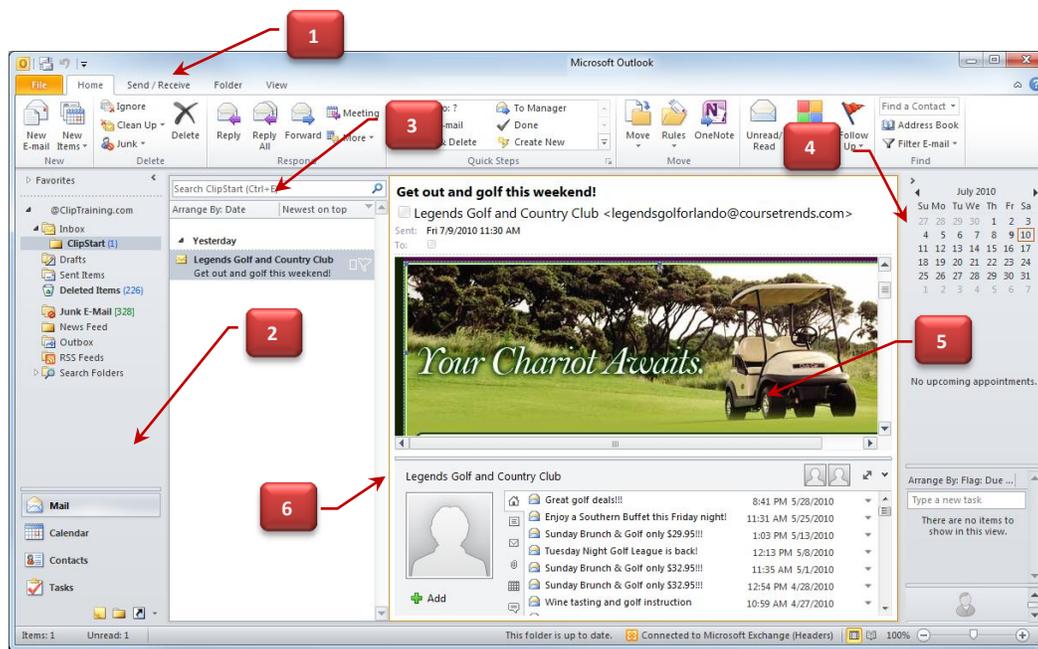


The Outlook 2010 Interface



- 1. The Ribbon:** New to Outlook, the ribbon houses your commands and organizes them into Tabs and Groups.
- 2. The Navigation Pane:** This pane allows you to easily choose between various Outlook 2010 features, such as Mail, Calendar, Contacts and so forth. You will find you spend the majority of your time in the Mail section where you have your Inbox, Sent Items and other folders you may have configured.
- 3. The Search Bar for Inbox:** This is an active search bar which means it begins looking the moment you type in the first character. You can select 'Arrange By' to adjust how your results are shown.
- 4. To-Do Bar:** A quick way to see your upcoming appointments.
- 5. Reading Pane:** Read your emails quickly and without having to open them. (You can adjust the location.)
- 6. The Social Connector:** See at-a-glance information about the person emailing you.

Five New Features

1. The Social Connector

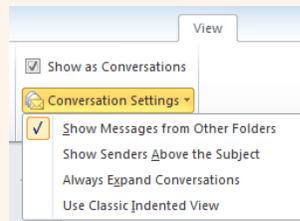
This new feature in Outlook 2010 will help you to see information about the person who has emailed you. This information may come from some form of social media site like Facebook, or it may come from a SharePoint 2010 server, if your organization is using one.

The SharePoint connection can be really helpful in promoting communication and collaboration because you can see a photo (if one is added by the person), and a collection of information including communication history, meetings, attachments, activity feeds and more.

2. Turn on Conversation View

This feature compiles all your e-mails from a back and forth conversation and restructures them under one main heading. Utilize this new tool by going to the View ribbon and in the Conversations group, click the box next to 'Show as Conversation'. You will be given the option as to which e-mail folder(s) you would like this to apply towards.

After you make your selection, note additional settings by selecting the Conversation Settings option.



3. Quick Steps

Quick Steps enable you to automate repetitive e-mail tasks. Located on the Home tab, this powerful tool is easily configured to simplify your working style. By default, the following Quick Steps are provided: **Move to: ?**, **To Manager**, **Team E-mail**, **Done**, **Reply & Delete**, and **Create New**. Build your own Quick Step by selecting 'New Quick Step' from the Quick Steps Gallery.

4. The Clean Up Tool

Sometimes your mailbox is cluttered with redundant messages. Use the new **Clean Up** option (located on the Home ribbon under the Delete grouping) to clean up the folder or conversation.

You can clean up a conversation, a folder or a folder and subfolders.

5. The Ribbon Interface

The Ribbon represents a step forward in accessing application commands. To simplify how commands are displayed, the Outlook 2010 Ribbon interface clusters commands into logical groups located on Tabs. The Tabs are called File, Home, Send/Receive, Folder and View. The Home Tab is the main command interface, likely where you will access the majority of your commands. When accessing your e-mail, the Home tab contains all your main e-mail commands such as New E-mail, Reply, Forward, Delete, Send/Receive and more.



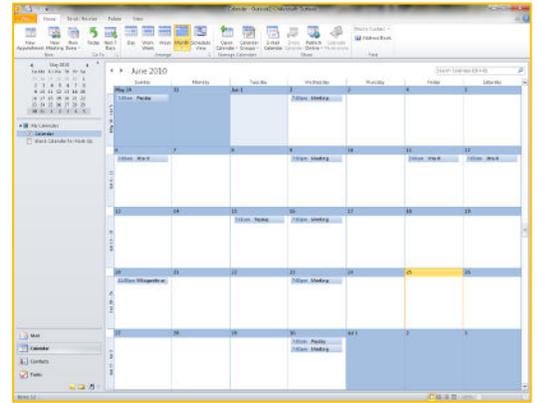
Optimize Your Schedule

A powerful way to get organized, the Outlook Calendar allows you to add meetings and events within a Day, Week or Monthly view of your schedule. Automatically these items will become reminders that Outlook will display to assist you. It is an excellent way to keep track of your appointments and schedule meetings. Here's how to start:

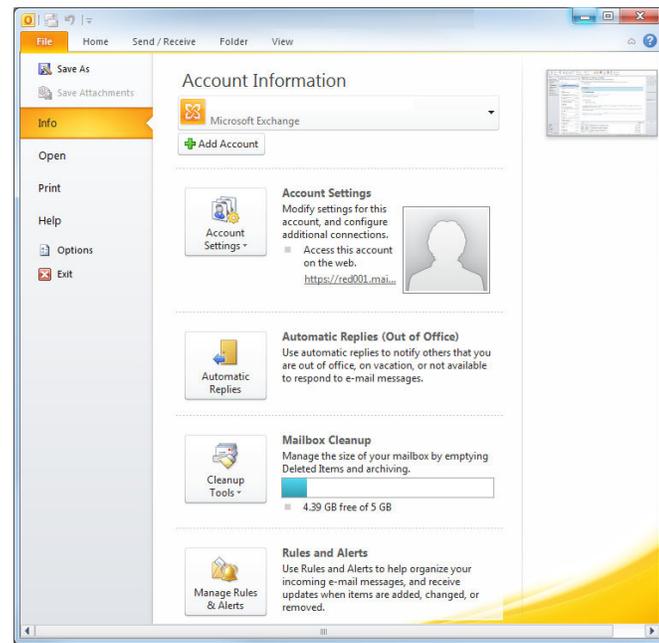
- (1) From the navigation pane in select, calendar in the lower left-corner.
- (2) On the Home tab, select New Appointment from the New group.
- (3) Enter the Subject and optionally the location. Select the Start & End time.
- (4) In the space below, write out any pertinent details regarding this appointment
- (5) On completion, click Save and Close on the Appointment tab.

Your calendar now shows this new appointment.

Congratulations, you've just taken the first step towards becoming more organized!



The File Tab



New to Outlook 2010, the File Tab replaces the file menu found in Outlook 2007. The File tab houses several commands that are frequently used. They include:

Save as: Choose from several formats such as Text only, Outlook Template, Outlook Message Format and HTML.

Save Attachments: Select this option to open the 'Save all attachments' dialog box. Use this feature in conjunction with an email you have received with several attachments. Choose this to send all these attachments into one compressed (zipped) folder.

Info: (Shown to the left). From here you can view and edit Account Settings, Automatic Replies, Mailbox Cleanup and configure Rules and Alerts.

Print: The print button takes you to the printer properties that you configure along with a preview of the document in the right pane.

Help: A variety of support options await you including options to contact Microsoft directly & latest updates for Microsoft Office.

Options: Select from several advanced application options from here. Note: All of your options that were previously located under Tools – Options can now be found here.

Exit: Close the application from here.

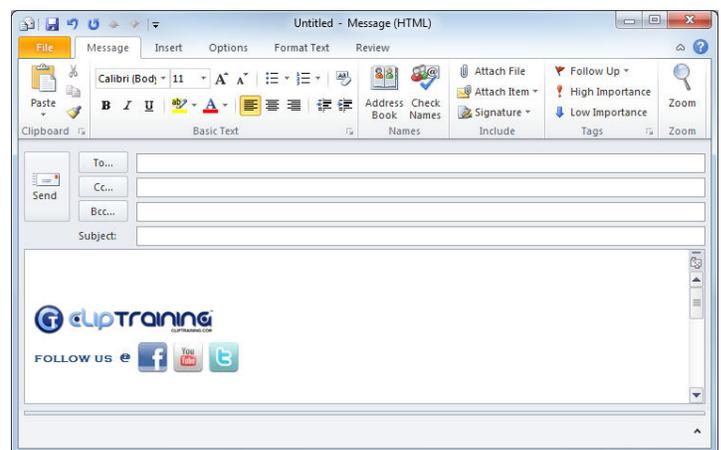
Sending an Email

To send an email, click the New Email option from the Home ribbon under the New grouping. Note that you also have a ribbon interface when sending an email (this interface was added in Office 2007).

You have a variety of different tabs available that you can use to format your message and ensure items like a signature, a tag, and so forth are configured properly.

MailTips

One of the great new features in Outlook 2010 is the MailTip assistant that will provide you with a little reminder/tip if your email seems to warrant it. For example, let's say you were emailed under BCC (blind carbon copy). This typically means the sender doesn't want the others in the To/CC list to know you received it. If you hit 'Reply All' without thinking, that may cause a problem for the original sender. Now, a MailTip will warn you that what you are doing seems odd.



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