



### Understanding Navigation Bar

**Mail** Contains all e-mail messages, including those sent, drafts, deleted, and manually moved into a different folder.

**Calendar** Shows you your scheduled appointments plus, depending on your view, a list of tasks to be completed.

**Contacts** Acts and appears like an address book or Rolodex. You can keep track of names, addresses, phone numbers and other personal information.

**Tasks** Allows you to keep track of tasks and projects on which you should be working.

**Notes** Contains quick bits of information for which a task is not appropriate. Notes can be placed outside of Outlook on your desktop.

### Creating New Messages

1. Select the **Mail** **Navigation button**.
2. Select the **Home** tab on the Ribbon.
3. Click the **New E-mail** button in the **New** group.  
or  
Press **[Ctrl + N]**.
4. Click the **To...** button to select the recipients from Outlook's Global Address List (GAL).  
or  
Type the names of the recipients (separated by a semicolon).
5. Type a few words to describe the message content in the **Subject** line.
6. Type the message body.

7. Click the **Send** button  
or  
Press **[Ctrl + Enter]**.

### Message Formats

**HTML:** The HTML (Hypertext Markup Language) format gives you the following features: text formatting, numbering, bullets, alignment options, horizontal lines, backgrounds, HTML styles and Web pages.

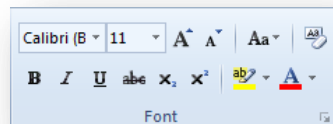
**Outlook Rich Text Format:** Provides the following features: text formatting, bullets and alignment.

**Note:** Not all recipients will be able to see Outlook Rich Text formatting.

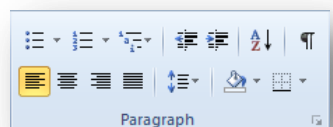
**Plain Text:** Plain text messages include no formatting. Plain Text format may be your safest choice rather than adding formatting that recipients might not be able to see.

### Formatting a Message

1. Select the text you wish to format.
2. Select the **Format Text** tab on the Ribbon.
3. Select the Font and text formatting options in the **Font** group:



4. To change paragraph attributes, select the format in the **Paragraph** group:



### Responding to a Message

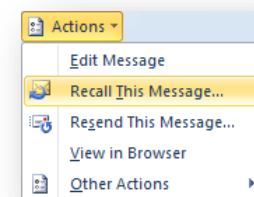
1. Open it or select it in the Inbox.
2. Select the desired response button:
  - Reply** Sends messages back to the sender only.
  - Reply All** Sends messages back to the sender and everyone else who received the message.
  - Forward** Sends the message to someone else - type the name of the recipient(s) in the **To:** and **CC:** field.
3. Type your response deleting any parts of original message you do not wish to include in the reply.
4. Click the **Send** button  
or  
Press **[Ctrl + Enter]**.

### Inserting Attachments

1. Compose the message.
2. Click **Attach File** button in the **Include** group.
3. Select the drive and folder that contain the file.
4. Select the file(s) you wish to attach.
5. Click the **Insert** button.
6. The attachment appears in the header for **Plain Text** or **HTML** messages and in the body of the message for **Rich Text Format**.

### Recalling a Message

1. Click on the **Sent Items** folder.
2. Open the message you wish to recall.
3. Click the **Actions** button in the **Move** group.



4. Select **Recall This Message...**
5. Choose to either delete the message or delete it and replace it with a new message.
6. Click **OK**.  
*Outlook 2010 will send a status report to your Inbox.*



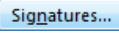

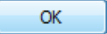
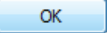
### Flagging Messages

1. Create a new message or open an existing message.
2. Select the Message tab on the Ribbon.
3. Click the **Follow Up** button to view the different flag settings.
4. Select one of the preset options.  
or  
Select the **Custom...** option if none of the presets meet your needs.  
*Outlook 2010 opens the Custom dialog allowing you to select the desired dates.*
5. Select the **Start** and **Due** dates.
6. Place a check in the **Reminder** if desired.
7. Select the reminder date and time the reminder.
8. Click **OK**.




**Tip:** You may also right click the flag icon on the right side of the mail message in the Inbox and use the selections found in the quick menu to set a flag.





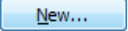
### Creating a Signature

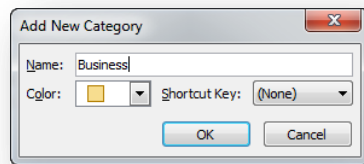
1. Select the  tab.  
*Outlook 2010 opens the Backstage view.*
2. Click the  button.  
*Outlook 2010 opens the Options dialog.*
3. Select the **Mail** option.
4. Click the  button.
5. Click the  button..
6. Enter the **Name** for the signature.
7. Click .
8. Enter the signature detail in the lower editor.
9. Edit the signature by changing the Font, Size and Font attributes.
10. Select the signature to use in the **New messages** drop-down list.
11. Select the signature from the **Replies/forwards** drop-down list to assign a signature for Replies and Forwarded messages..
12. Click .

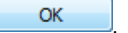
### Assigning a Category

1. Create the item.  

2. Locate the  button on the Ribbon.  
or  
In the case of e-mail, click the  button in the **Tags** group.
3. Select the desired Category at the bottom of the dialog box.

### Creating New Categories

1. Select the **Home** tab on the Ribbon.  

2. Click the  button in the **Tags** group.
3. Select the **All Categories...** option
4. Click .





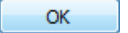
5. Enter the **Name** for the New Category.
6. Select a **Color** from the drop-down list.
7. Select a **Shortcut Key** for the Category.
8. Click .

### Selecting Messages



Selects all messages in the folder	<b>[Ctrl + A]</b>
Selects the non-consecutive messages upon which you click while holding down <b>[Ctrl]</b>	<b>[Ctrl + Click]</b>
Selects a large list of consecutive messages when you click on the first in the list, then hold down <b>[Shift]</b> while you click on the last	<b>[Shift + Click]</b>
Use as another method for selecting consecutive messages	<b>[Shift + ↑ or ↓]</b>

### Creating a Folder

Use one of the following methods to begin the folder:

1. Select the **Folder** tab on the Ribbon.  

2. Click the  button in the **New** group.  
or  
Press **[Ctrl + Shift + E]**  
or  
Right-click the **Inbox** and select **New Folder...** from the shortcut menu.
3. Enter the **Name** of the new folder.
4. Select the type of items the folder will contain from the **Folder Contains** drop-down.
5. Select the parent folder for the new folder.
6. Click .

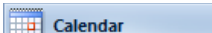
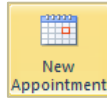
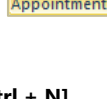
### Out of Office Assistant


1. Select the  tab
2. Click the **Info** tab in the menu.
3. Click **Automatic Replies (out of office)**.
4. Select the **Send Automatic Replies** check box in the **Out of Office Assistant** dialog box..
5. Select the **Only send during this time range** check box if you want to specify a set time and date range
6. Set the **Start** time, and then set the **End** time.
7. In the **Inside my organization** tab, type the message that you want to send within your organization.
8. In the **Outside my organization** tab, type the message that you want to send outside your organization.
9. Click .

**Note:** This message will only be sent to an individual once regardless of how many messages they send you.

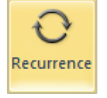

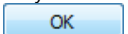
### Entering Calendar Items

Use the following methods to begin an appointment:

1. Select the  **Calendar** button.  
**Navigation button.**  

2. Click the  button in the **New** group.  
or  
Press **[Ctrl + N]**.
3. Type a **Subject**.
4. Type the appointment **Location** if you desire  
or  
Click the drop-down arrow to select a previously-used Location.
5. Set the **Start** and **End** times.
6. Click the **All day event** checkbox if the appointment is to be scheduled for the entire day.
7. Type any comments or add attachments.

8. Click  button to post the item on your calendar.

### Creating Recurring Appointments

1. Create an appointment using the steps outlined above.
2. Select the **Appointment** tab on the Ribbon.  

3. Click the  button in the **Options** group.  
*Outlook 2010 opens the Appointment Recurrence dialog.*
4. Adjust the appointment time, if needed.
5. Select a Recurrence pattern.
6. Set a **Start** date for the recurrence.
7. Set the **Ending** for the recurrence, if necessary.
8. Click .