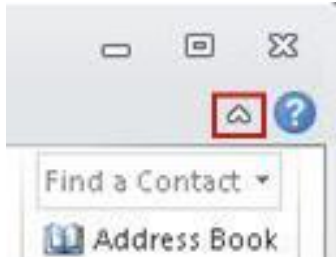


# Making the switch to Outlook 2010

## Quick Reference Card

### MINIMIZE OR MAXIMIZE THE RIBBON

- Click the small **Minimize/Maximize** button in the upper-right corner of the Outlook Window.



### CHANGE THE ARRANGEMENT OF A FOLDER

To switch between simple **Date** arrangement and **Date (Conversations)** arrangement:

- On the **View** tab of the ribbon, in the **Conversations** group, click **Show as Conversations** to either select or clear the check box and then, in the **Microsoft Outlook** dialog box, indicate whether you want to apply the change to all Outlook folders or only to the current folder.

To change from either **Date** arrangement or **Date (Conversations)** arrangement to any non-Date arrangement (or back again):

- On the **View** tab of the ribbon, in the **Arrangement** group, click the arrangement that you want.  
Depending on your screen resolution and the size of the Outlook window, you may have to click the **Arrange By** button to see the list of arrangements.

### ADD A COMMAND TO THE QUICK ACCESS TOOLBAR

- On the ribbon, right-click the command, button, or feature that you want to add to the Quick Access Toolbar, and then, on the shortcut menu, click **Add to Quick Access Toolbar**.

### REMOVE A COMMAND FROM THE QUICK ACCESS TOOLBAR

- On the Quick Access Toolbar, right-click the command that you want to remove, and then, on the shortcut menu, click **Remove from Quick Access Toolbar**.

## USE KEY TIPS (THE NEW KEYBOARD SHORTCUTS)

- Press the ALT key, and then press the key that corresponds to the tab, menu, or command that you want.

To clear Key Tips from the screen, press ESC.

## PRINT AN E-MAIL MESSAGE

1. Press CTRL+P to go to the **Print** tab in Backstage view.
2. Choose the options and settings that you want.
3. Click the big **Print** button.

## OPEN THE OUTLOOK OPTIONS DIALOG BOX

- Click the **File** tab to open Backstage view and then, in the left pane, click the **Options** button.

## REPLY TO A MESSAGE WITH A MEETING INVITATION

1. Select the message to which you want to reply with a meeting invitation and then, on the **Home** tab, in the **Respond** group, click **Meeting**.
2. In the meeting invitation that opens, add any other people that you want to include in the invitation on the **To** line.
3. Make any changes that you want to the **Subject** line.
4. Either manually specify a location, a date, and start and end times, or use the options in the **Room Finder** pane to specify them.
5. Add any appropriate text in the message body.
6. Click **Send**.

## USE CLEAN UP TO CLEAR OUT REDUNDANT MESSAGES FROM A SINGLE CONVERSATION OR A WHOLE FOLDER

1. Click a conversation that you want to clean up, or any conversation in a whole folder that you want to clean up.
2. On the **Home** tab of the ribbon, in the **Delete** group, click **Clean Up**. and then, on the drop-down menu, click one of the following:

- **Clean Up Conversation** To clean up the selected conversation.
- **Clean Up Folder** To clean up all conversations in the current folder, but not those in the current folder's subfolders.
- **Clean Up Folder & Subfolders** To clean up all conversations both in the current folder and in all of its subfolders.

## CHANGE WHERE CLEAN UP SENDS THE MESSAGES IT CLEARS OUT

1. Click the **File** tab to open Backstage view and then, in the left pane, click the **Options** button.
2. In the **Outlook Options** dialog box, click the **Mail** tab in the left pane, and then scroll down to the **Conversation Clean Up** section.
3. In the **Cleaned-up items will go to this folder** box, browse to and select the new destination folder, and then click **OK**.

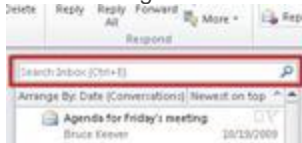
The check boxes here provide additional options for customizing **Clean Up**.

## USE IGNORE TO DELETE ALL MESSAGES IN A CONVERSATION, INCLUDING FUTURE ONES

- Click the conversation that you want to ignore and then, on the **Home** tab of the ribbon, in the **Delete** group, click **Ignore**.

## SEARCH

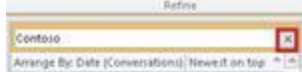
1. While viewing the folder where you expect to find the item, click in the **Search** box.



2. Do either or both of the following:

- In the **Search** box, type some text from the item that you want to find.
- Use the options on the **Search** tab to broaden or narrow the focus of your search until you find the item that you are searching for.

3. When you are done searching, click the **Stop Search** button at the end of the **Search** box.



## GET AROUND IN YOUR CALENDAR

1. On the **Home** tab in the Calendar, click the small arrow in the bottom corner of the **Go To** group.



2. Use the options in the **Go To Date** dialog box to specify the date you want to go to, and then click **OK**.
3. To get back to today, click the **Today** button (in the **Go To** group on the **Home** tab).

## CREATE A SIGNATURE

1. Click the **File** tab to open Backstage view and then, in the left pane, click the **Options** button.
2. In the left column of the **Outlook Options** dialog box, click **Mail**.
3. Under **Compose messages**, in the **Create or modify signatures for messages** subsection, click the **Signatures** button.
4. Use the options in the **Signatures and Stationery** dialog box to create your signature.  
**Note** To open this dialog box from a new e-mail message, click the **Signature** button in the **Include** group on the **Message** tab of the ribbon, and then click **Signatures**.

## ADD AN ADDITIONAL E-MAIL ACCOUNT

1. Click the **File** tab to open Backstage view and then, in the left pane, click the **Info** tab.
2. Click **Add Account** and follow the prompts.