


# Outlook® 2013 Mail, Calendar, People, Tasks

## Mail





### Displaying Mail Folders

At the bottom of the main window [Click] . To show the Inbox, from the Folder Pane on the left, [Click] INBOX.

### Hiding/Displaying the Folder Pane

- Choose **VIEW, FOLDER PANE**  • **NORMAL**, **MINIMIZED**, or **OFF**, or press <Alt-F1> to toggle among the modes.
- To display folders when minimized, from the left edge, [Click] **ALL FOLDERS**.

### Creating and Sending a Message

1. Choose **HOME**, then **NEW EMAIL** .
2. In the TO or CC text boxes, type the names of the addressees. For an Internet address, type the full address (e.g., info@bentix.com). As you type, Outlook presents previously used addresses. Or to select names from the address book:
  - a. Choose **MESSAGE**, then **ADDRESS BOOK** .
  - b. Select a different **ADDRESS BOOK** if desired.
  - c. Select the names. <Ctrl> or <Shift> [Click] to select multiple names.
  - d. [Click] **TO**, **CC** or **BC**, [Click] **OK**.
3. If any names are not underlined, choose **MESSAGE**, then **CHECK NAMES**  or press <Ctrl-K> to validate them.
4. Type the **SUBJECT** and the message.
5. [Click] **SEND** .

### Attaching a File

1. Choose **MESSAGE**, **ATTACH FILE** .
2. Select the file(s) to insert and [Click] **INSERT**.

### Showing BCC

In the message window, choose **OPTIONS** then **BCC** .

### Sending a Message with High or Low Importance



Choose **MESSAGE** then  or . To revert to normal importance, [Click] the button again.

### Requesting a Read or Delivery Receipt


In the message window choose **OPTIONS**, then check **REQUEST A DELIVERY RECEIPT** or **REQUEST A READ RECEIPT**, or both.

### Drafting a Message

If you are not ready to send a message, you can draft it and save it in a special folder.

1. Create the message.
2. Instead of sending the message:
  - a. [Click]  on the Quick Access Toolbar.
  - b. Close the message window. The message is automatically placed in a folder called Drafts.
3. When you are ready to send the message:
  - a. [Click] on the DRAFTS folder in the Folder Pane.
  - b. [Double Click] on the message to open it.
  - c. Finish the message, then [Click] **SEND** .

### Delaying the Delivery of a Message

1. In the message window choose **OPTIONS**, **DELAY DELIVERY** .
2. Change the **DO NOT DELIVER BEFORE** date and time.
3. [Click] **CLOSE**.

### Restricting Forwarding, Printing, Copying

To prevent a recipient of an e-mail message from forwarding, printing or copying the message, choose **OPTIONS**, **PERMISSION** .



You and the recipient may be prompted to install Information Rights Management software and configure a certificate to enable this feature.

### Quick Filters: All and Unread

- To show only unread messages in the Inbox, [Click] **UNREAD** at the top of the message list.
- To show all messages in the inbox, read and unread, [Click] **ALL**.

### Reading Messages

An easy way to read messages is to use the Reading Pane.

1. If the Reading Pane is not already open, choose **VIEW, READING PANE**  • **RIGHT** or **BOTTOM**. You can change the size of the pane by [Dragging] the bar dividing the Reading Pane and the list of emails.
2. To read a message, [Click] on it to view it in the Reading Pane, or [Double Click] to open.
3. To safely, quickly preview an attachment:
  - a. [Click] the attachment below the header, [Click] **PREVIEW FILE** if necessary.
  - b. [Click]  to return to the message.
4. To fully open an attachment in the application:
  - a. [Double Click] the attachment. When prompted, [Click] **OPEN**. If you have the required program for reading the file, Windows starts the program and displays the attachment.
  - b. When you have finished reading the attachment, close the program window to return to Outlook.

### Manual Send/Receive

Outlook can be setup to automatically send a message immediately or send/receive periodically.

To manually send/receive press <F9> or choose **SEND/RECEIVE**, **SEND/RECEIVE ALL FOLDERS** or in the Quick Access Toolbar [Click] .

### Using the Outbox



The Outbox contains emails that are going to be sent. To edit or remove emails before they are sent:

1. [Click] **OUTBOX** in the Folder Pane.
2. Delete as usual. Or to edit, [Double Click] the message, edit as usual, [Click] .

Messages that have been opened and closed without [Clicking] **SEND** will appear under **SENT: NONE**, and will not be sent.

To send, open the message then [Click] .

### Replying to a Message

1. Select or open the message.
2. Choose **HOME** or **MESSAGE**, then **REPLY**  to reply to the sender only, or **REPLY ALL**  to reply to all addressees.
3. Complete the message, then [Click] **SEND** .

### Forwarding a Message

1. Select or open the message.
2. Choose **HOME** or **MESSAGE**, then **FORWARD** . Or to forward as an attachment, choose **HOME** or **MESSAGE**, , **FORWARD AS ATTACHMENT**.
3. Complete the message then [Click] **SEND** .

### Printing a Message

1. Select or open the message.
2. Choose **FILE**, **PRINT**.
3. Make any necessary changes and [Click] **PRINT** .

### Saving an Attachment

1. View the message that contains the attachment(s).
2. [Right Click] on an individual attachment and choose **SAVE AS** or to select multiple attachments, choose **SAVE ALL ATTACHMENTS**, [Click] or <Ctrl> [Click] to select/deselect attachments and [Click] **OK**.
3. Select the folder in which you want to save the attachment and [Click] **OK** or **SAVE**.

### Removing an Attachment

[Right Click] attachment, choose **REMOVE ATTACHMENT**.

### Using Desktop Alerts

Whenever a new email arrives, Outlook displays a Desktop Alert over top of the application that is currently being used. The Desktop Alert is a box which normally appears in the bottom right of the screen. It provides a brief summary of the email, and the ability to quickly open, flag, or delete the email.

- To open, [Click] on the email message.
- To delete, [Click] .
- To flag, [Click] .

**Tip:** Can't find the command you want? [Right Click] an item for available options.

### Selecting Multiple Items / Messages

Consecutive items [Click] on the first item and <Shift> [Click] the last item.  
Non-consecutive items [Click] on the first item and <Ctrl> [Click] on the others.

Note: Consecutive item selection for calendar items works only if using a list view.

### Keyboard Shortcuts

From anywhere in Outlook, create a:

Mail message	Ctrl-Shift-M
Contact	Ctrl-Shift-C
Contact Group	Ctrl-Shift-L
Appointment	Ctrl-Shift-A
Meeting Request	Ctrl-Shift-Q
Task	Ctrl-Shift-K
Task Request	Ctrl-Alt-Shift-U
Note	Ctrl-Shift-N
Folder	Ctrl-Shift-E
Go to Mail	Ctrl-1
Go to Calendar	Ctrl-2
Go to People	Ctrl-3
Go to Tasks/To-Do List	Ctrl-4
Go to Notes	Ctrl-5
Send/Receive	F9
Use Advanced Find	Ctrl-Shift-F
Go to a folder	Ctrl-Y
Show Inbox	Ctrl-Shift-I

### From Mail:

Go to the search box	F3 or Ctrl-E
Flag for follow up	Ctrl-Shift-G
Add a Quick Flag	Insert key
Reply to a message	Ctrl-R
Reply to all	Ctrl-Shift-R
Forward a message	Ctrl-F
Mark as unread	Ctrl-U

### From Calendar:

Go to a Date	Ctrl-G
Go to prev./next week	Alt-← or Alt-→
Go to prev./next month	Alt-PgUp or Alt-PgDn

# Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference

**Mufaddal Khandwala**



## **Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference:**

**Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference Guide** Beezix, 2013-05-06 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use mail calendar contacts and tasks features of Microsoft Office Outlook 2013 The following topics are covered Mail Displaying Mail Folders Hiding Displaying Folder Pane Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Quick Filters All and Unread Reading Messages Using the People Pane Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Turning Grouping On Off Finding Mail Messages Using Task Flags Creating a Folder Favorite Folders Moving or Copying Messages Using Quick Steps Creating a Contact from a Message Creating a Distribution List Creating an E Mail Signature Manually Inserting Signatures Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Creating Scheduling and Editing Meetings Repeating Appointments or Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating a Calendar Group Printing the Calendar People Displaying People Creating Linking Contacts Deleting a Contact E Mailing a Contact Searching for People Connecting to a Social Media Site Viewing Social Media Updates Merging with Contacts Tasks and To Do Items Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Changing Task Order Assigning Tasks Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Items Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane

**Outlook 2013 Absolute Beginner's Guide** Diane Poremsky, Sherry Kinkoph Gunter, 2013-08-17 Make the most of Outlook 2013 without becoming a technical expert This book is the fastest way to learn Outlook and use it to efficiently manage all your contacts and communications Even if you ve never used Outlook before you ll learn how to do what you want one incredibly clear and easy step at a time Outlook has never ever been this simple Who knew how simple Outlook 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new Outlook 2013 program simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Regain control and automatically get rid of junk email Make email more efficient Create appointments events meeting invitations and reminders Publish and share your calendar Manage contacts Facebook friends and LinkedIn connections with People Hub Use Tasks and To Do Lists more effectively Sync

Outlook data across multiple devices including smartphones and tablets Make the most of Outlook together with Exchange and SharePoint Use Peeks to instantly find what you need without changing views Track your life with Color Categories Folders and Outlook 2013's improved Search Run mail or email merges from within Outlook Efficiently manage and protect your Outlook data files And much more Diane Poremsky has been recognized as a Microsoft Most Valuable Professional since 1999 for her knowledge and support of Microsoft Outlook She founded Outlook Tips outlook tips net and operates The Outlook and Exchange Solutions Center slipstick com Her weekly newsletter Exchange Outlook Messaging has 7 000 subscribers and her Outlook Daily Tips email reaches 5 000 subscribers Her books include Sams Teach Yourself Outlook 2003 in 24 Hours Sherry Kinkoph Gunter has authored more than 50 computer books on a wide variety of topics including Word 2013 Absolute Beginner's Guide and several other books on Microsoft Office

**Outlook 2013 For Dummies** Bill Dyszel, 2013-02-11 The fun and friendly way to manage your busy life with the new Outlook 2013 As the number one e mail client and personal information manager Microsoft Outlook offers a set of uncomplicated features that maximize the management of your e mail schedule and general daily activities with the least amount of hassle possible This easy to understand guide walks you through Outlook 2013 and introduces you to the latest features You'll learn how to find information quickly handle e mail coordinate schedules keep current with contacts and social networks and much more Walks you through getting started with Outlook 2013 and then provides you with complete coverage on e mail basics advanced e mail features working with the calendar managing contacts and integrating Outlook with other applications Shows you how to track tasks take notes and record items in the journal as well as filter out junk e mail activate Outlook's privacy and security features and more Explains how to customize your Outlook manage all the information within Outlook and take Outlook on the road Outlook 2013 For Dummies offers you a whole new outlook on Outlook 2013

[Office 2013 All-In-One Absolute Beginner's Guide](#) Patrice-Anne Rutledge, 2013-08-08 Make the most of Office 2013 without becoming a technical expert This book is the fastest way to create edit format build review and share virtually any form of Office content Even if you've never used Office before you'll learn how to do what you want one incredibly clear and easy step at a time Office has never ever been this simple Who knew how simple Microsoft Office 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Office 2013 productivity suite simple reliable instructions for doing all you really want to do with the brand new versions of Word Excel PowerPoint Outlook and OneNote Here's a small sample of what you'll learn Explore Office 2013's updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates tables and more Efficiently build and review longer documents by yourself or with teams Quickly create reliable sophisticated Excel workbooks Analyze and visualize Excel data with charts sparklines pivot tables and slicers Create high impact presentations with PowerPoint 2013's newest tools Supercharge presentations with audio video animations and transitions Set up email accounts and personalize

Outlook to your own workstyle Manage your life with Outlook contacts tasks to do lists and notes Use Social Connector to simplify activities on Facebook LinkedIn and beyond Organize research more efficiently with OneNote notebooks Integrate text links files media screen clips and handwriting into your OneNote notebooks And much more

**Office 2013: The Missing Manual** Nancy Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive

**Teach Yourself VISUALLY Office 2013** Marmel,2013-02-28 Learn the new Microsoft Office suite the easy visualway Microsoft Office 2013 is a power packed suite of officeproductivity tools including Word Excel PowerPoint Outlook Access and Publisher This easy to use visual guide covers thebasics of all six programs with step by step instructions andfull color screen shots showing what you should see at each step You ll also learn about using Office Internet and graphics tools while the additional examples and advice scattered through the bookgive you tips on maximizing the Office suite If you learn bestwhen you can see how things are done this book is for you Shows you how to use Microsoft Office 2013 with easy to follow step by step instructions illustrated with full color screenshots Covers Word Excel PowerPoint Outlook Access andPublisher Includes additional information on using Office Internet andgraphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to useall six tools in the Office suite step by step

**Surface For Dummies** Andy Rathbone,2014-04-28 Make Microsoft s Surface work and play just the way you want it to Microsoft s Surface tablet has the features and personality you re looking for with a robust environment for business computing that doesn t skimp on fun Surface for Dummies 2nd Edition explains how Windows 8 1 Pro and Windows RT differ and helps you decide which Surface model is best for you Step by step this book walks you through both the hardware and software features of the Surface including the touch cover and type cover Windows RT and Windows 8 1 Pro operating systems and the coveted Office Home Student 2013 software suite that s bundled with the Surface Written by bestselling author Andy Rathbone this easy to access book is filled with information on how to use the tablet figure out the operating system navigate the app environment and take advantage of your exciting new Surface The book is your personal guide to

one the fastest sleekest and most powerful tablets on the market Surface is designed to be thin light and with hours of battery life so you can power through your day with ease With this handy reference you ll be able to make quick work of your to do list and have fun all at the same time Create release your inner artist with Fresh Paint a touch based art app Share Multiple accounts offer privacy and security so you can share your Surface but not your stuff Enjoy Snap apps side by side to multi task on the vivid HD screen Discover New apps in the Windows Store so you can work efficiently and get more done With Surface For Dummies 2nd Edition you can navigate and enhance your entire Surface experience **Microsoft**

**Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips** Beezix Software Solution,2015-11-18 Four page laminated quick reference guide showing step by step instructions and shortcuts for how to use mail calendar people tasks and notes features of Microsoft Office Outlook 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Outlook 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Mail Displaying Mail Folders Hiding Displaying the Folder Pane Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Drafting a Message Delaying the Delivery of a Message Restricting Forwarding Printing or Copying Quick Filters All and Unread Reading Messages Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Messages Changing the Width of the List Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Marking a Message as Clutter Turning Grouping On Off Finding Mail Messages Using Task Flags Creating a Folder Favorite Folders Moving or Copying Messages Using Quick Steps Creating a Contact from a Message Creating a Distribution List Creating an E Mail Signature Manually Inserting Signatures Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Calendar Displaying the Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Creating Scheduling and Editing Meetings Repeating Appointments or Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating a Calendar Group Printing the Calendar Using a Calendar Group Using the Weather Panel People Displaying People Creating Linking Contacts Deleting a Contact E Mailing a Contact Searching for People Merging with Contacts Tasks and To Do Items Displaying To Do and Task List Folders Creating Tasks Putting Items in the To Do List Editing a Task Marking Complete Changing Task Order Assigning Tasks Viewing To Do Items in the Calendar Hiding Displaying Tasks in the To Do Bar **PC Magazine** ,1986 Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate Beezix, Inc Staff,2010-06-28 Laminated quick reference card showing step by step instructions and shortcuts for how to use calendar contacts and tasks features of Microsoft Office Outlook 2010 This

guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are included Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Repeating Appointments or Meetings Creating Scheduling and Editing Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating and Using Calendar Groups Printing the Calendar Contacts Creating Editing Contacts Sending a Mail Message to a Contact Searching for Contacts Merging Contacts with Word Tasks Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Assigning an Item to a Category Sorting by Category Sorting Items Creating a New Calendar Contact Task Folder Sharing Calendar Contacts Tasks or Notes using an Exchange Server Using Another Person s Calendar Contacts Tasks or Notes Folder Responding to a Sharing Request Using the Reading Pane This guide is one of several titles available for Outlook 2010 What s New in Outlook 2010 from 2003 Outlook 2010 Mail Outlook 2010 Calendar Contacts Tasks Outlook Web Access for Exchange 2010 European Yearbook / Annuaire Européen, Volume 60 (2012) Council of Europe,2013-12 The European Yearbook promotes the scientific study of nineteen European supranational organisations and the OECD Each volume contains a detailed survey of the history structure and yearly activities of each organisation and an up to date chart providing a clear overview of the member states of each organisation

**Microsoft Outlook 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts)** TeachUcomp Inc,2015-05-23 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

**Microsoft Outlook 2007 Contacts, Tasks, Calendar Quick Reference Guide** Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use calendar contacts and tasks features of Microsoft Office Outlook 2007 Topics include Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Repeating Appointments or Meetings Creating and Scheduling a Meeting Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing Multiple Calendars Creating and Using Group Schedules Printing the Calendar Hiding Displaying Tasks Contacts Creating Editing Contacts Sending a Mail Message to a Contact Searching for Contacts Merging Contacts with Word Viewing Mail Related to a Contact Tasks Displaying To Do and Task List Folders Creating Tasks Marking Complete Adding Messages or Contacts to the To Do List Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar Hiding Displaying Tasks in the To Do Bar Printing Tasks For Any Outlook Item Deleting Assigning an Item to a Category Sorting on Categories Sharing Calendar Contacts Tasks or Notes Using Another Person s Calendar Contacts

Tasks or Notes Folder and The Reading Pane Also includes a list of Keyboard and Selection Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Quick Outlook Mufaddal

Khandwala,2015-04-22 Fast concise and to the point this 200 page guide will get you up to speed on Outlook 2013 You ll find out how to connect Outlook 2013 to your email accounts customize the inbox and how to navigate your email tasks and calendar with confidence Use the Outlook Social Connector to connect your other social media accounts on Facebook and LinkedIn and get updates from your favorite blogs Learn tips and tricks on how to quickly and efficiently read organize and send email and even how to save and load pictures attachments to the cloud so you can access them anywhere at any time Instructions are illustrated with screen shots throughout compatible with any recent version of Windows Windows 7 8 or 8 1 Outlook 2013 is a powerful tool for more than just email with the Outlook 2013 Quick Guide you can take control of your communications prioritize tasks and stay up to date with the latest news all in one convenient modern interface Whether you re new to Outlook or moving from an earlier version of the software this book will get you up to speed in no time What you ll learn Navigate the Outlook 2013 interface with confidence including the ribbon tasks and calendar screens Connect your Outlook to an existing email account Connect your Facebook and LinkedIn accounts with the Outlook Social Connector to see all your calendars and activity in one place Use Outlook to subscribe to and read your favorite blogs Connect Outlook to a OneDrive account so you can access any of your files in the cloud or save an attachment to the cloud to access wherever you are Customize your inbox and make your email experience right for you Stay organized with email folders and color categories Create rules to save time by processing certain messages automatically Send and customize out of office replies Create and manage contacts and groups Create calendar appointments and reminders or invite people to a group meeting Create manage and prioritize your tasks in the Task pane Export or back up your Outlook data and understand advanced Outlook options Who this book is for Whether you re using Outlook for the first time or familiarizing yourself with this latest version of the software this book will get you rapidly up to speed so you can handle your email tasks and calendar with confidence Readers will need a version of Outlook 2013 running on Windows 7 or above **Microsoft Outlook - Email,**

**Calendar and Contacts: Supports Outlook 2010, 2013, and 2016** Jeff Hutchinson,2018-10-19 This manual will provide a better understanding of the Microsoft Outlook interface TriPane layout different views and the ribbon System It will also teach the skills needed to send E mail using special options such as Delivery Receipt Read Receipt Voting Importance Sensitivity Delay Delivery and replies sent to multiple recipients Additionally receiving E mail options such as moving to folders automatically Quick Steps and Rules will also be covered The manual will explain how to apply color coding in Calendars Notification Recurring Events as well as how to manage multiple calendars Students will also learn how Contacts can be used to store information for remembering important people as well as the integration of E mail and Calendar This manual will also cover Microsoft Exchange features for those who are connected to an Exchange server and will review



several less popular productivity features such as Tasks and Notes In the Appendix we have included many examples of creating Rules Email Options and Import Export capabilities Commands are provided for Outlook 2010 and Outlook 2013 What s is in the workbook Click on the left side of the screen Look Inside Enter one of the following keywords Email Calendar Tasks Contacts Send Receive etc Take A Class <http://www.elearnlogic.com/download/schedule.pdf> Design Strategy This workbook is designed in conjunction with an Online Instructor Led course for more information see [www.elearnlogic.com](http://www.elearnlogic.com) Unlike other computer guides students will not need to review lengthy procedures in order to understand a topic All that is necessary are the brief statements and command paths located within the guide that demonstrate how a concept is used There are many Step By Step Practice Exercises and more comprehensive Student Projects used to better understand a concept Furthermore students will find that this workbook guide is often used as a reference to help users understand concepts quickly An index is also provided on the last page of the workbook to reference important topics as necessary However if more detail is needed for study the Internet can be used to search a concept Also if student s skills are weak due to lack of use they can refresh their knowledge quickly by visually scanning the concept needed and then testing them out using the application

**Microsoft Outlook 2003 Contacts, Tasks, Calendar Quick Reference Guide** Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use calendar contacts and tasks features of Microsoft Outlook 2003 Topics include Calendar Setting up Your Work Week Viewing the Calendar Creating Appointments Making an Appointment Recur Scheduling Meetings Planning Meetings Responding to Meeting Requests Changing Time or Date of Meeting Appointment Viewing the Taskpad Viewing Multiple Calendars Removing Adding My Calendars Creating and Using Group Schedules and Printing the Calendar Contacts Creating Editing Contacts Merging Contacts with Word Viewing Mail Related to a Contact and Searching for Contacts Tasks Creating Tasks Marking Complete Sorting Tasks Changing Task Order Assigning Tasks Viewing Tasks in the Calendar and Printing Tasks For Any Outlook Item Selecting Deleting Assigning an Outlook Item to a Category Sorting on Categories Sharing Calendar Contacts or Tasks Using Another Person s Calendar Contacts or Tasks Folder and The Reading Pane This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

**Microsoft Outlook 2013 Step by Step** Joan Lambert,Joyce Cox,2013-03-15 Experience learning made easy and quickly teach yourself how to stay organized and stay connected using Outlook 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Set up your email and social media accounts Send search filter and organize messages Manage one or more calendars and share your schedule Help protect your inbox and outbox Create and track tasks to do lists and appointments

**Microsoft Outlook 365 - Email, Calendar and Contacts** Jeff Hutchinson,2020-06-13 Outlook is a tool we use on a daily basis Therefore we want to take advantage of any time saving tips and ways to improve efficiency Rules and Quicksteps are a few techniques to accomplish tasks quicker and using sending

options can improve the quality of sending Email This Step By Step Workbook will provide a better understanding of the Microsoft Outlook interface TriPane layout different Views and the Ribbon System It will also teach skills needed to send Emails using special options such as Delivery Receipt Read Receipt Voting Importance Sensitivity Delay Delivery and replies sent to multiple recipients Additionally receiving Email options such as moving to folders automatically Quick Steps and Rules will also be covered The manual will explain how to apply color coding in Calendars Notification Recurring Events as well as how to manage multiple Calendars Students will also learn how Contacts can be used to store information for remembering important people as well as the integration of Email and Calendar This manual will also cover Microsoft Exchange features for those who are connected to an Exchange Server It will also review several less popular productivity features such as Tasks and Notes Furthermore in the Appendix we have included many examples of creating Rules Configure Setup Email Options Import Export Mail Merge Email Broadcast Techniques and the Zero Email System What s in the Workbook Click on the left side of the screen Look Inside Enter one of the following keywords Email Calendar Tasks Contacts Send Receive etc How the Workbook is Designed This Workbook contains over 150 step by step practice exercises to help you get up to speed quickly and understand each concept The commands and features are very similar to previous versions and differences are documented where appropriate The following link is a Video Clip explaining how the courseware has been designed and how to use it most effectively [www.elearnlogic.com/media/courseware/explanation.mp4](http://www.elearnlogic.com/media/courseware/explanation.mp4)

**Microsoft Outlook 2013 Core Essentials, Exercise Workbook** Daniel Nicholson, 2013 This workbook introduces the basics of Microsoft Outlook 2013 It includes practical tasks sample exercises and review questions Coverage includes e mail messages the calendar tasks notes and people folders social networks and conversations Quick Steps and customizing the interface

**MOS 2013 Study Guide for Microsoft Outlook** Joan Lambert, 2013-10-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Outlook Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files

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## **Table of Contents Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference**

1. Understanding the eBook Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference
  - The Rise of Digital Reading Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference

- Personalized Recommendations
  - Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference User Reviews and Ratings
  - Microsoft Outlook 2013 Mail Calendar People Tasks Quick Reference and Bestseller Lists
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