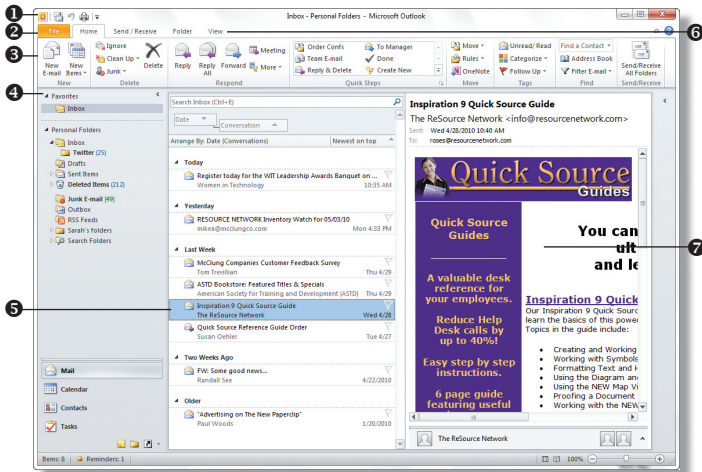


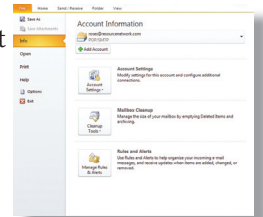
Getting Started

The Outlook Window



Using the Backstage View **NEW!**

The Backstage view allows you to quickly manage Outlook settings, such as Account Settings, Mailbox Cleanup, Rules, and Options. It also allows you to quickly save or print the selected file. To access the Backstage view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click on a tab (including the **File** tab) to exit the Backstage view.



Using the Navigation Pane

The following features are available in the **Navigation Pane**:

- **Mail** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **Contacts** – contains your contact list where you can store names, e-mail addresses, and other information.
- **Tasks** – the task list where you can create and manage tasks.
- **Notes** – the notes page where you can create and manage notes.
- **Folder List** – displays all folders in a hierarchical format.
- **Shortcuts** – displays Outlook shortcuts.

*Note: To customize the **Navigation Pane**, click the **Configure buttons** button and select options.*

Creating a New Folder

1. Click on the **Folder** tab.
2. Click the **New Folder** button in the **New** group.
3. Enter a name for the folder in the **Name** box.
4. Click the arrow on the **Folder contains** box and select the type of items the folder will contain.
5. Select where you want to place the folder in the **Select where to place the folder** box.
6. Click the **OK** button when you are finished.

Working with Folders

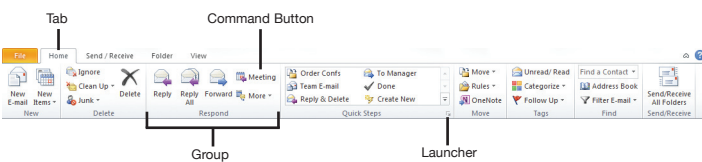
1. Click the **Folder List** button at the bottom of the **Navigation Pane**.
2. Select the folder you want to work with.
3. Click on the **Folder** tab and do one of the following:
 - To *rename the folder*, click the **Rename Folder** button in the **Actions** group. Enter a new name for the folder and press the **Enter** key.
 - To *copy the folder*, click the **Copy Folder** button in the **Actions** group. Select where you want to copy the folder to in the **Copy the selected folder to the folder** box and click the **OK** button.
 - To *move the folder to another location*, click the **Move Folder** button in the **Actions** group. Select where you want to move the folder in the **Move the selected folder to the folder** box and click the **OK** button.
 - To *delete the folder*, click the **Delete Folder** button in the **Actions** group. Click the **Yes** button to confirm deletion.
 - To *delete all of the items in a folder*, click the **Delete All** button in the **Clean Up** group. Click the **Yes** button to confirm deletion.

*Note: To view folder properties, click the **Folder Properties** button in the **Properties** group.*

- NEW!** 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- NEW!** 2 **Backstage View** – contains tools to manage Outlook settings.
- NEW!** 3 **Ribbon** – contains groups of tools for use with Outlook 2010.
- 4 **Navigation Pane** – contains shortcuts to Outlook folders and sections.
- 5 **View Pane** – displays the contents of the selected folder.
- 6 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 7 **Reading Pane** – displays the contents of the selected e-mail message.

NEW! Using the Ribbon

The ribbon contains command buttons for working within Outlook that are grouped by tasks.



Customizing the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** button to the right of the toolbar.
2. Select **More Commands** from the resulting menu.
3. Click the arrow on the **Choose commands from** box and select a category from the resulting menu.
4. In the left box, select the command you want to add and click the **Add** button.
5. *Optional:* To remove a command from the toolbar, select the command in the right box and click the **Remove** button.
6. Click the **OK** button when you are finished.

*Note: To quickly add a default command button to the **Quick Access** toolbar, click the **Customize Quick Access Toolbar** button and select a command from the resulting menu.*