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Advanced Tasks To Attach a File to a Message: In the Message window Click Message > Attach Item. To Preview an Attachment: Click the attachment in the mes-sage preview in the Reading Pane.

Quick Reference Guide for Microsoft® Outlook 2010

Outlook 2010 Quick Reference Guide. This reference guide gives you all the information you need to get started with common functions in Outlook 2010.

Outlook 2010 Quick Reference Guide - MessageOps

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 in the Tags group of the Home tab on the Ribbon, and select a flag. • To Recall a Message: Open the Sent Items folder. Double-click the message, click the Actions

Microsoft Outlook 2010 - ithelpdesk.qut.edu.au

Outlook Quick Reference Basic Skills The Outlook Program Screen The Fundamentals Navigate Outlook: Click the icon (or label) for the view you want to open. inbox and begin typing your search. Mail view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.

Microsoft Outlook Quick Reference - CustomGuide

1. Find the Outlook icon in the Notification Area at the bottom left of your monitor. You may have to click the “two arrows” icon to reveal it. 2. Hold down the left “trl” button on your Keyboard and then Right Mouse Click on the Outlook Icon. This will bring up an

extended menu selection. From here, select “onnection Status.” 3.

Outlook 2010 Sharing Your Calendar with Other People Quick ...

corner of the Outlook Window. OPEN THE OUTLOOK OPTIONS DIALOG BOX • Click the File tab to open Backstage view and then, in the left pane, click the Options button. REPLY TO A MESSAGE WITH A MEETING INVITATION 1. Select the message to which you want to reply with a meeting invitation and then, on the Home tab, in the Respond group, click Meeting. 2.

Outlook 2010 Quick Reference Guide - Apptix

This 6 page, tri-fold, full-color, quick reference guide is an invaluable

resource for anyone who uses Microsoft Outlook 2010! Master the changes to Microsoft Office 2010 with this handy cheat sheet. Features include: Working with the Ribbon; Using Quick Steps; Working with Conversation View; Using Backstage View; Working with the People Pane

Outlook 2010 Quick Source Guide

A quick look at where commonly-used commands can be found in Outlook, Word, and Excel 2010. Outlook 2010. Filetab Hometab (Email view) Hometab (Calendar view) Open Save as and Save attachments Print Options. Info->Account Settings->. Delegate Access. Info->Automatic Replies->.

Quick Reference Guide for Office

2010

Instructions and shortcuts for Word, Excel, PowerPoint, Outlook and more. These attractive 8.5 x 11 laminated reference guides are full of the tips, shortcuts and user instructions you need to use Office 2010 apps in a clear, manageable format. Our quick reference guides are ideal for end users and trainers alike, whether as a handout for students, or simply a useful desk reference.

Office 2010 Quick Reference Guides, Cards, Cheat Sheets ...

Read Book Outlook 2010 Quick Reference Guide Download Outlook 2010: Interactive menu to ribbon guide ... Ctrl+Period (.) Switch to previous open message. Ctrl+Comma (,) Move

between the Folder pane, the main Outlook window, the Reading pane, and the To-Do bar. Ctrl+Shift+Tab key or Shift+Tab key.

Outlook 2010 Quick Reference Guide - indivisiblesomerville.org

Outlook 2010 displays the Backstage View. 2. Click the button in the . Mailbox Cleanup. group. Outlook 2010 displays a drop-down menu with 3 options. 3. Choose . Mailbox Cleanup... 4. Click the button to view size of your mailbox. 5. Click to locate files older than a specified number of days, or larger than a specified size. Outlook 2010 opens the

Quick Reference Guide Outlook 2010 Advanced

Navigate Outlook: Click the icon (or

label) for the view you want to open. Mailview displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages. Calendarview displays your calendar.

Microsoft Outlook 2019 Basic Quick Reference

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use calendar, contacts, and tasks features of Microsoft Office Outlook 2010. This card also available in French. See also the related guide: Outlook 2010 Mail. Topics include:

Outlook 2010 Calendar Contacts Quick Reference Guide Card ...

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quality Outlook 2010 - Quick Reference Guide and more. Order today. This product can be used as a valuable quick-reference aide or as a learning tool to get you up to speed quickly on Microsoft Outlook 2010. Key introductory topics get you started effectively, preparing you for more advanced material.

Outlook 2010 Quick Reference Guide - Digital Content ...

This quick reference guide focuses on working with email messages and managing your mailbox. The process of preparing a new message is explained, with emphasis on new formatting features and best practices. Topics include: Check Names feature, Message Send Options, attaching items, enhanced content such as SmartArt, Tables and

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