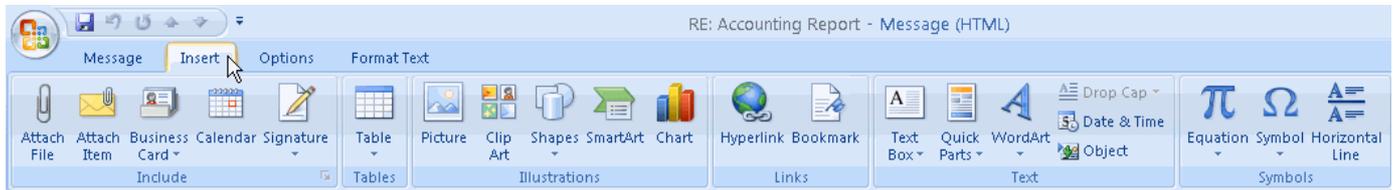


Using The New Interface

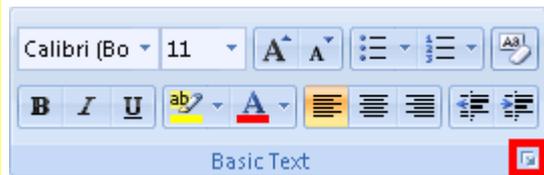
The new interface is made up of a system of ribbons and chunks. Click a tab to see the related commands. For example, if we wanted to insert an item into our message, we would click the Insert ribbon.



Each ribbon is composed of different chunks, each with related items.



Some chunks will have a small button in their bottom right hand corner. Clicking this button will open a dialogue box with more features related to the chunk. In this example, clicking the small arrow opens the Font dialogue.



To minimize the ribbon and just display the tabs, click the arrow next to the Quick Access toolbar (circled in red in the image on the right) and click Minimize the Ribbon. Now, each ribbon will expand when you click the tab. When you click back in the editing window, the ribbon will minimize again.



Keyboard Shortcuts

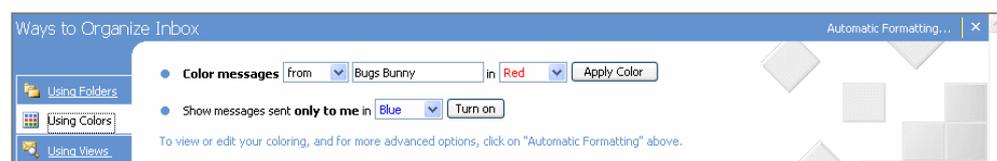
CTRL + 1	Go to Mail View
CTRL + 2	Go to Calendar View
CTRL + 3	Go to Contacts View
CTRL + 4	Go to Tasks View
CTRL + 5	Go to Notes View
CTRL + 6	Go to Folder List View
CTRL + 7	Go to Shortcuts View
ALT + 1	Previous Folder
ALT + 2	Up One Level
ALT + 4	Delete the selected item
ALT + 5	Create folder
SHIFT + F1	Show ScreenTip
CTRL + SHIFT + G	Flag item

CTRL + N	Create a new item
CTRL + R	Reply to an e-mail
CTRL + SHIFT + E	Create a folder
F11	Find a contact
F9	Send/Receive e-mail

In a mail message...

CTRL + B	Bold text
CTRL + U	Underline text
CTRL + I	Italicize text
CTRL + S	Save the message to Drafts folder
CTRL + ENTER	Send the message

Organizing Messages

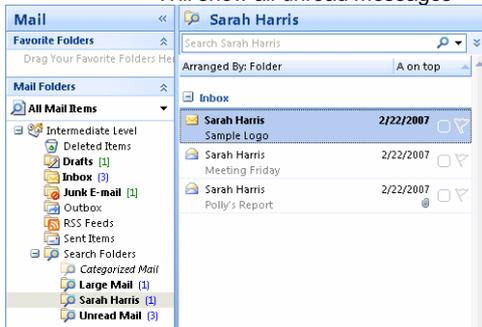


Organizing your e-mail is easy with the Organize pane! You can use it to color messages, move messages to folders, or view messages in different ways. You can open this pane by clicking the Tools menu and clicking Organize.

Using Search Folders

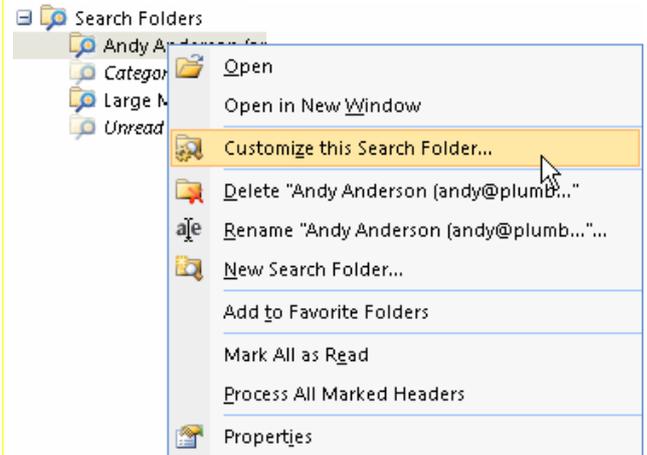
To open a search folder, just click it. There are three default search folders:

- Categorized Mail** Shows all messages that have categories assigned
- Large Mail** Will show all messages over 100 Kb
- Unread Mail** Will show all unread messages



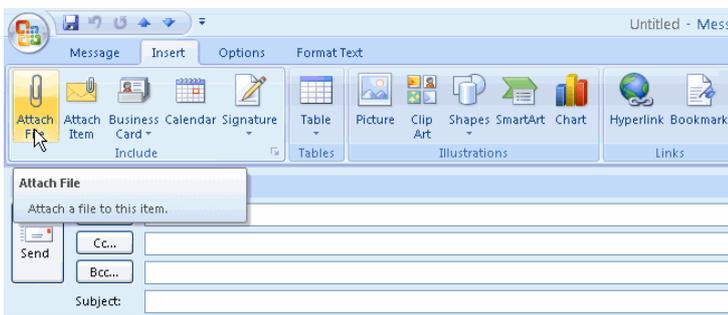
Customizing Search Folders

To customize a search folder, right-click it and click Customize. You can then customize the name, change the criteria, and choose where to search.



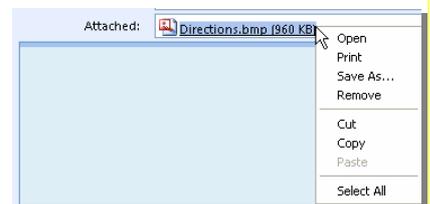
Creating an Attachment

1. Open a new e-mail message.
2. Click the paperclip icon on the standard toolbar, or click the Insert ribbon and click Attach File.
3. Pick the file you want to attach and click Insert.



Attachment Tips

- Check the size of your file. If it is too large, some people might not want to receive it, or it might not send at all.
- Make sure your file doesn't have any viruses in it.
- Title your attachment properly.
- Try to send files that can be opened by common programs.
- Outlook will block certain kinds of files that can be harmful, like executable (.exe) files.
- Right-click an attached file to modify it.

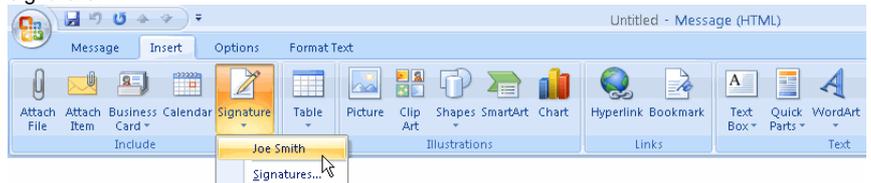


Creating a Signature

4. Click the Signatures button in the Mail Format window.
5. Click the New button.
6. Type a name for your signature.
7. Type out your signature.
8. Click OK.

Using Signatures

If a signature is not set as default, click the Insert ribbon, choose Signature, and click the signature.



Adding Voting Options

In a new mail message, click the Options ribbon, click Use Voting Buttons, and click the set of options you want to use. You can also click Custom to create your own choices.

