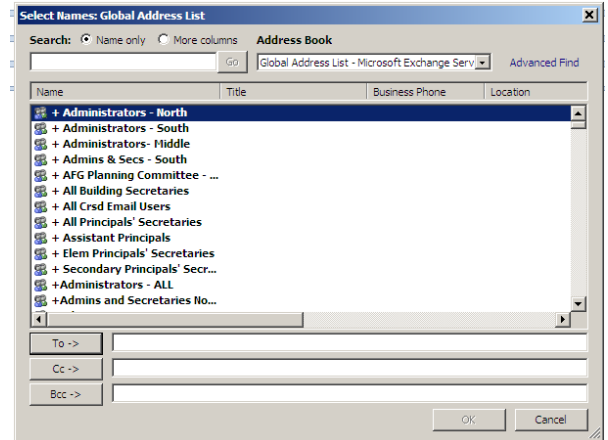
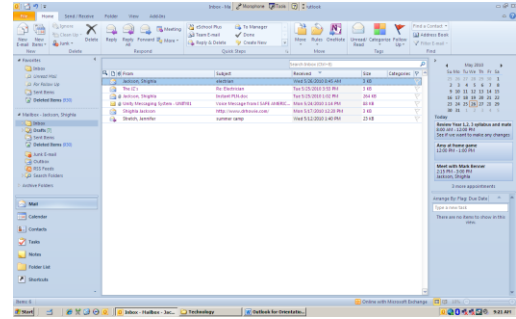


Microsoft Outlook 2010 Email

1. Double click on the Outlook icon on your desktop.
2. Your screen will look similar to this. Double Click on an email that you would like to read.
3. To Respond to an Email:
 - a. Click Reply to respond to this email
 - b. Click Reply All if you would like to respond to everyone
 - c. Click Forward if you want to send this to a different person.
 - d. Click Send
4. New Email
 - a. Click on New E-mail.
 - b. Type in email address.
 - c. If CRSD employee, just type last name or click on the To...box and find the appropriate name.
5. Attaching Files
 - a. Click on New E-mail
 - b. Click on the paper clip, attach file.
 - c. Click on the drop down arrow that says look in and find your file. When you find the file, click on Insert.
 - d. Click Send.
6. Reading Pane
 - a. View, Click Reading Pane and then Right or Bottom.
 - b. Click off to turn it off.
7. Making Folders
 - a. Right Click on Inbox
 - b. Click New Folder
 - c. Type in Name and click OK
 - d. Click No when asked for shortcut
8. Filing Emails
 - a. Click on an email and drag and drop it onto folder
 - b. Double click on folder to see emails
9. Mailbox Management
 - a. Double click on Sent Items and select emails to delete. Click X or:
 - i. Click Edit, Select all or click email and then use the shift key to select a 2nd email and this will select all emails in between
 - ii. Click email and then use Ctrl key to randomly select different emails to delete
 - b. Double click on Deleted Items – follow directions above or right click and empty trash can.
10. Print a Message
 - a. Select Message
 - b. Click File, Print and follow instructions
11. To Sort Messages
 - a. Click the heading of the column by which you'd like to sort messages.



Microsoft Outlook 2010 Contacts

Contacts are used to keep your non-CRSD email addresses or personal distribution lists. Along with emails, you can store mailing address, phone numbers, etc.

1. Adding Contacts

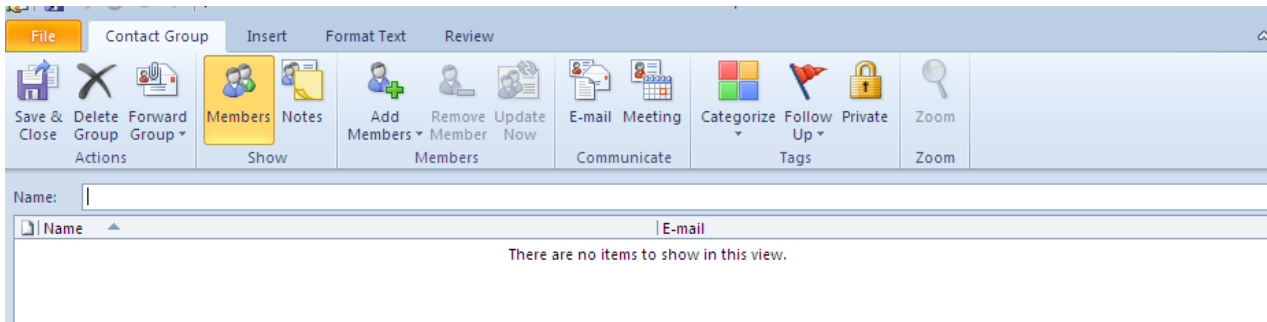
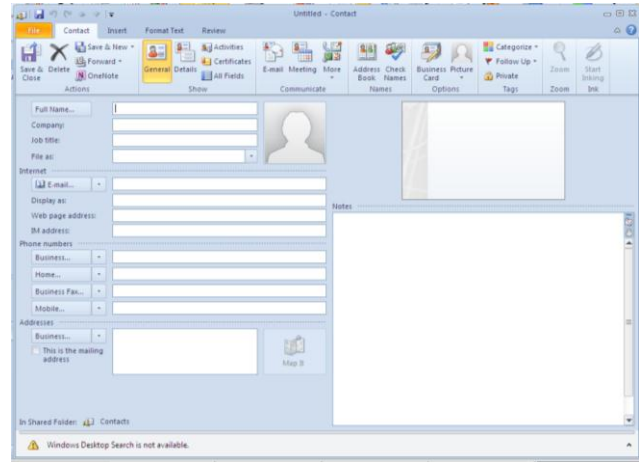
- a. Click on Contacts in bottom left corner
- b. Click New Contact to add a contact
- c. Type in information and click Save and Close

2. Deleting Contacts

- a. Click on contact and click delete

3. Contact Group/Distribution Lists

- a. Click New Contact Group
- b. Type in a Name for the List
- c. Click Add Members and choose people for the list.
- d. Under select items from, choose Contacts for personal emails.
- e. Click OK
- f. Click Save and Close



4. To send an email to a Distribution List

- a. Click New Email
- b. Click on the To box
- c. In the box in the top right, click Contacts.

Microsoft Outlook 2010 Calendar

1. In Outlook, click on calendar.
2. On the toolbar you can change your view to day, work week, week or month.. You can use the arrows to maneuver through the days.
3. Add Appointment
 - Double click on a time and day or click New Appointment.
 - Type in the subject and the location.
 - Change the date and time if you need too.
 - You can add a reminder.
 - Click on Save and Close when you are finished.
4. To edit an appointment, just double click on it, edit it and click Save and Close
5. Invite Attendees
 - Open appt and then click on Invite Attendees.
 - Click on To: and choose the people to attend and then click on Send.
 - This meeting will be put on their calendars and then they will be sent a notification email and they will respond Yes, Decline, or Tentative.
6. Recurring Appts
 - If you have a meeting every Wednesday you only need to plug it in one time and then click on Recurrence.
 - Choose the recurrence pattern and then click on OK.
7. To assign a category to an appointment
 - Open an appointment and click the Categories button.
 - In the Categories dialog box, select the category, and then click save.
8. To move an appointment
 - In the calendar, drag the appointment to the new time or date.
 - Open appointment and change time
9. To copy an appointment
 - Right click and drag the appointment to the new time or date.
10. To delete an appointment
 - Click the appointment and click Delete.
11. To print your calendar
 - Make sure the Calendar is displayed, but no appointment is opened.
 - File, Print.
 - In the Print dialog box, select a print style, and click the Print button.

