

Outlook® 2010 Mail

Displaying Mail Folders

In the Navigation Pane, [Click]  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]  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]  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 2010 Guide

Kathleen Armour



Microsoft Outlook 2010 Guide:

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 [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 **Microsoft Outlook 2010**

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