Outlook Overview

Outlook Interface
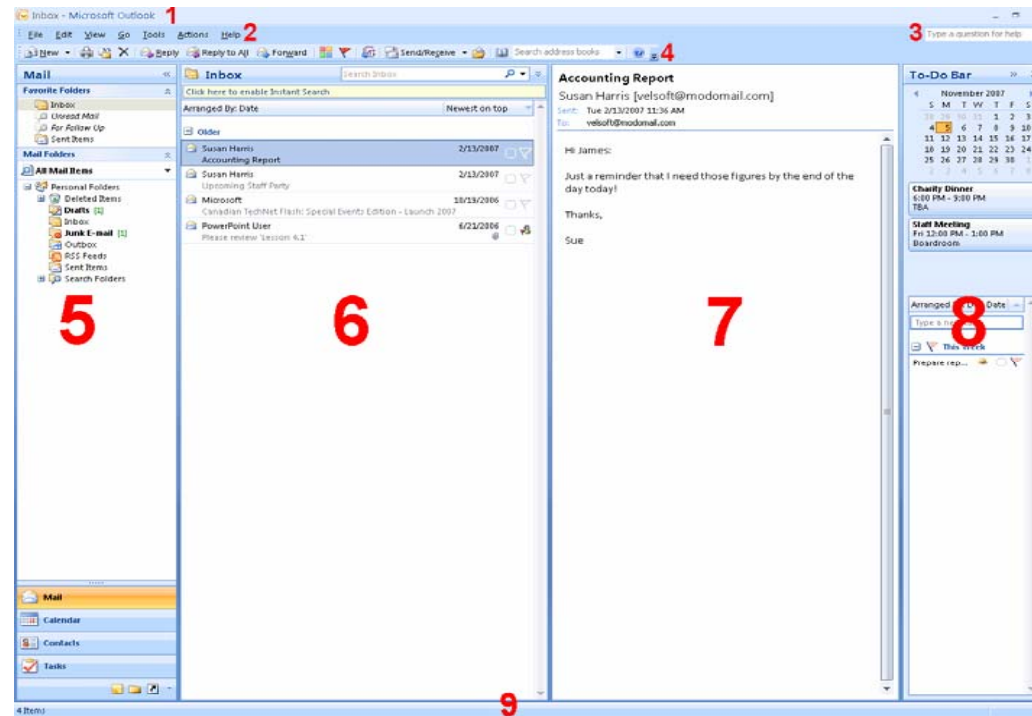
1	**Title Bar**	On the left hand side, the title bar displays the title of the document you're working on and the name of the program. To the far right of the title bar, you have buttons to maximize, minimize, restore, or close the window.
2	**Menu Bar**	Click on any of these items (File, Edit, View, Go, Tools, Actions, or Help) to view a list of commands.
3	**Type a Question**	If you need help, type a question in this box, press Enter, and answers will appear in a new window.
4	**Toolbars**	This is the Standard toolbar. Outlook has three toolbars: Standard, Web, and Advanced.
5	**Navigation Pane**	This pane is the easiest way to get around in Outlook. It contains links to various folders so that you can easily view your contacts, mail, calendar appointments, and more.
6	**Inbox**	Displays the contents of the currently selected folder.
7	**Preview/Reading Pane**	View the contents of the selected item here.
8	**To-Do Bar**	New feature in Outlook 2007; summarizes upcoming tasks and appointments.
9	**Status Bar**	Displays item count for the current folder.

Outlook Overview

New ▾	Creates a new e-mail message. (Click the arrow for options.)
🖨	Prints the selected item.
	Choose a folder to move the item to.
✕	Deletes the selected item.
Reply	Replies to the sender of the selected message.
Reply to All	Replies to the sender and all the other recipients of the selected message.
Forward	Forwards the message you've selected.
	Categorize the selected item.
⚑	Flag the item for follow-up.
	Send the item to OneNote.
Send/Receive ▾	Performs a send/receive. (Click arrow for options.)
	Opens "Create Rule" box.
📖	Launches the Outlook address book.
Search address books ▾	Search your contacts.
ⓘ	Launches Help.

Outlook Overview

Keyboard Shortcuts

CTRL + N	Create a new item
CTRL + R	Reply to an e-mail
CTRL + SHIFT + E	Create a folder
F11	Find a contact
F9	Send/Receive e-mail
CTRL + 1	Go to Mail View
CTRL + 2	Go to Calendar View
CTRL + 3	Go to Contacts View
CTRL + 4	Go to Tasks View
CTRL + 5	Go to Notes View
CTRL + 6	Go to Folder List View
CTRL + 7	Go to Shortcuts View
ALT + 1	Previous Folder
ALT + 2	Up One Level
ALT + 4	Delete the selected item
ALT + 5	Create folder
SHIFT + F1	Show ScreenTip
CTRL + SHIFT + G	Flag item

In a mail message

CTRL + B	Bold text
CTRL + U	Underline text
CTRL + I	Italicize text
CTRL + S	Save the message to Drafts folder
CTRL + ENTER	Send the message

Customize Outlook Today

|	
Startup	If this box is checked, Outlook Today will be the first page you see when Outlook starts.
Messages	You can choose which folders Outlook Today displays by clicking the Choose Folders button.
Calendar	Tell Outlook Today how many days of your calendar to display.
Tasks	Do you want to see all your tasks or just that day's? How do you want your task list sorted?
Style	Change the style of Outlook Today; there are several preset styles with columns, default options, and colours.

Outlook Today

Mailbox - Deanna Stratton - Outlook Today

Monday, April 06, 2009 — Customize Outlook Today ...

Calendar

Today
9:30 AM - 10:00 AM BinKe - Check TSM (316)
1:00 PM - 1:15 PM Missy - PST files
Tuesday
All day event Emergency
Wednesday
8:00 AM - 8:30 AM Drive - Bryan
10:00 AM - 12:00 PM COD (On Line Chat)
11:00 AM - 12:00 PM Computer Store Expo 2009 (Niitany Lion INN)
Thursday
9:30 AM - 10:30 AM ALLRIIT Meeting (120 BB)
4:00 PM - 4:30 PM Micro Meeting (Workbench or other locations as announced/chosen)

Tasks

Messages
Inbox   173
Drafts   6
Outbox   0

Outlook Overview

Formatting using "Word"

You can add many Microsoft Word elements to your mail message. These features are found on the Insert ribbon.
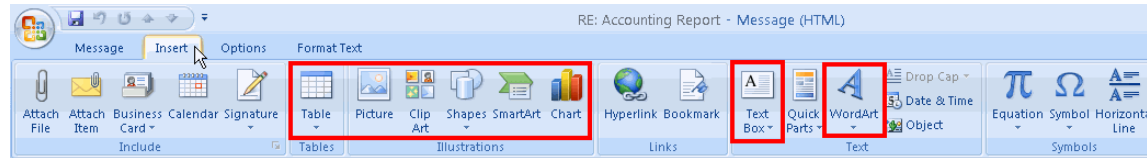

| **Tables** | Organize data into a grid with rows and columns. |
Pictures	Add a picture from a file.
ClipArt	Add a picture from the Office collection (online/offline).
Shapes	Draw a shape.
SmartArt	Add a diagram.
Charts	Represent table data in a graphical format.
Text Boxes	Place text in boxes.
WordArt	Turn words into art!

Using Signatures

If a signature is not set as default, click the Insert ribbon, choose Signature, and click the signature.
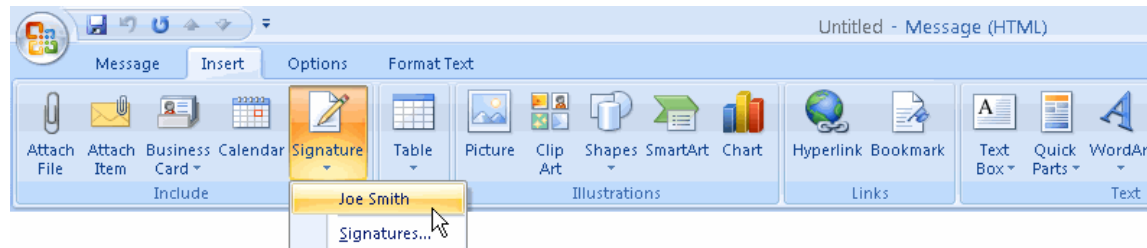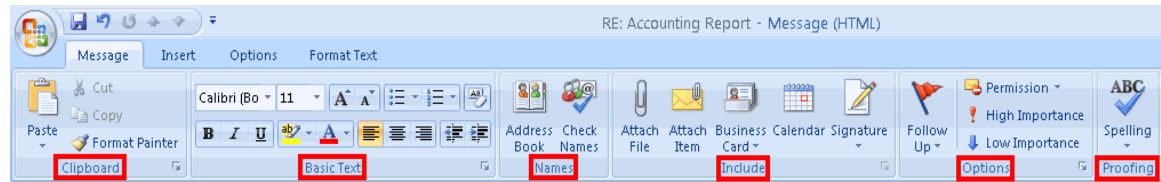
Outlook Overview

Using the New Interface

The new interface is made up of a system of ribbons and chunks. Click a tab to see the related commands. For example, if we wanted to insert an item into our message, we would click the Insert ribbon.
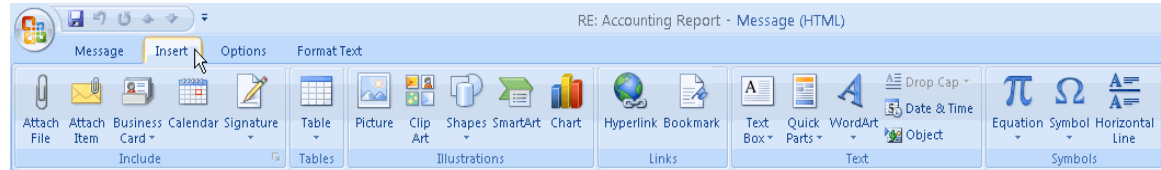
Each ribbon is composed of different chunks, each with related items.

Some chunks will have a small button in their bottom right hand corner. Clicking this button will open a dialogue box with more features related to the chunk. In this example, clicking the small arrow opens the Font dialogue.
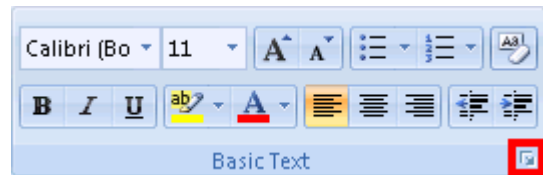

To minimize the ribbon and just display the tabs, click the arrow next to the Quick Access toolbar (circled in red in the image on the right) and click Minimize the Ribbon. Now, each ribbon will expand when you click the tab. When you click back in the editing window, the ribbon will minimize again.

Outlook Overview

Creating Attachments

1. Open a new e-mail message.

2. Click the paperclip icon on the standard toolbar, or click the Insert ribbon and click Attach File.

3. Pick the file you want to attach and click Insert.
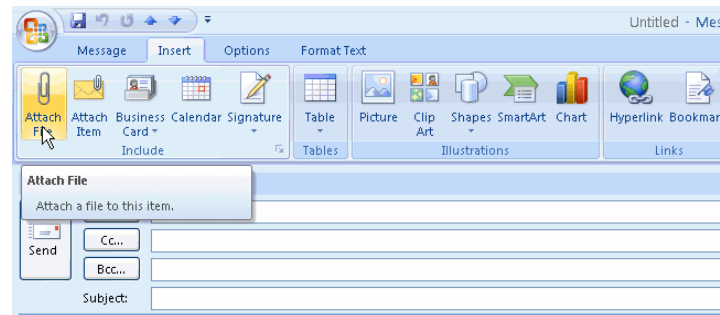
Tips

Check the size of your file. If it is too large, some people might not want to receive it, or it might not send at all.
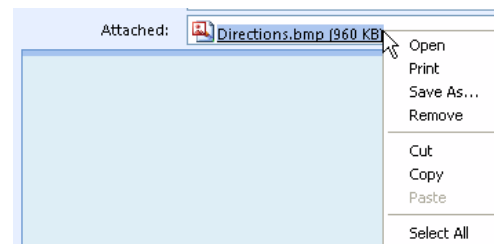
Make sure your file doesn't have any viruses in it.

Title your attachment properly.

Try to send files that can be opened by common programs.

Outlook will block certain kinds of files that can be harmful, like executable (.exe) files.

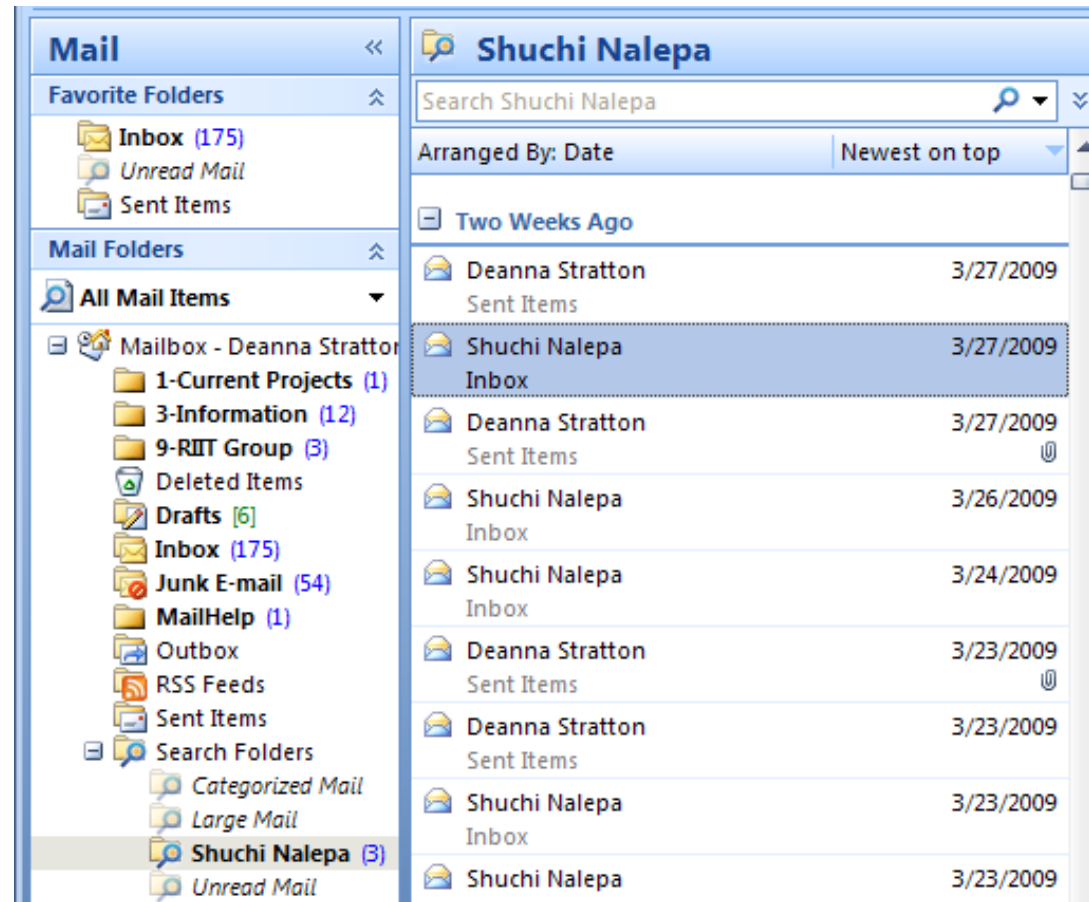Right-click an attached file to modify it.

Outlook Overview

To open a search folder, just click it. There are three default search folders:

Categorized Mail	Shows all messages that have categories assigned
Large Mail	Will show all messages over 100 Kb
Unread Mail	Will show all unread messages

Copyright © 2009 Smeal College-**RIIT Group**

Outlook Overview

To customize a search folder, right-click it and click Customize. You can then customize the name, change the criteria, and choose where to search.