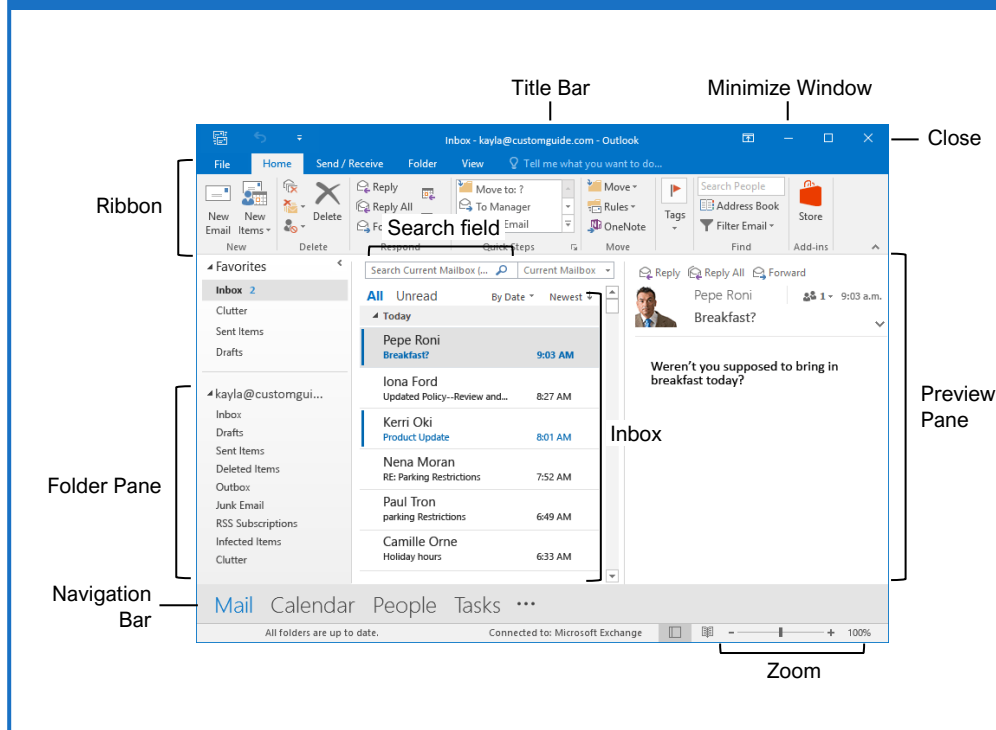




Outlook Basic

Cheat Sheet

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 + Q
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.

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

Restore a Deleted Item: Click the **Deleted Items** folder in the Folder pane, then click and drag an item back to its original folder.











































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.

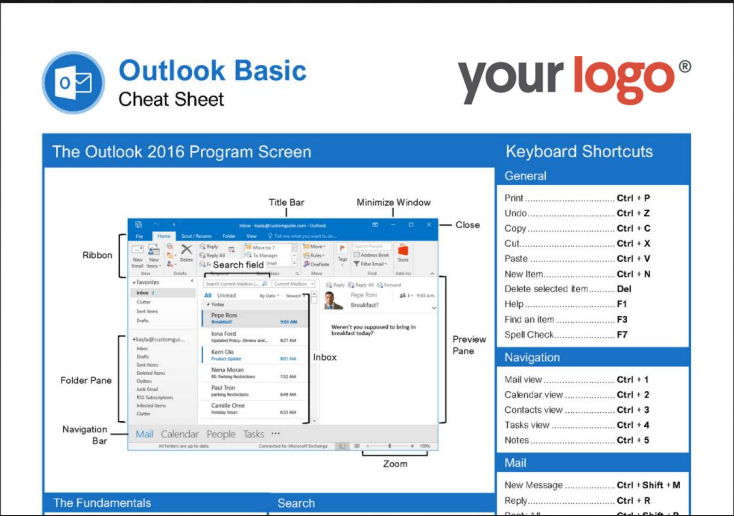
- **Current Mailbox** searches all folders within the selected mailbox.
- **Current Folder** only searches within the current folder.
- **Subfolders** expands the search to include all the current folder's subfolders.
- **All Outlook Items** searches everything.
- **From** lets you filter messages from 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.

Mail	Mail	Calendar
<p>Compose Email: Click the New Email  button on the Home tab. Enter recipients, a subject, and a message body, then click Send.</p> <p>Types of Recipients: When composing a new email, enter email addresses in the address fields.</p> <ul style="list-style-type: none"> • To contains the primary recipients, whom the message is directed to. • Cc (Carbon Copy) sends a copy of the message. While not the primary audience, these recipients may want to see the information presented. The Cc field is visible to all recipients. • Bcc (Blind Carbon Copy) sends a copy of the message, while keeping the Bcc field secret to other recipients. <p>View an Email in the Reading Pane: Select an email from the inbox to display it.</p> <p>Open an Email in a New Window: Double-click an email in the inbox.</p> <p>Mark an Email Read or Unread: Opening an email, or displaying it in the Reading pane, will automatically mark an unread email as read. Click the Unread/Read  button on the Home tab to toggle an email read or unread.</p> <p>Reply to an Email: Select an email in the inbox (or open an email in its own window) and click the Reply  button on the ribbon.</p> <p>Reply to All Recipients of an Email: Select an email in the inbox (or open an email in its own window) and click the Reply All  button on the ribbon.</p> <p>Forward an Email: Select an email in the inbox (or open an email in its own window) and click the Forward  button on the ribbon.</p> <p>Create a Signature: While composing an email, click the Signature  button on the Message tab and select Signatures. Click the New button, enter a name for the signature, and click OK. Create the signature in the Edit signature section and click OK.</p> <p>Insert a Signature: While composing an email, click the Signature  button on the Message tab and select a signature.</p> <p>Attach a File: While composing an email, click the Attach File  button on the Message tab. Select a file, then click Insert.</p> <p>Insert a Picture: While composing an email, click the Insert tab, click the Pictures  button, select a picture, and click Insert.</p> <p>Send Out-of-Office Replies: Click the File tab, click the Automatic Replies button on the Info tab, then click the Send Automatic Replies  button. Set the start and end dates for the auto reply, enter a message, and click OK.</p> <p>Set Message Priority: While composing an email, click the High Importance  or Low Importance  button on the Message tab.</p>	<p>Insert a Hyperlink: While composing an email, click the Insert tab, click the Hyperlink  button, select a type of link, fill in where the link will lead, and click OK.</p> <h3>People</h3> <p>Add a New Contact: Click the New Contact  button on the Home tab. Fill in the fields with the information that you have, then click the Save & Close  button.</p> <p>View the Address Book: Click the Address Book  button on the Home tab. Double-click a contact to open it and see more information.</p> <p>Add a Contact from the Address Book: Click the Address Book  button on the Home tab, double-click a contact, click the Add to Contacts button, enter any additional information you have, then click the Save & Close  button.</p> <p>Edit a Contact: Double-click a contact to open it in a new window, fill in the information fields with any additional information you have, then click the Save & Close  button.</p> <p>Import Contacts: Click the File tab, click Open & Export, and click Import/Export. Select Import from Another Program or File, then click Next. Select a type of file to import, then click Next. Click Browse, select a file, click OK, then click Next. Select your Contacts folder, click Next, then click Finish.</p> <p>Share a Single Contact: Select a contact, click the Forward Contact  button on the Home tab, and select a sharing format. Address and compose the resulting email, then click Send.</p> <p>Create a Contact Group: Click the New Contact Group  button on the Home tab, give the contact group a name, and click the Add Members  button. Select a source for a contact and double-click a contact to add it. Add as many contacts as you would like, click OK, then click the Save & Close  button.</p> <p>Add Members to a Contact Group: Double-click a contact group to open it, click the Add Members  button, select a source, and double-click a contact to add it. Click OK, then click the Save & Close  button.</p> <p>Remove Members from a Contact Group: Double-click a contact group to open it, select a contact from the list, and click the Remove Member  button.</p> <h3>Calendar</h3> <p>Create an Appointment: From the calendar view, click the New Appointment  button on the Home tab. Enter the appointment's details, subject, location, and start and end time, then click the Save & Close  button.</p> <p>Edit an Appointment: Double-click an appointment to open it, edit the appointment details, then click the Save & Close  button.</p>	<p>Reschedule an Appointment: Click and drag an appointment on the calendar to move it to a different day (in Month view) or time (in Day, Week, and Work Week view).</p> <p>Create an All-Day Event: While creating or editing an appointment, check the All-day event check box.</p> <p>Set a Reminder: While creating or editing an appointment, click the Reminder list arrow and select how long before the event you'd like to be reminded.</p> <p>Change Availability: While creating or editing an appointment, click the Show As list arrow and select an availability:</p> <ul style="list-style-type: none"> • Free shows that you're available. • Working Elsewhere indicates that you're working from another location. • Tentative shows that you have tentative plans and may or may not be available. • Busy indicates that you're busy and not available. • Out of Office shows that you're out of the office and not available. <p>Set Priority: While creating or editing an appointment, click the High Importance  button, or the Low Importance  button, on the Appointment tab.</p> <p>Create a Meeting: While viewing the calendar, click the New Meeting  button on the Home tab. Click To... and double-click the contacts you want to invite to the meeting, then click OK. Enter the meeting subject, location, date and time, and a message, then click Send.</p> <p>Track Meeting Responses: Select a meeting in your calendar and click the Tracking  button on the Meeting tab.</p> <p>Create a Recurring Appointment: While creating or editing an appointment, click the Recurrence  button on the Meeting tab. Choose a recurrence pattern, set a time range for the recurrence, then click OK.</p> <p>Edit a Recurring Appointment: Double-click a recurring appointment to open it, then choose whether to edit Just this one appointment or The entire series. Edit the appointment or the recurrence settings, then click the Save & Close  button.</p> <p>Delete a Recurring Appointment: Select a recurring appointment in the calendar, click the Delete  button on the Home tab, and select Delete Occurrence (to delete a single instance of the appointment) or Delete Series (to delete the entire series).</p> <p>Respond to an Invitation: Select an invitation in your inbox, click the Accept  button, the Tentative  button, or the Decline  button in the preview pane. Or, select an invited event in your calendar, click the Accept  button, the Tentative  button, or the Decline  button on the Meeting Series tab. Select whether to send a response and whether to edit it.</p>

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- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

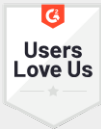
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