

Outlook® 2010 Mail

Displaying Mail Folders

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

Hiding/Displaying the Navigation Pane

- To show or hide the Navigation Pane, (Click) in the Ribbon, or (Click) in the Ribbon, or press <Alt>F10 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) 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 in the Ribbon.

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, (Click) .
4. Choose ADDRESS BOOK 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 BOOK, (Click) ADDRESS BOOK, or press <Ctrl> to select 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 DIFFERENCES, 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 DIFFERENCES, then (Click) 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) in 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 DIFFERENCES, 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 DIFFERENCES, 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 (Click) . You can change the view of the pane (Reading) the bar along 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 FILE 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 send it later, periodically.

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 or cancel, click before they are sent.

1. (Click) 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, edited, 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. Select 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 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, and (Click) 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, 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 book	F11
Go to the search bar	F10 or Ctrl+E
Go to a folder	Ctrl+F
Show ribbon	Ctrl+Alt+R
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

Joacim Rocklöv



Microsoft Outlook 2010 Instructions:

The book delves into Microsoft Outlook 2010 Instructions. Microsoft Outlook 2010 Instructions is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Outlook 2010 Instructions, encompassing both the fundamentals and more intricate discussions.

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questions ask you to consider the freudian and christian references as well as to think critically about the nature of civilization and savagery and the novel s social historical influences consider our current context

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web chapter 1 1 from what perspective is the narrative of lord of the flies related a second person b fourth person c first person d third person 2 what physical ailment does piggy say he suffers from in chapter 1 the sound of the shell a partial deafness b tuberculosis c asthma d epilepsy 3

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web the head is described as dripping blood eerily grinning and attracting a swarm of buzzing flies when the lord of the flies speaks to simon we can assume that his voice is a hallucinatory effect of simon s disintegrating mental state the lord of the flies suggests to simon that the boys will be their own undoing