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Microsoft Outlook 2010 @ Quick Reference Card The Outlook 2010 Screen Navigation Pane contains mail-related folders like your Inbox, Sent Items, and Search Folders.

### **Outlook 2010 Basic Quick Reference - Microsoft Office Training**

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**THE OUTLOOK 2010 SCREEN**

- To Check for New Messages: Click the Send/Receive All Folders button or press <F9>. To Preview and Print a Message: Click the File tab and select Print, or press <Ctrl> + <P>.
- Message Indicators: Message has not been read. Message has been read. File is attached to the message. Message has high or low importance.

### **Microsoft Outlook 2010 - Microsoft Office Training**

The Microsoft Office Specialist (MOS) Expert credential proves your Microsoft skills to employers, making you more marketable by enhancing your resume. The Career Step Microsoft Outlook 2010 course was specifically developed to prepare

### **MICROSOFT OUTLOOK 2010 - careerstep.com**

A pack of articles, information and interactive guidance to help you quickly become productive with Microsoft Outlook 2010. Included are articles and videos on new features, how-to articles for common basic tasks, training courses on how to most easily make the switch from previous versions, and interactive guides to quickly show you where to find the commands you need on the ribbon.

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### **Saving emails and attachments to PDF in Microsoft Outlook**

Documents related Office 2010, including an overview, product guide, getting started, and new features.

### **Office 2010 User Resources - PDF - microsoft.com**

Outlook 2010 is part of the Microsoft Office 2010 suite. Use Outlook email and its other functions at home and in the workplace. Outlook 2010 is part of the Microsoft Office 2010 suite. Use Outlook email and its other functions at home and in the workplace. menu. Topics. close search. search. English ...

### **Free Outlook 2010 Tutorial at GCFGlobal**

There are multiple ways of reading an email in Microsoft Outlook 2010. Reading a Mail Message Unread Emails The number of unread e-mail messages in each folder appears as a number (in blue font) next to the folder. Opening an Email Message in its own Window Step Action 1. Click the Inbox folder. 2. Double-click the envelope button of the mail item.

## **Microsoft Outlook 2010 - University of Louisville**

----- Microsoft Email: Outlook Tips and Training 4 Finding and Using Keyboard Shortcuts Let's start with some of those keyboard shortcuts I mentioned. Many of us Microsoft Office users wish they would put these shortcuts in one handy-to-reference place in each application.

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