

BrainStorm Quick Start Card for Microsoft Outlook Web App 2010

Getting Started

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

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

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

Options: Configure your Outlook Web App user interface.

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

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

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

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

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

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

List View: Display messages in a single scrollable pane.

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

Signing In

To sign in to Outlook Web App:

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

Keyboard Shortcuts

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

Calendar Standard Toolbar

A B C D E F G H I J K

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

Inbox Standard Toolbar

1 2 3 4 5 6

7 8 9 10 11 12

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

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Links to additional online content are indicated throughout this card by the symbol to the left. Visit brainstorminc.com/cards/outlookwebapp2010.

Microsoft Outlook 2010 Quick Start Reference Card 6

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TeachUcomp Inc



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Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)
Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail 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 Displaying Mail Folders Navigation Pane To Do Bar 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 Reading Messages Using the People Pane Manual Send Receive Using the Outbox Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder 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 Creating an E Mail Signature Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages Using Quick Steps Finding Mail Messages Creating a Contact from a Message Using the Rules Wizard Using the Out of Office Assistant Handling Junk Mail Also includes a list of Keyboard and Selection Shortcuts 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

Microsoft Outlook 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc,2016-05-10 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Outlook 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Outlook 2016 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

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Contacts People Reading and Organizing E Mail Creating and Sending E Mail Tasks The Calendar Printing Touch Actions and Keyboard Shortcuts *What's New in Outlook 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card)* Beezix, Inc Staff,2010-06-28 Laminated quick reference card showing instructions for the new and changed features of Microsoft Office Outlook 2010 Also includes a command reference showing Outlook 2003 commands and their 2010 equivalents Topics include The Ribbon Controlling the Navigation Pane Mail Previewing an Attachment Viewing Next Previous Message in a Single Email Adding an Electronic Business Card to an Email Grouping Messages by Conversation Ignoring a Conversation Cleaning up Redundant Messages Using Quick Steps Using the People Pane Using the Out of Office Assistant Calendar Showing Full or Work Week Overlaying Multiple Calendars Changing Detail Level in Month View Scheduling Assistant Sending a Calendar Snapshot by Email Receiving a Calendar Snapshot Publishing Your Calendar to office com Sharing a Published Calendar Restricting Access to Free Busy Information Tasks Tasks and To Do Items The To Do Bar Viewing To Do Items in the Calendar Putting an Item in the To Do List Sharing or Request the Sharing of Calendar Contacts Tasks Notes with Other Outlook Users Responding to a Sharing Request Changing Sharing Permissions Color Coded Categories Using Instant Search Other New Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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 Outlook 2007 Quick Source Guide Quick Source (Firm),2006-12-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Outlook 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software It includes how to use the Navigation Pane creating and working with folders working with color categories deleting an item and retrieving a deleted item creating reading replying to and forwarding a message working with attachments printing and sorting messages It also covers mail formatting and mail extras such as creating a signature It covers the scheduling an appointment and a meeting as well as responding to a meeting request It covers creating tasks and working with the To Do Bar It also includes working with contacts creating notes and working with the Journal feature It also includes a guide to keyboard shortcuts and getting help in Outlook An excellent instructional tool for a user new to Outlook 2007 it also serves as a handy reference tool for the more experienced Outlook user Outlook 2010 All-in-One For Dummies Jennifer Fulton,Karen S. Fredricks,2010-06-25 Extensive coverage on using Microsoft Outlook to manage and organize your day 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 Comprised of ten minibooks in one and packed with more than 800 pages this All in One For Dummies reference walks you through the convenience of Microsoft Outlook and introduces you to the newest features of the 2010 version After a description of how to get started with Outlook

2010 you ll get complete coverage on e mail basics advanced e mail features working with the calendar managing contacts and working with Business Contact Manager You ll learn how to track tasks take notes and record items in the journal as well as customize and manage Outlook and get mobile with Outlook Offers soup to nuts coverage of Microsoft Outlook 2010 the newest version of the number one most popular e mail manager Walks you through getting started with Outlook and e mail basics and gradually progresses to more advanced features and capabilities of e mail Explains how to work with the Outlook 2010 calendar and manage your contacts Addresses tracking tasks taking notes recording items in the journal and working with Business Contact Manager Shows you how to customize your Outlook manage all the information within Outlook and take Outlook on the road Get a whole new outlook on Outlook 2010 with this complete guide *Microsoft Outlook Shortcut Reference Card* Sush Dub,2016-01-31 As a user of Microsoft Outlook which is a leading email and collaboration tool from Microsoft you would already be aware that Microsoft office application and most of such office applications requires extensive use of keyboard However it is very annoying to take your hands off the keyboard and to perform a few operations such as checking new emails inserting attachments sending email and so on Moreover if you need to work on a large number of emails it could be at times a very frustrating experience Microsoft Outlook 2010 alone has more than 300 shortcut key sequences defined that are rarely known and hence hardly used It would not be an exaggeration to state that not more than 5% of outlook users know the application well enough This reference guide contains all the shortcuts discovered which may or may not have been documented Knowing and using these shortcuts can make you a pro Outlook user beyond all doubts I would like to state it categorically here that to use the Microsoft Outlook application it is not at a requirement to know any particular shortcut key The application has been designed beautifully to help you easily navigate the application without any knowledge However if you do not know the computer shortcuts and or do not to use shortcuts you may not be able to work at the same speed and accuracy as another user who knows and uses shortcut keys **Microsoft Outlook 2003 Quick Source Guide** Quick Source,2003-10-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Outlook 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include Using the NEW Navigation Reading and Research Task Panes the NEW Search Folder feature and the NEW Go Menu Creating Sending Receiving Reading Previewing Replying to Forwarding Sorting Flagging and Printing Messages Opening and Saving Attachments Inserting Files and Hyperlinks Using Stationery and Quick Flags Creating and Assigning Tasks Creating Contacts Signatures and Distribution Lists Adding a Picture to a Contact Sending Instant Messages Viewing Web Pages Scheduling Appointments and Meetings Creating Additional Calendars and much more An excellent instructional tool for a user new to Outlook 2003 it also serves as a handy reference tool for the more experienced user Microsoft Outlook 2013 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide ,2015-05-22 EXCEL Intro QUICK REFERENCE GUIDEDesigned with the busy professional in mind this 4 page

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of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a Template This guide is one of several titles available for Word 2010 Word 2010 Introduction Word 2010 Formatting Word 2010 Advanced Word 2010 Mail Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features **Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar **Microsoft Exchange 2007 Outlook Web Access** Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Exchange 2007 Outlook Web Access Premium Client Topics include Mail Displaying the Inbox Creating and Sending a Message Showing BCC Drafting a Message Sending a Message with High or Low Importance Requesting a Read or Delivery Receipt Checking Spelling Checking for New Messages Reading Messages Replying to a Message Forwarding a Message Single Line and Multiple Line View Creating an E Mail Signature Sorting Messages Creating a Folder Moving or Copying Messages Turning on off an AutoReply when Out of the Office and Opening Another User s Mailbox Calendar Displaying the Calendar Viewing the Calendar Creating Editing Appointments Scheduling Meetings Responding to Meeting Requests and Making an Appointment Recur Contacts Displaying Contacts Creating and Editing Contacts and Sending a Mail Message to a Contact Tasks Displaying Tasks Creating a Task Marking a Task or Flagged Item Complete Changing Tasks Viewed and Sorting Tasks Common Procedures Using Flags Deleting an Item

Emptying the Deleted Items Folder Using Categories Searching for an Item and Logging Off Also includes a list of keyboard shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft Outlook 2007 Mail Quick Reference Guide Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail features of Microsoft Office Outlook 2007 Topics include Displaying the Inbox and Other Mail Folders Hiding Displaying the Navigation Pane Hiding Displaying the To Do Bar Creating and Sending a Message Sending a Message with High or Low Importance Restricting Forwarding Printing or Copying Requesting a Read or Delivery Receipt Delaying the Delivery of a Message Drafting a Message Reading Messages Using Desktop Alerts Deleting Messages Emptying the Deleted Items Folder Saving an Attachment Removing an Attachment Replying Forwarding Printing a Message Sorting Grouping Autosignatures Manually Inserting Signatures Creating a Distribution List Using Task Flags Creating Folders Adding Removing Favorite Folders Moving or Copying Messages between Folders Finding Mail Messages Using the Rules Wizard Using the Out of Office Assistant Creating a Contact from a Message and Handling Junk Mail 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

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

Organizing With Microsoft Office Outlook 2010 I.F.S. Harrison,2012-03-07 Customize Your Outlook Stay Organized Work Faster If you feel like you spend too much time in your inbox this eBook is for you With 30 Tips and Keyboard Shortcuts to Help You Organize Your Outlook You ll Learn How To Import Contacts from Microsoft Office Excel Customize Fields Search Faster Create Quick Steps and more Examples Exercises Use the hands on activities in this guide as a learning tool Keep it close by when using Microsoft Outlook as a reference tool Scroll up and grab a copy today *Work Smarter Tips for Microsoft Office Outlook 2010* Fish Davis,2013-03-29 You use Microsoft Outlook every day Why not use it faster better smarter It s one of the few applications that is always up and running on your computer Though you use it all the time are you using it efficiently and effectively Ask yourself How well are the tens or thousands of e mails in my inbox organized How fast can I find what I am looking for be it an e mail a contact or a command button With these 30 illustrated tips and keyboard shortcuts you will become more proficient in Microsoft Office Outlook You will spend less time in your inbox and more time getting work done Find Tips On Customizing Outlook to fit your needsIdentifying important messages fastIgnoring redundant or annoying messagesSetting up automatic e mail repliesCreating contact groupsOutlook automationLocating old itemsand much much more Are You Ready To Work Smarter Not Harder Download now and get control of your Inbox TODAY Scroll to the top of this page and click the buy button *Microsoft InfoPath 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2011-08-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Filler and Designer applications of Microsoft InfoPath 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 covered InfoPath Filler Opening a Form to Fill Filling in a Form Sending a Form by e Mail Replying to a Form in Outlook Filling in a Form Using a Web Browser InfoPath Designer Creating a New Form Template Opening an Existing Form Template Creating a Browser Compatible Form Template Using Data Sources Inserting Controls Setting Properties for Controls Laying Out a Form Inserting a Scrolling Region Advanced Layout with Section Controls Adding Fields Groups to Data Sources without Adding Form Controls Deleting a Field or Group Looking Up Data Secondary Data Source Restricting Data Entry Using Validation Checking Form Design Compatibility Previewing a Form Publishing a Form Template Also includes List of Filling and Designing Shortcuts

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