



Microsoft

# Outlook Quick Reference

## Basic Skills

**CustomGuide**  
Interactive Training  
PowerPoint Presentations  
and Self-Instructional Modules

### The Outlook Program Screen



### Keyboard Shortcuts

#### Navigation

File	Ctrl + F
Edit	Ctrl + E
View	Ctrl + V
Tools	Ctrl + T
Window	Ctrl + W
Help	Ctrl + H
Print	Ctrl + P
Print and Setup	Ctrl + U
Print Setup	Ctrl + S

#### Message Actions

Open	Ctrl + O
Open and Read	Ctrl + R
Open and Print	Ctrl + P
Print	Ctrl + U
Print Setup	Ctrl + S

#### Mail

New Message	Ctrl + Shift + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Open Message as a Draft	Ctrl + D
Save	Ctrl + S
Send and Receive Mail	Ctrl + M
Check for New Messages	Ctrl + B
Where are You?	Ctrl + W
What's Up Today?	Ctrl + T

#### Customize

Customize	Ctrl + Shift + C
View the Toolbar	Ctrl + T
View the Folder	Ctrl + F
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M

#### Customize

Customize	Ctrl + Shift + C
View the Toolbar	Ctrl + T
View the Folder	Ctrl + F
View the Message	Ctrl + M
View the Message	Ctrl + M

### Task 1: Understanding the Outlook Program

**Outlook Program** Outlook is a program that helps you manage your email, calendar, and tasks. It is a part of the Microsoft Office suite.

- Mail** - This is the main feature of Outlook. It allows you to send and receive email messages. You can also manage your calendar and tasks from this screen.
- Calendar** - This is used to manage your schedule. You can create appointments, set reminders, and view your calendar in a monthly or daily view.
- Tasks** - This is used to manage your to-do list. You can create tasks, set due dates, and track their progress.
- Contacts** - This is used to manage your address book. You can add new contacts, edit existing ones, and view contact information.

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# Custom Guide Outlook 20quick Reference Card

**TeachUcomp**

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Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Changing Task Order Assigning Tasks Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Items Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane

Outlook 2016 for Mac Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services,2015-02-02 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use mail calendar contacts tasks and notes features of Microsoft Outlook 2016 for Mac version 15 This is the latest version of Outlook for the Mac part of the recently released Office 2016 for Mac This same content was previously issued with the title Outlook for Mac 15 Introduction If you receive a copy with that title the content is the same This guide is suitable as a training handout or an easy to use reference guide for any type of user The following topics are covered Navigating SectionsMail Displaying Mail Displaying the Inbox Hiding Displaying the Folder Pane Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Saving a Draft of a Message Restricting Forwarding Printing Copying Reading Messages and Attachments Manual Send Receive Calendar Displaying the Calendar Setting up Your Work Week Creating a Simple and Detailed Appointment Changing Entry Date or Time by Dragging Editing an Appointment or Meeting Responding to Meeting Requests Repeating Appointments or Meetings Viewing Multiple Calendars Sharing a Calendar Using an Exchange Server Using Another Person s Calendar Showing More Fewer Hours in The Calendar Setting How an Event Affects Availability Using the Weather Forecast People Displaying People Creating and Editing Contacts Emailing a Contact Inviting a Contact to a New Meeting Tasks Displaying Tasks Creating and Editing a Task Marking a Task Complete Turning On Off Display of Flagged Items Completed and Overdue Tasks Filtering Tasks Notes Displaying Notes Creating a Note Editing a Note Formatting a Note Inserting an Image In Any Outlook Section Deleting Items Assigning Categories to an Item Hiding Showing the Ribbon Changing Which Columns are Visible Sorting in Outlook Searching in Outlook Using Smart Folders Using Text to Speech Printing in Outlook This Outlook 2016 for Mac Quick Reference also includes a list of Keyboard and Selection Shortcuts What's New in Outlook 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff,2008-10-09 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2007 Also includes a command reference showing Outlook 2003 commands and their 2007 equivalents Topics include The Ribbon Controlling the Navigation Pane Mail Previewing an Attachment Viewing Next Previous Message in a Single Email Using the Out of Office Assistant Adding an Electronic Business Card to an Email Calendar Showing Full or Work Week Meeting Change Notifications Overlaying Multiple Calendars Viewing To Do Items in the Calendar Changing

Detail Level in Month View Scheduling Assistant Sending a Calendar Snapshot by Email Receiving a Calendar Snapshot Publishing Your Calendar to Office Online Sharing a Published Calendar Restricting Access to Free Busy Information Tasks Tasks To Do Items The To Do Bar Putting Items in the To Do List Simplified Steps for Sharing Calendar Contacts Tasks Notes Responding to a Sharing Request Changing Sharing Permissions Color Coded Categories Assigning Items to Categories Using Instant Search Using Search Queries Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

**Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminat** Beezix Software Services, 2015-09-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013 Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Outlook Web App OWA for Exchange 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipts Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User's Mailbox Creating an E Mail Signature Opening Another User's Mailbox Turning on off Automatic Replies when Out of the Office Chat Starting a Chat Changing Your Chat Status Signing Out of Instant Messaging People Displaying People Creating and Editing Contacts Finding a Contact Linking Unlinking Contacts Creating a Distribution List Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Changing Tasks Viewed Creating a Task Marking a Task or Flagged Item Complete Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Repeat Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Logging Off Also includes a list of keyboard shortcuts

**What's New in Outlook 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card)** Beezix, Inc Staff, 2010-06-28 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2010 Also includes a command reference showing Outlook 2003 commands and their 2010 equivalents Topics include The Ribbon Controlling the Navigation Pane Mail Previewing an Attachment Viewing Next Previous Message in a Single Email Adding an Electronic Business Card to an Email Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Using Quick Steps Using the People Pane Using the Out of Office Assistant Calendar Showing Full or Work Week Overlaying Multiple Calendars Changing Detail Level in Month View Scheduling Assistant Sending a Calendar Snapshot by Email Receiving a Calendar Snapshot

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several titles available for Outlook 2010 What's New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar  
Contacts Tasks Outlook Web Access for Exchange 2010      **Microsoft Outlook 2010 Mail Quick Reference Guide**

**(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff, 2010-06-15 Laminated quick  
reference card showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2010  
This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics  
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a Message Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Also includes a list of Keyboard and  
Selection Shortcuts This guide is one of several titles available for Outlook 2010 What's New in Outlook 2010 from 2003  
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Note Marking a Task Complete Topics for Mail Tasks Notes Calendar Entries Printing Items Sorting Items Changing which Columns are Visible Assigning Categories to an Item Deleting Items My Day Also includes a list of keyboard shortcuts

**Microsoft Outlook Web App for Exchange 2010 SP1 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated** Beezix, Inc Staff,2011-03-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 SP1 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User s Mailbox Creating an E Mail Signature Turning on off an AutoReply when Out of the Office Chat Starting a Chat Resuming a Chat Adding Removing Chat Contacts Changing Your Chat Status Signing Out of Instant Messaging Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts Finding a Contact Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Searching for an Item Logging Off Also includes a list of keyboard shortcuts [Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated](#) Beezix, Inc Staff,2010-06-28 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 guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are included Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Repeating Appointments or Meetings Creating Scheduling and Editing Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating and Using Calendar Groups Printing the Calendar Contacts Creating Editing Contacts Sending a Mail Message to a Contact Searching for Contacts Merging Contacts with Word Tasks Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane This guide is one of several titles available for Outlook 2010 What s New in Outlook



2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010

**Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips** Beezix Software Solution,2015-11-18 Four page laminated quick reference guide showing step by step instructions and shortcuts for how to use mail calendar people tasks and notes features of Microsoft Office Outlook 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Outlook 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying Mail Folders Hiding Displaying the Folder Pane Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Quick Filters All and Unread Reading Messages Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Changing the Width of the List Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Marking a Message as Clutter Turning Grouping On Off Finding Mail Messages Using Task Flags Creating a Folder Favorite Folders Moving or Copying Messages Using Quick Steps Creating a Contact from a Message Creating a Distribution List Creating an E Mail Signature Manually Inserting Signatures Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Calendar Displaying the Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Creating Scheduling and Editing Meetings Repeating Appointments or Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating a Calendar Group Printing the Calendar Using a Calendar Group Using the Weather Panel People Displaying People Creating Linking Contacts Deleting a Contact E Mailing a Contact Searching for People Merging with Contacts Tasks and To Do Items Displaying To Do and Task List Folders Creating Tasks Putting Items in the To Do List Editing a Task Marking Complete Changing Task Order Assigning Tasks Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar      **Outlook 2003 Personal Trainer** CustomGuide Inc,2005 Complete and engaging this handbook features task oriented lessons that allow readers to proceed at their own pace      *Microsoft Outlook Web App for Exchange 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card* Beezix, Inc Staff,2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2010 Covers the following topics Mail Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a

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## Embracing the Melody of Appearance: An Mental Symphony within **Custom Guide Outlook 20quick Reference Card**

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