Microsoft Outlook 2010 Quick Reference Guide

The following instructions are quick references for Email and Calendar features in Microsoft Outlook. Topics include organizing and managing email, and scheduling individual appointments and group meetings.

I. Organize Your Email

A. Create Folders
1. In the Navigation panel of your folder list, right-click and choose the New Folder option. The Create New Folder window will appear.
2. In the Name box, type a name for the new folder.
3. Confirm that the appropriate parent folder (e.g., Inbox) is selected. Click the OK button.

B. View conversations
1. Select a folder from your Mailbox where the email conversation string is located.
2. Click the View tab, and then click the Show as Conversations check box.
3. The Microsoft Office window will appear.
4. Click the This folder button.
5. A triangle will appear next to email that has a conversation string. Click the triangle, and then email conversations will appear under the triangle.

C. Create a rule
1. Select the email on which you want to base a rule.
2. On the Home ribbon, click the Rules button, and then select Create Rule.
3. The Create Rule window will appear.
4. Click the From and Move the item to folder boxes. The Rules and Alerts window will appear.
5. Click the Outlook folder where you would like future messages to be stored, and then click on the OK button.

II. Compose an Email

A. Select a message format
1. Click the File tab, and then select the Options icon.
2. The Outlook Options window will appear. Click on the Mail option.
3. In the Compose message selection, click the drop-down arrow next to the Compose in this message format box.
4. Select one of three formatting options:
   - HTML (Default format in Outlook. Support various fonts, colors, bullet lists, and pictures.)
   - Rich Text (Support Microsoft Exchange Client 4.0 and 5.0 and all Microsoft Outlook versions.)
   - Plain Text (Don't support bold, italic, colored fonts, or other text formatting and pictures.)

B. Check spelling and grammar
1. Click the File tab, and then select the Options icon.
2. The Outlook Options window will appear. Click on the Mail option.
3. In the Compose messages section, click on the box next to Always check spelling before sending.
4. Click on the Spelling and AutoCorrection button for additional options.
Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at technology.pitt.edu.