



Microsoft

Outlook Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and Self-paced eLearning 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
Search	Ctrl + S
Print	Ctrl + P
Print and Setup	Ctrl + Shift + P
Print Setup	Ctrl + Shift + S

Message Actions

Open	Ctrl + O
Open and Read	Ctrl + Shift + O
Open and Read All	Ctrl + Shift + R
Open and Read All	Ctrl + Shift + R
Open and Read All	Ctrl + Shift + R

Mail

New Message	Ctrl + Shift + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Open Message in a Draft	Ctrl + D
Send	Ctrl + S
Send and Receive Mail	Ctrl + Shift + M
Send and Receive Mail	Ctrl + Shift + M
Where are You?	Ctrl + Shift + W
What's up Today?	Ctrl + Shift + T

Customize

Customize	Ctrl + Shift + C
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Task 1: Understanding the Outlook Program Screen

Outlook Program Screen Click the program screen to see the main components of Outlook.

- Menu Bar** Click the menu bar to see the main components of Outlook. The menu bar contains the main components of Outlook: File, Edit, View, Tools, Window, and Help.
- Folder Pane** Click the folder pane to see the main components of Outlook. The folder pane contains the main components of Outlook: Folder list, Folder pane, and Folder pane.
- Message List** Click the message list to see the main components of Outlook. The message list contains the main components of Outlook: Message list, Message list, and Message list.
- Message View** Click the message view to see the main components of Outlook. The message view contains the main components of Outlook: Message view, Message view, and Message view.

Task 2: Understanding the Outlook Program Screen Click the program screen to see the main components of Outlook.

Outlook Program Screen Click the program screen to see the main components of Outlook. The program screen contains the main components of Outlook: File, Edit, View, Tools, Window, and Help.

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Task 3: Understanding the Outlook Program Screen

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Microsoft Outlook Custom Guide

Sue Mosher

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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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 Absolute Beginner's Guide to Microsoft Office Outlook 2003 Ken Slovak,2003 A guide to Microsoft Outlook covers such topics as managing a calendar sending and receiving e mail working with address books and using notes and journals **Custom Guide to Writing** ,2005 **Study Guide for Microsoft Office Specialist: Outlook 2016 (Exam 77-371)** Anand Vemula, The Microsoft Office Specialist Outlook 2016 Exam 77 371 study guide focuses on key tasks and features essential for mastering Outlook 2016 This guide prepares candidates to efficiently manage email calendars tasks and contacts within a business environment The exam is divided into four primary areas managing the Outlook environment managing messages managing calendar and tasks and managing contacts and groups In managing the Outlook environment candidates learn how to configure and personalize Outlook including account setup and navigation This includes customizing the ribbon managing folders and setting preferences to suit organizational needs Managing messages covers creating sending and responding to emails including using advanced features like managing attachments applying categories organizing messages and using rules for automating actions Understanding how to use the Focused Inbox and managing Junk Email is also emphasized The calendar and tasks section teaches candidates how to schedule appointments meetings and events manage multiple calendars and track tasks effectively Additionally it covers how to organize and prioritize tasks using the To Do bar and calendar views Managing contacts and groups includes creating managing and sharing contacts setting up contact groups for group emails and using contact management tools like Quick Steps and Categories to streamline communication This study guide offers practical examples tips and best practices ensuring candidates are prepared to efficiently use Outlook s full range of features for effective email and calendar management in a professional setting **Microsoft Outlook 2000 E-mail and Fax Guide** Sue Mosher,2000-01-06 The authoritative guide for advanced Outlook users and Outlook administrators Microsoft Outlook 2000 E mail and Fax Guide teaches advanced users and administrators especially those within networked organizations using Exchange Server how to manage and optimize Microsoft Outlook the industry s leading messaging client and use it as an effective tool for organizational communications Written by one of the industry s leading experts on Outlook Microsoft MVP recognition winner Sue Mosher the book concentrates on features techniques and troubleshooting vital to advanced users and administrators but which are covered lightly if at all by other books on Outlook Rather than offering only basic instruction or like mammoth tomes on the topic surveying every Outlook feature for every conceivable Outlook user administrator and developer Microsoft Outlook 2000 E mail and Fax Guide provides extensive instruction and best practices on the Outlook e mail fax and workgroup capabilities considered critical by sophisticated and frequent users of Outlook Important new addition to Digital Press s Exchange Server and Outlook Cluster Author s Web site is one of the leading independent sites for

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