

# The Outlook 200x Cheat Sheet (not for "Outlook Web Access")

## Starting Outlook

Click Start, Programs, Microsoft Outlook

## Using E-mail

### Reading Mail

Double-click the entry in the index to open a message

### Deleting Mail

When reading the message, click the X (delete) icon.

When viewing the index, click the X (delete) icon.

### Sending mail

Click the "New Mail Message" button in the upper left corner of the screen

Click the To: button to display the global Address book and select the recipient

Type in your message and click the "Send" button at the top left to send

## Using the Calender

Click on "Calendar" in the Outlook Bar to the left of the screen

On the View menu, select the view that you want (1 day, 5 day week, 7 day week, 31 day month)

### **To create a new appointment,**

Click the "New Appointment" button at the top left

Enter the Subject, Location, Start and End times, and any notes you may have

Click the "Save and Close" button at the top left

## Using Contacts

Click on "Contacts" in the Outlook Bar to the left of the screen

Click the "New Contact" button at the top left

Fill in the appropriate data for the contact

Click the "Save and Close" button at the top left

## Creating Distribution Lists

Click on "Contacts" in the Outlook Bar to the left of the screen

Click on "File", "New", "Distribution List"

Enter a name for the Distribution List

Click "Select Members" and type names or select from the list to add members

When finished adding members, Click "OK" and "Save and Close" to save the list

To use the list, create a new message and type the list name in the To: field

## Using Tasks

Click on "Tasks" in the Outlook Bar to the left of the screen

Click the "New Task" button at the top left

Enter the subject of your task, and fill in appropriate data

Click the "Save and Close" button at the top left

When you have completed your task, click the checkbox next to Subject in the task list

## Exiting Outlook - Click the "X" at the top right, or click File, Exit and Log Off

## Setting Email Options

1. Click on "Tools", "Options"

2. Click on the Preference tab.

3. Click on the "E-mail Options" button.

4. Select the options you want to change. **Recommendations- select these:**

Close original message on reply or forward

Save copies of messages in Sent Items folder

Automatically save unsent messages

5. Click on "OK" to save these changes.

6. Click on the Mail Format tab.

7. Under "Compose in this message format", select "Rich Text".

8. Under Signatures, Select the "Signatures" button.

9. Click "New" and enter your initials for a signature name.

10. Click "Next", and enter what you would like your signature to look like.

11. Click "Finish" and "Ok" to set it as your default signature

12. Select the Spelling tab

**Recommendations- select these:**

Always suggest replacements for misspelled words

Always check spelling before sending

Ignore original message text in reply or forward

13. Click on the Other tab.

14. Select "Empty the Deleted Items folder upon exiting"

15. Click OK to save the changes and exit.