

Outlook® 2010 Mail

Displaying Mail Folders

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

Hiding/Displaying the Navigation Pane

- To show or hide the Navigation Pane, (Click)  in the Ribbon, >Navigation, or <Ctrl>N 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, >View, >Task Pane, >To-Do Bar, 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, >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., emailaddress.com). As you type, Outlook presents previously used addresses.
3. To select names from the address book, (Click) .
4. Choose ADDRESS, >New 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, >New, >CC, >Name, or press <Ctrl>N to initiate 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 its normal importance, (Click) the button again.

Requesting a Read or Delivery Receipt

In the message window, choose OPTIONS, then >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 button  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, >MESSAGE LOCK .

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. 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 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 an message, click before they are sent.

1. (Click)  in the Navigation Pane.
2. Open a mail, 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, >Sent, 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.
- Or, 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 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

New message	Ctrl+N or M
Quick launch	Ctrl+Q or L
Reader	Ctrl+R or F
Navigation pane	FF
Search off address books	FF+O
Go to the search bar	FF+O or E
Go to a folder	Ctrl+F
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

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

Arturo Cuomo



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