MS Outlook 2010 Email Assistance, Part I

Create a new e-mail message

Outlook 2010 enables you to communicate with one or more recipients with a rich set of features and customizations.

- In **Mail**, on the **Home** tab, in the **New** group, click **New E-mail**.

Keyboard shortcut   To create an e-mail message, press CTRL+SHIFT+M.

Forward or reply to an e-mail message

- On the **Home** or **Message** tab, in the **Respond** group, click **Reply**, **Reply All**, or **Forward**.

 Note   The name of the tab depends on whether the message is selected in the message list or opened in its own window.

To remove a name from the **To** and **Cc** lines, click the name and then press DELETE. To add a recipient, click in the **To**, **Cc** or **Bcc** box and enter the recipient.

Add an attachment to an e-mail message

Files can be attached to an e-mail message. Also, other Outlook items, such as messages, contacts, or tasks can be included with messages that you send.

1. Create a message, or for an existing message, click **Reply**, **Reply All**, or **Forward**.
2. In the message window, on the **Message** tab, in the **Include** group, click **Attach File**.

# Open or save an e-mail message attachment

You can open an attachment from the Reading Pane, or from an open message. After opening and viewing an attachment, you may choose to save it to a disk drive. If a message has more than one attachment, you can save multiple attachments as a group or one at a time.

Open an attachment

- Double-click the attachment.

Save an attachment

1. Click the attachment in the Reading Pane or the open message.
2. On the **Attachments** tab, in the **Actions** group, click **Save As**. You can also right-click the attachment, and then click **Save As**.
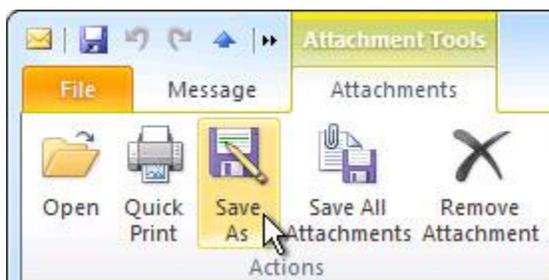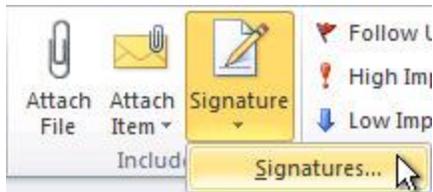

Add an e-mail signature to messages

You can create personalized signatures for your e-mail messages that include text, images, a logo, or even an image of your handwritten signature.
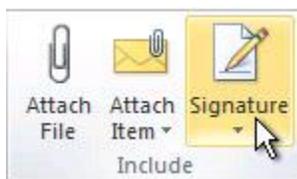
Create a signature

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

2. On the **E-mail Signature** tab, click **New**.

Add a signature

- In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.

Create a calendar appointment

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

- In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**. Alternately, you can right-click a time block in your calendar grid, and then click **New Appointment**.

Keyboard shortcut   To create an appointment, press CTRL+SHIFT+A.

Schedule a meeting with other people

A meeting is an appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your **Inbox**.

- In **Calendar**, on the **Home** tab, in the **New** group, click **New Meeting**.

Keyboard shortcut   To create a new meeting request from any folder in Outlook, press CTRL+SHIFT+Q.

Set a reminder

You can set or remove reminders for a variety of items, including e-mail messages, appointments, and contacts.

For appointments or meetings

In an open item, on the **Appointment** or **Meeting** tab, in the **Options** group, in the **Reminder** drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select **None**.

For e-mail messages, contacts, and tasks

- On the **Home** tab, in the **Tags** group, click **Follow Up**, and then click **Add Reminder**.
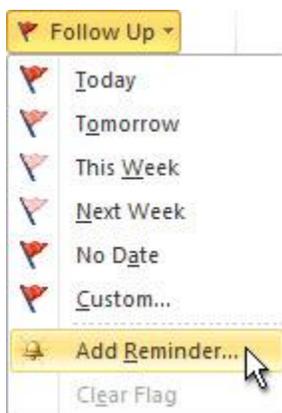
 Tip   You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the **Message** tab, in the **Tracking** group, click **Follow Up**, and then click **Add Reminder**.

Create a contact

Contacts can be as simple as a name and e-mail address, or include additional detailed information such as street address, multiple phone numbers, a picture, birthdays, and any other information that relates to the contact.

- In **Contacts**, on the **Home** tab, in the **New** group, click **New Contact**.


Keyboard shortcut   To create a contact from any folder in Outlook, press CTRL+SHIFT+C.

Create a task

 Many people keep a list of things to do — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

- In **Tasks**, on the **Home** tab, in the **New** group, click **New Task**.
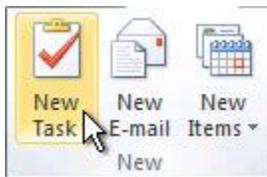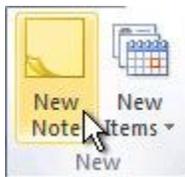

Keyboard shortcut   To create a new task, press CTRL+SHIFT+K.

Create a note

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper.

- In **Notes**, in the **New** group, and click **New Note**.

Keyboard shortcut   To create a note, press CTRL+SHIFT+N.

Print an e-mail message, contact, calendar item, or task

You can print individual items, such as e-mail messages, contacts, or calendar items, or larger views, such as calendars, address books, or content lists of Mail folders.

The procedure for printing is the same in Mail, Calendar, or any other folders in Microsoft Outlook — all printing settings and functions are found in the Backstage view. Click the **File** tab to open the Backstage view.

1. Click an item or folder in Outlook that you want to print.
2. Click the **File** tab.
3. Click **Print**.