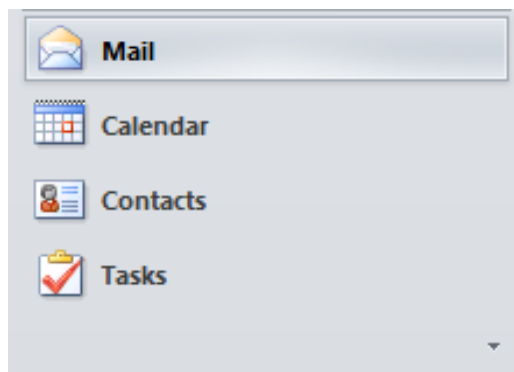


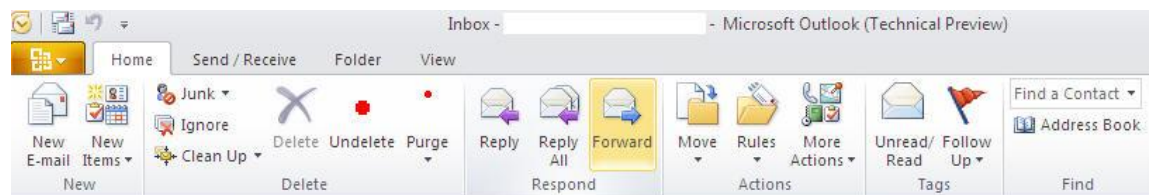
Outlook 2010

Outlook allows you to email, maintain contacts, and manage a calendar and daily tasks. You can control select what you would like to do from the panel of options shown below. This panel is located in the bottom left corner of Outlook.



Email

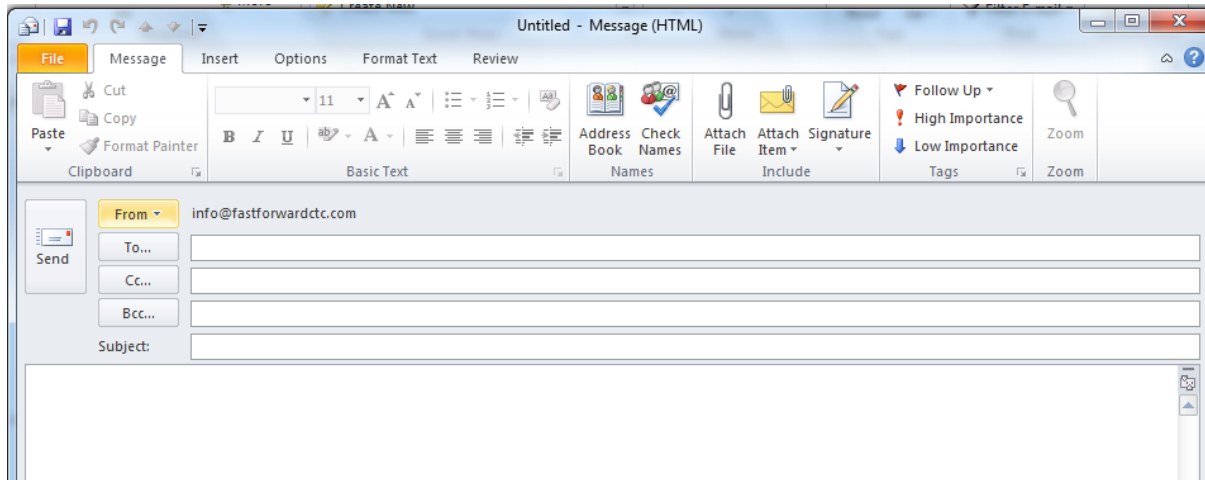
The ribbon contains sets of commands, called tabs, for working with documents, emails, and other objects in Office programs. The image below shows the “Home” group of the ribbon when in Mail mode.



This tab contains most frequently used commands for email use: options for composing a new email or creating a new contact, deleting a message, and reply, reply all, and forward. Email can be managed by creating and organizing folders to sort your emails in the Folders tab.

You can setup your inbox to display a list of your emails alongside a reading pane, or you can display only a list of your emails and open them in separate windows by double clicking the email in the list. This can be adjusted to suit your preference.

To compose an email, click “New E-mail” in the Home tab of the ribbon. Outlook will bring up a separate window for you to compose your email.



To add recipients, either type their name or email address into the desired field (To, CC, or BCC) or click the appropriate field button and select their address from the contacts menu that will pop up. Give your message a subject in the “Subject” field: subjects should be short and descriptive of the purpose and content of the message. Type the email into the blank space below, then press Send once you are satisfied with the email and the list of recipients.

To attach a file, click the Attach File button in the ribbon, then navigate to and select the file you want to attach in the selection window that pops up.

Contacts

Outlook automatically gathers contacts that you may want to keep from your sent and received messages. Automatically gathered contacts will contain basic information, usually a name and an email address, or even just an email address. You can view your contacts by selecting “Contacts” in the lower-right panel. To edit a contact, double click to open it, fill out new information and correct old information, then exit with the Save and Exit button.

You can create new contacts by selecting the “New Contact” button in the ribbon when in Contacts mode.

Calendar

Calendar and Task modes cover similar functions, but the Calendar is an actual calendar on which you can schedule appointments, while Tasks acts more like a digital To-Do list. When Calendar mode is selected, the ribbon will display options for scheduling new appointments and controlling the calendar view. From the home tab, you can select to view your calendar as daily, weekly, or monthly. Double click an existing appointment to modify it (for example, to

change its date if the meeting is rescheduled). Outlook will automatically prompt you with reminders as an appointment comes near.

Tasks

As mentioned earlier, Tasks mode allows you to maintain a virtual To-Do list. The Home tab offers options for you to create new tasks and manage old tasks by marking them complete or rescheduling them for follow-up work later. The Home tab also offers viewing options so that you can sort your tasks by due date, overdue status, priority, and more.

Ribbon Options

Refer to the tables below to locate commands in the ribbon. The available tabs depend on which mode you are in (Mail, Contacts, Calendar, Tasks). The mode is indicated in the title bar of the tables below.

Outlook 2010 Ribbon Tabs Mail	
Tab	Command
Home	New, Delete, Respond, Quick Steps, Move, Tags, and Find
Send/Receive	Send and Receive, Download, Server, and Preferences
Folder	New, Actions, Clean Up, Favorites, and Properties
View	Current View, Arrangement, Layout, People Pane, and Window

Outlook 2010 Ribbon Tabs Calendar	
Tab	Command
Home	New, Go To, Arrange, Manage Calendars, Share, and Find
Send/Receive	Send and Receive, Download, Preferences
Folder	New, Actions, Share, and Properties
View	Current View, Arrangement, Color Layout, People Pane, and Window

Outlook 2010 Ribbon Tabs Contacts	
Tab	Command
Home (Contacts)	New, Delete, Communicate, Current View, Actions, Share, Tags, and Find
Send/Receive (Contacts)	Send and Receive, Download, and Preferences
Folder (Contacts)	New, Actions, Share, and Properties
View (Contacts)	Current View, Arrangement, Layout, People Pane, and Window
Outlook 2010 Ribbon Tabs Tasks	
Tab	Command
Home (Tasks)	New, Delete, Respond, Manage Task, Follow Up, Current View, Actions, Tags, and Find
Send/Receive (Tasks)	Send and Receive, Download, and Preferences
Folder (Tasks)	New, Actions, Clean Up, Share, and Properties
View (Tasks)	Current View, Arrangement, Layout, People Pane, and Window