lists, track task progress and delegate tasks.

**Notes** Use like electronic Post-It® Notes to write down information.

**Contacts** Store contact information including addresses, phone numbers and e-mail addresses.

### MAIL: BASICS

#### To Create a New Message::

1. Click the New E-mail option in the New group of the Home tab.
2. Enter the e-mail address(es) in the To: CC: or BCC: boxes
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 option, type your reply and click the Send button.

**To Forward a Message:** Select/open the message, click the Forward option, enter the

e-mail address(es), enter comments in the Body area, and click the Send button.

**To Delete a Message:** Select the message and press the Delete key. To permanently delete a message hold down the Shift key and then 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 that has high importance

### QUICK STEPS

This new feature in Outlook 2010



enables you to quick perform frequent actions such as sending an e-mail to your supervisor or your team.

### KEYBOARD SHORTCUTS

New Item.....	Ctrl + n
Send.....	Ctrl + Enter
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
Reply.....	Ctrl + r
Reply to All.....	Alt + I
Help.....	F1

## MAIL: ADVANCED TASKS

**To Attach a File to a Message:** Click the Attach Item command 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 and select Follow Up from the contextual menu. Select a flag.

**To Categorize a Message by Color:** Click the Quick Click icon on the message.

**To Resend a Message:** Open the Sent Items folder. Double-click the message, click the Actions option in the Move group of the Message tab. 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 option in the Include group of the Message tab. Select Signatures and create a new signature. Create a signature to use when replying.

**To Change a Message's Options:** In the message window, click the Options tab. Here you can specify the importance of the message, add voting buttons, direct where replies should be sent, request a read receipt and if you want to encrypt the message or delay its delivery.

**To Create a Folder:** Right-click the Inbox folder and from the contextual menu choose New Folder. Name the folder and click OK.

**To Move a Message to a Different Folder:** Select the item, click the Move button in the Move group of the Home tab, and then 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 option.

**To Create a New Rule:** Click the Rules button in the Move group of the Home tab and select Create Rule.

**To Manage Rules:** Click the Rules button in the Move group of the Home tab and select Manage Rules and Alerts.

## TASKS AND TO-DO ITEMS

**To Open Tasks/To-Lo List:** Click the Tasks option 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 option in the New group. Select More Items, Recurring Appointment.

**To Schedule a Meeting:** Click the New Meeting option in the New group. Add recipients and meeting details and click Send.

**To Schedule an All Day Event:** Click the New Items button in the New group 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 the Delete key.

**To Search the Calendar:** Click in the Search box in the upper right corner. Type the search keywords and press the Enter key.

## 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. Or right-click on a message received from this person and choose Add to Contacts.

**To Create a New Contact Group:** Click the New Contact Group option in the New group of the Home tab 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. Click Save & Close.

**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 the Enter key.