

Outlook® 2010 Mail

Displaying Mail Folders



In the Navigation Pane, [Click]  Mail 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@bexcix.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 <F5>.

Using the Outbox

The Outbox contains emails that are going to be sent. To edit or remove emails before they are sent:

1. [Click]  **Outbox** 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, 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 Cheat Sheet 2010

L Cohen

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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Table of Contents Microsoft Outlook Cheat Sheet 2010

1. Understanding the eBook Microsoft Outlook Cheat Sheet 2010
 - The Rise of Digital Reading Microsoft Outlook Cheat Sheet 2010
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook Cheat Sheet 2010
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Outlook Cheat Sheet 2010
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook Cheat Sheet 2010
 - Personalized Recommendations
 - Microsoft Outlook Cheat Sheet 2010 User Reviews and Ratings
 - Microsoft Outlook Cheat Sheet 2010 and Bestseller Lists
5. Accessing Microsoft Outlook Cheat Sheet 2010 Free and Paid eBooks

- Microsoft Outlook Cheat Sheet 2010 Public Domain eBooks
- Microsoft Outlook Cheat Sheet 2010 eBook Subscription Services
- Microsoft Outlook Cheat Sheet 2010 Budget-Friendly Options
- 6. Navigating Microsoft Outlook Cheat Sheet 2010 eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Outlook Cheat Sheet 2010 Compatibility with Devices
 - Microsoft Outlook Cheat Sheet 2010 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Outlook Cheat Sheet 2010
 - Highlighting and Note-Taking Microsoft Outlook Cheat Sheet 2010
 - Interactive Elements Microsoft Outlook Cheat Sheet 2010
- 8. Staying Engaged with Microsoft Outlook Cheat Sheet 2010
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Outlook Cheat Sheet 2010
- 9. Balancing eBooks and Physical Books Microsoft Outlook Cheat Sheet 2010
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Outlook Cheat Sheet 2010
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Outlook Cheat Sheet 2010
 - Setting Reading Goals Microsoft Outlook Cheat Sheet 2010
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Outlook Cheat Sheet 2010
 - Fact-Checking eBook Content of Microsoft Outlook Cheat Sheet 2010
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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