

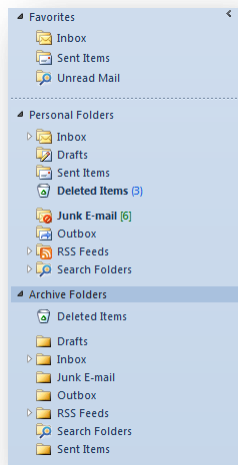


Setting Up AutoArchive

1. Select the **File** tab on the Ribbon.
Outlook 2010 displays the Backstage View.
2. Click the **Options** button.
Outlook 2010 opens the Options dialog
3. Select the **Advanced** group
4. Click the **AutoArchive Settings...** button.

Opening the Archive Folder

1. Select the **File** tab on the Ribbon
2. Select the **Open** option.
Outlook 2010 changes the options shown in the Backstage View.
3. Click the **Open Outlook Data File** button
4. Locate the drive and folder that hold the **archive.pst** file.
5. Select **archive.pst**
6. Click **OK**



Closing the Archive Folder

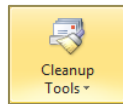
1. Right-click on **Archive Folders** header.
Outlook 2010 displays a drop-down menu.
2. From the drop-down menu select **Close "Archive Folders"**.

Setting Individual Folder Properties

1. Right-click the desired folder.
2. Select **Properties** from the drop-down menu.
3. Select the **AutoArchive** tab.

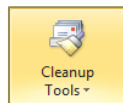
Manually Archiving a Folder

1. Select the **File** tab on the Ribbon.
Outlook 2010 displays the Backstage View.
2. Click the **Cleanup Tools** button in the **Mailbox Cleanup** group.
Outlook 2010 displays a drop-down menu with 3 options.
3. Choose **Archive...**
4. Select the **Archive this folder and all subfolders** option.
5. Select the folder you want to archive.
6. Enter the date that Outlook uses to archive items.



Using Mailbox Cleanup

1. Select the **File** tab on the Ribbon.
Outlook 2010 displays the Backstage View.
2. Click the **Cleanup Tools** button in the **Mailbox Cleanup** group.
Outlook 2010 displays a drop-down menu with 3 options.
3. Choose **Mailbox Cleanup...**
4. Click the **View Mailbox Size...** button to view size of your mailbox.



5. Click **Find...** to locate files older than a specified number of days, or larger than a specified size.
Outlook 2010 opens the Advanced Find dialog box.
6. Click **New Search** to search with new information.
7. Close dialog box after viewing files.
8. Click **AutoArchive** to immediately begin archiving your messages.
9. Click **Empty** to permanently delete items in your Deleted Items folder.
10. Click **Yes** to permanently delete the messages.

Setting Up Automatic Journal Entries

1. Select the **File** tab on the Ribbon.
Outlook 2010 displays the Backstage View.
2. Click the **Options** button.
Outlook 2010 opens the Options dialog
3. Select the **Notes and Journal** group
4. Click the **Journal Options...** button.
Outlook 2010 opens the Journal Options dialog.
5. In the **Automatically record these items** option, check off specific activities to record.
6. Within the **For these contacts** option, select all contacts for whom you wish to record Outlook activities.

Adding a Manual Journal Entry

1. Select the **Home** tab on the Ribbon.
2. Click the **New Items** button in the New group.
Outlook 2010 displays a drop-down menu.
3. Select **More Items/Journal Entry**.
or
Press **[Ctrl + Shift + J]**
Outlook 2010 opens the Journal dialog.



4. Enter the Journal detail.
5. Click **Save & Close** button when done.



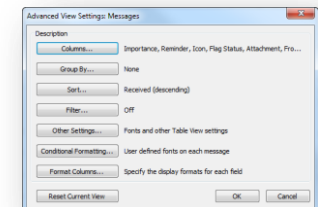
Changing Outlook Views

After selecting any folder you can change the view by:

1. Select the **View** tab on the Ribbon.
2. Within the **Arrangement** list, select the item you wish to arrange by.
or
Click the **Arrange By:** header at the top of the list.

Customizing Views


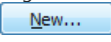
1. Select the folder to customize.
2. Select the **View** tab on the Ribbon.
3. Click the **More** button at the bottom-right corner of the **Arrangement** list.
Outlook 2010 displays all options.
4. Select the View Settings option.
Outlook 2010 opens the Advanced View Settings dialog.

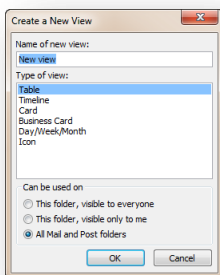


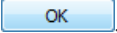
5. Click the desired settings button.
6. Click the **Sort** button to choose a different sort order or to sort by multiple fields.
7. Click the **Other Settings** button to change Font Size.
8. Click the **Format Columns** button to change, for example, the way the date is displayed



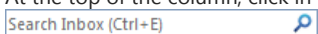
Define Your Own Custom Views

1. Select the **View** tab on the Ribbon.
2. Click the  button in the **Current View** group.
Outlook 2010 displays a drop-down menu with different view options.
3. Select the **Manage Views...** option.
*Outlook 2010 displays the **Manage All Views** dialog.*
4. Click the  button to create a new view.
*Outlook displays the **Create a New View** dialog.*



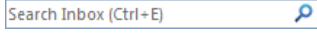

5. Enter a Name for the new View.
6. Click .
7. Choose all the options desired.

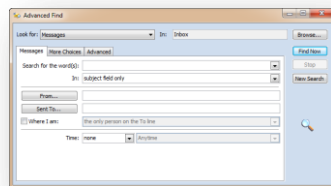
Using Find

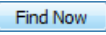
1. Select the folder.
2. At the top of the column, click in the 
- or
Press **[Ctrl + E]**.
3. Type the search words.
4. Press **[Enter]**.

Tip: Click the  button to clear the Search and view all data again.

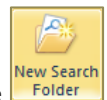
Advanced Find

1. At the top of the column, click in the 
*Outlook 2010 displays the **Search Tools** context tab.*
2. Click the  button in the **Options** group.
3. Select **Advanced Find...**
or
Press **[Ctrl + Shift + F]**
*Outlook 2010 displays the **Advanced Find** dialog.*

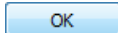


4. Enter criteria on any of the tabs.
5. Click  to filter the search results in a separate window.


Creating Search Folders

1. Click the **Folder** tab on the Ribbon.
2. Click the  button in the **New** group.
or
Right-click on **Search Folders** in the **Outlook Data File** pane and select **New Search Folder** from shortcut menu
or
Press **[Ctrl + Shift + P]**.
3. Select a predefined Search Folder Template
or
Scroll to the bottom of the list and

choose **Create a Custom Search Folder**.

4. Supply the criteria you want to search by.
5. Click .

Junk Mail

1. Select the **Home** tab on the Ribbon.
2. Click the  button in the **Delete** group.
3. Select **Junk Mail Options...**
4. On **Options** Tab, select the level of protection
5. Add new contacts to your Safe Senders list on the **Safe Senders** tab.


To add contacts to your **Safe Senders**, **Safe Recipients** and **Blocked Senders** directly from the Inbox:

6. Right-click on the email message and click **Junk**.
7. Pick the appropriate command from the menu that appears.


Rules and Alerts

1. Select the **Home** tab on the Ribbon.
2. Click **Mail** in **Navigation Pane**.



3. Click the  button in the **Move** group.
4. Select **Create Rule**.
5. Select the options in the **Create Rule** dialog.

Adding/Removing Buttons from the Navigation Bar

1. Click the  button bottom corner of the **Navigation Pane**
or
Right-click any large button and choose **Navigation Pane Options**.
2. Add checks next to all buttons you want to add
3. Clear the check box for any buttons you don't want to display.

Favorite Folders

To add a folder to the Favorites Pane


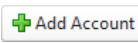
1. Right-click on the folder
2. Choose **Show in Favorites**.

Customizing Outlook Today


1. From the Shortcut Pane, select the **Outlook Data File** option.
*Outlook 2010 displays the **Outlook Today** view.*
2. Click the **Customize Outlook Today...** link located at the top-right corner.
*Outlook 2010 displays the **Outlook Today options**.*
3. Select the options you desire
4. Click the **Save Changes** link

Tip: If you want to see this view when you first open up Outlook, select the **Startup** option.

Setting Up a Mail Account

1. Select the  tab on the Ribbon.
*Outlook 2010 displays the **Backstage View**.*
2. Click the  button.
*Outlook 2010 displays the **Add New Account** dialog.*
3. Follow the steps in the Wizard.

Stationery: for a Single Message

1. Select the **Home** tab on the Ribbon.
2. Click the  button in the **New** group.
3. Select **E-mail Message Using**
4. Select **More Stationery...**
5. Compose your message normally.