

Outlook® 2010 Mail

Displaying Mail Folders

In the Navigation Pane, (Click)  Mail or press <Ctrl>T.
To show the other (Click)  Home.

Hiding/Displaying the Navigation Pane

- To show (View, Navigation Pane, Home, or Settings, or OFF, or press <Alt>F1) to toggle among the modes.
- To display folders when minimized (Click) FOLDERS.

Hiding/Displaying the To-Do Bar

- To show (View, TO-DO BAR  or HOME, Settings) or to hide it.
- To temporarily display when minimized (Click) anywhere on the To-Do bar.
- To change the display (Click) VIEW, TO-DO BAR  or OPTIONS.

Creating and Sending a Message

1. Choose HOME, NEW MESSAGE .
2. In the TO or CC text boxes, type the names of the addressees. For an Internet address, type the full address (e.g., email@domain.com). As you type, Outlook presents previously used addresses.
3. To select names from the address book:
 - a. Choose ADDRESS, then ADDRESS BOOK .
 - b. Select a different ADDRESS BOOK if desired.
 - c. Select the names, <Ctrl> or <Shift> (Click) or select multiple names.
 - d. (Click) OK, OK or CANCEL (Click) OK.
3. If any names are not understood, choose ADDRESS, then CHECK NAMES  or press <Ctrl> 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 SCC

In the message window, choose OPTIONS, then SHOW SCC .

Sending a Message with High or Low Importance

Choose MESSAGE, then  or , to report its 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, as 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. (Click) OK.

Restricting Forwarding, Printing, Copying

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

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

Reading Messages

Any way to read messages is to use the Reading Pane.

1. If the Reading Pane is not already open, choose VIEW, READING PANE  or press <Ctrl>R. You can change the view of the pane (Clicking) the bar along the Reading Pane and the list of views.
2. To read a message, (Click) once 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  if necessary.
 - b. (Click)  to return to the message.
4. To read an attachment:
 - a. (Double-Click) the attachment. When prompted, (Click) OK. 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 display, in a folder, choose VIEW, PEOPLE PANE  then an option.
- To view details and communications for a person, (Click) their photo.

Manual Send/Receive

Outlook can be setup to automatically send a message immediately or send it on a periodic schedule.

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

Using the Outlook

The Outlook contains alerts that are going to be sent. To edit an message, click before they are sent.

1. (Click)  on the Navigation Pane.
2. Open an alert. Or to edit, (Double-Click) the message, edit as needed, (Click) .

Messages that have been opened and closed without (Clicking) SEND will appear under Drafts, failed, 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 view 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) RIGHT-CLICK, then DELETE . The message(s) are moved to the Deleted Items folder.

Or to delete all messages in a folder, choose FOLDERS, then DELETE ALL  (Ctrl+Shift+Del).

To empty the Deleted Items Folder

- (Right-Click) the Deleted Items folder, and choose EMPTY FOLDERS, then (Click) YES.
- Or, select the Deleted Items folder, then choose FOLDERS, EMPTY FOLDERS  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 save the selected attachment(s), 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 RIGHT-CLICK, 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, then 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 or

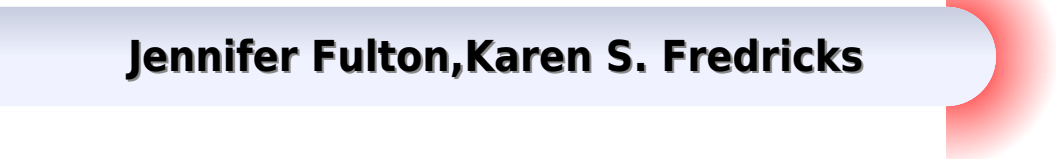
New message	Ctrl+N or M
Current Group	Ctrl+Alt+L
Folder	Ctrl+Alt+F
Outlook icon	Alt
Search off address books	F11
Go to the search bar	F10 or Ctrl+E
Go to a folder	Ctrl+Y
Show links	Ctrl+Alt+L
Flag for follow up	Ctrl+Alt+O
Add a Quick Flag (only for only)	Insert key
Reply to a message	Ctrl+R
Reply to all	Ctrl+Alt+R
Forward a message	Ctrl+F
Show/Hide command key tips	Alt

Selecting Multiple Messages

Select multiple messages	(Click) the first message and <Shift> (Click) the last message
Select multiple messages	(Click) the first message and <Ctrl> (Click) additional ones

Microsoft Outlook 2010 Instructions

Jennifer Fulton, Karen S. Fredricks



Microsoft Outlook 2010 Instructions:

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 [How to Use Microsoft Outlook 2010](#) HowExpert, 2019-02-23 If you want to know how to use Microsoft Outlook the right way then get the [How To Use Microsoft Outlook 2010](#) The main idea behind the scripting writing this guide is to facilitate the readers who want to utilize the Microsoft Outlook 2010 to manage their emails The simple techniques and their step by step elaboration will help both beginners and professionals make optimal use of Outlook 2010's distinguished tools and features for not only managing their e mail but also managing their appointments business events and meeting schedules in a systematized manner with little effort This study guide will facilitate its readers with the following substantial benefits At the start of this study guide you will learn to install Outlook 2010 and configure your email accounts once Outlook is successfully installed This guide will teach you to optimally manage the incoming e mails in different categories so that they can easily be accessed whenever required You will also learn to compose the new e mail messages in accordance to professional standards You will also learn how incoming messages can be replied to and or forwarded to someone else Microsoft Outlook 2010 also allows you to send attachments along with e mail messages that can be document files pictures music files etc This study guide will also assist you in creating business calendars that help you in manage your daily routine activities in a highly controlled manner You will also learn to create appointments tasks meetings and events for your calendar With this study guide you will also learn to create meeting invitations and how to respond to an incoming invitation Finally you will also learn to print e mail messages and calendars HowExpert publishes quick how to

guides on unique topics by everyday experts **Log On To Computers** □ 4 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD Outlook 2010 All-in-One For Dummies Jennifer Fulton, Karen S. Fredricks, 2010-06-25 Extensive coverage on using Microsoft Outlook to manage and organize your day As the number one e mail client and personal information manager Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e mail schedule and general daily activities with the least amount of hassle possible Comprised of ten minibooks in one and packed with more than 800 pages this All in One For Dummies reference walks you through the convenience of Microsoft Outlook and introduces you to the newest features of the 2010 version After a description of how to get started with Outlook 2010 you ll get complete coverage on e mail basics advanced e mail features working with the calendar managing contacts and working with Business Contact Manager You ll learn how to track tasks take notes and record items in the journal as well as customize and manage Outlook and get mobile with Outlook Offers soup to nuts coverage of Microsoft Outlook 2010 the newest version of the number one most popular e mail manager Walks you through getting started with Outlook and e mail basics and gradually progresses to more advanced features and capabilities of e mail Explains how to work with the Outlook 2010 calendar and manage your contacts Addresses tracking tasks taking notes recording items in the journal and working with Business Contact Manager Shows you how to customize your Outlook manage all the information within Outlook and take Outlook on the road Get a whole new outlook on Outlook 2010 with this complete guide Outlook 2010 For Dummies Bill Dyszel, 2010-05-10 Get up to speed on the new features of Outlook 2010 with this fun and friendly guide Although Microsoft Outlook is the number one most popular e mail and productivity tool many utilize only a fraction of its true potential This easy to understand guide walks you through an abundance of often overlooked tips and tricks so that you can take advantage of all that Outlook has to offer Outlook 2010 For Dummies introduces you to the user interface and explains how to use the To Do bar filter junk email and make the most of Outlook s anti phishing capabilities Before you know it you ll be managing e mail folders sharing your calendar using RSS support integrating tasks with OneNote Project Access and SharePoint Services accessing data with two way sync and offline access and more Shares invaluable advice for taking advantage of the newest version of the most popular e mail and productivity tool Outlook 2010 Reveals little known tips and tricks of underused features of Microsoft Outlook Presents

information in the beloved fun and friendly For Dummies style showing you how to manage your e mail share your calendar use RSS support access data and more Describes how to manage your day by filtering junk e mail using the To Do bar taking advantage of anti phishing capabilities and much more This helpful guide shows you how to work smart with Outlook 2010

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