Quick Reference Guide
Outlook 98

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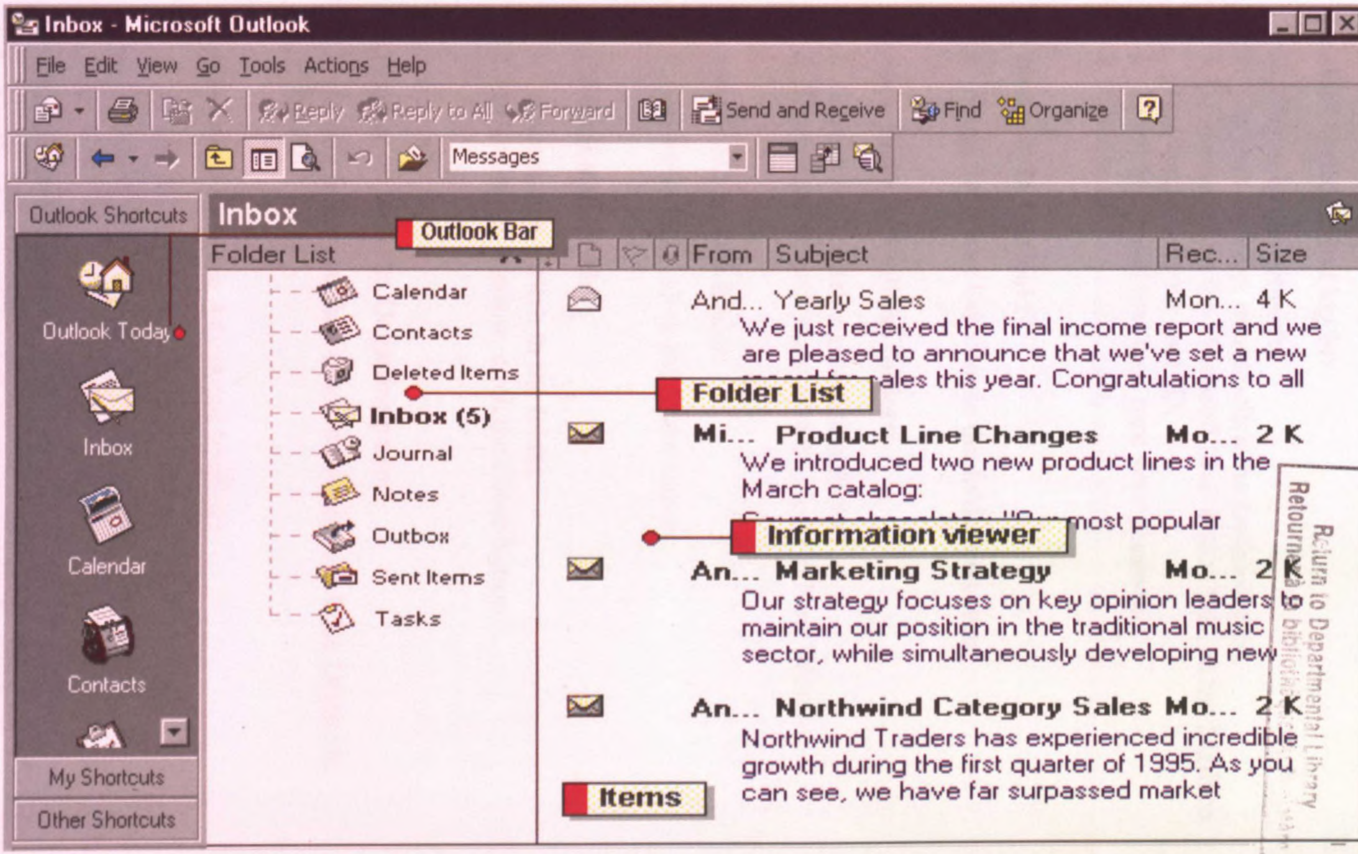
Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Reply Reply to All Forward
Send and Receive
Find Organize
Messages
Outlook Shortcuts
Inbox
Outlook Bar
Folder List
From Subject Rec... Size
Outlook Today
Calendar
Contacts
Deleted Items
Inbox (5)
Journal
Notes
Outbox
Sent Items
Tasks
And... Yearly Sales Mon... 4 K
We just received the final income report and we are pleased to announce that we've set a new
ales this year. Congratulations to all
Mi... Product Line Changes Mo... 2 K
We introduced two new product lines in the March catalog:
most popular
Information viewer
An... Marketing Strategy Mo... 2 K
Our strategy focuses on key opinion leaders to maintain our position in the traditional music sector, while simultaneously developing new
An... Northwind Category Sales Mo... 2 K
Northwind Traders has experienced incredible growth during the first quarter of 1995. As you can see, we have far surpassed market
Items
My Shortcuts
Other Shortcuts

To start Outlook and log in:

1. Log in to the network.
2. On your desktop, double-click the Outlook icon.
3. If necessary, in the Microsoft Mail dialog box, in the Mailbox text box, type your user ID.
4. In the Password text box, type your password.
5. Choose OK.

To navigate in Outlook:

1. From the folder list, choose the folder you want.

To open multiple Outlook folders:

1. On the Folder list, right-click a folder.
2. From the shortcut menu, choose Open in New Window.

To switch to an open folder:

1. On the taskbar, click the folder button.

To close an open folder:

1. If necessary, switch to the folder.
2. In the folder window, click the Close button.

To display or hide the Organize pane:

1. In any folder, on the Standard toolbar, click the Organize button.

To display or hide the Advanced toolbar:

1. In any folder, right-click any toolbar.
2. From the toolbar shortcut menu, choose Advanced.

To display the folder list:

1. On the Advanced toolbar, click the Folder List button.

To hide the folder list:

1. On the Advanced toolbar, click the Folder List button.

To change the Current View:

1. From the Advanced toolbar, click the Current View drop-down list arrow.
2. From the drop-down list, select the view.
3. If necessary, in the Save View Settings message box, select the *Update the view "... " with the current View settings* option button.
1. Choose OK.

To obtain context-sensitive help:

1. In any dialog box, click the question mark to the left of the Close button.
2. Click the area where you want help.
2. Read the information, and then click anywhere.

To use an Office Assistant:

1. On the toolbar, click the Office Assistant button to activate it or if the Office Assistant is already open, click on it.
2. In the balloon area, choose Tips to read the tip of the day or type a question in the text box then choose Search.
3. If necessary, repeat step 2.
4. After you read the text in the Help window, close the window.

To choose an Office Assistant:

1. If necessary, place the Office CD-ROM in the CD-ROM drive.
2. Click the Office Assistant.
3. In the balloon, choose Options.
4. In the Office Assistant dialog box, select the Gallery tab.
5. Scroll through the assistants by clicking the Back and the Next buttons.
6. When you display the assistant you want, choose OK.

To deactivate Office Assistant:

1. From the toolbar, click the Office Assistant tool.
2. Choose Options.
3. Deselect all items checked from the Options page.
4. Choose OK.

To use Microsoft on the Web:

1. From the Help menu, choose Microsoft on the Web.
2. If available, from the Microsoft on the Web submenu, choose the desired option, and then, as appropriate, review the information, close the web browser, and return to Outlook.
   or
3. If necessary, review the Microsoft on the Web submenu options, and then click outside the submenu to close it.

To set up the page for printing:

1. Open the Folder from which you want to print.
2. From the File menu, choose Print
3. In the Print dialog box, choose Page Setup.
4. In the Page Setup dialog box, on the Format page, select the options you want.
5. Select the Paper tab.
6. On the Paper page, in the Paper area, select the options you want.
7. If desired, select the Header/Footer tab, and then type the desired header and/or footer.
8. Choose OK.

To select additional printing options:

1. From the File menu, choose Print.
2. In the Print Style area, from the list of previews, select a style.
3. In the Print Range area, from the drop-down lists, select the range.

To preview a document:

1. In the Print dialog box, choose Preview.
2. If desired, in the Print Preview window, position the magnifier over the area you want to examine in detail, and then click the area.
3. If dissatisfied with the appearance of the document, on the toolbar, choose Page Setup to open the Page Setup dialog box and to reset options. Then choose OK to return to the Print Preview dialog box.

To print a document from Print Preview:

1. On the toolbar, choose the Print button.
2. In the Print dialog box, choose OK.

To print a document from the Print dialog box:

1. Choose OK.

To exit from Outlook:

1. Click the Close button.

To exit from Outlook and log off:

1. From the File menu, choose Exit and Log Off.

To check for new messages:

1. From the Standard toolbar, click the Send and Receive button.

To preview messages:

1. If necessary, on the Outlook Bar, click the Inbox shortcut.
2. On the Advanced toolbar, click the AutoPreview button.

To open a message:

1. If necessary, on the Outlook Bar, click the Inbox shortcut.
2. In the message list, double-click the message.

To select a message:

1. In the message list, click the message.

To print a message:

1. Open the message.
   or
1. In the message list, select the message.
2. On the toolbar, click the Print button.

To close a message:

1. In the Message window, click the Close button.

To sort messages:

1. In the message list, click the desired column header.
2. If desired, click the column header again to change the sort order.

To set the message file format:

1. In any Outlook folder, from the Tools menu, choose Options.
2. In the Options dialog box, select the Mail Format tab.

3. On the Mail Format page, in the Message format area, from the *Send in this message format* drop-down list, select a format.
4. Choose OK.

To set automatic spell checking before sending a message: :

1. In any Outlook folder, from the Tools menu, choose Options.
2. In the Options dialog box, select the Spelling tab.
3. On the Spelling page, in the General options area, select the *Always check spelling before sending* check box.
4. Choose OK.

To filter messages:

1. On the Advanced toolbar, click the Current View drop-down list arrow.
2. From the drop-down list, select a filter.
3. If necessary, in the message box, select an option button, and then choose OK.

To address and type a message:

1. In any Mail folder, on the toolbar, click the New Mail Message button.
2. In the New Message window, choose To.
3. In the Select Names dialog box, select an address list
4. Enter recipient's last name in Type Name or Select from list field
5. Select recipient
6. Choose To.
7. Repeat steps 3 to 6 as necessary.
8. Choose OK.
9. If desired, choose Cc.
10. In the Select Names dialog box, select an address list
11. Enter recipient' last name in Type Name or Select from list field
12. Select recipient
13. Choose Cc.
14. Repeat steps 10 to 13 as necessary.
15. Choose OK.
16. In the Subject text box, type a short subject.

17. In the message area, type the text of your message.

To insert text:

1. Position the insertion point where you want to insert the text.
2. Type the text.

To replace a block of text:

1. Position the I-beam in front of the first character you want to replace.
2. Drag the I-beam over the text to be replaced.
3. Type the replacement text.

To replace a word:

1. Double-click the word.
2. Type the replacement text.

To delete text:

1. Position the insertion point in front of the first character you want to delete.
2. Press DELETE

To format text:

1. Select the text you want to format.
2. If desired, on the Formatting toolbar, click the desired button.
3. If desired, from the Font drop-down list, select a font.
4. If desired, from the Font Size drop-down list, select a font size.

To send a message:

1. In the New Message window, on the toolbar, click the Send button.
2. If the check spelling before sending option is active, in the Spelling dialog box, examine the word that appears in the red font.
3. If the word is spelled correctly, choose Ignore to accept the word for this message only or choose Add to add the word to your custom dictionary.

4. If the word is spelled incorrectly, select the correctly spelled word in the Suggestions area and choose Change.
5. Repeat steps 3 and 4 as necessary.

To create a Signature :

1. From the Tools menu, click Options
2. From the Options dialog box, click the Mail Format Tab.
3. From the Mail Format tab, click the Signature Picker button.
4. From the Signature Picker dialog box, click the New button.
5. From the Create New Signature dialog box, enter a name for the signature in the field Enter a name for your new Signature.
6. In the Choose how to create your Signature field, select Start with a blank Signature.
7. Click the Next button.
8. From the Edit Signature dialog box, click the Font button, choose a font style and click OK.
9. If desired, click the Paragraph button, select an alignment and click OK.
10. Type the text of your signature in the Signature Text field.
11. Click OK from the Edit Signature dialog box.
12. Click OK from the Signature Picker dialog box.
13. Select a signature from the Use this Signature by default pull-down menu or choose None.
14. Click OK.

To select a signature for a message:

1. If necessary, open or switch to a new message window.
2. As desired, create the message.
3. Position the insertion point where you want the signature to appear.
4. On the Standard toolbar, click the Signature button.
5. From the Signature menu, choose the desired signature.

To remove a signature:

1. From the Tools menu, choose Options.
2. In the Options dialog box, select the Mail Format tab.

3. On the Mail Format page, in the Signature area, choose Signature Picker.
4. If necessary, in the Signature Picker dialog box, in the Signature list, select a signature to delete.
5. Choose Remove.
6. In the message box that asks, *Are you sure you want to permanently remove this Signature?* choose Yes.
7. As desired, repeat steps 5 through 7 to delete additional signatures.
8. In the Signature Picker dialog box, choose OK.
9. In the Options dialog box, choose OK.

To forward a message:

1. Open the original message or select it in the message list.
2. On the toolbar, click the Forward button.
3. Address the message.
4. If desired, at the top of the message area, type comments.
5. Send the message.

To reply to a message:

1. Open the original message or select it in the message list.
2. On the toolbar, click the Reply or the Reply to All button.
3. At the top of the message area, type your response.
4. Send the reply.

To create a folder:

1. On the toolbar, click the Folder List button.
2. Right-click the folder to which you want to add a subfolder.
3. From the shortcut menu select New Folder.
4. In the Create New Folder dialog box, in the Name text box, type the name for the new subfolder.
5. Choose OK.

To move a message to a folder:

1. Right-Click the message you want to move.
2. From the shortcut menu click Move to Folder
3. In the Move Items dialog box, expand the folder list as necessary, and then select the appropriate folder.
4. Choose OK.

To delete an item:

1. Right-click the item you want to delete.
2. From the shortcut menu select Delete.

To restore deleted items:

1. Open the Deleted Items folder.
2. Right-click the item(s) you want to restore.
3. From the shortcut menu select Move to Folder.
4. In the Move Items dialog box select a folder and choose OK.

To permanently delete items:

1. Open the Deleted Items folder.
2. Right-click the item(s) you want to delete permanently.
3. From the shortcut menu select Delete.
4. Select Yes from the Microsoft Outlook dialog box.

To use an address book to address a message:

1. In the New Message window, click the Address Book button on the toolbar or click the To or the Cc button.
2. If necessary, in the Select Names dialog box, select an address book from the *Show names from the:* drop-down list.
3. Type the first few characters of the desired name in the text box.
4. In the address list, select the name.
5. Choose To or Cc.
6. Repeat steps 3 through 5 for each additional name.
7. Choose OK.

To add a name to your Personal Address Book:

1. From the Message window toolbar, click the Address Book button.
2. If necessary, in the Select Names dialog box, from the *Show Names from the:* drop-down list, select the address book from which you want to add a name.
3. From the address list, right-click the name you want to add to your Personal Address Book.

4. From the shortcut menu, select Add to Personal Address Book.
5. Close the Address Book window.

To create a new entry for an internet address:

1. On the Outlook toolbar, click the Address Book button.
2. On the Address Book window toolbar, click the New Entry button.
3. In the New Entry dialog box, select Internet Address and select Personal Address Book from the *in the* pull-down list.
4. Choose OK.
5. In the New Internet Address Properties dialog box, type the name you want to use to represent this address in the *Display Name* text box.
6. In the *E-Mail address* text box, type the Internet e-mail address.
7. Choose OK.
8. Close the Address Book Window

To select a default address book:

1. From the Tools menu, choose Services.
2. In the Services dialog box, select the Addressing tab.
3. On the Addressing page, from the *Show this address list first:* drop-down list, select the desired address book.
4. If desired, from the *When sending mail, check names using these address lists in the following order:* list, select an address book, and then choose the up or the down arrow to change the priority order.
5. Choose OK.
6. Exit from and restart Outlook.

To create a personal distribution list:

1. On the Outlook toolbar, click the Address Book button.
2. On the Address Book window toolbar, click the New Entry button.
3. In the New Entry dialog box, from the Select entry type list, select Personal Distribution List, and then choose OK.

4. In the New Personal Distribution List Properties dialog box, in the Name text box, type a name for your personal distribution list.
5. Choose Add/Remove Members.
6. Select the names.
7. Choose Members.
8. Choose OK.
9. In the New Personal Distribution List Properties dialog box, choose OK.
10. Close the Address Book window.

To sort Distribution lists by last name:

1. From the Tools menu, choose services
2. From the Services dialog box, click Personal Address Book and click the Properties button
3. From the Personal Address Book dialog box, choose Last Name (Smith, John) from Show names by
4. Click OK.
5. Click OK.

To add personal distribution list members:

1. On the Outlook toolbar, click the Address Book button.
2. If necessary, in the Address Book window, from the *Show Names from the:* drop-down list, select Personal Address Book.
3. In the address list, double-click the name of the personal distribution list to which you want to add members.
4. In the List Properties dialog box, choose Add/Remove Members.
5. In the Edit Members dialog box, select the name(s) you want to add to the group.
6. Choose Members.
7. Choose OK.
8. In the List Properties dialog box, choose OK.
9. Close the Address Book Window.

To remove personal distribution list members:

1. On the Outlook toolbar, click the Address Book button.
2. If necessary, in the Address Book window, from the *Show Names from the:* drop-down list, select Personal Address Book.

3. In the address list, double-click the name of the personal distribution list from which you want to remove members.
4. In the List Properties dialog box, choose Add/Remove Members.
5. In the Edit Members dialog box, select the name(s) you want to remove from the group.
6. Press **DELETE**
7. Choose OK.
8. In the List Properties dialog box, choose OK.
9. Close the Address Book Window.

To delete a personal distribution list:

1. On the Outlook toolbar, click the Address Book button.
2. From the *Show Names in the:* drop-down list, select Personal Address Book.
3. In your Personal Address Book, select the personal distribution list you want to delete.
4. Press **DELETE**
5. In the message box that asks, *Are you sure ...?* choose Yes.

To save and close a message without sending it:

1. In the New Message window, on the toolbar, click the Save button.
3. Close the window.

To send a saved message:

1. Open the Draft folder.
2. Open the saved message to send.
3. Complete and send the message.

To resend a sent message:

1. Open the Sent Items folder or the folder containing the sent message to resend.
2. Open the message to Resend.
3. From the Actions menu, choose Resend this message.
4. If desired, change recipients, subject and message text.
5. Send the message.

To set spelling options:

1. From the Tools menu, choose Options.
2. Click the Spelling tab.
3. Select the desired options.
4. Choose OK.

To set the importance for a message:

1. On the Message window toolbar, click the Importance: High button or the Importance: Low button.

To set General, Delivery, and Tracking options for a message:

1. From the toolbar, click the Options button, select the desired options check boxes.
2. Where necessary, select from the drop-down lists.
3. Click the Close button.

To attach voting buttons to a message:

1. From the toolbar, click the Options button.
2. From the Use voting buttons drop-down list, select Approve;Reject, Yes;No, or Yes;No;Maybe.

To respond to a voting message:

1. In the voting message, choose a response button.
2. In the Microsoft Outlook window select *Send the response now* or select *Edit the response before sending*
3. Choose OK.
4. If editing the message, in the text box, type your message, and then send it.

To flag a message:

1. On the Message window toolbar, click the Message Flag button.
2. In the Flag for Follow Up dialog box, click the Flag to drop-down list arrow, and then select the flag.
3. In the Reminder combo box, enter the due date.
4. Choose OK.

To recall a message:

1. From the Sent Items folder message list, open the message to recall.
2. From the Actions menu, choose Recall This Message.
3. In the Recall This Message dialog box, select an option button.
4. Choose OK.

To attach a file:

1. In a new message, position the insertion point in the message area where you want to attach the file.
2. On the toolbar, click the Insert File button.
3. In the Insert File dialog box, select the desired drive, folder, and file.
4. Choose OK.

To open an attached Windows data file:

1. In the message, double-click the attachment icon.

To save an attachment:

1. Right-click the attachment and from the shortcut menu choose Save As.
2. In the Save Attachment dialog box, select the drive and folder where you want to save the attachment.
3. If desired, in the File name text box, type a new name for the attachment.
4. Choose Save.

To create a simple rule:

1. In any mail folder, from the message list, select a message to or from someone for whose messages the rule will apply.
2. Display the Organize pane.
3. If necessary, in the Organize pane, in the *Create a rule to move new messages* bulleted item, from the drop-down list, select an option.
4. If necessary, in the text box, select the name and then type the user name.
5. If necessary, from the into drop-down list, select a folder.
6. Choose Create.

To create a detailed rule:

1. In any mail folder, display the Organize pane and in the Organize pane choose Rules Wizard.
2. In the Rules Wizard dialog box, choose New.
3. On the Rules Wizard page, from the *Which type of rule do you want to create* list, select a type.
4. Choose Next.
5. If necessary, in the next Rules Wizard page, in the *Which condition(s) do you want to check* list, deselect and/or select appropriate check box(es).
6. If necessary, in the *Rule description* text box, click an underlined value to replace it with your limiter.
7. If necessary, in the *[limiter]* dialog box, provide the requested information, and then choose OK.
8. Choose Next.
9. If necessary, on the next Rules Wizard page, in the *What do you want to do with the message* list, deselect and/or select the appropriate check box(es).
10. If necessary, in the *Rule description* text box, click an underlined value to replace it with your limiter.
11. If necessary, in the *[limiter]* dialog box, provide the requested information, and then choose OK.
12. Choose Next.
13. As necessary, on the next Rules Wizard page, in the *Add any exceptions (if necessary)* area, deselect and/or select appropriate check box(es).
14. Choose Next.

15. On the next Rules Wizard page, in the *Please specify a name for this rule* text box, type a name.
16. If desired, select or deselect the *Turn on this rule* check box.
17. Choose Finish.
18. In the Rules Wizard dialog box, to create another rule, choose New, and then repeat steps 3 through 17.
   or
18. In the Rules Wizard dialog box, choose OK.

To delete a rule:

1. In any mail folder, display the Organize pane and in the Organize pane choose Rules Wizard.
2. In the Rules Wizard dialog box, in the rules list, select a rule.
3. Choose Delete.
4. In the message box, choose Yes.
5. In the Rules Wizard dialog box, choose OK.

To color-code messages:

1. In any mail folder, from the message list, select a message to or from someone whose messages you want to color-code.
2. Display the Organize pane.
3. In the Organize pane, click the underlined text *Using Colors.*
4. If necessary, in the *Color messages* bulleted item, from the first drop-down list, select an option.
5. If necessary, in the text box, select the name and then type the appropriate user name.
6. If necessary, from the second drop-down list, select a color.
7. Choose Apply Color.

To add contacts manually:

1. Open the Contacts folder.
2. On the toolbar, click the New Contact button.
3. In the Contact window, for all pages, fill in the text boxes, select the check boxes, and so forth, as appropriate.
4. On the toolbar, click the Save and Close button or the Save and New button (to add another contact).

To transmit contacts via e-mail:

1. Right-click the contact.
2. From the shortcut menu, choose Forward.
3. In the New Message window, address and send the message.

To add contacts from e-mail:

1. Open the message with the address card.
2. Right-click the address card icon.
3. From the shortcut menu, choose Copy.
4. Open the Contacts folder.
5. In the Contacts folder, from the Edit menu, choose Paste.

To select an address card:

1. Click the desired card.

To edit an address card:

2. Double-click the address card.
3. In the Contact window, type the changes.
4. On the toolbar, click the Save and Close button.

To show, hide, and move fields:

1. In the Contacts folder, from the View menu, choose Current View.
2. From the Current View submenu, choose Customize Current View.
3. In the View Summary dialog box, choose Fields.

4. In the Show Fields dialog box, in the Available fields list box, select the field(s) you want to add to the view pane, and then choose Add.
   or
4. In the Show fields dialog box, in the *Show these fields in this order:* list box, select the field(s) you want to remove from the view pane, and then choose Remove.
5. If desired, choose New Field, and then, in the New Field dialog box, enter the appropriate information and then choose OK.
6. If desired, in the *Show these fields in this order:* list, select a field and choose Move up or Move down.
7. Repeat step 6 as necessary to list the fields in the order you want them.
8. Choose OK.
9. In the View Summary dialog box, choose OK.

To add a contact from the same company:

1. Right-click an address card from the company.
2. From the shortcut menu, choose New Contact from Same Company.
3. In the New Contact window, enter the appropriate information.
4. On the toolbar, click the Save and Close button.

To use the File as feature:

1. Double-click the address card.
2. In the Contact window, from the File as drop-down list, select a listing or type the listing in the combo box.
3. Click the Save and Close button on the toolbar.

To send a message to a contact:

1. Right-click a Contact
2. Select New Message to Contact button.
3. In the New Message window, compose and send the message.

To access a contact's web page:

1. Double-click an address card.
2. In the Contact window, on the toolbar, click the Explore Web Page button.

To create a contact from an e-mail address:

1. In the Inbox or in the Deleted Items folder, open a received message.
2. In the message window, in the From field, right-click the sender's name.
3. From the shortcut menu, choose Add to Contacts.

To view a day, a week, or a month:

1. On the toolbar, click the Go to Today, Day, Work Week, Week or Month buttons for the view you want.

To view appointments for a day during the current month:

1. On the Date Navigator, click the desired date.

To adjust pane size to show a different number of months in the Date Navigator:

1. Position the mouse pointer between the panes you want to adjust.
2. When the mouse pointer becomes the double-headed arrow mouse pointer, drag the border to the desired position.

To view appointments in another month:

1. Click the One Month Back arrow once for each previous month or the One Month Forward arrow once for each future month.

To view a range of dates:

1. On the Date Navigator, drag across the dates.

To view several weeks:

1. Position the mouse pointer near the left edge of the Date Navigator.
2. When the pointer changes from pointing left to pointing right, drag the pointer along the left edge of the Date Navigator for the desired weeks.

To view discontinuous days:

1. Press and hold CTRL.
2. On the Date Navigator, click each date you want to view.
3. Release CTRL.

To show two time zones:

1. In the Calendar, from the Tools menu, choose Options
2. From the Options dialog box, click the Calendar Options button.
3. From the Options dialog box, click the Calendar Options button.
4. From the Calendar Options dialog box, click the Time Zone button.
5. From the Time Zone dialog box, click the Show additional time zone checkbox.
6. Enter a name for the time zone in the Label field
7. Select a Time Zone from the pull-down menu
8. Click OK from the Time Zone dialog box.
9. Click OK from the Calendar Options dialog box.
10. Click OK from the Options dialog box.

To select a time slot or time period:

1. In the Calendar (Day, Week, or Month view), display the desired date.
2. Click the time slot or drag through as many time slots as necessary.

To create a basic appointment:

1. Select a time slot or time period.
2. Type a description
3. Press Enter

To select an appointment:

1. Click the appointment.

To create a detailed appointment:

1. If desired, select a time slot or time period.
2. Right-click the selected time slot or time period.
3. From the shortcut menu, select New Appointment
4. In the New Appointment window, on the Appointment page, in the Subject text box, type the subject.
5. In the Location combo box, type the location or select it from the drop-down list.
6. If necessary, modify the Start time and End time displayed.
7. If desired, in the large text box at the bottom of the page, type comments about the appointment.
8. On the toolbar, click the Save and Close button.

To change the date of an appointment in Day view:

1. Position the mouse pointer over the move handle.
2. When the pointer becomes a four-headed arrow, drag the appointment to the desired date on the Date Navigator.

To modify the date of an appointment in Week view:

1. Position the mouse pointer over the time area of the appointment.
2. When the pointer becomes a four-headed arrow, drag the appointment to the new date on the Calendar or on the Date Navigator.

To move an appointment to another time slot on the same day:

1. Position the mouse pointer over the move handle.
2. When the pointer becomes a four-headed arrow, drag the appointment to the new time slot.

To change the startup time or the ending time of an appointment:

1. Position the mouse pointer over an appointment handle.
2. When the pointer becomes a double-headed arrow, drag the appointment handle to the new time.

To insert an event:

1. From the Calendar information viewer, right-click the mouse
2. From the shortcut menu, choose New All Day Event.
3. In the Event window, complete the text boxes, select the options buttons and check boxes, and so forth, as if you were creating a new appointment.
4. Make sure the All day event check box is selected.
5. Make sure Free is selected in the Show time as drop-down list box.
6. On the toolbar, click the Save and Close button.

To create a recurring appointment:

1. Select a time slot or time period.
2. Right-click the mouse and from the shortcut menu, choose New Recurring Appointment.
3. In the Appointment Recurrence dialog box, in the Recurrence pattern area, in the left column, select a time period option button.
4. In the Recurrence pattern area, in the right column, select the appropriate option button or check boxes and, if necessary, fill in the required information.
5. In the Range of recurrence area, select the appropriate end date option button and fill in required information.
6. Choose OK.
7. Complete the New Appointment window, and then, on the toolbar, click the Save and Close button.

To edit a recurring appointment:

1. Right-click the appointment, and from the shortcut menu, choose Open.
2. In the Open Recurring Item message box, select the desired option button, and then choose OK.
3. In the Recurring Appointment window, make the changes.
4. If desired, click Recurrence from the toolbar.
5. In the Appointment Recurrence dialog box, make the changes.
6. Choose OK.
7. In the Recurring Appointment window, on the toolbar, click the Save and Close button.

To create a tentative appointment:

1. Create an appointment but do not close the Appointment window.
2. From the Show time as drop-down list, select Tentative.
3. On the toolbar, click the Save and Close button.

To delete an appointment:

1. Select the appointment.
2. Right-click the mouse and from the shortcut menu, select Delete.

To restore a deleted appointment immediately after deleting it:

1. On the toolbar, click the Undo Delete button.

To invite colleagues and set a meeting:

1. On the Calendar Advanced toolbar, click the Plan a Meeting button.
2. Choose Invite Others, and in the Select Attendees and Resources dialog box, from the Name list, select the names of the invitees.
3. Choose Required, Optional, or Resources, and then choose OK.
4. On the planner, examine all attendees and resources schedules.
5. In the Meeting start time and Meeting end time combo boxes, select dates and times for the meeting.
6. Choose Make Meeting.
7. In the Meeting Message window, complete the information, and then send the message.

To invite a contact to a meeting:

1. Drag the contact's address card onto the Calendar shortcut on the Outlook Bar.
2. In the Meeting Message window, complete the information and then send the message.

To respond to a meeting request:

1. In the invitation message, on the toolbar, click the Calendar button.
2. Examine and then close your Calendar.
3. Choose Accept, Tentative, or Decline.
4. In the message box that asks, *Do you want to include comments with your response?* select an option button, and then choose OK.
5. If necessary, in the Accepted Meeting Response message window, type a response and/or attach a file.
6. Send the message.

To review meeting information:

1. On your Calendar, double-click the meeting.
2. In the Appointment page, examine the tabulated responses, the meeting time and location, and the text of the message sent to all attendees.
3. Select the Attendee Availability tab and examine the status of each attendee.

To reschedule a meeting:

1. On your Calendar, move the meeting to a new time slot.
2. In the message box that asks, Would you like to send an update...? choose Yes.
3. Review the Meeting message and, if necessary, make changes.
4. On the toolbar, click the Send Update button.

To cancel a meeting:

1. On your Calendar, select the meeting.
2. On the toolbar, click the Delete button.
3. In the message box that says, *The attendees have not been notified...*, select an option button, and then choose OK.

To cancel your attendance at a meeting:

1. On your Calendar, double-click the meeting.
2. In the Meeting window, select the Decline voting button.

To schedule an event:

1. Invite colleagues and set a meeting time for the desired date(s).
2. In the Meeting message window, select the All day event check box.
3. In the Invited Event message window, complete the information and send the message.

To create a task:

Task list method

1. From the Task folder, click the *Click here to add a new Task* text box.
2. In the text box, type the subject.
3. If necessary, click the Due Date combo box.
4. Enter a due date or click the Due Date drop-down arrow and select a date from the Date Navigator.
5. Click anywhere else on the task list.

   or

5. Press ENTER

To select a task:

1. Click the task.

To edit a task:

1. Double-click the task.
2. In the Task window, make the change.
3. On the toolbar, click the Save and Close button.

To delete a task:

1. Right-click the task.
2. From the shortcut menu, select Delete.

To restore a deleted task immediately after deleting it:

1. On the toolbar, click the Undo Delete button.

To make a task recurring:

1. Double-click an existing task or create a new one but do not close the Task window.
2. On the toolbar, click the Recurrence button.
3. In the Task Recurrence dialog box, in the Recurrence pattern area, in the left column, select a time period option button.
4. In the Recurrence pattern area, in the right column, select the appropriate option button or check boxes and, if necessary, fill in the required information in the appropriate text boxes.

5. In the Range of recurrence area, select the appropriate end date option button and fill in the required information.
6. Choose OK.
7. In the Task window, on the toolbar, click the Save and Close button.

To set the priority for a task:

1. Double-click an existing task or create a new one
2. In the Task window, click the Priority drop-down list box, and then select a priority.
3. On the toolbar, click the Save and Close button.

To track a task's status:

1. Double-click an existing task or create a new one
2. On the Task page, click the Status drop-down list box, and then select a status.
3. In the % Complete spin box, click a spin arrow or enter a percentage.
4. Select the Details tab.
5. On the Details page, enter the desired details in the appropriate text boxes.
6. On the toolbar, click the Save and Close button.

To mark a task completed:

1. On the TaskPad or on the task list in Simple List view, select the Complete check box for the completed task.

To use Task Timeline view:

1. On the Advanced toolbar, click the Current View drop-down arrow, and then select Task Timeline.
2. Examine the timelines.
3. If desired, select a task, and then double-click it
4. In the Task window, make desired changes.
5. On the toolbar, click the Save and Close button.

To schedule a task:

1. In the Tasks folder, drag a task onto the Calendar folder.
2. If necessary, in the Appointment window, in the Start time area, from the drop-down Date Navigator, select a date, and from the time drop-down list, select a time.
3. If necessary, in the End time area, from the drop-down Date Navigator, select a date, and from the time drop-down list, select a time.
4. On the toolbar, click the Save and Close button.

To regenerate a task:

1. Double-click an existing Task or create a new one.
2. On the toolbar of the task window, click the Recurrence button.
3. In the Task Recurrence dialog box, in the Recurrence pattern area, select a time period option button, and then select the Regenerate new task option button and the numeral in the time period text box and enter the appropriate figure.
4. Choose OK.
5. In the Task window, on the toolbar, click the Save and Close button.

To assign a new task to someone else:

1. From the Tasks folder, right-click the Tasks information viewer and select New Task Request.
2. In the Task message window, address the request, enter a subject, and fill in appropriate information.
3. Make sure the *Keep an updated copy of this Task on my Task List* check box is selected.
4. Make sure the *Send me a status report when this Task is complete* check box is selected.
5. Send the message.

To assign a previously created task to someone else :

1. Right-click the task.
2. From the shortcut menu, click Assign Task
3. In the Task message window, address the request, enter a subject, and fill in appropriate information.

4. Make sure the *Keep an updated copy of this Task on my Task List* check box is selected.
5. Make sure the *Send me a status report when this Task is complete* check box is selected.
6. Send the message.

To accept or decline a task request:

1. In the task request message, on the toolbar, click the Accept or the Decline button.
2. In the message box, select the *Send the response now* option button, and then choose OK or select the *Edit the response before sending* option button, and then choose OK.
3. If necessary, in the message window message area, type your response, and then send the message.

To reassign a task request:

1. In the task request message, on the toolbar, click the Assign Task button.
2. In the Task message window, address the task to the assignee.
3. In the message area, type a message.
4. If desired, select the *Keep an updated copy of this task on my task list* check box.
5. If desired, select the *Send me a status report when this task is complete* check box.
6. Send the message.

To reclaim ownership of a declined task:

1. In the message that contains the declined task request, from the Task menu, choose Return to Task List.
2. In the Task window, on the toolbar, click the Save and Close button.

To record activities automatically:

1. From the Tools menu, choose Options.
4. From the Options dialog box, click the Journal Options button.
5. From the Journal Options page, in the *Automatically record these items:* list, select the appropriate check boxes.
4. In the *For these contacts:* area, select the appropriate check boxes.
5. In the *Also record files from:* area, select the appropriate check boxes.
6. Choose OK.

To record activities manually:

1. In the Journal information viewer, right-click the mouse
2. From the shortcut menu, choose New Journal Entry.
3. In the Journal Entry window, in the Subject text box, type a description.
4. In the Entry type drop-down list box, select the entry type.
5. Fill in the remaining text boxes, as appropriate.
6. On the toolbar, click the Save and Close button.

To set shortcut opening options:

1. From the Tools menu, choose Options.
2. From the Options dialog box, click the Journal Options button.
3. From the Journal Options page, in the in the *Double-clicking a journal entry:* area, select an option button.
3. Choose OK.

To use a Journal entry as a shortcut:

1. Double-click the Journal entry.
2. If necessary, in the Journal Entry window, double-click the shortcut in the large text box at the bottom of the window.

To write a note:

1. In the Notes information viewer, right-click the mouse
1. From the shortcut menu, choose New Note.
2. On the note, type your text.
3. Click anywhere outside the note to leave the note open or click the Close button to close the note.

To open a note:

1. Double-click the note.

To edit a note:

1. If necessary, open the note.
2. Make the changes.
3. Close the note.

To color code a note:

1. Right-click a note.
2. From the shortcut menu, choose Color.
4. From the submenu, choose a color.

To change icon size:

1. From the Advanced toolbar, click the Current View pull-down menu and select Icons.
2. On the Standard toolbar, click the Large Icon or Small Icon buttons.

To set up AutoArchiving for Outlook :

1. From the Tools menu, choose Options.
2. In the Options dialog box, select the Other tab and click the Auto Archive button.
3. On the AutoArchive page, if necessary, select the *AutoArchive every* check box.
3. In the *AutoArchive every... day(s) at startup* spin box, enter the number of days.
4. In the Default Archive File field type H:\archive.pst or D:\archive.pst
5. Choose OK.
6. Choose OK.

To set up AutoArchiving for an Outlook folder:

1. Right-click an Outlook folder.
2. In the shortcut menu, choose Properties.
3. In the Properties dialog box, select the AutoArchive tab.
4. On the AutoArchive page, if necessary, select the *Clean out items older than* check box.
5. In the *Clean out items older than* spin box, enter the number of units, and from the drop-down list, select the calendar period.
6. Click Move old items to: and type H:\archive.pst or D:\archive.pst.
7. Choose OK.

To archive manually:

1. From the File menu, choose Archive.
2. In the Archive dialog box, select the *Archive this folder and all subfolders:* option button.
3. In the folder list, select a folder.
6. From the *Archive items older than:* drop-down Date Navigator, select a date.
7. Check that the default archive file is H:\archive.pst or D:\archive.pst
8. Choose OK.

To retrieve archived items:

1. From the file menu, choose Open / Personal Folders File (.pst)...
2. From the Open Personal Folders dialog box, select H:\archive.pst or D:\archive.pst.
3. Click OK.

To create and apply categories:

1. Create or open an appointment, task, or contact.
2. At the bottom of the window, choose Categories.
3. In the *Item(s) belong to these categories:* field type the new category.
4. Choose OK.

To find items:

1. On the toolbar, click the Find Items button.
2. In the Look for: field enter keywords for your search.
3. If desired, click the Search all text in check box
4. Click the Find button.

To perform an advanced search:

1. Right-click a folder and choose Advanced Find.
2. In the Advanced Find window, from the Look for drop-down list, select an item for which to search.
3. If necessary, choose Browse to change the folder in which Outlook searches.
4. In the *Search for the word(s)* combo box, type the word(s) for which you want to search.
5. If necessary, from the In drop-down list, select the message part(s) to search.
6. If desired, in the From text box, type a date.
7. If desired, in the Sent To text box, type a name.
8. If desired, select the More Choices tab.
9. On the More Choices page, if desired, choose Categories to select a category.
10. If desired, select the Advanced tab.
11. On the Advanced, if desired, click the Field menu, and select a field to search from.

12. If desired, enter a condition and/or value
13. Choose Find Now
14. If a folder list appears, double-click the desired folder to view its contents
15. Close the Find window.
    Or
16. Choose New Search, and then repeat above steps.

To group items:

1. On the Advanced toolbar, click the Group By Box button.
2. Drag the desired column header to the box that says *Drag a column header here to group by that column.*

To turn grouping off:

1. Drag the Group By column header back to its original location.
2. On the Advanced toolbar, click the Group By Box button.

To create a filter:

1. Open the folder to which you want to apply a filter.
2. From a blank area of the folder's information viewer, right-click the mouse and select Filter from the shortcut menu.
3. In the Filter dialog box, on the context-sensitive page, enter the search criteria.
4. If desired, on the More Choices and Advanced pages, enter search criteria.
5. Choose OK.

To clear a filter:

1. From a blank area of the folder's information viewer, right-click the mouse and select Filter from the shortcut menu.
2. In the Filter dialog box, choose Clear All.
3. Choose OK.

To set options:

1. From the Tools menu, choose Options.
2. In the Options dialog box, select a button.

3. On the selected page, select the desired check boxes and option buttons.
4. Select the desired items from lists.
5. As desired, select additional tabs and repeat steps 2 through 4.
6. Choose OK.

To add shortcuts to the Outlook Bar:

1. Right-click the Outlook Bar.
2. From the shortcut menu, choose Outlook Bar Shortcut.
3. In the Add to Outlook Bar dialog box, in the Folder list, select the desired folder.
4. Choose OK.

To move a shortcut on the Outlook Bar:

1. Drag the shortcut to the desired position between other shortcuts.

To remove a shortcut from the Outlook Bar:

1. Right-click the shortcut you want to remove.
2. From the shortcut menu, choose Remove from Outlook Bar.
3. In the *Are you sure you want to remove this folder shortcut?* message box, choose Yes.

To open Outlook Today: :

1. From the Outlook Bar, click the Outlook Today shortcut.

To open an Outlook folder in Outlook Today:

1. On the Outlook Today page, click a folder shortcut.

To open a calendar item in Outlook Today: :

1. On the Outlook Today page, point to the calendar item.
2. When the pointer becomes a hand and the item is underlined, click the item.

To complete a task in Outlook Today:

1. Click the check box to the left of the task.

To find a contact in Outlook Today:

1. In the Find a Contact text box, type the contact name.
2. To the right of the text box, point to the word *go*.
3. When the pointer becomes a hand and the word *go* is underlined, click the word.
4. If necessary, in the Advanced Find window, double-click the found contact record.
   or
4. If necessary, in the Check Names dialog box, select the desired contact from the list and then choose Properties.
5. As desired, close the dialog box(es).

To set Outlook Today options:

1. On the Outlook Today page, at the top of the page, point to the word *Options.*
2. When the pointer becomes a hand and the word *Options* is underlined, click the word.
3. As appropriate, on the Outlook Today Options page, define the desired options.
4. At the top of the page, point to the words *Back to Outlook Today.*
5. When the pointer becomes a hand and the words are underlined, click the words.

To create a new item from an existing one:

1. From an item list, drag an item onto the shortcut on the Outlook Bar.
2. In the folder window, if necessary, add more details.
3. On the toolbar, click the Save and Close button.

To give permissions to your mailbox folders:

1. Right-click your Mailbox.
2. From the shortcut menu, select Properties.
3. Select the Permissions tab.

4. Click the Add button.
5. Add the recipient you wish to share your mailbox folders with.
6. Click OK.
7. From the Permissions page in the Name field, click a name.
8. In the Permissions area, select a role from the Roles pull-down menu.
9. Click OK.

To share your Outlook folders:

1. Right-click the Outlook folder you want to share.
2. From the shortcut menu, select Properties.
3. Select the Permissions tab.
4. Click the Add button.
5. Add the recipient you wish to share your mailbox folders with.
6. Click OK.
7. From the Permissions page in the Name field, click a name.
8. In the Permissions area, select a role from the Roles pull-down menu.
9. Click OK.

To open a shared folder:

1. From the File menu, choose Open/Other User's Folder.
2. From the Open Other User's Folder dialog box, click the Name button.
3. Select a user and click OK.
4. From the Folder pull-down menu, select a folder.
5. Click OK.

To add another user's Mailbox in your Folder list:

1. From the Tools menu, choose Services.
2. Click Microsoft Exchange Service and click Properties.
3. Click the Advanced tab and click the Add button.
4. From the Add mailbox dialog box, type the user's last name.
5. Click OK.
6. Click OK.

To use a template:

1. From the File menu, choose New.
2. From the submenu, click Choose Forms.
3. In the Choose Forms dialog box, select a Templates in File System from the Look In: field
4. Select the template to use.
5. Choose Open.

To create a template:

1. Compose the message you want to use as a template.
2. From the File menu, choose Save As.
3. In the File name text box, type a name for the template.
4. In the Save as type drop-down list box, select Outlook template.
6. Make sure the Save list displays the drive and path containing the Outlook templates.
7. Choose Save.
8. Close the window without saving any changes.

To use a form:

1. From the File menu, choose New, click Choose Form.
3. In the Choose Form dialog box, from the drop-down list box, make sure Standard Forms Library is selected.
4. Select the form, and then choose Open.
5. In the New [Sample Form] window, enter the information.
6. If necessary, on the toolbar, click the Send button.

To create a form from another program:

1. In Outlook, from the File menu, choose New.
2. From the New submenu, choose Office Document.
3. In the New Office Document dialog box, select a document type, and then choose OK.
4. In the message box that designates whether to prepare the document as a message, select an option button, and then choose OK.
5. From the Tools menu, choose Forms, Design this Form.

6. Modify the pages as desired.
7. On the document page, create your document.

To add pages to an existing form:

1. Open the form you want to modify.
2. On the Tools menu, choose Forms, Design this Form.
3. Select a page tab.
4. From the Form menu, choose Rename Page.
5. In the Rename Page dialog box, in the Page name text box, type a page name, and then choose OK.

To add fields to a new page:

1. From the Field Chooser dialog box, drag a field onto the new page or choose New, fill in the text boxes and then choose OK.

To add controls to a new page:

1. On the toolbar, click the Control Toolbox button, and then, from the Toolbox, drag a control and its label area to the page.
2. Click a label area and then click it again; then type the label into the label area.

To hide a page:

1. Select the page tab, and then, from the Form menu, choose Display This Page to deselect the check.

To set properties for the form:

1. Select the (Properties) tab.
2. Type a Category and if desired a sub-category, version name and form number.
3. To be able to send a copy of the form in e-mail, select the *Save form definition with item* check box; and then select the other options you want.

To publish a new form:

1. In the new form, from the Tools menu, choose Forms, Publish Form As.
2. In the Publish Form As dialog box, in the Form Name box, type the form name.
3. From the Look In: field, choose Personal Forms Library.
4. Choose Publish.

To save a form in the draft folder:

1. From the File menu, choose Save.

To save a form as a file or as a template:

1. From the File menu, choose Save As.
2. In the Save As dialog box, in the Save in box, select the folder.
3. In the File name combo box, enter a name.
4. From the Save as type drop-down list, select a file type.
5. Choose Save.

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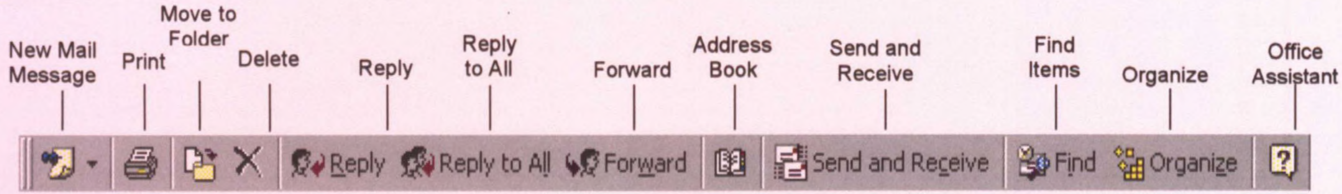
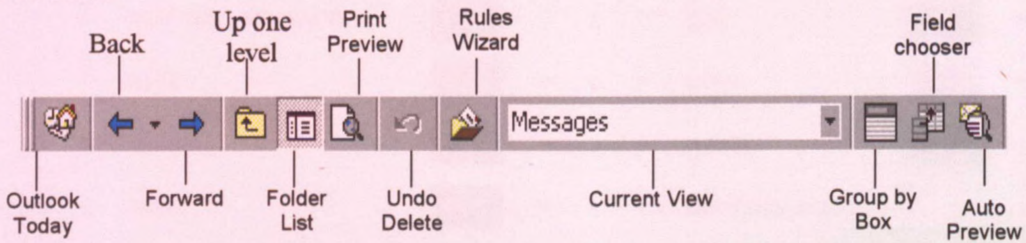
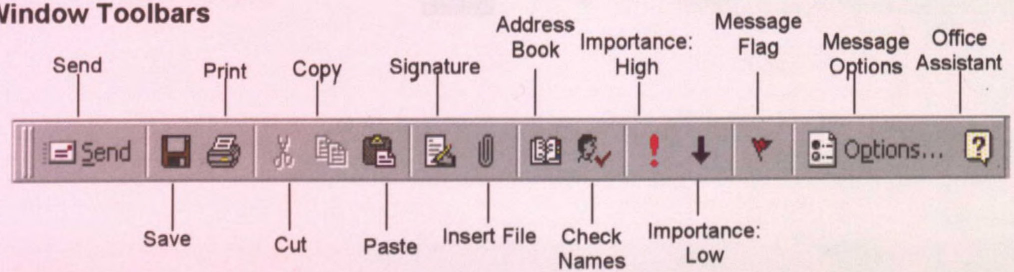
Standard Toolbar



Advanced Toolbar



Message Window Toolbars



Microsoft Outlook `98 – Quick Keys

Ctrl	+	N	=	NEW MAIL MESSAGE
Ctrl	+	S	=	SAVE
Ctrl	+	D	=	DELETE
Ctrl	+	P	=	PRINT
Ctrl	+	Q	=	MARK AS READ
Ctrl	+	X	=	CUT
Ctrl	+	C	=	COPY
Ctrl	+	V	=	PASTE
Ctrl	+	Y	=	GO TO FOLDER
Ctrl	+	Z	=	UNDO
F1			=	HELP
F5			=	SEND AND RECEIVE
F7			=	SPELL CHECK