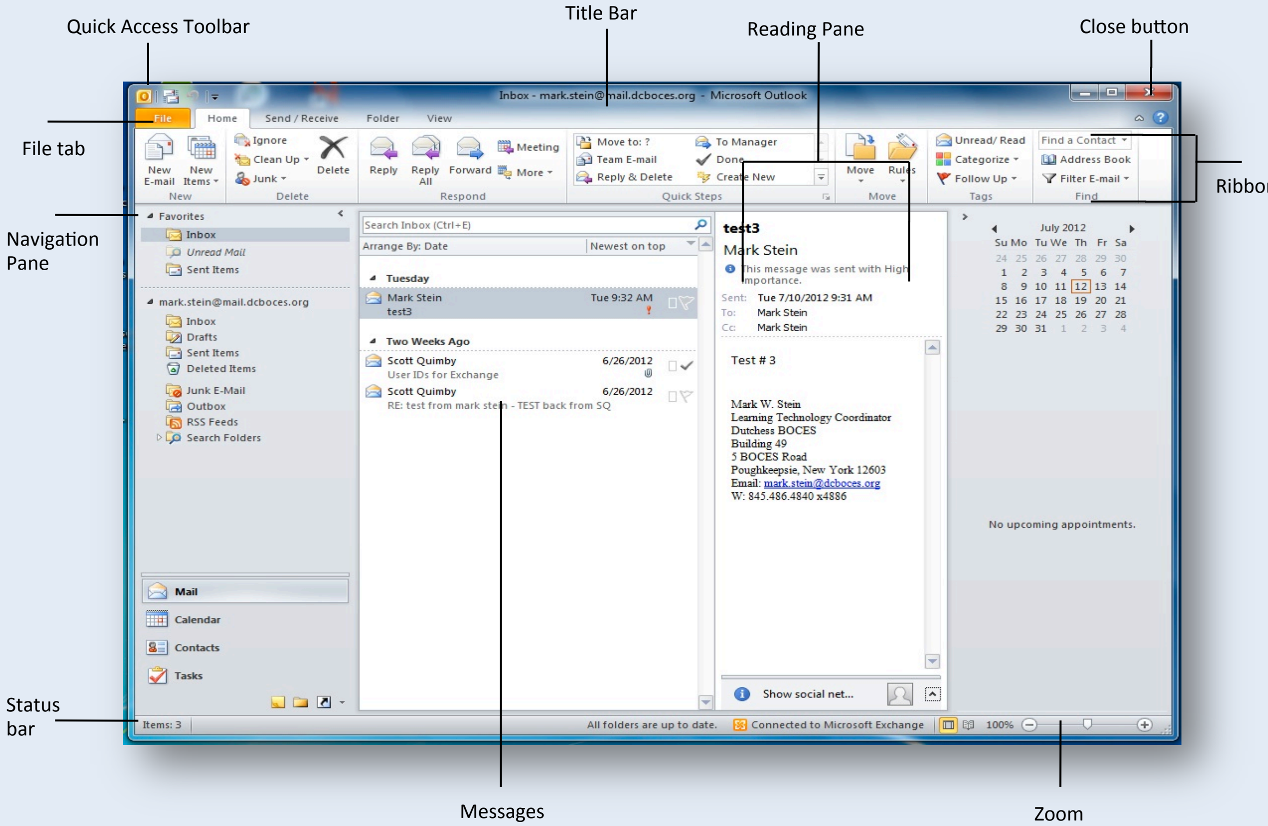
Microsoft Outlook 2010
QUICK REFERENCE GUIDE

Dutchess BOCES

The Outlook 2010 Screen



NAVIGATION PANE

Mail Contains mail-related folders: Inbox, Sent Items, and Deleted Items. Use the Favorites section at the top of the pane for easy access to frequently used folders.

Calendar Lets you view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side or superimposed.

Contacts Access BOCES personnel information such as phone numbers, email addresses, and building location.

Tasks Organize to-do lists, track task progress, and delegate tasks.

Fundamentals

❖ **To Print an E-mail**: Click the File tab and select Print
❖ **To Minimize the Ribbon**: Right-click a tab and select Minimize Ribbon
❖ **To Change Account Settings**: Click the File tab and select Open. Click the Account Settings Tab
❖ **To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>

MAIL : BASICS

❖ **To Attach a File to an E-mail:** Within the E-mail, click the Attach Item button in the include group of the Message tab.

❖ **To Preview an Attachment:** Click the attachment in the E-mail preview in the Reading Pane.

❖ **To Open an Attachment:** Double-click the attachment in the Reading Pane or E-mail window.

❖ **To Flag an E-Mail as a To-Do Item:** Right-click the e-mail, select Follow Up from the menu, and select a flag.

❖ **To Categorize an E-mail:** Select the E-mail, click the Categorize button in the Ribbon, and choose a category.

❖ **To Create a Signature:** In the E-mail, click the Signature button in the Include group of the Message tab on the Ribbon. Select Signatures and create a new signature. Tip: Set this as your default if you'd like it to appear every time.

❖ **To Turn on the Out of Office Assistant:** Click the File tab, select Info, and click the Automatic Replies button.

❖**To Save an E-mail as a Draft:** Click the Save button on the Quick Access Toolbar in the E-mail window.

MAIL : BASICS (Cont'd)

❖ **To Resend a Message:** Open the Sent Items folder, double-click the message, click the Actions button in the Move group of the message tab on the ribbon, and select Resend This Message.

❖ **To Recall a Message:** Open the Sent Items folder. Double-click the message, click the Actions button in the Move group of the message tab on the ribbon, and select Recall This Message. Choose to delete the message or replace the message with a new one in the dialog box and click OK. You can only recall a message if the recipient has not opened it.

❖ **To Give Delegate Access:** Delegate access gives others permission to receive items and respond on your behalf. If you have this requirement, please contact the helpdesk or local technician to set this up for you.

CALENDAR

❖ **To Open the Calendar**: Click the Calendar button in the Navigation Pane.

❖ **To Change Views:** Click a view option (Day, Work Week, Week, Month, or Schedule View) in the Arrange group on the Home tab, or click the View tab and select an option.

❖ **To View a Specific Date:** Click the date in the Date Navigator, or click and drag to view a set of consecutive dates.

❖ **To Schedule an Appointment:** Click the New Appointment button in the New group on the Home tab.

❖ **To Schedule a Recurring Appointment:** Click the New Items button in the New group on the ribbon, and select More Items > Recurring Appointment

❖ **To Schedule a Meeting:** Click the New Meeting button in the New group on the ribbon. Add recipients and meeting details and click Send.

❖ **To Schedule an All Day Event:** Click the New Items button in the New group on the ribbon and select All Day Event.

❖ **To Reschedule an Item:** Click and drag the item to a new date and/or time on the Calendar.

❖ **To Edit an Item:** Click the item to view the Calendar Tools contextual tab. Or, double-click the item, make your changes, and click the Save & Close button in the Actions group on the ribbon.

❖ **To Delete an Item:** Select the item and press <Delete>

❖ **To Search the Calendar**: Click in the Search box in the upper right corner. Type search keywords and press <Enter>

❖ **To Assign Others Permission to View/Modify your Calendar:** Click the Calendar Permissions button in the Share group on the ribbon. Click the Add button and search for the individual. Click Add, OK. Choose the appropriate permission level from the drop down selection.

CALENDAR (Cont'd)

❖ **To Open a Calendar that You have been assigned Permission to Access**: Click the Open Calendar button in the Manage Calendars group on the ribbon. Select From Address book, and type the person's name. Click Calendar, OK.

❖ **To Email Someone Your Calendar:** Click the E-mail Calendar button from the Share group on the ribbon. Choose the appropriate calendar, date range, and detail level. Click OK.

CONTACTS

❖ **To Open Contacts:** Click the Contacts button in the Navigation Pane.

❖ **To Open the BOCES Global Address Book:** While in Contacts, click the Address Book button in the Find group on the ribbon. Choose Global Address List from the drop down menu.

❖ **To Change Views:** Click a view option in the Arrange group on the Home tab, or click the View tab and select an option.

❖ **To Create a New Contact:** Click the New Contact button in the New group on the Home tab.

❖ **To Create a New Contact Group:** Click the New Contact Group button in the New group of the Home tab on the ribbon. Click the Add Members button in the Members group on the ribbon, select a name in the list, click the Members button, and repeat for each name to be added. Click OK, then click Save & Close in the Actions group of the Contact Group tab.

❖ **To Edit a Contact:** Double-click the contact and make changes.

❖ **To Find a Contact:** Type your search text in the Search Contacts field. Or, click the Find a Contact field in the Find group on the Home tab, enter your search text and press <Enter>.

TASKS & TO-DO ITEMS

❖ **To Open Tasks/To-Do List:** Click the Tasks button in the Navigation Pane and select To-Do List or Tasks in the Navigation Pane.

❖ **To Create a New Task/To-Do Item:** Click the New Task button in the New group on the Home tab.

❖ **To Complete a Task:** Click the Mark Complete button in the Manage Task group on the ribbon, or click the task's check box in Simple List view.

❖ **To Delete a Task:** Select the task and press the <Delete> key. Or click the Delete button in the Delete group of the Home tab.