

# MICROSOFT OUTLOOK 2010

## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>1</b>
Purpose of these Course Notes .....	1
Conventions Used .....	1
<b>Introduction to Outlook</b> .....	<b>3</b>
New User interface .....	3
Outlook Features and Concepts .....	3
Navigation Pane .....	6
<b>Mail Items</b> .....	<b>9</b>
The Mail Message .....	9
Sent Items .....	13
Drafts .....	15
E-Mail Editor .....	15
Formatting Messages .....	16
Spell Check .....	16
Attachments to Messages .....	18
Send Options .....	21
Sending Documents from a Microsoft Application .....	23
Receiving Messages .....	24
Conversations .....	29
Email Etiquette .....	30
<b>Calendars</b> .....	<b>31</b>
Types of Calendar .....	31
Appointments .....	31
Events .....	38
<b>Meetings</b> .....	<b>39</b>
Introduction .....	39
Scheduling a Meeting .....	39
Responding to Meeting Requests .....	41
Rescheduling a Meeting .....	44
<b>Calendar Sharing</b> .....	<b>45</b>
Other People's Calendars .....	45
Viewing Calendars .....	46
Calendar Groups .....	47
Schedule View .....	48
Resources .....	48
<b>Contacts</b> .....	<b>49</b>
Introduction .....	49
Adding a Contact .....	49
Finding a Contact .....	50

Maintaining a Contact List.....	51
Flagging Contacts .....	51
Activities.....	52
Mail Merge.....	52
Suggested Contacts.....	54
Using a Contacts Folder in the Address Book.....	54
<b>Tasks .....</b>	<b>55</b>
Introduction .....	55
Creating and Maintaining a Task List .....	55
Task Assignments .....	56
Daily Task List .....	59
<b>To-Do Bar.....</b>	<b>61</b>
E-mail on the To-Do Bar .....	61
Completing items in the To-Do Bar .....	62
<b>Journal .....</b>	<b>63</b>
Introduction .....	63
Recording Activities Automatically.....	63
Recording Activities Manually.....	64
<b>Notes .....</b>	<b>67</b>
Introduction .....	67
Creating a Note .....	68
<b>Folders and Views.....</b>	<b>69</b>
Folders.....	69
Search Folders .....	71
Favorites.....	73
Sorting, Grouping and Filtering .....	73
Conditional Formatting .....	77
<b>Delegate Access and Folder Permissions.....</b>	<b>78</b>
Introduction .....	78
Delegate Access.....	78
Folder Permissions .....	80
<b>Organising a MailBox .....</b>	<b>83</b>
Rules.....	83
Junk E-Mail Messages .....	84
Automatically Reply to E-Mail Messages (Out Of Office Assistant) .....	86
Mailbox Cleanup .....	87
Mail Tips .....	87
Outlook Social Connector (OSC).....	88
Text Messages .....	88
Quick Steps.....	88
<b>Quick Access Toolbar .....</b>	<b>91</b>
Location.....	91

More Commands.....	91
--------------------	----