

## OUTLOOK 2010 - NEW IDEAS

- **Conversation view:** This feature allows you to manage your email correspondence through groupings where you can condense and categorize the emails you receive. This feature can be enabled/disabled through the View ribbon under the Conversations group with a single click
- **MailTip:** In Outlook 2010, if you do reply-all to a message you were blind-copied on, a MailTip appears to let you know you are about to reveal having been in the loop
- **Quick steps:** Quick steps are like little macros that allow you to simplify the tasks. You can use the built-in steps located on the Home ribbon, or you can create your own
- **Cleanup:** Sometimes your mailbox is cluttered with redundant messages. Use the new Clean Up option located on the Home tab>Delete group to tidy the folder or conversation

## CREATE E-MAIL

- In Mail, on the Home tab|New group|New E-mail, or
- As an alternative, depress CTRL+SHIFT+M

## FORMATTING MAIL

1. Complete the target message
  - Most formatting is the same as Microsoft Word, including numbers & bullets
2. Select Message tab|Basic text|Formatting Tools
3. Additional tools are available on the Format Text Tab

## FORWARD OR REPLY TO AN E-MAIL MESSAGE

1. On the Home or Message tab|Respond group|Reply, Reply All, or Forward
  - The name of the tab depends on whether the message is selected in the message list or opened in its own window
2. To remove a name from the To and Cc lines, click the name and then depress Delete
3. To add a recipient, click in the To, Cc or Bcc box and enter the recipient

## REPLY TO SENDER OR OTHERS

1. On the Home or Message tab|Respond group|Reply or Reply All
  - To remove a name from the To and CC lines, click the name and depress Delete
  - To add a recipient, click in the To, CC or BCC box and enter the recipient
2. Compose your message and Send
3. Use discretion when you click Reply All. It is better to use Reply and add only necessary recipients due to BCC

## DISPLAY THE BCC BOX

To display the BCC box for this and all future messages, on the Options tab|Show Fields group|BCC.

## FORMATTING MAIL

1. Complete the target message
2. Most formatting is the same as Microsoft Word, including numbers & bullets
3. Select Message tab|Basic text|Formatting Tools
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## ATTACH AN OUTLOOK ITEM TO A MESSAGE

You can attach Outlook items, such as other email messages, tasks, contacts or calendar items, to a message.

1. Create a message, or for an existing message, click Reply, Reply All, or Forward
2. In the message window, on Message tab|Include group|Attach Item
3. Click Outlook Item and browse your folder list to find the folder that contains the item that you want to attach
4. Select Items and click the item
5. Click OK

## OPEN OR SAVE AN E-MAIL ATTACHMENT

You can open an attachment from the Reading Pane or from an open message. After opening and viewing an attachment, you may choose to save it

## OPEN AN ATTACHMENT

Double-click the attachment.

## SAVE AN ATTACHMENT

1. Click the attachment in the Reading Pane or the open message
2. On Attachments tab|Actions group|Save As
3. You can also right-click the attachment|Save As

## SAVE ALL ATTACHMENTS



1. On the Attachments tab|Actions group|Save All Attachments
2. In the Save All Attachments dialog, click OK
3. Click a folder location, and OK

## SAVE MULTIPLE ITEMS

1. To select multiple attachments, hold down the CTRL key while clicking the attachments
2. Select Attachments tab|Actions group|Save As
3. Click a folder location, and then click Save

## CREATE A SIGNATURE

1. Open a new message
2. Select Message tab|Include group|Signature|Signatures
3. Select Signature tab|New
4. Type a name for the signature|OK
5. In the Edit signature box, type the text for the signature
6. Format the text
7. To add elements other than text, click on the target and:

OPTIONS	HOW TO
To add an electronic business card	Click Business Card, and then click a contact in the Filed As list. Then click OK
To add a hyperlink	Click  Insert Hyperlink, type in the information or browse to a hyperlink, click to select it, and then click OK
To add a picture	Click  Picture, browse to a picture, click to select it, and then click OK.

8. Click OK

## INSERT/REMOVE SIGNATURE

1. Select Message tab|Include group|Signature
2. Click the desired signature
3. To remove a signature, select the signature in the message body, and depress Delete

## INSERTING SCREENSHOTS

1. Click the target e-mail message
2. Select Insert tab|Illustrations group|Screenshot
3. To add the whole window, click the thumbnail in the Available Windows gallery
4. To add part of the window, click Screen Clipping, and when the pointer becomes a cross, select the area of your screen that you want to capture
5. If you have multiple windows open, click the window you want to clip from before clicking Screen Clipping
6. Only one screenshot at a time can be added. To add multiple screenshots repeat the above

## SPELL AND GRAMMAR CHECKING

1. Create or open an e-mail message, appointment, or contact
2. Select Review tab|Proofing group|Spelling
3. If the program finds spelling mistakes, a dialog or task pane displays with the first word found by the spelling checker
4. After you resolve each misspelled word, the program flags the next word
5. In Outlook or Word only, after the program finishes flagging the spelling mistakes, it shows you the grammar mistakes
6. For each error, select an option in the Spelling and Grammar dialog

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Have a nice day - unless you've made other plans

## AUTOMATIC SPELL AND GRAMMAR CHECKING

1. Click the File tab
2. Select Help|Options|Mail
3. Click Spelling|Autocorrect
4. Under When correcting spelling in Outlook, select or clear the Check spelling as you type|Mark grammar errors as you type|Check grammar with spelling check boxes
5. The spelling and grammar checkers are available for all items except Notes

## DISTRIBUTION LISTS

Distribution lists have a new name in Outlook 2010. Now known as a Contact Group, this is a way to group e-mail addresses collected under one name.

## SET PERMISSIONS IN MAIL FOLDERS

1. Open Microsoft Outlook
2. Select the target folder
3. Select Folder tab|Folder Permissions|Add
4. Select the target user
5. Choose the Permission level select the desired permission level.
6. Depress Apply|Ok

## JUNK E-MAIL FOLDER

1. Any message that is suspected to be junk is moved to the Junk E-mail folder
2. Periodically review the Junk E-mail folder for legitimate messages
3. If you find a message that isn't junk, drag them back to the Inbox or to any folder, or
4. In the alternative, mark the item as not junk by selecting Home tab|Delete group|Junk|Not Junk

## ADD A SEARCH FOLDER

1. In Mail, on the Folder tab, in the New group, click New Search Folder
2. As an alternative, to create a Search Folder, click CTRL+SHIFT+P
3. From the Select a Search Folder list, click the Search Folder you want to add
4. If prompted, under Customize Search Folder, specify the search criteria to use
5. To select a different mailbox to search, under Customize Search Folder, click the arrow at the Search mail in box, and then select the mailbox from the list

## OUT OF OFFICE RULE

1. Select File tab|Automatic Replies|Rules|Add Rule
2. Under When a message arrives... specify the conditions that the message must meet
3. To specify more conditions, click Advanced|Enter or select the options|OK
4. To specify when rule is to be applied, select Do not process ...
5. Under Perform these actions, select the actions that you want and OK three times
6. Follow the above to edit Automatic Replies rules
7. To turn Automatic Replies rules on or off, in the Automatic Reply Rules dialog, select or clear the check box of the target rule

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Machines should work  
-  
People should think

## ADD ANOTHER MAILBOX TO YOUR PROFILE

As the manager:

1. Right-click the root folder of the Exchange mailbox, and then click Folder Permissions
2. Click the name of the delegate
3. Under Permissions|Other, select the Folder Visible check box and click OK As the delegate:
  1. Click the File tab|Account Settings|Account Settings
  2. On the E-mail tab|Exchange account type|Change|More Settings
  3. On the Advanced tab|Open these additional mailboxes|Add|Enter the target mailbox name ions

## FLAGGING A MESSAGE

If you have flagged several messages but not specified a reminder time, you do not get a reminder. The item does not show a bell icon. By default, flagged items will not sound a reminder.

1. To enable this, click on File|Options from the left hand pane or after selecting Help
2. Click on Tasks in left hand side of pop window
3. Under task option, set reminders on tasks with due dates

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