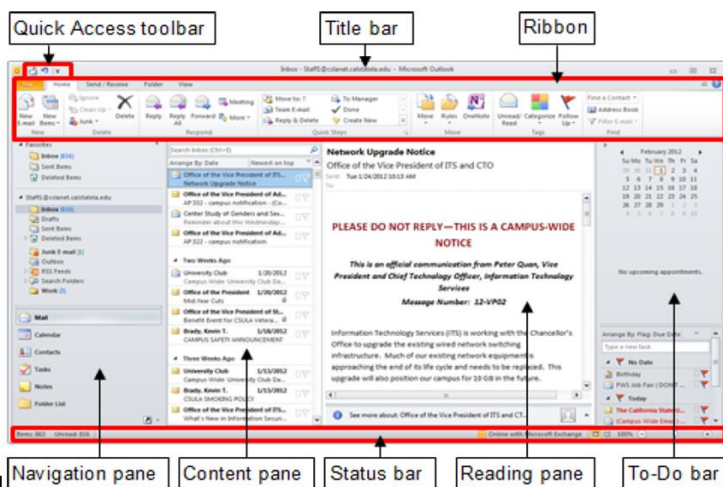


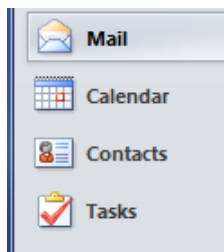


The Outlook 2010 Screen



The Fundamentals

- **Mail** – Displays the Mail module, which allows you to send and receive e-mail messages.
- **Calendar** – Displays the Calendar module, which allows you to create and track appointments and meetings.
- **Contacts** – Displays the Contacts module which allows you to store information about the people you regularly communicate with.
- **Tasks** – Displays the Tasks module which allows you to create and track your to-do items.



Mail: Basics

Create a New Message

1. Click the New E-mail button
2. Enter the e-mail address
3. Enter the Subject
4. Enter the text of your message
5. Click Send

To Reply to a Message

Select/Open the message, click the Reply button, type your reply, and Click Send.

To Forward a Message

Select/open the message, click the Forward button, enter the e-mail, enter comments in the Body area, click Send.

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
- Read
- Attachment
- High or Low Importance

Keyboard Shortcuts

General

Save	<Ctrl> + S
Preview and Print	<Ctrl> + P
Undo	<Ctrl> + Z
Cut	<Ctrl> + X
Copy	<Ctrl> + C
Paste	<Ctrl> + V
Spell Check	<F7>

Message

Check for Mail	<F9>
New Mail	<Ctrl> + N
Save, Close and Send	<Alt> + S
Reply	<Ctrl> + R
Reply to All	<Alt> + L
Forward	<Ctrl> + F
Meeting Request	<Ctrl> <Shift> B

Folders

Address Book	<Ctrl> + <Shift> Q
Mail	<Ctrl> + 1
Calendar	<Ctrl> + 2
Contacts	<Ctrl> + 3
Tasks	<Ctrl> + 4
Folder List	<Ctrl> + 6

Search

Search	<F3>
Search in an item	<F4>

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 Reading Pane.
- **To Open an Attachment:** Double-click the attachment in the Reading Pane.
- **To Recall a Message:** Open the Sent items folder. Double-click the message, click the Actions button and select Recall This Message.
- **To Resend a Message:** Open the Sent Items folder. Double-click the message, click the Actions button and select Resend This Message.
- **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 Move a message to a Different Folder:** Click and drag the item to a different folder in the Navigation Pane.
- **To Set Up an Auto Reply:** Click the File tab, then Automatic Replies, select Send Automatic Replies, create your message and then select the options for what you want Outlook to send on your behalf when you are out of the office.
- **To Flag a Message as a To-Do Item:** Right click the message, select Follow Up from the menu and select a flag.
- **To Create a New Rule:** Click the Rules button in the Move group of the Home tab on the Ribbon and select Create Rule.

Task and To-Do Items

- **To Open Task/To-Do List:** Click the Tasks button in the Navigation Pane and select To-Do List or Tasks.
- **To Create a New Task/To-Do Item:** Click the New Task button in the manage Task group on the ribbon or click the task's check box in the Simple List view.
- **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 the 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 Change Views:** Click the view option in the Arrange group 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, 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 and All Day Event:** Click the New Items button and select All Day Event.
- **To Reschedule an Item:** Click and drag the item to a new date and time.
- **To Edit an Item:** Double-click the item, make your changes, and click Save & Close button.
- **To Delete and Item:** Select the item and press <Delete>.
- **To Search the Calendar:** Click the Search box in the upper right corner. Type search keywords and press <Enter>.
- **To Share the Calendar:** Click Share Calendar, in the Share group of the Home tab.

Contacts

- **To Open Contacts:** <Ctrl> + <N>.
- **To Change Views:** Click the view tab and select an option.
- **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. Click the Add Members button in the Members group on the Ribbon, select a name in the list, click the members' button, and repeat each name. Click OK, then click Save & Close.
- **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.