



Understanding Navigation Bar

Mail Contains all e-mail messages, including those sent, drafts, deleted, and manually moved into a different folder.

Calendar Shows you your scheduled appointments plus, depending on your view, a list of tasks to be completed.

Contacts Acts and appears like an address book or Rolodex. You can keep track of names, addresses, phone numbers and other personal information.

Tasks Allows you to keep track of tasks and projects on which you should be working.

Notes Contains quick bits of information for which a task is not appropriate. Notes can be placed outside of Outlook on your desktop.

Creating New Messages

1. Select the **Mail** **Navigation button**.
2. Select the **Home** tab on the Ribbon.
3. Click the **New E-mail** button in the **New** group.
or
Press **[Ctrl + N]**.
4. Click the **To...** button to select the recipients from Outlook's Global Address List (GAL).
or
Type the names of the recipients (separated by a semicolon).
5. Type a few words to describe the message content in the **Subject** line.
6. Type the message body.

7. Click the **Send** button
or
Press **[Ctrl + Enter]**.

Message Formats

HTML: The HTML (Hypertext Markup Language) format gives you the following features: text formatting, numbering, bullets, alignment options, horizontal lines, backgrounds, HTML styles and Web pages.

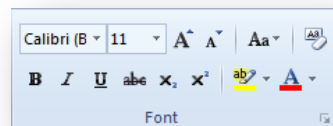
Outlook Rich Text Format: Provides the following features: text formatting, bullets and alignment.

Note: Not all recipients will be able to see Outlook Rich Text formatting.

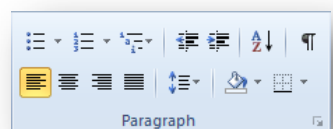
Plain Text: Plain text messages include no formatting. Plain Text format may be your safest choice rather than adding formatting that recipients might not be able to see.

Formatting a Message

1. Select the text you wish to format.
2. Select the **Format Text** tab on the Ribbon.
3. Select the Font and text formatting options in the **Font** group:



4. To change paragraph attributes, select the format in the **Paragraph** group:



Responding to a Message

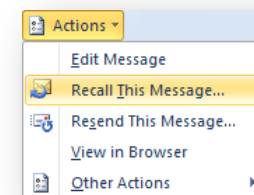
1. Open it or select it in the Inbox.
2. Select the desired response button:
 - Reply** Sends messages back to the sender only.
 - Reply All** Sends messages back to the sender and everyone else who received the message.
 - Forward** Sends the message to someone else - type the name of the recipient(s) in the **To:** and **CC:** field.
3. Type your response deleting any parts of original message you do not wish to include in the reply.
4. Click the **Send** button
or
Press **[Ctrl + Enter]**.

Inserting Attachments

1. Compose the message.
2. Click **Attach File** button in the **Include** group.
3. Select the drive and folder that contain the file.
4. Select the file(s) you wish to attach.
5. Click the **Insert** button.
6. The attachment appears in the header for **Plain Text** or **HTML** messages and in the body of the message for **Rich Text Format**.

Recalling a Message

1. Click on the **Sent Items** folder.
2. Open the message you wish to recall.
3. Click the **Actions** button in the **Move** group.



4. Select **Recall This Message...**
5. Choose to either delete the message or delete it and replace it with a new message.
6. Click **OK**.
Outlook 2010 will send a status report to your Inbox.



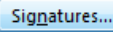

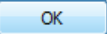
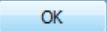
Flagging Messages

1. Create a new message or open an existing message.
2. Select the Message tab on the Ribbon.
3. Click the **Follow Up** button to view the different flag settings.
4. Select one of the preset options.
or
Select the **Custom...** option if none of the presets meet your needs.
Outlook 2010 opens the Custom dialog allowing you to select the desired dates.
5. Select the **Start** and **Due** dates.
6. Place a check in the **Reminder** if desired.
7. Select the reminder date and time the reminder.
8. Click **OK**.




Tip: You may also right click the flag icon on the right side of the mail message in the Inbox and use the selections found in the quick menu to set a flag.





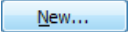
Creating a Signature

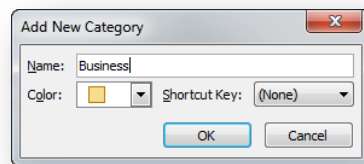
1. Select the  tab.
Outlook 2010 opens the Backstage view.
2. Click the  button.
Outlook 2010 opens the Options dialog.
3. Select the **Mail** option.
4. Click the  button.
5. Click the  button..
6. Enter the **Name** for the signature.
7. Click .
8. Enter the signature detail in the lower editor.
9. Edit the signature by changing the Font, Size and Font attributes.
10. Select the signature to use in the **New messages** drop-down list.
11. Select the signature from the **Replies/forwards** drop-down list to assign a signature for Replies and Forwarded messages..
12. Click .

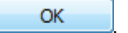
Assigning a Category

1. Create the item.

2. Locate the  button on the Ribbon.
or
In the case of e-mail, click the  button in the **Tags** group.
3. Select the desired Category at the bottom of the dialog box.

Creating New Categories

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

2. Click the  button in the **Tags** group.
3. Select the **All Categories...** option
4. Click .





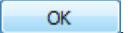
5. Enter the **Name** for the New Category.
6. Select a **Color** from the drop-down list.
7. Select a **Shortcut Key** for the Category.
8. Click .

Selecting Messages


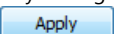
Selects all messages in the folder	[Ctrl + A]
Selects the non-consecutive messages upon which you click while holding down [Ctrl]	[Ctrl + Click]
Selects a large list of consecutive messages when you click on the first in the list, then hold down [Shift] while you click on the last	[Shift + Click]
Use as another method for selecting consecutive messages	[Shift + ↑ or ↓]

Creating a Folder

Use one of the following methods to begin the folder:

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

2. Click the  button in the **New** group.
or
Press **[Ctrl + Shift + E]**
or
Right-click the **Inbox** and select **New Folder...** from the shortcut menu.
3. Enter the **Name** of the new folder.
4. Select the type of items the folder will contain from the **Folder Contains** drop-down.
5. Select the parent folder for the new folder.
6. Click .

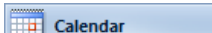
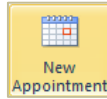
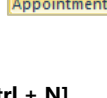
Out of Office Assistant


1. Select the  tab
2. Click the **Info** tab in the menu.
3. Click **Automatic Replies (out of office)**.
4. Select the **Send Automatic Replies** check box in the **Out of Office Assistant** dialog box..
5. Select the **Only send during this time range** check box if you want to specify a set time and date range
6. Set the **Start** time, and then set the **End** time.
7. In the **Inside my organization** tab, type the message that you want to send within your organization.
8. In the **Outside my organization** tab, type the message that you want to send outside your organization.
9. Click .

Note: This message will only be sent to an individual once regardless of how many messages they send you.



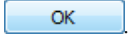
Entering Calendar Items

Use the following methods to begin an appointment:

1. Select the  **Calendar** button.
Navigation button.

2. Click the  button in the **New** group.
or
Press **[Ctrl + N]**.
3. Type a **Subject**.
4. Type the appointment **Location** if you desire
or
Click the drop-down arrow to select a previously-used Location.
5. Set the **Start** and **End** times.
6. Click the **All day event** checkbox if the appointment is to be scheduled for the entire day.
7. Type any comments or add attachments.

8. Click  button to post the item on your calendar.

Creating Recurring Appointments

1. Create an appointment using the steps outlined above.
2. Select the **Appointment** tab on the Ribbon.

3. Click the  button in the **Options** group.
*Outlook 2010 opens the **Appointment Recurrence** dialog.*
4. Adjust the appointment time, if needed.
5. Select a Recurrence pattern.
6. Set a **Start** date for the recurrence.
7. Set the **Ending** for the recurrence, if necessary.
8. Click .