

OUTLOOK 2003 PERSONAL TRAINER

FREE QUICK REFERENCE CARD

PRINT IT! SHARE IT! POST IT!

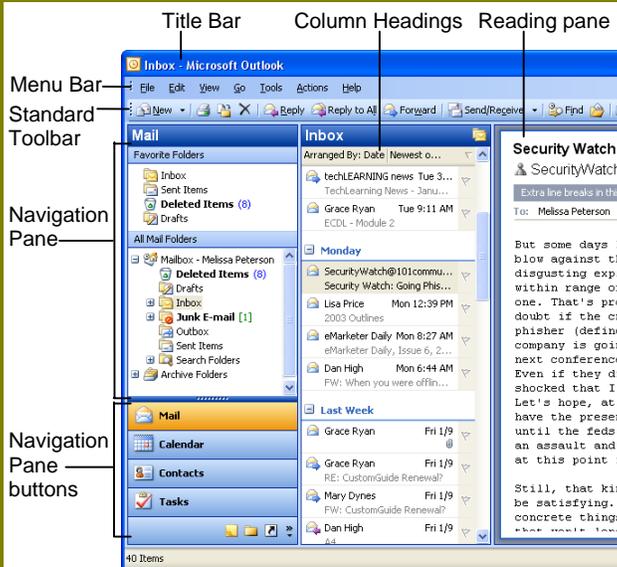
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THE OUTLOOK 2003 SCREEN



THE NAVIGATION PANE

- Mail**
Mail-related folders, like your Inbox, Sent Items and Search Folders.
- Calendar**
Enables you to view and schedule appointments, events, and meetings.
- Contacts**
Use to store and keep track of addresses, numbers, and e-mail addresses.
- Tasks**
Use to organize to-do lists by priority, track task progress, and delegate tasks.
- Notes**
Use like electronic Post-It® Notes.
- Folder List**
Displays a list of all your Outlook folders in the Navigation pane.
- Shortcuts**
Add for quick access to Outlook folders.

KEYBOARD SHORTCUTS

GENERAL

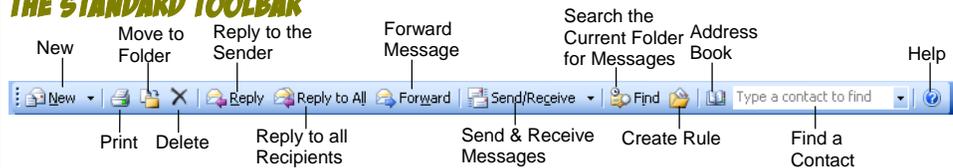
- Save <Ctrl> + <S>
- Print <Ctrl> + <P>
- Undo <Ctrl> + <Z>
- Cut <Ctrl> + <X>
- Copy <Ctrl> + <C>
- Paste <Ctrl> + <V>
- Select All <Ctrl> + <A>
- Advanced Find <Ctrl> + <Shift> + <F>
- Help <F1>

E-MAIL

- Switch to Inbox <Ctrl> + <Shift> + <I>
- Check for Mail <Ctrl> + <M> or <F9>
- Reply <Ctrl> + <R>
- Reply to All <Ctrl> + <Shift> + <L>
- Forward <Ctrl> + <F>
- Flag for Follow Up <Ctrl> + <Shift> + <G>
- Check Spelling <F7>
- Check Names <Ctrl> + <K>
- Send Message <Ctrl> + <Enter>
- Delete Current Message <Ctrl> + <D>
- Permanently Delete Message <Shift> + <Delete>
- Address Book <Ctrl> + <Shift> +

MESSAGES: BASIC TASKS

THE STANDARD TOOLBAR



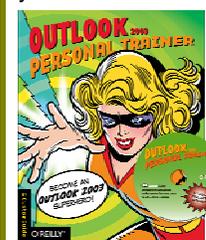
- ✦ **To Access the Inbox:** Click the **Mail pane** in the Navigation pane.
- ✦ **To Check for New Messages:** Click the **Send/Receive** **Send and Receive button** on the Standard toolbar, or press **<F5>**.
- ✦ **Message Indicators:**
 - Message has not been read.
 - Message has been read.
 - File is attached to the message.
 - This message is marked as urgent—you better look at it fast!
- ✦ **To Open a Message:** Open the Inbox and click the message you want to read.
- ✦ **To Reply to the Message Sender:** Click the message, click the **Reply** **Reply button**, type your reply, and click the **Send** **Send button** or press **<Alt> + <S>**.
- ✦ **To Reply to All Message Recipients:** Click the message, click the **Reply to All** **Reply to All button**, type your reply, and click the **Send** **Send button** or press **<Alt> + <S>**.
- ✦ **To Forward a Message:** Click the message, click the **Forward** **Forward button**, enter the e-mail address in the **To: box**, enter additional comments in the text box, and click the **Send** **Send button** or press **<Alt> + <S>**.
- ✦ **To Create a Message:**
 1. Click the **New** **New button** or press **<Ctrl> + <N>**.
 2. Enter the e-mail address(es) in the **To: box**, or click the **To...** **To button** to use the address book.
 3. Click the **Cc...** **Cc: button** and enter the e-mail address(es) for whom you want to send a copy of the message.
 4. Enter the subject of the message in the **Subject box**.
 5. Enter the text of your message in the text box.
 6. Click the **Send** **Send button** or press **<Alt> + <S>**.
- ✦ **To Attach a File:** Create a new message, click the **Attach** **Attach button** on the Standard toolbar in the Message window, select the file you want to send, and click **Insert**.
- ✦ **To Send a Blind Carbon Copy (Bcc):** Select **View** → **Bcc Field** from the menu. Click the **Bcc...** **Bcc: button** and enter the e-mail address(es) for whom you want to send a blind copy of the message.
- ✦ **To Delete a Message:** Select the message and press the **<Delete>** key.
- ✦ **To Open an Attachment:** Double-click the attachment at the top of the message screen.

CREATE NEW

- Item <Ctrl> + <N>
- Message <Ctrl> + <Shift> + <M>
- Appointment <Ctrl> + <Shift> + <A>
- Contact <Ctrl> + <Shift> + <C>
- Note <Ctrl> + <Shift> + <N>
- Task <Ctrl> + <Shift> + <K>

LIKE THIS QUICK REFERENCE? YOU'LL LOVE THE CD AND BOOK!

Available at Amazon.com or your local bookstore, **Personal Trainer** will help you become an Outlook 2003 superhero!



[Click to Learn More](#)

- ✦ Interactive training CD with more than 12 hours of engaging lessons on Outlook
- ✦ Fully-illustrated and easy-to-read book
- ✦ Bite-sized lessons: Learn what you need, at your own pace

MESSAGES: OTHER TASKS

- ✦ **To Flag a Message for Follow-Up:** Right-click the message and select **Follow Up** from the shortcut menu and select a flag color. Or, select **Add Reminder** from the shortcut menu and select a type of flag and due date in the dialog box. Click **OK** to apply the flag.
- ✦ **To Clear a Flagged Message:** Right-click the message and select **Follow Up** → **Clear Flag** from the shortcut menu.
- ✦ **To Recall a Message:** Open the **Sent Items** folder. Double-click the message and select **Actions** → **Recall This Message** from the menu. Choose to delete the message or replace the message with a new one in the dialog box and click **OK**.
You can only recall a message if you are using MS Exchange Server and the recipient has not opened it.
- ✦ **To Resend a Message:** Open the **Sent Items** folder. Double-click the message and select **Actions** → **Resend This Message** from the menu. Enter new recipients in the message window and click **Send**.
- ✦ **To Save a Message as a Draft:** Select **File** → **Save** from the menu. The message appears in the Drafts folder.
- ✦ **To Create a Distribution List:** Click the  **New** button list arrow and select  **Distribution List**. Click **Select Members**, select a name in the list, click the **Members** button and repeat for each name to be added. Click **OK** and click **Save and Close**.
- ✦ **To Delete a Distribution List:** Select **Tools** → **Address Book** from the menu. Select the list and click the **Delete** button.
- ✦ **To Create a Signature:** Select **Tools** → **Options** from the menu, click the **Mail Format** tab, and click the **Signatures** button.
- ✦ **To Change a Message's Options:** Click the  **Options** button on the Standard toolbar in the Message window to specify:
 - + The level of importance of the message.
 - + The level of sensitivity of the message.
 - + Where replies should be sent to.
 - + If you want a read receipt to be delivered when the message is opened.
 - + If you want to encrypt the message.
- ✦ **To Use the Rules Wizard:**
 1. Make sure that you're in the **Inbox**.
 2. Select **Tools** → **Rules and Alerts** from the menu and click the **New Rule** button.
 3. Select the type of rule you want to create and click **Next**.
 4. Click the first piece of underlined text in the Rule Description box, which may be people or distribution list, specific words, etc.
 5. Specify the criteria—a person's name, a keyword, etc., and click **OK**.
 6. Click the next piece of underlined text in the Rule Description box and specify the name of the folder where you want to move the messages or the action you want done to the message.
 7. Click **Finish** to complete your rule and click **OK**.

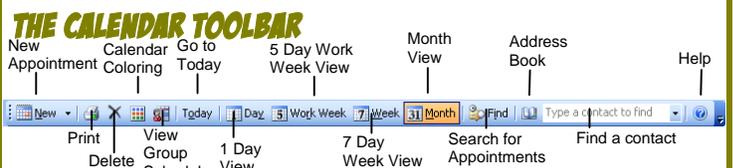
CONTACTS

- ✦ **To View Your Contacts:** Click the **Contacts** pane in the Navigation pane.
- ✦ **To Create a New Contact:** Click the  **New** button or press **<Ctrl> + <N>**.
- ✦ **To Edit a Contact:** Double-click the contact.
- ✦ **To Find a Contact:** Click the  **Find** button on the toolbar, type who or what you're looking for and where to search, and click **Find Now**.
- ✦ **To Delete a Contact:** Select the contact and press the **<Delete>** key.
- ✦ **To Change Views:** Select **View** → **Arrange By** → **Current View** and select the desired view from the menu.

GENERAL OUTLOOK FUNCTIONS

- ✦ **To Display/Hide the Folder List:** Click the  **Folder List** button at the bottom of the Navigation pane to toggle the display.
- ✦ **To Change the Current View:** Select **View** → **Current View** and or **View** → **Arrange By** → **Current View** and select the desired view.
- ✦ **To Change How a Folder is Organized:** Open the folder, select **Tools** → **Organize** button and specify how you want the folder to be organized.
- ✦ **To Move an Item to a Different Folder:** Select the item, click the  **Move to Folder** button and select the destination folder. Or...
Select **View** → **Folder List** from the menu to display the folder list then click and drag the item to the destination folder.

CALENDAR



- ✦ **To View the Calendar:** Click the **Calendar** pane on the Navigation pane.
- ✦ **To Change Views:** Select **View** from the menu bar and select the desired view. Or...
Click one of the Calendar View buttons on the toolbar.
- ✦ **To Schedule an Appointment:** Click the  **New** button or press **<Ctrl> + <N>**.
- ✦ **To Schedule a Recurring Appointment:** Select **Actions** → **New Recurring Appointment** from the menu.
- ✦ **To Schedule a Meeting Request:** Click the  **New** button list arrow and select  **Meeting Request**.
- ✦ **To Schedule an All Day Event:** Select **Actions** → **New All Day Event** from the menu.
- ✦ **To Plan a Tentative Meeting:** Select **Actions** → **Plan a Meeting** from the menu.
- ✦ **To Reschedule an Item:** Double-click the meeting, appointment, or event, make your changes and click the **Save and Close** button.

TASKS

- ✦ **To View Your Task List:** Click the **Tasks** pane on the Navigation pane.
- ✦ **To Create a New Task:** Click the  **New** button, or press **<Ctrl> + <N>**, or simply type the task in the **task box** near the top of the window.
- ✦ **To Complete a Task:** Check the task's **check box**.
- ✦ **To Delete a Task:** Select the task and press the **<Delete>** key.
- ✦ **To Create a Recurring Task:** Double-click the task and click the  **Recurrence** button on the toolbar.
- ✦ **To Assign a Task:** Double-click the task, click the  **Assign Task** button on the toolbar, enter the person's name in the **To: box**, and click **Send**.