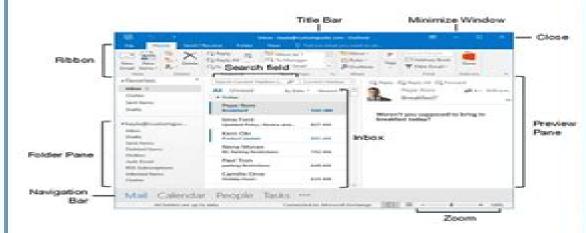




Free Quick References Visit reformation

#### The Outlook 2016 Program Screen



#### The Fundamentals

Newligate Outlook: Dick the icon (or label) for the view you want to open.

- Mail view displays your index and lets you browns your mail. The ribbon will display commands related to composing and managing email messages.
- Catendar view deplays your catendar. The ribbon will deplay commands that let you view, create, and edit meetings and appointments.
- 24 People view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- Tacks view displays your task list. The ribbon will show commands that let you create and modify tasks.

Use the Folder Panec Click a folder in the Folder pane to deplay that folder's contents.

Open an Item: Double-click an email, contact, appointment, or task to open it in its own window.

Delete an Items Select on ermal, contact, appointment, or task, then click the **Delete** × buffor on the Home tab of the ribbon.

Ohange Weers Click the Wew tab on the ribbon, then click the **Change View** <sup>Co</sup> button and select a view.

#### Search

Search: Click in the Search field at the top of the inbox and begin typing your search.

Refine Search Results: While searching, use the options in the Scope group on the Search tab.

- Current Mailbox searches all folders within the selected mailbox.
- Current Folder only searches within the current folder.
- Subfolders expands the search to include at the ownert folder's subfolders.
- All Outlook Items searches everything.
- From lets you filter messages from specific senders.
- Subject lets you litter by words in the subject line.
- Has Attachments lets you filter results by whether they have attachments.
- Categorized fitters by categories.
- This Week displays only items from the current week.
- Unread searches only unread messages.
- Ragged searches only fagged fems.
- Important only displays items set to high importance.
- More lets you apply advanced criteria.

#### Keyboard Shortcuts

#### General

Print	C64 + P
Undo	OM + 2
Copy	C64 + C
Out	Obd + X
Paste	O64 + V
New Rem.	OM + N
Delete selected item	Dell
Help	P1
Find an item	F3
Street Check	87

#### Navigation

Mail view	C64 + 1
Gallerydian Wesw	Ctrl + 2
Contacts view	C + NO
Tissace view	Ctrl + 4
Notes	Q64 + 5

#### Moil

New Meesage	OM + Shift + N
Peply	C06 + R
Poply Al	OHI - Shift - F
Forward	_064 + F
Save message as a draft	Ot# + S
Send	_Alt + S
Find and replace text	Ctrl + H
Check for New Messages.	C64 + M
Mark as Read	Ctrl + O
Mark as Urread	C64 + U

#### Calendar

New Appointment	OM + Shift + A
Go to Today	Ctel + T
Go to a Date	
Go to Previous Appointment.	Obd + .
Go to Next Appointment	Otel + .
Day view	Otel + Alt + 1
Work Week view	.064 + Alt + 2
Wilesex widow	C+ #A + M4O.
Month wew	_Ctrl + Alt + 4

#### Contacts

New Contect	Cont + Shall + C
New Contact Group	OM - Shift - L
Open the Address Book	OM - SWE - B

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