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Outlook 2011

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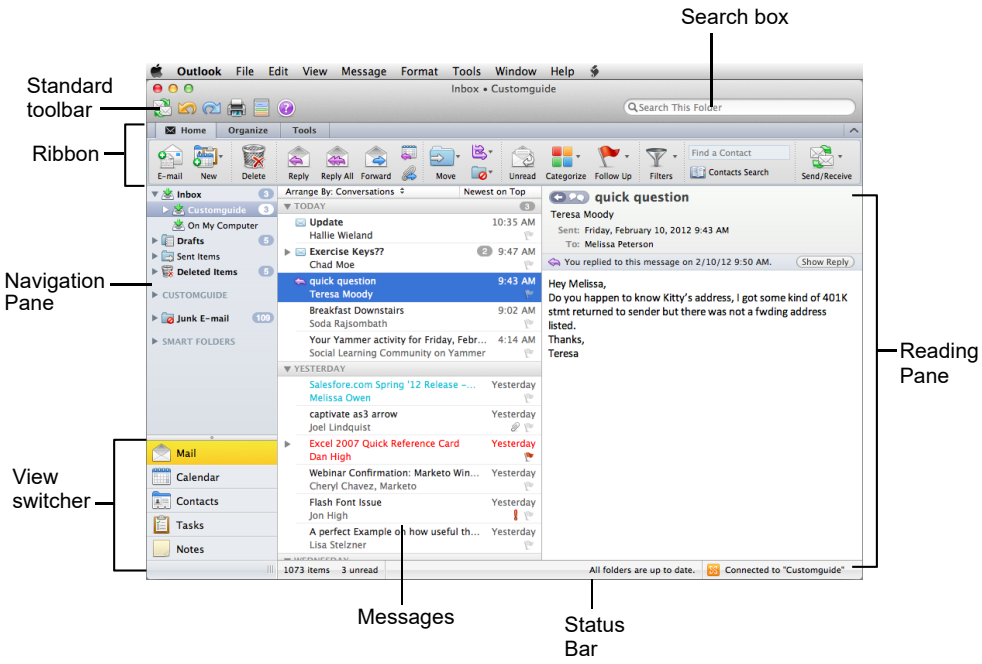
The Outlook 2011 Screen



Mail: Basics

- **To Open the Inbox:** Click the **Mail** button in the View switcher and click the **Inbox** folder in the Navigation Pane.
- **To Check for New Messages:** Click the **Send and Receive Messages** button on the Standard toolbar or the Home tab of the Ribbon.
- **Message Indicators:**
  - Message has not been read
  - A reply to the message has been sent
  - Message has been forwarded to someone
  - A file is attached to the message
- **To Read a Message:** Click a message to view it in the Reading Pane or double-click the message to open it.
- **To Reply to the Message Sender:** Select the message and click the **Reply** button in the Ribbon. Type your reply, and click the **Send** button.
- **To Reply to All Message Recipients:** Select the message and click the **Reply to All** button in the Ribbon. Type your reply, and click **Send** button.
- **To Forward a Message:** Select the message and click the **Forward** button on the Ribbon. Enter the e-mail address(es) in the **To: box**, enter any additional comments in the message area, and click the **Send** button.
- **To Delete a Message:** Select the message and press the **Delete** key, or click the **Delete** button.

To Create a Message:

1. Click the **New** button or press ⌘ + **N**.
2. Enter the e-mail address(es) in the **To:** box, or select contacts from the Address Book.
3. **(Optional)** Click the **Cc:** box and enter the e-mail address(es) for whom you want to send a carbon copy of the message.
4. **(Optional)** Click the Options tab on the Ribbon. Click the **Bcc** button, click the **Bcc:** box, and enter the e-mail address(es) for whom you want to send a blind carbon copy of the message. Blind carbon copy means the addressees will not appear as recipients of the message.
5. Enter the subject of the message in the **Subject** box.
6. Enter the text in the message body.
7. Click the **Send** button.

- **To Attach a File:** Click the **Attach** button on the Message tab of the Ribbon in the Message window.
- **To Minimize the Ribbon:** Click the **Minimize Ribbon** button in the upper right corner of the Ribbon. Or, click the active tab.
- **To Flag a Message for Follow-up:** Click the **Flag** icon on the message
- **To Get Help:** Click the **Help** button on the toolbar, or click the **Help** button on the menu bar and select an option from the menu.

Navigation Pane

Mail

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

Calendar

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

Contacts

Store and keep track of addresses, phone numbers, and e-mail addresses.

Tasks

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

Notes

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

Keyboard Shortcuts

Send	⌘ + Return
Print	⌘ + P
Undo	⌘ + Z
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Minimize the Active Window	⌘ + M
Refresh Message List	⌘ + L
Mark as Read	⌘ + T
Send Outbox Mail/ Receive new messages	⌘ + K
Add an Attachment	⌘ + E
Message List	⌘ + 1
Address Book	⌘ + 2
Calendar	⌘ + 3
Notes List	⌘ + 4
Tasks List	⌘ + 5
Hide Outlook	⌘ + H
Quit Outlook	⌘ + Q

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Mail: Advanced Tasks

- **To Preview an Attachment:** Click the **attachment** in the message preview in the Reading Pane.
- **To Open an Attachment:** Double-click the **attachment** in the Reading Pane. The file opens in its default program.
- **To Flag a Message as a To-Do Item:** Click the **flag icon** on the message. Or, select the message, click the **Follow Up** button on the Standard toolbar and select a flag. Or, right-click the message, select **Follow Up** from the contextual menu, and select a flag.
- **To Categorize a Message by Color:** Select the message, click the **Categorize** button in the Home tab on the Ribbon, and select a flag. Or, right-click the message, select **Categorize** from the contextual menu, and select a color category.
- **To Resend a Message:** Open the **Sent Items** folder. Double-click the message and select **Message Resend** from the menu. Edit the message and recipients as necessary and click **Send**.
- **To Move a Message to a Different Folder:** Select the item, click the **Move** button on the Home tab of the Ribbon, and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- **To Turn Conversations On or Off:** Messages are grouped by conversation by default in Outlook 2011. To turn this functionality on or off, click the **Organize** tab on the Ribbon and click the **Conversations** button.
- **To Change the Reading Pane:** Click the **Organize** tab on the Ribbon, click the **Reading Pane** button, and choose the layout you wish to use for the Reading Pane.
- **To Create a Signature:** In the message window, click the **Signatures** button in the Message tab on the Ribbon and select **Edit Signatures**. Click the **New** button and edit the signature on the right side of the dialog box.
- **To Add a Signature:** In the message window, click the **Signatures** button in the Message tab on the Ribbon and select the signature you wish to insert.
- **To Turn On the Out of Office Assistant:** Select **Tools Out of Office** from the menu.
- **To Create a New Rule:** Click the **Rules** button in the Home tab on the Ribbon and select **Create Rule**.
- **To Manage Rules:** Click the **Rules** button in the Home tab on the Ribbon and select **Edit Rules**.
- **To Work with Server-Based Rules:** Select **Tools Rules** from the menu.
- **To Create a Contact Group:** Open the **Contacts** folder. Click the **Contact Group** button on the Home tab of the Ribbon. Enter a name for the Contact Group and click the **Add** button in the Ribbon, or double-click the cell. Enter the name of the contact you wish to add in the Name column, and select the contact's name as it appears in the autocomplete list. Repeat for each contact to be added. Click **Save & Close** on the Ribbon.
- **To Activate Contact Group Functionality: New Items** button in the New group on the Ribbon and select **Outlook Preferences** from the menu. Click the **General** group and uncheck the **Hide On My Computer** check box.
- **To Change a Message's Priority:** In the message window, click the **High Priority** or **Low Priority** button on the Message tab. Or, select **Draft Priority** from the menu and select the message's priority level.

Calendar

- **To Open the Calendar:** Click the **Calendar** button in the View switcher.
- **To Change Views:** Click a view option in the **Arrange** group on the Home tab, or click the **View** tab and select an option there.
- **To View a Specific Date:** Click the **View Date** button and use the date navigator to find the date(s) you wish to view.
- **To Schedule an Appointment:** Click the **New Appointment** button on the Ribbon or press **⌘** + **N**.
- **To Schedule a Recurring Appointment:** Create a new appointment and click the **Recurrence** button on the Ribbon in the Message window.
- **To Schedule a Meeting:** Click the **New Meeting** button on the Ribbon. Add recipients and meeting details as applicable. Use the Scheduling Assistant to check participants' schedules. Click **Send** to invite meeting attendees.
- **To Schedule an All Day Event:** An all-day event appears as a banner at the top of the date in the calendar. Create a new appointment and click the **All Day Event** check box next to the Start settings for the appointment.
- **To Reschedule an Item:** Click and drag the item to a new date and/or time on the Calendar. Or, double-click the item to open it, make your changes, and click the **Save & Close** button on the Ribbon.
- **To Edit an Item:** Click the item to view the Appointment contextual tab. Or, double-click the item, make your changes, and click the **Save & Close** button on the Ribbon.
- **To Delete an Item:** Select the item and press **Delete**. Or, select the item and click the **Delete** button in the Appointment tab on the Ribbon.
- **To Search the Calendar:** Click in the **Search** box in the upper right corner of the program window. Type search keywords and press **Enter**.

Contacts

- **To Open Contacts:** Click the **Contacts** button in the View switcher.
- **To Change Views:** Click the **Details** or **List** button on the Home tab to change contact folder views.
- **To Create a New Contact:** Click the **New Contact** button on the Home tab or press **⌘** + **N**.
- **To Create a New Contact Group:** Open the **Contacts** folder. Click the **Contact Group** button on the Home tab of the Ribbon. Enter a name for the Contact Group and click the **Add** button in the Ribbon, or double-click the cell. Enter the name of the contact you wish to add in the Name column, and select the contact's name as it appears in the autocomplete list. Repeat for each contact to be added. Click **Save & Close** on the Ribbon.
- **To Edit a Contact:** Double-click the contact and make your changes.
- **To Find a Contact:** Type your search text in the **Search** box. Or, click the **Find Contact** button on the Ribbon. Enter your search text in the Contact Search panel and press **Enter**. Contacts matching the search are listed.
- **To Delete a Contact:** Select the contact and press **Delete**.

Tasks and To-Do Items

- **To Open Tasks/To-Do List:** Click the **Tasks** button in the Navigation Pane and select **To-Do List** or **Tasks** in the Navigation Pane.
- **To Create a New Task/To-Do Item:** Click the **New Task** button in the New group on the Home tab or press **⌘** + **N**.
- **To Complete a Task:** Click the **Mark Complete** button in the Manage Task group on the Ribbon, or click the task's **check box** in Simple List view.
- **To Delete a Task:** Select the task and press the **Delete** key. Or, click the **Delete** button in the Home tab.

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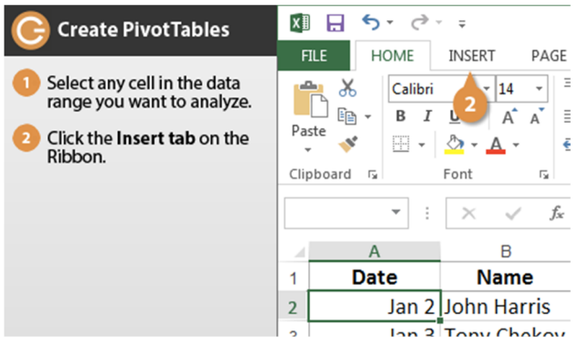

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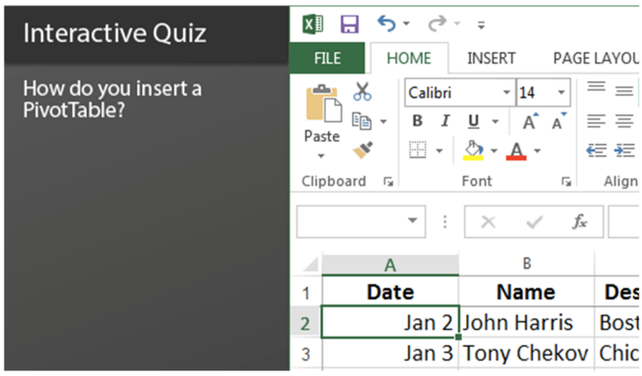

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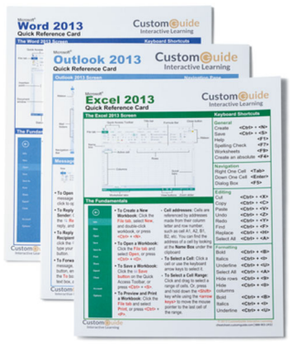

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