University of Arizona

Outlook 2010 for Windows

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Navigation Pane

- **Mail**: Contain your mail folders and options for sending emails.
- **Calendar**: Check your calendar, create new appointments and meetings. View shared calendars.
- **Contacts**: View your contacts and add new ones.
- **Tasks**: View and create tasks to keep organized.

To-Do Bar
Enable on the View tab, To-Do Bar, Normal. You can view your date navigator, upcoming events, and tasks (even create new ones) on the right side of your screen. You can flag emails for follow by click the flag outline on the right of the email:  

You can then “check” the task off your list by clicking the flag in the to-do bar.

Sending an Email

Click on mail on the left navigation pane, and choose “Mail”. On the Home Ribbon, click “New Email”. You can also use the keyboard shortcut ctrl + N.

On the Message tab, utilize your Clipboard to copy/paste, use basic text formatting options, attach a file (for example a Word doc or Excel spreadsheet), attach an Item (an Outlook item like an email or event), flag a task for follow-up, choose importance level or zoom. You can also find the Address Book and use the GAL (Global Address List) to find your someone within your organization or search through your own contacts. You can also click To..., Cc..., Bcc... to access the Address Book.
You can also set up your signature on the Message tab. You can set up multiple signatures and also set up a default signature for new emails and replies/forwards.

On the Options Tab, you can turn on delivery and read receipts, and enable Bcc. You can also choose schedule a delivery (Delay Delivery) and choose that someone else get replies to the email you are sending out (Direct Replies To).

Before sending, use the Review Tab to Spell Check, use the Thesaurus, or Translate to another language. Click Send to the left of the To, CC, and Bcc buttons to send your message!

Check Email
Click the Mail button on the left Navigation Pane. Your mail folders appear in a list on the Navigation Pane. Your Inbox contains new items. You can right click the Inbox to create New Folders and organize mail to different folders (for example, have a separate folders for an individual or a project you are working on). Sent Items allows you view previously sent items. Drafts are works in progress. Outbox contains items you sent but haven’t been delivered yet. (typically items aren’t in this folder for long if you are connected to the server).

When you are view a mail folder, you can double click an email to open it, or use the preview pane which can be enabled on the View Tab > Reading Pane. You can choose between Right, Bottom, or Off.

Forward/Reply to Email
Open a mail message, in the respond group you will see options for replying just to the sender (Reply), replying to everyone that received the original message (Reply All) and sending the message to a new person (Forward).

Out of Office Autoreplies
If you will out of the office, you can set up automatic replies. Go the File Menu on the main Outlook screen, and you will the Automatic Replies button. You can then choose to setup a message for someone inside your organization and someone outside your organization. You can specify a time frame as well or just turn on auto replies.
**Junk Email**
While viewing your mail folders, you will see a Junk Email Folder. This is where you view messages identified as ‘junk’ mail. You can mark messages in the Inbox as Junk by right clicking the email message and choose to mark it as junk. If you see a message in the Junk folder that shouldn’t be there, you can right click and white-list the sender/message.

This is the button to look for on the right click menu:

**Deleted Items**
While viewing your mail folders, you will see a Deleted Items Folder. You can view deleted items. If you need to recover a deleted item, drag the message to the folder (such as Inbox) you want to move the message to. If you want to permanently delete all items, right click the Delete Items folder icon and choose: 

Please remember that deleted items still count towards your total mail size on the server until they are deleted!

**Calendar**
View your calendar by clicking the calendar button on the left Navigation Pane. Options to view Day, Week, Work Week, Month and Schedule View are located in the ribbon.

**Create New Events**
While in Calendar, on the Home Tab, you will see new event buttons:

A New appointment is just for you (no other attendees) and a New Meeting will be setup as an invitation to send to include other people or resources (like a conference room).
Tip for meetings: To help you find a good time for a meeting, click the “Scheduling button” in the ribbon after you have selected the invitees. The next screen will allow you to view free/busy/out of office and tentative time for people inside your organization and Outlook will also suggest time on the right pane. Click “Appointment” to return to the previous screen.
Share Your Calendar
You can share your calendar with someone within your organization! This helps coordination efforts and keeps everyone up to date. To share your calendar, click the Share Calendar button on the Home tab while viewing your calendar. This will allow the recipient to see your up to date calendar. If someone is outside your organization, you can send non-updating picture of your calendar by clicking:

Access Outlook Web App

The Outlook Web App allows you to access your Outlook items from virtually any computer with an internet connect. Use the note pad to write notes specific to accessing your Outlook Web App.

There are two versions of OWA: Premium/Full and Light. The Premium/Full version delivers to closest experience to the desktop version of Outlook. You can access this version when using an up to date browser such as Internet Explorer 7 and above, Firefox 3 and above, and Google Chrome 5 and above. (Safari 3+ on a Mac)

Older browsers will deliver the Light version of OWA and you will notice some missing functionality such as HTML composition, some calendars cannot be shown, fewer scheduling assistant options when creating new meetings, conversation view, reminders, flags, and some task functionality.

My Notes:
How to access my Outlook Web App:

You can go to this website to be redirected to login into the Outlook Web App:

UAconnect.arizona.edu
**Search for Mail**

While viewing Mail, click the search field near the top of the emails. You can type in search terms to begin finding what you are looking for. One you click into the search field, a contextual tab will open in the ribbon with additional search options to help you narrow down what you are looking for:

Tip: If you are not sure what folder the message you are trying to locate is in, click the “All Mail Items” button on the left of the search tab to broaden your search.

**Email Rules**

While in Mail, Click the Rules/Alerts button on the Home Tab, then choose Manage Rules and Alerts. On the dialog box, you can create new rules, like having a message from a certain individual automatically go into a specified folder.

**Conditional Formatting**

Conditional Formatting rules can be setup when in Mail mode, go to the View tab and click “View Settings” towards the left side and then “Conditional Formatting” in the dialog box. You can then Add new rules for example when you get an email from Bradley LaFave, it automatically colors the email with green Comic Sans Serif size 14 text in your inbox.