

Mail Basics

Create a new e-mail:

- Click **New E-mail**  in the New group of the Home tab on the Ribbon
- Enter the e-mail address in the To box or click the **To..** button to access the address book.
- Enter the Subject of the message
- Type your message in the text box
- Click the **Send** button

Forward or Reply to a message: On the Home* or Message* tab in the Respond group click **Reply**, **Reply All**, or **Forward**.

* Note: The name of the tab depends on whether the message is selected in the message list or opened in its own window

To remove a name from the To and Cc lines, click the name and press DELETE. To add a recipient, click the To or Cc box and enter find the recipient.

Add an Attachment to a message: In the message window, on the Message tab, in the Include group of the e-mail you are composing click **Attach File**



Open/Save e-mail attachment: To open an attachment Double-Click on it. To Save an attachment Click on the attachment to highlight it then, in on the Attachments tab, in the Actions group, click **Save As**. You can also right-click the attachment and choose **Save As**.



Create a Signature: Open a new message. On the Message tab, in the Include group, click **Signature** then **Signatures**

Add Signature to e-mail: In a new message, on the Message tab, in the Include group, click **Signature**, then choose the signature that you want.



Recall a Message: Open the Sent Items folder. Double-click the message, click the **Actions** button in the Move group of the Message tab on the Ribbon, and select **Recall This Message**. Choose to delete the message or replace the message with a new one in the dialog box and click **OK**. You can only recall a message if the recipient has not already opened it.

Resend a Message: Open the Sent Items folder. Double-click the message, click the **Actions** button in the Move group of the Message tab on the Ribbon, and select **Resend This Message**. Edit the message and recipients as necessary and click **Send**.

Create a New Rule: Click the Rules button in the Move group on the Home tab and select **Manage Rules and Alerts**. You can also right-click on a message that you would like to apply a rule to and choose **Rules**

Manage Rules: Click the Rules button in the Move group on the Home tab and select **Manage Rules and Alerts**.

Message Indicators:

-  **Unread Message**
-  **Read Message**
-  **Message with attachment**
-  **Message with High importance**

Calendar

Open Calendar: Click **Calendar** button in Navigation pane

Create an Appointment: In Calendar on the Home tab in the New group section, click **New Appointment**. Alternately, you can right-click a time block in the calendar grid and choose **New Appointment**.



Schedule a meeting with other people: In Calendar on the Home tab in the New group section, click **New Meeting**.

Set a Reminder: For **Appointments** or **Meetings**, click on the calendar item. In the **Reminder** drop-down of the **Calendar Tools** tab choose the amount of time before the appointment/meeting you would like the reminder to appear. For **E-mail**, **Contacts**, and **Tasks** select **Follow Up** and click **Add Reminder** from the Home tab in the Tags group.

Schedule an All Day Event: Click the **New Items** button in the New group and select **All Day Event**.

If you sent Reminder Notes in GroupWise to notify others when you would be on PTO you should now use All Day Events in Outlook.

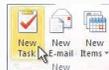
Reschedule an Item: Click and drag the item to a new date and/or time on the Calendar.

Open another user's Calendar: In Calendar, on the Home tab, in the Manage Calendars group, click **Open Calendar**, and then **Open Shared Calendar**. Then select a name in the Name box from the Address Book.

Mark an appointment or meeting Private: Create or Open the appointment or meeting you want to mark as private. On the **Appointment** or **Meeting** tab, in the **Tags** group, click **Private**

Tasks and To-Do Items

Create a Task/To-do: In **Tasks**, on the **Home** tab, in the **New** group, click **New Task**.

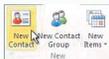


Complete a Task/To-Do: Click the **Mark Complete** button in the **Manage Task** group on the **Ribbon**. You can also click the **check box** next to the task.

Contacts

Open Contacts: Click the **Contacts** button in the Navigation Pane.

Create a Contact: In **Contacts**, on the **Home** tab, in the **New** group click **New Contact**.

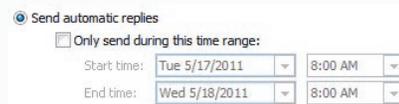


Create a New Contact Group: In **Contacts**, on the **Home** tab, in the **New** group click **New Contact Group**. Click the **Add Members** button in the **Members** group. Select a name in the list and click the **Members** button, repeat for each name to be added. Click **OK**, then **Save & Close** in the **Actions** group of the **Contact Group** tab.

Find a Contact: Use the **Search Contacts** field or click the **Find a Contact** button in the **Find** group on the **Home** tab. Press **<Enter>** for search results.

Automatic Replies (Out of Office)

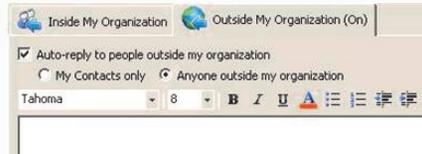
- Click the **File** tab
- Click **Automatic Replies**
- Select the **Send automatic replies** option and choose a time range.



- On the **Inside My Organization** tab, type the message that you want to automatically send to others within the Medical Center.



- On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box (if you want replies to go externally), then type the response that you want to automatically send while you are out of the office. Select whether you want replies sent to **My contacts only** or to **Anyone outside my organization** that sends you messages



Outlook 2010 - Quick Reference Guide

Online Information: <http://infonet.it/outlook>

Web Access: <https://mail.hmc.psu.edu/owa>

Help Desk: x6281

The Fundamentals

The **File** tab and Backstage view contain commands such as Save As, Save Attachments, Close, New, and Print. You can also modify your account settings and Rules from this location.

Check for New Messages: Click the **Send/Receive**  Button located in the upper left corner of Outlook.

Print a Message: Click the **File** tab and select **Print**.

Change Account Settings: Click the **File** tab and select **Account Settings**.

Change Outlook Settings: Click the **File** tab and select **Options**.

Left Navigation Pane

 **Archive - [email address]@hmc.psu.edu** Contains mail that is automatically archived from your Mailbox. The folder structure will be identical to your live Mailbox.

 **Mail** Contains your Inbox, Sent Items, Search Folders, and other mail-related folders. Use the Favorites section for frequently access folders. To add a mail folder to the Favorites section right-click on the folder and choose Show in Favorites.

 **Calendar** Displays your appointments, events, and meetings. View shared calendars in side-by-side/overlay mode.

 **Contacts** Manage your personal contact addresses, phone numbers and e-mail addresses.

 **Tasks** Use to organize to-do lists, track task progress, and delegate (assign) tasks to others. Can be used as electronic Post-It® Notes to write down information.

Outlook and the Outlook Icon are registered trademarks of Microsoft®

PENNSSTATE HERSHEY



Milton S. Hershey
Medical Center