Outlook 2013

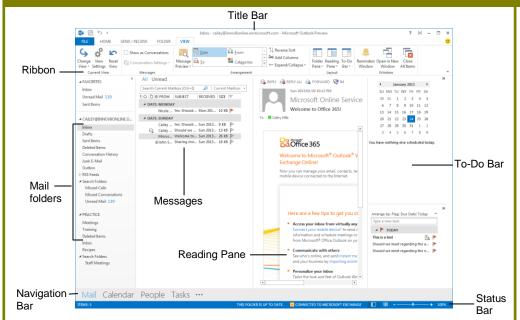
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Outlook 2013 Screen



Messages: Basic Tasks



- To Access the Inbox: Click the Mail button in the Navigation Bar.
- To Check for New Messages: Click the Send/Receive button on the Quick Access toolbar. or press <F9>.
- . Message Indicators:
 - Message has not been read.
 - Message has been read.
- File is attached to the message.
- Message has high or low importance.
- To Open a Message: Click a message to preview or double-click to open it.
- To Reply to the Message Sender: Click the message, click the Reply button, type your reply, and click the Send button.
- To Reply to All Message Recipients: Click the message, click the Reply to All button, type your reply, and click the Send button.
- To Forward a Message: Click the message, click the Grand button, enter e-mail addresses in the To box, enter comments in the text box, and click the Send button.
- To Delete a Message: Select the message and press the < Delete > key.

- To Create a New Message:
 - 1. Click the New New button or press <Ctrl> + <N>.
 - 2. Enter the e-mail addresses in the To box, or click the ______To button to use the address book.
 - 3. Click the Cc... Cc button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
 - 4. Enter the subject of the message in the Subject
 - 5. Enter the text of your message in the text box.
 - 6. Click the send Send button.
- To Attach a File: Create a new message, click the
 - Attach File button in the Include group on the Ribbon in the Message window, select the file you want to send, and click Insert.
- To Send a Blind Carbon Copy (Bcc): In the message window, click the Options tab on the Ribbon and select **Show Bcc** in the Fields group. Click the Bcc: button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- To Open an Attachment: Double-click the attachment at the top of the message window.

Navigation Pane

Mail

Contains mail-related folders like your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used mail folders.

Calendar

Enables you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.

People

Use to store and keep track of addresses, numbers, and e-mail addresses.

Tasks

Use to organize to-do lists, track task progress, and delegate tasks.

Use like electronic Post-It® Notes to write down information.

Folder List

Displays a list of all your Outlook folders in the Navigation pane.

Shortcuts

Add shortcuts to folders and locations in Outlook for quick access.

Keyboard Shortcuts

Save	<ctrl> + <s></s></ctrl>
Print	<ctrl> + <p></p></ctrl>
Undo	<ctrl> + <z></z></ctrl>
Cut	<ctrl> + <x></x></ctrl>
Сору	<ctrl> + <c></c></ctrl>
Paste	<ctrl> + <v></v></ctrl>
Check Spelling	<f7></f7>
Check for Mail	<f9></f9>
Save, Close, and Send	<alt> + <s></s></alt>
Reply	<ctrl> + <r></r></ctrl>
Reply to All	<alt> + <l></l></alt>
Address Book	<ctrl> + <shift> + </shift></ctrl>
Help	<f1></f1>
Switch Between Applications	<alt> + <tab></tab></alt>
New Item	<ctrl> + <n></n></ctrl>

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Message Window Features

Like in Outlook 2010, the FILE menu and Ribbon replace the Office button and Standard Toolbar in Outlook 2013.



Messages: Advanced Tasks

- To Flag a Message as a To-Do Item: Right-click the message, select Follow Up from the contextual menu, and select a flag. Or, click the icon on the message. Or, select the message, click the **Y** Follow Up button on the Ribbon and select a flag.
- To Clear a Flagged Message: Right-click the message, select Follow Up from the contextual menu, and select Clear Flag.
- To Categorize a Message by Color: Click the 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 on the Ribbon, and select a flag.
- To Recall a Message: Open the Sent Items folder. Double-click the message, click the Actions button in the Move group on the Ribbon, and select Recall This Message. Choose to delete the message or replace the message with a new one in the dialog box and click OK. You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.
- To Resend a Message: Open the Sent Items folder. Double-click the message, click the Actions button in the Move group on the Ribbon, and select Resend This Message. Enter new recipients in the message window and click Send.
- To Save a Message as a Draft: Click the Save button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- To Move an Item to a Different Folder: Select the item, click the Move to Folder button and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.

- To Create a Distribution List: Click the New Items button arrow on the Ribbon and point to More Items and select S Contact Group. Click Add Members in the Members group on the Ribbon, select the location of the contacts you wish to use and select a name in the list. Click the Members button and repeat for each name to be added. Click OK, then click Save & Close in the Actions group.
- To Create a Signature: Go to FILE, select Options and click the Mail tab. Click the **Signatures** button, and create the new signature.
- To Change a Message's Options: In the message window, click the Options tab on the Ribbon and click the More Options Dialog Box Launcher . Here you can specify the level of importance or sensitivity of the message, add voting buttons to the message, indicate where replies should be sent to, choose to receive read receipts and encrypt the message or delay its delivery.
- To Use the Rules Wizard:
 - **1.** Make sure that you're in the **Inbox**.
 - 2. Click FILE on the menu bar, click the Info tab select Manage Rules and Alerts, and click the New Rule button.
 - 3. Select the type of rule you want to create and click Next.
 - 4. Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
 - **5.** Specify the criteria—a person's name, a keyword, etc.—and click **OK**.
 - 6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
 - 7. Click Finish to complete the rule and click OK.

Calendar

New View Group Appointment Delete Schedules FILE SEND / RECEIVE FOLDER HOME New Appointment o€ **2** 446 III Month New Meeting Manage Find New Lync Day Work Week Schedule View Calendars New Items * Meeting Lync Meeting | Go to Today Share Calendar

- To View the Calendar: Click the Calendar button in the Navigation Bar.
- To Change Views: Click the VIEW tab on the menu bar and select the desired view. Or, click one of the Day, Week, or Month view buttons.
- To Schedule an Appointment: Click the New button or press < Ctrl> + <N>.
- To Schedule a Recurring Appointment: Click New Items on the Ribbon and select **Appointment** from the menu. Click the **Options** arrow and then the Recurrence button. Fill in the fields and click OK.
- To Schedule a Meeting Request: Click the New Meeting button on the Ribbon and in the To...field type the contact that you wish to include.
- To Schedule an All Day Event: Click New Items arrow on the Ribbon and select New All Day Event from the menu.
- To Reschedule an Item: Double-click the meeting, appointment, or event, make your changes and click the Save & Close button.

Contacts

- To View Your Contacts: Click the People button in the Navigation Bar.
- To Create a New Contact: Click the New button on the Ribbon.
- To Edit a Contact: Double-click the contact.
- To Find a Contact: Type words to search for in the Search Contacts box.
- To Delete a Contact: Select the contact and press the <Delete> key.
- To Change Views: Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks and To-Do Items

- To View Your Tasks: Click the Tasks button in the Navigation Bar.
- To Create a New Task: Click the New button, press <Ctrl> + <N>, or type a new task in the text box at the top of the window or in the "Type a new task" box in the To-Do Bar.
- To Complete a Task: In Simple List view, check the task's □ check box.
- To Delete a Task: Select the task and press the <Delete> key.
- To Create a Recurring Task: Double-click the task and click the Recurrence button on the Ribbon.
- To Assign a Task: Double-click the task, click the Assign Task button in the Manage Task group on the Ribbon, enter the person's name in the To box, and click Send.

