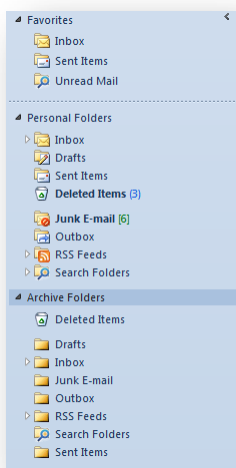## Setting Up AutoArchive

1. Select the **File** tab on the Ribbon.
   Outlook 2010 displays the Backstage View.
2. Click the **Options** button.
   Outlook 2010 opens the Options dialog
3. Select the **Advanced** group
4. Click the **AutoArchive Settings...** button.

Opening the Archive Folder

1. Select the **File** tab on the Ribbon
2. Select the **Open** option.
   Outlook 2010 changes the options shown in the Backstage View.
3. Click the **Open Outlook Data File** button
4. Locate the drive and folder that hold the **archive.pst** file.
5. Select **archive.pst**
6. Click **OK**.


Closing the Archive Folder

1. Right-click on **Archive Folders** header.
   Outlook 2010 displays a drop-down menu.
2. From the drop-down menu select **Close "Archive Folders"**.

Setting Individual Folder Properties

1. Right-click the desired folder.
2. Select **Properties** from the drop-down menu.
3. Select the A**utoArchive** tab.

Manually Archiving a Folder

1. Select the **File** tab on the Ribbon.
   Outlook 2010 displays the Backstage View.
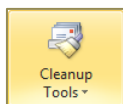
2. Click the **Cleanup Tools** button in the **Mailbox Cleanup** group.
   Outlook 2010 displays a drop-down menu with 3 options.
3. Choose **Archive…**
4. Select the **Archive this folder and all subfolders** option.
5. Select the folder you want to archive.
6. Enter the date that Outlook uses to archive items.
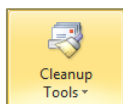
Using Mailbox Cleanup

1. Select the **File** tab on the Ribbon.
   Outlook 2010 displays the Backstage View.

2. Click the **Cleanup Tools** button in the **Mailbox Cleanup** group.
   Outlook 2010 displays a drop-down menu with 3 options.
3. Choose **Mailbox Cleanup…**
4. Click the **View Mailbox Size...** button to view size of your mailbox.

5. Click **Find…** to locate files older than a specified number of days, or larger than a specified size.
   *Outlook 2010 opens the **Advanced Find** dialog box*.
6. Click **New Search** to search with new information.
7. Close dialog box after viewing files.
8. Click **AutoArchive** to immediately begin archiving your messages.
9. Click **Empty** to permanently delete items in your Deleted Items folder.
10. Click **Yes** to permanently delete the messages.

Setting Up Automatic Journal Entries

1. Select the **File** tab on the Ribbon.
   Outlook 2010 displays the Backstage View.
2. Click the **Options** button.
   Outlook 2010 opens the Options dialog
3. Select the **Notes and Journal** group
4. Click the **Journal Options...** button.
   Outlook 2010 opens the Journal Options dialog.
5. In the **Automatically record these items** option, check off specific activities to record.
6. Within the **For these contacts** option, select all contacts for whom you wish to record Outlook activities.

Adding a Manual Journal Entry

1. Select the **Home** tab on the Ribbon.

2. Click the **New Items** button in the New group.
   Outlook 2010 displays a drop-down menu.
3. Select **More Items/Journal Entry**.
   or
   Press **[Ctrl + Shift + J]**
   Outlook 2010 opens the Journal dialog.

4. Enter the Journal detail.

5. Click **Save & Close** button when done.

Changing Outlook Views

After selecting any folder you can change the view by:
1. Select the **View** tab on the Ribbon.
2. Within the **Arrangement** list, select the item you wish to arrange by.
   or
   Click the **Arrange By:** header at the top of the list.

Customizing Views

1. Select the folder to customize.
2. Select the **View** tab on the Ribbon.
3. Click the **More** button at the bottom-right corner of the **Arrangement** list.
   Outlook 2010 displays all options.
4. Select the View Settings option.
   *Outlook 2010 opens the **Advanced View Settings** dialog*.

5. Click the desired settings button.
6. Click the **Sort** button to choose a different sort order or to sort by multiple fields.
7. Click the **Other Settings** button to change Font Size.
8. Click the **Format Columns** button to change, for example, the way the date is displayed

Define Your Own Custom Views
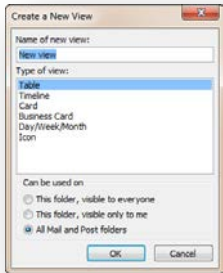
1. Select the **View** tab on the Ribbon.

2. Click the [Change View] button in the
   Current View group.
   *Outlook 2010 displays a drop-down
   menu with different view options.*
3. Select the **Manage Views...** option.
   *Outlook 2010 displays the **Manage All
   Views** dialog.*
4. Click the [New...] button to create
   a new view.
   *Outlook displays the **Create a New
   View** dialog.*

5. Enter a Name for the new View.
6. Click [OK].
7. Choose all the options desired.

Using Find

1. Select the folder.
2. At the top of the column, click in the
   [Search Inbox (Ctrl+E)]
   or
   Press **[Ctrl + E]**.
3. Type the search words.
4. Press **[Enter]**.

Tip: Click the [×] button to clear the Search
and view all data again.

Advanced Find

1. At the top of the column, click in the
   [Search Inbox (Ctrl+E)]
   *Outlook 2010 displays the **Search
   Tools** context tab.*

2. Click the [Search Tools] button in the **Options**
   group.
3. Select **Advanced Find...**
   or
   Press **[Ctrl + Shift + F]**
   *Outlook 2010 displays the **Advanced
   Find** dialog.*
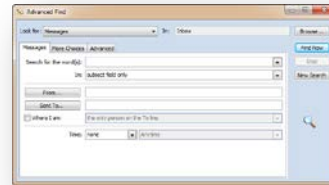
4. Enter criteria on any of the tabs.
5. Click [Find Now] to filter the search
   results in a separate window.

Creating Search Folders

1. Click the **Folder** tab on the Ribbon.

2. Click the [New Search Folder] button in the **New**
   group.
   or
   Right-click on **Search Folders** in the
   Outlook Data File pane and select
   New Search Folder from shortcut
   menu
   or
   Press **[Ctrl + Shift + P]**.
3. Select a predefined Search Folder
   Template
   or
   Scroll to the bottom of the list and

choose **Create a Custom Search
Folder**.
4. Supply the criteria you want to search
   by.
5. Click [OK].

Junk Mail

1. Select the **Home** tab on the Ribbon.
2. Click the [Junk] button in the
   Delete group.
3. Select **Junk Mail Options...**
4. On **Options** Tab, select the level of
   protection
5. Add new contacts to your Safe Senders
   list on the **Safe Senders** tab.

To add contacts to your **Safe Senders**, **Safe
Recipients** and **Blocked Senders** directly
from the Inbox:
6. Right-click on the email message and
   click **Junk**.
7. Pick the appropriate command from
   the menu that appears.

Rules and Alerts

1. Select the **Home** tab on the Ribbon.
2. Click **Mail** in **Navigation Pane**.

3. Click the [Rules] button in the **Move**
   group.
4. Select **Create Rule**.
5. Select the options in the **Create Rule**
   dialog.

Adding/Removing Buttons from the Navigation Bar

1. Click the Configure Buttons [▾] button
   bottom corner of the **Navigation Pane**
   or
   Right-click any large button and choose
   Navigation Pane Options.
2. Add checks next to all buttons you
   want to add
3. Clear the check box for any buttons you
   don't want to display.

Favorite Folders

To add a folder to the Favorites Pane
1. Right-click on the folder
2. Choose **Show in Favorites**.

Customizing Outlook Today

1. From the Shortcut Pane, select the
   Outlook Data File option.
   *Outlook 2010 displays the **Outlook
   Today** view.*
2. Click the **Customize Outlook
   Today...** link located at the top-right
   corner.
   *Outlook 2010 displays the Outlook
   Today options.*
3. Select the options you desire
4. Click the **Save Changes** link

Tip: If you want to see this view when you
first open up Outlook, select the Startup
option.

Setting Up a Mail Account

1. Select the [File] tab on the
   Ribbon.
   *Outlook 2010 displays the Backstage
   View.*
2. Click the [Add Account] button.
   *Outlook 2010 displays the **Add New
   Account** dialog.*
3. Follow the steps in the Wizard.

Stationery: for a Single Message

1. Select the **Home** tab on the Ribbon.

2. Click the [New Items] button in the **New**
   group.
3. Select **E-mail Message Using**
4. Select **More Stationery...**
5. Compose your message normally.