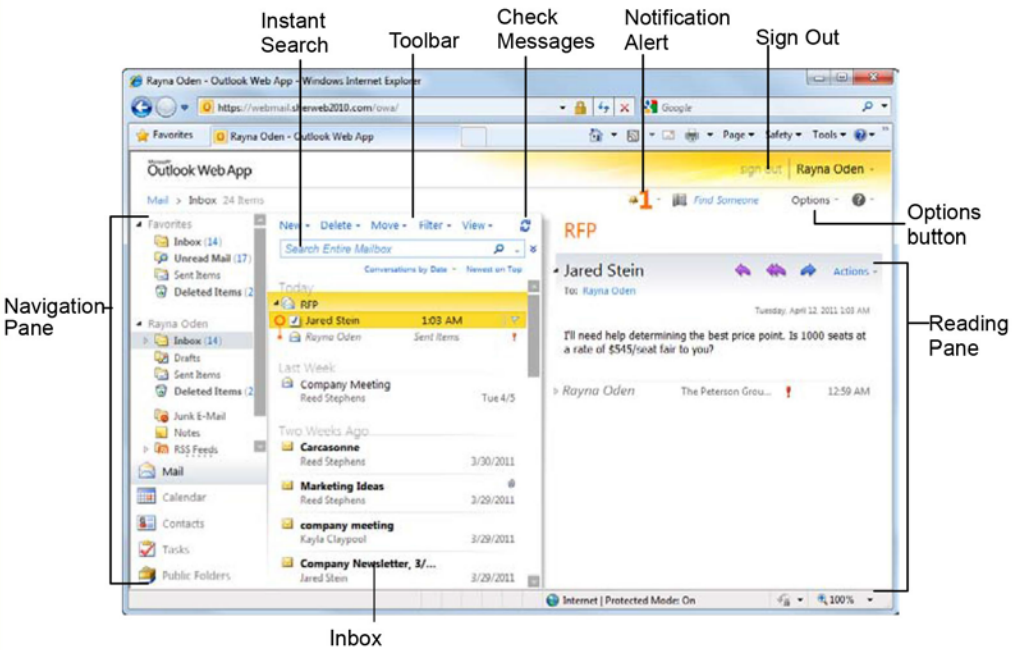
Microsoft®

Outlook Web App 2010

Quick Reference Card

Argonne NATIONAL LABORATORY

The Outlook Web App 2010 Screen



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

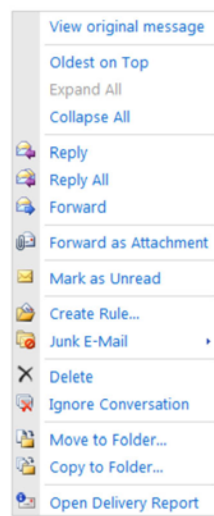
Organize to-do lists, track task progress, and delegate tasks.

Program Basics

- **To Log In to Outlook Web App:** Open the URL for your organization's Web App. Choose the security option you wish to use while accessing your Outlook account. If necessary, click the **Use the light version of Outlook Web App** check box. Enter your e-mail address and password in the appropriate fields and click **Sign In**.
- **Message Indicators:**
  Message has not been read.
  Message has been read.
  File is attached to the message.
  Message has high or low importance.
- **To Move the Reading Pane:** Click the **View** button on the toolbar. Select a position (Right, Bottom, Off) for the Reading Pane from the menu.
- **To Reset Your Password:** Click the **Options** button and select the **Change Your Password** link. Complete the fields as directed and click **Save**.
- **To Change Program Settings:** Click the **Options** button and choose the settings you wish to change.
- **To Print a Message:** Double-click the message to open it in its own window. Click the **Printable View** button on the toolbar. Choose the print settings in the Print dialog box and click **Print**.
- **To Get Help:** Click the **Help** button and select **Help**. Type your question in the Search box and press **<Enter>**. Or browse the help topics to find the topic you want.
- **To Sign Out:** Click the **Sign Out** button in the upper-right corner of the window.

Mail: Basics

- **To Create a New Message:**
  1. Click the **New** button on the Inbox toolbar. Or, press **<Ctrl>** + **<N>**.
  2. Enter the e-mail address(es) in the **To:** box, or click the **To button** to use the Address Book.
  3. Click the **Cc:** or **Bcc:** buttons and enter the e-mail address(es) for whom you want to send copies of the message.
  4. Enter the subject of the message in the **Subject** box.
  5. Enter the text of your message in the text box.
  6. Click the **Send** button.
- **To Reply to a Message:** Select/open the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Forward a Message:** Select/open the message, click the **Forward** button, enter the e-mail address(es) in the **To** box, enter comments in the **Body** area, and click the **Send** button.
- **To Delete a Message:** Select the message and press the **<Delete>** key.
- **To Read a Message:** Click a message to view it in the Reading Pane. Or, double-click the message to open it.



To Access Message Actions: For an easy way to view all the commands you can apply to a message, click the **Actions** button in the Reading Pane.

A menu with these commands appears. Many of these commands are also available by right-clicking.

Keyboard Shortcuts

Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Reply	<Ctrl> + <R>
New Item	<Ctrl> + <N>

Mail: Advanced Tasks

- **To Attach a File to a Message:** Create a new message and click the **Attach Item** button in the Standard toolbar.
- **To Preview an Attachment:** Click the **Open as Web Page** link in the Reading Pane. Use the buttons in the window to navigate through the different pages in the document.
- **To Open an Attachment:** Click the **attachment name** link in the Reading Pane, or the preview "Open as Web Page" window. The file opens in its default program.
- **To Check Spelling:** Create a new message and click the **Check Spelling** button on the Standard toolbar.
- **To Format Text:** Use the buttons on the Formatting toolbar in the New Message window to change font type, size, color, etc.
- **To Customize the Formatting Toolbar:** Click the **Customize** button at the right end of the Formatting toolbar. Click the **check box** next to each command you wish to add to the toolbar. Click the **Customize** button again to close the list.
- **To Set Message Priority:** In the e-mail message window, click the **Importance: High** or **Importance: Low** button on the Standard toolbar. Or, click the **Options** button, click the **Importance** list arrow, and select a level of importance.
- **To Add a Read or Delivery Receipt:** In an e-mail message window, click the **Options** button on the toolbar. Click the **Request a delivery receipt for this message** and/or the **Request a read receipt for this message** check box. Click **OK**. You will receive a message in your Inbox when the message is delivered or read.
- **To Create a Signature:** In the program window, click the **Options** button and select **See All Options**. Click the **Settings** tab and create the signature in the E-mail Signature section of the Mail settings. If you wish, click the **Automatically include my signature on messages I send** check box.
- **To Add a Signature to an E-mail Message:** In the e-mail message window, click the **Options** button and select **See All Options**. Click the **Settings** tab and create the signature in the E-mail Signature section of the Mail settings.
- **To Move a Message to a Different Folder:** Select the message, click the **Move** button in the toolbar and select **Move to Folder**. Select the destination folder and click **Move**.
- **To Flag a Message as a To-Do Item:** Click the **flag** icon on the message.
- **To Categorize a Message by Color:** Click the **Quick Click** icon on the message.
- **To Turn On Automatic Replies (Out of Office Assistant):** Click the **Options** button and select **Set Automatic Replies** button. Click the **Send automatic replies** option and complete the time period and message fields as necessary. Click **Save**.
- **To Create a New Rule By Example:** Right-click the message on which you want to base the rule and select **Create Rule**. Set the rule criteria, click **Save**.
- **To Create a New Rule From Scratch:** Click the **Options** button and select **Create an Inbox Rule**. Click the **New** button, set the rule criteria, click **Save**.
- **To Manage Rules:** Click the **Options** button and select **Create an Inbox Rule**. Select a rule; click the **Details** button to edit the rule or click the **Delete** button to delete it.

Calendar

- **To Open the Calendar:** Click the **Calendar** button in the Navigation Pane.
- **To Change Views:** Click a button on the toolbar to view Month, Week, Work Week, and Day views.
- **To View a Specific Date:** Click the date in the **Date Navigator**, or click and drag to view a set of consecutive dates.
- **To Schedule an Appointment:** Click the **New** button on the toolbar, or press **<Ctrl>** + **<N>**.
- **To Schedule a Recurring Appointment:** Click the **New** button on the toolbar and click the **Repeat** button on the toolbar.
- **To Schedule an All Day Event:** Click the **New** button on the toolbar and click the **All day event** check box.
- **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 toolbar.
- **To Edit an Item:** Double-click the item, make your changes, and click the **Save & Close** button on the toolbar.
- **To Delete an Item:** Select the item and press **<Delete>**. Or, right-click the item and select **Delete** from the contextual menu.
- **To Schedule a Meeting:** Click the **New** button list arrow and select **Meeting Request**. Add recipients and meeting details, using the Scheduling Assistant if necessary, and click **Send**.
- **To Respond to a Meeting Request:** Click the **Mail** button in the Navigation Pane. Double-click the meeting request to open it in its own window. Click a response button to respond to the meeting request.

Contacts

- **To Open Contacts:** Click the **Contacts** button in the Navigation Pane.
- **To Create a New Contact:** Click the **New** button on the toolbar, or press **<Ctrl>** + **<N>**. Or, right-click the contact you wish to add and select **Add to Contacts** from the contextual menu.
- **To Create a New Contact Group:** Click the **New** button list arrow and select **Group**. Enter a group name. Click the **Members** button, select a name, click the **Members** button and repeat for each name to be added. Click **OK**, then click the **Add to Group** button. Click **Save & Close**.
- **To Edit a Contact:** Double-click the contact and make your changes.
- **To Find a Contact:** Type your search text in the **Search Contacts** field. Or, click the **Find Someone** field in the program window, enter your search text and press **<Enter>**.
- **To Delete a Contact:** Select the contact and press **<Delete>**.

Tasks and To-Do Items

- **To Open Tasks:** Click the **Tasks** button in the Navigation Pane.
- **To Create a New Task/To-Do Item:** Click the **New** button on the toolbar, or press **<Ctrl>** + **<N>**.
- **To Update a Task:** Double-click the task you want to update. Enter updated percentage of completion information. Click the **Save & Close** button.
- **To Complete a Task:** Click the **Complete** check box next to the task. Or, right-click a task and select **Mark Complete** from the contextual menu.
- **To Delete a Task:** Select the task and press the **<Delete>** key. Or, click the **Delete** button on the toolbar.