


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]  Message 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 <F10>.

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, then 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

Wallace Wang

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.

Microsoft Outlook Cheat Sheet 2010:

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 **Microsoft Outlook Web App for Exchange 2010**

Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Car Beezix, Inc Staff,2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 Covers the following topics Mail Displaying the Inbox 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 Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User s Mailbox Creating an E Mail Signature Turning on off an AutoReply when Out of the Office Chat Starting a Chat Adding Removing Chat Contacts Changing Your Chat Status Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts Finding a Contact Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Searching for an Item Logging Off Also includes a list of keyboard shortcuts **Office 2013 For Dummies** Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with

straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

Microsoft Outlook Web App for Exchange 2010 SP1 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Beezix, Inc Staff,2011-03-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 SP1 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 covered Mail Displaying the Inbox 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 Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User s Mailbox Creating an E Mail Signature Turning on off an AutoReply when Out of the Office Chat Starting a Chat Resuming a Chat Adding Removing Chat Contacts Changing Your Chat Status Signing Out of Instant Messaging Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts Finding a Contact Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Searching for an Item Logging Off Also includes a list of keyboard shortcuts

Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate Beezix, Inc Staff,2010-06-28 Laminated quick reference card showing step by step instructions and shortcuts for how to use calendar contacts and tasks 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 Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Repeating Appointments or Meetings Creating Scheduling and Editing Meetings

Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating and Using Calendar Groups Printing the Calendar Contacts Creating Editing Contacts Sending a Mail Message to a Contact Searching for Contacts Merging Contacts with Word Tasks Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane 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

What's New in Outlook 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff,2010-06-28 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2010 Also includes a command reference showing Outlook 2003 commands and their 2010 equivalents Topics include The Ribbon Controlling the Navigation Pane Mail Previewing an Attachment Viewing Next Previous Message in a Single Email Adding an Electronic Business Card to an Email Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Using Quick Steps Using the People Pane Using the Out of Office Assistant Calendar Showing Full or Work Week Overlaying Multiple Calendars Changing Detail Level in Month View Scheduling Assistant Sending a Calendar Snapshot by Email Receiving a Calendar Snapshot Publishing Your Calendar to office com Sharing a Published Calendar Restricting Access to Free Busy Information Tasks Tasks and To Do Items The To Do Bar Viewing To Do Items in the Calendar Putting an Item in the To Do List Sharing or Request the Sharing of Calendar Contacts Tasks Notes with Other Outlook Users Responding to a Sharing Request Changing Sharing Permissions Color Coded Categories Using Instant Search Other New Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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 *Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in

Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Plain or Rich Text For Plain Text For Building Block Gallery For Combo Box and Drop Down List For Date Picker For Check Box Turning On Off Design Mode Changing Placeholder Text Protecting a Form from Changes Unprotecting a Form Protecting Only Parts of a Form Preventing Editing of a Control s Content Prevent Editing Parts of a Document Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features Official (ISC)2 Guide to the CSSLP CBK Mano Paul,2013-08-20 Application vulnerabilities continue to top the list of cyber security concerns While attackers and researchers continue to expose new application vulnerabilities the most common application flaws are previous rediscovered threats The text allows readers to learn about software security from a renowned security practitioner who is the appointed software assurance advisor for ISC 2 Complete with numerous illustrations it makes complex security concepts easy to understand and implement In addition to being a valuable resource for those studying for the CSSLP examination this book is also an indispensable software security reference for those already part of the certified elite A robust and comprehensive appendix makes this book a time saving resource for anyone involved in secure software development *Bloomberg Markets* ,2010 **Office 2010 For Dummies** Wallace Wang,2010-05-10 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide **Shortcuts for Microsoft Office 2016, 2013 and 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate** Beezix Software Services,2017-10-30 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2016 2013 and 2010 products Word Excel and PowerPoint Written with Beezix s trademark

focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Word Excel and PowerPoint 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar *Human Systems Engineering and Design (IHSED 2021): Future Trends and Applications*

Waldemar Karwowski, Tareq Ahram, Mario Milicevic, Darko Etinger and Krunoslav Zubrinic, 2021-09-25
Proceedings of the 4th International Conference on Human Systems Engineering and Design IHSED2021 Future Trends and Applications September 23 25 2021 University of Dubrovnik Croatia **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 **Discover Sociology: Core Concepts** Daina S. Eglitis, William J.

Chambliss, 2019-11-08 Discover Sociology Core Concepts explores sociology as a discipline of curious minds in 12 high priority chapters that focus on theoretical conceptual and empirical tools needed to understand analyze and even change the world The Second Edition of Core Concepts is ideal for semester long courses where instructors want to spend more time on core topics and or assign other course materials as well as shorter courses quarter schools summer and intersession courses

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TeachUcomp, 2018-11-30 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2019 When you need an answer fast you will find it right at your fingertips

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Robots in Society and Culture Leopoldina Fortunati,Autumn Edwards,2024-09-23 The De Gruyter Handbook of Robots in Society and Culture provides a comprehensive discussion of how social robots take form function and meaning for individuals relationships cultures and societies Through a path breaking integration of perspectives coming from sociology communication and media psychology cognitive neuroscience anthropology political science and science and technology studies it focuses on the critical and social meaning of present developments in social robotic technologies This book looks at artificial agents from voice based assistants to humanoid robots as their use transforms private and public contexts and gives rise to both new possibilities and new perils for human being and becoming organizations as well as social structures and institutions The handbook traces the consequences and key problems of social robotics across broad social contexts in both public and political as well as domestic and intimate spaces Further it attends carefully to the implications of social robotics for various human identity groups including those based on gender ethnicity culture class ability and age Deep attention to interdisciplinarity inclusivity ethics and socio cultural futures serves as the guiding inspiration behind each contribution within this handbook **Microsoft InfoPath 2010 Introduction Quick Reference Guide (Cheat Sheet of**

Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2011-08-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Filler and Designer applications of Microsoft InfoPath 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 covered InfoPath Filler Opening a Form to Fill Filling in a Form Sending a Form by e Mail Replying to a Form in Outlook Filling in a Form Using a Web Browser InfoPath Designer Creating a New Form Template Opening an Existing Form

Template Creating a Browser Compatible Form Template Using Data Sources Inserting Controls Setting Properties for Controls Laying Out a Form Inserting a Scrolling Region Advanced Layout with Section Controls Adding Fields Groups to Data Sources without Adding Form Controls Deleting a Field or Group Looking Up Data Secondary Data Source Restricting Data Entry Using Validation Checking Form Design Compatibility Previewing a Form Publishing a Form Template Also includes List of Filling and Designing Shortcuts *Microsoft Lync 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2011-07-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Lync 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 Signing In Out Using Presence Status Status Indicators Changing Status Manually Using Location Status Adding Contacts Deleting Contacts Using the Frequent Contacts Group Viewing Contact Cards Monitoring a Contact s Status Adding a Note to Your Status Updating or Clearing a Status Note Viewing Other Users Notes Creating and Using Groups Starting a Conversation Sending an Instant Message Marking Conversation as High Importance Changing Conversation Subject Hiding the Instant Message Area Show Hide the Conversation Window Menu Bar Inviting Additional Participants to Your Conversation Sending a File Receiving a File Changing Where your Received Files are Saved E Mailing a Contact Scheduling a Meeting Sharing Your Desktop or a Program Sharing PowerPoint Whiteboard or Polls Switching Between Shared Content Controlling Presence Privacy Viewing Presence Information in Outlook Responding to an E mail with an Instant Message Responding to an Email with a Call Also includes a list of keyboard shortcuts

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