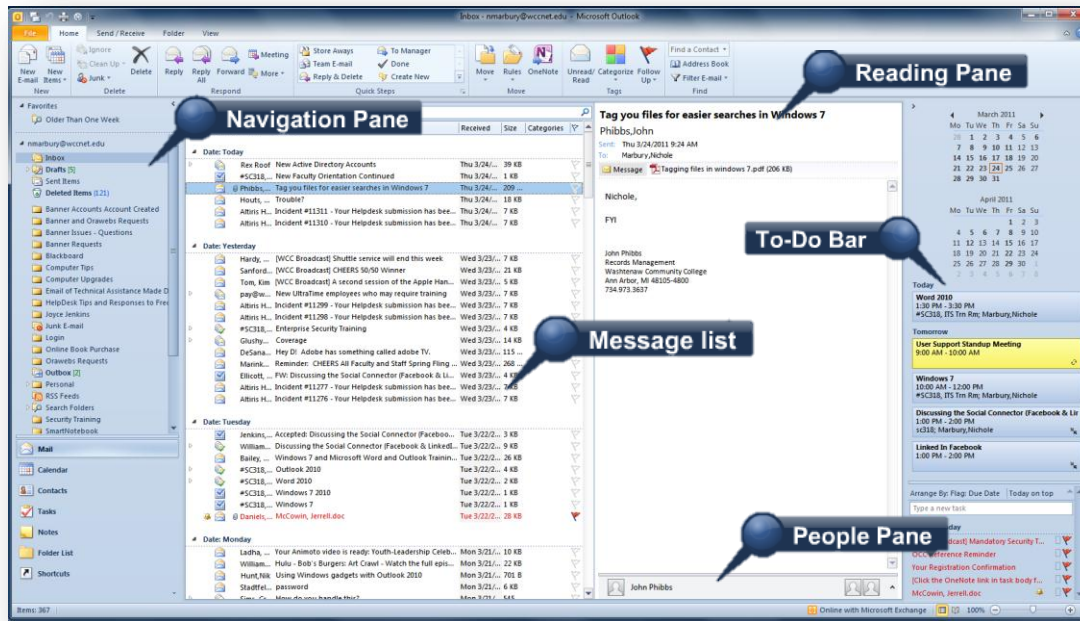


Microsoft Outlook 2010 – What's New!

A New Interface!

Microsoft Outlook 2010 has new features to help you organize your emails more effectively. The new conversation feature enables you to organize email threads as conversations. Use the new ribbon for better search, and customized quicksteps.



Navigation Pane

Enables you to select different Outlook options. The top of the navigation pane shows your favorite folders (if turned on), the center shows all of your available folders and the bottom area allows you to choose between accessing your mail, calendar, contacts, etc.

Message list (Inbox)

Lists the e-mail messages you receive. You can re-arrange the view of your inbox according to your preference.

To Do Bar

Helps you track upcoming appointments, meetings, and tasks. It's like a one stop shop of what you have going on for that day.

Reading Pane

Quick view of your messages. The reading pane shows your messages without actually opening it.

People Pane (Outlook Social Connector)

A new area in Outlook where you view and access information that the Outlook Social Connector. Any social media information will be listed for the person sending the current message.

The Ribbon

The Ribbon replaces the traditional menu bars and toolbars that were in previous versions of Outlook and is made up of a series of tabs that group related commands together. Each component of Outlook (email, calendar, contacts) has its own ribbon, with buttons and commands specific to that function.



Quick Access Toolbar

The Quick Access Toolbar is located above the Ribbon, on the upper left hand corner of the screen. You can also add (customize) additional icons to the Quick Access toolbar (QAT). The QAT allows you to quickly get to the commands you use the most.

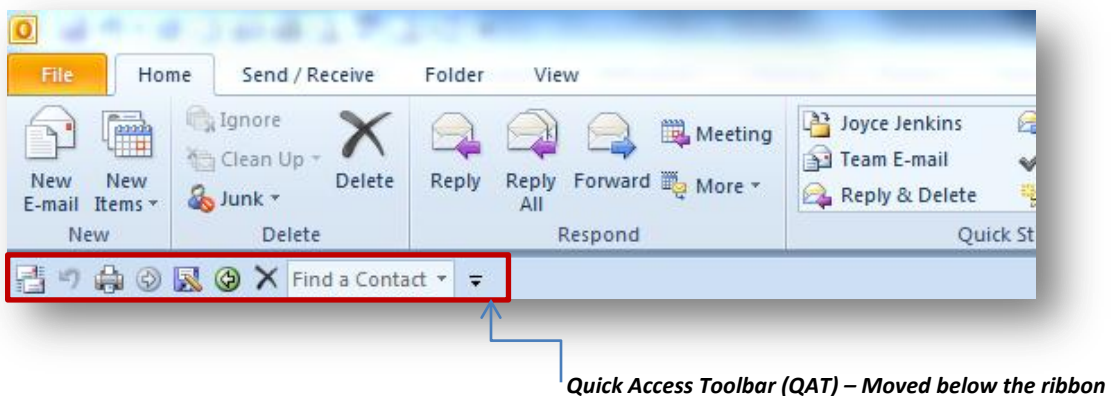
To customize:

Click the small downward arrow located to the right of the Quick Access Toolbar.

The Customize Quick access Toolbar menu will appear. **Click a command to select**



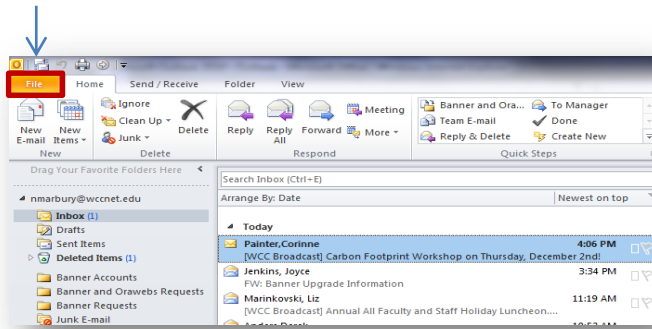
Note: If you don't like the default location of the QAT. You can move it below the ribbon by clicking the small downward arrow and selecting move below ribbon



Backstage View

Backstage View replaces the traditional file menu – The backstage provides a “one-stop” shop with managing your document. Many settings that are not directly related to creating or managing account items and or printing are now located in the Backstage View. **Click the File tab** to access backstage View

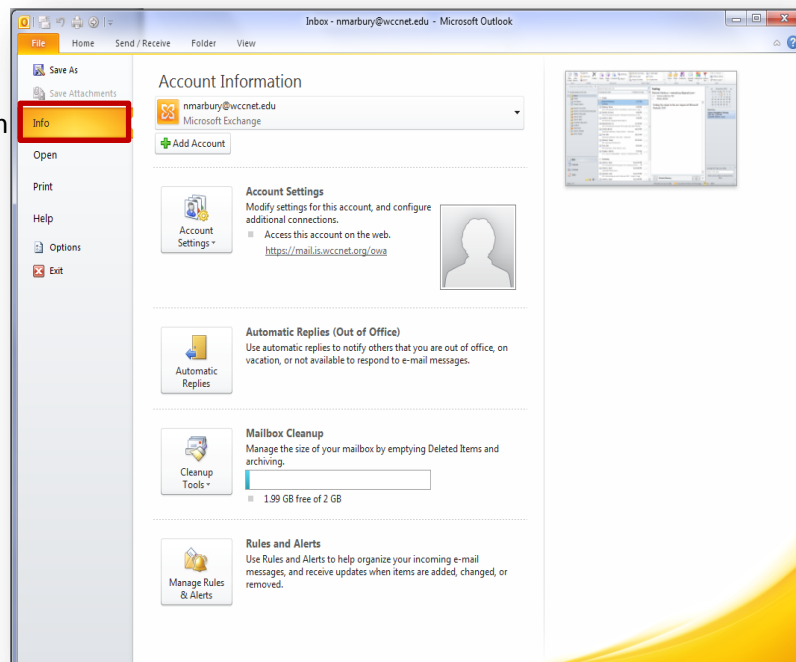
1. Click the File tab located on the ribbon



Info – Contains the print command, as well as print preview (Note: Print and Print Preview are now combined. Once you click print the document is automatically previewed) along with other commands and settings.

The following items are maintained in the info tab:

- Change Account Settings
- Send Automatic Replies
- Clean up your Mailbox
- Manage Rules and Alerts

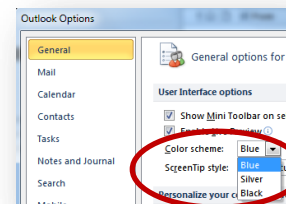


Change Color Scheme

The default color scheme of Microsoft Office 2010 is silver. Two additional color schemes are available - black and blue.

To change:

1. Click the File tab.
2. Click Options.
3. Under User Interface options, in the Color scheme list, click Blue, Silver, or Black

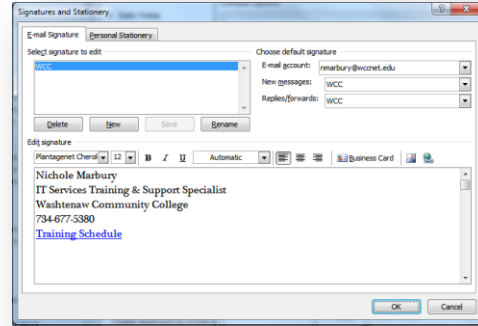


Note: If you change the color scheme in Outlook the color will apply to all of your other Microsoft Office 2010 programs.

Creating Signatures in 2010

To create electronic signatures to automatically attach to your email messages

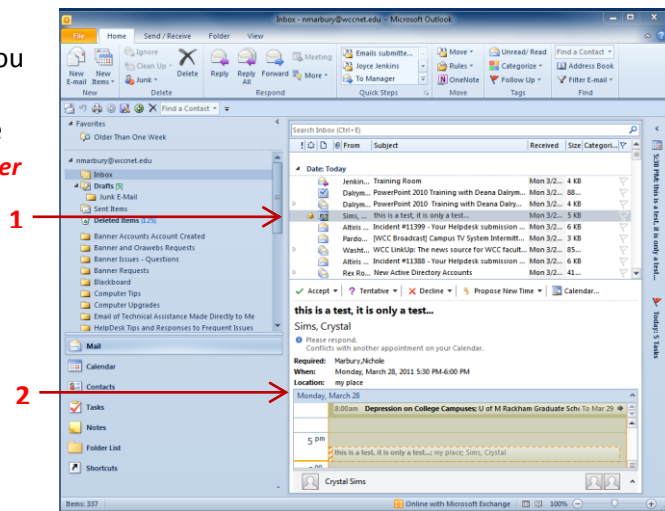
1. Click on the **File** tab to access Backstage View
2. Click on the **Options** link
3. Click the **Mail** option
4. Click on the **Signatures** button
5. Click **New** and follow prompts to create your signature.
6. Click **new messages** so that your signature can go out with every new email message.
7. Click **Replies/forwards** if you want your signature to be included when replying or forwarding an email message.



See your Schedule When Accepting a Meeting

When you get a meeting invite, Outlook now displays your schedule right in the inbox, so you can not only see if you're available, but what meetings you might have on either side of the invite. *You can deal meeting requests without ever leaving the inbox to look at your calendar*

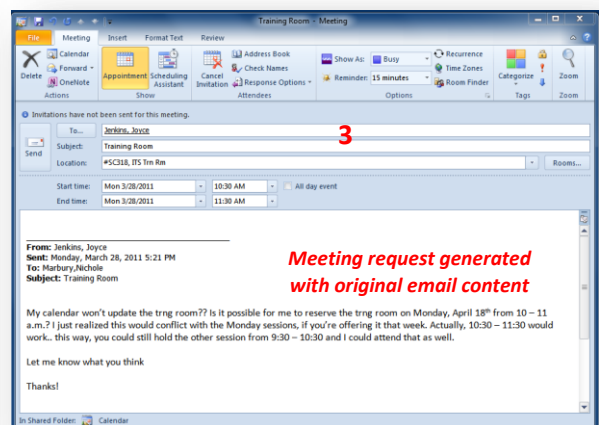
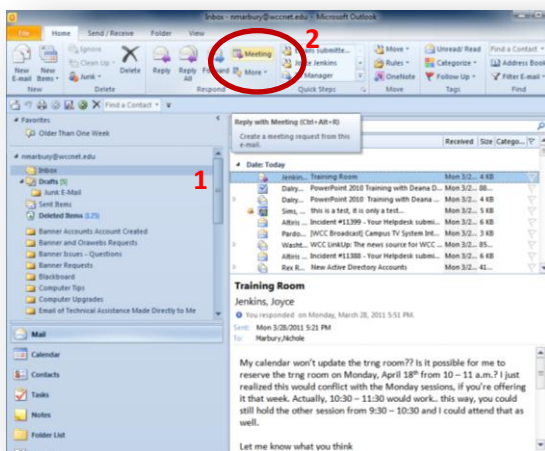
1. With the meeting request message selected above in the inbox
2. A snapshot of your schedule is listed below in the reading pane



Respond to an Email with a Meeting Request

When you receive an email message, you can respond with a meeting requesting by clicking a button.

1. With the email message selected.
2. Click the **Meeting** button on the ribbon, and
3. Outlook creates a meeting with all the people listed in the message. The body of the email is automatically placed in the meeting notes for you.

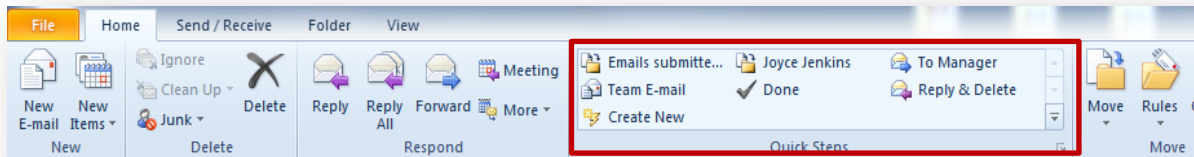


Meeting request generated with original email content

Quick Steps

To immediately organize and or file away your email messages as soon as you get them with one click. Quick Steps enables you to automate multi-stepped tasks you use most often, such as moving an email to a specific folder, sending an email to all of the members in your team, and or moving a message after replying to it with a meeting request, with a single click of a button.


Outlook includes a few preset predefined Quick Step buttons to get you started. You can modify the existing quick steps and or delete the ones that are not useful.



Default Quick Steps in Outlook 2010 include the following:

QUICK STEP	ACTION
Move to:	Moves the selected message to a mail folder you specify and marks the message as read.
To Manager	Forwards the message to your manager. If your organization uses Microsoft Exchange Server, your manager's name is detected in the Global Address List and inserted in the "To" box, or you can specify the recipient.
Team E-mail	Forwards the message to others in your team. If your organization uses Microsoft Exchange Server, your team members names are detected in the Global Address List and inserted in the "To" box.
Done	Moves the message to a specified mail folder, marks the message complete, and then marks it as read.
Reply & Delete	Opens a reply to the selected message, and then deletes the original message.
Create New	Create your own Quick Step to execute any sequence of commands, name it, and then apply an icon to help you identify it.

To configure or change existing Quick Steps, do the following:

1. While in Mail, on the Home tab, in the Quick Steps group, **click the More**  arrow at the side of the Quick Steps box, and then **click Manage Quick Steps**.
2. In the Quick Step box, **click the Quick Step** that you want to change, and then **click Edit**.
3. Under Actions, change or add the actions that you want this Quick Step to do.
4. If you want to change the icon for a Quick Step, click an icon next to the Name box, click an icon, and then click OK.

Create a Quick Step

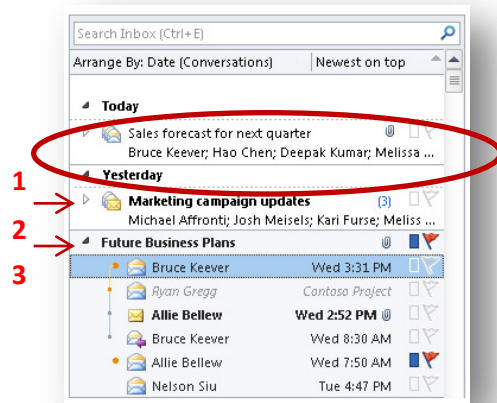
1. In Mail, on the Home tab, in the Quick Steps group, in the Quick Steps gallery, **click the Create New Quick Step**.
2. **Click an action** type from the list or click Custom.
3. In the Name box, type a name for the new Quick Step.
4. **Click the icon button** next to the Name box, click an icon, and then click OK.
5. Under Actions, choose an action that you want the Quick Step to do. Click Add Action for any additional actions.

Conversation View

Conversation View groups related messages together and displays them under a single thread. Conversation view makes it easy for you to categorize, remove, or clean up messages in a thread.

Conversations provide a visual relationship between messages, including any responses and related messages from other folders.

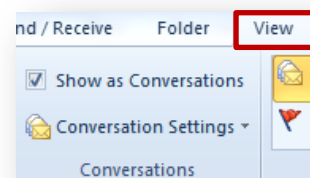
When Conversations is turned on, messages that share the same subject appear as Conversations that can be viewed expanded or collapsed



1. Any Conversation that includes unread messages has a bold subject and the count of the unread messages appears adjacent to the subject. 2. When you **click the arrow** ▶ to expand the Conversation, any unread message has a bold heading. 3. When a message gets two or more responses, the Conversation can split into multiple related but separate Conversations. The latest message in each split appears when you click on the Conversation.

Turn on Conversation View

1. On the View tab, in the Conversations group, **select or clear the Show as Conversations** check box
2. **Click All Folders or This folder**



There are several ways to organize a conversation after reading it:

Ignore – If an email conversation is no longer relevant to you, and instead of replying to others telling them to stop including you, you can prevent additional responses from appearing in your inbox by clicking the ignore button on the ribbon.

The ignore command moves the whole conversation and any future messages about that conversation to the deleted items folder.

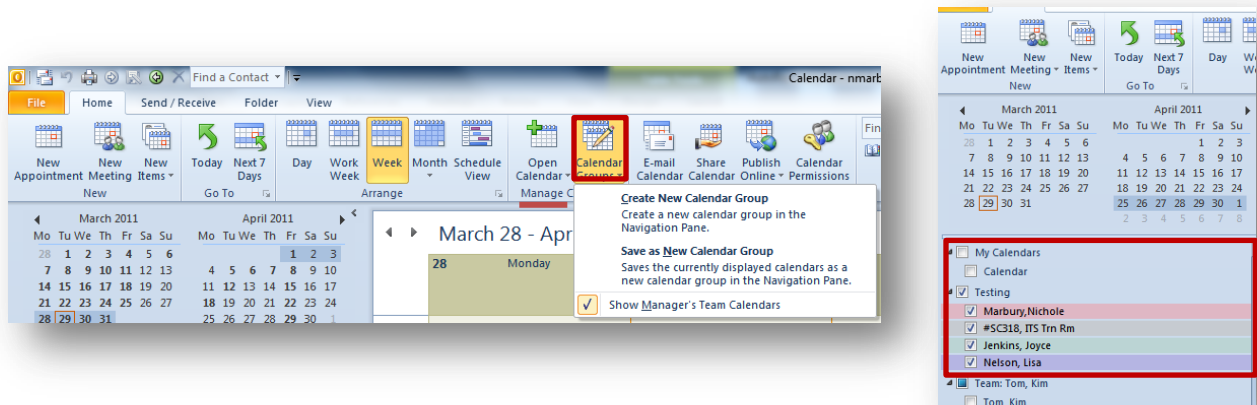


Clean up Conversation – The Clean Up button moves older, redundant messages in the conversation to the Deleted Items folder but keeps the most recent message. Instead of reading each message, cleanup will keep only the most recent message that includes the entire conversation and delete everything else.



Create Calendar Groups

The Group Calendar is an effective way to organize a project and or team by keeping track of everyone's schedules or use it to quickly see the combined calendars of people you frequently work with at a glance. You can also add a conference rooms to your calendar group.



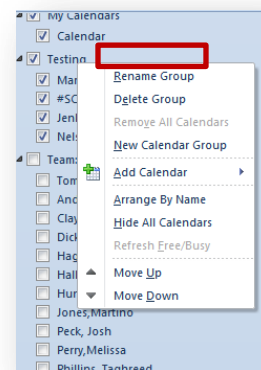
To create a Calendar Group:

There are several ways to create a calendar group. One way is to:

1. In Calendar view, on the Home tab, in the Manage Calendars group, **click Calendar Groups**, and then **click Create New Calendar Group**.
2. Type a name for the new calendar group, and then **click OK**.
3. Under Address Book, choose the Address Book or Contact list from which you want to pick members of your group and or conference room.
4. Browse for names or type them in the Search box, **click the name that you want** and then **click Group Members**. Repeat this step for each calendar that you want to include in the group, and then click OK.
5. Once created the calendar group will show up in the Navigation Pane.

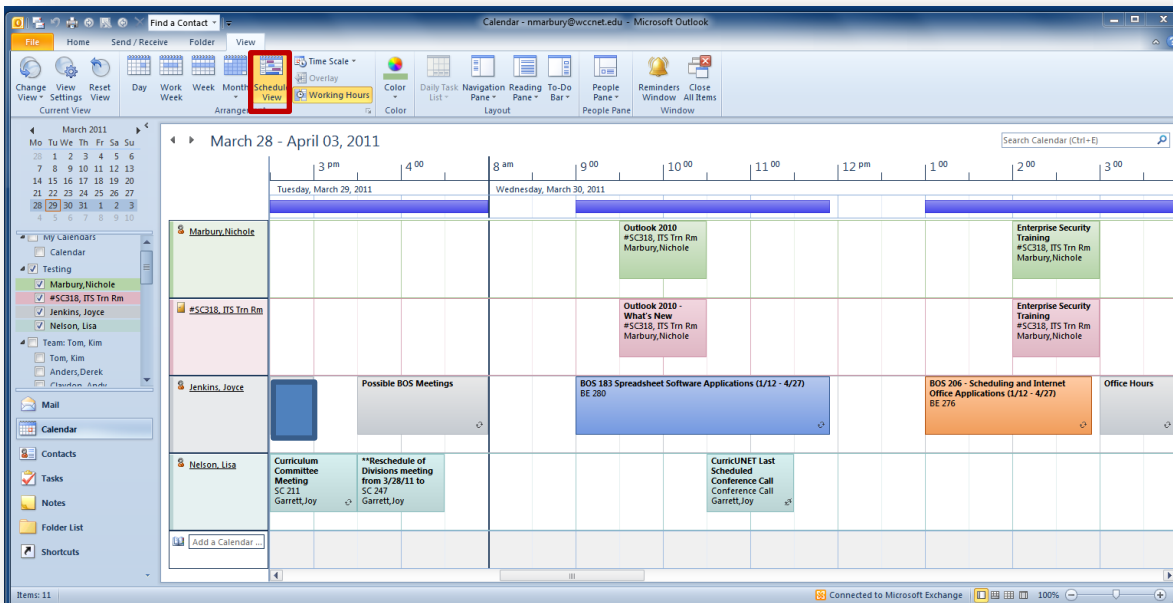
To Delete a calendar group

- In the Navigation Pane, **right-click the calendar group** that you want to delete, and then **click Delete Group**.



Schedule View

Quickly see multiple calendars in a horizontal view.



Change the background color of the Calendar

Change the background color

1. On the View tab, in the Color group, click **Color**
2. Click the color that you want.

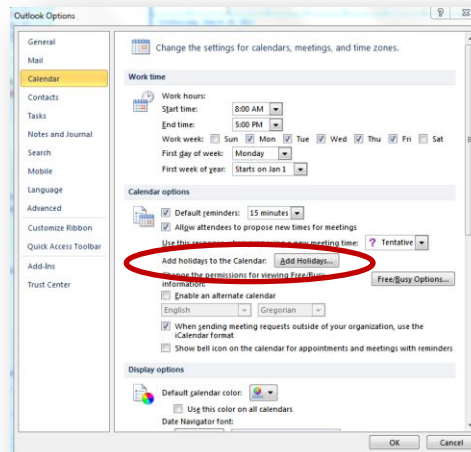
To change the default background color for all calendars:

1. Click the **File** tab
2. Click **Options**
3. Click **Calendar**
4. Under Display Options, click **Default calendar color**, click the color you want, and then select the **Use this color on all calendars** check box

Add Holidays to the Outlook Calendar

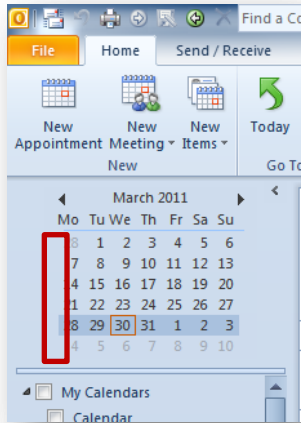
Outlook can automatically add holidays to your Outlook calendar, and you can choose the country or countries from which to add holidays

1. Click the **File** tab
2. Click **Options**
3. Click **Calendar**.
4. Under **Calendar options**, click **Add Holidays**.
5. Select the country or countries of your choice
6. Click **ok** to Close the Calendar options and Outlook options dialog box

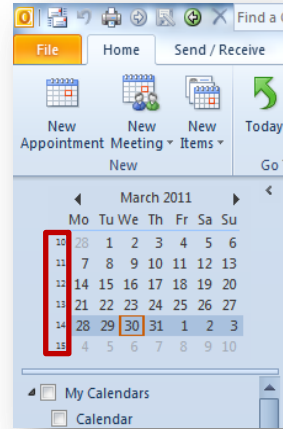


Add week numbers to the Calendar

Week numbers (1-52) can be added and they will be displayed in Month view in the Date Navigator pane.



Without week numbers

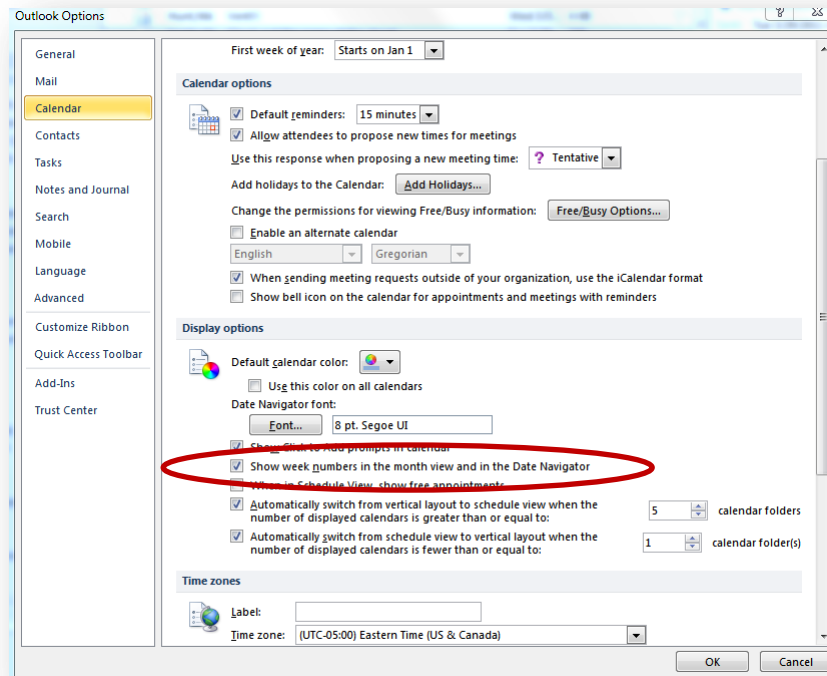


With week numbers

To Add Week Numbers

To turn on or off the week numbers, do the following:

1. Click the **File** tab
2. Click **Calendar**
3. Under Display options, **select or clear the Show week numbers** in the month view and in the Date Navigator check box

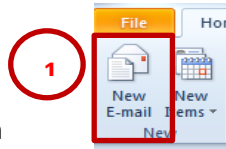


Insert Screen Shot or Screen Clippings

Outlook provides an option to **insert screen captures into** an email message **by selecting Screenshot from the Insert tab**. After selecting the screenshot button, snapshots of your open windows are displayed. You can then click on an image to insert the entire window into your email message (**or you can click Screen Clipping**, by dragging **the mouse to select the screen area** that you want to clip and it will be automatically pasted **into your** email message).

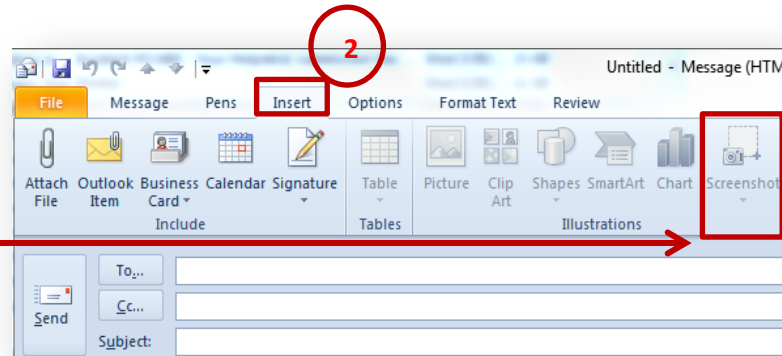
To Insert a Screen Clipping into your Email Message:

1. From the mail tab, Click the New Email Button
2. **Click the Insert Tab** on the ribbon (Then click in the body of the message)
3. **Click the Screenshot button**
4. A list of available windows will populate to insert an entire window and or a screen clipping

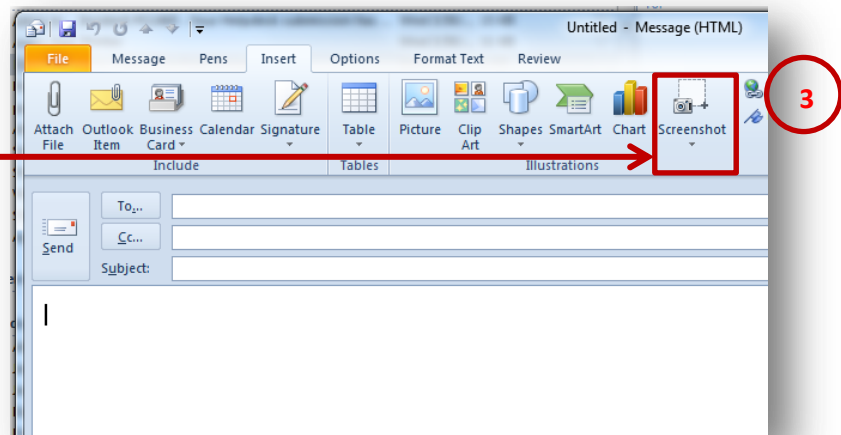


Note: The screenshot option is not available (grayed out) until you click in the body of the message.

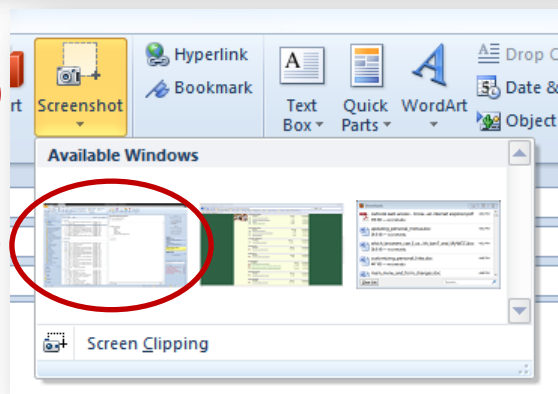
Inactive



Active



Note: Once you click in the body of your message, the screenshot button will become active.



5. **Select a window** (I selected the first window)
6. The picture will automatically populate into the body of the email message (you may have to resize picture)

To insert a screen clipping (follow steps 1-3)

Note: If you have multiple windows open, select the window you want to clip before clicking screen clipping.

7. **Click screen clipping**
8. The dialog box will minimize, an opaque (frosted) window will appear. When the pointer becomes a cross, click and drag your mouse around the area you want to capture.

