Outlook® 2021 & 365 Introduction

Quick Reference Guide

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Interface Basics

Classic vs. Simplified Ribbon

The **Classic Ribbon** is displayed along the top of the Outlook window and is divided into tabs ("Home," "Send/Receive," "Folder," etc.) Within these tabs are different groups of commands that perform various functions. The streamlined **Simplified Ribbon** contains similar, but also fewer, buttons. **To switch between ribbons**, click the "Ribbon Display Options" button at the right end of the Ribbon and select "Classic Ribbon" or "Simplified Ribbon."

Contacts (People)

Displaying the Contacts Folder

1. Click the "People" button in the Navigation Bar at the bottom of the Outlook window.
2. Click the "View" tab in the Ribbon.
3. Click the "Change View" button in the Ribbon and select a view.

Creating Contacts

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact" button in the Ribbon.
3. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
4. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

Creating Contacts at the Same Company

Avoid entering duplicate company information when creating multiple contacts at the same company.
1. Select the contact with the information to copy.
2. Click the "Home" tab in the Ribbon.
3. In the Classic Ribbon, click the "New Items" button, **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow.
4. Select "Contact from the Same Company."
5. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
6. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

Editing Contacts

1. **To edit a contact**, double-click the contact. **Or**, select the contact, click the ellipsis (...) in the Reading Pane, and select either "Edit Contact" or "View Profile" (Outlook (Contacts)) from the menu.
2. Make any desired changes in the contact fields.
3. Click the "Contact" tab in the Ribbon.
4. Click the "Save & Close" or "Save & New" button in the Ribbon.

Deleting Contacts

1. Select the contact(s) to delete.
2. Click the "Home" tab in the Ribbon.
3. Click the "Delete" button in the Ribbon.

Printing Contacts

1. Select the contact(s) to print.
2. Click the "File" tab in the Ribbon.
3. Click the "Print" command at the left.
4. Click the "Print Options" button and make selections, if desired.
5. Click the "Print" button.

To quickly print a single contact to your default printer:
1. Right-click the contact.
2. Select "Quick Print" from the menu.

Creating Contact Groups

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact Group" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow and select "Contact Group."
3. Enter a group name in the "Name" field.
4. Click the "Contact Group" tab in the Ribbon, click the "Add Members" button, and select the "From Outlook Contacts" command.
5. Click on a contact in the "Select Members" dialog box and click the "Members" button to add them to the group. Repeat as desired.
6. **To remove a contact**, click to highlight it in the "Members" box and press the "Delete" key.
7. Click "OK," click the "Contact Group" tab in the Ribbon, and click the "Save & Close" button.

Categorizing Contacts

1. Select the contact(s) to categorize.
2. Click the "Home" tab in the Ribbon.
3. Click the "Categorize" button in the Ribbon and select a category from the drop-down. Repeat as desired to assign multiple categories.

Customizing Categories

1. Click the "Home" tab in the Ribbon.
2. Click the "Categorize" button in the Ribbon and select "All Categories" from the drop-down menu.
3. **To add a category**, click the "New" button, enter a name, select a color and shortcut key (if desired), and click "OK."
4. **To rename a category**, select it, click the "Rename" button, type a new name, and press "Enter."
5. **To delete a category**, select it, click the "Delete" button, and click "Yes" to confirm deletion.
6. **To edit a category**, select it and choose a new color and/or shortcut key from the drop-down menus.
7. Click "OK."

Searching for Contacts

1. Click into the "Search" box at the top of the Outlook window.
2. Type a name or part of a name and press the "Enter" key. Outlook displays contacts that match.
3. **To display all contacts and stop searching**, click the "Close Search" button at the right end of the "Search" box.

E-Mailing Contacts

1. Select the contact(s). **To select multiple contacts**, display a view other than People view.
2. In People view, click the contact's email address that appears in the Reading pane to the right. In any other view, click the "Home" tab in the Ribbon and click the "Email" button.
3. In the message window, enter a subject in the "Subject" field, complete the e-mail, and click the "Send" button.

Mail Merging Contacts

1. Select or display the contacts to merge.
2. Click the "Home" tab in the Ribbon.
3. Click the "Mail Merge" button in the Ribbon. **Or**, in the Simplified Ribbon, click the "More Commands" ellipsis and select "Mail Merge."
4. Select "Contacts," "Fields to merge," "Document file," and "Merge Options." Click "OK."
5. Complete the document or e-mail. **To add a field**, click the "Mailings" tab in the Ribbon of Word, click the "Insert Merge Field" button, then select the field to add.
6. **To preview**, click the "Preview Results" button in the Ribbon.
7. Click the "Finish & Merge" button on the "Mailings" tab. Select a merge type. Click "OK."

E-Mail: Reading & Organizing

Displaying the Mail Folders

1. Click the "Mail" button in the Navigation Bar at the bottom of the Outlook window.
2. **To display a specific folder**, click the desired folder in the Folder Pane at the left. If hidden, click the triangle to the left of the parent folder.

Displaying/Hiding the Folder Pane

1. Click the "View" tab in the Ribbon.
2. Click the "Folder Pane" button. **Or**, in the Simplified Ribbon, click "Layout," then select "Folder Pane."
3. Select a folder view from the menu.
4. **To display a minimized pane**, click the "Expand" button at the top of the pane. **To switch view to "Normal,"** click the pin button that replaces it.

Reading Messages

The Reading Pane allows you to easily read e-mails without having to open them in a new window.
1. **To turn the Reading Pane on/off**, click the "View" tab in the Ribbon, click the "Reading Pane" button (in the Simplified Ribbon, click "Layout," then "Folder Pane"), and select a view or "Off."
2. **To resize the Reading Pane**, hover over the line separating the pane and the list of emails. Click and drag the double-sided arrow that appears.
3. **To view a message in the Reading Pane**, click to select it in the list of e-mails.
4. **To open an e-mail in a new window**, double-click it in the list of of e-mails. When done, click the "Close" button in the window's upper-right corner.

Viewing and Opening Attachments

1. **To quickly and safely preview an attachment**, click on the attachment below the message header. If prompted, click "Preview File." **To return to the message**, click the "Back to Message" button that appears above the attachment.
2. **To fully open an attachment in its native program**, double-click it. If the program does not exist on your computer, Windows will try to locate a program to open the attachment.
3. **To close the attachment and return to Outlook**, click the "Close" button in the upper-right corner.

Saving or Removing Attachments

1. View the message containing the attachment(s).
2. **To save an individual attachment**, right-click on it and choose "Save As" from the menu.
3. **To save multiple attachments**, right-click on one attachment and choose "Save All Attachments" from the menu. Click "OK" in the dialog box to save all. **Or**, hold down the "Ctrl" key while clicking to select or deselect certain attachments and then click "OK."
4. Select the folder in which to save the attachment(s), and click "OK" or "Save."
5. **To remove an attachment**, right-click it and choose "Remove Attachment" from the menu.

Manually Sending and Receiving

1. Click the "Send/Receive" tab in the Ribbon.
2. Click the "Send/Receive All Folders" button. **Or**,
1. Press the "F9" key on your keyboard.

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Shahram Latifi

Exchange 2015 Reference Guide:

   Health Information Exchange: Navigating and Managing a Network of Health Information Systems Brian Dixon,2016-02-09 Health Information Exchange HIE Navigating and Managing a Network of Health Information Systems allows health professionals to appropriately access and securely share patients vital medical information electronically thus improving the speed quality safety and cost of patient care The book presents foundational knowledge on HIE covering the broad areas of technology governance and policy providing a concise yet in depth look at HIE that can be used as a teaching tool for universities healthcare organizations with a training component certification institutions and as a tool for self study for independent learners who want to know more about HIE when studying for certification exams In addition it not only provides coverage of the technical policy and organizational aspects of HIE but also touches on HIE as a growing profession In Part One the book defines HIE describing it as an emerging profession within HIT Informatics In Part Two the book provides key information on the policy and governance of HIE including stakeholder engagement strategic planning sustainability etc Part Three focuses on the technology behind HIE defining and describing master person indexes information infrastructure interfacing and messaging etc In Part Four the authors discuss the value of HIE and how to create and measure it Finally in Part Five the book provides perspectives on the future of HIE including emerging trends unresolved challenges etc Offers foundational knowledge on Health Information Exchange HIE covering the broad areas of technology governance and policy Focuses on explaining HIE and its complexities in the context of U S health reform as well as emerging health IT activities in foreign nations Provides a number of in depth case studies to connect learners to real world application of the content and lessons from the field Offers didactic content organization and an increasing complexity through five parts   **The Dental Reference Manual** Geraldine M. Weinstein,Mitchell T. Zientz,2016-11-29 This book is designed to meet the needs of both dental students and dentists by providing succinct and quickly retrievable answers to common dental questions Students will find both that it clearly presents the particulars which should be familiar to every dentist and that it enables them to see the big picture and contextualize information introduced to them in the future Practicing dentists on the other hand will employ the book as a daily reference to source information on important topics materials techniques and conditions The book is neither discipline nor specialty specific The first part is wide ranging and covers the essentials of dental practice while the second part addresses individual specialties and the third is devoted to emergency dental treatment Whether as a handy resource in the student s backpack or as a readily available tool on the office desk this reference manual fills an important gap in the dental literature   Learning Analytics Explained Niall Sclater,2017-02-17 Learning Analytics Explained draws extensively from case studies and interviews with experts in order to discuss emerging applications of the new field of learning analytics Educational institutions increasingly collect data on students and their learning experiences a practice that helps enhance courses identify learners who require support and

provide a more personalized learning experience There is however a corresponding need for guidance on how to carry out institutional projects intervene effectively with students and assess legal and ethical issues This book provides that guidance while also covering the evolving technical architectures standards and products within the field **International Equity Exchange-Traded Funds** Tomasz Miziołek,Ewa Feder-Sempach,Adam Zaremba,2020-09-23 This book presents the economic foundation of international equity investments providing a practical guide to invest in international equity exchange traded funds ETFs It shows how to gain exposure to foreign stock markets through both theoretical foundations of international diversification and in depth characteristics of global regional country specific and international sector thematic ETFs Unlike other books in the field which broadly discuss different aspects of the ETF market this book explores one specific market segment offering the first in depth and state of the art analysis of international equity ETFs and including in particular ETFs with global regional single country and international sector thematic exposures The number and variety of such financial instruments are constantly growing Hence it seems obvious that there is an urgent need for a book that will help investors who are willing to diversify their portfolios outside the domestic market in both developed and emerging frontier markets International Equity Exchange Traded Funds presents a comprehensive review of investment possibilities offered by international ETFs for stock market investors **Global Value Chains and External Adjustment: Do Exchange Rates Still Matter?** Gustavo Adler,Sergii Meleshchuk,Ms.Carolina Osorio Buitron,2019-12-27 The paper explores how international integration through global value chains shapes the working of exchange rates to induce external adjustment both in the short and medium run The analysis indicates that greater integration into international value chains reduces the exchange rate elasticity of gross trade volumes This result holds both in the short and medium term pointing to the rigidity of value chains At the same time greater value chain integration is associated with larger gross trade flows relative to GDP which tends to amplify the effect of exchange rate movements Overall combining these two results suggests that for most countries integration into global value chains does not materially alter the working of exchange rates and the benefits of exchange rate flexibility in facilitating external adjustment remain **Artist Entrepreneurship for Life** Diane R. Scott,2024-12-27 Holistically addressing the documented needs of practicing artists this book applies contemporary business management principles to the unique circumstances of people who make their living through creative expression Artists looking to forge a career have had to turn to either entrepreneurship resources or professional practice tools specific to a discipline such as studio arts or theatre but the business school entrepreneurial approach conflicts with the way artists make work and the unique structures of the artist environment while the professional practice focus neglects the necessary business theory and the wide range of ways artists create viable careers For the first time this book provides a comprehensive theoretical and practical foundation for understanding how artists create practices that endure Employing a strategic management framework the book spells out prevailing business strategies in marketing finance human resources

and the legal environment from an arts specific and artist friendly point of view In a world of perpetually changing communication distribution and technology it also offers a lasting framework and understanding of the broader arts economy while highlighting contemporary tools and tactics to implement the theories in individual practices Practicing artists and students preparing for a career in any of the arts disciplines will welcome the artist s perspective and the many examples from the lives of working artists in a variety of endeavors while instructors in arts management administration and entrepreneurship will appreciate this comprehensive text with research based pedagogy addressing their needs

Information Technology: New Generations Shahram Latifi,2016-03-28 This book collects articles presented at the 13th International Conference on Information Technology New Generations April 2016 in Las Vegas NV USA It includes over 100 chapters on critical areas of IT including Web Technology Communications Security and Data Mining   Global Forum on Transparency and Exchange of Information for Tax Purposes Peer Reviews: Marshall Islands 2016 Phase 2: Implementation of the Standard in Practice OECD,2016-11-04 This report contains the 2014 Phase 2 Implementation of the Standards in Practice Global Forum review of Marshall Islands   **Reference Manual for Telecommunications Engineering** Roger L. Freeman,2002 Contains a compendium of the most frequently used data in day to day telecommunications engineering work tables graphs figures formulae nomograms performance curves standards highlights constants and statistics Designed for easy and rapid access Comprehensive reference for designing building purchasing using or maintaining all kinds of telecommunications systems Central source of information on transmission switching traffic engineering numbering signaling noise modulation and forward error correction   **Standard for Automatic Exchange of Financial Account Information in Tax Matters, Second Edition** OECD,2017-03-27 This publication contains the following four parts A model Competent Authority Agreement CAA for the automatic exchange of CRS information the Common Reporting Standard the Commentaries on the CAA and the CRS and the CRS XML Schema User Guide

Delivering Construction-Operations Building information exchange (COBie) in GRAPHISOFT ARCHICAD E William East,Robert Jackson,2016-08 This book explains how to deliver and check quality COBie data during design Readers will learn where to create ARCHICAD templates to streamline COBie production and coordinate the work of multiple designers Improved understanding of COBie in ARCHICAD will allow readers to Provide COBie as an extension of existing design practice Develop COBie templates to streamline high quality exports Respond to alternative client COBie requirements Demonstrate the quality of your COBie files Clearly explain the requirements for COBie Justify decisions about COBie content included and not included Communicate COBie requirements with consultants The authors are the inventor of COBie Bill East and the world known ARCHICAD expert and COBie enthusiast Robert Jackson The authors developed simulated contract drawings models and export files for a small college dormitory Readers can download these files free of charge and compare their work with the examples provided   **Distributed Simulation** Okan Topçu,Umut Durak,Halit

Oğuztüzün,Levent Yilmaz,2016-01-27 This unique text reference provides a comprehensive review of distributed simulation DS from the perspective of Model Driven Engineering MDE illustrating how MDE affects the overall lifecycle of the simulation development process Numerous practical case studies are included to demonstrate the utility and applicability of the methodology many of which are developed from tools available to download from the public domain Topics and features Provides a thorough introduction to the fundamental concepts principles and processes of modeling and simulation MDE and high level architecture Describes a road map for building a DS system in accordance with the MDE perspective and a technical framework for the development of conceptual models Presents a focus on federate simulation environment architectures detailing a practical approach to the design of federations i e simulation member design Discusses the main activities related to scenario management in DS and explores the process of MDE based implementation integration and testing Reviews approaches to simulation evolution and modernization including architecture driven modernization for simulation modernization Examines the potential synergies between the agent DS and MDE methodologies suggesting avenues for future research at the intersection of these three fields Distributed Simulation A Model Driven Engineering Approach is an important resource for all researchers and practitioners involved in modeling and simulation and software engineering who may be interested in adopting MDE principles when developing complex DS systems   Standard for Automatic Exchange of Financial Account Information in Tax Matters OECD,2014-07-21 This publication is the first edition of the full version of the Standard for Automatic Exchange of Financial Account Information It contains the text of the Model Competent Authority Agreement and the Common Reporting Standard and the Commentaries thereon as they read on 15 July 2014   *Annual Report on Exchange Arrangements and Exchange Restrictions 2016* International Monetary Fund. Monetary and Capital Markets Department,2016-11-11 The AREAER provides a description of the foreign exchange arrangements exchange and trade systems and capital controls of all IMF Member countries   *Exchange of Information in the EU* Marina Serrat Romaní,Jasper Korving,Mariolina Eliantonio,2024-04-12 This timely book provides a holistic analysis of the exchange of information procedures for tax purposes within the EU from an administrative law and tax law perspective It explores how procedural and substantive taxpayers rights are affected by exchange of information processes and rigorously examines the effectiveness of the current legal framework   **Touring Performance and Global Exchange 1850-1960** Gilli Bush-Bailey,Kate Flaherty,2021-12-30 This collection uncovers connections and coincidences that challenge the old stories of pioneering performers who crossed the Atlantic and Pacific oceans from the mid nineteenth to the mid twentieth century It investigates songlines drama opera music theatre dance and circus removing traditional boundaries that separate studies of performance and celebrating difference and transformation in style intention and delivery Well known or obscure travelling performers faced dangers at sea and hazardous journeys across land Their tracks made in pursuit of fortune and fame intersected with those made by earlier storytellers in search for food Touring Performance and Global Exchange takes a fresh

look at such tracks the material remains demonstrating that moving performance does far more than transfer repertoires and people it transforms them Touring performance has too often beenconceived in diasporic terms as a fixed product radiating out from a cultural centre This collection maps different patterns ones that comprise reversed flows cross currents and continually proliferating centres of meaning in complex networks of global exchange This collection will be of great interest to scholars and students in theatre music drama studies and cultural history **eWork and eBusiness in Architecture, Engineering and Construction** Jan Karlshoj,Raimar Scherer,2018-09-03 eWork and eBusiness in Architecture Engineering and Construction 2018 collects the papers presented at the 12th European Conference on Product and Process Modelling ECPPM 2018 Copenhagen 12 14 September 2018 The contributions cover complementary thematic areas that hold great promise towards the advancement of research and technological development in the modelling of complex engineering systems encompassing a substantial number of high quality contributions on a large spectrum of topics pertaining to ICT deployment instances in AEC FM including Information and Knowledge Management Construction Management Description Logics and Ontology Application in AEC Risk Management 5D nD Modelling Simulation and Augmented Reality Infrastructure Condition Assessment Standardization of Data Structures Regulatory and Legal Aspects Multi Model and distributed Data Management System Identification Industrilized Production Smart Products and Services Interoperability Smart Cities Sustainable Buildings and Urban Environments Collaboration and Teamwork BIM Implementation and Deployment Building Performance Simulation Intelligent Catalogues and Services eWork and eBusiness in Architecture Engineering and Construction 2018 represents a rich and comprehensive resource for academics and researchers working in the interdisciplinary areas of information technology applications in architecture engineering and construction In the last two decades the biennial ECPPM European Conference on Product and Process Modelling conference series as the oldest BIM conference has provided a unique platform for the presentation and discussion of the most recent advances with regard to the ICT Information and Communication Technology applications in the AEC FM Architecture Engineering Construction and Facilities Management domains Value, Money, Profit, and Capital Today Rémy Herrera,2023-11-20 Connecting fundamental theoretical and empirical subjects with the most current scholarship on value money profit and capital today this book makes sense of our increasingly interconnected global economy highlighting key issues and proposing real world solutions from the most knowledgeable researchers in the field **Sustainability in the Design, Synthesis and Analysis of Chemical Engineering Processes** Gerardo Ruiz Mercado,Heriberto Cabezas,2016-06-09 Sustainability in the Design Synthesis and Analysis of Chemical Engineering Processes is an edited collection of contributions from leaders in their field It takes a holistic view of sustainability in chemical and process engineering design and incorporates economic analysis and human dimensions Ruiz Mercado and Cabezas have brought to this book their experience of researching sustainable process design and life cycle sustainability evaluation to assist with development in government industry and academia This book

takes a practical step by step approach to designing sustainable plants and processes by starting from chemical engineering fundamentals This method enables readers to achieve new process design approaches with high influence and less complexity It will also help to incorporate sustainability at the early stages of project life and build up multiple systems level perspectives Ruiz Mercado and Cabezas book is the only book on the market that looks at process sustainability from a chemical engineering fundamentals perspective Improve plants processes and products with sustainability in mind from conceptual design to life cycle assessment Avoid retro fitting costs by planning for sustainability concerns at the start of the design process Link sustainability to the chemical engineering fundamentals *OECD/G20 Base Erosion and Profit Shifting Project Harmful Tax Practices – 2017 Peer Review Reports on the Exchange of Information on Tax Rulings Inclusive Framework on BEPS: Action 5* OECD,2018-12-13 This report reflects the outcome of the second annual peer review of the implementation of the Action 5 minimum standard and covers 92 jurisdictions It assesses implementation for the 1 January 2017 31 December 2017 period

Unveiling the Power of Verbal Artistry: An Psychological Sojourn through **Exchange 2015 Reference Guide**

In some sort of inundated with screens and the cacophony of immediate conversation, the profound power and psychological resonance of verbal beauty often diminish into obscurity, eclipsed by the regular barrage of noise and distractions. Yet, located within the musical pages of **Exchange 2015 Reference Guide**, a fascinating work of literary splendor that impulses with raw emotions, lies an memorable journey waiting to be embarked upon. Published by a virtuoso wordsmith, this interesting opus instructions visitors on an emotional odyssey, gently exposing the latent possible and profound influence embedded within the elaborate internet of language. Within the heart-wrenching expanse with this evocative evaluation, we can embark upon an introspective exploration of the book is key styles, dissect its interesting publishing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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