Microsoft®

Outlook 2013

Quick Reference Guide

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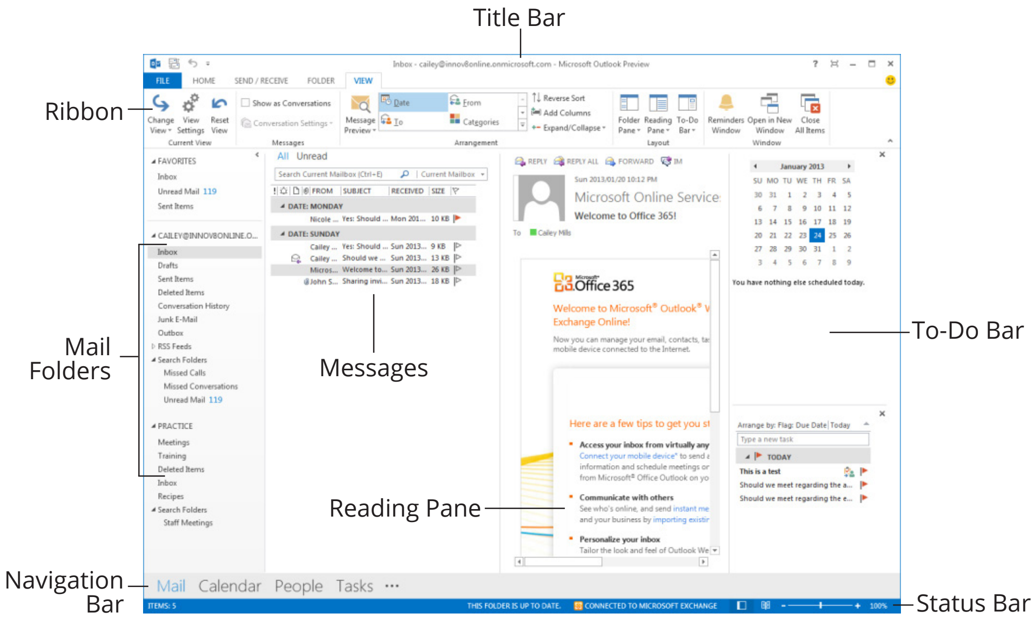
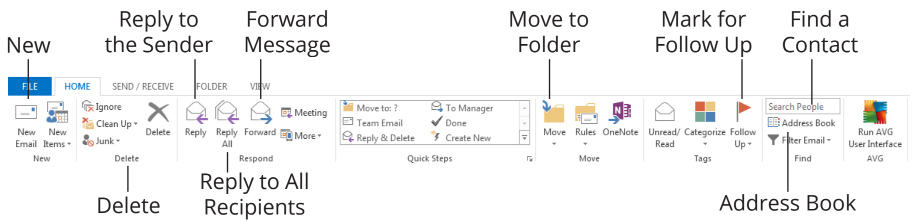
Outlook 2013 Screen



Messages: Basic Tasks



- **To Access the Inbox:** Click the **Mail** button in the Navigation Bar
- **To Check for New Messages:** Click the **Send/Receive** button on the Quick Access toolbar, or press **F9**.
- **Message Indicators:**
  - Message has not been read.
  - Message has been read.
  - File is attached to the message.
  - Message has high or low importance.
- **To Reply to the Message Sender:** Click the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Reply to All Message Recipients:** Click the message, click the **Reply to All** button, type your reply, and click the Send button.
- **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.
- **To Delete a Message:** Select the message and press the **Delete** key.

- **To Create a New Message:**
  1. Click the New **New** button or press **Ctrl + N**
  2. Enter the e-mail addresses in the **To** box, or click the To... **To** button to use the address book.
  3. Click the Cc... **Cc** button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
  4. Enter the subject of the message in the **Subject** box.
  5. Enter your message in the text box.
  6. Click the Send **Send** button.
- **To Attach a File:** Create a new message, click the **Attach File** button in the Include group on the Ribbon in the Message window, select the file you want to send, and click **Insert**.
- **To Send a Blind Carbon Copy (Bcc):** In the message window, click the **Options** tab on the Ribbon and select **Show Bcc** in the Fields group.
- Click the Bcc... **Bcc:** button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- **To Open an Attachment:** Double-click the attachment at the top of the message window.

Navigation Pane

Mail

Contains mail-related folders i.e. your Inbox, Sent Items and Search Folders. Use the Favorite Folders at the top of the pane for easy access to frequently-used folders.

Calendar

Enables you to view and schedule appointments, events, & meetings. View shared calendars & compare calendars by viewing them side by side.

People

Used to store and keep track of addresses, numbers, and e-mail addresses.

Tasks

Used to organise to-do lists, track task progress, and delegate tasks.

Notes

Use like electronic Post-It® Notes to write down information.

Folder List

Displays a list of all your Outlook folders in the Navigation pane.

Shortcuts

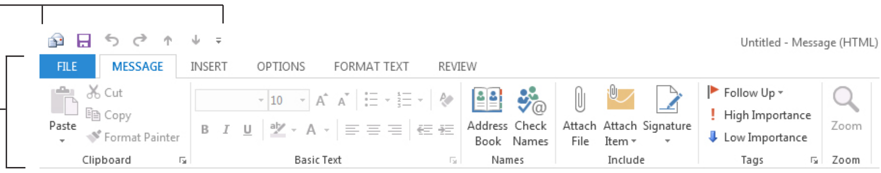
Shortcuts to folders and locations in Outlook for quick access.

Keyboard Shortcuts

Save	**Ctrl** + **S**
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**
Help	**F1**
Switch Between Applications	**Alt** + **Tab**
New Item	**Ctrl** + **N**

Message Window Features

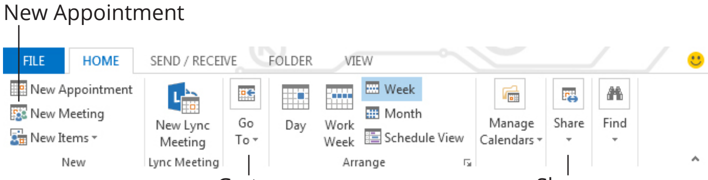
Like in Outlook 2010, the FILE menu & Ribbon replace the Office button & Standard Toolbar in Outlook 2013.



Messages: Advanced Tasks

- **To Flag a Message as a To-Do Item:** Right-click the message, select **Follow Up** from the contextual menu, and select a flag. Or, click the flag icon on the message. Or, select the message, click the **Follow Up** button on the Ribbon and select a flag.
- **To Clear a Flagged Message:** Right-click the message, select **Follow Up** from the contextual menu, and select **Clear Flag**.
- **To Categorise a Message by Color:** Click the **Quick Click** icon on the message. Or, right-click the message, select **Categorize** from the contextual menu, and select a color category. Or, select the message, click the **Categorize** button on the Ribbon, and select a flag.
- **To Recall a Message:** Open the **Sent Items** folder. Double-click the message, click the **Actions** button in the Move group on the Ribbon, and select **Recall This Message**. Choose to delete the message or replace the message with a new one in the dialog box and click **OK**. *You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.*
- **To Resend a Message:** Open the **Sent Items** folder. Double-click the message, click the **Actions** button in the Move group on the Ribbon, and select **Resend This Message**. Enter new recipients in the message window and click **Send**.
- **To Save a Message as a Draft:** Click the **Save** button on the Quick Access Toolbar in the message window. The message appears in the Drafts folder.
- **To Move an Item to a Different Folder:** Select the item, click the **Move to Folder** button and select the destination folder. Or, click and drag the item to a different folder in the Navigation Pane.
- **To Create a Distribution List:** Click the **New Items** button arrow on the Ribbon and point to More Items and select **Contact Group**. Click **Add Members** in the Members group on the Ribbon, select the location of the contacts you wish to use and select a name in the list. Click the **Members** button and repeat for each name to be added. Click **OK**, then click **Save & Close** in the Actions group.
- **To Create a Signature:** Go to **FILE**, select **Options** and click the **Mail** tab. Click the **Signatures** button, and create the new signature.
- **To Change a Message's Options:** In the message window, click the **Options** tab on the Ribbon and click the **More Options** Dialog Box Launcher. Here you can specify the level of importance / sensitivity of the message, add voting buttons to the message, indicate where replies should be sent to, choose to receive read receipts and encrypt the message or delay its delivery.
- **To Use the Rules Wizard:**
  1. Make sure that you're in the **Inbox**.
  2. Click **FILE** on the menu bar, click the **Info** tab select **Manage Rules and Alerts**, and click the **New Rule** button.
  3. Select the type of rule you want to create and click **Next**.
  4. Click the first piece of underlined text in the Step 2 box, which may be people or distribution lists, specific words, etc.
  5. Specify the criteria—person's name, a keyword, etc.—and click **OK**.
  6. Click the next piece of underlined text in the Step 2 box and specify the name of the folder where you want to move the messages or the action you want done to the message.
  7. Click **Finish** to complete the rule and click **OK**.

Calendar



- **To View the Calendar:** Click the **Calendar** button in Navigation Bar.
- **To Change Views:** Click the **VIEW** tab on the menu bar and select the desired view. Or, click one of the **Day**, **Week**, or **Month** view buttons.
- **To Schedule an Appointment:** Click the **New** button or press **Ctrl + N**.
- **To Schedule a Recurring Appointment:** Click **New Items** on the Ribbon and select **Appointment** from the menu. Click the **Options** arrow and then the **Recurrence** button. Fill in the fields and click **OK**.
- **To Schedule a Meeting Request:** Click the **New Meeting** button on the Ribbon and in **To...** field type the contact you wish to include.
- **To Schedule an All Day Event:** Click **New Items** arrow on the Ribbon and select **New All Day Event** from the menu.
- **To Reschedule an Item:** Double-click the meeting, appointment, or event, make your changes and click the **Save & Close** button.

Contacts

- **To View Your Contacts:** Click the **People** button in the Navigation Bar.
- **To Create a New Contact:** Click the **New** button on the Ribbon.
- **To Edit a Contact:** Double-click the contact.
- **To Find a Contact:** Type search keywords in the **Search Contacts** box.
- **To Delete a Contact:** Select the contact and press the **Delete** key.
- **To Change Views:** Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks & To-Do Items

- **To View Your Tasks:** Click the **Tasks** button in the Navigation Bar.
- **To Create a New Task:** Click the **New** button, press **Ctrl + N**, or type a new task in the text box at the top of the window or in the "**Type a New Task**" box in the To-Do Bar.
- **To Complete a Task:** In Simple List view, check the task's check box.
- **To Delete a Task:** Select the task and press the **Delete** key.
- **To Create a Recurring Task:** Double-click the task and click the **Recurrence** button on the Ribbon.
- **To Assign a Task:** Double-click the task, click the **Assign Task** button in the Manage Task group on the Ribbon, enter the person's name in the **To** box, and click **Send**.