





























Outlook 2003 Reference Guide

Main Screen	Keyboard Shortcuts																																																																																								
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<ol style="list-style-type: none"> 1 The Title Bar displays the name of the application and includes a pull-down menu with options for changing the window's size and placement. In the upper right corner are three buttons for minimizing, maximizing/restoring the window, and closing the application. 2 The Menu Bar contains the commands required to operate the program. You can access any menu item by pointing to it and clicking the [LEFT] mouse button once. 3 The standard Tool Bar is located on the third line and can be used to quickly perform functions without having to access the menu. If you point to a tool without clicking the mouse button, a brief description of the tool will appear. 4 The Advanced Tool Bar is displayed beneath the tool bar and is used to navigate between previous views, folders, and Web pages. 5 The Navigation Pane is displayed along the left side of the window. Each type of item (such as the Calendar) within Outlook is displayed. The right portion of the window changes as you select items from the left side (within the Outlook Bar). There is a folder banner across the top of this section, indicating the currently selected folder (item). 6 At the bottom of the screen is the Status Bar. This bar contains information relevant to the currently selected item (chosen from the Outlook Bar on the left side of the window). For example, if the Inbox folder is selected, this line displays the number of messages as well as the number of unread messages. 7 The Reading Pane (if displayed) is located either along the right side of the screen or towards the bottom half of the screen and is used to preview the currently selected message. 8 To the right side of the menu bar is a help box where you may enter a quick question. Simply click in the Ask a Question box and type your question (e.g., "how do I print") 	<h3 style="text-align: center; background-color: #f4a460; padding: 2px;">Movement Keys</h3> <table border="0"> <tr><td>CTRL + [←]</td><td>Moves to Previous Word</td></tr> <tr><td>CTRL + [→]</td><td>Moves to Next Word</td></tr> <tr><td>CTRL + [↑]</td><td>Beginning of Previous Paragraph</td></tr> <tr><td>CTRL + [↓]</td><td>Beginning of Next Paragraph</td></tr> <tr><td>HOME</td><td>Beginning of Current Line</td></tr> <tr><td>END</td><td>End of Current Line</td></tr> <tr><td>CTRL + HOME</td><td>Beginning of Message</td></tr> <tr><td>CTRL + END</td><td>End of Message</td></tr> </table>	CTRL + [←]	Moves to Previous Word	CTRL + [→]	Moves to Next Word	CTRL + [↑]	Beginning of Previous Paragraph	CTRL + [↓]	Beginning of Next Paragraph	HOME	Beginning of Current Line	END	End of Current Line	CTRL + HOME	Beginning of Message	CTRL + END	End of Message																																																																								
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Basic Commands		Outlook Shortcuts
Adding a Contact	<ol style="list-style-type: none"> 1 Open a message from the contact you want to add. 2 While pointing to the person's name, click your [RIGHT] mouse button once and choose Add to Contacts. 	 Outlook Today Provides a preview of your day. This allows you to review what appointments and tasks you have scheduled for the day.
Attaching a File	<ol style="list-style-type: none"> 1 Click on  or access the Insert → File menu 2 Select the name of the file you want to attach. 	 Outlook Update Accesses the Internet to see if there are any updates to Outlook.
Copying an Item	<ol style="list-style-type: none"> 1 Select the item to be copied. 2 Hold down the [CTRL] key and drag the item to a new location. 	 Mail Contains your e-mail items.
Creating an Appointment	<ol style="list-style-type: none"> 1 Switch to the Calendar and then display the Day view. 2 Double-Click on the time when the appointment will begin. 3 Enter the information for the appointment. 4 When done, click on . 	 Calendar Displays the appointment book where you can schedule reminders, appointments and meetings.
Creating a Message	<ol style="list-style-type: none"> 1 From within the Inbox, click on . 2 Select the person you want to send the message to. 3 Enter a subject in the line provided. 4 Enter the text of the message. 5 When done, click on . 	 Contacts Stores a list of names, addresses, phone numbers and other information for your contacts.
Deleting an Item	Select the text or graphic item to be removed and press  .	 Tasks Displays a To Do (Task) list.
Finding a Message	<ol style="list-style-type: none"> 1 Click on  (located on the standard toolbar). 2 A new box will be placed across the top of the screen. Click in the box and enter the text you are searching for. 3 Click on  to begin the search. Outlook will display the headers of the messages that match your search criteria. 	 Notes Stores general information (such as new ideas) that you want documented.
Forwarding a Message	<ol style="list-style-type: none"> 1 While reading the message, click on . 2 Select the person you want to forward the message to. 3 Enter any text you may want to include. 4 When done, click on . 	 Journal Displays a history of recorded activities.
Moving an Item	<ol style="list-style-type: none"> 1 Select the item to be moved. 2 Click and drag the item to its new location. 	 Deleted Items Temporarily stores your deleted items. You can choose to permanently remove when you exit Outlook by accessing the Tools → Options → Other menu.
Opening an Item	Click on  or access the File → Open menu.	 Drafts Contains messages you have started but yet completed.
Printing an Item	Click on  or access the File → Print menu.	 Inbox (1) Contains messages sent to you.
Replying to a Message	<ol style="list-style-type: none"> 1 While reading the message, click on . 2 Type in your reply. 3 When done, click on . 	 Junk E-mail Contains junk messages.
Saving an Item	Click on  or access the File → Save menu.	 Outbox Temporarily stores messages you have chosen to send until they are actually sent off.
Sorting Messages	Click on the heading of the column to be sorted. A small triangle will be displayed in the sorted column. Click a second time on the same heading to switch to descending order.	 Sent Items Contains a list of messages you have sent.
Spell Checking	Access the Tools → Spelling menu.	<div style="background-color: #f4a460; padding: 5px; text-align: center;">Quick Tips</div> <p>➤ You can create a fun new message using one of Outlook's predefined stationeries by accessing the Actions → New Message Using → More Stationery menu and then selecting from the list of choices.</p> <p>➤ To create a task from an existing Outlook object, simply drag the item on top of the Tasks icon (located on the Outlook Bar).</p>