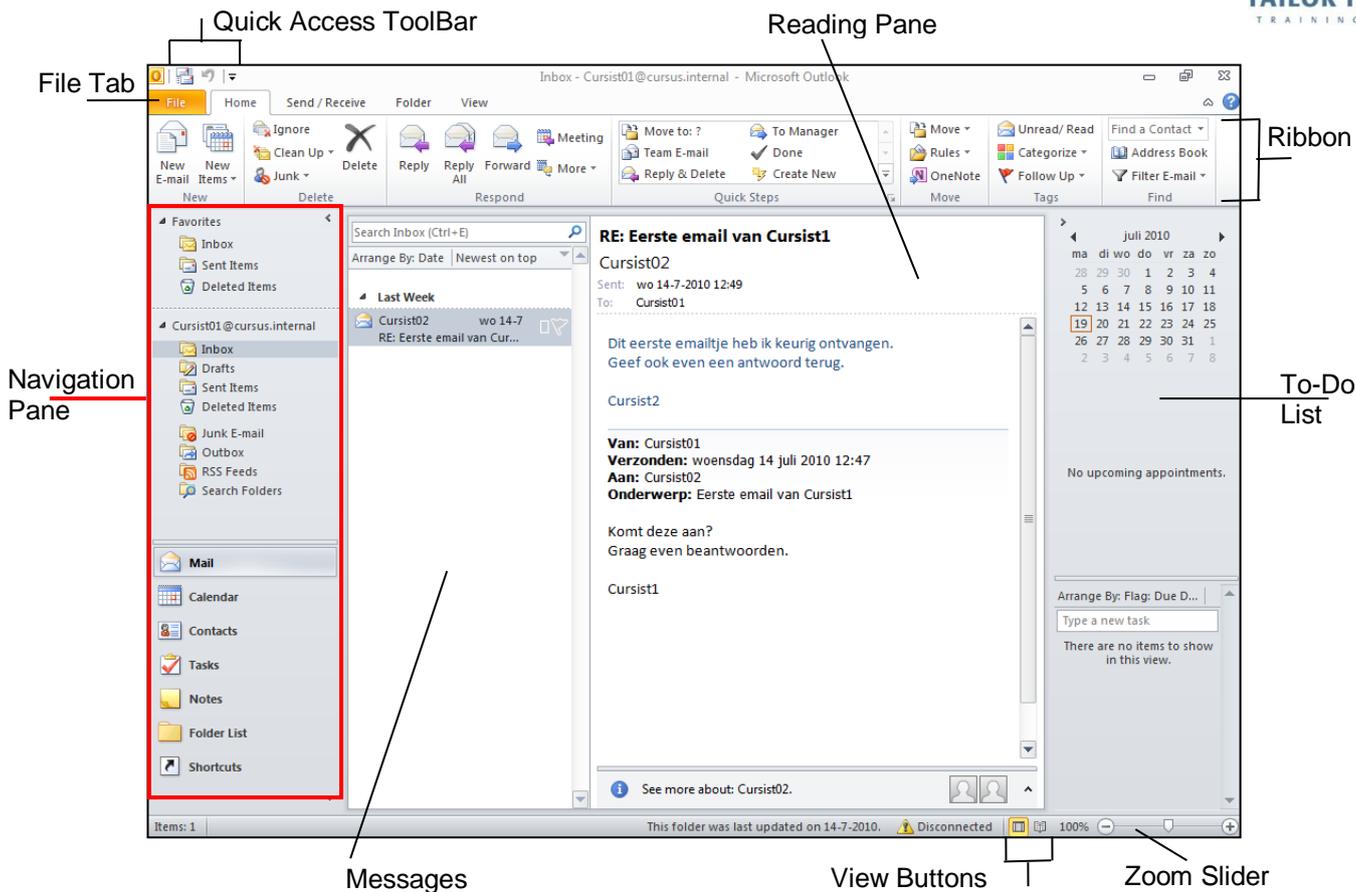


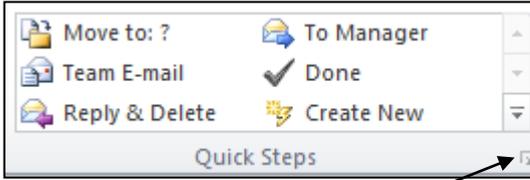
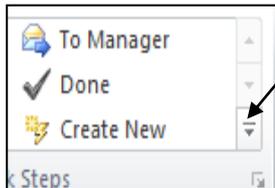
# Quick Reference Card MS Office Outlook 2010



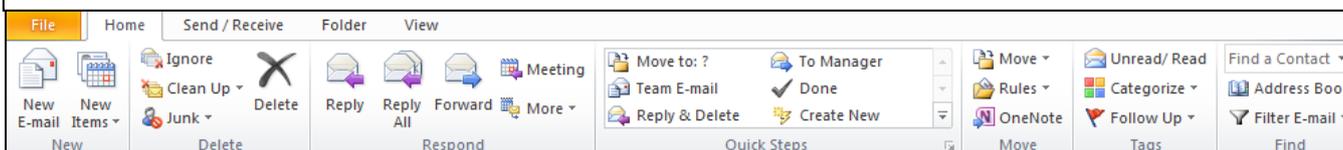
## Navigation Pane

- Favorites** Here you can place Frequently used Folders for direct access, so less time needed for looking.
- Mail** Contains mail related folders like: Inbox, Sent Items, Deleted Items, Search Folders.
- Calendar** Makes it possible to see appointments and create them. Shows shared calendars by putting them back to back.
- Tasks** Create to-do lists. Keeps track of the progress of the tasks and organizes them.
- Notes** Behave like electronic yellow sticky notes, to quickly write something down.
- Folder List** Shows a list of all the Outlook folders in the Navigation Pane.
- Shortcuts** Create Shortcuts to Folders and locations for even faster access.

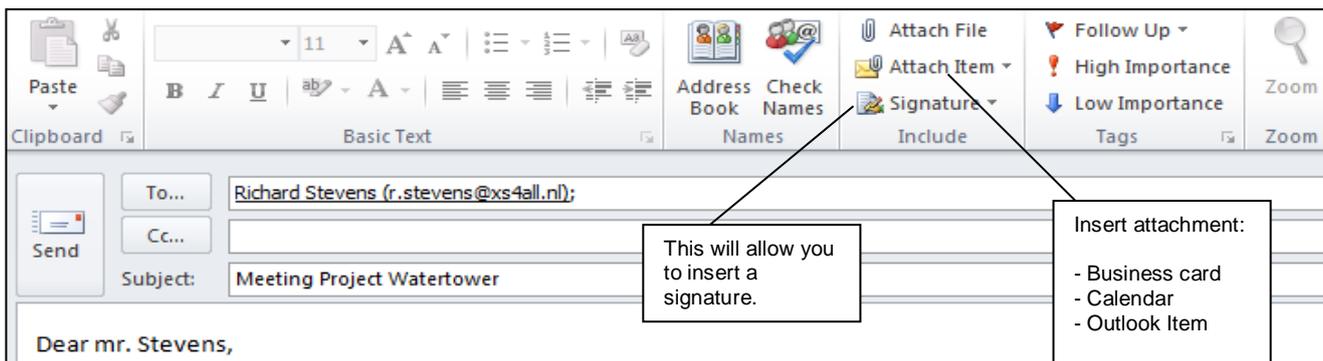
<b>File</b>	Save As	Save As: Text only, Template, HTML, Outlook Message Format.
	Save Attachments	
<b>Info</b>		Rules and Alerts, Automatic replies (Out of Office), Account Information, Mailbox cleanup.
	Open	Open Folder of another user, Import files/settings, Open Calendar, Open PST-file.
	Print	Set Printerproperties, set Table/Memo style
	Help	
	Options	Options: Customize settings og options.
	Exit	


<p>This button will open a Dialog Box, with more options.</p>

<p>By clicking on this MORE button you will get a Window which contains more different options to choose from.</p>

The tab Home will give you direct access to several actions, like Reply, Forward, Categories. When working with the mail, you will have almost all the possible actions related to mail, direct at hand. You can move emails, create rules to better organize your emails, apply filters for easier access.



**New email:** Go to Mail → tab Home → click in the group New → select New E-mail

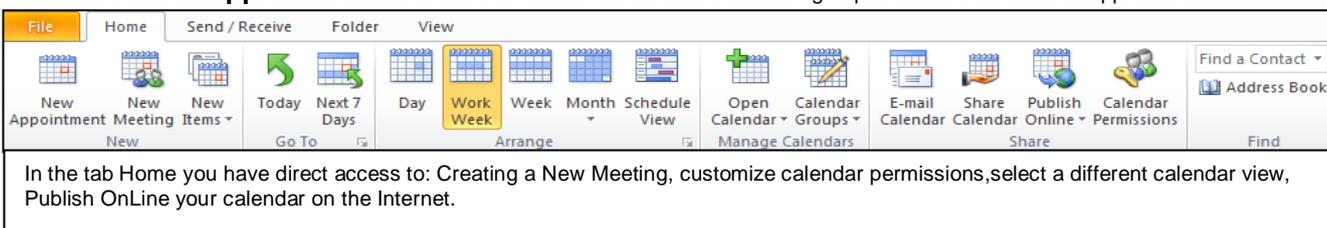


The screenshot shows the 'New E-mail' form in Outlook. The 'To' field contains 'Richard Stevens (r.stevens@xs4all.nl);'. The 'Subject' is 'Meeting Project Watertower'. The body text starts with 'Dear mr. Stevens,'. Callouts point to the 'Attach Item' button and the 'Cc...' field.

**Attach Item** callout: Insert attachment:  
 - Business card  
 - Calendar  
 - Outlook Item

**Cc...** callout: This will allow you to insert a signature.

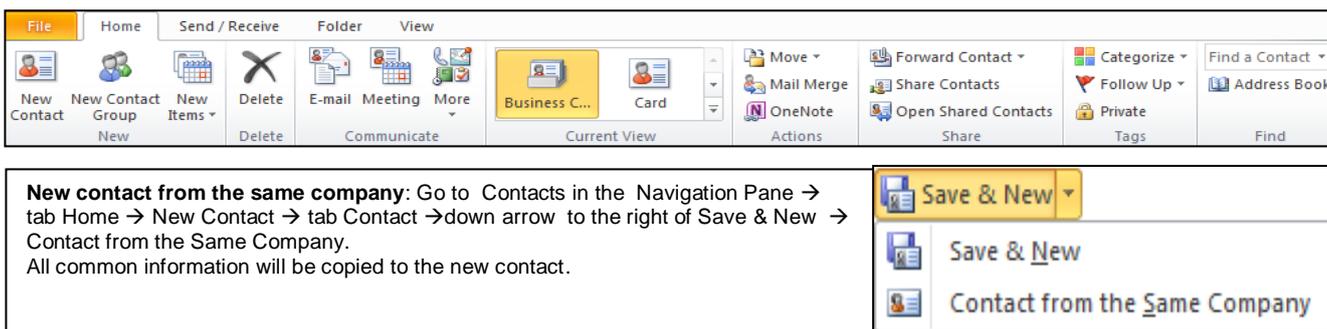
**Create a New Appointment:** Go to Calendar → tab Home → click in the group New → click on New Appointment.



The screenshot shows the 'New Appointment' ribbon in Outlook. It includes options for 'New Appointment', 'New Meeting', 'New Items', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Online', and 'Calendar Permissions'.

In the tab Home you have direct access to: Creating a New Meeting, customize calendar permissions, select a different calendar view, Publish OnLine your calendar on the Internet.

**Add a New Contact:** Go to Contacts → tab Home → click in the Group New → click on New Contact

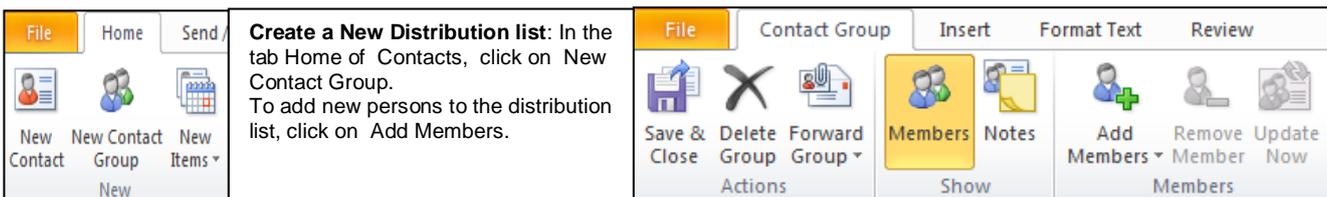


The screenshot shows the 'New Contact' ribbon in Outlook. It includes options for 'New Contact', 'New Contact Group', 'New Items', 'Delete', 'E-mail Meeting More', 'Business C...', 'Card', 'Move', 'Mail Merge', 'Forward Contact', 'Share Contacts', 'Open Shared Contacts', 'Categorize', 'Follow Up', 'Private', and 'Find a Contact'.

**New contact from the same company:** Go to Contacts in the Navigation Pane → tab Home → New Contact → tab Contact → down arrow to the right of Save & New → Contact from the Same Company.  
 All common information will be copied to the new contact.

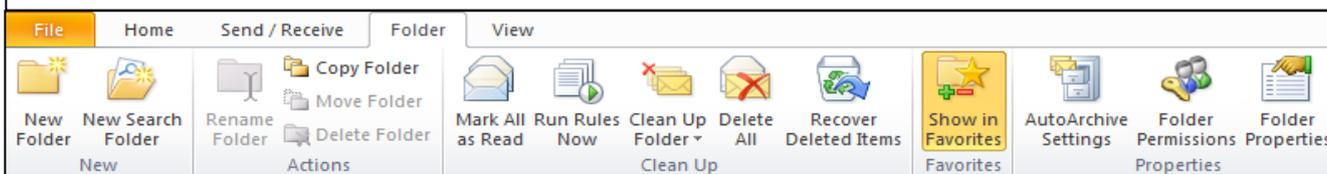
**Save & New** dropdown menu options:  
 - Save & New  
 - Contact from the Same Company

**Create a New Distribution list:** In the tab Home of Contacts, click on New Contact Group.  
 To add new persons to the distribution list, click on Add Members.



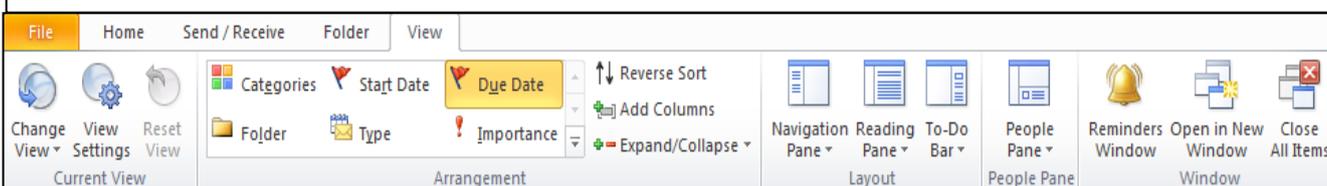
The screenshot shows the 'New Contact Group' ribbon in Outlook. It includes options for 'New Contact Group', 'New Items', 'Delete', 'Forward Group', 'Members', 'Notes', 'Add Members', 'Remove Member', and 'Update Now'.

To make it easier to manage your Folders, all related items have been put together in the tab **Folder**.



The screenshot shows the 'Folder' ribbon in Outlook. It includes options for 'New Folder', 'New Search Folder', 'Rename Folder', 'Copy Folder', 'Move Folder', 'Delete Folder', 'Mark All as Read', 'Run Rules Now', 'Clean Up Folder', 'Delete All', 'Recover Deleted Items', 'Show in Favorites', 'AutoArchive Settings', 'Folder Permissions', and 'Folder Properties'.

In the tab **View** you can switch the different Views and Panes On or Off.



The screenshot shows the 'View' ribbon in Outlook. It includes options for 'Change View', 'View Settings', 'Reset View', 'Categories', 'Start Date', 'Due Date', 'Importance', 'Reverse Sort', 'Add Columns', 'Expand/Collapse', 'Navigation Pane', 'Reading Pane', 'To-Do Bar', 'People Pane', 'Reminders Window', 'Open in New Window', and 'Close All Items'.