

Outlook® 2010 Mail

Displaying Mail Folders

In the Navigation Pane, [Click]  Mail or press <Ctrl>-I.

To show the Inbox [Click] .

Hiding/Displaying the Navigation Pane

- Choose **VIEW, NAVIGATION PANE**  **NORMAL**, **MINIMIZED**, or **OFF**, or press <Alt>-F1> to toggle among the modes.
- To display folders when minimized, [Click] **FOLDERS**.

Hiding/Displaying the To-Do Bar

- Choose **VIEW, TO-DO BAR**  **NORMAL**, **MINIMIZED** or **OFF**, or press <Alt>-F2> to toggle between the modes.
- To temporarily display when minimized, [Click] anywhere on the To-Do Bar.
- To change the display: [Click] **VIEW, TO-DO BAR**  **OPTIONS**.

Creating and Sending a Message

1. Choose **HOME**, then **NEW E-MAIL** .
2. In the TO or CC text boxes, type the names of the addressees. For an Internet address, type the full address (e.g. info@bexcia.com). As you type, Outlook presents previously used addresses. Or to select names from the address book:
 - a. Choose **MESSAGE**, then **ADDRESS BOOK** .
 - b. Select a different **ADDRESS BOOK** if desired.
 - c. Select the names. <Ctrl>- or <Shift>- [Click] to select multiple names.
 - d. [Click] **TO**, **CC** or **BCC**. [Click] **OK**.
3. If any names are not underlined, choose **MESSAGE**, then **CHECK NAMES**  or press <Ctrl>-K> to validate them.
4. Type the **SUBJECT** and the message.
5. [Click] .

Attaching a File to a Message

1. Choose **MESSAGE, ATTACH FILE** .
2. Select the file(s) to insert and [Click] **INSERT**.

Showing BCC

In the message window, choose **OPTIONS** then **SHOW BCC** .

Sending a Message with High or Low Importance

Choose **MESSAGE** then  or . To revert to normal importance, [Click] the button again.

Requesting a Read or Delivery Receipt

In the message window choose **OPTIONS**, then check **REQUEST A DELIVERY RECEIPT** or **REQUEST A READ RECEIPT**, or both.

Drafting a Message

If you are not ready to send a message, you can draft it and save it in a special folder.

1. Create the message.
2. Instead of sending the message:
 - a. [Click]  on the Quick Access Toolbar.
 - b. Close the message window. The message is automatically placed in a folder called Drafts.
3. When you are ready to send the message:
 - a. [Click] on the **DRAFTS** folder  in the Navigation Pane.
 - b. [Double Click] on the message to open it.
 - c. Edit the message as needed, then [Click] .

Delaying the Delivery of a Message

1. In the message window choose **OPTIONS, DELAY DELIVERY** .
2. Change the **DO NOT DELIVER BEFORE** date and time.
3. [Click] **CLOSE**.

Restricting Forwarding, Printing, Copying

To prevent a recipient of an email message from forwarding, printing or copying the message, choose **OPTIONS, PERMISSION** .

You and the recipient may be prompted to install Windows Rights Management software and configure a certificate to enable this feature.

Reading Messages

An easy way to read messages is to use the Reading Pane.

1. If the Reading Pane is not already open, choose **VIEW, READING PANE**  **RIGHT** or **BOTTOM**. You can change the size of the pane by [Dragging] the bar dividing the Reading Pane and the list of emails.
2. To read a message, [Click] on it to view it in the Reading Pane, or [Double Click] to open.
3. To preview an attachment:
 - a. [Click] the attachment in the reading pane, [Click] **PREVIEW FILE** if necessary.
 - b. [Click]  Message to return to the message.
4. To read an attachment:
 - a. [Double Click] the attachment. When prompted, [Click] **OPEN**. If you have the required program for reading the file, Windows starts the program and displays the attachment.
 - b. When you have finished reading the attachment, close the program window to return to Outlook.

Using the People Pane

The People Pane shows information such as email history, RSS feeds, and social media updates about a person.

- To show/hide, in a folder choose **VIEW, PEOPLE PANE**  then an option.
- To view details and communications for a person, [Click] their picture.

Manual Send/Receive

Outlook can be setup to automatically send a message immediately or send/receive periodically.

To manually send/receive choose **SEND/RECEIVE, SEND/RECEIVE ALL FOLDERS**  or press <F10>.

Using the Outbox

The Outbox contains emails that are going to be sent. To edit or remove emails before they are sent:

1. [Click]  Outbox in the Navigation Pane.
2. Delete as usual. Or to edit, [Double Click] the message, edit as usual, [Click] .

Messages that have been opened and closed without [Clicking] **SEND** will appear under **DATE: NONE**, and will not be sent.

To send, open the message then [Click] .

Using Desktop Alerts

Whenever a new email arrives, Outlook displays a Desktop Alert over top of the application that is currently being used. The Desktop Alert is a box which appears in the bottom right of the screen. It provides a brief summary of the email, and the ability to quickly open, flag, or delete the email.

- To open, [Click] on the email message.
- To delete, [Click] .
- To flag, [Click] .

Deleting Messages

1. Select or open the message(s) to delete.
2. Choose **HOME** or **MESSAGE**, then **DELETE** .

The messages are moved to the Deleted Items folder. Or to delete all messages in a folder, choose **FOLDER**, then **DELETE ALL** . [Click] **YES**.

To empty the Deleted Items folder:

[Right Click] the **DELETED ITEMS** folder, and choose **EMPTY FOLDER**, then [Click] **YES**.

Or, select the Deleted Items folder, then choose **FOLDER, EMPTY FOLDER**  and [Click] **YES**.

Saving an Attachment

1. View the message that contains the attachment(s).
2. [Right Click] on an individual attachment and choose **SAVE AS** or to select multiple attachments, choose **SAVE ALL ATTACHMENTS**. [Click] or <Ctrl>- [Click] to select/deselect attachments and [Click] **OK**.
3. Select the folder in which you want to save the attachment and [Click] **OK** or **SAVE**.

Removing an Attachment

[Right Click] the attachment, select **REMOVE ATTACHMENT**.

Replying to a Message

1. Select the message.
2. Choose **HOME** or **MESSAGE**, then **REPLY**  to reply to the sender only, or **REPLY ALL**  to reply to all addressees.
3. Complete the message, then [Click] .

Forwarding a Message

1. Select the message.
2. Choose **HOME** or **MESSAGE**, then **FORWARD** . Or to forward as an attachment, choose **HOME** or **MESSAGE**,  **FORWARD AS ATTACHMENT**.
3. Complete the message then [Click] .

Printing a Message

1. Select or open the message.
2. Choose **FILE, PRINT**.
3. Make any necessary changes and [Click] **PRINT** .

Keyboard Shortcuts

From anywhere in Outlook, create a:

Mail message	Ctrl-Shift-M
Contact Group	Ctrl-Shift-L
Folder	Ctrl-Shift-E
Send/Receive	F9
Search all address books	F11
Go to the search box	F3 or Ctrl-E
Go to a folder	Ctrl-Y
Show Inbox	Ctrl-Shift-I
Flag for follow up	Ctrl-Shift-G
Add a Quick Flag (msg list only)	Insert key
Reply to a message	Ctrl-R
Reply to all	Ctrl-Shift-R
Forward a message	Ctrl-F
Show/hide command key tips	Alt

Selecting Multiple Messages

Several consecutive messages	[Click] the first message and <Shift>- [Click] the last message.
Several non-consecutive messages	[Click] the first message and <Ctrl>- [Click] additional ones.

Microsoft Outlook Cheat Sheet 2010

Beezix, Inc Staff

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the Beezix, Inc Staff text.

Microsoft Outlook Cheat Sheet 2010:

Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are included Displaying Mail Folders Navigation Pane To Do Bar Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Reading Messages Using the People Pane Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Turning Grouping On Off Creating an E Mail Signature Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages Using Quick Steps Finding Mail Messages Creating a Contact from a Message Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is one of several titles available for Outlook 2010 What s New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010 **Microsoft Outlook Web App for Exchange 2010**

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Microsoft Outlook Web App for Exchange 2010 SP1 Quick Reference Guide (Cheat Sheet of Instructions, Tips

and Shortcuts - Laminated Beezix, Inc Staff,2011-03-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 SP1 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User s Mailbox Creating an E Mail Signature Turning on off an AutoReply when Out of the Office Chat Starting a Chat Resuming a Chat Adding Removing Chat Contacts Changing Your Chat Status Signing Out of Instant Messaging Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts Finding a Contact Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Searching for an Item Logging Off Also includes a list of keyboard shortcuts *Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate* Beezix, Inc Staff,2010-06-28 Laminated quick reference card showing step by step instructions and shortcuts for how to use calendar contacts and tasks features of Microsoft Office Outlook 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are included Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Repeating Appointments or Meetings Creating Scheduling and Editing Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating and Using Calendar Groups Printing the Calendar Contacts Creating Editing Contacts Sending a Mail Message to a Contact Searching for Contacts Merging Contacts with Word Tasks Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane This guide is one of several titles available for Outlook 2010 What s New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010

Office 2013 For Dummies Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you

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Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and

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Official (ISC)2 Guide to the CSSLP CBK Mano Paul,2013-08-20 Application vulnerabilities continue to top the list of cyber security concerns While attackers and researchers continue to expose new application vulnerabilities the most common application flaws are previous rediscovered threats The text allows readers to learn about software security from a renowned security practitioner who is the appointed software assurance advisor for ISC 2 Complete with numerous illustrations it makes complex security concepts easy to understand and implement In addition to being a valuable resource for those studying for the CSSLP examination this book is also an indispensable software security reference for those already part of the certified elite A robust and comprehensive appendix makes this book a time saving resource for anyone involved in secure software development **Shortcuts for Microsoft Office 2016, 2013 and 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate** Beezix Software Services,2017-10-30 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2016 2013 and 2010 products Word Excel and PowerPoint

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In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Microsoft Outlook Cheat Sheet 2010**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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