



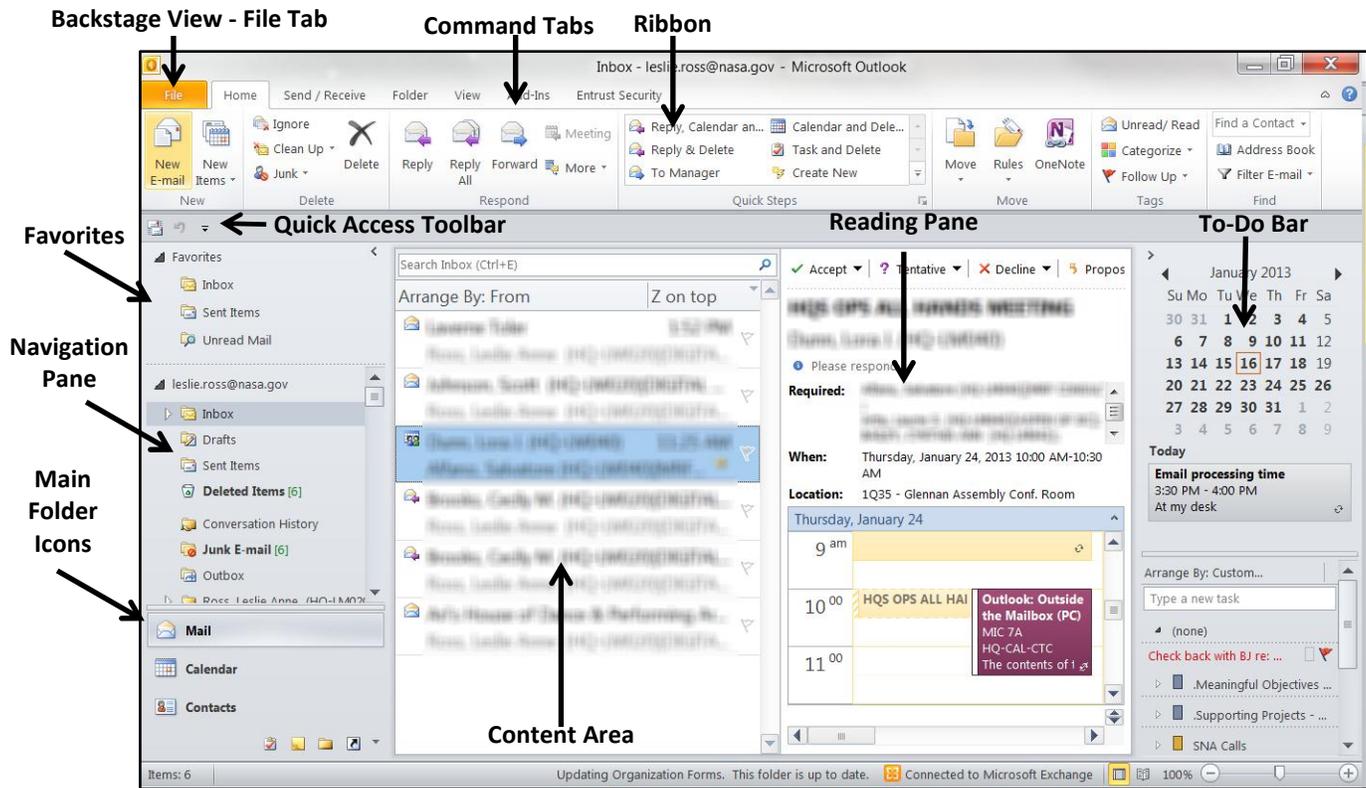
Quick Reference Guide 1

Outlook 2010 for Windows

Getting Started



Outlook 2010 Application Window



Backstage View - File Tab NEW!

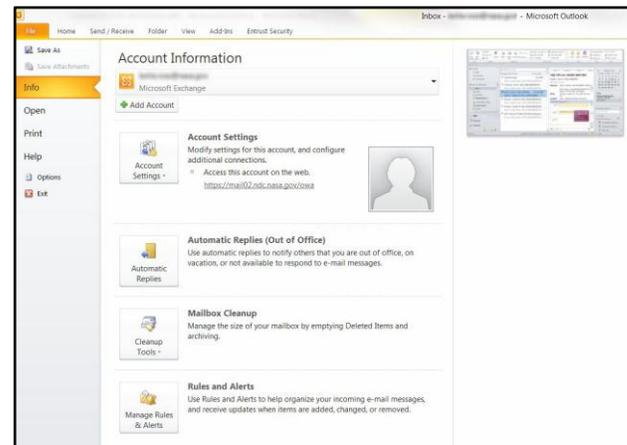
The *Backstage View* includes many tasks that were traditionally located in **Tools | Options** or **Tools | Accounts** in previous versions of Outlook. While the ribbon contains commands for working in an Outlook item, the *Backstage View* contains commands to do things to an Outlook item.

Click the **File Tab** to access the *Backstage View*.

The Backstage View is contextual, therefore, different options display depending on where you were when you clicked the File Tab. If you access the Backstage View in a new message, the options include things to do with the message, rather than options to affect the content of the message.

- Options include **Save As**, **Open**, **Print**, **Help** and **Exit**.
- Click **Info** to change settings related to your account.
- Click **Options** to adjust your preferences.

General and Advanced Options are discussed in Outlook QRG 2. Mail, Calendar, Contacts, and Tasks options are discussed in the individual QRGs for each folder.

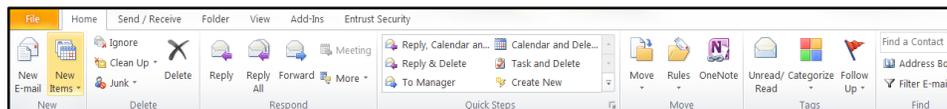


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

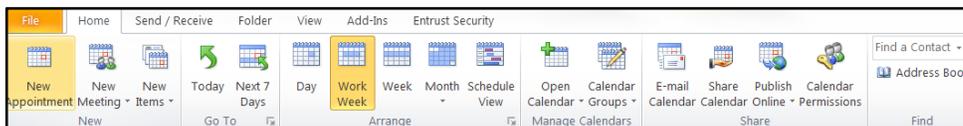
NEW! Tabs and Ribbons

Designed to quickly find the commands to complete a task, each command tab displays a ribbon with features organized in logical groups. The tabs replaced the menus in previous versions of Outlook. Each Outlook folder has its own **Home Tab**, therefore, these tabs are contextual and include features used most for each Outlook folder. There are also tools tabs that display only when appropriate for the action being performed at the time. **Appointment, Recurring Appointment, Task List, Daily Task List, Search** and **Attachments** are all tools tabs. Tabs and ribbons can be customized to include custom groups and user-selected commands. Below are screenshots of all command tabs and tools tabs in Outlook 2010.

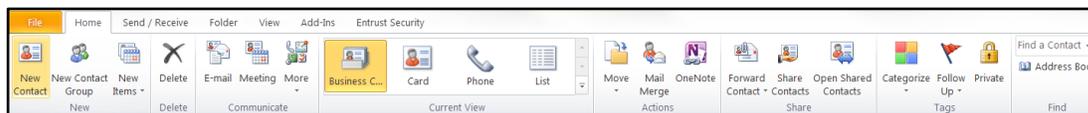
Command Tab Home for Mail: New Items, Delete, Respond, Quick Steps, Move, Tags, and Find



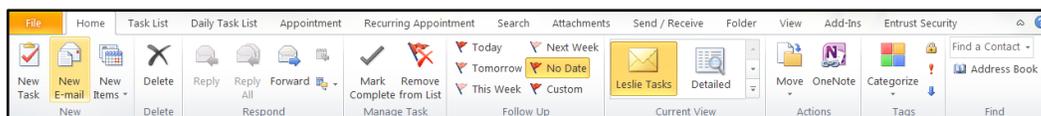
Command Tab Home for Calendar: New Items, Go To, Arrange, Manage Calendars, Share and Find



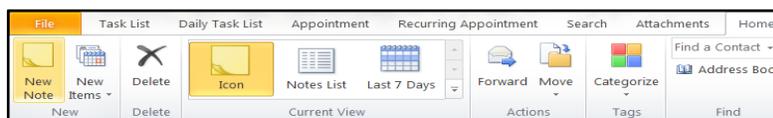
Command Tab Home for Contacts: New Items, Delete, Communicate, Current View, Actions, Share, Tags and Find



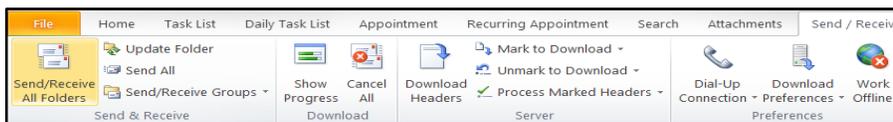
Command Tab Home for Tasks: New Items, Delete, Respond, Manage Task, Follow Up, Current View, Actions, Tags and Find



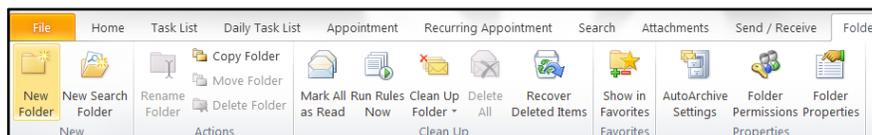
Command Tab Home for Notes: New Items, Delete, Current View, Actions, Tags and Find



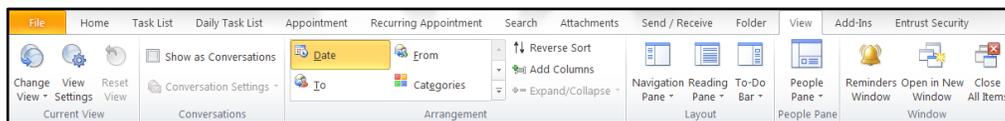
Command Tab Send/Receive: Send & Receive, Download, Server and Preferences



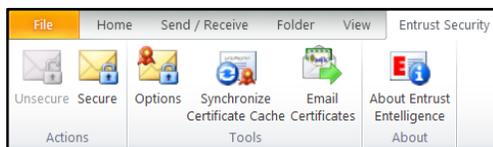
Command Tab Folder: New, Actions, Clean Up, Favorites and Properties



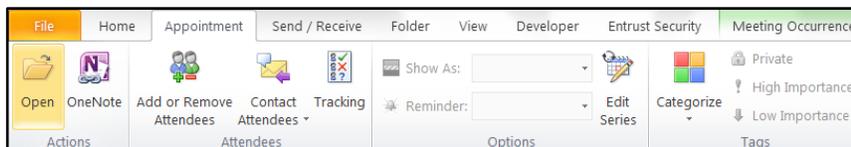
Command Tab View: Current View, Conversations, Arrangement, Layout, People Pane and Window



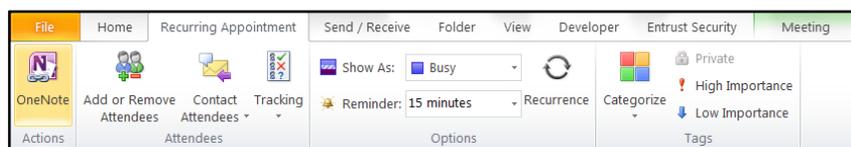
Command Tab Entrust Security: Actions, Tools and About



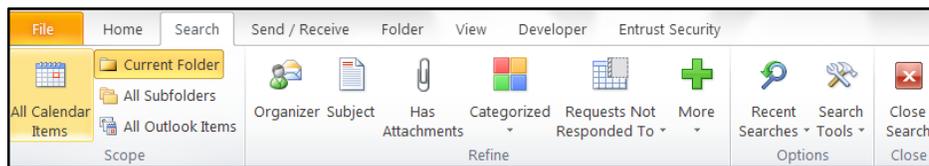
Tool Tab Appointment: Actions, Attendees, Options and Tags



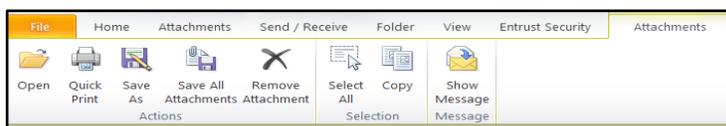
Tool Tab Recurring Appointment: Actions, Attendees, Options and Tags



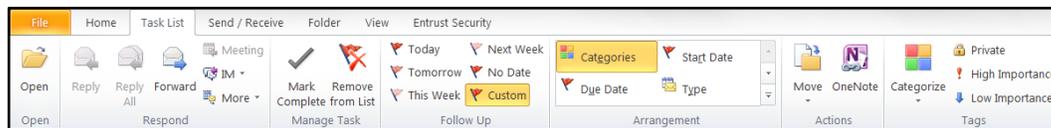
Tool Tab Search: Scope, Refine, Options and Close



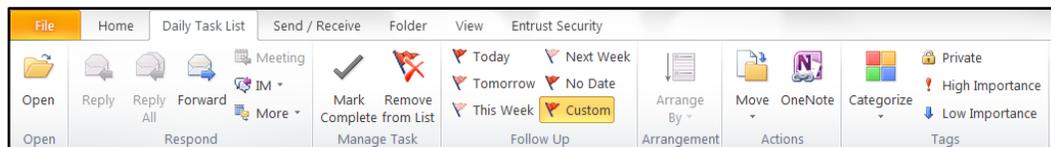
Tool Tab Attachments: Actions, Selection and Message



Tool Tab Task List: Open, Respond, Manage Task, Follow Up, Arrangement, Actions and Tags



Tool Tab Daily Task List: Open, Respond, Manage Task, Follow Up, Arrangement, Actions and Tags



Navigation Pane

The *Navigation Pane* displays **Favorites** (if enabled), **Mailbox**, **Archive** or **.PST** files (if open), **RSS Feeds**, **Search Folders** and main **Outlook folder icons**.

1. To enable/disable the *Navigation Pane*, click **View Tab | Navigation Pane** drop-down arrow.
2. Click to select the display as **Normal**, **Minimized** or **Off**.
3. To enable/disable **Favorites**, click **View Tab | Navigation Pane | Favorites**.

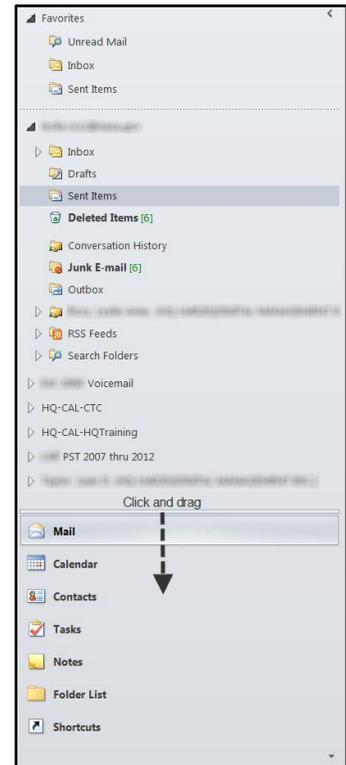
Below the *Navigation Pane*, icons for **Mail**, **Calendar**, **Contacts**, **Tasks** and **Notes** display. Click the **icons** to display the selected main Outlook folder.

- To minimize the screen area used by the Outlook folder icons (and thereby increase the view area in the *Navigation Pane*), click the **horizontal divider** (shown right) and drag down. The Outlook folder icons will display on a single icon bar.



- To move between Outlook folders using shortcut keystrokes, do the following:

Display Mail	Ctrl + 1
Display Calendar	Ctrl + 2
Display Contacts	Ctrl + 3
Display Tasks	Ctrl + 4
Display Notes	Ctrl + 5
Display Folder List	Ctrl + 6

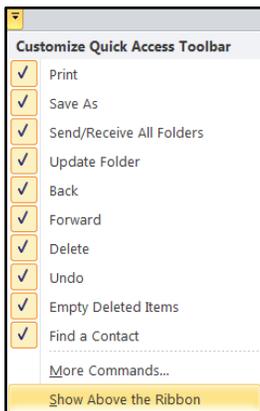


Quick Access Toolbar



Displaying the Toolbar

To display the **Quick Access Toolbar** above or below the ribbon, click the **Customize Quick Access Toolbar** drop-down arrow. The *Quick Access Toolbar menu* displays (shown below). Select **Show Above (or Below) the Ribbon**.



Customizing the Quick Access Toolbar

The power of the **Quick Access Toolbar** is the ability to select commands you want in one place, rather than spread across different command and tools tabs. Customize the toolbar by selecting the desired commands in the *Customize Quick Access Toolbar* drop-down list.

Adding Additional Commands

1. Click the **Customize Quick Access Toolbar** drop-down arrow (*menu* shown left).
2. Click **More Commands**. The *Customize Quick Access Toolbar* window displays (shown below).
3. Select the commands to be added from the **Choose commands from** in the left command list.
4. Click **Add** and the command will display in the **Customize the Quick Access Toolbar** in the right command list.
5. Click the **Up** and **Down** arrows to change the order of the commands. Click **OK**.

