

# Outlook® 2010 Mail

## Displaying Mail Folders

In the Navigation Pane, (Click) Mail or press <Ctrl>T.  
To show the Deleted Items folder, (Click) Deleted.

## Hiding/Displaying the Navigation Pane

- To show or hide the Navigation Pane, (Click) Navigation, in the Ribbon, or press <Alt>N to toggle among the modes.
- To display folders when minimized, (Click) Folders.

## Hiding/Displaying the To-Do Bar

- To show or hide the To-Do Bar, (Click) To-Do Bar, in the Ribbon, or press <Alt>D 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, (Click) Options.

## Creating and Sending a Message

1. Choose HOME, New Message (Click) .
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, (Click) .
4. Choose ADDRESS, then ADDRESS BOOK.
5. Select a different ADDRESS BOOK if desired.
6. Select the names, <Ctrl> or <Shift>, (Click) or select multiple names.
7. (Click) FILE, CC or BCC, (Click) OK.
8. If any names are not understood, choose ADDRESS, then CHECK NAMES, or press <Ctrl> to validate them.
9. Type the SUBJECT and the message.
10. (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 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, 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) .

## Restricting Forwarding, Printing, Copying

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

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 (Reading), the bar showing the Reading Pane and the list of items.
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, then PREVIEW.
  - 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 this, 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 at a scheduled periodicity.

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

## Using the Outlook

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

1. (Click) Outlook in the Navigation Pane.
2. Open a group, 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 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 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

1. (Right-Click) the Deleted Items folder, and choose EMPTY FOLDER, then (Click) YES.
2. Select the Deleted Items folder, then choose FOLDERS, 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 to select multiple attachments, choose SAVE AS ATTACHMENTS (Click) or <Ctrl> (Click) to attachable select 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 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	
Mail message	Ctrl+Shift+M
Current group	Ctrl+Shift+L
Folder	Ctrl+Shift+F
Outlook icon	Alt
Search off address books	F11
Go to the search box	F10 or Ctrl+E
Go to a folder	Ctrl+Y
Show folders	Ctrl+Shift+F
Flag for follow up	Ctrl+Shift+O
Add a Quick Flag (only for 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 2010 Instructions

**Yan Bai**



## **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

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**Microsoft Exchange Server 2010 Best Practices** Joel Stidley, Siegfried Jagott, 2010-07-15 Covers Service Pack 1 Apply best practices for administering Exchange Server 2010 and SP1 and optimize your operational efficiency and results This guide captures the field tested solutions real world lessons and candid advice of practitioners across the range of business and technical scenarios and across the IT life cycle Gain expert insights on what works where to make tradeoffs and how to implement the best decisions for your organization Discover how to Apply scenario based guidance for planning and deployment Prepare Active Directory R and the server environment Validate requirements and understand configuration tradeoffs Learn best ways to manage users mailboxes and permissions Optimize message routing and security Design and

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Thomas,2012-03-30 Learn tried and tested methods for optimal personal productivity Ever find yourself more than a bit overwhelmed by the constant influx of e mail and reminders as well as the ever present calendars to do lists miscellaneous paper and sticky notes Add to that myriad devices that were originally intended to make us more efficient but in reality only end up forcing us to juggle even more Our brains aren t wired for all this but we can learn to be productive Personal Productivity Secrets gives you everything you need to know to be organized in control and to get things done Understand how your brain absorbs organizes and filters the daily deluge of information and learn to trick your brain into being more productive Appreciate the difference between Time Management and Attention Management and create workflow processes that help you defend your attention Create a plan for navigating endless technology options and implement tools that will keep you productive focused and in control Personal Productivity Secrets reveals updated and vital information for achieving your significant results and being as productive as you can be in a fast paced technology driven society

### **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

### **Office 2010 Made Simple** Guy Hart-Davis,MSL Made Simple

Learning,2011-12-03 Office 2010 Made Simple for Windows is a practical and highly effective approach to using the Office 2010 Home Business Word Excel PowerPoint Outlook OneNote and Home Student Word Excel PowerPoint OneNote programs to create and edit documents and get work done efficiently Conveying information quickly and concisely the book brings you from a beginner or low intermediate to an experienced and confident user Illustrated graphical approach shows what happens at each stage Short sections provide instant access to each task the reader needs to perform Step by step

instructions help the reader grasp even complex procedures in full confidence      *Office 2010 Simplified* Kate Shoup, 2011-01-31 A clear visual way to learn Office 2010 quickly and easily If you're looking for a way to get up to speed quickly on the newest version of Microsoft Office these 400 pages of step by step instructions and full color screen shots make it easy Office 2010 has new features and tools to master and whether you're upgrading from an earlier version or encountering the Office applications for the first time you'll appreciate this simplified approach This easy to follow guide covers Word Excel PowerPoint Outlook and Publisher Microsoft Office holds more than 90 percent of the market for Windows based productivity suites More than 90 percent of Windows users use Microsoft Office This guide covers all the Office applications Word Excel PowerPoint Outlook and Publisher Designed for people who learn best visually with step by step instructions illustrated with full color screen shots throughout Revamped interior design makes it even easier to find and understand information Teaches dozens of common Office tasks Office 2010 Simplified makes this technology easy to understand even for those who are completely new to computers      **Microsoft Outlook 2010** Guy Vaccaro, 2010 In this Microsoft Outlook 2010 Tutorial Video expert Infinite Skills author and Microsoft trainer Guy Vaccaro explores the inner workings of Microsoft's new flagship email program Outlook 2010 This tutorial starts with the basics of what Outlook 2010 is Guy guides you through setting up your email accounts organizing your email using contacts the calendar tasks notes connecting to a Microsoft Exchange Server and so much more This video based training allows you to see exactly what you can do while the author talks you through each task step by step By the completion of this training video you will be fully versed in the use of Microsoft Outlook 2010 and capable of utilizing the many different functions of the program to optimize your daily workflow Work files are included allowing you to learn MS Outlook 2010 at your own speed      **Outlook 2010** Axzo Press Axzo Press, 2011 This ILT Series course covers the basic functions and features of Outlook 2010 Students will learn how to read create send and forward e mail messages Students will then learn how to manage messages and attachments configure message options and use search folders Students will also learn how to manage contacts use the People Pane work with tasks create appointments and schedule meetings This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2010 exam 77 884 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Outlook 2010      *Office 2010 All-in-One For Dummies* Peter Weverka, 2010-05-10 The leading book on Microsoft Office now fully updated for Office 2010 Microsoft Office the world's leading productivity suite has been updated with new tools Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All in One guide With a self contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness Office 2010 All in One For Dummies gets you up to speed and answers the questions you'll have down the road Microsoft Office is the office productivity suite used around the globe nearly every business worker encounters it daily The 2010 revision will affect all applications in

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such as all fixed allowances e g transport all ad hoc allowances e g one off uniform allowance

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