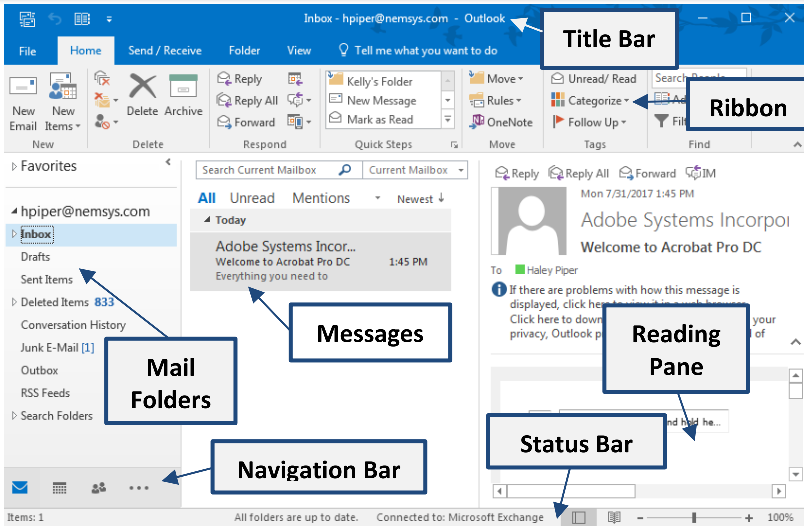
Microsoft

Outlook 2016

Reference Sheet

connect powered by nemsys

The Outlook 2013 Screen



The Navigation Bar

- **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.
- **People**-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.

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	**<Atl> + S**
Reply	**<Çtrl> + 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: 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 Forward a Message
Select/open the message, click the Forward button, enter the e-mail, enter comments in the Body area, click Send.

To Open a Message
Click a message to view it in the Reading Pane or double-click the message to open it.

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

To Delete a Message
Select the message and press the <Delete> key.

To Attach a File
Click the Attach File button in the include group on the Ribbon. Select the file and send.

Tasks

- **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

People

- **View Contacts:** Click People in the Navigation bar.
- **Create New Contact:** Click New Contact in home tab.
- **Edit Contact:** Double-click the contact.
- **Find Contact:** Type identifier in the Search People box.
- **Delete Contact:** Select contact and press the <Delete> key.
- **Change View:** Select from the Current View section.

Calendar

- **View Calendar:** Click Calendar in the Navigation bar.
- **Change Views:** Click the View Tab and choose Day, Week, or Month button.
- **Make Appointment:** Click the New Appointment in the Home tab.
- **Recurring Appointment:** Click New Items in the Home tab and select Appointment from the menu. Click the Options arrow and then the Recurrence button. Fill in the fields and click OK.
- **Schedule Meeting:** Click New Meeting in the Home tab. In the To field, type who you wish to attend.
- **Schedule All Day Event:** Click New Items in the Home tab and select New All Day Event.
- **Reschedule:** Double-click the event, make changes, and click Save & Close.

Mail: Advanced

- **Flag Message:** Right-click message, go to Follow Up, select flag.
- **Clear Flag:** Right-click message, go to Follow Up, select Clear Flag.
- **Categorize by Color:** Right-click message, go to Categorize, select a color category.
- **Recall Message:** Open the Sent Items folder. Double-click the message, in the Move group click the More Move Actions button, and select Recall This Message. Delete the message or replace with a new one and click Ok.
- **Resend Message:** Open the Sent Items folder. Double-click the message, click the More Move Actions button in the Move group, and select Resend This Message. Enter new recipient and click Send.
- **Save as Draft:** Click Save on the Quick Access Toolbar in message window. The message will appear in the Drafts folder.
- **Move to another Folder:** Select item, click the Move button in the Move group and select destination. Or, click and drag item to a different folder.
- **Create Distribution List:** Click New Items in the Home tab. Go to More Items and select Contact Group. Click Add Members in the Members section, select location of the contacts you wish to use and select a name in the list. Click the Members button and repeat for each name added. Click Ok, then click Save & Close in the Actions section.
- **Create Signature:** Go to File, select Options and click the Mail tab. Click the Signatures button, create the new signature.
- **Change Message's Options:** In the message window, click the Options tab and click the More Options Dialog Box Launcher. Specify options.
- **Use Rules Wizard:**

1. Click File, click the Info tab and select Manage Rules and Alerts, click New Rule.
2. Select the rule you want to create and click Next.
3. Click underlined text in the box, which may be people or distribution lists, etc.
4. Specify criteria and click Ok.
5. Click the next piece of underlined text and specify a folder or action you want done.
6. Click Finish to complete the rule and click OK.