

Microsoft Outlook 2013 Mail, Calendar, People, Tasks Quick Reference (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

Outlook 2013 Mail, Calendar, People, Tasks

Mail

Displaying Mail Folders

- To show the folders in the navigation pane, click **View > Show the Folder Pane**.
- To show the folders in the ribbon, click **View > Show the Folder Pane**.

Hiding/Displaying the Folder Pane

- To show the folder pane, click **View > Show the Folder Pane**.
- To hide the folder pane, click **View > Hide the Folder Pane**.

Hiding/Displaying the To-Do Bar

- To show the To-Do Bar, click **View > Show the To-Do Bar**.
- To hide the To-Do Bar, click **View > Hide the To-Do Bar**.

Creating and Sending a Message

- Click **File > New > Email**.
- In the **To** field, type the name of the recipient. To add more recipients, click **Add To**.
- Click **Send**.

Attaching a File

- Click **File > Send > Attachments > Attach**.
- Click the file you want to attach.
- Click **Send**.

Showing BCC

- Click **File > Send > Show BCC**.
- Click **Send**.

Sending a Message with High or Low Importance

- Click **File > Send > Send as High/Low Importance**.
- Click **Send**.

Requesting a Read or Delivery Receipt

- Click **File > Send > Request a Read or Delivery Receipt**.
- Click **Send**.

Drafting a Message

- Click **File > New > Draft**.
- Click **Send**.

Delaying the Delivery of a Message

- Click **File > Send > Delay Delivery**.
- Click **Send**.

Restricting Forwarding, Printing, Copying

- Click **File > Send > Restrict Forwarding, Printing, Copying**.
- Click **Send**.

Deleting Messages

- Click **File > Send > Delete**.
- Click **Send**.

Reading Messages

- Click **File > Open > Read**.
- Click **Send**.

Using the People Pane

- Click **File > People**.
- Click **Send**.

Manual Send/Receive

- Click **File > Send > Manual Send/Receive**.
- Click **Send**.

Using the Outbox

- Click **File > Outbox**.
- Click **Send**.

Using Desktop Alerts

- Click **File > Desktop Alerts**.
- Click **Send**.

Keyboard Shortcuts

File > Send > Send	Ctrl+Shift+S
File > Send > Attach	Ctrl+Shift+A
File > Send > Show BCC	Ctrl+Shift+B
File > Send > Send as High/Low Importance	Ctrl+Shift+H/L
File > Send > Request a Read or Delivery Receipt	Ctrl+Shift+R
File > New > Draft	Ctrl+N
File > Send > Delay Delivery	Ctrl+Shift+D
File > Send > Restrict Forwarding, Printing, Copying	Ctrl+Shift+F
File > Send > Delete	Ctrl+Shift+D
File > Open > Read	Ctrl+Shift+R
File > People	Ctrl+Shift+P
File > Send > Manual Send/Receive	Ctrl+Shift+M
File > Outbox	Ctrl+Shift+O
File > Desktop Alerts	Ctrl+Shift+A

instructions and shortcuts for how to use mail, calendar, contacts, and tasks features of Microsoft Office Outlook 2013. 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: Mail: Displaying Mail Folders; Hiding/Displaying Folder 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. 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 & Editing Contacts; 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. Also includes a list of Keyboard and Selection Shortcuts.

Dead on Revival Main menu Skip to content Home About the Blog About the Blogger The Alphabet The List Sleep now; fear human nature tomorrow POSTED ON FEBRUARY 16, 2016 Ive had this blog for nearly a decade. Fuck. POSTED IN LIFE A Prayer POSTED ON NOVEMBER 27, 2015 You are, of course, too much I am easily tired and slow Where you run on for days without rest: The God of ultra-marathons and Bolt Who still jogs beside me on my 12-minute mile Where you work without end: The Messenger for Gods without rest or relent Who pulls me to my feet on 14 hour shifts Where you laugh without reserve: The Prankster who steals their best friends cows Who reminds me that may it harm none we all need to have fun Where you lead: The Guide today until death Who rides beside me on long sleepy nights Enagonius, Poneomenos, Mechanotes, Diaktoros Transcendent and eternal You called to me and I fall at your feet I thank you, Lord Hermes, for your blessings and your indulgence as I find my way on your path POSTED IN LIFE TAGGED DRU TALKS GODS, HELLENIC POLYTHEIST, HERMES, POLYTHEISM, PRAYER Drunk Advice From A God POSTED ON NOVEMBER 3, 2015 2 the days are pouring nectar down my throat so

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