Outlook 2010 for Windows
Advanced Organization

Creating Folders
On the ribbon, choose Folder
Choose New Folder

Creating Sub-Folders
Right click existing folder (Inbox)
Choose New Folder

Move to Folder
Right click on item
Choose Move and destination
~ or ~
On the ribbon, choose Move
Select destination

Filter E-mail
Creates a quick search
On Home ribbon, choose Filter E-mail
Select type

Creating Quick Steps
Click (more) icon if necessary
Choose Create New

Customize Quick Steps
Right click on existing Quick Step
Choose Edit...

Creating Shortcuts
Either Edit or Manage Quick Steps
Select a shortcut key (Ctrl+Shift+#)
Shortcuts may be numbered 0-9

Flagging Items
Have Outlook items selected
On Home ribbon, choose Follow Up
Select type of flag from list
~ or ~
Press Insert key while viewing item
~ or ~
Right click on item and choose Follow Up

Keyboard Shortcuts
Ctrl + Enter Send your message
Ctrl + Shift + V Move to folder
Ctrl + Alt + R Reply with meeting
Ctrl + Del Ignore conversation
Ctrl + Shift + I Switch to Inbox
Insert Flag message

Managing Tasks
Choose Tasks from left column menu
Create New task or edit existing tasks
Double-click on task to view details
Edit task in list to change status, date, etc.

Search Folders
In Mail view, expand Search Folders

Create New Search Folder
Right click on Search Folders
Select Create New Search Folder
Choose desired options
Outlook 2010 for Windows
Calendaring and Other Cool Stuff

**Calendar Sharing**
Choose Calendar from left column
Click Share Calendar
Choose recipients
Check Allow recipient...
Choose full details

**Basic Rule**
Select an Outlook item (an email)
On Home ribbon, click Rules
Click Create Rules
Select conditions
Select actions
Click OK

**Requesting Permission**
Right-click My Calendars
Select Add Calendar

**Complex Rule**
Select an Outlook item (an email)
On Home ribbon, click Rules
Click Create Rules
Click Advanced Options
Select multiple conditions
Click Next
Select multiple actions
Define action definitions (Step 2)
Click Next
Choose exceptions, if applicable
Click Finish

**Custom Permissions**
Click Calendar Permissions
Select an account
Read must be Full at very least

**Conditional Formatting**
Click View ribbon
Click View Settings
Click Conditional Formatting
Change settings to suit

**Categories**
Select an Outlook item
On Home ribbon, click Categorize
Select appropriate category

**Keyboard Shortcuts**
Ctrl + Enter: Send your message
Ctrl + Shift + V: Move to folder
Ctrl + Alt + R: Reply with meeting
Ctrl + Del: Ignore conversation
Ctrl + Shift + I: Switch to Inbox
Insert: Flag message

**Shortcuts**
Click Shortcuts on the left menu
Right-click any folder
Choose Show in favorites

**Favorites**
Click Mail in the left menu
Right-click any folder
Choose Show in favorites

**RSS Feeds**
In Mail screen, right-click RSS Feeds
Choose Add a New RSS Feed
Type or paste URL
Confirm by clicking Yes