

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>View, or (Ctrl) or (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)  To-Do Bar, in Ribbon>View, or (Ctrl) or (Alt)Q 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 list, (Click)  Address List, 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>N 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 DIFFER, 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 DIFFER, 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)  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 DIFFER, 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 DIFFER, RESTRICT .

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  if necessary.
 - 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, 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 groups 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 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, 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  or press <Ctrl>D.

The message(s) are moved to the Deleted Items folder. Or to delete all message(s) in a folder, choose FOLDERS, then DELETE ALL  (Ctrl) or (Alt)D.

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 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  or right to the window only, or REPLY ALL  to reply to all attachments.
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+I
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

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 Instructions

Lei Shi

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

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