

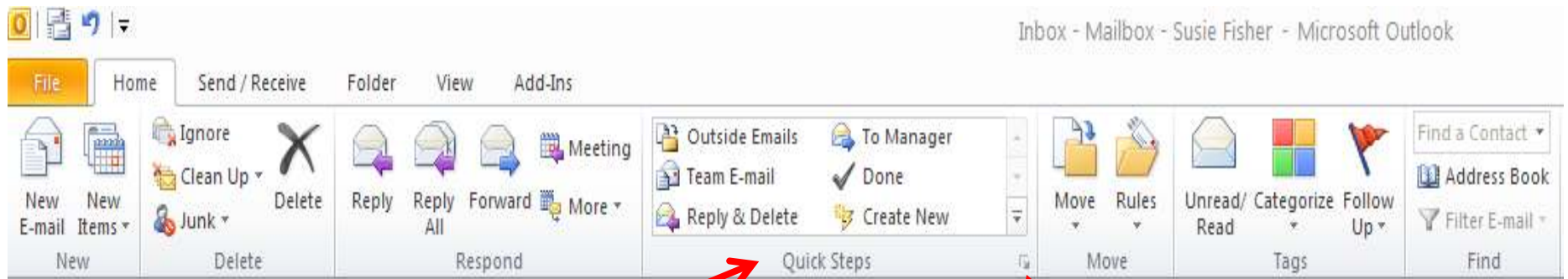
Outlook 2010

Convocation 2011



What's New?

The Ribbon-Somewhat like what you have in Word.



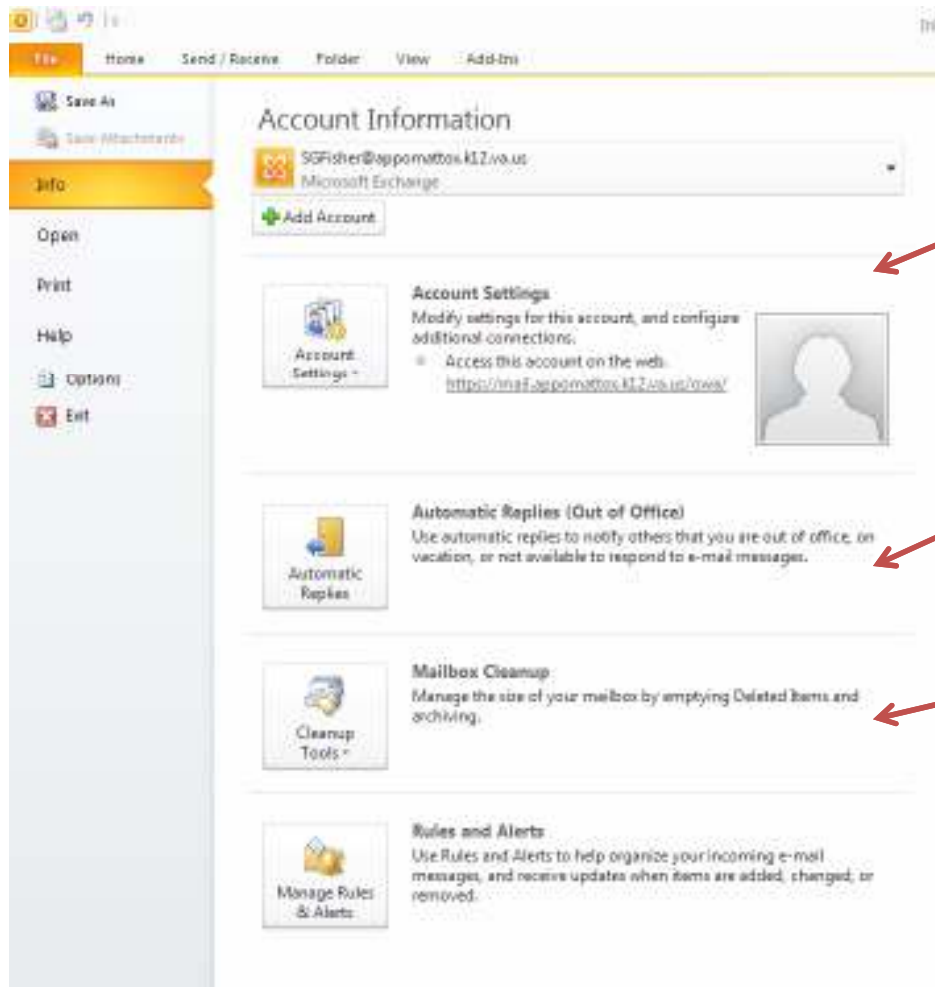
Quick Steps can be customized by clicking here-

Click on File

Manage your accounts, set up rules and Automatic Replies, and find other options.



Manage your Account



You will probably never change account settings.

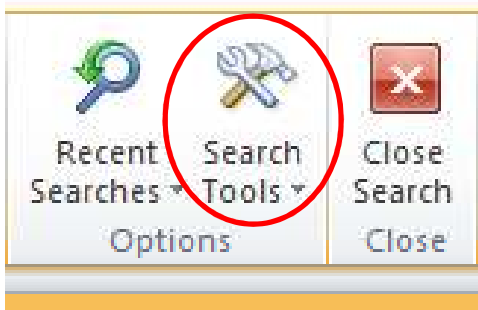
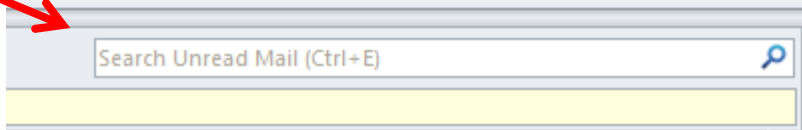
Use this if “out of Office”

Remember that when you archive, you can only retrieve your archived mail from the computer which you archived.

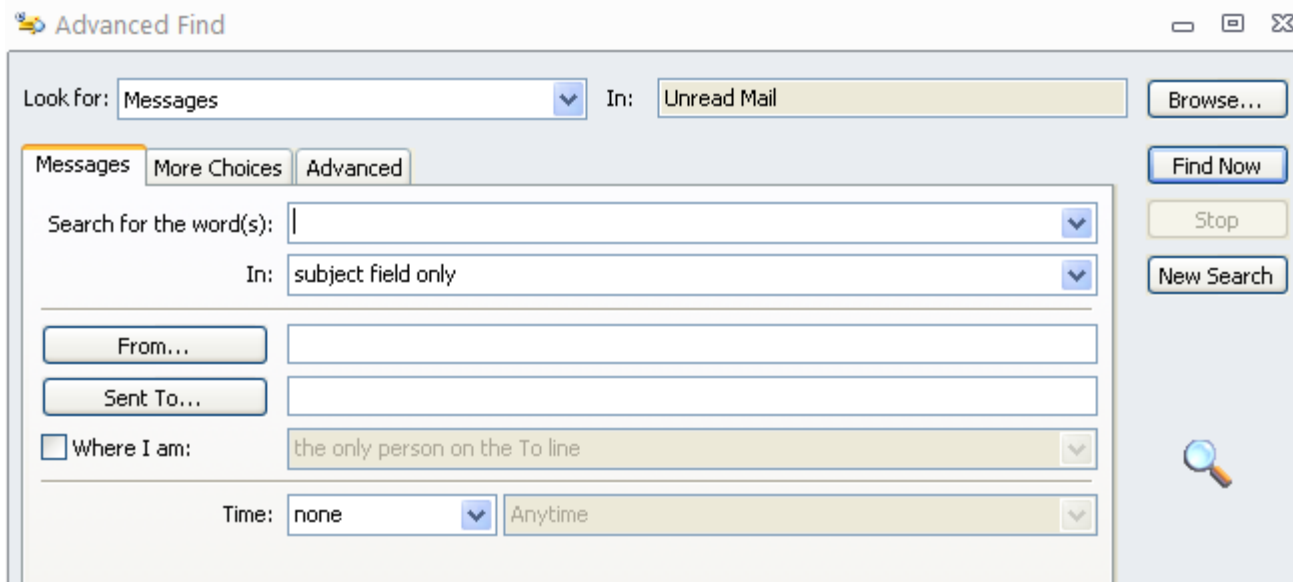
You can see all the rules you have set-up here.

A Better Way to Search

This is not the best way to search, but if you double-click it will open a search ribbon.



Go to “search tools”/Advance Find

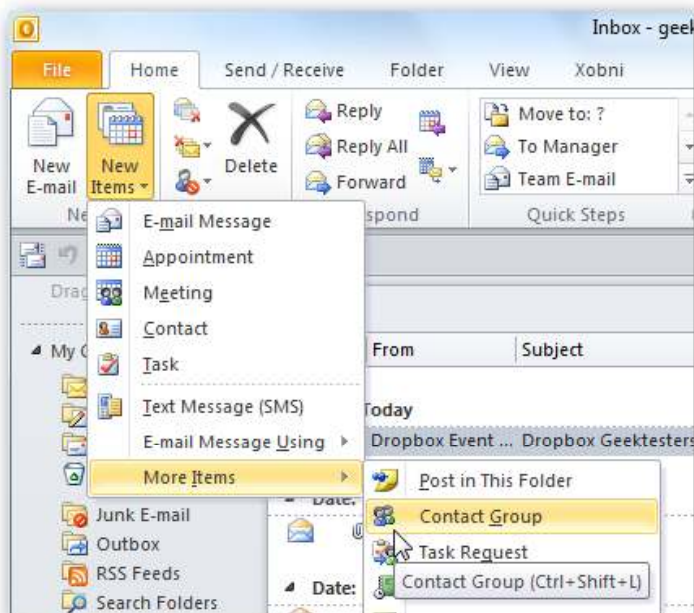


If you try to send a message without a subject, you will get prompted:

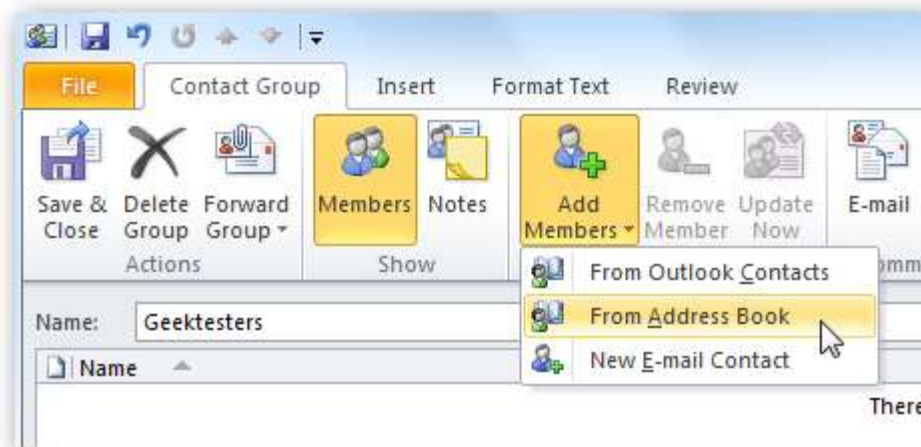


Forming Groups in Outlook

Open Outlook and click on New Items \ More Items \ Contact Group.



This opens the Contract Group window. Give your group a name, click on *Add Members*, and select the people you want to add from your Outlook Contacts, Address Book, or Create new ones.



If you select from your address book you can scroll through and add the contacts you want. If you have a large amount of contacts you might want to search for them or use Advanced Find.

After you have the contacts you want in the group, click Save & Close.

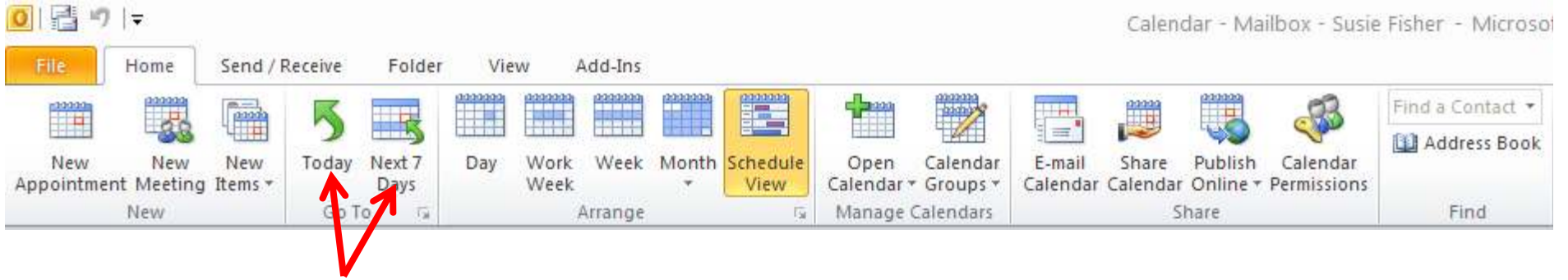
Resize Attached Photos

Reduce the picture dimensions Digital cameras can create very large images far in excess of the dimensions that most computer monitors can display full screen. Compressing the image to a smaller width and height can greatly reduce the file size. This option is available for pictures that are attached, but not displayed within the message body.

Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



Calendar



New in 2010

Create a calendar group

Click on Calendar. Then, in the Manage Calendars group of the Home tab, click Calendar Groups. Choose Create New Calendar Group, enter a name for the group, and click OK. Select the names of the contacts you want to add to the group, click Group Members, and click OK.