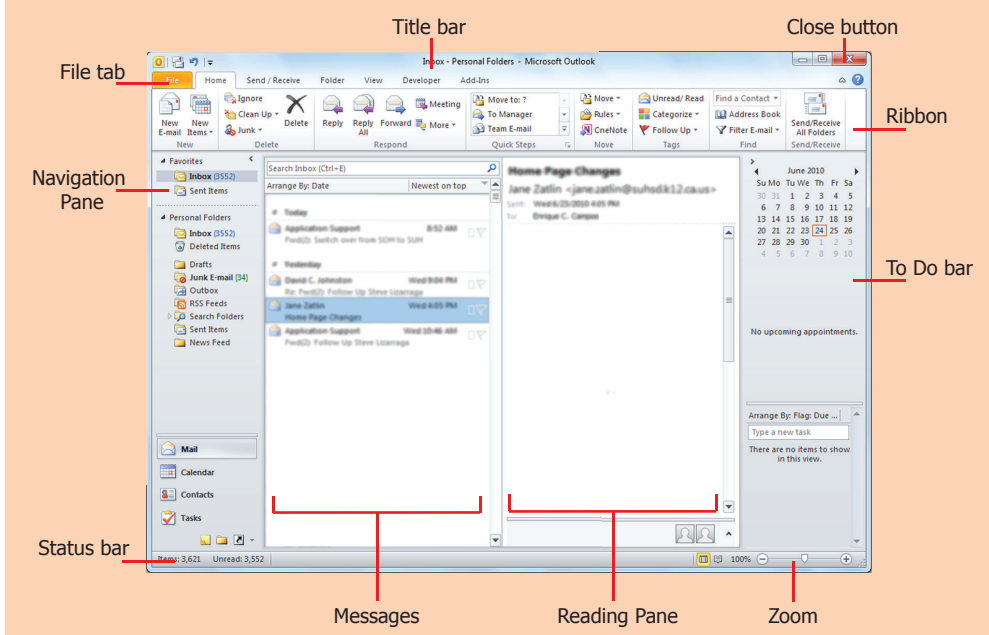




## OUTLOOK 2010 SCREEN



## NAVIGATION PANE

The Navigation pane is located at the left side of the Outlook window. It contains the Folder list as well as a customizable navigation menu to help you get around to the different features of Outlook.

**Mail:** Contains mail related folders like your Inbox, Sent Items.

**Calendar:** Lets you view and schedule appointments, event, and meetings.

**Tasks:** Organize to-do lists, track task progress, and delegatetasks.

**Contacts:** Store addresses, phone numbers, and e-mail addresses.

## BASIC E-MAIL ACTIVITIES

**To Access the Inbox:** Click the **Mail** button in the Navigation Pane.

### Message Indicators:

- Message has not been read.
- Message has been read.
- File is attached to the message.
- Message has high or low importance.

**To Open a Message:** Open the Inbox. Click a message to preview or double-click to open it.

**To Forward a Message:** Click the message, click the **Forward** button, enter e-mail addresses in the To box, enter comments in the text box, and click the **Send** button.

## SENDING E-MAIL MESSAGES

- Click the **New E-mail** button in the New group of the Home tab on the Ribbon.  
*A new untitled Message windows appears.*
- In the To: text box, type the e-mail address of the person you are sending the message to  
**OR**  
To search for recipients, click **TO...**  
*HINT: If you are sending to multiple people, use a semicolon(; ) to separate the E-mail addresses.*
- In the Subject text box, type the appropriate subject
- Press **<Tab>** key  
**OR**  
Click in the body of the message
- Complete the body of the message
- Click the **SEND** button.  
Your message is sent to the selected recipients.

## REPLYING TO E-MAIL MESSAGES

When you receive a message that you would like respond to, you can use the Reply or Reply All feature. Outlook supports replying to the original sender and replying to all individuals who received the original message.

### To reply to a message:

- Open the message you want to reply to
- Click the **Reply** button  
**OR**  
Click the **Reply to All** button
- Add your comments to the body of the message
- Click the **Send** button  
The message is sent and the message window closes.

## DELETING E-MAIL MESSAGES

There are a couple of common places from which you can delete an e-mail message: from the message window or from the inbox.

*Note: If you accidentally delete a message that you want to keep, you can retrieve it if your Delete Items folder has not been emptied yet.*

### From the Message Dialog Box

With the message window open click the **Delete** button.

### From the Inbox

From the Inbox select the message to be delete and click the **Delete** button.

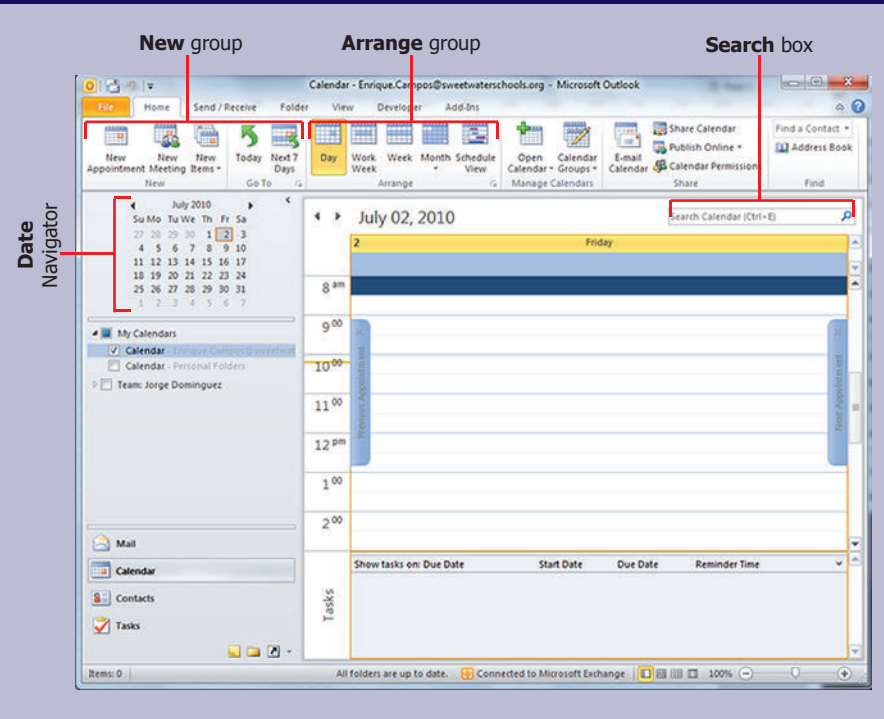
The message is delete and sent to the Delete Items folder.

**For training:**  
**Educational Technology**  
(619) 600-3300

**For support issues:**  
**Information Technology**  
(619) 585-7995



## CALENDAR VIEW



## COLOR CODING APPOINTMENTS

You can color code your calendar appointments by type by using Categories. The color serves as a visual clue for you and those that you share your calendar with.

### Applying Color by Category: Right Click Option

This option is available for Appointments that have already been created.

1. From the Navigation pane, click **CALENDAR**
2. From the Calendar, right click the Appointment that you want to categorize
3. Select **Categorize**
4. Select the desired Category

*NOTE: If you have never used this Category before, the Rename Category dialog box appears and you can type the new name.*

The Category and color are applied to the Appointment.

### Applying Color by Category: Dialog Box Option

This option can be used for new Appointments or Appointments that have already been created.

1. From the Navigation pane, click **CALENDAR**
2. Create a new Appointment  
OR  
Double click an existing Appointment to open it

The Appointment dialog box appears.

3. From the Appointment tab, in the Tags group, click **CATEGORIZE**
4. Select the desired Category or color

*NOTE: If you have never used this Category before, the Rename Category dialog box appears and you can type the new name.*

The Category and color are applied to the Appointment.

## ACCESS DISTRICT EMAIL OVER THE WORLD WIDE WEB

<https://webmail.sweetwaterschools.org/owa>

*NOTE: Please note that it must be **https** in order to get to the site.*

## BASIC CALENDAR ACTIVITIES

**To Open the Calendar:** Click the **Calendar** button in the Navigation Pane.

**To Change views:** Click a view option in the Arrange group.

**To view a Specific Date:** Click the date in the Date Navigator.

**To Schedule an Appointment:** Click the **New Appointment** button in the New group on the Home tab.

**To Schedule a Recurring Appointment:** Click the **New items** button in the New group on the Ribbon, select **More items** and then select **Recurring Appointment**.

**To Schedule a Meeting:** Click the **New Meeting** button in the New group on the Ribbon. Add recipients and meeting details and click **Send**.

**To Schedule an All Day Event:** Click the **New items** button in the New group on the Ribbon and select **All Day Event**.

**To Edit an item:** Double-click the item, make your changes, and click the **Save & Close** button in the Actions group on the Ribbon.

**To Delete an item:** Select the item and press **<Delete>**.

**To Search the Calendar:** Click in the Search box in the upper right corner. Type search keywords and press **<Enter>**.

## PRINTING YOUR CALENDAR

1. In the Navigation pane, click **CALENDAR**  
The Calendar view appears.
2. From the File menu, select **Print**
3. Under Settings, select the desired style  
*NOTE: If you need to edit the page setup click the **Print Options** button*
4. Click the **Print** button

## KEYBOARD SHORTCUTS

Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<F7>
Check for Mail	<F9>
Save, Close, and Send	<Alt> + <S>
Reply	<Ctrl> + <R>
Reply to All	<Alt> + <L>
Address Book	<Ctrl> + <Shift> + <B>
New Item	<Ctrl> + <N> (email, event and contact)
Search	<Ctrl> + <E>

## EDUCATIONAL TECHNOLOGY

<http://edtech2.suhds.k12.ca.us>