



MICROSOFT OUTLOOK

cheat sheet for pc

NAVIGATION PANE

mail

Contains mail-related folders like your Inbox, Sent Items, and Search Folders.
Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.

calendar

Enables you to view and schedule appointments, events, and meetings.
View shared calendars and compare calendars by viewing them side by side.

people

Use to store and keep track of addresses, numbers, and email addresses.

tasks

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

notes

Use like electronic Post-It Notes to write down information.

folder list

Displays a list of all your Outlook folders in the Navigation Pane.

shortcuts

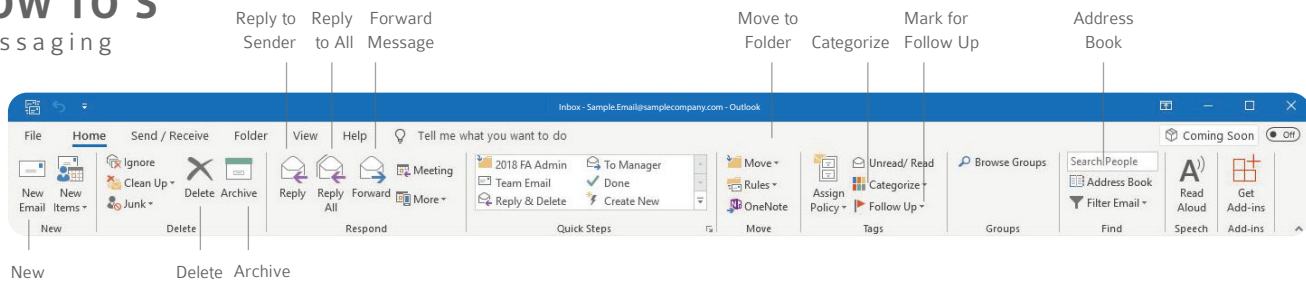
Add shortcuts to folders and locations in Outlook for quick access.

BASIC shortcuts

Save	Ctrl - S
Save, Close, and Send	Alt - S
Print	Ctrl - P
Cut	Ctrl - X
Copy	Ctrl - C
Paste	Ctrl - V
Undo	Ctrl - Z
New Item	Ctrl - N
Check Spelling	F7
Check for Mail	F9
Reply	Ctrl - F
Reply to All	Ctrl - H
Address Book	Ctrl-Shft-B
Help	F1
Switch Between Apps	Alt - Tab

HOW TO'S

messaging



Message Indicators

- Unread Message
- Read Message
- Sending Message
- Replied on Message
- Attachment

To Open a Message

Click a message to preview or double-click to open

To Create a New Message

1. Click the **New** button or press Ctrl-N
2. Enter the e-mail addresses in the **To** box
3. Click the **CC** button and select the e-mail addresses you wish to copy the email to
4. Enter the subject of the message in the **Subject** box
5. Enter the text of your message in the text box
6. Click the **Send** button

To Delete a Message

Select the message and press the **Delete** key

To Attach a File

Create a new message, click the **Attach File** button in the **Include** group on the Ribbon in the **Message** window, select the file you want to send, and click **Insert**

To Open an Attachment

Double-click the attachment at the top of the message window

To Send a Blind Carbon Copy (BCC)

In the Message window, click the **BCC:** button and select the e-mail addresses for recipients you want to send a blind copy to



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how to's continued

HOW TO'S messaging: advanced tasks

- Save a Message as a Draft** Click the **Save** button on the Quick Access Toolbar in the message window— message will appear in the **Drafts** folder.
- Flag a Message as a To-Do Item** Right-click the message, select **Follow Up** from the contextual menu, and select a flag. Or, click the flag icon on the message. Or, select the message, click the **Follow Up** button on the ribbon and select a flag.
- Clear a Flagged Message** Right-click the message, select **Follow Up** from the contextual menu, and select **Clear flag**.
- Categorize a Message by Color** Click the Quick Click icon on the message. Or, right-click the message, select **Categorize** from the contextual menu, and select a color category. Or, select the message, click the **Categorize** button on the Ribbon, and select a flag.
- Move an Item to a Different Folder** Select the item, click the **Move to Folder** button and select the designation folder. Or, click and drag the item to a different folder in the Navigation Pane.
- Create a Signature** Go to **File**, select **Options**, and click the Mail tab. Click the **Signatures** button, and create the new signature.
- Change a Message's Options** In the message window, click the **Options** tab on the Ribbon & click **More Options** Dialog Box Launcher. Here you can specify the level of importance or sensitivity of the message, add voting button to the message, indicate where replies should be sent to, choose to receive read receipts and encrypt the message or delay it's delivery.

rules wizard

1. Make sure that you're in the **Inbox**.
2. Click **File** on the menu bar, click the Info tab select **Manage Rules and Alerts**, and click the **New Rule** button.
3. Select the type of rule you want to create and click **Next**.
4. Click the first piece of underlined text in the Step 2 box, which may be people, specific words, etc.
5. Specify the criteria—a person's name, a keyword, etc— and click **OK**.
6. Click the next piece of underlined text in the Step 2 box & specify the name of the folder where you want to move the messages or action you would done.
7. Click **Finish** to complete the rule and click **OK**.

focused inbox

Turning on Focused Inbox

1. In the Ribbon, select the **View** tab
2. Click Show **Focused Inbox**. Two tabs will appear at the top of your Inbox; **Focused** and **Other**. You'll be informed about email flowing to Other, you can also switch between the tabs.

Change How Messages are Organized

1. From your Inbox, select the **Focused** or **Other** tab, and then right-click the message you want to move.
2. If moving from **Focused** to **Other**, choose **Move to Other** if you want only the selected message moved. Choose **Always Move to Other** if you want all future messages from the sender to be delivered to the Other tab. For moving from **Other** to **Focused**, choose **Move to Focused** for only moving the selected message. Choose **Always Move to Focused** if you want all future messages from the sender to be delivered to the **Focused** tab.

OUTLOOK 2016 screen breakdown

