

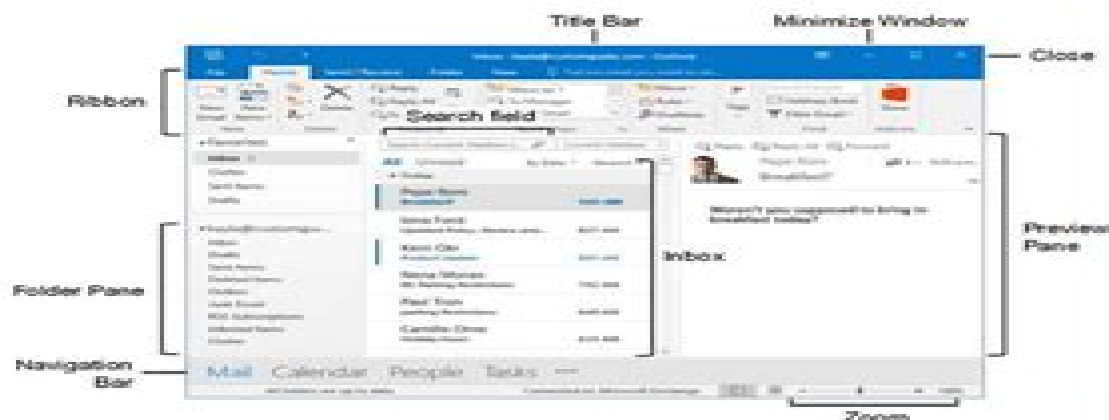


Microsoft®

Outlook 2016 Basic

Quick Reference Card

The Outlook 2016 Program Screen



Keyboard Shortcuts

General

Print	Ctrl + P
Undo	Ctrl + Z
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
New Item	Ctrl + N
Delete selected item	Del
Help	F1
Find an item	F3
Spell Check	F7

Navigation

Mail view	Ctrl + 1
Calendar view	Ctrl + 2
Contacts view	Ctrl + 3
Tasks view	Ctrl + 4
Notes	Ctrl + 5

Mail

New Message	Ctrl + Shift + M
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Save message as a draft	Ctrl + S
Send	Alt + S
Find and replace text	Ctrl + H
Check for New Messages	Ctrl + M
Mark as Read	Ctrl + G
Mark as Unread	Ctrl + U

Calendar

New Appointment	Ctrl + Shift + A
Go to Today	Ctrl + T
Go to a Date	Ctrl + G
Go to Previous Appointment	Ctrl + .
Go to Next Appointment	Ctrl + ,
Day view	Ctrl + Alt + 1
Work Week view	Ctrl + Alt + 2
Week view	Ctrl + Alt + 3
Month view	Ctrl + Alt + 4

Contacts

New Contact	Ctrl + Shift + C
New Contact Group	Ctrl + Shift + L
Open the Address Book	Ctrl + Shift + B

The Fundamentals

Navigate Outlook: Click the icon (or label) for the view you want to open.

- Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.
- Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.
- People** view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- Tasks** view displays your task list. The ribbon will show commands that let you create and modify tasks.

Use the Folder Pane: Click a folder in the Folder pane to display that folder's contents.

Open an item: Double-click an email, contact, appointment, or task to open it in its own window.

Delete an item: Select an email, contact, appointment, or task, then click the **Delete X** button on the Home tab of the ribbon.

Change Views: Click the View tab on the ribbon, then click the **Change View** button and select a view.

Search

Search: Click in the **Search** field at the top of the inbox and begin typing your search.

Refine Search Results: While searching, use the options in the Scope group on the Search tab.

- Current Mailbox** searches all folders within the selected mailbox.
- Current Folder** only searches within the current folder.
- Subfolders** expands the search to include all the current folder's subfolders.
- All Outlook Items** searches everything.
- From** lets you filter messages from specific senders.
- Subject** lets you filter by words in the subject line.
- Has Attachments** lets you filter results by whether they have attachments.
- Categorized** filters by categories.
- This Week** displays only items from the current week.
- Unread** searches only unread messages.
- Flagged** searches only flagged items.
- Important** only displays items set to high importance.
- More** lets you apply advanced criteria.

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Microsoft Outlook Reference Guide

Rachel Sandford



Microsoft Outlook Reference Guide:

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quick reference card showing step by step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013 Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Outlook Web App OWA for Exchange 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipts Checking Spelling Show Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User's Mailbox Creating an E Mail Signature Opening Another User's Mailbox Turning on/off Automatic Replies when Out of the Office Chat Starting a Chat Changing Your Chat Status Signing Out of Instant Messaging People Displaying People Creating and Editing Contacts Finding a Contact Linking Unlinking Contacts Creating a Distribution List Sending a Mail Message or Meeting Request to a Contact Tasks Displaying Tasks Changing Tasks Viewed Creating a Task Marking a Task or Flagged Item Complete Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Repeat Common Procedures Using Flags Sorting Tasks Contacts Email Deleting an Item Undeleting an Item Using Categories Logging Off Also includes a list of keyboard shortcuts

Microsoft Outlook 2019 and Outlook for Office 365 Succinct Companion(tm) Succinct Succinct Companion, 2018-12-06 This Succinct Manual Has a Dimension of 8.5 x 11 inches and It Is Printed in Full Color When you need a quick guide on how to get started with Microsoft Outlook this is the guide to consult It is designed with the busy people in mind This guide will give you succinct and smart introduction to Microsoft Outlook 365 and Microsoft Outlook 2019 This guide is useful for both beginners and intermediates This manual could also be used as a training manual If you ever need to revise Outlook's basics this is the guide to consult In addition if you are a small business owner looking for how to get started with Microsoft Outlook to handle your emails this is the guide for you You could also use this succinct reference guide for revision if it has been long you used Outlook last and you wish to brush up your knowledge about this app N B If you have read a larger guide textbook on Microsoft Outlook and you are looking for a summary to refresh your memory and save time this is the guide for you Also if you are reading a textbook on Microsoft Outlook and you are finding it difficult this is the guide to read to understand the basics so that you can better understand the textbook when you return to read it

Microsoft Outlook 2002 Diana Rain, 2002 **Microsoft Outlook 97 with Exchange 5** Nevada Learning Series, 1997-01-01 **Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff, 2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2010 This guide is suitable as a training

handout or simply an easy to use reference guide for any type of user The following topics are included Displaying Mail Folders Navigation Pane To Do Bar Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Reading Messages Using the People Pane Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Turning Grouping On Off Creating an E Mail Signature Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages Using Quick Steps Finding Mail Messages Creating a Contact from a Message Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is one of several titles available for Outlook 2010 What's New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010 [How to Learn Microsoft Office Outlook Quickly!](#) Andrei Besedin, 2018-02-14 How to Learn Microsoft Office Outlook Quickly Today many cooperate in the world uses Microsoft Office Outlook which is why it is called Cooperate Email Client If you are someone who craves for productivity and organization Outlook is the ultimate tool that can help satisfy your craving regardless of the year whether 2013 2014 or much more Are you wondering why it is vital for many organizations Outlook's calendaring contacts talents tasks and obvious email skills are just a few of the many wonders it can perform You can connect outlook to an exchange server and the same calendars and address book can be shared with everyone This makes it a great tool for collaboration of enterprise In case you have little and no knowledge about Outlook we have made available a success proven book titled How to Learn Microsoft Office Outlook quickly to increase your productivity and be well organized in your business This powerful product will stop at nothing to ensure you achieve the purpose of purchasing it In this book is stored some inevitable benefits such as Amazing Outlook's keyboard shortcuts so you don't have to waste time drilling down or moving your mouse through menus Shows you the best ways to create and manage contacts How to set up your outlook account work with outlook tasks send and receive emails use calendars and much more Graphics are available for a better explanation illustration and understanding It offers navigation index you can use as reference guide OMG The benefits are not limited to the ones mentioned To gain full access to its full benefits you would need to take a bold step by purchasing the top notch book The price is worth it and you can save about 1000 by buying this book Yes this book may not have all the information on Microsoft Office Outlook We only aim to see you save more time while increasing productivity and organization in your business or company You don't need to wait until tomorrow before you purchase this incredibly advantageous short book Learn how to use Microsoft outlook today and save yourself some time to do other important things Don't just crave for productivity and organization take a step today Click the

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Folders Hiding Displaying the Navigation Pane Hiding Displaying the To Do Bar Creating and Sending a Message Sending a Message with High or Low Importance Restricting Forwarding Printing or Copying Requesting a Read or Delivery Receipt Delaying the Delivery of a Message Drafting a Message Reading Messages Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Grouping Autosignatures Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages between Folders Finding Mail Messages Using the Rules Wizard Using the Out of Office Assistant Creating a Contact from a Message and Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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