

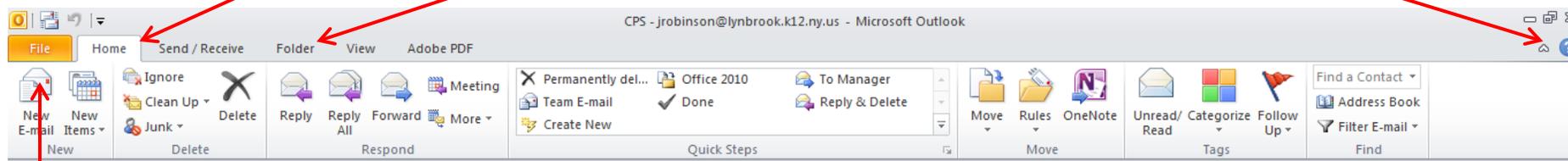
## MS Outlook 2010 – QUICK REFERENCE GUIDE

Microsoft Outlook 2010 is the full-featured means of accessing email. Organize emails into folders, search for specific messages, create groups, or invite email recipients to meetings.

**HOME** – Create a new message, delete email, reply/forward, move an email to another folder, and create meetings that require an RSVP.

**FOLDER** – Create new folders in the inbox.

**HELP!!!** – Not sure how to do something? Click here.



**FILE** – Set an automated reply when out of the office, empty deleted items folder, print an email.

**SEARCH** – Search for a specific email. Use a name, keyword in the message, etc.

How do I.....	Click here....
Create a folder in my inbox	'Folder' tab – 'New Folder' – Type a name for the folder. OK.
Move a message to a folder	Click on the message so it appears in the reading pane. 'Home' tab – 'Move' – Select from folders or choose 'Other folder.'
Empty deleted items folder	'File' tab – 'Cleanup Tools' button – Empty deleted items.
Search for a specific email	Make sure to click on the 'Inbox' folder on the left. Use the search box just below the ribbon tools at the top. Type in a name, keyword, or any identifying information.
Create a group (for emails to grade levels, specific departments, etc.)	Click 'Contacts' button on bottom left. Choose 'New Contact Group.' Type a 'Name' for the group. Select 'Add Members' and search for members by username, last name.
Create a 'signature' to appear on every email message	'Home' tab – New Email – Signature – Signatures. Type a nickname for the signature. Create signature content in text box.
Request a receipt indicating my message was read	'Home' tab – New Email – 'Options' tab – Request a read receipt.