The Outlook 2010 Screen

Quick Access Toolbar
Title Bar
Reading Pane
Close button
File tab
Navigation Pane
Status bar
Messages
Ribbon
Zoom

**NAVIGATION PANE**

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

Lets you view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side or superimposed.

Access BOCES personnel information such as phone numbers, email addresses, and building location.

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

**MAIL : BASICS**

- **To Attach a File to an E-mail**: Within the E-mail, click the Attach Item button in the include group of the Message tab.
- **To Preview an Attachment**: Click the attachment in the E-mail preview in the Reading Pane.
- **To Open an Attachment**: Double-click the attachment in the Reading Pane or E-mail window.
- **To Flag an E-Mail as a To-Do Item**: Right-click the e-mail, select Follow Up from the menu, and select a flag.
- **To Categorize an E-mail**: Select the E-mail, click the Categorize button in the Ribbon, and choose a category.
- **To Create a Signature**: In the E-mail, click the Signature button in the Include group of the Message tab on the Ribbon. Select Signatures and create a new signature. Tip: Set this as your default if you’d like it to appear every time.
- **To Turn on the Out of Office Assistant**: Click the File tab, select Info, and click the Automatic Replies button.
- **To Save an E-mail as a Draft**: Click the Save button on the Quick Access Toolbar in the E-mail window.
MAIL : BASICS (Cont’d)

- **To Resend a Message:** Open the Sent Items folder, double-click the message, click the Actions button in the Move group of the message tab on the ribbon, and select Resend This Message.

- **To Recall a Message:** Open the Sent Items folder. Double-click the message, click the Actions button in the Move group of the message tab on the ribbon, and select Recall This Message. Choose to delete the message or replace the message with a new one in the dialog box and click OK. You can only recall a message if the recipient has not opened it.

- **To Give Delegate Access:** Delegate access gives others permission to receive items and respond on your behalf. If you have this requirement, please contact the helpdesk or local technician to set this up for you.

CALENDAR (Cont’d)

- **To Open a Calendar that You have been assigned Permission to Access:** Click the Open Calendar button in the Manage Calendars group on the ribbon. Select From Address book, and type the person’s name. Click Calendar, OK.

- **To Email Someone Your Calendar:** Click the E-mail Calendar button from the Share group on the ribbon. Choose the appropriate calendar, date range, and detail level. Click OK.

CONTACTS

- **To Open Contacts:** Click the Contacts button in the Navigation Pane.

- **To Open the BOCES Global Address Book:** While in Contacts, click the Address Book button in the Find group on the ribbon. Choose Global Address List from the drop down menu.

- **To Change Views:** Click a view option in the Arrange group on the Home tab, or click the View tab and select an option.

- **To Create a New Contact:** Click the New Contact button in the New group on the Home tab.

- **To Create a New Contact Group:** Click the New Contact Group button in the New group of the Home tab on the ribbon. Click the Add Members button in the Members group on the ribbon, select a name in the list, click the Members button, and repeat for each name to be added. Click OK, then click Save & Close in the Actions group of the Contact Group tab.

- **To Open Contacts:** Click the Contacts button in the Navigation Pane.

- **To Create a New Group:** Click the New Group button in the New group of the Home tab. Click the Add Members button in the Members group on the ribbon, select a name in the list, click the Members button, and repeat for each name to be added. Click OK, then click Save & Close in the Actions group of the Contact Group tab.

- **To Find a Contact:** Type your search text in the Search Contacts field. Or, click the Find a Contact field in the Find group on the Home tab, enter your search text and press <Enter>.

TASKS & TO-DO ITEMS

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

- **To Create a New Task:** Click the New Task button in the New group on the Home tab.

- **To Complete a Task:** Click the Mark Complete button in the Manage Task group on the ribbon, or click the task’s check box in Simple List view.

- **To Delete a Task:** Select the task and press the <Delete> key. Or click the Delete button in the Delete group of the Home tab.

- **To Search the Calendar:** Click in the Search box in the upper right corner. Type search keywords and press <Enter>.

- **To Assign Others Permission to View/Modify your Calendar:** Click the Calendar Permissions button in the Share group on the ribbon. Click the Add button and search for the individual. Click Add, OK. Choose the appropriate permission level from the drop down selection.