The Navigation Pane

The Navigation Pane appears on the left side of the Outlook window and allows you to quickly move between work areas and folders.

Choose View ▸ Navigation Pane ▸ **Normal** or **Minimized**, or press ALT+F1.

Switching Between Work Areas

Navigation buttons located at the bottom of the Navigation Pane enable you to move between work areas. Below is a short list of navigation shortcuts:

Mail or	CTRL+1	Notes or	CTRL+5
Calendar or	CTRL+2	Folder List or	CTRL+6
Contacts or	CTRL+3	Shortcuts or	CTRL+7
Tasks or	CTRL+4	Journal or	CTRL+8

The To-Do Bar

The To-Do Bar appears on the right side of the Outlook window and helps you keep track of your assigned tasks, scheduled meetings, and flagged messages.

To turn the To-Do Bar on or off: under the View tab, click **To Do Bar** in the **Layout** group, or press ALT+F2.

To choose what the To-Do Bar displays: under the View tab, click **To-Do Bar** and choose items (*e.g.* **Appointments**) from the fly-out menu.

To display more calendar months in the To-Do Bar: click **To-Do Bar** ▸ **Options**. Check the **Show Date Navigator** box ☑ and enter a number of months to display (from 1-9). Click **OK**.

Receiving and Viewing Mail

Displaying Messages

In the Mail work area, open your Inbox.

To change message sorting: under the View tab, in the **Arrangement** group, choose a sorting option (*e.g.* **Date**, **Subject**, **Importance**). Click **Add Columns** to add, remove, or rearrange message sorting columns.

Conversation View

Email messages sharing the same subject are grouped together in conversation view, allowing you to more easily manage related messages.

To enable conversation view: under the View tab, check the **Show as Conversations** box ☑.

To remove redundant conversation messages:

1. Select a conversation message.
2. Under the Home tab, click **Clean Up** in the **Delete** group.
3. Choose **Clean Up Conversation**.

Messages that aren't flagged, categorized, or most recent will be moved to the **Deleted Items** folder.

To remove an entire conversation from the Inbox:

1. Right-click the conversation header message and choose **Ignore**.
2. Click Ignore Conversation in the dialog box that opens.

The conversation, along with all future replies, will be moved to the **Deleted Items** folder.

Setting Up Automatic Spell Check

Click File, then click **Options** ▸ **Mail**. Check the **Always check spelling before sending** box ☑.

Click the Spelling and Autocorrect... button. Check the **Check spelling as you type** box. Set other spell check options as needed and click **OK** to close all dialog boxes. Misspelled words will now be highlighted with a wavy red underline as you type email messages.

Creating an Out-of-Office Message

An out-of-office message is a response that is automatically sent to incoming messages while you're away on vacation or business.

1. Click File and then click **Info**. Click the **Automatic Replies** button.
2. In the **Automatic Replies** dialog box, select **Send automatic replies**. Choose a start and end time and date for your out-of-office period if desired. Under the **Inside My Organization** tab, write and format your message. Click the **Outside My Organization** tab to create a second message for external contacts (*e.g.* clients). Click **OK**.

The Calendar

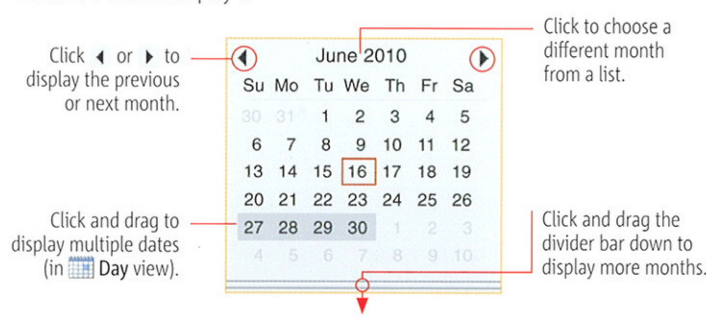
Viewing the Calendar

Click Calendar in the Navigation Pane and check the box ☑ for the calendar you want to display. Under the Home tab, choose a calendar format option (*e.g.* **Day**, **Month**) from the **Arrange** group.

To view multiple calendars: check more than one box ☑ in the Navigation Pane calendar view. By default, calendars are displayed side-by-side. To overlay the calendars, click the icon on one of the calendar tabs (*e.g.* Business Calendar).

Using the Date Navigator

The Date Navigator is displayed in the Navigation Pane. The current date is outlined in red, and all dates with meetings or appointments appear in **bold**. Click on a date to display it.



Scheduling Appointments and Meetings

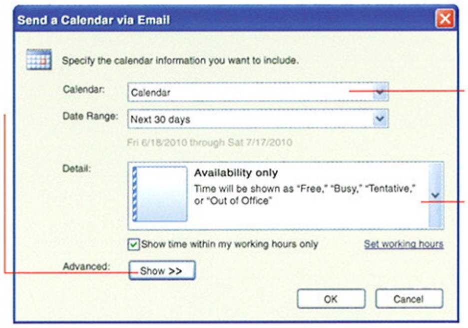
1. Click Calendar on the Navigation Pane. Under the Home tab, click **New Appointment** or **New Meeting**.
2. Click To... or, in the **Attendees** group, click **Address Book**. Select attendees and add them to the invite list using the Required -> or Optional -> buttons. Click Resources -> to reserve resources such as meeting rooms, if available. Click **OK**.
3. In the **Show** group, click **Scheduling Assistant**. Use the scroll bars to find times when all invitees will be available, then click a time slot. Free time appears as , while busy time slots contain colored bars (*e.g.*) representing **Busy**, **Tentative** or **Out of Office**.
4. In the **Show** group, click **Appointment**. Type meeting details in the **Subject** and **Location** boxes. You can also choose from a list of previously used locations by clicking the drop-down arrow. Click **Send**, or click **Save & Close** if your event has no invitees.

Sharing and Emailing Your Calendar

To view multiple calendars: check more than one box in the Navigation Pane calendar view. By default, calendars are displayed side-by-side. To overlay the calendars, click the icon on one of the calendar tabs (*e.g.* Business Calendar).

To email your calendar to another person: click Calendar on the Navigation Pane. Under the Home tab, click **E-mail Calendar** in the **Share** group.

Click to display more options (*e.g.* to exclude private items or change email layout).



Choose the calendar you want to send.

Specify the level of detail to include.

Creating and Using Quick Steps

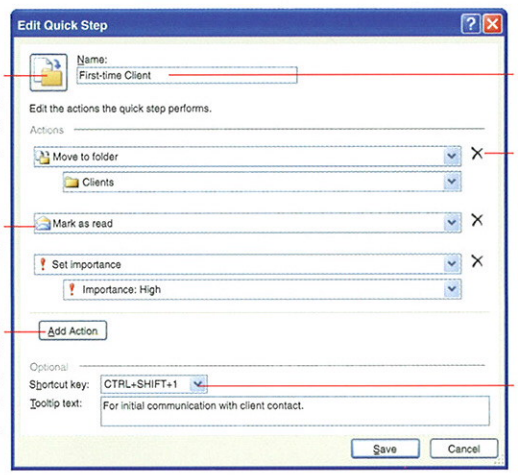
Quick Steps are pre-recorded mail actions (such as moving a new message to a folder and categorizing it) that you can set up and execute with a single click.

To create a new Quick Step: in the Mail work area, click the Home tab. In the **Quick Steps** group, click **Create New**. Use the drop-down menus to choose actions that will be performed as part of your Quick Step. Click **Finish**.

Click to choose an icon for the Quick Step.

Quick Step action

Click to add a new action drop-down menu.



Quick Step name

Click to remove an action.

Choose a keyboard shortcut here.

To use a Quick Step: in the **Quick Steps** group, click on the desired option. If you are using a Quick Step for the first time, you may need to confirm actions.

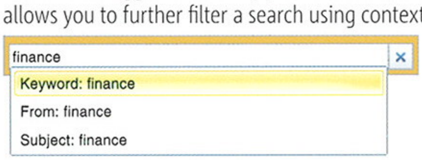
To manage Quick Steps: click at the bottom-right of the **Quick Steps** group. You can edit or delete your Quick Steps in the dialog box that opens.

Searching in Outlook

The Search tab appears on the Ribbon every time you click in the Search field, and displays a wide range of filtering options such as Subject, Sent To, Flagged, and Has Attachments. You can apply more than one filter option at a time, and they can be used even when the search field is empty.

Using the Search Suggestions List

The Search Suggestions List appears below the Search field as you type, and allows you to further filter a search using context-sensitive criteria. While typing a search term into the Search field, use your keyboard's arrow keys to select a filter option.



Using Categories

Categories can be assigned to messages (and other Outlook items) to make them easier to locate and manage.

To categorize a message: select the message. Under the Home tab, click **Categorize** in the **Tags** group. Click on a category color to apply it. If you are using a category for the first time, you will be prompted to name it.

To manage categories: under the Home tab, click **Categorize** in the **Tags** group, and choose **All Categories** from the menu.

To view a complete list of all Outlook items by category: click in the Search field (see *Searching in Outlook*, left). Under the Search tab, click **All Outlook Items** in the **Scope** group. Click **Categorized** in the **Refine** group, and choose the desired category. Outlook lists all items (*e.g.* messages, tasks) tagged with that category.

Creating and Managing Contacts

The Contacts list stores the contact information of your clients and colleagues. You can manually add contacts or create them from email messages.

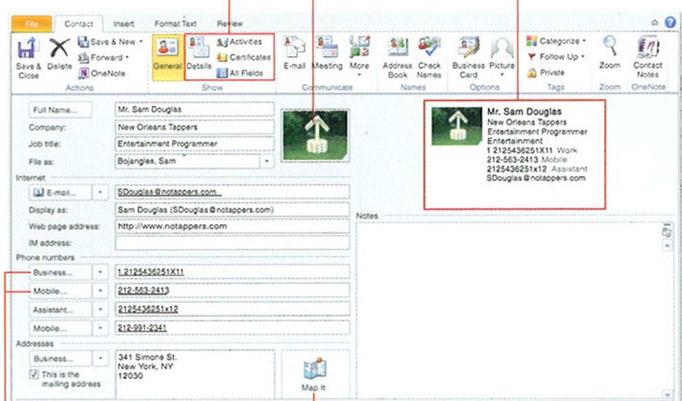
Creating a Contact Manually

1. In the Contacts work area, click **New Contact** or press CTRL+N.
2. Enter as much information in the provided fields as possible.

Click to enter additional details.

Double-click to choose a new picture.

Double-click to edit business card format.



Click these buttons to enter information in a dialog box.

Click to view a map of the provided address (internet required).

Creating a Contact Based on a Received Message

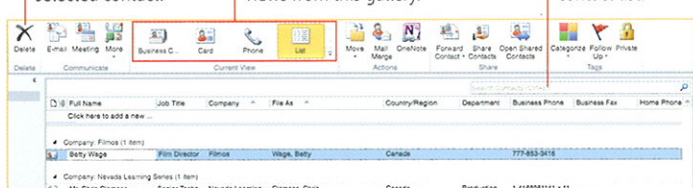
In your Inbox, open the message. Right-click a name or email address in the **From**, **To**, or **CC** field and choose **Add to Outlook Contacts**.

Viewing and Searching Your Contact List

Click to delete the selected contact.

Choose different contact views from this gallery.

Search your contact list.



Double-click on a contact to edit their details.

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