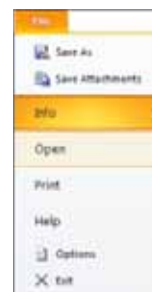# Microsoft®
OUTLOOK 2010
QUICK REFERENCE CARD

THE FuNDAMENTAl S

The **File** tab and Backstage view contain commands for working with a program's files, such as Save As, Save Attachments, Close, New, and Print.

• **To Check for New Messages**: Click the **Send/Receive All Folders** button.

> **To Preview and Print a Message**: Click the **File** tab and select **Print**.

• **To Minimize the Ribbon**: Right-click a **tab** and select **Minimize Ribbon** from the contextual menu.

• **To Change Account Settings**: Click the **File** tab and select **Open**. Click the **Account Settings** button.

• **To Change Program Settings**: Click the **File** tab and select **Options**.

• **To Get Help**: Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
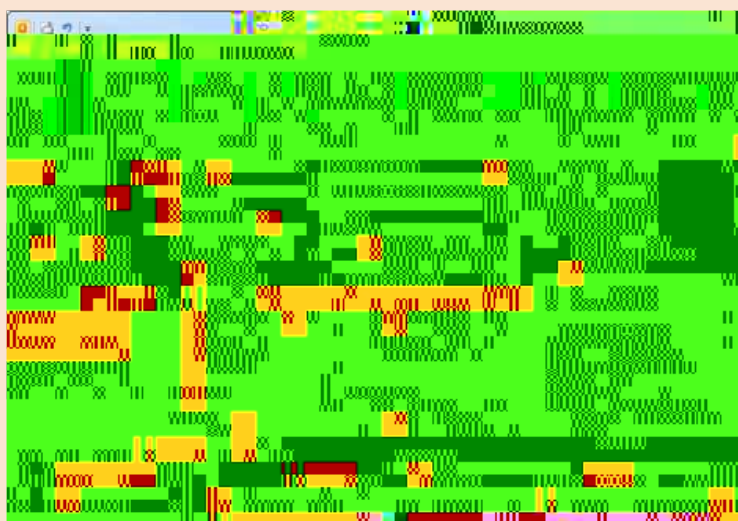
NAviGATiON PANE

Contains mail-related folders like your Inbox, Sent Items, and Search Folders. Use the Favorites section at the top of the pane for easy access to frequently-used folders.

Calendar Lets you view and schedule appointments, event, and meetings. View shared calendars and compare calendars by viewing them side-by-side.

Organize to-do lists, track task progress, and delegate tasks.

Notes: Use like electronic Post-It® Notes to write down information. **Folder l ist**: List all your Outlook folders. **Shortcuts**: Add shortcuts to folders and locations in Outlook.

Contacts Store addresses, phone numbers, and e-mail addresses.

MAil : bASiCS

• **To Create a New Message**:
1. Click the **New E-mail** button in the New group of the Home tab on the Ribbon.
2. Enter the e-mail address(es) in the To: box,
3. Enter the **Subject** of the message in the Subject box.
4. Enter the text of your message in the text box.
5. Click the **Send** button.

• **To Reply to a Message**: Select/open the message, click the **Reply** button, type your reply, and click the **Send** button.

• **To Forward a Message**: Select/open the message, click the **Forward** button, enter the e-mail

address(es) in the To: box, enter comments in the Body area, and click the **Send** button.

• **To Delete a Message**: Select the message and press the **<Delete>** key.

• **To Open a Message**: Click a message to view it in the Reading Pane or double-click the message to open it.

• **Message indicators**:

Unread message

Read message

Message with an attachment

Message has high or low importance

KEybOARD SHORTCuTS

Save	**<Ctrl> + <S>**
Preview and Print	**<Ctrl> + <P>**
Undo	**<Ctrl> + <Z>**
Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Check Spelling	**<F7>**
Check for Mail	**<F9>**
Save, Close, and Send	**<Alt> + <S>**
Reply	**<Ctrl> + <R>**
Reply to All	**<Alt> + <L>**
Address Book	**<Ctrl> + <Shift> + <B>**
Help	**<F1>**
Switch Between Applications	**<Alt> + <Tab>**
New Item (Email, Event and Contact)	**<Ctrl> + <N>**
Search	**<Ctrl> + <E>**

TASKS AND TO-DO iTEMS

• **To Open Tasks/To-Do l ist**: Click the **Tasks** button in the Navigation Pane and select **To-Do l ist** or **Tasks** in the Navigation Pane.

• **To Create a New Task/To-Do i**