

# BrainStorm Quick Start Card for Microsoft Outlook Web App 2010

## Getting Started

Microsoft® Outlook® Web App 2010 is a comprehensive, web-based collaboration tool that makes it easy to send and receive e-mail, coordinate schedules and meetings, and keep track of important contacts and tasks from wherever you are. Delivering powerful new tools like Conversation view, external calendar sharing, Mail Tips, and the Favorites folder, managing your e-mail and schedule is simpler and more intuitive than ever. And because Outlook Web App supports multiple browsers, you will still have a rich web-based experience no matter which major web browser you use. With Outlook Web App, wherever you go, your Outlook account can go with you.

**Instant Browser:** Enter your server's URL in any web browser to access your Outlook Web App account.

**Instant Search:** Quickly search e-mail, contacts, and more.

**Options:** Configure your Outlook Web App user interface.

**Sign Out:** Securely sign out of the server to keep your account safe.

**Search/Contacts:** On the fly search for a contact in your address book.

**Reading Pane:** Display the selected message with its entire conversation.

**Quick Click:** Flag an e-mail message or quickly view other e-mail.

**Navigation Pane:** Arrange your e-mail, calendar, contacts, and tasks.

**Conversations View:** See an entire message thread in one place.

**List View:** Display messages in a single scrollable pane.

**Favorites Folder:** Quickly access the information you use most by using the Favorites folders.

## Signing In

To sign in to Outlook Web App:

1. Type the URL address obtained from your Microsoft Exchange Server administrator into your browser address bar, and press ENTER.
2. Enter your user name and password and click Log On.
3. For slower connections or accessibility needs, select Use the lightweight version of Outlook Web App.

## Keyboard Shortcuts

Description	Shortcut Key	Description	Shortcut Key
Open	Enter	Reply	Ctrl+R
Read	Down Arrow	Reply to All	Ctrl+Shift+H
Proceed	Up Arrow	Forward	Ctrl+Shift+F
Delete	Delete	Save to Drafts	Ctrl+S
New	Ctrl+N	Delete Permanently	Ctrl+D
Find Names	Alt+F	Send	Alt+S
Mark as Read	Ctrl+Q	Check Spelling	F7
Mark as Unread	Ctrl+U	Check Names	Ctrl+E

## Calendar Standard Toolbar

A B C D E F G H I J K

A. New Appointment/Meeting/Message  
B. Delete  
C. Move to Folder  
D. Show in Calendar  
E. New Appointment/Meeting/Message  
F. Go to Today  
G. Change Calendar View  
H. Check Messages  
I. Reply  
J. Reply  
K. Forward

## Inbox Standard Toolbar

1 2 3 4 5 6

7 8 9 10 11 12

1. New Message  
2. Delete/Archive  
3. Move/Copy to Folder  
4. Filter Options  
5. View Reading Pane  
6. Check Messages  
7. Search Outlook  
8. Advanced Search Options  
9. Arrange List View  
10. Newest/Oldest on Top

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# Microsoft Outlook 2010 Quick Start Reference Card 6

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**RM Cervero**



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