

Outlook® 2010 Mail

Displaying Mail Folders

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





Hiding/Displaying the Navigation Pane

- To show or hide the Navigation Pane, (Click)  Navigation, in Ribbon, or (Click) 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 Ribbon, or press <Alt>O 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 > EMAIL .
2. In the TO or CC text boxes, type the names of the addressees. For an Internet address, type the full address (e.g., emailaddress.com). As you type, Outlook presents previously used addresses.
3. To select names from the address book, (Click)  Address Book, then ADDRESS BOOK.
4. Select a different address (or NONE if desired).
5. Select the names, <Ctrl> or <Shift>, (Click) or select multiple names.
6. (Click) FILE, CC or BCC, (Click) OK.
7. If any names are not understood, choose REPLYALL, then CHECK NAMES  or press <Ctrl> to validate them.
8. Type the SUBJECT and the message.
9. (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) OK.

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 email.
2. Forward a message, (Click) or to view it in the Reading Pane, or (Double-Click) to open.
3. Suppress an attachment:
 - a. (Click) the attachment in the reading pane, (Click) PREVIEW, then PREVIEW.
 - b. (Click)  to return to the message.
4. Forward 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 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 email 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 draft, 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+Delete).

To empty the Deleted Items Folder

1. (Right-Click) the Deleted Items folder, and choose EMPTY FOLDER, then (Click) YES.
- Or, 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 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, and choose 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

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 ribbon	Ctrl+Shift+Q
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

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

Joel Stidley, Siegfried Jagott



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 implement Unified Messaging and

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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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Administering, Configuring, and Maintaining Microsoft Dynamics 365 in the Cloud Mark Beckner, Scott McFarland, 2017 As Microsoft s Dynamics 365 gains ground and businesses adopt this tool the demand for internal resources who need to understand how to support and maintain it increases Administering Configuring and Maintaining Microsoft Dynamics 365 in the Cloud addresses the needs of those who support Dynamics discussing numerous real world scenarios that businesses must deal with when implementing Dynamics 365 Scenarios are presented with simple fully functional walkthroughs so that non developers can follow the instructions and learn how to address any issues that

need to be resolved The variety of concepts discussed in this book include how to Quickly set up and configure users teams business units and security Navigate through the system and present data in easy to access dashboards and SSRS reports Import data and export data and migrate data between systems Create customized Business Process Flows Workflows and Business Rules Customize your Dynamics 365 instance with new entities fields and JavaScript Deploy and manage plugins and solutions

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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 your 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 **Microsoft SharePoint 2010**

Customizing My Site Michael Doyle,2011-09-28 Customize your implementation of My Site in Microsoft SharePoint 2010 and capture the enthusiasm for social networking in your organization With this concise practical guide SharePoint expert Michael Doyle shows you how to modify key My Site features to meet specific business needs You ll learn how to apply best practices tackle hard to solve problems and create a valuable sense of community for your employees It s the ideal quick reference for IT and business professionals alike Take charge of social networking opportunities with a custom My Site solution Set up My Site user profiles with Active Directory data Help users share ideas documents and personal information Create several My Site hosts to serve distinct audiences Establish unified profiles across multiple SharePoint farms Apply your company s look and feel with themes Determine a user content quota to avoid taxing your database Manage metadata to keep user tags consistent on each site Edit profile properties to personalize the Twitter widget Computer 5: (For

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Matthews,Greg Holden,2011-09-20 The fast and easy way to start and run an online business Starting an online business is no longer a novelty It s a fact of life for individuals and established companies alike The good news is that e commerce and the practice of selling goods and services through a Web site and is not only here to stay but it s thriving More good news is that the steps required to conduct commerce online are well within the reach of ordinary people even if you have no business experience All you need is a good idea a bit of start up cash computer equipment and a little help from the practical hands on information in Starting and Running an Online Business For Dummies With strategies to help you identify your market design your website choose services trade securely boost sales and stay ahead of the competition Starting and Running an Online Business For Dummies is just what you need to succeed You ll discover how to open an online business in ten easy steps how to select the right web host and design tools why giving your e business site structure and style is vital techniques on attracting and keeping customers and much more Advice on how to get your business on the Web quickly and economically Completely revised and updated Includes the latest information on web hosting search engine optimization pay per click advertising harnessing the power of social media marketing and more Whether you re a budding entrepreneur or a small business owner looking to expand your business online this up to date and easy to follow guide covers all the essentials you need to know to get on the Web quickly and economically without all the technical jargon and hype bogging you down

Unveiling the Energy of Verbal Beauty: An Mental Sojourn through **Microsoft Outlook 2010 Instructions**

In a global inundated with monitors and the cacophony of instantaneous conversation, the profound power and emotional resonance of verbal art frequently fade into obscurity, eclipsed by the constant onslaught of noise and distractions. However, situated within the lyrical pages of **Microsoft Outlook 2010 Instructions**, a charming work of literary splendor that impulses with organic emotions, lies an remarkable trip waiting to be embarked upon. Written by a virtuoso wordsmith, this exciting opus books readers on an emotional odyssey, lightly revealing the latent potential and profound affect embedded within the elaborate web of language. Within the heart-wrenching expanse with this evocative evaluation, we will embark upon an introspective exploration of the book is central themes, dissect their captivating publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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