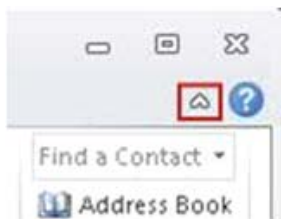


Outlook 2010 Quick Reference Guide



MINIMIZE OR MAXIMIZE THE RIBBON

- Click the small **Minimize/Maximize** button in the upper-right corner of the Outlook Window.



CHANGE THE ARRANGEMENT OF A FOLDER

To switch between simple **Date** arrangement and **Date (Conversations)**:

- On the **View** tab of the ribbon, in the **Conversations** group, click **Show as Conversations** to either select or clear the check box and then, in the Microsoft Outlook dialog box, indicate whether you want to apply the change to all Outlook folders or only to the current folder.

To change from either **Date** arrangement or **Date (Conversations)** arrangement to any non-Date arrangement (or back again):

- On the **View** tab of the ribbon, in the **Arrangement** group, click the arrangement that you want.

Depending on your screen resolution and the size of the Outlook window, you may have to click the **Arrange By** button to see the list of arrangements.

ADD A COMMAND TO THE QUICK ACCESS TOOLBAR

- On the ribbon, right-click the command, button, or feature that you want to add to the Quick Access Toolbar, and then, on the shortcut menu, click **Add to Quick Access Toolbar**.

REMOVE A COMMAND FROM THE QUICK ACCESS TOOLBAR

- On the Quick Access Toolbar, right-click the command that you want to remove, and then, on the shortcut menu, click **Remove from Quick Access Toolbar**.

USE KEY TIPS (THE NEW KEYBOARD SHORTCUTS)

- Press the **[ALT]** key, and then press the key that corresponds to the tab, menu, or command that you want.

To clear Key Tips from the screen, press **[ESC]**.

PRINT AN E-MAIL MESSAGE

- Press **[CTRL]+[P]** to go to the **Print** tab in Backstage view.
- Choose the options and settings that you want.
- Click the big **Print** button.

OPEN THE OUTLOOK OPTIONS DIALOG BOX

- Click the **File** tab to open Backstage view and then, in the left pane, click the **Options** button.

REPLY TO A MESSAGE WITH A MEETING INVITATION

- Select the message to which you want to reply with a meeting invitation and then, on the **Home** tab, in the **Respond** group, click **Meeting**.
- In the meeting invitation that opens, add any other people that you want to include in the invitation on the **To** line.
- Make any changes that you want to the **Subject** line.
- Either manually specify a location, a date, and start and end times, or use the options in the **Room Finder** pane to specify them.
- Add any appropriate text in the message body.
- Click **Send**.

USE CLEAN UP TO CLEAR OUT REDUNDANT MESSAGES FROM A SINGLE CONVERSATION OR A WHOLE FOLDER

- Click a conversation that you want to clean up, or any conversation in a whole folder that you want to clean up.
- On the **Home** tab of the ribbon, in the **Delete** group, click **Clean Up** and then, on the drop-down menu, click one of the following:
 - Clean Up Conversation** To clean up the selected conversation.
 - Clean Up Folder** To clean up all conversations in the current folder, but not those in the current folder's subfolders.
 - Clean Up Folder & Subfolders** To clean up all conversations both in the current folder and in all of its subfolders.

CHANGE WHERE CLEAN UP SENDS THE MESSAGES IT CLEARS OUT

- Click the **File** tab to open Backstage view and then, in the left pane, click the **Options** button.
- In the **Outlook Options** dialog box, click the **Mail** tab in the left pane, and then scroll down to the **Conversation Clean Up** section.
- In the **Cleaned-up items will go to this folder** box, browse to and select the new destination folder, and then click **OK**.

The check boxes here provide additional options for customizing **Clean Up**.



USE IGNORE TO DELETE ALL MESSAGES IN A CONVERSATION, INCLUDING FUTURE ONES

- Click the conversation that you want to ignore and then, on the **Home** tab of the ribbon, in the **Delete** group, click **Ignore**.

SEARCH

- While viewing the folder where you expect to find the item, click in the **Search** box.



- Do either or both of the following:
 - In the **Search** box, type some text from the item that you want to find.
 - Use the options on the **Search** tab to broaden or narrow the focus of your search until you find the item that you are searching for.
- When you are done searching, click the **Stop Search** button at the end of the **Search** box.



GET AROUND IN YOUR CALENDAR

- On the **Home** tab in the Calendar, click the small arrow in the bottom corner of the **Go To** group.
- Use the options in the **Go To Date** dialog box to specify the date you want to go to, and then click **OK**.
- To get back to today, click the **Today** button (in the **Go To** group on the **Home** tab).

CREATE A SIGNATURE

- Click the **File** tab to open Backstage view and then, in the left pane, click the **Options** button.
- In the left column of the **Outlook Options** dialog box, click **Mail**.
- Under **Compose messages**, in the **Create or modify signatures for messages** subsection, click the **Signatures** button.
- Use the options in the **Signatures and Stationery** dialog box to create your signature.

NOTE: To open this dialog box from a new e-mail message, click the **Signature** button in the Include group on the **Message** tab of the ribbon, and then click **Signatures**.

ADD AN ADDITIONAL E-MAIL ACCOUNT

- Click the **File** tab to open Backstage view and then, in the left pane, click the **Info** tab.
- Click **Add Account**.



Get Started with Outlook 2010 Customer Resources

- **Benefits of Microsoft Outlook 2010**
- **What's New in Microsoft Outlook 2010?**
- **Basic Tasks Quick Start for Microsoft Outlook 2010**
- **Make the Switch to Microsoft Outlook 2010**
 - 40 -50 Minute Tutorial
 - Requires installation of Silverlight
- **Outlook 2010 Help & How Tos**
- **Additional Training Courses:**
 - Tame Your Inbox
 - Save Time with Outlook 2010 Quick Steps
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