



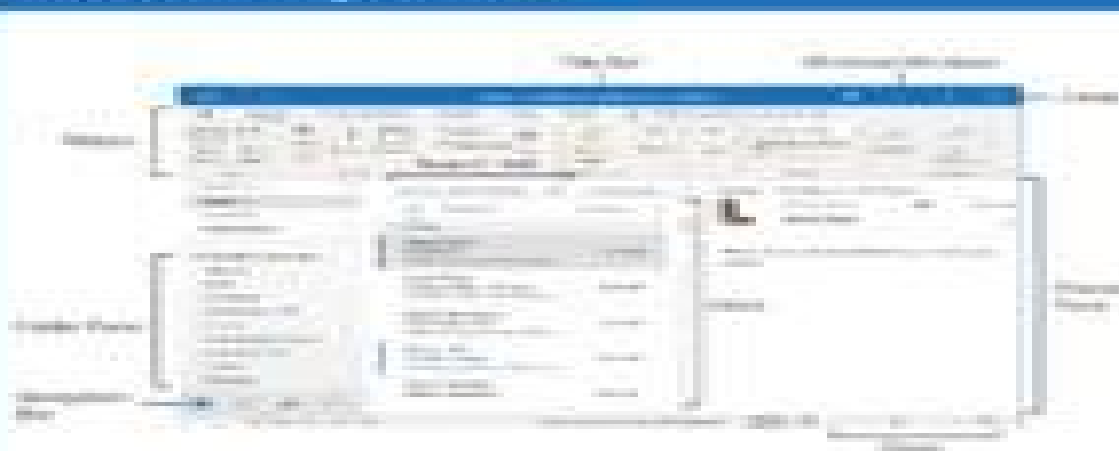
Microsoft

Outlook Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and Self-Instructional Modules

The Outlook Program Screen



Keyboard Shortcuts

File

Open	Ctrl + O
Save	Ctrl + S
Close	Ctrl + W
Quit	Ctrl + Q
Print	Ctrl + P
New Mail	Ctrl + N
Open Mailbox Folder	Alt + O
Help	F1
Check Mail	F5
Reset Outlook	F11

Edit

Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Redo	Ctrl + Y

View

New Message	Ctrl + Shift + M
Mailbox	Ctrl + M
Mailbox List	Ctrl + Shift + L
Find	Ctrl + F
Find Next	Ctrl + G
Find Next Message	Ctrl + N
Find Previous Message	Ctrl + P
Find Previous	Ctrl + O
Find Previous	Ctrl + O
Find Previous	Ctrl + O

Tools

New Appointment	Ctrl + Shift + A
New Task	Ctrl + T
New Contact	Ctrl + C
New Meeting	Ctrl + M
New Appointment	Ctrl + A
New Task	Ctrl + T
New Contact	Ctrl + C
New Meeting	Ctrl + M
New Appointment	Ctrl + A
New Task	Ctrl + T
New Contact	Ctrl + C
New Meeting	Ctrl + M

Window

New Window	Ctrl + Shift + W
New Window	Ctrl + Shift + W
New Window	Ctrl + Shift + W

Task 1: Understanding Outlook

Outlook Overview: Outlook is a personal information manager that helps you manage your email, calendar, contacts, and tasks.

- Mail:** Manage your email messages. You can send, receive, and organize your email.
- Calendar:** Manage your calendar. You can create, edit, and delete calendar items.
- Contacts:** Manage your contacts. You can add, edit, and delete contact information.
- Tasks:** Manage your tasks. You can create, edit, and delete task items.

Outlook Interface: The Outlook interface consists of several panes and a central workspace.

Navigation Pane: The Navigation Pane is located on the left side of the Outlook window. It contains links to the Mail, Calendar, Contacts, and Tasks folders.

Message List: The Message List is located in the center of the Outlook window. It displays a list of email messages.

Message View: The Message View is located on the right side of the Outlook window. It displays the content of the selected email message.

Task 2: Managing Mail

Managing Mail: Managing mail involves sending, receiving, and organizing your email messages.

- Check Mail:** Click the **Check Mail** button in the Outlook toolbar to check for new email messages.
- Send Mail:** Click the **Send Mail** button in the Outlook toolbar to send your email messages.
- Compose New:** Click the **Compose New** button in the Outlook toolbar to create a new email message.
- Reply:** Click the **Reply** button in the Outlook toolbar to reply to an email message.
- Forward:** Click the **Forward** button in the Outlook toolbar to forward an email message.
- Print:** Click the **Print** button in the Outlook toolbar to print an email message.
- Move:** Click the **Move** button in the Outlook toolbar to move an email message to a different folder.
- Delete:** Click the **Delete** button in the Outlook toolbar to delete an email message.
- Archive:** Click the **Archive** button in the Outlook toolbar to archive an email message.
- Unarchive:** Click the **Unarchive** button in the Outlook toolbar to unarchive an email message.

Microsoft Outlook Custom Guide

Scott C. Dulebohn



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