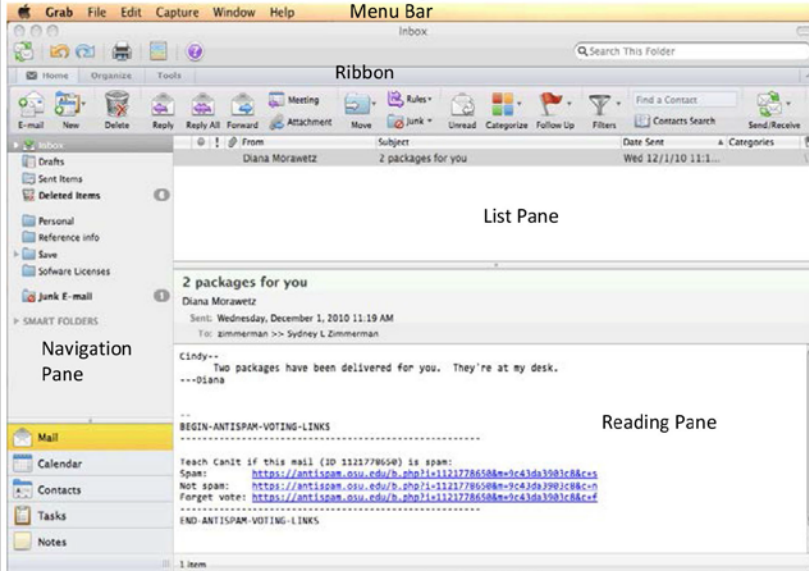


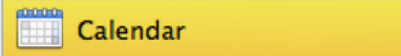
Outlook 2011 window

The Ribbon consists of a series of tabs giving access to buttons, menus, and dialog boxes in various groups to facilitate locating the tools required for a particular task.

The Navigation pane contains items pertinent to the current view, as well as a list of View Switcher buttons including:



Contains your mail folders, including your Inbox, Sent Items, and favorites (folders you create).



Used for scheduling, appointments, events, and meetings.



Used for storing names, addresses, and phone numbers.



Used for organizing tasks and to-do lists by priority.

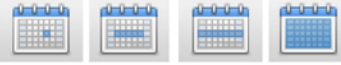


Used for creating and storing information informally, much like an electronic sticky note.

Tip: Outlook 2011 for Macintosh retains the **Menu bar**. That means you can click buttons on tabs on the Ribbon, or select tasks from the Menus to perform various tasks.

Calendar

- **View calendar:** Click the **Calendar** button in the Navigation pane.
- **Change views:** Select one of the view options on the **Home** tab; for example, Day, Work Week, Full Week, or Home.



- **Schedule and plan:** Click the New Meeting or New Appointment button on the **Home** tab. Fill in the appropriate information and then click Send for a meeting or Save & Close for an appointment.

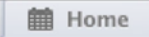


- **Reschedule an item:** Open the meeting or appointment entry from your calendar. Make your changes, and click Send or Save & Close.

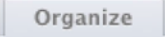


Calendar tabs on the Ribbon include:

- Use to set up new meetings and appointments.



- Use to arrange your calendar.



- Use access extra options.



Contacts

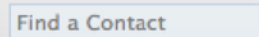
View contacts: Click the **Contacts** button in the Navigation pane.

- **Create a new contact:** Click the New Contact button on the **Home** tab. Fill in the contact's info and click the Save & Close button.



- **Edit a contact:** Double-click the contact line in the List pane.

- **Find a contact:** Type a search string in on the **Home** tab, and press enter.



- **Delete a contact:** Select the contact and click Delete on the **Home** tab.



- **Change views:** Use the buttons on the **Home** tab to change how contacts are displayed.



Messages: Basic Tasks

- **Access the Inbox:** Click the **Mail** button in the Navigation pane and then click **Inbox** in the list of mail folders.
- **Read a message:** If not already open, select the mail folder. Click a message to preview it, or double-click to open it.
- **Open an attachment:** Select the message. Click the preview button to view the file in a separate preview window, or double-click the attachment name to open it in its native application.

 Preview

- **Reply to message:** First select the message and then click Reply. Type your response, and click Send. If the message is open, simply click Reply and continue as above.



- **Reply to all recipients:** Same as replying, except click Reply to All.



- **Forward a message:** Same as replying, except click Forward Message.



- **Delete a message:** Select the message and click Delete.



- **Create a new message:** Click New E-mail on the **Home** tab. Fill in the **To** and **CC** fields, or click Contact Search to look for a name in the address book. Add a **Subject**, type your message and then click Send.



- **Add an attachment:** Click the attachment button on the **Message** tab. Navigate to the file you want and then click choose.



- **Send a blind carbon copy:** Type an address in the **Bcc:** field in the message header or click Contact Search to look for the name. *Tip:* If you don't see the **Bcc** field, select the **Options** tab and then click Show BCC.

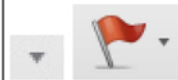


- **Save a message as a draft:** Compose the message and then click Save in the **Quick Access** toolbar to move the message to the Drafts folder.



Messages: Advanced Tasks

- **Flag a message To-Do:** Select the message. From the **Home** tab, click down arrow on Follow Up to display a contextual menu of choices. To clear a flagged message, select "Clear Flag" from the contextual menu.



- **Color categorize a message:** Select the message. From the Home tab, click down arrow on Categorize to display a contextual menu of choices.



- **Move a message:** Select the message and click down arrow on Move. If you don't see the folder you want, select "Choose Folder" and navigate to the one to use. *Tip:* To move a copy of a message to another folder, select "Copy Message" instead.



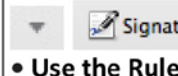
- **Empty deleted items folder:** Select the **Tools** tab, and click down arrow on Schedules to display a contextual menu of choices. Select "Empty Deleted Items Folder."



- **Create a contact group:** *Formerly called a distribution list.* From the **Home** tab, click down arrow on New. Select "New Contact Group" from the contextual menu. In the new window, type a name for the group and then click Add to begin entering names to include.



- **Create a signature:** From the New Message window, click down arrow on signatures. Select "Edit Signature" from the contextual menu and then click to add a new signature, or else select one of the existing signatures to edit. *Tip:* You also can access Signatures from the **Outlook > Preferences** menu.



- **Use the Rules Wizard:** From the **Home** tab, click down arrow on Rules. Select "Edit Rules" from the contextual menu then select the account (e.g., Exchange). Click to add a new rule. Define the criteria and associated actions in the new dialog box.



- **Turn on Automatic Replies:** From the **Tools** tab, click Out of Office. Use the Out of Office Assistant that appears to add an e-mail response to new messages and to indicate start and end dates.

