

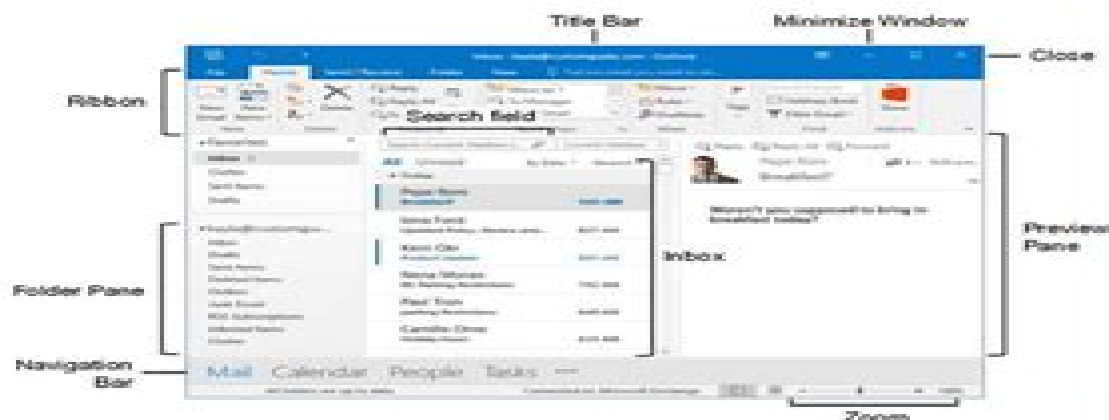


Microsoft®

# Outlook 2016 Basic

## Quick Reference Card

### The Outlook 2016 Program Screen



### Keyboard Shortcuts

#### General

Print .....	Ctrl + P
Undo .....	Ctrl + Z
Copy .....	Ctrl + C
Cut .....	Ctrl + X
Paste .....	Ctrl + V
New Item .....	Ctrl + N
Delete selected item .....	Del
Help .....	F1
Find an item .....	F3
Spell Check .....	F7

#### Navigation

Mail view .....	Ctrl + 1
Calendar view .....	Ctrl + 2
Contacts view .....	Ctrl + 3
Tasks view .....	Ctrl + 4
Notes .....	Ctrl + 5

#### Mail

New Message .....	Ctrl + Shift + M
Reply .....	Ctrl + R
Reply All .....	Ctrl + Shift + R
Forward .....	Ctrl + F
Save message as a draft .....	Ctrl + S
Send .....	Alt + S
Find and replace text .....	Ctrl + H
Check for New Messages .....	Ctrl + M
Mark as Read .....	Ctrl + G
Mark as Unread .....	Ctrl + U

#### Calendar

New Appointment .....	Ctrl + Shift + A
Go to Today .....	Ctrl + T
Go to a Date .....	Ctrl + G
Go to Previous Appointment .....	Ctrl + .
Go to Next Appointment .....	Ctrl + ,
Day view .....	Ctrl + Alt + 1
Work Week view .....	Ctrl + Alt + 2
Week view .....	Ctrl + Alt + 3
Month view .....	Ctrl + Alt + 4

#### Contacts

New Contact .....	Ctrl + Shift + C
New Contact Group .....	Ctrl + Shift + L
Open the Address Book .....	Ctrl + Shift + B

### The Fundamentals

**Navigate Outlook:** Click the icon (or label) for the view you want to open.

- Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.
- Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.
- People** view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- Tasks** view displays your task list. The ribbon will show commands that let you create and modify tasks.

**Use the Folder Pane:** Click a folder in the Folder pane to display that folder's contents.

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

**Delete an item:** Select an email, contact, appointment, or task, then click the **Delete X** button on the Home tab of the ribbon.

**Change Views:** Click the View tab on the ribbon, then click the **Change View** 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 all the current folder's subfolders.
- All Outlook Items** searches everything.
- From** lets you filter messages from specific senders.
- Subject** lets you filter by words in the subject line.
- Has Attachments** lets you filter results by whether they have attachments.
- Categorized** filters by categories.
- This Week** displays only items from the current week.
- Unread** searches only unread messages.
- Flagged** searches only flagged items.
- Important** only displays items set to high importance.
- More** lets you apply advanced criteria.

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# Microsoft Outlook Quick Reference Guide

**Stephen L. Nelson**



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Contacts Email Deleting an Item Undeleting an Item Using Categories Logging Off Also includes a list of keyboard shortcuts

Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips Beezix Software Solution, 2015-11-18 Four page laminated quick reference guide showing step by step instructions and shortcuts for how to use mail calendar people tasks and notes features of Microsoft Office Outlook 2016 Windows Version Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Outlook 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying Mail Folders Hiding Displaying the Folder Pane Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Quick Filters All and Unread Reading Messages Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Changing the Width of the List Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Marking a Message as Clutter Turning Grouping On Off Finding Mail Messages Using Task Flags Creating a Folder Favorite Folders Moving or Copying Messages Using Quick Steps Creating a Contact from a Message Creating a Distribution List Creating an E Mail Signature Manually Inserting Signatures Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Calendar Displaying the Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Creating Scheduling and Editing Meetings Repeating Appointments or Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating a Calendar Group Printing the Calendar Using a Calendar Group Using the Weather Panel People Displaying People Creating Linking Contacts Deleting a Contact E Mailing a Contact Searching for People Merging with Contacts Tasks and To Do Items Displaying To Do and Task List Folders Creating Tasks Putting Items in the To Do List Editing a Task Marking Complete Changing Task Order Assigning Tasks Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar

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**Microsoft Outlook 98 Field Guide** Stephen L. Nelson,1998 For beginning to intermediate users this field guide is the ideal concise reference on the road and in the office This A to Z compendium allows users to quickly find the information they need to accomplish tasks **Microsoft Outlook 2002** Diana Rain,2002



## Reviewing **Microsoft Outlook Quick Reference Guide**: Unlocking the Spellbinding Force of Linguistics

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