



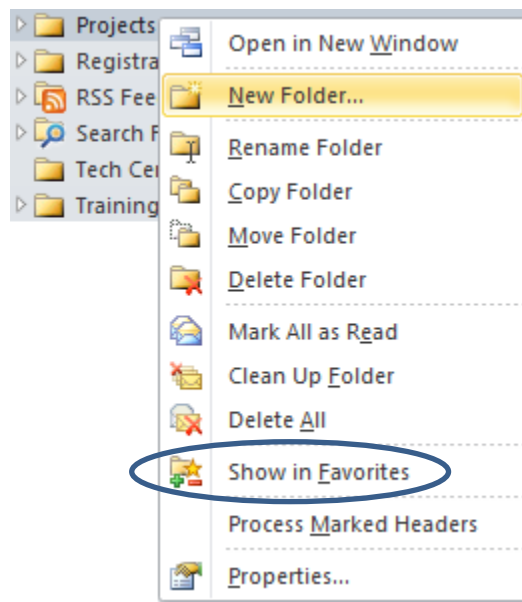
Tips & Tricks

for Microsoft Office Outlook 2010

This handout is simply an outline to be used as a guide in class. Microsoft Outlook 2010 offers many ways to accomplish different tasks. The steps below identify at least one way to accomplish a task in Microsoft Outlook 2010.


Add a Favorite

Easily access a folder by showing it as a favorite. In the Mail view, right-click the folder and click Show In Favorites.



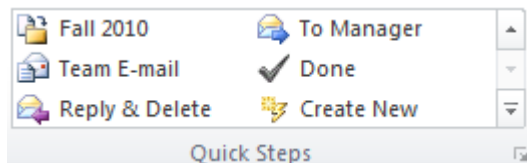
The folder is added to the Favorites folder which is shown at the top of the folder list in the Mail view.

Drag & Drop

Drag and drop a message from a folder to your calendar  in the folder list. For example, place an item from one of the MSU newsgroups on to your calendar quickly by dragging it from the newsgroup folder on to your calendar. This creates a new appointment for your calendar.

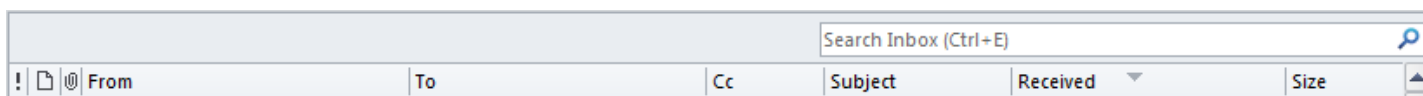
NEW! Quick Steps

The first time you click on a pre-built Quick Step, other than Reply & Delete, a prompt will display, enabling you to customize it to fit your work style. On the Home tab, in the Quick Steps gallery, click the Create New command to create a new Quick Step.



Sorting

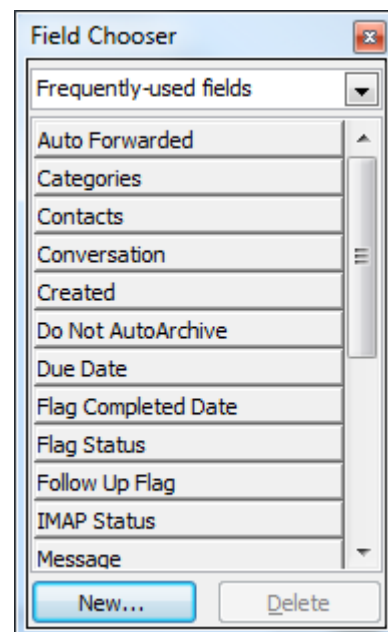
To quickly and easily sort by a specific field, click on that field name. To sort in descending order, click the field again. To sort by multiple fields, hold the Shift key on the keyboard while clicking on each field.



Choose a Field

1. In the Inbox, right-click on one of the fields (From, To, Subject) and click Field Chooser.
2. Click and drag any of the fields from the Field Chooser box onto the bar next to an existing field. Remove fields from the bar by dragging the field to the Field Chooser box.

NOTE: Choosing All Mail Fields from the drop down list shows you a full list of e-mail fields.



Who are you sending to? (villw; mit wall; leh jo; helpdesk;)


No need to enter the full address or complete name of the recipient for your e-mail message or meeting request. If they are in the global address list or your contacts, simply type part of their name in To:, Cc:, or Bcc: and press tab to move to the next box. You can also use the keyboard shortcut Alt-K or click the Check Names button on the toolbar to resolve the address.

Moving People Around (Dragging Addresses Between To, Cc, and Bcc)

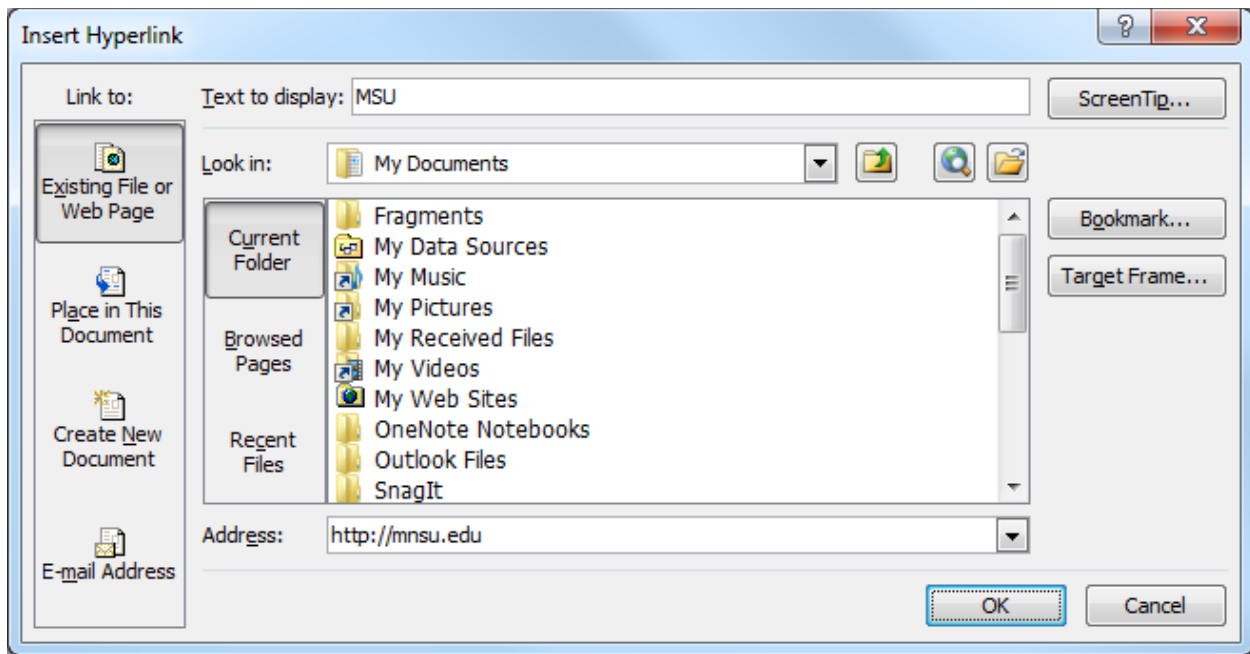
When composing or replying to an e-mail message in Outlook, you can easily rearrange the names of the people receiving the message by dragging their names between the To, Cc, and Bcc address fields.

Link Up (Entering hyperlinks into an e-mail message)

Create a hyperlink in an e-mail message by typing the link and pressing the space bar or the Enter key. You can also add a link by following the steps below.

1. Enter text and select the text.
2. Click the Insert tab.
3. Click the Hyperlink button in the Links group. 
4. In the Insert Hyperlink box, enter the link in the Address box that you want the browser to open when the link is clicked.
5. Click the OK button.

NOTE: CTRL + K is the keyboard shortcut to open the Insert Hyperlink dialog box.



Saving a File Attachment

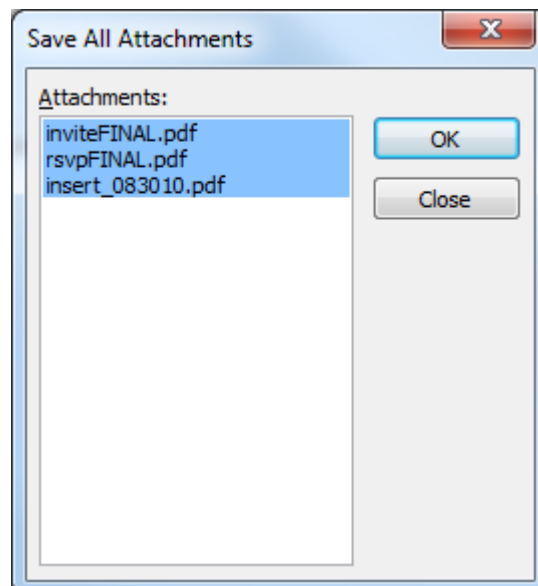
In the Preview Pane of the message, click on the attachment and drag and drop it into a folder on your computer, such as My Documents.

Saving Multiple Attachments Simultaneously

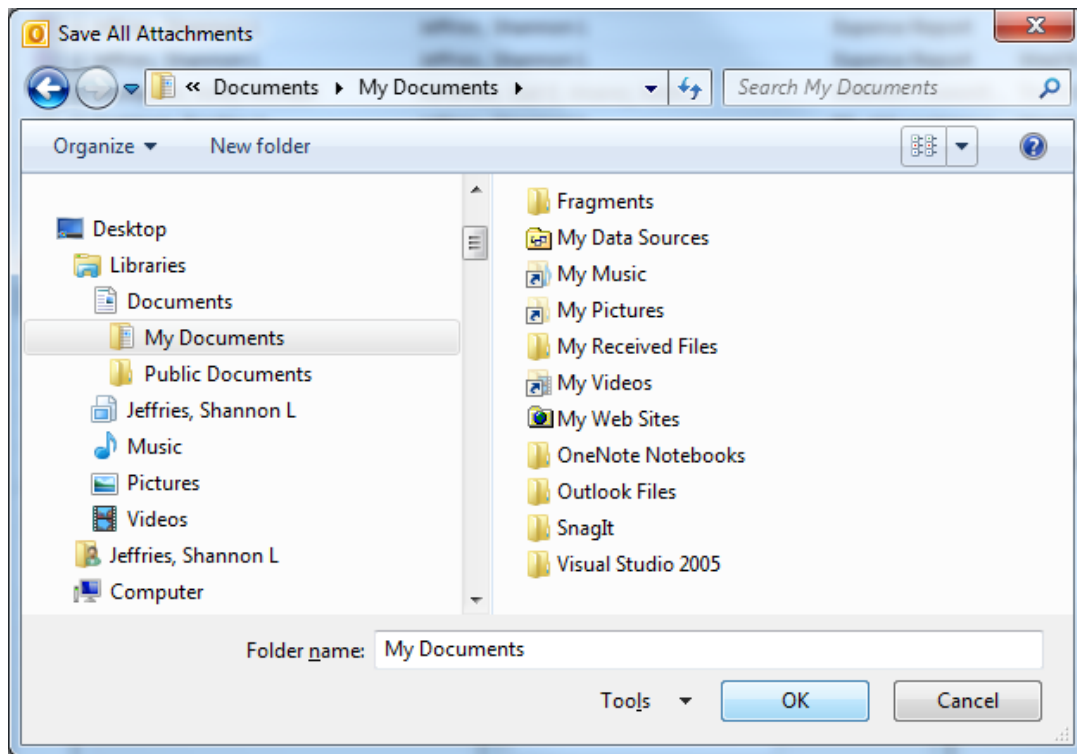
1. Click the File tab and click Save Attachments.



2. When the Save All Attachments dialog box opens, click OK.

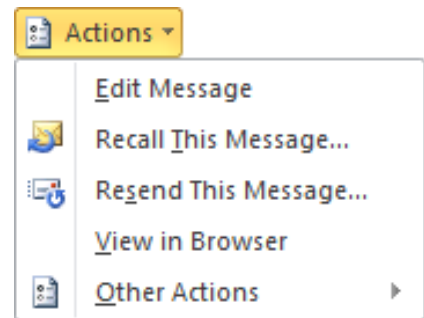


3. Select the folder where you want to save all of the files and click the OK button.



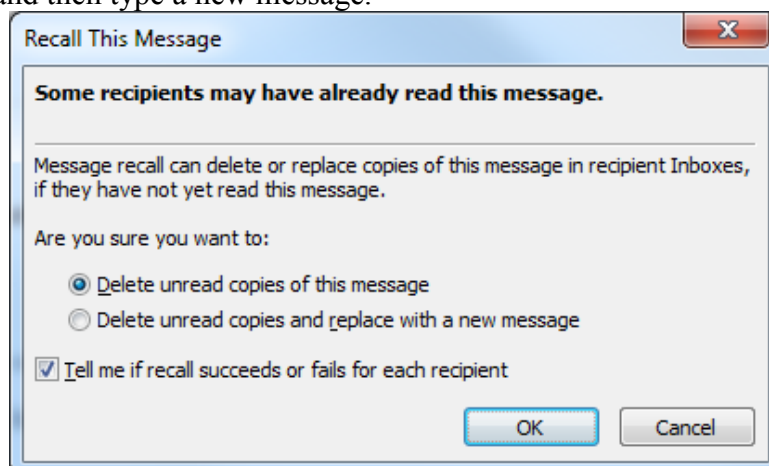
RESEND – Sending the same message to the same recipients again

1. From the Sent Items folder, open the sent message.
2. In the Move group, click the Actions button.
3. Click Resend This Message... A new message is created and can be altered before sending.



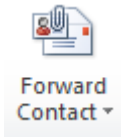
UNSEND – Recall a message that you've sent

1. Open the sent message you want recalled.
2. In the Move group, click the Actions button and click Recall This Message.
3. To recall the message, click Delete unread copies of this message. To replace the message with another message, click Delete unread copies and replace with a new message. To be notified about the success of the recall or failure for each recipient, select the Tell me if recall succeeds or fails for each recipient check box.
4. Click the OK button and then type a new message.



Forwarding an Outlook Contact or Contact Group

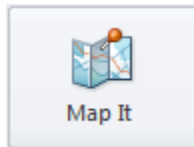
Send contacts to other people by clicking the contact or group you want to send. Click the Forward Contact button in the Share group on the Home tab in Contacts. Click As an Outlook Contact.



A new e-mail message is created with that contact or group included as an attachment. Enter the e-mail address of the people you want to send the contact to and click the Send button. When the recipients receive the message, all they have to do is to drag the attachment onto the Contacts folder and it will be added to their contacts.

Mapping an address

1. In Contacts, open the contact whose address you want to locate.
2. Choose the address you want to find on a map — Business, Home, or Other.
3. To the right of the address, click the Map It button. A web browser will open and display a map of the selected address.



Display Nonconsecutive Dates in Outlook Calendar

1. On the left side of the window in the Date Navigator (the small calendar that displays the current month), click the first date you want to view.
2. While holding down the CTRL key, click any other dates you want to view. (To remove a date from the display, click it again.) You can display up to 14 nonconsecutive days.

Using Plain English on a Date Field (AutoDate)

Type “next week” or “Christmas” in a date field and Outlook will format the date automatically for you. You can also type in a firm date such as the following: 9-25 or 10/05/12

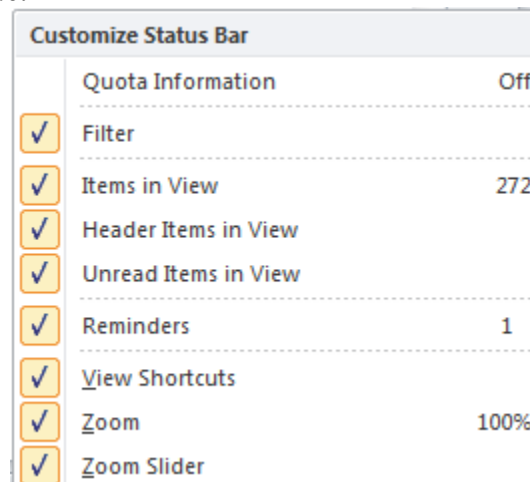
Moving Appointments

Drag and drop any appointment from a day on the weekly or daily calendar to a date on the date navigator (monthly calendar on the left) to reschedule.

Over Quota?!

Faculty and staff members receive 1 GB and students receive 300 MB for their accounts.

1. At the bottom of the Outlook window, right click on the status bar.
2. Click the Quota Information command to turn on this feature. Your available quota will display in the status bar on the bottom left side.

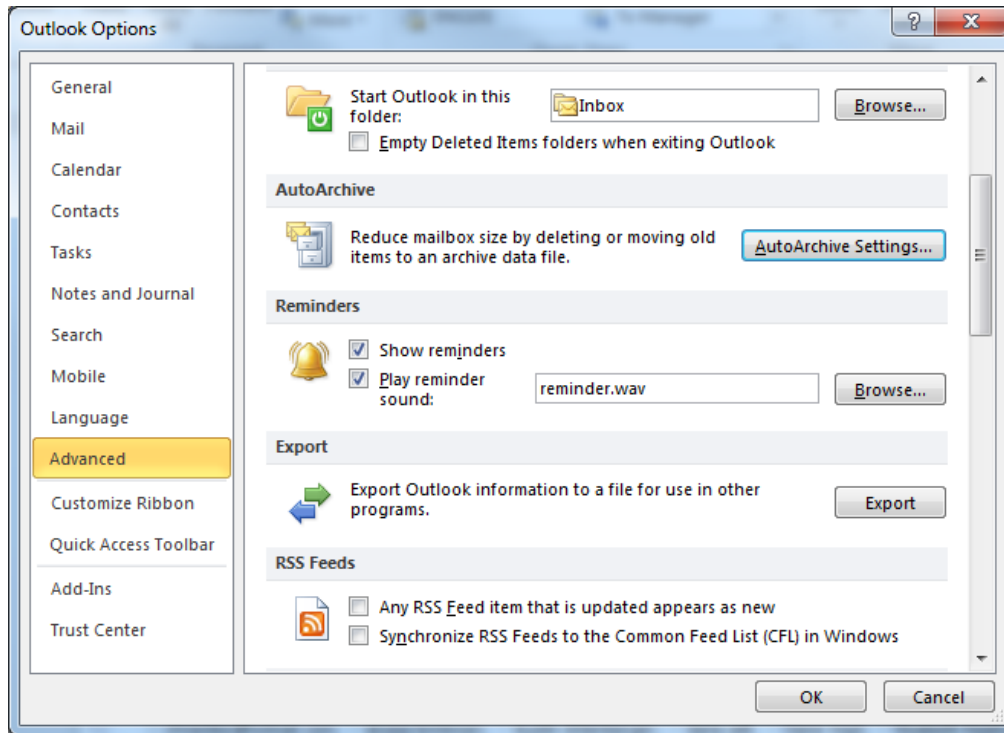


AutoArchiving

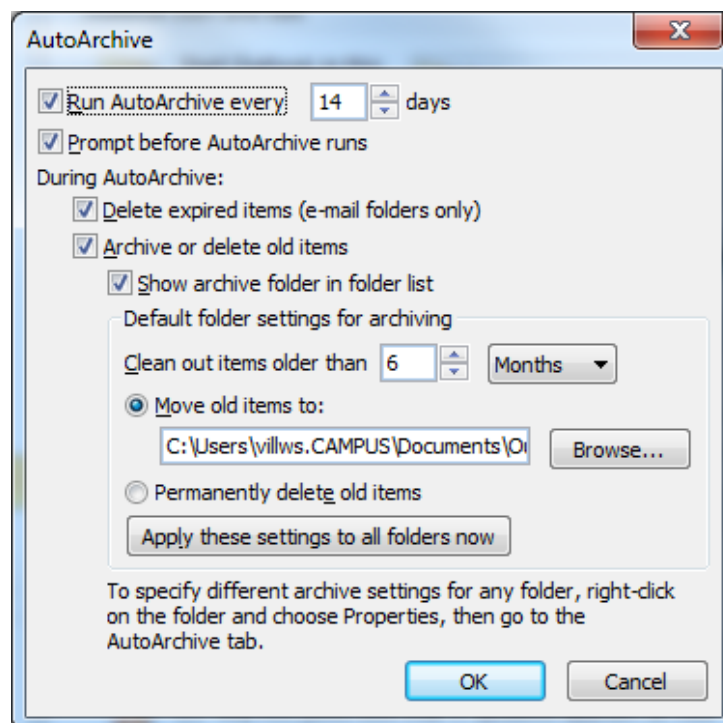
AutoArchive automatically moves items from their original location in Outlook to an archive file folder. AutoArchive is on by default and runs every 14 days.

Using AutoArchive

1. On the File tab click the Options command. Click the Advanced tab then click the AutoArchive Settings... button.



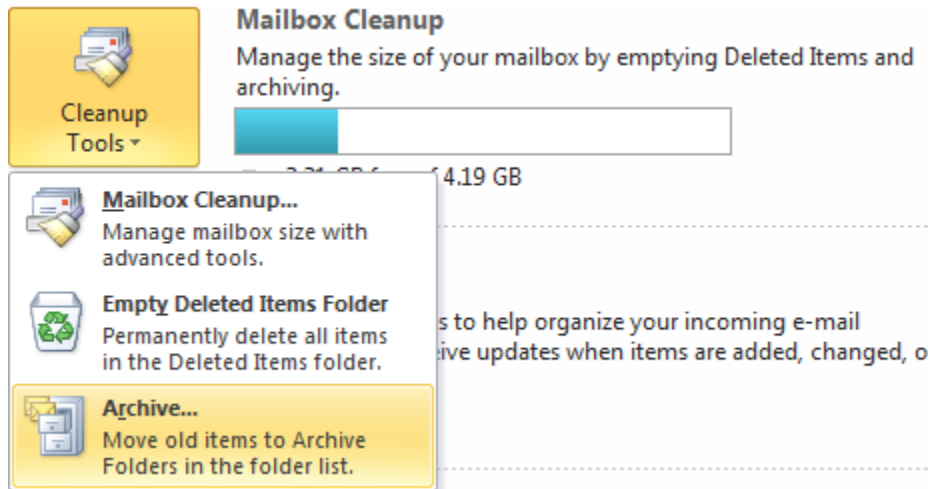
2. In the AutoArchive box, if you choose to keep this on, adjust the settings. If you choose to turn this off, click the checkbox at the top. Click the OK button when finished.



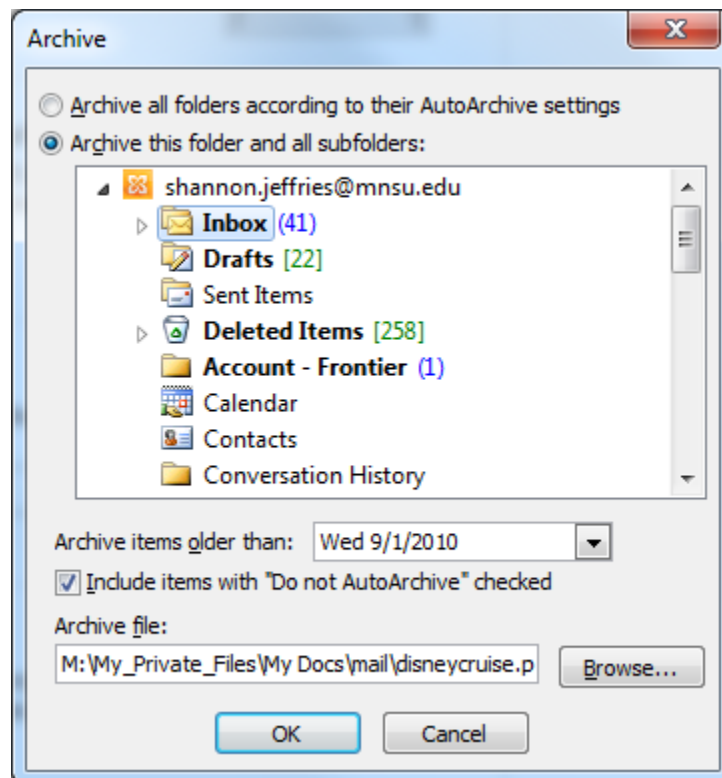
Out with the old (Archiving)

When archiving, the items in the folder are **removed** from the folder and placed in a .pst file that you specify.

1. On the File tab, click the Cleanup Tools button then click the Archive command.



2. In the archive dialog box, click the folder to be archived.
3. Click the drop box to specify a date for archiving. This will archive items OLDER than the date specified.
4. **VERY IMPORTANT:** Click the browse button to specify a location for the archived file and give the file an appropriate name with a .pst extension.
5. Click the OK button.

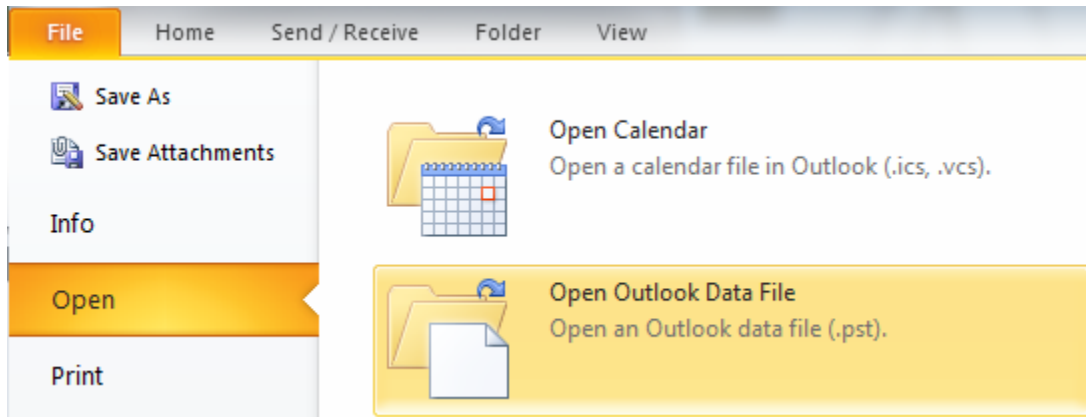


6. The archiving status will be displayed at the bottom of the screen in the status bar.

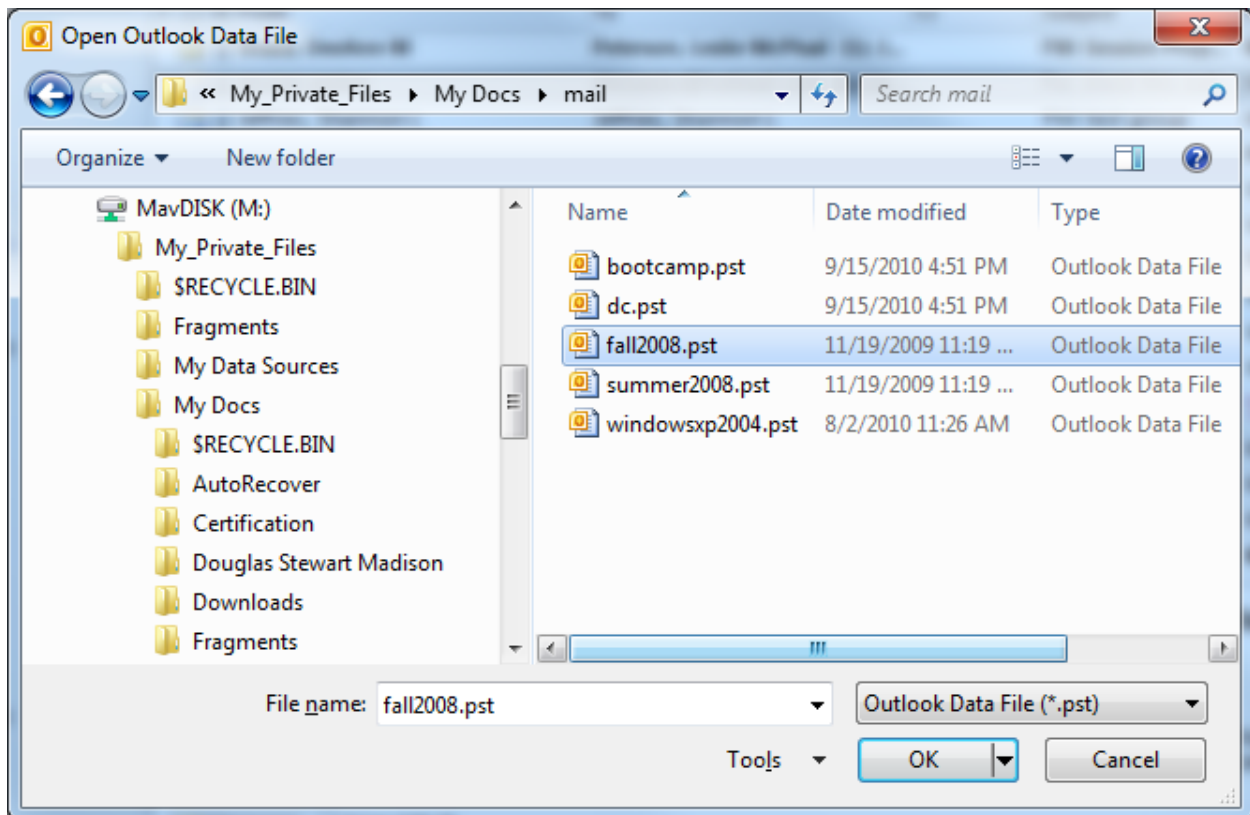


Opening an Archived File

1. Click the File tab, Open, Outlook Data File.



2. Locate the file. Once you find the file, click on it and click the OK button.

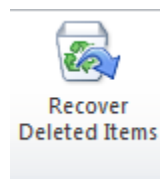


3. This will create a set of archive folders on the folder list on the computer you are working on.

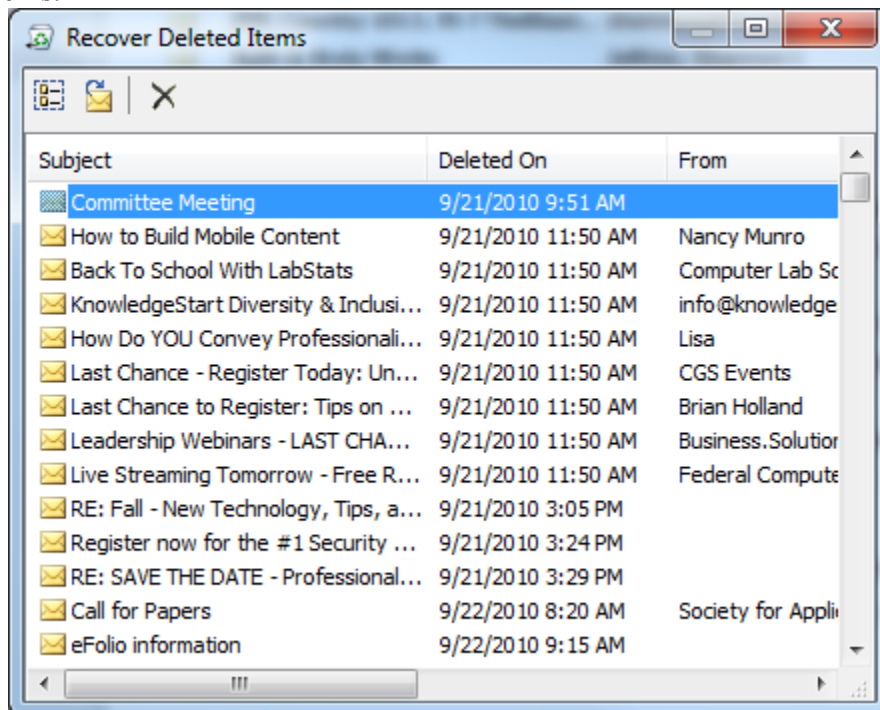
UNDELETE!!

Have you ever deleted mail from your Deleted Items folder and then wanted to retrieve it? In most cases, you can with Outlook 2010.

1. In the Folder list, click the Deleted Items folder.
2. On the Folder tab in the Clean Up group, click the Recover Deleted Items button.



3. Click the item you want to recover. To select multiple items, click the first item then hold down CTRL and click additional items.



4. Click the Recover Selected Items button.



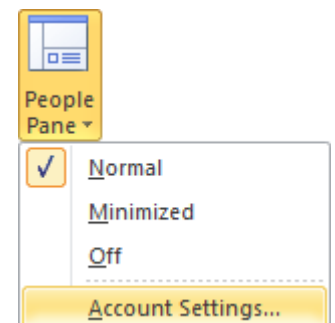
The items will be returned to your Deleted Items folder. Some items may no longer be recoverable because the system has limited the amount of time to approximately two weeks that deleted items are stored on the server.

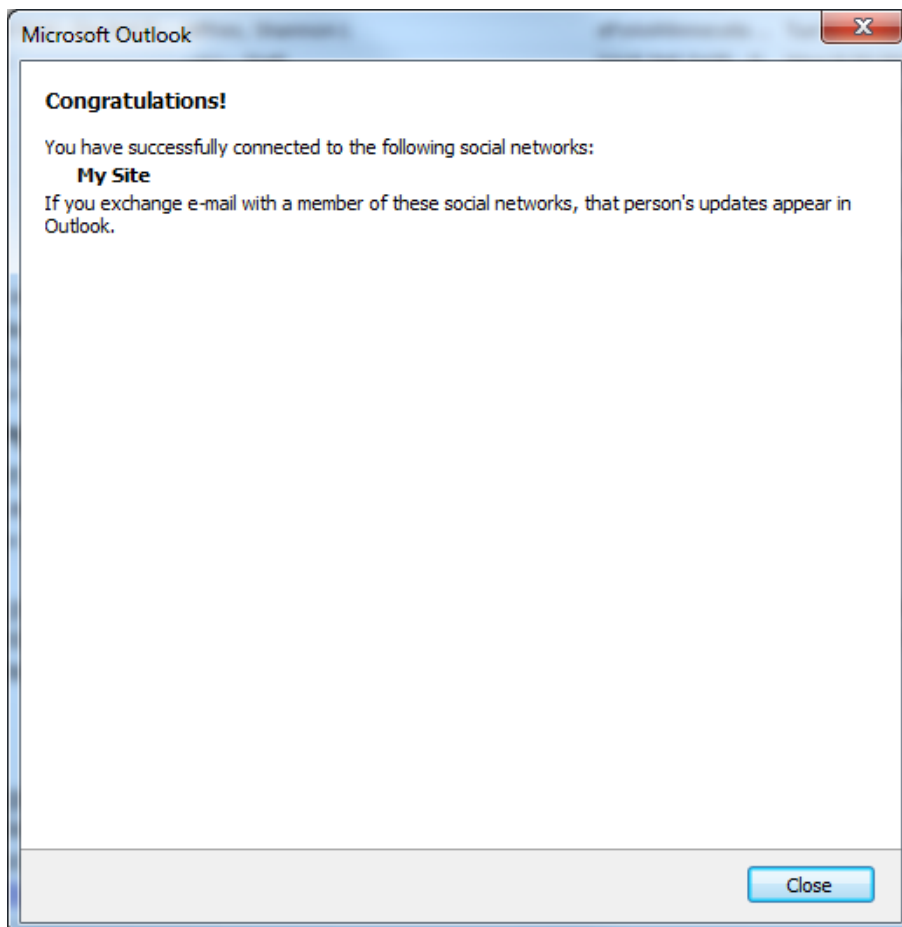
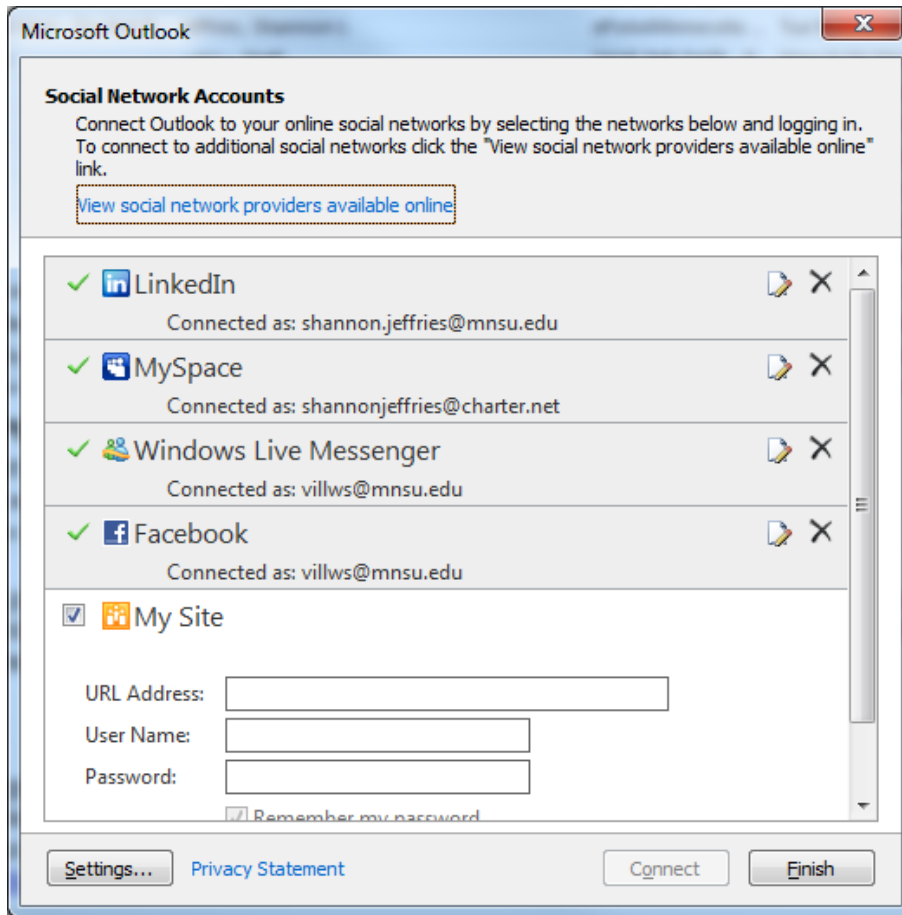
NEW! Outlook Social Connector

The People Pane for the Outlook Social Connector appears below the Reading Pane in the Inbox.

Add providers for your social networks:

1. Click the View tab, click the People Pane button then click Account Settings...
2. In the resulting dialog box, click the social network you want to be connected to and enter the requested information.
3. Click the Connect button.
4. Click the Finish button once the service is connected.
5. Click the Close button on the last dialog box.





Help Me!

- Press F1 in Outlook
- <http://www.microsoft.com/outlook>
- MSU Help Desk
 - 3rd floor of Memorial Library
 - 389-6654
 - helpdesk@mnsu.edu to e-mail the Help Desk
 - <http://helpdesk.mnsu.edu> to input your own call ticket

KEYBOARD SHORTCUTS

Inbox and Messaging

Press	To
Ctrl+Shift+I	Switch to Inbox
Ctrl+Shift+O	Switch to Outbox
Alt+Enter	Display message properties
Ctrl+A	Mark All
Ctrl+Shift-B	Open Address Book
Ctrl+C	Copy selected text
Ctrl+D	Delete selected message
Ctrl+E	Opens People Search Dialog
Ctrl+F	Forward selected message
Ctrl+Shift+F	Open Message Search Dialog Box/Advanced Find
Ctrl+N	Create new message
Ctrl+P	Print selected messages
Ctrl+R	Reply to the author of selected message
Ctrl+Shift+R	Reply to author and all recipients of selected message
Ctrl+U	Marks message as unread
Esc	Close window

Press	To create or open this item
Ctrl+Shift+A	Appointment
Ctrl+Shift+C	Contact
Ctrl+Shift+E	Folder
Ctrl+Shift+J	Journal entry
Ctrl+Shift+L	Contact group
Ctrl+Shift+M	Message
Ctrl+Shift+Q	Meeting request
Ctrl+Shift+N	Note
Ctrl+Shift+K	Task
Ctrl+Shift+S	Post in this folder

Calendar

Press	To
Day/Week/Month view	
Alt+# (1-9)	View from 1 through 9 days
Alt+0 (Zero)	View 10 days
Alt+Hyphen Sign	Switch to weeks
Alt+Equal Sign	Switch to months
Left Arrow	Go to the previous day
Right Arrow	Go to the next day
Alt+Down Arrow	Go to the same day in the next week
Alt+Up Arrow	Go to the same day in the previous week
Day view	
Home	Moves to the beginning of your work day
End	Moves to the end of your work day
Up Arrow	Select the previous block of time
Down Arrow	Select the next block of time
Page Up	Moves the selected block of time up screen by screen
Page Down	Moves the selected block of time down screen by screen
Shift+Up Arrow Or Down Arrow	Extend or reduce the selected time
Week or Month views	
Home	Go to the first day of the week
Page Up	Go to the same day of the week in the previous 5 weeks
Page Down	Go to the same day of the week in the next 5 weeks
Date Navigator	
Alt+Home	Go to the first day of the current week
Alt+End	Go to the last day of the current week
Alt+Up Arrow	Go to the same day in the previous week
Alt+Down Arrow	Go to the same day in the next week
Alt+Page Up	Go to the same day of the previous month
Alt+Page Down	Go to the same day of the next month