



# Quick Reference Guide 1

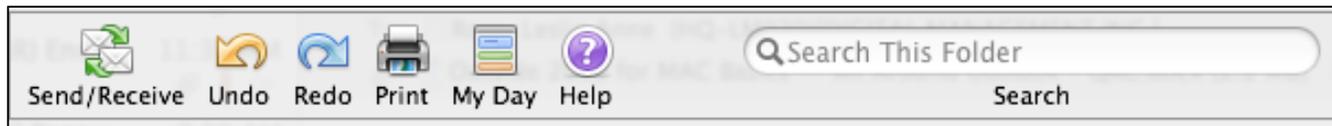
## Outlook 2011 for Mac

### Getting Started



## Outlook Screen: Standard Toolbar, Ribbon, Menu Bar and Navigation Pane

### Standard Toolbar



To customize the toolbar, right-click on the toolbar and click **Customize Toolbar**. Click and drag items to the toolbar to add or remove items.

*Depending on the MAC operating system, you may need to enable the right-click functionality. Click on the Apple Button in the Menu bar | **System Preferences** | **Mouse**. Enable the Right-click. Click the **Red X** to dismiss the System Preferences. Single-clicking the trackpad with two fingers also right-clicks.*

### Ribbon



New to Outlook 2011 for MAC, a Ribbon contains options grouped together by use and like items. To collapse the Ribbon, click **View** | **Ribbon** to toggle the view on and off; or click the **Home**, **Organize**, or **Tools** tab and the Ribbon collapses. Click the Ribbon tab again to display the buttons once more.

### Menu Bar



The Menu Bar contains features grouped by menus, as well as Help, the AppleScript and Automator Workflow buttons. When displaying a menu, assigned Shortcut Keystroke combinations display as well.

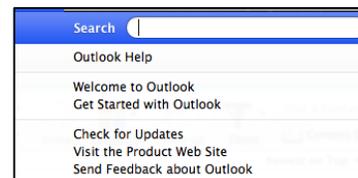
#### Applescript and Automator Workflow button...



access pre-defined workflows, like creating a task from a message or filing messages by category.

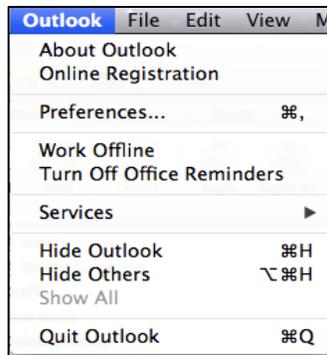
#### Help menu...

Outlook help.

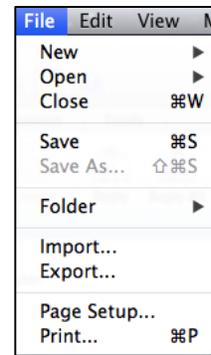


#### Outlook menu...

includes options affecting the entire mailbox. Clicking **Preferences** displays the back stage view allowing users to customize the user interface.

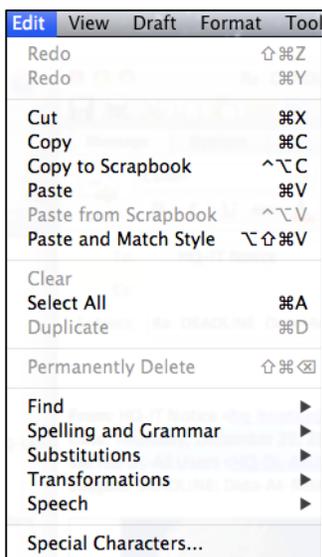


**File menu...** includes file options to create a **New** item, **Open** a data file, **Import**, **Export**, **Save** or **Save As**, accessing **Folder** permissions and properties, **Page Setup** (for printing) and **Print**.

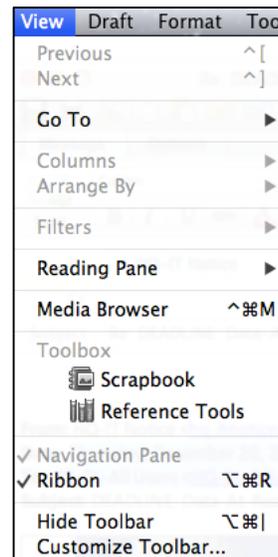


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

**Edit menu:** includes editing options **Undo, Redo, Cut, Copy, Paste, Select All, Delete, Find, Spelling and Grammar, Transformations** (to change font case) and **Special Characters**.



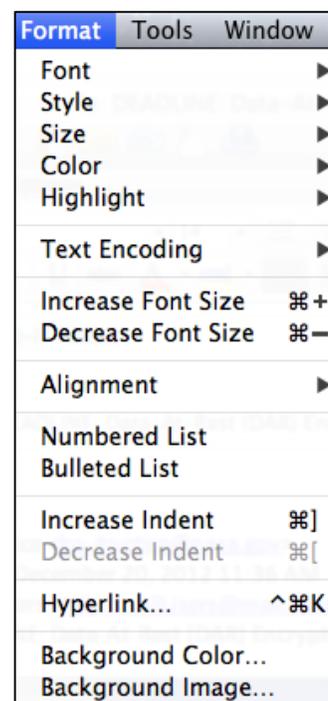
**View menu:** includes view options **Previous** or **Next** item, **Go To** a specific main Outlook folder (mail, calendar, contacts, etc.), **Columns** to include in the current view, sorting options in **Arrange By, Filter** options, **Reading Pane** options, **Navigation Pane** and **Ribbon** viewing options, and **Customize Toolbar** to change the standard toolbar.



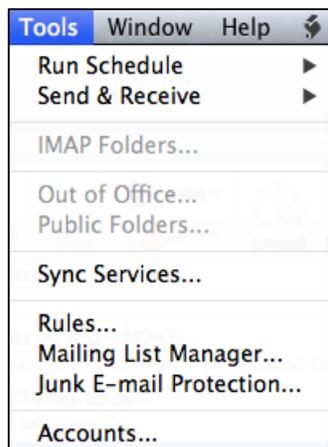
**Message menu:** includes message options **Reply, Reply All, Forward, Forward Special** (as meeting or attachment), **Edit, Attachments, Sender** (find in Address book, add to contacts), **Junk Mail, Priority, Categorize, Rules** and **Move**.



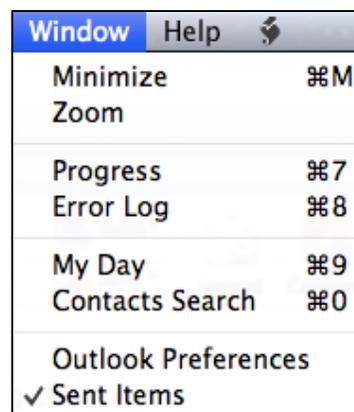
**Format menu:** includes options for **Font, Style, paragraph Indent, Highlight** text, **Bullets, Numbering, Alignment** and changing the e-mail **Background Color** formatting, as well as Inserting a **Hyperlink**.



**Tools menu:** includes options to **Run Scheduled** routines, **Send & Receive**, set up **Out of Office, Sync**, manage **Rules, Mailing List** management, **Junk E-mail Protection**, and managing **Accounts**.



**Window menu:** includes options to **Minimize, Zoom, Progress**, view **Error Log**, display **My Day** view, view **Contacts Search** window, and displays a list of open windows.



### Navigation Pane

displays Outlook Inbox, local storage folders called “On My Computer” and Smart Folders.

1. To enable or disable the Navigation Pane, click **View** menu | **Navigation Pane**.
2. Navigation buttons display at the bottom to access Main Outlook Folders for Mail, Calendar, Contacts, Tasks, and Notes.
3. To minimize the Navigation buttons display area, click the **dot** in the center of the divider (shown right) and drag down to move the Main Outlook Folders to a single toolbar.
4. To move between Outlook Folders using Shortcut Keystrokes:



<b>Display Mail</b>	Command + 1	<b>Display Calendar</b>	Command + 2
<b>Display Contacts</b>	Command + 3	<b>Display Tasks</b>	Command + 4
<b>Display Notes</b>	Command + 5		

### Signatures

Use Signature options to automatically include a signature in messages. By default, Outlook 2011 provides a **Standard** signature that can be created and then applied to the appropriate account.

1. Click **Outlook** menu | **Preferences** | **Signatures**.
2. Select the **Standard** signature checkbox to enable the signature.
3. Click into the **Signature** field to the right and type the content of your signature.
4. Click the **Default Signatures** button at the bottom right of the window. The screen shown lower right displays.
5. For the NASA account, click the **drop-down arrow** in the **Default Signature** column and select **Standard** from the list.
6. Click **OK**.
7. Click the **Red X** to dismiss the **Preferences** dialog box.

