

# Outlook® 2021 & 365 Introduction

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## Quick Reference Guide

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### Interface Basics

#### Classic vs. Simplified Ribbon

The **Classic Ribbon** is displayed along the top of the Outlook window and is divided into tabs ("Home," "Send/Receive," "Folder," etc.). Within these tabs are different groups of commands that perform various functions. The streamlined **Simplified Ribbon** contains similar, but also fewer, buttons. To **switch between ribbons**, click the "Ribbon Display Options" button at the right end of the Ribbon and select "Classic Ribbon" or "Simplified Ribbon."

### Contacts (People)

#### Displaying the Contacts Folder

1. Click the "People" button in the Navigation Bar at the bottom of the Outlook window.
2. Click the "View" tab in the Ribbon.
3. Click the "Change View" button in the Ribbon and select a view.

#### Creating Contacts

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact" button in the Ribbon.
3. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
4. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

#### Creating Contacts at the Same Company

Avoid entering duplicate company information when creating multiple contacts at the same company.

1. Select the contact with the information to copy.
2. Click the "Home" tab in the Ribbon.
3. In the Classic Ribbon, click the "New Items" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow.
4. Select "Contact from the Same Company."
5. Enter the contact information. **To show additional fields**, click the "Details" button on the "Contact" tab in the Ribbon. **To switch back**, click the "General" button on the "Contact" tab.
6. Click the "Save & Close" or "Save & New" button on the "Contact" tab in the Ribbon.

#### Editing Contacts

1. **To edit a contact**, double-click the contact. **Or**, select the contact, click the ellipsis (...) in the Reading Pane, and select either "Edit Contact" or "View Profile" Outlook (Contacts) from the menu.
2. Make any desired changes in the contact fields.
3. Click the "Contact" tab in the Ribbon.
4. Click the "Save & Close" or "Save & New" button in the Ribbon.

#### Deleting Contacts

1. Select the contact(s) to delete.
2. Click the "Home" tab in the Ribbon.
3. Click the "Delete" button in the Ribbon.

#### Printing Contacts

1. Select the contact(s) to print.
  2. Click the "File" tab in the Ribbon.
  3. Click the "Print" command at the left.
  4. Click the "Print Options" button and make selections, if desired.
  5. Click the "Print" button.
- To quickly print a single contact to your default printer:**
1. Right-click the contact.
  2. Select "Quick Print" from the menu.

### Creating Contact Groups

1. Click the "Home" tab in the Ribbon.
2. Click the "New Contact Group" button. **Or**, in the Simplified Ribbon, click the "New Contact" button's arrow and select "Contact Group."
3. Enter a group name in the "Name" field.
4. Click the "Contact Group" tab in the Ribbon, click the "Add Members" button, and select the "From Outlook Contacts" command.
5. Click on a contact in the "Select Members" dialog box and click the "Members" button to add them to the group. Repeat as desired.
6. **To remove a contact**, click to highlight it in the "Members" box and press the "Delete" key.
7. Click "OK," click the "Contact Group" tab in the Ribbon, and click the "Save & Close" button.

### Categorizing Contacts

1. Select the contact(s) to categorize.
2. Click the "Home" tab in the Ribbon.
3. Click the "Categorize" button in the Ribbon and select a category from the drop-down menu. Repeat as desired to assign multiple categories.

### Customizing Categories

1. Click the "Home" tab in the Ribbon.
2. Click the "Categorize" button in the Ribbon and select "All Categories" from the drop-down menu.
3. **To add a category**, click the "New" button, enter a name, select a color and shortcut key (if desired), and click "OK."
4. **To rename a category**, select it, click the "Rename" button, type a new name, and press "Enter."
5. **To delete a category**, select it, click the "Delete" button, and click "Yes" to confirm deletion.
6. **To edit a category**, select it and choose a new color and/or shortcut key from the drop-down menus.
7. Click "OK."

### Searching for Contacts

1. Click into the "Search" box at the top of the Outlook window.
2. Type a name or part of a name and press the "Enter" key. Outlook displays contacts that match.
3. **To display all contacts and stop searching**, click the "Close Search" button at the right end of the "Search" box.

### E-Mailing Contacts

1. Select the contact(s). **To select multiple contacts**, display a view other than People view.
2. In People view, click the contact's email address that appears in the Reading pane to the right. In any other view, click the "Home" tab in the Ribbon and click the "Email" button.
3. In the message window, enter a subject in the "Subject" field, complete the e-mail, and click the "Send" button.

### Mail Merging Contacts

1. Select or display the contacts to merge.
2. Click the "Home" tab in the Ribbon.
3. Click the "Mail Merge" button in the Ribbon. **Or**, in the Simplified Ribbon, click the "More Commands" ellipsis and select "Mail Merge."
4. Select "Contacts," "Fields to merge," "Document file," and "Merge Options." Click "OK."
5. Complete the document or e-mail. **To add a field**, click the "Mailings" tab in the Ribbon of Word, click the "Insert Merge Field" button, then select the field to add.
6. **To preview**, click the "Preview Results" button in the Ribbon.
7. Click the "Finish & Merge" button on the "Mailings" tab. Select a merge type. Click "OK."

### E-Mail: Reading & Organizing

#### Displaying the Mail Folders

1. Click the "Mail" button in the Navigation Bar at the bottom of the Outlook window.
2. **To display a specific folder**, click the desired folder in the Folder Pane at the left. If hidden, click the triangle to the left of the parent folder.

#### Displaying/Hiding the Folder Pane

1. Click the "View" tab in the Ribbon.
2. Click the "Folder Pane" button. **Or**, in the Simplified Ribbon, click "Layout," then select "Folder Pane."
3. Select a folder view from the menu.
4. **To display a minimized pane**, click the "Expand" button at the top of the pane. **To switch view to "Normal"**, click the pin button that replaces it.

### Reading Messages

The Reading Pane allows you to easily read e-mails without having to open them in a new window.

1. **To turn the Reading Pane on/off**, click the "View" tab in the Ribbon, click the "Reading Pane" button (in the Simplified Ribbon, click "Layout," then "Folder Pane"), and select a view or "Off."
2. **To resize the Reading Pane**, hover over the line separating the pane and the list of emails. Click and drag the double-headed arrow that appears.
3. **To view a message in the Reading Pane**, click to select it in the list of e-mails.
4. **To open an e-mail in a new window**, double-click it in the list of e-mails. When done, click the "Close" button in the window's upper-right corner.

### Viewing and Opening Attachments

1. **To quickly and safely preview an attachment**, click on the attachment below the message header. If prompted, click "Preview File." **To return to the message**, click the "Back to Message" button that appears above the attachment.
2. **To fully open an attachment in its native program**, double-click it. If the program does not exist on your computer, Windows will try to locate a program to open the attachment.
3. **To close the attachment and return to Outlook**, click the "Close" button in the upper-right corner.

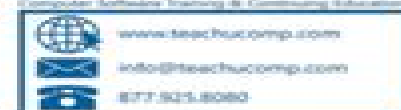
### Saving or Removing Attachments

1. View the message containing the attachment(s).
2. **To save an individual attachment**, right-click on it and choose "Save As" from the menu.
3. **To save multiple attachments**, right-click on one attachment and choose "Save All Attachments" from the menu. Click "OK" in the dialog box to save all. **Or**, hold down the "Ctrl" key while clicking to select or deselect certain attachments and then click "OK."
4. Select the folder in which to save the attachment(s), and click "OK" or "Save."
5. **To remove an attachment**, right-click it and choose "Remove Attachment" from the menu.

### Manually Sending and Receiving

1. Click the "Send/Receive" tab in the Ribbon.
2. Click the "Send/Receive All Folders" button. **Or**, press the "F9" key on your keyboard.

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Computer Software Training & Continuing Education



# Microsoft Outlook Cheat Sheet 201

**Rick Winter**



## **Microsoft Outlook Cheat Sheet 201:**

**Microsoft 365 Outlook For Dummies** Faithe Wempen, 2025-01-03 Get up to speed on Microsoft's world famous emailing scheduling collaborating and organizing super app Microsoft Outlook can do pretty much anything for you short of cooking you a steak dinner It can deliver and sort your email filter out the junk help you organize your life send data to the cloud sync up your various devices and even integrate with iOS and Android And in the latest edition of Microsoft Outlook For Dummies you'll learn how to do all of that and more Discover how to create automated mail handling rules translate messages into English or other languages and share your calendar with other people This latest edition even walks you through each of the four different versions of Outlook and their ideal use cases You'll also find straightforward content that shows you how to draft and send emails organize your calendars and set up to do lists tasks and reminders Easy explanations of hidden and advanced features that very few people know about or use setting you up to impress your coworkers Navigation tips for the Microsoft Outlook interface Perfect for novices who are brand new to Outlook Microsoft Outlook For Dummies is also a must buy resource for email veterans looking to pick up the latest tips for the newest versions of Microsoft's world famous email software

**Microsoft Office 2000 Cheat Sheet** Jennifer Fulton, 1999 You don't have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don't have much time but want to update skills

**iPhone For Dummies** Edward C. Baig, Bob LeVitus, 2020-12-30 The latest edition updated to cover iOS 14 and iPhone 12 Nothing seems to change faster than an iPhone Just when you think you know your way around the device a new update arrives and you have to learn everything all over again This fully revised edition of iPhone For Dummies arrives just in time to keep you up to date on iOS 14 the version of the iOS operating system released in late 2020 as well as all the updated features of iPhone 12 But don't worry if you're sticking with your current iPhone or buying an older model This book offers help on using any iPhone that runs iOS 14 all the way back to iPhone 6 Written by two longtime Apple fans and experts this revised guide covers the essentials you'll need to know about the industry leading device and its slick iOS operating system kicking off with set up navigating settings hooking up to wifi sharing audio and video and then gearing you up to warp speed with the many incredible ways this smartphone's tools and apps can bring a joyful extra dimension to your life Explore the basics of iOS 14 Enhance your interests with apps Get artsy with photos video and more Troubleshoot common problems Learn what makes the iPhone 12 different than the 11 X SE or older models Whether you're just getting started with a new phone or want to get even more from your current version iPhone For Dummies puts the power right at your fingertips

**Windows 10 For Dummies** Andy Rathbone, 2018-04-19 The 1 source for Windows 10 help Millions of Windows users have turned to Windows For Dummies for quick friendly and easy to understand help with their computers Windows 10 For Dummies 3rd Edition continues this tradition as it helps you navigate the twists and turns of Windows Start at the beginning to discover the basics of the Windows interface or flip to later chapters to help

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SharePoint For Dummies Rosemarie Withee,Ken Withee,2025-05-06 Become a SharePoint power user with this quick and easy guide to its many features SharePoint For Dummies is your trusted instruction manual as you learn to create sites upload and manage documents collaborate with coworkers and streamline workflows Updated to include new AI functionality with Copilot this edition walks you through the steps you ll need to take to customize SharePoint and take advantage of all it has to offer You ll also learn how to integrate SharePoint with the tools you already use so it s easy and seamless to make the shift to online file sharing and version control You can manage who has access to view and edit files and you can track automate and summarize content all with this powerful Microsoft platform and SharePoint For Dummies as your guide Learn what SharePoint does and discover features that can improve your processes Integrate Microsoft s AI Copilot to do more with Sharepoint Customize your SharePoint sites by applying styles and custom layouts Improve collaboration and boost efficiency with advanced SharePoint features This easy to follow book is a must for anyone looking for quick answers to SharePoint questions whether you have experience with SharePoint or are just getting started **Windows 11 All-in-One For**

**Dummies, 2nd Edition** Ciprian Adrian Rusen,2025-02-11 A deep dive into the Windows for beginners and advanced users alike Windows 11 All in One For Dummies 2nd Edition is your most thorough source of information on the world s 1 computer operating system This 800 page reference guides you through the art of navigating the Windows interface setting up personal accounts and digging into the menus settings and features that you need to become a power user With this jargon free guidebook you ve got access to tips tricks and how tos from a Windows insider including how to take advantage of artificial intelligence tools built into Windows Discover how to get your apps working across multiple devices manage your data enhance your copy of Windows with apps and add ons and keep everything secure and running smoothly This Dummies guide is packed with what you need to know to take control of your Windows experience Get started with Windows 11 customize your operating system and learn your way around Find install and manage third party apps so you can work and play how you want to Share files and documents backup your data online and manage wi fi connections Discover how Microsoft s artificial intelligence tool Copilot makes working with Windows even easier Windows 11 All in One For Dummies 2nd Edition provides the deepest dive into Windows on the market Customize and troubleshoot as needed with 10 books in 1

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*Internet Cheat Sheet* Ned Snell, 1999 Que s Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with the Internet Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to get connected to the Internet for using and exploring

*Designing Websites with Publii and GitHub Pages* Brad Moore, 2025-05-29 Does getting online seem overwhelmingly difficult Are you paying too much for your hosting solution Have you always wanted to have a blog but don t know where to start Do you settle for a Facebook page for your business website but know you need more The solution to these problems is choosing the right tools This book will guide you through the process of setting up a Publii based publishing platform and hosting your site for free on GitHub Publii is a free open source desktop application that runs on Windows Mac and Linux and makes building the website or blog you dream of is a simple process This book walks you through the process of installing and using Publii setting up accounts on GitHub and hosting a static blog or website there You will gain background insights on here to get no cost imagery for website how to leverage AI to generate ideas outlines and images You ll also review search engine optimization SEO best practices to ensure your site is searchable Designing Websites with Publii and GitHub Pages is your roadmap to creating a website and understanding how the publishing workflow works What You Will Learn Use text editors such as WYSIWYG Block and Markdown Make a page from a post Work on advanced processes such as installing themes and plugins Manage and back up your data Explore GDPR and cooking banner considerations Who This Book Is For Those with limited or no programming or compute skills who want to learn how to set up a website

**Microsoft Excel 2000** Rick Winter, 1999 This cheat sheet

provides a knowledge base needed to ready for the Excel 2000 MOUS exam Each chapter is designed to introduce explain and teach necessary skills to pass certification including hands on practice labs requiring usage of learned skills Highlighted text and margin notes denote special interest topics from the author Web sites features more practice exercises *Windows 11 For Dummies, 2nd Edition* Alan Simpson,2024-10-16 Take control of your Windows 11 experience the easy way With millions of copies sold over 18 editions Windows For Dummies is the all time best selling tech reference and there s a reason Windows 11 For Dummies 2nd Edition brings you up to speed on the latest version of Windows so you can make your PC operate the way you need it to with no guesswork This straightforward and approachable resource helps you keep your PC or laptop humming helping you do things like create user profiles get connected to networks find lost files make your computer play nice with a printer and fix the most common Windows hiccups New Windows users and upgraders alike can swiftly get up and running with Windows 11 thanks to this wildly popular guide Discover updated tips and tricks for the latest version of Windows operating system Get jargon free instructions on setting up your computer keeping your data safe and tailoring your Windows experience Find the apps you need and avoid all the extras you don t need Walk through the most common features of Windows 11 Even if you have no prior experience with Windows Windows 11 For Dummies 2nd Edition is your go to guide for learning this popular operating system Intermediate PC users will also find the insider info they need to keep their computers running smoothly and securely *Windows 10 All-in-One For Dummies* Woody Leonhard,2018-06-15 Welcome to the world of Windows 10 Are you ready to become the resident Windows 10 expert in your office Look no further This book is your one stop shop for everything related to the latest updates to this popular operating system With the help of this comprehensive resource you ll be able to back up your data and ensure the security of your network use Universal Apps to make your computer work smarter and personalize your Windows 10 experience Windows 10 powers more than 400 million devices worldwide and now you can know how to make it work better for you with Windows 10 All in One For Dummies You ll find out how to personalize Windows use the universal apps control your system secure Windows 10 and so much more Covers the most recent updates to this globally renowned operating system Shows you how to start out with Windows 10 Walks you through maintaining and enhancing the system Makes it easy to connect with universal and social apps If you re a businessperson or Windows power user looking to make this popular software program work for you the buck stops here **Indian National Bibliography** B. S. Kesavan,2000 **Laptops For Seniors For Dummies** Nancy C. Muir,2017-10-05 Get the most out of your laptop or tablet PC Laptops For Seniors For Dummies makes it easier than ever for the 50 set to enjoy a laptop or tablet PC by taking the intimidation out of working with a new device Featuring larger text and images this bestseller empowers you to keep up with your kids or grandkids with all the latest and greatest that technology has to offer Assuming no prior knowledge this accessible guide starts from the beginning by helping you select the right laptop or tablet for your needs shows how the various parts connect together and illustrates how to use the keyboard and

mouse Once you've chosen your device and mastered the basics this book will help you navigate your way around the Windows 10 operating system show you how to use the touchscreen capabilities and so much more In no time at all you'll wonder why you hadn't bought a laptop sooner Keep in touch with family and friends through email and social networking sites Get on the internet to shop and browse your favorite sites Ensure your information is safe online Use the latest applications for work and play Everything you love about your desktop computer can be conveniently taken on the go with a laptop Laptops For Seniors For Dummies will help you have fun and feel successful with your new device *American Book Publishing Record*, 1999 **Forthcoming Books** Rose Arny, 2000 *Discover Sociology: Core Concepts* Daina S. Eglitis, William J. Chambliss, 2019-11-08 2020 SAGE Keith Roberts Teaching Innovations Award enabling graduate students and early career faculty to attend the annual ASA pre-conference teaching and learning workshop Discover Sociology Core Concepts explores sociology as a discipline of curious minds with the theoretical conceptual and empirical tools needed to understand analyze and even change the world It is adapted from Discover Sociology Fourth Edition and offers in-depth coverage of 12 high-priority topics that are at the core of almost all introductory sociology courses The Second Edition of Core Concepts maintains its reader-friendly narrative and the hallmark themes of the parent book including the unequal distribution of power in society Inequality Matters the sociological imagination Private Lives Public Issues career skills What Can I Do With a Sociology Degree and civil discourse Discover and Debate In response to reader's requests this edition features expanded coverage of issues such as intersectionality popular culture and changes in the contemporary population of college students in the U.S. Additionally updated social indicators bring in the latest data available from the U.S. Census Bureau the Bureau of Labor Statistics the Centers for Disease Control and Prevention and the Pew Research Center among others to ensure that discussions and figures remain timely This title is accompanied by a complete teaching and learning package Digital Option Courseware SAGE Vantage is an intuitive digital platform that delivers this text's content and course materials in a learning experience that offers auto-graded assignments and interactive multimedia tools all carefully designed to ignite student engagement and drive critical thinking Built with you and your students in mind it offers simple course set-up and enables students to better prepare for class Assignable Video with Assessment Assignable video available with SAGE Vantage is tied to learning objectives and curated exclusively for this text to bring concepts to life LMS Cartridge formerly known as SAGE Coursepacks Import this title's instructor resources into your school's learning management system LMS and save time Don't use an LMS You can still access all of the same online resources for this title via the password-protected Instructor Resource Site SAGE Lecture Spark Designed to save you time and ignite student engagement these free weekly lecture launchers focus on current event topics tied to key concepts in Sociology *Microsoft Outlook 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide* TeachUcomp, 2018-11-30 Designed with the busy professional in mind this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Outlook 2019 When

you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts **Microsoft Outlook 2016**

**Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide** TeachUcomp Inc.,2016-05-10 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Outlook 2016 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 68 topics covered this guide is perfect for someone new to Outlook or upgrading from a previous version Topics Include Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts Outlook for Microsoft 365 (New Outlook) Quick Reference Guide Laminated Cheat Sheet

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## Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Microsoft Outlook Cheat Sheet 201**

In a world inundated with screens and the cacophony of quick communication, the profound power and mental resonance of verbal artistry often diminish into obscurity, eclipsed by the continuous onslaught of noise and distractions. However, located within the musical pages of **Microsoft Outlook Cheat Sheet 201**, a captivating function of literary brilliance that pulses with organic thoughts, lies an wonderful trip waiting to be embarked upon. Penned by a virtuoso wordsmith, this exciting opus books visitors on an emotional odyssey, lightly revealing the latent possible and profound influence stuck within the complicated web of language. Within the heart-wrenching expanse of the evocative analysis, we can embark upon an introspective exploration of the book is central subjects, dissect its fascinating publishing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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