

CREATE A CONTACT

Contacts can be as simple as a name and e-mail address, or include additional detailed information such as street address, multiple phone numbers, a picture, birthdays, and any other information that relates to the contact.

1. In Contacts|Home tab|New group|New Contact, or
2. In the alternative, to create a contact from any folder in Outlook, depress CTRL+SHIFT+C

CREATE A CONTACT FROM AN ELECTRONIC BUSINESS CARD

When you save an Electronic Business Card, the information that is contained in the card is used to create a Outlook contact.

1. In an open message, right-click the Electronic Business Card or the attached .vcf file in the message header, and click Add to Contacts
2. Edit the information as needed
3. Select Contact ta|Actions group| Save & Close

If you already have a contact with the same name, do one of the following:

4. Click Add the new contact. This results in two contacts for the same name
5. Click Update the information
6. In the list of duplicate contacts, double-click the contact you want to update with the Electronic Business Card information

CREATE A NOTE

Notes are electronic Post-Its.

1. Select Notes|New group|New Note, or
2. In the alternative, to create a note, depress CTRL+SHIFT+N

CREATE A CONTACT BASED ON THE SENDER OF AN EMAIL

You can quickly create a Outlook contact for someone who has sent you an email message.

1. Open or preview the in-coming message
2. Right-click the name of the person sending it
3. Click Add to Contacts

PRINT AN E-MAIL MESSAGE, CONTACT, CALENDAR ITEM, OR TASK

The procedure for printing is the same in Mail, Calendar, or any other folders in Microsoft Outlook — all printing settings and functions are found in the Backstage view.

1. Click the File tab to open the Backstage view
2. Click an item or folder in Outlook to print
3. Click the File tab|Print

ASSIGN A COLOR CATEGORY

1. For a message in your Inbox or any message list, right-click the message, point to Categorize, and then click a color category
2. For an open message, select Message tab|Options group|Categorize and click a color category
3. To see more categories or to create a category, click All Categories to open the Color Categories dialog
4. To assign a color category from the Color Categories dialog, you must select the check box next to the color category
5. The first time you assign a default color category to an item, you are prompted to rename the category

SET A REMINDER FOR APPOINTMENTS OR MEETINGS

1. In an open item, on the Appointment or Meeting tab|Options group|Reminder drop-down list
2. Select the amount of time before the appointment or meeting when you want the reminder to appear
3. To turn a reminder off, select None

REMINDERS FOR E-MAIL MESSAGES, CONTACTS AND TASKS

- On the Home tab|Tags group|Follow Up|Add Reminder

FLAG E-MAIL MESSAGES AS TO-DO ITEMS

You can quickly flag e-mail messages as to-do items by using reminders.

1. Right-click the Flag Status column in the message list, or
2. If you have the message open, select Message tab|Tracking group|Follow Up|Add Reminder

BACKSTAGE VIEW

With the addition of the Backstage View in Office 2010 applications set a new level of application accessibility and usability, especially in Outlook 2010. Clicking on the Office button gives you access to Outlook settings and account information, including account settings, automatic replies to email, mailbox cleanup, and rules. Bringing all this information into one interface was definitely a boon to productivity, since users will no longer have to hunt around for management features in various Outlook menus.

CREATE A TASK

Some people keep a list of things to do — on paper, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

1. In Tasks, select Home tab|New group|New Task, or
2. As a keyboard shortcut to create a new task, depress CTRL+SHIFT+K

CREATE A NOTE

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper.

1. In Notes, in the New group, and click New Note, or
2. As a keyboard shortcut to create a note, depress CTRL+SHIFT+N

PRINTING ITEMS IN OUTLOOK

The procedure for printing is the same in Mail, Calendar, or any other folders in Microsoft Outlook — all printing settings and functions are found in the Backstage view.

To Access Backstage:

- Click the File tab to open the Backstage view

To print in Outlook:

1. Click an item or folder in Outlook that you want to print
2. Click the File tab
3. Click Print

USING NOTES

1. To access the Notes feature, click on the Notes button in the Navigation Pane
2. The Notes feature opens up and to create a new note, click New Note from the Ribbon
3. When closed it will automatically save to your list
4. If you have your notes displaying as icons, hover the mouse over the note to see its contents
5. You can also sort your notes alphabetically in Icon View
6. Right click an empty area in the window, select Sort from the Context Menu
7. Select Sort items by Subject|Ascend-ing or Descending|OK
8. You can also sort them by Color, Contact, Icon...etc.
9. If you have a few notes open in Windows 7, to access them from the Taskbar, right click|Add New Note Button to Quick Access Toolbar

EMAIL NOTES

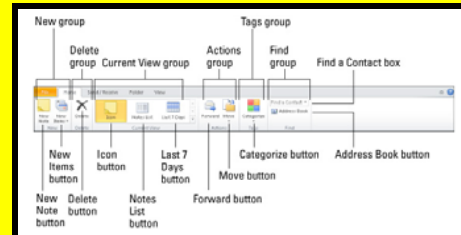
Another neat feature with Notes is you can email them.

1. Right-click on the Note you want to send and select Forward and send it as you would any email
2. If you're not happy with the appearance of the typical yellow look of your notes, they can be customized. Click on the File tab to access Backstage View|Options
3. Click on Notes and Journal and under Notes options you can customize the color, font, and Size

CREATE AN ELECTRONIC BUSINESS CARD

1. In Contacts, click New|Full Name field, type a name for the contact
2. In the appropriate fields, enter additional information to be included, you can decide exactly which information to share
3. Select Contact tab|Options group|Business Card, see a preview of the card in the dialog box
 - In the Fields box, to add information, click Add, and click the target field
 - To remove information, click the field, and click Remove
 - To position information, click the field, and then click the Move Field Up or Move Field Down arrow
 - To add an empty space between lines click above where you want the space, click Add|Blank Line
4. If you need a custom field, click Add|Custom, and edit the text for your custom field in the box under Edit
5. To format the text, use the formatting and style buttons under Edit
6. Click OK

NOTES HOME TAB



UNIVERSAL FEATURES

- **Universal ribbon:** The ribbon interface is now a part of every single Office application. The fact is, the ribbon works: It's futuristic in design, has a polished feel, can be collapsed and tucked out of the way when necessary, and -- now -- it can be customized
- **Customizable ribbon:** With a customizable ribbon, users can regroup various tools and tabs, and administrators can create and distribute customized ribbons to users for a tailored approach or a more simplistic one as desired
- **Backstage view:** By clicking the new File button, you have access to all your normal Save, Save As, Open, and Close operations. In addition, you can see and customize the document properties, manage versions, and check for compatibility issues
- **Paste preview:** Included in all suites is a new live preview paste feature that lets you hover your mouse over an option and see what your item will look like. From the Home ribbon, just click the Paste drop-down menu and hover over your options
- **Protected view:** When you open documents, workbooks, presentations, and Outlook attachments that have downloaded from the Internet or fail validation in some way, they open as read-only in the new protected view. This means the application runs in a "sandbox" mode to protect you from malicious code unless you enable editing for the document

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CREATE A TASK IN THE TO-DO BAR

The To-Do Bar appears in all Outlook views by default.

1. In the To-Do Bar, click the Type a new task box, and then enter the task description. Depress ENTER to finish. The task appears in your To-Do list with today's date
2. In the To-Do Bar, double-click the Type a new task box to open a task in a new window. You can enter more detail about the task
3. To turn on or off the To-Do Bar, on the View tab, in the Layout group, click To-Do Bar and click Normal, Minimized, or Off. This changes the To-Do Bar only in the current view, not in all views

Compliments of
 STARLIGHT EDUCATION
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