



## Outlook 2010

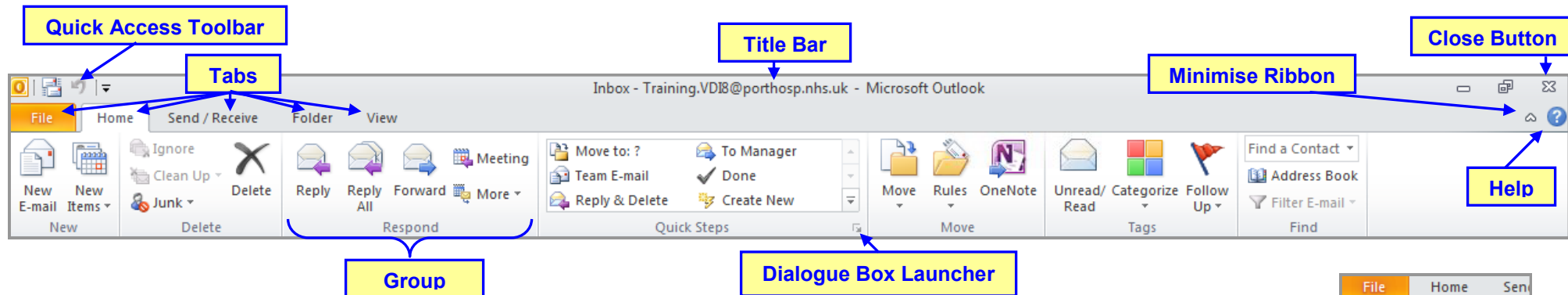
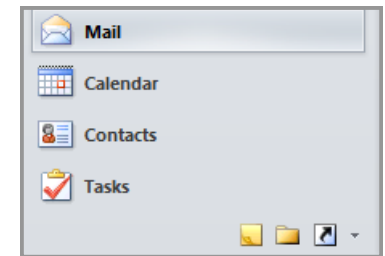
### Navigation Pane

**Mail** – Contains folders such as Inbox, Sent Items and Deleted Items.

**Calendar** – View and schedule appointments, events and meetings in your calendar. View shared calendars.

**Contacts** – Store email addresses, phone numbers and addresses.

**Tasks** – Create to-do lists and track tasks.



Open **Outlook 2010** and this is the **'Mail' Ribbon** that is displayed replacing the Menu system of Outlook 2003.

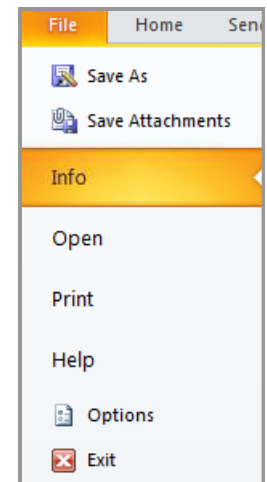
**Create a new mail message** by clicking on the **New E-mail** button in the **New** group of the **Home tab** on the Ribbon.

**Reply to messages** by clicking on the **Reply** or **Reply All** button in the **Respond** group on the **Home tab** of the Ribbon.

The **File tab** and **Backstage view** include commands for working with a program's files, such as **Save As**, **Save Attachments**, **Close**, **New** and **Print**.

The **Print** option also **Previews** the message.

**Help** – use the **Help** option or **<F1>**.

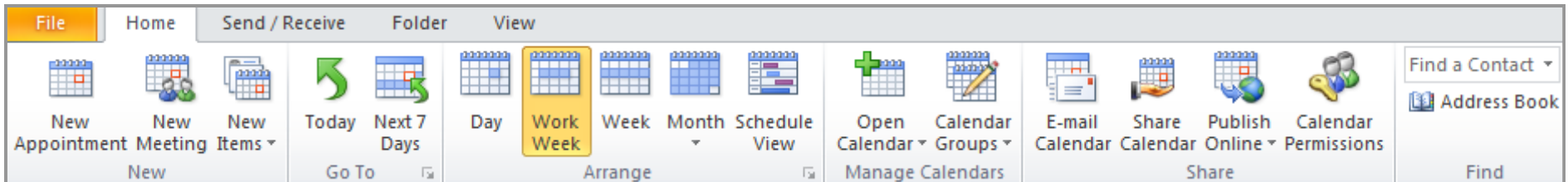




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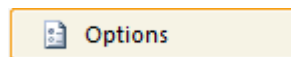


Select **Calendar** on the Navigation Pane and the '**Calendar**' Ribbon will display:



The **Out of Office** function is now on the **File** tab in the **Info** option.

To create a **Signature** go to the **File** tab then **Options**. From here select **Mail** and click on the **Signatures** button.



Select **Contacts** on the Navigation Pane and the '**Contacts**' Ribbon will display:

