Basic tasks in Outlook 2010
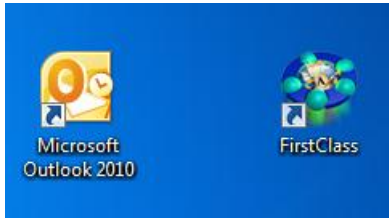
Office

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What is Outlook?

Microsoft Outlook 2010 is a premium business and personal e-mail client management tool similar to the FirstClass Email client you have been using up to now.

Starting Outlook 2010 for the first time.

The first time that you start Outlook 2010, the Auto Account Setup feature automatically starts and helps you configure account settings for your e-mail accounts. This setup requires only your name, e-mail address, and password. If your e-mail account cannot be automatically configured, you must enter the required additional information manually.

1. Start Outlook.
2. When prompted to configure an e-mail account, click **Next**.

3. To add an e-mail account, click **Yes**, and then click **Next**.
4. Enter your name, e-mail address, and password, and then click **Next**.
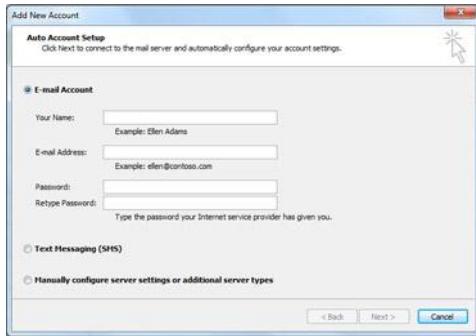
NOTE: Computers inside the district that are connected to the SUHSD Domain don't need any configuration everything will be configured from your computer login account. The password box doesn't appear because your network password is used.

Add an e-mail account (Home Use)

Before you can send and receive e-mail messages using Outlook 2010, you must add and configure an e-mail account.

If you are new to Outlook or are installing Outlook 2010 on a new computer, the Auto Account Setup feature automatically starts and helps you configure account settings for your e-mail accounts. This setup requires only your name, e-mail address, and password. If your e-mail account cannot be automatically configured, you must enter the required additional information manually.

1. Click the **File** tab.
2. Under **Account Information**, and click **Add Account**.
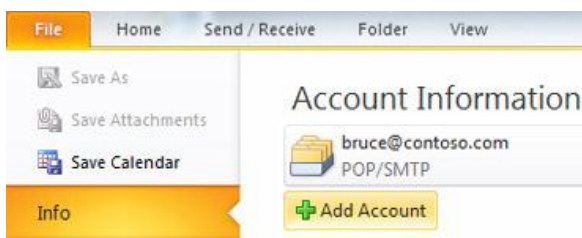
3. Enter your name, e-mail address, and password, and then click **Next**.
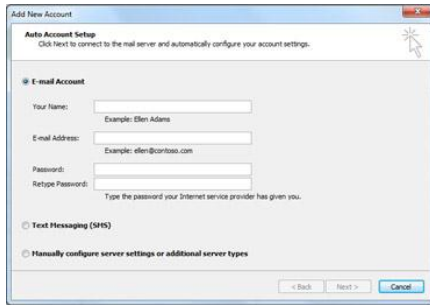
A progress indicator appears as your account is configured. The setup process can take several minutes.
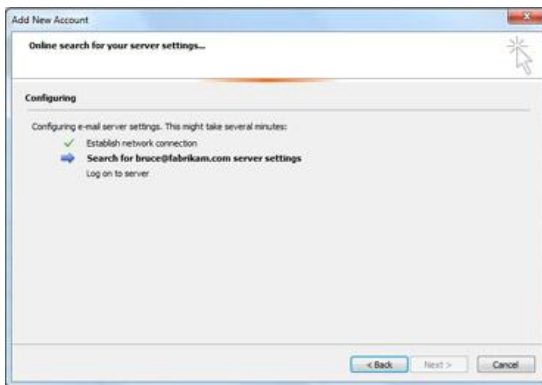
After the account is successfully added, you can add more accounts by clicking **Add another account**.

To exit the **Add New Account** dialog box, click **Finish**

NOTE: If the account does not appear after Outlook is opened restart Outlook.

Create a new e-mail message

Outlook 2010 enables you to communicate with one or more recipients with a rich set of features and customizations.

In **Mail**, on the **Home** tab, in the **New** group, click **New E-mail**.

    Keyboard shortcut   To create an e-mail message, press CTRL+SHIFT+M.

2. In the **Subject** box, type the subject of the message.
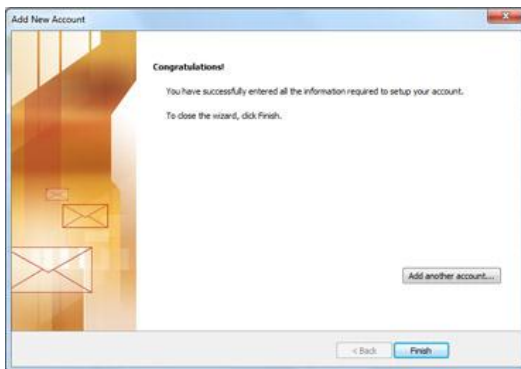3. Enter the recipients' e-mail addresses or names in the **To**, **Cc**, or **Bcc** box. Separate multiple recipients with a semicolon.

   To select recipients' names from a list in the Address Book, click **To**, **Cc**, or **Bcc** and then click the names you want.

NOTE: To display the **Bcc** box for this and all future messages, on the **Options** tab, in the **Show Fields** group, click **Bcc**.

4. After you have composed the message, click **Send**.

Forward or reply to an e-mail message

On the **Home** or **Message** tab, in the **Respond** group, click **Reply**, **Reply All**, or **Forward**.

NOTE   The name of the tab depends on whether the message is selected in the message list or opened in its own window.

To remove a name from the **To** and **Cc** lines, click the name and then press DELETE. To add a recipient, click in the **To**, **Cc** or **Bcc** box and enter the recipient.

2. Compose your message.
3. Click **Send**.

TIP: Use discretion when you click **Reply All**, especially when there are distribution lists or a large number of recipients on your reply. It's often better to use **Reply** and then add only necessary recipients, or use **Reply All**, but remove unnecessary recipients and distribution lists.

Forward a message

When you forward a message, the message includes any attachments that were included with the original message.

1. On the **Home** or **Message** tab, in the **Respond** group, click **Forward**.

   NOTE: The name of the tab depends on whether the message is selected in the message list or opened in its own window.

2. Enter recipients in the **To**, **Cc**, or **Bcc** boxes.

3. Compose your message.
4. Click **Send**.

   TIP: If you want to forward two or more messages to the same recipients as one message, in Mail, click one of the messages, press CTRL, and then click each additional message. On the **Home** tab, in the **Respond** group, click **Forward**. Each message will be forwarded as attachments in a new message.

Attach a file to a message

1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
2. In the message window, on the **Message** tab, in the **Include** group, click **Attach File**.

3. Browse to and click the file that you want to attach, and then click **Insert**.

   TIP: When composing a message, you can also attach files by using the commands on the **Insert** tab in the **Include** group, or drag files from folders on your computer and drop them on the message window.

Attach an Outlook item to a message

You can attach Outlook items, such as other e-mail messages, tasks, contacts or calendar items, to a message. This is the easiest way to forward multiple items or messages.

1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
2. In the message window, on the **Message** tab, in the **Include** group, click **Attach Item**.

3. Do one of the following:

   - Point to **Business Card**, and then click **Other Business Cards**. Click a contact, and then click **OK**. To select multiple contacts, press and hold CTRL as you click each contact.
   - Click **Calendar**. Select the calendar, date range, and detail to include. For **Advanced** options, click **Show**. Click **OK** to add the calendar to your message.
   - Click **Outlook Item**. Browse through your folder list to find the folder that contains the item that you want to attach. Under **Items**, click the item, and then click **OK**.

TIP: When composing a message, you can also attach files by using the commands on the **Insert** tab in the **Include** group, or drag files from folders on your computer and drop them on the message window.

Open or save an e-mail message 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 to a disk drive. If a message has more than one attachment, you can save multiple attachments as a group or one at a time.

Open an attachment

- Double-click the attachment.

Save an attachment

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

Save multiple attachments from a message

1. In the Reading Pane or the open message, select the attachments that you want to save

   TIP   To select multiple attachments, hold down the CTRL key while clicking the attachments.

2. On the **Attachments** tab, in the **Actions** group, click **Save As**.

NOTE: If the message is in RTF format, right-click one of the attachments and then click **Save As**.

3. Click a folder location, and then click **Save**.

Save all attachments from a message

1. In the Reading Pane or the open message, click an attachment.
2. On the **Attachments** tab, in the **Actions** group, click **Save All Attachments**

NOTE: If the message is in RTF format, click the **File** tab, click **Save attachments**, and then click **OK**.

3. In the **Save All Attachments** dialog box, click **OK**.
4. Click a folder location, and then click **OK**.

Add an e-mail signature to messages

You can create personalized signatures for your e-mail messages that include text, images, your Electronic Business Card, a logo, or even an image of your handwritten signature.

Create a signature

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

2. On the **E-mail Signature** tab, click **New**.

Add a signature to messages

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

NOTE: Each message can contain only one signature.

Insert a signature automatically

1. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

2. Under **Choose default signature**, in the **E-mail account** list, click an e-mail account with which you want to associate the signature.
3. In the **New messages** list, select the signature that you want to include.

4. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, click **(none)**.

Insert a signature manually

- In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.

    NOTE: To remove a signature from an open message, select the signature in the message body, and then press DELETE.

Create a calendar appointment

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

- In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**. Alternately, you can right-click a time block in your calendar grid, and then click **New Appointment**.

Keyboard shortcut   To create an appointment, press CTRL+SHIFT+A.

Schedule a meeting with other people

A meeting is an appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your **Inbox**.

- In **Calendar**, on the **Home** tab, in the **New** group, click **New Meeting**.

Keyboard shortcut   To create a new meeting request from any folder in Outlook, press CTRL+SHIFT+Q.

For appointments or meetings

In an open item, on the **Appointment** or **Meeting** tab, in the **Options** group, in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select **None**.

For e-mail messages, contacts, and tasks

- On the **Home** tab, in the **Tags** group, click **Follow Up**, and then click **Add Reminder**.
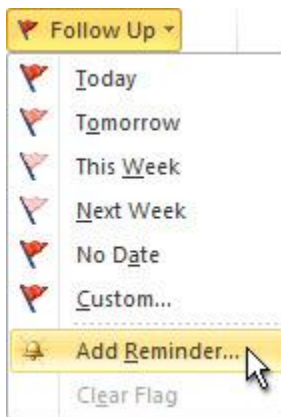
TIP   You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the **Message** tab, in the **Tracking** group, click **Follow Up**, and then click **Add Reminder**.

Create a contact

Contacts can be as simple as a name and e-mail address, or include additional detailed information such as street address, multiple phone numbers, a picture, birthdays, and any other information that relates to the contact.

- In **Contacts**, on the **Home** tab, in the **New** group, click **New Contact**.

Keyboard shortcut   To create a contact from any folder in Outlook, press CTRL+SHIFT+C.

Create a task

 Many people keep a list of things to do — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

- In **Tasks**, on the **Home** tab, in the **New** group, click **New Task**.
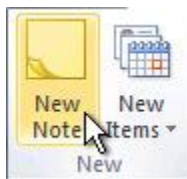

Keyboard shortcut   To create a new task, press CTRL+SHIFT+K.

Create a note

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper.

- In **Notes**, in the **New** group, and click **New Note**.

Keyboard shortcut   To create a note, press CTRL+SHIFT+N.

Print an e-mail message, contact, calendar item, or task

You can print individual items, such as e-mail messages, contacts, or calendar items, or larger views, such as calendars, address books, or content lists of Mail folders.

The procedure for printing is the same in Mail, Calendar, or any other folders in Microsoft Outlook — all printing settings and functions are found in the Backstage view. Click the **File** tab to open the Backstage view.

1. Click an item or folder in Outlook that you want to print.
2. Click the **File** tab.
3. Click **Print**.